



**Board of Trustees Meeting
Monday August 12, 2024 6:00 pm
Community Room**

Watch here: <https://www.youtube.com/@bethlehempubliclibrary9609>

Public comments can be submitted here: <https://www.bethpl.org/contact-us/contact-the-director/>

Board packet information can be accessed here: <https://www.bethpl.org/board-of-trustees/>

Agenda

- **Call to order**
- **Public participation**
- **Review of previous meeting minutes (p. 3-8 and 9)**
- **Financial report (p. 10-18)**
 - **Treasurer's update**
- **Personnel report**
 - **Personnel actions (p. 19-20)**
 - **Proposed organizational chart (p. 21)**
- **Director's report (p. 22-29)**
- **UHLS report**
- **New business**
 - **Committee appointments and committee re-authorizations (p. 30)**
 - **Other new business**
- **Old business**
 - **Length of trustee terms**
 - **Finance committee report**
 - **Building project update**
 - **Project timeline**
 - **Proposed date change**
 - **Meeting room policy – comments and process (p. 31)**
 - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**

Next board meeting: Monday September 9, 2024

Next Friends of the Library meeting: Monday August 19, 2024 6:30 pm



ELECTED AND APPOINTED LIBRARY OFFICERS' OATH

I do solemnly swear (affirm) that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the office of

Bethlehem Public Library Trustee

name (please print)

residential address (please print)

signature

Sworn and subscribed before me this _____ day of _____, _____.

name and title of subscribing officer (please print)

signature of subscribing officer

beginning date of subscribing officer's term

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**
Monday July 15, 2024

PRESENT: Caroline Brancatella
Mark Kissinger
Sarah Patterson
Gail Sacco
Lisa Scoons
Michelle Walsh
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Laura DiBetta

GUESTS: Jennifer Crawford, confidential secretary
Phil Berardi, assistant director/head of Circulation and Technical Services
Tanya Choppy, accounts clerk
Tracey McShane, personnel administrator
Chris McGinty, assistant director
Elbert Eller, Ashley McGraw (virtual)
Mary Service
Robert McDonnell

President M. Kissinger called the meeting to order at 6pm.

TRUSTEE OATHS OF OFFICE

M. Kissinger administered the oath of office to trustees-elect G. Sacco and M. Walsh.

ELECTION OF BOARD OFFICERS

S. Patterson presented the nominating committee's slate of officers.

M. Walsh said she would like to reiterate what she had said two years ago about there not being a need for two vice presidents. She said it slows down decision making and it is not necessarily a training role as anyone on the board could be nominated as president. S. Patterson said that the nominating committee felt that it was valuable to have two people learning the role from a good governance standpoint.

The slate of officers proposed for 2024-25:

- President: Mark Kissinger
- Vice President: Michelle Walsh
- Vice President: Caroline Brancatella
- Secretary: Sarah Patterson
- UHLS representative: Lisa Scoons
- Board treasurer: Shari Whiting

On a MOTION by S. Patterson with a SECOND by L. Scoons, the board unanimously accepted the 2024-25 officer slate as presented.

PUBLIC PARTICIPATION

There was no public participation at this time.

COMMITTEE APPOINTMENTS

M. Kissinger said there are four standing committees required by the bylaws: nominating, building, finance and personnel. He asked board member to reach out and let him know where they might be interested in serving. C. Brancatella said the board might consider an informal committee to take point on the rollout of the bond. M. Kissinger said that the bylaws do not require a policy committee and asked if it was something the board was interested in keeping. M. Walsh asked if there were any policies that still needed updating. G. Kirkpatrick said that new laws now require that policies are reviewed more frequently. C. Brancatella said she would recommend keeping the policy committee because the board has committed to reviewing the meeting room policy on a quarterly basis.

M. Kissinger said the entire board has acted as the building committee in the past and he asked the board to think about whether that was something he wanted to continue or not.

G. Sacco asked about which meetings could take place over Zoom. G. Kirkpatrick said that there needs to be a seated quorum of four.

M. Kissinger said that the goal of the committees was to make the full board meeting shorter, but that has not happened. He said he would be making appointments at a later time.

BOARD ANNUAL AUTHORIZATIONS

L. Scoons asked if there has been a recent review of the library's insurance broker. G. Kirkpatrick said the broker had reached out for quotes on the library's behalf.

On a MOTION by C. Brancatella with a SECOND by M. Walsh, the board unanimously approved the 2024-25 authorizations as presented.

HOLIDAYS AND CLOSINGS/BOARD MEETINGS

The board meeting schedule for 2025 showed a conflict with Passover and spring break. The board agreed to shift the meeting to the first Monday of April.

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board voted unanimously to adopt the amended board meeting schedule (with the April meeting moved up to April 7) for 2025.

On a MOTION by S. Patterson with a SECOND by L. Scoons, the board voted unanimously to adopt the holidays and closings schedule for 2025.

ANNUAL ETHICS/CONFLICT OF INTEREST STATEMENT

Ethics statements were distributed to the trustees for signing and will be filed in the public record.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously approved the minutes from the Monday June 10 regular board meeting.

On a MOTION by L. Scoons with a SECOND by M. Walsh, the board unanimously approved the minutes from the Tuesday June 18 special board meeting.

FINANCIAL REPORT

Treasurer's update

The board noted S. Whiting's treasurer's report. Additional items:

- The end of year report shows a preliminary net revenue of almost \$442,000. Auditors will be in Thursday to do some preliminary work, but S. Whiting said she doesn't expect any adjustments to be significant.
- S. Patterson asked if was the goal of the board to have a surplus. S. Whiting said there are a lot of estimates that go into the budget that can be hard to predict. She also noted that it has been helpful to build up the fund balance because of the building project, but the goal is generally to come close to breaking even.
- C. Brancatella noted that a quarter of the surplus was from interest revenue and credited S. Whiting with taking advantage of those rates. She said there will also be contracted increases in salaries and health benefits in the coming year.
- G. Sacco said a surplus can also be helpful when dealing with unexpected expenses. S. Whiting said that budget also includes a line for contingencies.

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously approved the Financial Statement dated 30 June 2024 (Checks disbursed in June 2024 based on pre-approval \$57,802.88; Checks disbursed in June 2024 relating to payroll \$196,478.51; Checks being submitted for approval \$137,694.79; CapProject Fund Checks \$140,990.01; Total: \$532,966.19).

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said he was seeking fill the page position, but wanted to talk to the personnel committee about possibly combining positions in a cost neutral way.

On a MOTION by L. Scoons with a SECOND by C. Brancatella, the board unanimously voted to approve the following position:

- Library Page, part-time, permanent, 9.8 hours/week, \$15/hour

DIRECTOR'S REPORT

The board noted the director's report. Additional items:

- There are still some questions about how to get the rebates for the geothermal part of the project. He said it would likely involve the library filing a federal tax return.
- The architects' vision boards about the children's space has seen a lot of engagement, indicating this space is a big priority with the public. Several rounds of comment are being catalogued.
- G. Kirkpatrick praised the staff working to implement new meeting room policy.

- He noted that the end-of-year stats show a significant increase in the number of programs offered and attendance.
- M. Walsh asked what was driving the increase in e-magazine use. G. Kirkpatrick said OverDrive changed way magazines were highlighted in the collection so they are more visible. He said the overall increase in magazine use is not in the paper magazine collection.

UHLS BOARD UPDATE

L. Scoons said that while she wasn't at the most recent meeting, the main topic of discussion continues to be whether to allow Schenectady to join UHLS. She said there are still some questions about what that would mean and the topic was tabled until the September meeting.

NEW BUSINESS

Other Post-Employment Benefits (OPEB) valuation contract

S. Whiting said that the library has to have an OPEB valuation every year for the audit. She noted that there is an increase in the price of this actuarial service. G. Sacco asked if the price was fixed or could be negotiated because it seemed like a big increase. C. Brancatella noted that the board was being asked to approve the rates before them. S. Whiting said a lot of costs had gone up in the past couple of years. The next time the contract comes up, the board can have a discussion about negotiating a capped price. T. Choppy noted that the library paid approximately \$6,000 for the full valuation two years ago.

On a MOTION by G. Sacco with a SECOND by M. Walsh, the board voted unanimously to enter into a contract with BPAS for a full OPEB valuation for fiscal year 2024 in the amount of \$7,000 and an interim valuation for fiscal year 2025 in the amount of \$2,000.

Construction Manager Contract

The contract with Schoolhouse Construction Services has reviewed by the library's lawyers and their suggested changes have been accepted. M. Kissinger asked when the contract would start. G. Kirkpatrick said it would as soon as the contract was signed. The term would last until the project is closed. He said Schoolhouse was in charge of phasing the project and would serve as the board's representative on the project, independent of the architects. M. Kissinger said he was part of the interview committee and was very impressed with the firm.

On a MOTION by S. Patterson with a SECOND by L. Scoons, the board voted unanimously to enter into a contract with Schoolhouse Construction Services for construction management for the library.

Length of Trustee Terms Discussion

L. Scoons said she brought the term length topic up at an earlier meeting and wanted to continue the conversation. She said she felt that the five-year term limit for trustee is an impediment for many potential candidates. She said other Upper Hudson libraries are also considering a change to a three-year term. If passed, this change would only apply to elections moving forward. M. Kissinger said that when he has tried to recruit people for the board, many are reticent about the five-year tour. He said he welcomed further discussion. S. Patterson asked if it could be a four-year term. She said she was reaching the end of her first two years and just getting to a point where she felt comfortable with all

there is to know. M. Walsh said she worried that if the term were too short, the board might lose expertise and organizational memory. L. Scoons said that the board has had some people leave because the term is too long. C. Brancatella said that term limits were also being discussed for town positions as well. G. Sacco said she would like to see some more information about how this has affected other organizations, including the school district. She said that three years seems to short.

G. Kirkpatrick said that if the board pass a motion to pursue a term length change, then DLD would prepare the necessary resolutions to pass to make the charter changes. It would then to the regents for approval. He said that if the discussion isn't wrapped up within the next couple of meetings, it would likely be 2026 before implementation.

Other new business

There was no other new business to discuss.

OLD BUSINESS

Building project update

G. Kirkpatrick said he was still working with the school district and attorneys to figure out a mechanism for the bond vote. He said trustees may need to call a special board meeting in August to authorize the wording for the referendum.

G. Sacco asked if the board would consider postponing the vote. She said nothing be lost in terms of work already done if the vote were pushed past November to possible March. She said that it seems reasonable considering the political and financial climate. board consider postponing the vote. I think nothing would be lost in terms of work. With political election and financial climate. A lot of things going on that need board's priority attention. It seems to reasonable to say public we heard you. Past November and maybe in March.

C. Brancatella said her initial reaction is that they can't put it off and that costs and pricing would continue to dramatically escalate. G. Sacco said she hopes those numbers could be investigated. S. Patterson said the board has discussed the timing and know circumstances are not optimal but decided it was time to ask. M. Walsh said it would be an inefficient use of board time to rehash the discussion. M. Kissinger said the project has been talked about for a decade and he understands that there is no ideal time for a vote, but it will give the board a sense of public opinion. C. Brancatella said she doesn't see community opinion changing much between October and March and she would rather see the board put that effort into explaining the project to the public. S. Patterson suggested that someone act as point person on outreach.

G. Sacco said it would be ideal to hire a consultant to communicate the project with the public. She suggested the library hire a consultant for messaging and marketing. C. Brancatella said that a consultant used well could benefit the library, but she was concerned about the optics of tax dollars being used for the service. She suggested that it would be more appropriate for the Friends to do it. G. Sacco said she believes it is a totally appropriate use of library funds.

S. Patterson and M. Walsh asked if Patron Point, which the board approved at a previous meeting, would be a useful marketing too. K. Roberts said the library was already using Patron Point but its importance in regard to the building project was the ability to share information about the project not market it. G. Kirkpatrick suggested the board table the conversation until an attorney could be consulted.

M. Walsh said she believes the community is very invested in a vibrant children's area and she would like to see that reflected in the renderings.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

There was no future business at this time.

EXECUTIVE SESSION

On a MOTION by M. Kissinger with a SECOND by M. Walsh, the board voted unanimously to enter into executive session at 7:30pm to discuss matters involving proposed, pending or current litigation.

On a MOTION by S. Patterson with a SECOND by M. Walsh, the board voted unanimously to adjourn executive session at 8:49pm.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

On a MOTION by S. Patterson with a SECOND by L. Scoons, the board voted unanimously to adjourn the regular meeting at 8:50pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
Thursday August 1, 2024

PRESENT: Caroline Brancatella
Laura DiBetta
Mark Kissinger
Sarah Patterson
Gail Sacco
Lisa Scoons
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director

EXCUSED: Michelle Walsh

GUESTS: Jennifer Crawford, confidential secretary
Phil Berardi, assistant director/head of Circulation and Technical Services

President M. Kissinger called the meeting to order at 6:05pm.

PUBLIC PARTICIPATION

There was no public participation at this time.

BUILDING PROJECT DISCUSSION

Board members discussed the building project cost and budget, as well as design elements.

No action was taken.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

On a MOTION by S. Patterson with a SECOND by L. Scoons, the board voted unanimously to adjourn the regular meeting at 7:05pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 6/30/24

	BALANCE					BALANCE
	6/30/2024	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	7/31/2024
TD Bank General Fund	207,084.08	25,057.37	(249,689.64)	(374.32)	170,065.83	152,143.32
TD Bank Payroll	0.00		(139,934.17)	-	139,934.17	0.00
TD Bank Money Market	1,398,874.34	-		2,813.57	(440,000.00)	961,687.91
TD Bank Treasury Bill	1,088,249.12		-	5,093.01	-	1,093,342.13
TD Bank Capital Project Fund	3,599.29	-	(140,990.01)		140,000.00	2,609.28
TD Bank 6 mo. CD Opened 5/7/24	1,007,762.88			4,322.33	-	1,012,085.21
TD Bank 3 mo. CD Opened 5/7/24	544,257.73			2,366.70	-	546,624.43
Key Bank Checking	15,860.10	2,359.80	(165.36)		(10,000.00)	8,054.54
TOTAL:	4,265,687.54	27,417.17	(530,779.18)	14,221.29	-	3,776,546.82

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$18,632* of Storch Fund money

*Includes Friends match for 2023

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

1 MONTH ENDED 7/31/24

FISCAL YEAR 2024-2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 1 MO. ENDED 7/31/2024	Percent YTD 7/31/2024	ANNUAL BUDGET 2023-2024	YTD PRIOR 1 MO. ENDED 7/31/2023	Percent YTD 7/31/2023
Real Property Taxes	4,592,100	-	0.0%	4,401,969	-	0.0%
PILOT	239,000	-	0.0%	241,523	-	0.0%
Fines	3,000	291	9.7%	3,000	280	9.3%
Interest on Deposits	90,000	2,814	3.1%	35,000	(3,916)	-11.2%
Lost Book Payments	8,500	2,133	25.1%	7,500	1,082	14.4%
Friends of BPL Contributions	7,000	-	0.0%	-	-	0.0%
Gifts and Donations, Misc	8,000	68	0.9%	4,000	536	13.4%
Photocopier	8,000	929	11.6%	7,000	855	12.2%
State Aid	26,000	23,726	91.3%	26,000	22,830	87.8%
Grants	-	240	0.0%	-	-	0.0%
Miscellaneous Income	500	-	0.0%	-	200	0.0%
Total Revenue	4,982,100	30,201	0.6%	4,725,992	21,867	0.5%
EXPENSES						
Salaries	2,666,993	199,752	7.5%	2,547,087	170,285	6.7%
Retirement	324,242	-	0.0%	280,440	-	0.0%
Health Insurance	398,000	33,135	8.3%	372,300	27,976	7.5%
Other Benefits	238,965	32,169	13.5%	227,365	28,289	12.4%
Subtotal Salaries & Benefits	3,628,200	265,057	7.3%	3,427,192	226,550	6.6%
Library Materials - Print	294,000	2,883	1.0%	292,000	250	0.1%
Library Materials - Electronic & Audio	281,000	12,794	4.6%	283,000	16,809	5.9%
Subtotal Library Material	575,000	15,677	2.7%	575,000	17,059	3.0%
Operations	643,900	48,354	7.5%	605,800	50,300	8.3%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
Total Expenses	4,982,100	329,088	6.6%	4,742,992	293,910	6.2%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

1 MONTH ENDED 7/31/24

FISCAL YEAR 2023 - 2024

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 1 MO. ENDED 7/31/2024	Percent YTD 7/31/2024	ANNUAL BUDGET 2023-2024	YTD PRIOR 1 MO. ENDED 7/31/2023	Percent YTD 7/31/2023
Salaries & Benefits						
Salaries-Librarians	1,252,089	98,244	7.8%	1,178,184	90,816	7.7%
Salaries-Support Staff	1,226,399	87,000	7.1%	1,190,063	67,251	5.7%
Salaries-Custodians	188,505	14,508	7.7%	178,840	12,218	6.8%
Subtotal Salaries	2,666,993	199,752	7.5%	2,547,087	170,285	6.7%
Retirement	324,242	-	0.0%	280,440	-	0.0%
Health Ins.	398,000	33,135	8.3%	372,300	27,976	7.5%
SocSec/Medicare	206,465	14,784	7.2%	194,865	13,560	7.0%
Worker's Comp.	20,000	16,002	80.0%	20,000	13,452	67.3%
Unemployment	10,000	-	0.0%	10,000	-	0.0%
Disability Ins.	2,500	1,383	55.3%	2,500	1,276	51.1%
Subtotal Salaries & Benefits	3,628,200	265,057	7.3%	3,427,192	226,550	6.6%
Library Materials						
Adult books	171,000	2,058	1.2%	171,000	-	0.0%
Periodicals	18,000	-	0.0%	21,000	-	0.0%
YS Books	85,000	-	0.0%	85,000	-	0.0%
Special Collections	20,000	825	4.1%	15,000	250	1.7%
Subtotal Print Materials	294,000	2,883	1.0%	292,000	250	0.1%
Audiobooks	20,000	-	0.0%	20,000	-	0.0%
E-Collections	201,000	12,794	6.4%	196,000	10,225	5.2%
Electronic Resources	31,000	-	0.0%	31,000	6,500	21.0%
YS Audiobooks	4,500	-	0.0%	4,000	-	0.0%
YS Media	2,500	-	0.0%	2,000	84	4.2%
AS Media	22,000	-	0.0%	30,000	-	0.0%
Subtotal Electronic & Audio	281,000	12,794	4.6%	283,000	16,809	5.9%
Subtotal Library Materials	575,000	15,677	2.7%	575,000	17,059	3.0%
Operations						
Copiers and supplies	15,000	103	0.7%	15,000	-	0.0%
Office supplies	20,000	106	0.5%	20,000	-	0.0%
Custodial supplies	20,000	-	0.0%	20,000	-	0.0%
Postage	22,000	9	0.0%	22,000	1,500	6.8%
Printing & Marketing	43,200	4,564	10.6%	35,000	632	1.8%
Van lease & oper.	4,000	-	0.0%	4,000	70	1.7%
Gas and Electric	75,000	4,460	5.9%	75,000	4,824	6.4%
Telecom & Cloud Svcs	24,000	1,195	5.0%	24,000	654	2.7%
Water	3,000	-	0.0%	3,000	-	0.0%
Taxes-sewer & water	3,500	-	0.0%	3,400	-	0.0%
Refund property taxes	5,000	-	0.0%	5,000	-	0.0%
Prof. Services	40,000	-	0.0%	30,000	-	0.0%
Contract Services	50,000	195	0.4%	50,000	23	0.0%
Insurance	35,000	-	0.0%	30,000	1,647	5.5%
Bank Fees	1,700	528	31.1%	1,400	118	8.4%
Travel/Conference	3,500	65	1.9%	3,500	-	0.0%
Memberships	3,000	-	0.0%	3,000	-	0.0%
Special Programs	42,000	3,240	7.7%	35,000	7,682	21.9%
Furniture & Equipment	30,000	-	0.0%	30,000	-	0.0%
IT Hardware & Software	50,000	(19)	0.0%	50,000	141	0.3%
Bld & Grnd. Repair	40,000	-	0.0%	40,000	140	0.4%
Furn/Equip Repair	3,000	-	0.0%	2,000	-	0.0%
Miscellaneous	6,500	180	2.8%	6,500	116	1.8%
Audit Service	25,000	-	0.0%	24,000	-	0.0%
Accounting Service	22,000	19,723	89.7%	20,000	19,419	97.1%
UHLAN fees	57,500	14,003	24.4%	54,000	13,336	24.7%
Subtotal Operations	643,900	48,354	7.5%	605,800	50,300	8.3%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,982,100	329,088	6.6%	4,742,992	293,910	6.2%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JULY 2024 BASED ON PRE-APPROVAL	\$	46,497.38
CHECKS DISBURSED IN JULY 2024 RELATING TO PAYROLL	\$	205,423.65
CHECKS BEING SUBMITTED FOR APPROVAL	\$	50,067.60
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	2,800.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 1: PREAPPROVED DISB (JUL 24) For Dates 7/1/2024 - 7/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41725	07/15/2024	1172	**VOID** ANNE B MOSHER		-494.70
41746	07/31/2024	1593	**VOID** WILLIAM K. SANFORD LIBRARY		-7.99
41952	07/15/2024	1172	**VOID** ANNE B MOSHER		-524.40
42118	07/01/2024	1424	AFLAC NEW YORK		220.04
42119	07/01/2024	1831	CDPHP UNIVERSAL BENEFITS, INC.		33,735.22
42120	07/01/2024	2395	CSEA EMPLOYEE BENEFIT FUND		193.74
42121	07/01/2024	720	MVP HEALTH PLAN, INC.		6,185.02
42122	07/01/2024	1570	NATIONAL GRID		4,460.42
42123	07/01/2024	2061	UNITED HEALTHCARE INSURANCE CO		168.67
42124	07/01/2024	2064	UNITED STATES TREASURY		70.84
42125	07/01/2024	1607	VERIZON BUSINESS FIOS	250018	124.99
42126	07/01/2024	1607	VERIZON BUSINESS FIOS	250018	159.79
42127	07/01/2024	1607	VERIZON BUSINESS FIOS	250018	159.79
42195	07/15/2024	1172	ANNE B MOSHER		494.70
42196	07/15/2024	1172	ANNE B MOSHER		524.40
42197	07/17/2024	2064	UNITED STATES TREASURY		175.52
42199	07/22/2024	2426	JPMORGAN CHASE BANK NA	250049	841.33
42200	07/22/2024	1040	ALBANY COUNTY CLERK	250055	10.00

Number of Transactions: 18

Warrant Total: 46,497.38

Vendor Portion: 46,497.38

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 3: TRUST & AGENCY (JUL 24) For Dates 7/1/2024 - 7/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42128	07/12/2024	712	CIVIL SERVICE EMPL ASSOC INC.		906.86
42198	07/26/2024	712	CIVIL SERVICE EMPL ASSOC INC.		906.86
100903	07/12/2024	709	BPL SPECIAL PAYROLL ACCOUNT		69,884.88
100904	07/12/2024	710	NYS INCOME TAX BUREAU		4,023.65
100905	07/12/2024	1946	IRS - PAYROLL TAX PMT		22,626.89
100906	07/12/2024	2003	NEW YORK STATE DEFERRED		3,228.42
100907	07/26/2024	709	BPL SPECIAL PAYROLL ACCOUNT		70,049.29
100908	07/26/2024	710	NYS INCOME TAX BUREAU		4,033.74
100909	07/26/2024	730	NYS EMPLOYEES RETIREMENT SYSTE		3,871.05
100910	07/26/2024	1946	IRS - PAYROLL TAX PMT		22,631.12
100911	07/26/2024	2003	NEW YORK STATE DEFERRED		3,260.89
Number of Transactions: 11				Warrant Total:	205,423.65
				Vendor Portion:	205,423.65

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 7: BILL SCHEDULE (AUG 24) For Dates 8/13/2024 - 8/13/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42212	08/13/2024	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	115.95
42213	08/13/2024	2420	AMAZON CAPITAL SERVICES INC	250047	1,039.09
42214	08/13/2024	77	BAKER & TAYLOR , INC.	*See Detail Report	26,189.40
42215	08/13/2024	1186	BAKER AND TAYLOR ENTERTAINMENT	240694	407.50
42216	08/13/2024	1681	BERNE PUBLIC LIBRARY	250052	6.99
42217	08/13/2024	719	BETHLEHEM CENTRAL SCHOOL DIST	250077	2,484.98
42218	08/13/2024	103	BRODART INC	250072	104.31
42219	08/13/2024	2487	COLLAR CITY MUSHROOMS DE, LLC	250080	15.00
42220	08/13/2024	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	250003	316.17
42221	08/13/2024	2428	DANIEL MAY	250027	40.00
42222	08/13/2024	2495	DEBORAH CAVANAUGH	250079	250.00
42223	08/13/2024	1220	DEMCO, INC	250059	202.34
42224	08/13/2024	1991	EASTERN MANAGED PRINT NETWORK LLC	250005	464.78
42225	08/13/2024	2118	FASNY MUSEUM OF FIREFIGHTING	250076	100.00
42226	08/13/2024	2322	KANOPY INC.	250014	1,406.00
42227	08/13/2024	2246	LANGUAGE SERVICES ASSOCIATES, INC.	250067	500.00
42228	08/13/2024	1024	MIDWEST TAPE LLC	*See Detail Report	5,137.71
42229	08/13/2024	2483	NICKERSON GROUP	240550	1,348.15
42230	08/13/2024	1654	NORTH GREENBUSH PUBLIC LIBRARY	250054	7.99
42231	08/13/2024	2088	NYSID	250071	50.15
42232	08/13/2024	2113	NYSIF DISABILITY BENEFITS		110.09
42233	08/13/2024	1823	OVER DRIVE INC.	*See Detail Report	1,392.15
42234	08/13/2024	2460	PARK PLAYHOUSE, INC.	250031	650.00
42235	08/13/2024	450	PHILLIPS HARDWARE INC	250011	59.97
42236	08/13/2024	2430	PLAYAWAY PRODUCTS LLC	*See Detail Report	1,098.46
42237	08/13/2024	505	ROEMER WALLENS GOLD & MINEAUX	250064	108.00
42238	08/13/2024	1951	S & S WORLDWIDE INC.	250057	110.40
42239	08/13/2024	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	539.64
42240	08/13/2024	2154	STERICYCLE, INC.	250008	21.99
42241	08/13/2024	2340	T-MOBILE	250017	1,016.70
42242	08/13/2024	2380	TROY GROUP, INC.	250022	264.50
42243	08/13/2024	2344	ULINE, INC.	*See Detail Report	1,047.76
42244	08/13/2024	2328	UNIFIRST CORPORATION	250009	101.32
42245	08/13/2024	632	UPPER HUDSON LIBRARY SYSTEM	250068	140.00
42246	08/13/2024	1607	VERIZON BUSINESS FIOS	250018	199.99
42247	08/13/2024	1607	VERIZON BUSINESS FIOS	250018	89.00
42248	08/13/2024	1968	VERIZON WIRELESS	250002	100.47
42249	08/13/2024	645	W W GRAINGER INC	*See Detail Report	2,691.67
42250	08/13/2024	1593	WILLIAM K. SANFORD LIBRARY	250066	19.98
42251	08/13/2024	2259	WORLD AWARENESS CHILDREN'S MUSEUM	250075	119.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 7: BILL SCHEDULE (AUG 24) For Dates 8/13/2024 - 8/13/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 40				Warrant Total:	50,067.60
				Vendor Portion:	50,067.60

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 2: BILL SCH (AUG 24) - H FUND For Dates 8/13/2024 - 8/13/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1226	08/13/2024	2494	ENERGY & ENVIRONMENT, LLC	250053	2,800.00
Number of Transactions: 1				Warrant Total:	2,800.00
				Vendor Portion:	2,800.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

August 12, 2024 - Board of Trustee Meeting											
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Library Clerk PT	Circulation Services	11 hrs/wk	15 hrs/wk	\$18.19/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$18.19/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$15.00/hour	M. Mitchel	5/11/2022	5/9/2022				
Library Page PT	Collection Maintenance	6 hrs/wk		\$15.00/hour	D. Bloom	8/30/2023	9/11/2023				
Library Page	Collection Maintenance	9.8 hrs/wk		\$15.00/hour	S. Imbriaco	8/7/2024	7/15/2024	Filled	M. McPhillips	8/6/2024	Hire
Action Requested											
Librarian 1 PT	Public Services	9 hrs/wk		\$36.65/hour or per contract	M. Quinn	7/31/2024					
Library Clerk PT	Collection Maintenance	11.67 hrs/wk		\$18.19/hour or per contract	R. Schacht	8/2/2024					
Librarian III (Department Head)	Public Services	35 hrs/wk		\$74,706/annual or per contract							
Positions Held											
Library Assistant FT	Public Services	35 hrs/wk		\$43,040/annual or per contract	A. Wang	7/26/2024					
Library Assistant PT	Public Services	16 hrs/wk		\$23.65/hour or per contract	S. Moon	7/26/2024					

New Position Proposal:

Create a Librarian III Department Head position, Head of Youth Services.

This position was eliminated and the Public Services Department was reorganized in the years after the 2009 financial downturn. Increased pension and healthcare costs forced the library to eliminate some positions through attrition in order to avoid layoffs.

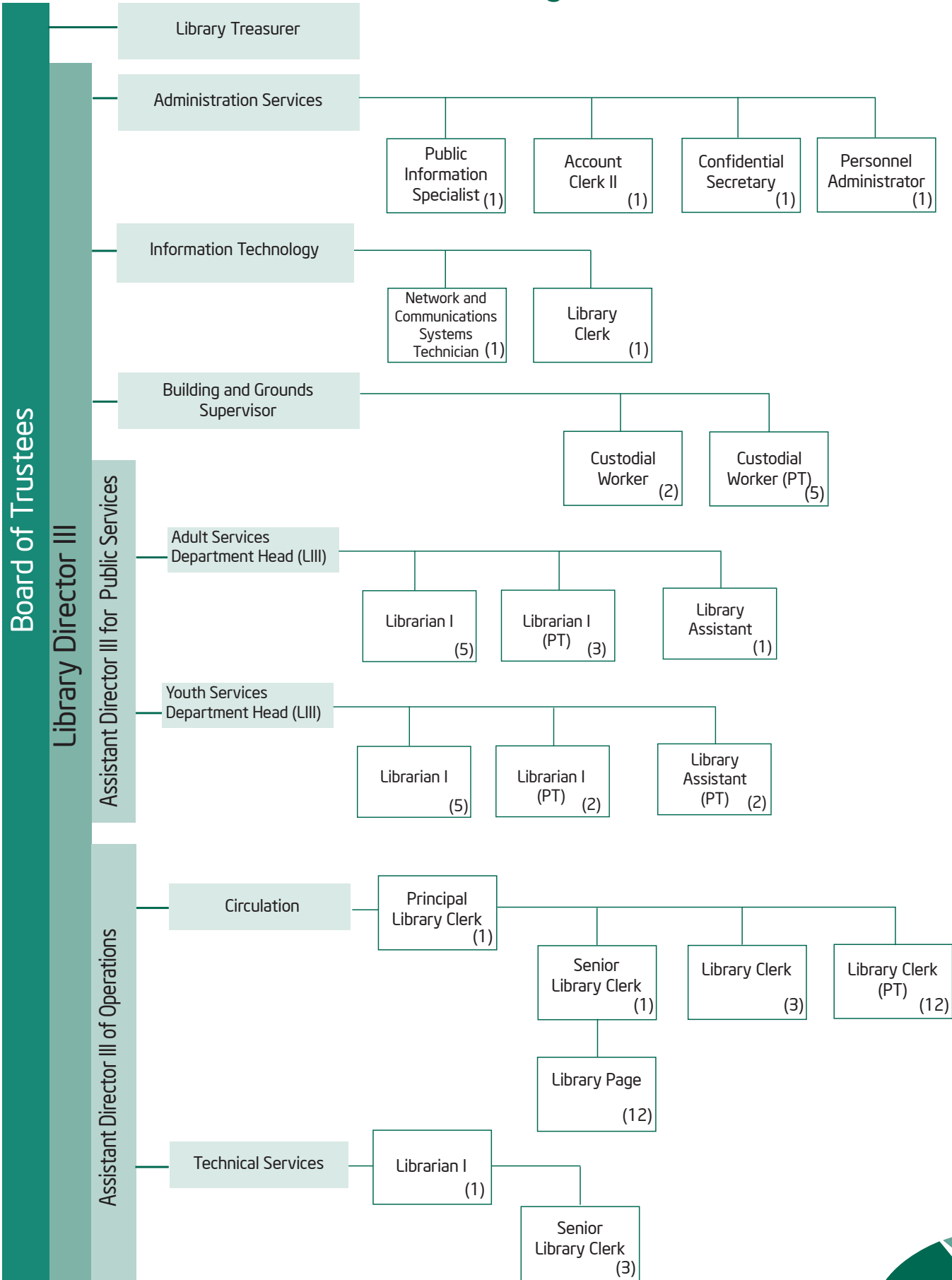
We have attempted several different configurations in the department, and it is now clear that the traditional Youth and Adult services department model is best for an organization of this size.

Funds freed from a full- and part-time Library Assistant position, as well as other budgeted funds from the personnel lines, would make the creation of this position budget neutral. Duties from the full-time volunteer coordinator will be undertaken by a Librarian 1 staff in the department. Desk hours from the part-time Library Assistant will be absorbed by the Public Services Staff.

The position's focus on services to children and teens supports our mission to serve this crucial population in the community. Increased attendance at child-focused library programs and increased use of the Children's Place demonstrate the need for greater specialization in this area.

BETHLEHEM PUBLIC LIBRARY ORGANIZATIONAL CHART

revised August 2024



Board of Trustees

Library Director III

Assistant Director III for Public Services

Assistant Director III of Operations



Director's Report August 2024

Building Project

There have been significant developments with the building project during the past month. The final project budget came in higher than expected. With looming public notice deadlines, it was decided to move back the project vote to give the architects time to redesign the project to accommodate the budget set by the trustees.

We received clearance from the State Historic Preservation Office to move forward with the project. This was the final component of the State Environmental Quality Review process. We are poised and ready to move forward when we have a final project budget and a project scope adopted by the board. Our objective is to hold the vote in early December 2024.

The team of design consultants worked diligently to explore important project components such as the federal geothermal rebates. Our team met with a geothermal consultant as well as a geothermal rebate accountant recommended by the library's accounting firm. The team has greater understanding about the rebates. We have confidence that the library is an eligible organization to receive the rebates.

The Building Project Education Committee met to discuss the best ways to get information about the project out to the public as the date of the vote approaches.

A Phase I assessment of the 59 Borthwick Avenue property has been completed without any unusual or unexpected findings. NYS SHPO has agreed that the property is not eligible to be on the state or national register of historic places.

Public Services

I have highlighted the increase in circulation of digital formats versus physical formats. One collection is bucking that trend. Demand for Large Print materials is increasing versus the rest of the collection. Large Print budget allocations grew from \$18,000 in 2022-23 to \$30,000 in 2024-25.

We are observing heightened interest in new and popular Large Print titles. In the past we might have ordered 2 or 3 copies of an in-demand title, now we are more frequently ordering 5-8 copies. Some particularly popular Large Print titles are

now being placed in the Express Books collection. This collection is growing out of its current space and we anticipate that demand will continue to increase.

The number of daily visitors has been sporadic this month, with the numbers going up and down based on the weather. This is particularly noticeable in the Children's Place. Many families stayed for extended visits during the periods of high heat and humidity. It can be difficult to access the picture books with so many kids sitting any place between the stacks but we were delighted to see so many families in the library.



Program Highlights

Adventures with Pond Life (7/26) – Who lives in your local pond or wetland? Naturalist George Steele visited the library to answer this question and more. Participants were invited to explore a tub of pond water. The program was very interactive, and the presenter was great with the kids. Attendance: 30

Beginning Birding, Part I (7/1) & Part II (7/25) – A two-part Beginning Birding Workshop for all ages presented by members of the Audubon Society of the Capital Region. Part I consisted of a one-hour talk at the library about basic birding skills. Part II of this program series was a one-hour birding walk at Five Rivers Environmental Education Center. It was an excellent walk, and participants had fun; notably, we saw a green heron and a kingfisher. Total attendance: 24



Embroidered Clothing (7/19) – A local embroiderer presented a workshop to demonstrate how to embroider pre-designed patterns onto an article of clothing. The presenter was extremely knowledgeable on this subject and was patient and encouraging with all attendees. She followed up after the program to share links for sites discussed with participants during the program. Attendance: 13



Evenings on the Green (7/9, 7/16, 7/23, 7/30) – Uncooperative weather made hosting these programs outdoors a challenge, but staff managed to pull it off with only one last-minute move indoors because of pop-up thunderstorms.

7/9 – Zan and the Winter Folk. An eclectic group of musicians led by singer-songwriter Zan Strumfeld with wide-ranging influences, from folk to bluegrass to jazz to rock. They were named “2018’s Best Folk Band” by The Alt and nominated for “Folk Artist of the Year” at the 2019 Capital Region Eddies Awards.

Attendance: 62

7/16 – The Mr. E Band. A five-piece classic rock group that plays music from the ’60s, ’70s, ’80s and ’90s. Attendance: 51

7/23 – The Rumble Kings. This trio plays traditional rockabilly and surf music from the ’50s and ’60s. Attendance: 68

7/30 – As Iz. Otherwise known as Izzy Singer, he is a one-man band extraordinaire. Attendance: 42

Identity Theft Prevention (7/9) – A presenter from the NYS Division of Consumer Protection took patrons on a deep dive into how to protect their identity, the importance of staying vigilant with their information, and how to react quickly if they do have their identity stolen. Attendance: 13

Library Beach Day (7/19) – We celebrated summer and the beach at the library with an all-day program, including a summery story time on the Green, a scavenger hunt, and crafts in the Children’s Place. Teen volunteers provided an enormous amount of support for this program, including helping prepare crafts. Total attendance: 117

Make Your Own Adventure Pack (7/2) – Children were invited to prepare for their next adventure by creating their own adventure pack, including a journal, a compass, and a pouch to hold any treasures they find this summer. Participants were very creative, decorating their construction paper bags and journals. Attendance: 24

Monday Night Social Hour (7/29) – Adults of all abilities, including those who are learning English, were invited to join us for a new low-key social event. We provided board games, coloring, an easy craft, and ice breakers. Participants were varied in age, from 22 to 80+. This was a much more low-key event than speed friending. We’ll consider adding light refreshments to future events. Attendance: 10

Pirate Treasure Map and Story Time (7/3) – We celebrated this Summer’s adventure theme with a special story time and activity. Attendance: 25

Pokémon Summer Adventure (7/8) – A two-part program inviting children to join us for another Pokémon adventure at the library. This time participants unleashed their artistic talents to create their very own Pokéballs and then use them to catch Pokémon hiding outside on the Green. Attendance: 40

Robot Dog Demonstration (7/17) – Children ages 7 and up were invited to meet Goku Jr., a real robot dog, and watch him perform several amazing tricks, including a backward flip. His human handlers from UAlbany's Student Branch of the Institute of Electrical & Electronics Engineers (IEEE) demonstrated his abilities and discussed how he can do what he does. Attendance: 48



Story Stomp (7/10, 7/17, 7/24, 7/31) – This summer, we invited preschoolers to join us for a blend of Story Time, Music & Movement, and free play. Attendance was great and children loved this format. Total Attendance: 195

Outreach Highlights

BCSD Extended School Year (7/25, 7/26) – Beth P. visited Extended School Year (ESY) classes at Elsmere Elementary. The classes were organized by level of support students need and grade level. During her visits, Beth introduced the library and talked about the annual Summer Reading Challenge. This included an introduction to the Summer Reading mascot, Gerald the Giraffe. Students and teachers seemed very happy to have Beth visit, with one teacher asking if she could visit her special education class during the regular school year, too. Total attendance: 66

Delmar Farmer's Market (7/13) – Erin M. brought the pop-up library to the Market. The public were excited to see us there, and were eager to ask questions

about everything from library programs to the building project. We gave out a few new cards and had 12 people check out books/items. Attendance: 186

Thursdays in the Park (7/11, 7/18 & 7/25) – An annual music & program series we collaborate with Bethlehem Parks & Recreation to host at Elm Avenue Park each summer. Mary brought the Pop-Up library to the July 11 performance featuring Glass Pony. She had the small prize wheel and interacted with a lot of kids that came up to get a prize and promoted Summer Reading 2024. Story Laurie performed on 7/18 and Northern Comfort performed on 7/25. Total attendance: 440

Circulation and Technical Services

We started a new inventory of the collection this month. Previously, inventory was limited to targeted collections using printed lists. Staff are now using mobile devices and handheld scanners for the task. The shift still allows staff to identify missing items from the collection and to automatically update the online circulation system. This process ensures the integrity of our collection.

So far, 10,882 items have been scanned across 8 collections. A total of 48 items were not on shelf and are now *on search*. Seven previously missing items were located and made available, 10 items that were checked out to patrons were automatically checked-in, 2 billed items were checked-in and made available, and 9 items with miscellaneous statuses such as *in-transit* or *repair* have been fixed. An RFID system could simplify this process and reduce errors further.

Patron Point newsletter setup was completed in July, and to date, five weekly newsletters have been sent to 13,772 unique email addresses with 23,453 reads. The last newsletter was opened by 5,121 individuals, a 37% read rate. We continue to see strong engagement with readers through clicks which hit 463 last week and averaged 518 across the 5 newsletters. The July 8 newsletter included information on an Architect's presentation which received 5,480 reads and 399 clicks on the Architect's link.

Work continues in the background of Patron Point. We are preparing to open online registration this month. This will allow new accounts to be created without compromising on the residency requirements and identity check. Once active, online registration will allow for simple card creation during outreach events, through the website, and in the building.

Phil created a new tableau dashboard to allow us to more easily monitor digital versus physical circulation trends. Here is a link to the current tableau dashboard with lots of information available about digital trends.

<https://public.tableau.com/app/profile/bethpl/viz/DigitalContentDashboard/Dashboard>

Upcoming Programs

The end of Summer Reading Celebration will take place on August 16 out on the Green. We have a rain date set for the following Friday, August 23, just in case. The weather has certainly made outdoor programs a challenge in July.

We'll continue attending local outreach events as we move into August and September. Look for us at the Delmar Farmer's Market on August 10 and September 7.

Geoffrey Kirkpatrick, Library Director

Library Collection				2023-24	Current Total
Adult fiction				28,367	28,690
Adult non-fiction				29,529	29,704
Adult audio				5,001	5,011
Adult video				7,892	7,901
Young adult fiction				4,653	4,723
Young adult nonfiction				611	618
Young adult audiobooks				290	291
Children's fiction				29,846	30,115
Children's non-fiction				15,642	15,196
Children's audiobooks				1,652	1,675
Children's video				1,164	1,163
OverDrive - UHLS Shared				136,558	138,705
e-magazines				5,439	5,353
Electronic (games, ereaders)				385	388
Total				267,029	269,533
Library Programs	Jul-24	Jul-23	% change	2023-24	F-Y-T-D
Programs	67	54	24.1%	915	67
Program attendance	1,434	1,420	1.0%	26,209	1,434
Outreach Programs	6	15	-60.0%	104	6
Outreach Attendance	692	920	-24.8%	17,204	692
Circulation	Jul-24	Jul-23	% change	2023-24	F-Y-T-D
Adult fiction	15,634	15,041	3.9%	164,971	15,634
Adult non-fiction	7,216	7,702	-6.3%	85,990	7,216
Adult audio	6,340	5,202	21.9%	69,337	6,340
Adult video	5,514	6,054	-8.9%	67,542	5,514
Magazines	2,154	1,628	32.3%	30,266	2,154
Young adult fiction	2,135	1,742	22.6%	17,921	2,135
Young adult nonfiction	116	197	-41.1%	1,484	116
Young adult audiobooks	328	285	15.1%	3,384	328
Children's fiction	13,332	13,593	-1.9%	147,338	13,332
Children's non-fiction	3,250	3,197	1.7%	37,789	3,250
Children's audiobooks	1,599	1,538	4.0%	16,153	1,599
Children's video	421	573	-26.5%	6,059	421
Electronic (games, ereaders)	750	837	-10.4%	8,428	750
Total	58,789	57,589	2.1%	656,662	58,789
Interlibrary Loan	Jul-24	Jul-23	% change	2023-24	F-Y-T-D
Borrowed from others	6,030	6,247	-3.5%	72,475	6,030
Loaned to others	4,875	4,448	9.6%	55,610	4,875
Miscellaneous	Jul-24	Jul-23	% change	2023-24	F-Y-T-D
Visits to our home page	31,445	50,249	-37.4%	454,330	31,445
Public use of meeting rooms	25	21	19.0%	395	25
Public meeting attendance	219	239	-8.4%	4,901	219
Staff use & library programs	66	60	10.0%	861	66
Study room sessions	412	345	19.4%	4,846	412
Tech room/ Studio use	10	12	-16.7%	97	10
Door count	19,667	18,381	7.0%	221,744	19,667
Registered BPL borrowers	115	122	-5.7%	1,095	115
Computer signups	1,382	1,157	19.4%	14,751	1,382
Museum Pass use	177	163	8.6%	1,359	177
E-book use	6,685	6,424	4.1%	75,317	6,685
E-audiobook use	5,904	4,731	24.8%	62,498	5,904
E-magazine use	1,949	1,265	54.1%	27,587	1,949
Streaming video use	1,620	1,356	19.5%	17,158	1,620
BCSD use via Overdrive	46	18	155.6%	2,197	46
Equipment	429	389	10.3%	4,625	429
Wireless Use	9,979	13,670	-27.0%	112,669	9,979

2024-25

Board Committee Appointments

Ad hoc committees (requires board reauthorization yearly)

Building Project education committee

Laura, Lisa, Gail

Policy committee

Lisa, Caroline, Gail

Standing committees

Nominating committee

Sarah, Caroline

Building committee

All trustees

Personnel committee

Sarah, Gail

Finance committee

Michelle, Laura

Meeting Room Access and Use Policy

Implementation Report

The implementation of the new policy has been challenging. Some long-term users of the rooms have been surprised by the changes in process. There are limits to the complexity of limitations that can automatically be applied by the room booking software.

Identified issues:

- New non-profit guidelines have eliminated eligibility to use the rooms for at least one larger group. The group size is too large to meet under room checkout.
- Some local chapters of national non-profits are virtual and do not have a well-defined local address, they clearly serve Albany County and the Capital Region.
- Some groups have had trouble identifying their non-profit ID number and communicating that to the library.
- Some groups were surprised by already existing aspects of the policy, particularly around solicitation and sales. The acknowledgement form has been a good tool to begin those conversations and make sure all groups are informed and compliant with the policy.
- Software limitations have made it difficult to enforce the once per month use automatically, instead relying on staff to identify multiple reservations.
- No requests for room rental have been received at this time.
- We have limited the number of chairs in the Community Room to exactly match the capacity limits specified in the policy. This helps staff have a quick guide to being able to spot over-capacity groups.

Vote: Tuesday, December xx at BCBS



2024 LIBRARY BUILDING PROPOSAL

WHAT DOES IT MEAN FOR YOU?

Learn more about the \$xx million plan to update the library, enhance accessibility and sustainability, and make space for current and future needs.



BETHLEHEM PUBLIC LIBRARY

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