



**Board of Trustees Meeting
Monday September 9, 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**
- **Financial report**
 - **Treasurer's update**
- **Personnel report**
 - **Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
 - **Purchasing policy**
 - **BCSD property MOU**
 - **Other new business**
- **Old business**
 - **Building project update**
 - **Project timeline**
 - **Meeting room policy**
 - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**

Next board meeting: Tuesday October 15, 2024 6:00 pm

Building Committee meeting: Monday September 16, 2024 6:00 pm

Next Friends of the Library meeting: Monday October 21, 2024 6:30 pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**
Monday August 12, 2024

PRESENT: Caroline Brancatella
Laura DiBetta (virtual)
Sarah Patterson
Gail Sacco (virtual and in person)
Lisa Scoons
Michelle Walsh

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Mark Kissinger
Sharon Whiting, library treasurer

GUESTS: Phil Berardi, assistant director/head of Circulation and Technical Services
Tanya Choppy, accounts clerk
Marc Gronich
Chris O'Brien, CSEA Local 6015 president
Mary Dugan
Shannon McLaughlin
Rachael Ciancarelli
Beth Puskas
Robert Weatherby
Luke Bowen
Sarah Romeo
Alex Desourdy
Lauren Kozilski
Mary Service
Robert McDonnell

Vice President M. Walsh called the meeting to order at 6:01pm.

TRUSTEE OATH OF OFFICE

M. Walsh administered the oath of office to trustee-elect L. DiBetta.

PUBLIC PARTICPATION

One member of the public and a library staff member/union representative addressed the board.
A recording of the meeting and the public comment period is available on the library's YouTube channel.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by S. Patterson with a SECOND by C. Brancatella, the board unanimously approved the minutes from the Monday July 15 regular board meeting.

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board unanimously approved the minutes from the Thursday August 1 special board meeting.

FINANCIAL REPORT

Treasurer's update

M. Walsh shared notes provided by S. Whiting that noted an anticipated budget surplus of \$408,000. Auditors had completed preliminary work and a \$500,000 CD that came due in August was not rolled over at this time in order to cover operational expenses.

On a MOTION by S. Patterson with a SECOND by L. Scoons, the board unanimously approved the Financial Statement dated 31 July 2024 (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; CapProject Fund Checks \$2,800.00; Total: \$304,788.63).

PERSONNEL REPORT

G. Kirkpatrick said he was requesting three actions to fill the following positions: a part-time Librarian I and a part-time Library Clerk, both backfill, and the creation of a Librarian III department head to support the reorganization of public services into youth and adult services. He proposed that the library remove the open full-time and part-time Library Assistant positions to help make this change budget neutral. He noted that the additional Librarian III position was originally eliminated during the financial crisis as a cost-saving measure.

C. Brancatella said she heard no objection to the creation of Librarian III position during the public comment period, but she did note some staff hesitation about the elimination of the part-time Library Assistant position.

G. Kirkpatrick said that a desk time analysis showed that at no point were librarians spending more than 50% percent of their time on the desk, which falls in line with the industry standard.

M. Walsh asked if the personnel committee had heard from library employees. She said that the board does not often hear from staff, and because of the large representation of staff at the meeting, her gut was telling her she needed more information. She noted that, in the public comment period, staff had said their leave time has been affected because there aren't enough people to cover the desk. G. Kirkpatrick said public services is also down a full-time position, which has also had an impact.

S. Patterson said that when it was discussed among the personnel committee, they talked about how to make the change budget neutral. She asked if the unfilled clerk positions might be used to cover the salary difference and keep the part-time Library Assistant. G. Kirkpatrick said it can be done, but he is reluctant to lose those open clerk positions in case circulation bounces back further. S. Patterson said the personnel committee was trying to keep the circulation and public service money in separate baskets when coming up with the proposal.

In answer to a question from L. Scoons, G. Kirkpatrick said the Library Assistant positions were both open due to resignations. S. Patterson said the idea to separate the department into adult and children's services had been under discussion before those resignations.

G. Sacco noted that a Librarian III puts in desk time as well. She asked if the board could approve the addition of the Librarian III while continuing to discuss the open part-time Library Assistant position.

S. Patterson asked about the 50% desk time cutoff. G. Kirkpatrick said that things tend to fall off when people spend more than 50% of their time on the service desk, but he doesn't think keeping it just under that amount would be asking too much.

C. Brancatella asked if there were any negatives to holding off discussion of the Librarian III position until the next meeting. G. Kirkpatrick said he was eager to get the position filled to assist the current department head with the workload.

G. Sacco said that she sees two issues: one is how the Librarian III position would be funded and is a budget issue, and the second is the organizational structure of splitting public services into two departments. She said that if the board wants to split the department, then both department heads should be the same level. She suggested the board approve the Librarian III and set aside time to discuss the part-time Library Assistant position further.

G. Sacco said that the board should look at both staff concerns and the impact on budget.

C. Brancatella asked that staffers make their concerns heard to the personnel committee before the next meeting.

PERSONNEL ACTIONS

On a MOTION by Gail Sacco with a SECOND by S. Patterson, the board unanimously voted to approve the following positions:

- Librarian I, part-time, permanent, 9 hours/week, \$36.65/hour or per contract
- Library Clerk, part-time, permanent, 11.67 hours/week, \$18.19/hour or per contract
- Librarian III (Department Head), full-time, permanent, 35 hours/week, \$74,706/annual or per contract

PROPOSED ORGANIZATIONAL CHART

The chart showing the reorganization of the public services department was noted during the personnel discussion.

DIRECTOR'S REPORT

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

- G. Kirkpatrick said that the building bond vote date has been moved to early December, but a new date hasn't been locked down. He said the library will continue its outreach to let the public know of the change.
- Large print books are growing in circulation. G. Kirkpatrick said that he continues to look at the size of the growing collection when considering shelf space in a potential building project.
- M. Walsh said she is still hearing from people that their wait times for holds have been longer since the library went fine free. She said her book group will often use large print copies if that's what's available.
- G. Kirkpatrick said that about one-third of the library's circulation is electronic, which is more expensive to maintain. Even though the library spends a considerable amount on extra copies, he is unsure how much would have to be spent to make a considerable drop in wait times.

- G. Sacco noted a recent article in the Times Union about Albany Public Library's expansion of its foreign language book collection and asked if there were any collaborations with Bethlehem in the works. G. Kirkpatrick said the library has, in the past, partnered with a local group to provide more titles in Chinese, but the collection didn't gain any traction. He said he sees a lot of potential for foreign language titles in the electronic collection.
- M. Walsh asked if the library has had to turn away any people from popular programs. G. Kirkpatrick said that a recent reptile program reached capacity, but a second session was able to accommodate the rest. He did note that the Evenings on the Green and larger outdoor programs are harder to host indoors. M. Walsh said it would be nice to have an indoor space large enough for such instances.

UHLS REPORT

L. Scoons said the Upper Hudson Board did not meet this month.

NEW BUSINESS

Committee appointments and re-authorizations

G. Kirkpatrick said the ad hoc committee appointments need to be authorized every year. M.

Walsh said that she would like to be included on the nominating committee for the coming year.

On a MOTION by L. DiBetta with a SECOND by C. Brancatella, the board voted unanimously to accept the following ad hoc committee appointments for the 2024-25 fiscal year:

- Building project education committee
L. DiBetta, L. Scoons, Gail
- Policy committee
Lisa, Caroline, Gail

The standing committees:

- Nominating committee
Sarah, Caroline, Michelle
- Building committee
all trustees
- Personnel committee
Sarah, Gail
- Finance committee
Michelle, Laura

Other new business

G. Kirkpatrick asked to send seven staffers to the NYLA conference this year in Syracuse at a maximum cost of \$7,659.

G. Sacco asked if there was a NYLA trustee day. G. Kirkpatrick said that he would suggest attending on a Saturday since has a more organizational focus that day. L. Scoons said that she went last year, and while there wasn't anything specific for trustees, she was able to pick and choose which sessions to attend. M. Walsh asked if it was already included in the budget. It is part of the "Professional fees, dues and conferences" budget line.

On a MOTION by L. Scoons with a SECOND by C. Brancatella, the board voted unanimously to approve the attendance of seven employees at the NYLA conference at a maximum cost of \$7,659.

OLD BUSINESS

Length of trustee terms discussion

G. Kirkpatrick said in his discussion with the attorney, he was told that a four-year term was not an option. He said it is possible to lobby for a change in the law, but right now only three and five-year terms are allowed. L. Scoons said she would still support a three-year term to help attract new board candidates who might be deterred by a five-year term. She noted that other area libraries are considering similar changes.

L. Scoons made a MOTION to reduce the length of a trustee's term from five to three years moving forward. L. DiBetta SECONDED. L. Scoons and L. DiBetta voted in favor of the motion. C. Brancatella, S. Patterson, G. Sacco and M. Walsh voted against. The motion did not pass.

Finance committee report

M. Walsh said the committee had been discussing raising the director's purchasing authorization from \$5,000 to \$15,000 to deal with rising costs and inflation. It is now up for the policy committee to discuss as the purchasing policy is due for review. G. Kirkpatrick said the policy committee will also be looking at an updated employee manual.

Building project update/ proposed timeline/ proposed date change

G. Kirkpatrick said the building committee recently met to discuss the cost of the building project, which came in over the \$36 million cap that had been established. The board has directed Architects Ashley McGraw to modify the design to fall within the expected cost. He said the size of the large meeting room could be in play, and with it the need for telescoping seating. He noted that this delay will kick back the timing of the vote, and it will no longer be held in early October. He said the new vote date is now expected to be sometime in early December.

L. Scoons asked if messaging about the change has begun. G. Kirkpatrick said this meeting was the first public notification of the change. G. Sacco said she believes it is important to let the public know the board is being responsible caretakers of their money by insisting the project cost matches what they said it would be.

L. DiBetta said she and K. Roberts have met to discuss some messaging specifics. She said the goal is to be ready to go as soon as we have date and dollar.

G. Sacco asked if the school district would be handling the vote. G. Kirkpatrick said it was likely, and the vote would probably take place at the library.

Meeting room policy – comments and process

C. Brancatella noted that the board made a commitment to review the meeting room policy every quarter, and the first scheduled review was coming up in September. She said the board would be seeking comments about its implementation and asked K. Roberts to post on the library's marketing channels that they would be seeking feedback prior to the September 9 meeting.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

G. Sacco said she would like to recognize staff and the amount of work that goes into summer programming.

PUBLIC PARTICIPATION

A library staff member/union representative addressed the board. A recording of the meeting and the public comment period is available on the library's YouTube channel.

ADJOURNMENT

On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board voted unanimously to adjourn the regular meeting at 7:14pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

DRAFT

Treasurer's Report

September 2024

Revenue and Expense Report

On the revenue side, we have received \$23,725 in state aid, or about 91% of the budget for state aid. The remainder is typically received in November. Expenses are tracking similarly to last year at this time.

We have spent \$1.1 million to date on architect fees and site development costs for the building project. Our fund balance currently stands at about \$3.9 million.

The auditors are at the library this week, Sept 9-12, finishing up field work. We expect to have the audited financial statements for review at the November board meeting.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 6/30/24

| | BALANCE | | | | | BALANCE |
|--------------------------------|----------------------------|------------------------|----------------------------|-------------------------|----------------------|----------------------------|
| | <u>7/31/2024</u> | <u>RECEIPTS</u> | <u>DISBURSEMENTS</u> | <u>EARNINGS</u> | <u>TRANSFERS</u> | <u>8/31/2024</u> |
| TD Bank General Fund | 152,143.32 | 5,957.02 | (201,332.53) | (457.32) | 706,683.21 | 662,993.70 |
| TD Bank Payroll | 0.00 | | (139,247.93) | - | 139,247.93 | 0.00 |
| TD Bank Money Market | 961,687.91 | - | | 1,848.09 | (300,000.00) | 663,536.00 |
| TD Bank Treasury Bill | 1,093,342.13 | | - | 5,426.62 | - | 1,098,768.75 |
| TD Bank Capital Project Fund | 3,609.28 | - | (3,800.00) | | 1,000.00 | 809.28 |
| TD Bank 6 mo. CD Opened 5/7/24 | 1,012,085.21 | | | 4,340.88 | - | 1,016,426.09 |
| TD Bank 3 mo. CD Opened 5/7/24 | 546,624.43 | | | 306.71 | (546,931.14) | 0.00 |
| Key Bank Checking | <u>8,054.54</u> | <u>2,125.90</u> | <u>(183.48)</u> | | <u>-</u> | <u>9,996.96</u> |
| TOTAL: | <u><u>3,777,546.82</u></u> | <u><u>8,082.92</u></u> | <u><u>(344,563.94)</u></u> | <u><u>11,464.98</u></u> | <u><u>(0.00)</u></u> | <u><u>3,452,530.78</u></u> |

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

2 MONTH ENDED 8/31/24

FISCAL YEAR 2024-2025

| | ANNUAL BUDGET 2024-2025 | YTD ACTUAL 2 MO. ENDED 8/31/2024 | Percent YTD 8/31/2024 | ANNUAL BUDGET 2023-2024 | YTD PRIOR 2 MO. ENDED 8/31/2023 | Percent YTD 8/31/2023 |
|--|-------------------------------|--|-----------------------------|-------------------------------|---------------------------------------|-----------------------------|
| 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 | 508 | 16.9% | 3,000 | 539 | 18.0% |
| Interest on Deposits | 90,000 | 7,335 | 8.2% | 35,000 | (566) | -1.6% |
| Lost Book Payments | 8,500 | 2,855 | 33.6% | 7,500 | 1,956 | 26.1% |
| Friends of BPL Contributions | 7,000 | 4,158 | 59.4% | - | 4,158 | 0.0% |
| Gifts and Donations, Misc | 8,000 | 260 | 3.3% | 4,000 | 613 | 15.3% |
| Photocopier | 8,000 | 2,106 | 26.3% | 7,000 | 1,771 | 25.3% |
| 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% | - | 300 | 0.0% |
| Total Revenue | 4,982,100 | 41,188 | 0.8% | 4,725,992 | 31,601 | 0.7% |
| EXPENSES | | | | | | |
| Salaries | 2,666,993 | 397,410 | 14.9% | 2,547,087 | 359,885 | 14.1% |
| Retirement | 324,242 | - | 0.0% | 280,440 | - | 0.0% |
| Health Insurance | 398,000 | 65,877 | 16.6% | 372,300 | 54,279 | 14.6% |
| Other Benefits | 238,965 | 46,775 | 19.6% | 227,365 | 42,064 | 18.5% |
| Subtotal Salaries & Benefits | 3,628,200 | 510,062 | 14.1% | 3,427,192 | 456,229 | 13.3% |
| Library Materials - Print | 294,000 | 29,765 | 10.1% | 292,000 | 45,397 | 15.5% |
| Library Materials - Electronic & Audio | 281,000 | 22,518 | 8.0% | 283,000 | 30,766 | 10.9% |
| Subtotal Library Material | 575,000 | 52,282 | 9.1% | 575,000 | 76,163 | 13.2% |
| Operations | 643,900 | 105,627 | 16.4% | 605,800 | 118,509 | 19.6% |
| Capital Expenditures | 100,000 | - | 0.0% | 100,000 | - | 0.0% |
| Contingency | 35,000 | - | | 35,000 | - | |
| Total Expenses | 4,982,100 | 667,971 | 13.4% | 4,742,992 | 650,900 | 13.7% |

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

2 MONTH ENDED 8/31/24

FISCAL YEAR 2024 - 2025

| | ANNUAL BUDGET 2024-2025 | YTD ACTUAL 2 MO. ENDED 8/31/2024 | Percent YTD 8/31/2024 | ANNUAL BUDGET 2023-2024 | YTD PRIOR 2 MO. ENDED 8/31/2023 | Percent YTD 8/31/2023 |
|---|-------------------------------|--|-----------------------------|-------------------------------|---------------------------------------|-----------------------------|
| Salaries & Benefits | | | | | | |
| Salaries-Librarians | 1,252,089 | 196,274 | 15.7% | 1,178,184 | 189,771 | 16.1% |
| Salaries-Support Staff | 1,226,399 | 172,207 | 14.0% | 1,190,063 | 144,454 | 12.1% |
| Salaries-Custodians | 188,505 | 28,929 | 15.3% | 178,840 | 25,661 | 14.3% |
| Subtotal Salaries | 2,666,993 | 397,410 | 14.9% | 2,547,087 | 359,885 | 14.1% |
| Retirement | 324,242 | - | 0.0% | 280,440 | - | 0.0% |
| Health Ins. | 398,000 | 65,877 | 16.6% | 372,300 | 54,279 | 14.6% |
| SocSec/Medicare | 206,465 | 29,280 | 14.2% | 194,865 | 27,429 | 14.1% |
| Worker's Comp. | 20,000 | 16,002 | 80.0% | 20,000 | 13,452 | 67.3% |
| Unemployment | 10,000 | - | 0.0% | 10,000 | 504 | 5.0% |
| Disability Ins. | 2,500 | 1,493 | 59.7% | 2,500 | 679 | 27.1% |
| Subtotal Salaries & Benefits | 3,628,200 | 510,062 | 14.1% | 3,427,192 | 456,229 | 13.3% |
| Library Materials | | | | | | |
| Adult books | 171,000 | 20,583 | 12.0% | 171,000 | 34,063 | 19.9% |
| Periodicals | 18,000 | - | 0.0% | 21,000 | - | 0.0% |
| YS Books | 85,000 | 7,807 | 9.2% | 85,000 | 8,254 | 9.7% |
| Special Collections | 20,000 | 1,374 | 6.9% | 15,000 | 3,079 | 20.5% |
| Subtotal Print Materials | 294,000 | 29,765 | 10.1% | 292,000 | 45,397 | 15.5% |
| Audiobooks | 20,000 | 3,624 | 18.1% | 20,000 | 4,832 | 24.2% |
| E-Collections | 201,000 | 15,592 | 7.8% | 196,000 | 12,754 | 6.5% |
| Electronic Resources | 31,000 | - | 0.0% | 31,000 | 6,500 | 21.0% |
| YS Audiobooks | 4,500 | 1,098 | 24.4% | 4,000 | 937 | 23.4% |
| YS Media | 2,500 | 282 | 11.3% | 2,000 | 84 | 4.2% |
| AS Media | 22,000 | 1,921 | 8.7% | 30,000 | 5,659 | 18.9% |
| Subtotal Electronic & Audio | 281,000 | 22,518 | 8.0% | 283,000 | 30,766 | 10.9% |
| Subtotal Library Materials | 575,000 | 52,282 | 9.1% | 575,000 | 76,163 | 13.2% |
| Operations | | | | | | |
| Copiers and supplies | 15,000 | 859 | 5.7% | 15,000 | 1,692 | 11.3% |
| Office supplies | 20,000 | 1,043 | 5.2% | 20,000 | 1,735 | 8.7% |
| Custodial supplies | 20,000 | 2,229 | 11.1% | 20,000 | 1,371 | 6.9% |
| Postage | 22,000 | 1,697 | 7.7% | 22,000 | 3,086 | 14.0% |
| Printing & Marketing | 43,200 | 4,564 | 10.6% | 35,000 | 4,930 | 14.1% |
| Van lease & oper. | 4,000 | 62 | 1.5% | 4,000 | 70 | 1.7% |
| Gas and Electric | 75,000 | 10,349 | 13.8% | 75,000 | 15,655 | 20.9% |
| Telecom & Cloud Svcs | 24,000 | 3,210 | 13.4% | 24,000 | 2,860 | 11.9% |
| 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 | 2,485 | 49.7% | 5,000 | - | 0.0% |
| Prof. Services | 40,000 | 108 | 0.3% | 30,000 | 1,945 | 6.5% |
| Contract Services | 50,000 | 634 | 1.3% | 50,000 | 948 | 1.9% |
| Insurance | 35,000 | 33,451 | 95.6% | 30,000 | 33,250 | 110.8% |
| Bank Fees | 1,700 | 1,137 | 66.9% | 1,400 | 238 | 17.0% |
| Travel/Conference | 3,500 | 65 | 1.9% | 3,500 | - | 0.0% |
| Memberships | 3,000 | 50 | 1.7% | 3,000 | - | 0.0% |
| Special Programs | 42,000 | 5,024 | 12.0% | 35,000 | 11,132 | 31.8% |
| Furniture & Equipment | 30,000 | 3,726 | 12.4% | 30,000 | 2,205 | 7.3% |
| IT Hardware & Software | 50,000 | 57 | 0.1% | 50,000 | 1,297 | 2.6% |
| Bld & Grnd. Repair | 40,000 | - | 0.0% | 40,000 | 140 | 0.4% |
| Furn/Equip Repair | 3,000 | 265 | 8.8% | 2,000 | 2,870 | 143.5% |
| Miscellaneous | 6,500 | 887 | 13.6% | 6,500 | 332 | 5.1% |
| 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 | 105,627 | 16.4% | 605,800 | 118,509 | 19.6% |
| Capital Expenditures | 100,000 | - | 0.0% | 100,000 | - | 0.0% |
| Contingency | 35,000 | - | 0.0% | 35,000 | - | 0.0% |
| TOTAL | 4,982,100 | 667,971 | 13.4% | 4,742,992 | 650,900 | 13.7% |

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

| | | |
|--|----|------------|
| CHECKS DISBURSED IN AUGUST 2024 BASED ON PRE-APPROVAL | \$ | 86,666.08 |
| CHECKS DISBURSED IN AUGUST 2024 RELATING TO PAYROLL | \$ | 203,846.78 |
| CHECKS BEING SUBMITTED FOR APPROVAL | \$ | 55,337.44 |
| CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND | \$ | 38,275.11 |

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 5: PREAPPROVED DISBURS (AUG 24) For Dates 8/1/2024 - 8/31/2024



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|---------|------------|-----------|--------------------------------|--------------------|--------------|
| 42201 | 08/01/2024 | 1424 | AFLAC NEW YORK | | 220.04 |
| 42202 | 08/01/2024 | 1831 | CDPHP UNIVERSAL BENEFITS, INC. | | 33,554.40 |
| 42203 | 08/01/2024 | 2395 | CSEA EMPLOYEE BENEFIT FUND | | 193.74 |
| 42204 | 08/01/2024 | 720 | MVP HEALTH PLAN, INC. | | 9,218.44 |
| 42205 | 08/01/2024 | 2061 | UNITED HEALTHCARE INSURANCE CO | | 147.45 |
| 42206 | 08/01/2024 | 1581 | UNITED STATES POSTAL SERVICE | 250013 | 1,636.67 |
| 42207 | 08/01/2024 | 1607 | VERIZON BUSINESS FIOS | 250018 | 159.79 |
| 42208 | 08/01/2024 | 1607 | VERIZON BUSINESS FIOS | 250018 | 124.99 |
| 42209 | 08/01/2024 | 1607 | VERIZON BUSINESS FIOS | 250018 | 159.79 |
| 42210 | 08/01/2024 | 1570 | NATIONAL GRID | | 5,888.19 |
| 42253 | 08/21/2024 | 2426 | JPMORGAN CHASE BANK NA | *See Detail Report | 1,635.63 |
| 42254 | 08/21/2024 | 404 | NEW YORK LIBRARY ASSOC | 250099 | 50.00 |
| 42255 | 08/21/2024 | 1607 | VERIZON BUSINESS FIOS | 250018 | 163.79 |
| 42256 | 08/21/2024 | 2137 | WEX BANK | 250012 | 61.85 |
| 42257 | 08/27/2024 | 2011 | UTICA NATIONAL INSURANCE GROUP | 250104 | 33,451.31 |

Number of Transactions: 15

Warrant Total: 86,666.08

Vendor Portion: 86,666.08

*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 A - 6: TRUST & AGENCY (AUG 24) For Dates 8/1/2024 - 8/31/2024



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|-----------------------------------|------------|-----------|--------------------------------|------------------------|-------------------|
| 42211 | 08/09/2024 | 712 | CIVIL SERVICE EMPL ASSOC INC. | | 906.86 |
| 42252 | 08/23/2024 | 712 | CIVIL SERVICE EMPL ASSOC INC. | | 940.83 |
| 100912 | 08/09/2024 | 709 | BPL SPECIAL PAYROLL ACCOUNT | | 70,124.01 |
| 100913 | 08/09/2024 | 710 | NYS INCOME TAX BUREAU | | 4,025.01 |
| 100914 | 08/09/2024 | 1946 | IRS - PAYROLL TAX PMT | | 22,573.38 |
| 100915 | 08/09/2024 | 2003 | NEW YORK STATE DEFERRED | | 3,088.26 |
| 100916 | 08/23/2024 | 709 | BPL SPECIAL PAYROLL ACCOUNT | | 69,123.92 |
| 100917 | 08/23/2024 | 710 | NYS INCOME TAX BUREAU | | 3,955.28 |
| 100918 | 08/23/2024 | 730 | NYS EMPLOYEES RETIREMENT SYSTE | | 3,752.15 |
| 100919 | 08/23/2024 | 1946 | IRS - PAYROLL TAX PMT | | 22,294.66 |
| 100920 | 08/23/2024 | 2003 | NEW YORK STATE DEFERRED | | 3,062.42 |
| Number of Transactions: 11 | | | | Warrant Total: | 203,846.78 |
| | | | | Vendor Portion: | 203,846.78 |

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 - 11: BILL SCHEDULE (SEPT 24) For Dates 9/10/2024 - 9/10/2024



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|---------|------------|-----------|--|--------------------|--------------|
| 42270 | 09/10/2024 | 1018 | ALBANY INSTITUTE HISTORY & ART | 250137 | 200.00 |
| 42271 | 09/10/2024 | 30 | ALBANY PUBLIC LIBRARY-MAIN BR | *See Detail Report | 49.00 |
| 42272 | 09/10/2024 | 2420 | AMAZON CAPITAL SERVICES INC | 250093 | 2,623.90 |
| 42273 | 09/10/2024 | 2457 | AQUATIC ALLIES | 250001 | 70.00 |
| 42274 | 09/10/2024 | 77 | BAKER & TAYLOR , INC. | *See Detail Report | 19,596.33 |
| 42275 | 09/10/2024 | 1186 | BAKER AND TAYLOR ENTERTAINMENT | 240694 | 24.62 |
| 42276 | 09/10/2024 | 719 | BETHLEHEM CENTRAL SCHOOL DIST | 250105 | 334.19 |
| 42277 | 09/10/2024 | 1578 | BRUNSWICK LIBRARY | 250101 | 18.00 |
| 42278 | 09/10/2024 | 2078 | COUNTY WASTE & RECYCLING SERVICE, INC. | 250003 | 316.17 |
| 42279 | 09/10/2024 | 1154 | CRISAFULLI BROTHERS | 250110 | 473.27 |
| 42280 | 09/10/2024 | 2428 | DANIEL MAY | 250141 | 40.00 |
| 42281 | 09/10/2024 | 1991 | EASTERN MANAGED PRINT NETWORK LLC | 250005 | 410.59 |
| 42282 | 09/10/2024 | 1264 | FENIMORE ART MUSEUM SHOP | 250136 | 135.00 |
| 42283 | 09/10/2024 | 1986 | FIRSTLIGHT FIBER | 250006 | 213.84 |
| 42284 | 09/10/2024 | 787 | GUILDERLAND PUBLIC LIBRARY | 250140 | 10.00 |
| 42285 | 09/10/2024 | 2500 | JAMES PETER KETTERER | *See Detail Report | 200.00 |
| 42286 | 09/10/2024 | 2445 | JIM CLARK COMMUNITY PERFORMANCE FUND | 250069 | 450.00 |
| 42287 | 09/10/2024 | 2445 | JIM CLARK COMMUNITY PERFORMANCE FUND | 250073 | 300.00 |
| 42288 | 09/10/2024 | 2201 | LANE PRESS OF ALBANY | 250007 | 2,245.00 |
| 42289 | 09/10/2024 | 2341 | LIBRARY MARKET | 250149 | 2,000.00 |
| 42290 | 09/10/2024 | 1024 | MIDWEST TAPE LLC | *See Detail Report | 3,373.08 |
| 42291 | 09/10/2024 | 2313 | MMB+CO ACCOUNTING | 250090 | 3,500.00 |
| 42292 | 09/10/2024 | 404 | NEW YORK LIBRARY ASSOC | *See Detail Report | 865.00 |
| 42293 | 09/10/2024 | 2148 | NORTHEAST PEST CONTROL | *See Detail Report | 524.00 |
| 42294 | 09/10/2024 | 1823 | OVER DRIVE INC. | *See Detail Report | 10,227.61 |
| 42295 | 09/10/2024 | 450 | PHILLIPS HARDWARE INC | 250011 | 132.71 |
| 42296 | 09/10/2024 | 2451 | QUENCH | 250106 | 628.92 |
| 42297 | 09/10/2024 | 1661 | RCS COMMUNITY LIBRARY | 250123 | 16.99 |
| 42298 | 09/10/2024 | 1490 | REPEAT BUSINESS | 250150 | 179.14 |
| 42299 | 09/10/2024 | 2503 | ROCHESTER MUSEUM & SCIENCE CENTER | 250138 | 120.00 |
| 42300 | 09/10/2024 | 505 | ROEMER WALLENS GOLD & MINEAUX | 250135 | 351.00 |
| 42301 | 09/10/2024 | 2421 | SENTRON ASSOCIATES INC. | 250020 | 530.06 |
| 42302 | 09/10/2024 | 2038 | STAPLES BUSINESS ADVANTAGE | *See Detail Report | 792.37 |
| 42303 | 09/10/2024 | 2154 | STERICYCLE, INC. | 250008 | 21.99 |
| 42304 | 09/10/2024 | 2340 | T-MOBILE | 250017 | 981.16 |
| 42305 | 09/10/2024 | 2117 | THE HYDE COLLECTION | 250139 | 100.00 |
| 42306 | 09/10/2024 | 2436 | THE LAW OFFICE OF STEPHANIE A. ADAMS, PLLC | 250087 | 850.00 |
| 42307 | 09/10/2024 | 2307 | TRANE U.S. INC. | 250109 | 831.60 |
| 42308 | 09/10/2024 | 2328 | UNIFIRST CORPORATION | 250009 | 202.64 |

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 11: BILL SCHEDULE (SEPT 24) For Dates 9/10/2024 - 9/10/2024



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|-----------------------------------|------------|-----------|------------------------------|------------------------|------------------|
| 42309 | 09/10/2024 | 1968 | VERIZON WIRELESS | 250002 | 100.47 |
| 42310 | 09/10/2024 | 746 | VOORHEESVILLE PUBLIC LIBRARY | 250129 | 21.31 |
| 42311 | 09/10/2024 | 645 | W W GRAINGER INC | 250010 | 1,247.49 |
| 42312 | 09/10/2024 | 1593 | WILLIAM K. SANFORD LIBRARY | 250085 | 29.99 |
| Number of Transactions: 43 | | | | Warrant Total: | 55,337.44 |
| | | | | Vendor Portion: | 55,337.44 |

*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 - 3: BILL SCH (SEPT 24) H FUND For Dates 9/1/2024 - 9/30/2024



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|----------------------------------|------------|-----------|--------------------------|------------------------|------------------|
| 1227 | 09/10/2024 | 2424 | ASHLEY MCGRAW ARCHITECTS | *See Detail Report | 38,275.11 |
| Number of Transactions: 1 | | | | Warrant Total: | 38,275.11 |
| | | | | Vendor Portion: | 38,275.11 |

*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.

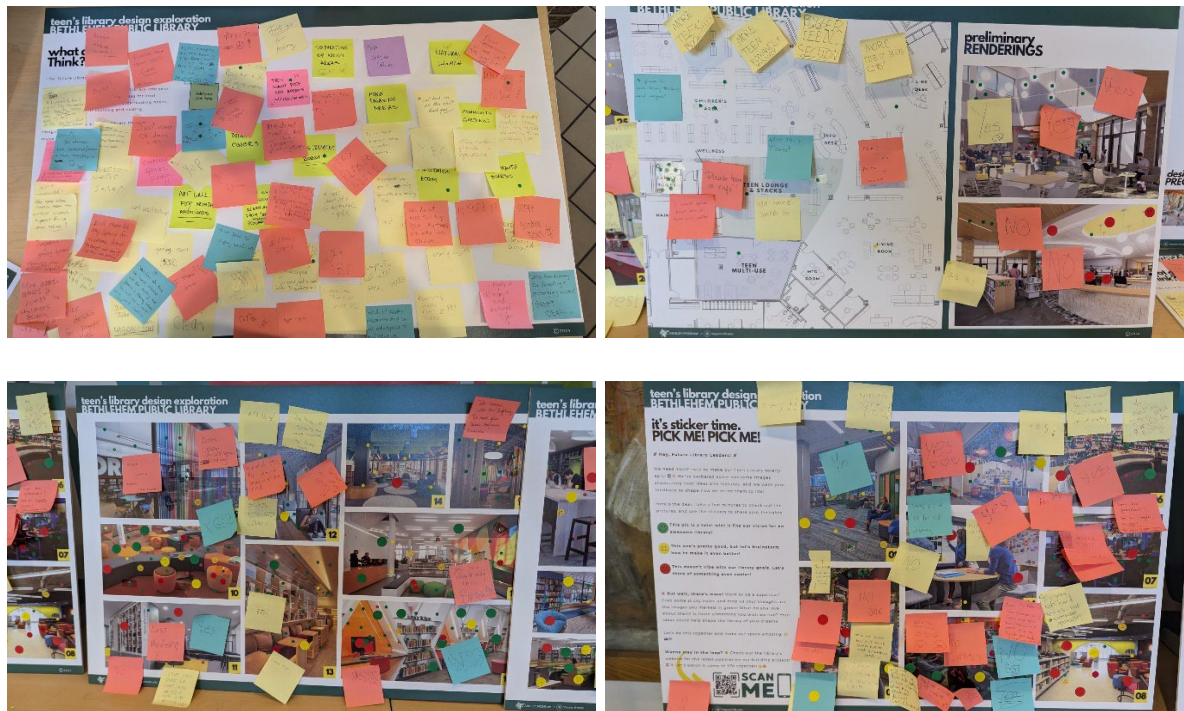
Date Signature Title

Director's Report September 2024

Building Project

As reported at last month's meeting the construction price estimate for the building design came in higher than the amount set by the trustees. Our architects have worked with the library's construction manager to develop options to modify the design to reduce the project cost. They architects will present their report to the building committee on Monday, Sept. 16. Many of the modifications will focus on the design of the building addition. Necessary renovation costs for the existing library remain relatively fixed and include asbestos abatement, parking lot work, a new roof, new boiler and boiler room changes, required structural work for code compliance, and glazing work, among other things.

The architects came to the library on Aug. 20 to host an Understanding the Building Project for Teens program. Vision boards were used to jump start the discussions. After a lively program, the boards were moved to the hallway to continue seeking input about services to teens. Hallway displays with Post-it notes continue to solicit excellent feedback from the community.

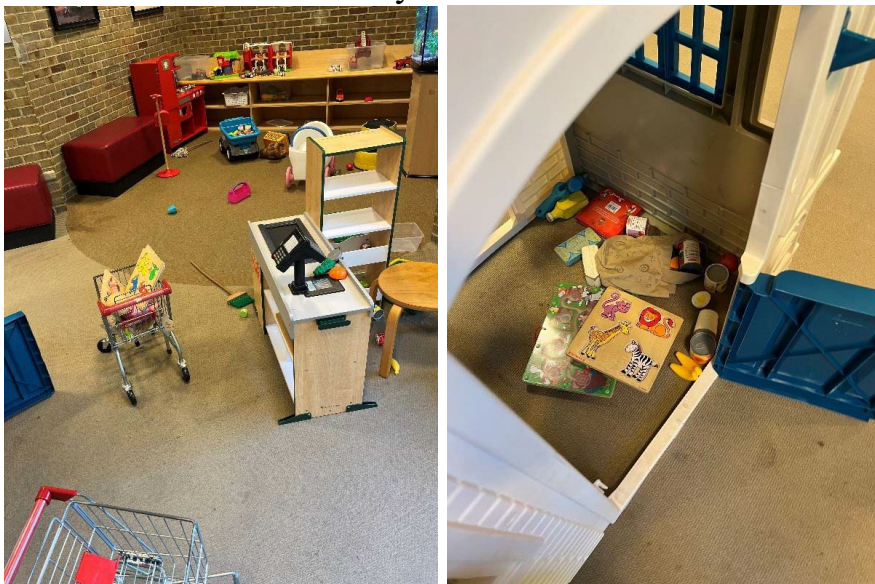


Public Services

A report from the staff member charged with managing the meeting room reservations was submitted to the Policy Committee.

The Children's Place was particularly busy this month, with children coming in to claim summer reading prizes and caregivers looking for a place to bring children.

Our toys and play space were also well-used again this month. Staff continue to observe that some caregivers are not helping their children clean up and are not reinforcing with children they should clean up even when prompted by staff, the area is often left in disarray.



Program Highlights

Bethlehem Walks (July & August 2024) – As a companion to our Summer Reading Challenge this year, we invited the community to join us in a collective physical challenge: Bethlehem Walks! Participants were asked to submit their walking data to us each week. We then compiled the data to show how far we walked together as a town. Information was displayed on our website here: [Bethlehem Walks!](#)

| July | August | Overall |
|----------------------------------|----------------------------|-----------------------------|
| Total Participation: 149 walkers | Total Participation: 113 | Total Participation: 262 |
| Total Miles Walked: 544.323 | Total Miles Walked: 357.04 | Total Miles Walked: 901.363 |

| | | |
|--|---|--|
| Total Elevation Climbed: 7,832 ft | Total Elevation Climbed: 24,013 ft | Total Elevation Climbed: 31,845 ft |
| Estimated Number of Steps: 526,438 | Estimated Number of Steps: 512,678 | Estimated Number of Steps: 1,039,116 |
| Estimated Time Spent Walking: 5,220 mins (87 hours (Or 3 days and 15 hours) | Estimated Time Spent Walking: 5,404 mins (or 90 hours (or 3 days and 18 hours) | Estimated Time Spent Walking: 10,624 mins (or 177 hours (or 7 days and 9 hours!) |

Fraud Prevention (8/27) – A representative from the NYS Division of Consumer Protection presented on how to spot common scams targeting seniors. Participants were very engaged and eager for information and assistance. The presenter was patient and well-informed. A very successful program. The presenter will be coming back in November to discuss Online Shopping and Retail Consumer Protection. Attendance: 15

Growing Mushrooms at Home with Collar City Mushrooms (8/6) – Another great program presented by Collar City Mushrooms, who visited at the end of July for a children’s program. The presenter described various ways individuals could explore growing mushrooms on their own at home, from how to select types of mushrooms, what grows well in what type of environment, how bacteria affect growth, and many other topics. One patron remarked that it was so exciting to see a program like this at our library. As she left, she mentioned, “This is why I love coming here!” Attendance: 17



Junior Cartographer Workshop (8/1) – Young map enthusiasts were invited to this STEM program at the library to learn about map making and to create their own map. A fun program with solid attendance. Attendance: 18

Reptile Show with Uncharted Wild (8/7, 10am and 12pm) – Children and families were invited to join us in welcoming Adam from Uncharted Wild for an educational show with live animals to feel, see, and learn firsthand why reptiles are not as scary as they might seem. We had great turnout, and with two separate sessions, didn't have to turn anyone away from either show. Total Attendance: 170

Slime Time (8/21) – A super fun time was had by all at this program. Kids used basic ingredients, glue and liquid starch, to make a simple slime and then added different colored paints and sparkly confetti to customize it. The enthusiastic turnout for this program just goes to show that the slime craze is here to stay. Attendance: 38



Story Walk (8/23) – This summer, we invited preschoolers to meet us at Elm Avenue Park to hear some stories and take a walk through the trees at the Fit Trail. We read a couple books and then went on a little nature walk. Attendance: 13

Time Jump Tuesday: Ancient Greece, Ancient Egypt, Ancient Rome (8/6, 8/13, 8/20) – A program series where children and tweens were invited to learn about life in several ancient civilizations and work on a themed craft activity. Projects included scratch art ancient Greek vases depicting a narrative scene, ancient Egyptian custom colored sarcophagi and a mummy molded from clay and wrapped in cloth, and ancient Roman mosaics made with different color/size beans. The series was very popular. We received a lot of positive feedback from both participants and parents. Total Attendance: 49



(Try to) Set a World Record! (8/9) – We invited the public to drop in any time between 2-5pm to try their best and set a world record in the library at one of our five challenge stations. Challenges included throwing a ping pong ball into a cup from the furthest distance, being the fastest to stack a cup pyramid, sorting the alphabet in the shortest time, keeping a balloon aloft using only your head for the longest period of time, and completing a MarioKart race in the least amount of time. Participants, mostly children and families, had a great time. Attendance: 34

Outreach Highlights

National Night Out at Elm Avenue Park (8/6) – We attended this annual community event organized by the Bethlehem Police Department and the Town Parks & Recreation Department to promote police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. We brought our summer reading mascot Gerald the Giraffe (who was extremely popular) along with a number of giveaways. The kids had a lot of fun with the BPL frisbees and we had to replenish them throughout the night. We also brought newsletters, some brochures, bookmarks for the end of summer reading celebration, and flyers on the building project. The night went very well, and thankfully the weather cooperated and the rain held off until the very end. Attendance: 424

Pop-Up Library at The Spinney at VanDyke (8/23) – We had a good time meeting everyone at the Spinney at Van Dyke’s community resource fair. We brought some books to browse and were able to sign people up for a library card on the spot. It was a great chance to discuss library services, programs, online materials, and more. We plan to hold more indoor pop-ups at this location and others around town this winter. Attendance: 44



Circulation and Technical Services

We are preparing to launch our new PatronPoint online registration for Bethlehem Library District residents. This process will simplify the onboarding process and give instant access to digital materials for district residents. PatronPoint is already driving our weekly newsletter. We are excited about having enhanced and ongoing engagement with patrons who choose to participate in our online events like the upcoming Monster Madness Spooky Movie Showdown launching in October.

Three new museum passes have been added to TixKeeper. These are; The Children's Museum in Saratoga, the Chapman Museum, and the Ventfort Hall Mansion and Gilded Age Museum. Berkshire Botanical Garden, MASS MoCA, and the Wild Center were the most requested digital passes, with 35 checkouts in August alone. We have many instances of back-to-back checkouts for passes on popular weekends, which would not have been possible before.

Physical Circulation was down 9%, which contributed significantly to a 4% drop in overall Circulation. Digital circulation was mostly up with significant increases in audiobook, magazine, and online video circulation. August was a slower month across UHLS libraries in 2024, with an average decrease in circulation of about 7% among our peers.

Hoopla circulation continues to be robust and has increased steadily since 2021 when the service was implemented as a pandemic add-on. We had 555 patrons borrow 1,956 items in August 2024 compared to August of 2021 when we had 301 patrons borrow 1,238 items.

The newly announced Rail Trail head in Slingerlands has created an exciting opportunity for the library to collaborate with Albany County. Discussions are under way to provide WiFi access at the trailhead. Albany County is working with their Public Works department to identify an appropriate place to house our network equipment. Colonial Acres continues to see very light use, we may move our service and equipment from there to the rail trail.

Upcoming Programs

We'll be attending quite a few local outreach events as we move into September and October. We have confirmed quite a few and will likely add a few more. Look for us at the Delmar Farmers Market on Sept. 7; at Five Rivers Fall Festival on Sept. 14 (10am-1pm); the Elm Avenue Town Park for the Trick or Treat Story Walk on Oct. 16; the Elm Avenue Town Park for Halloween Hay Day on Oct. 20; the Elm Avenue Town Park for Trunk or Treat on Oct. 23; at Elsmere Elementary for the Trunk or Treat on Oct. 25.

Board Members are welcome to participate in our outreach events. Below are further details for some of the Halloween outreach events.

Trick or Treat Storywalk: Wednesday, Oct. 16, from 4-6 pm at the Elm Ave Park. Volunteers will arrive about 15 minutes before the start of the event. Children and their families are invited to take a walk along the Paved Accessible Story Trail (PAST) and enjoy a self-led Halloween story. In conjunction with the Bethlehem Public Library, Parks and Recreation staff and volunteers will be dressed up along the path to hand out giveaways. Halloween bags will be provided by the Friends of the Library.

Trunk or Treat: Wednesday, Oct. 23, from 4 pm until 6 pm at the Elm Ave Park. Volunteers will arrive about 15 minutes before the start of the event. Children and teens are invited to join us at a Trunk or Treat community event, featuring creative trick-or-treating stations hosted by local groups and organizations such as the Friends of the Library. This event is brought to you through a collaboration between the Library and the Town of Bethlehem Parks and Recreation department.

Trick or Treat at the Library is schedule for Thursday, Oct. 31, from 10 until 11 am. Board members are invited to stop by to hand out goodies.

Friends of the Library Booksale

The Friends will hold their Fall Book Sale Fundraiser on Saturday, Sept. 21, from 10 am until 4:30 pm. They are seeking volunteers on the Thursday and Friday before the event.

Donations will be accepted at the library garage on Thursday, Sept. 19 from 12:30 until 4:30pm and Friday Sept. 20 from 10:30 until 2:30 pm.

Meetings and Miscellany

The link below is to an updated NYS Division of Library Development trustee landing page. They are gathering continuing education opportunities for trustees on their website and includes a link to the updated Handbook for Library Trustees: [Library and Library System Trustees section](#)

Geoffrey Kirkpatrick, Library Director

| Library Collection | | | | 2023-24 | Current Total |
|------------------------------|--------|--------|----------|---------|---------------|
| Adult fiction | | | | 28,367 | 28,632 |
| Adult non-fiction | | | | 29,529 | 29,734 |
| Adult audio | | | | 5,001 | 5,041 |
| Adult video | | | | 7,892 | 7,984 |
| Young adult fiction | | | | 4,653 | 4,776 |
| Young adult nonfiction | | | | 611 | 626 |
| Young adult audiobooks | | | | 290 | 291 |
| Children's fiction | | | | 29,846 | 30,279 |
| Children's non-fiction | | | | 15,642 | 15,280 |
| Children's audiobooks | | | | 1,652 | 1,695 |
| Children's video | | | | 1,164 | 1,143 |
| OverDrive - UHLS Shared | | | | 136,558 | 141,446 |
| e-magazines | | | | 5,439 | 5,498 |
| Electronic (games, ereaders) | | | | 385 | 391 |
| Total | | | | 267,029 | 272,816 |
| Library Programs | Aug-24 | Aug-23 | % change | 2023-24 | F-Y-T-D |
| Programs | 62 | 60 | 3.3% | 915 | 129 |
| Program attendance | 1,560 | 2,717 | -42.6% | 26,209 | 2,994 |
| Outreach Programs | 10 | 10 | 0.0% | 104 | 16 |
| Outreach Attendance | 1,103 | 1,176 | -6.2% | 17,204 | 1,795 |
| Circulation | Aug-24 | Aug-23 | % change | 2023-24 | F-Y-T-D |
| Adult fiction | 15,209 | 15,550 | -2.2% | 164,971 | 30,843 |
| Adult non-fiction | 6,998 | 7,715 | -9.3% | 85,990 | 14,214 |
| Adult audio | 6,130 | 5,737 | 6.9% | 69,337 | 12,470 |
| Adult video | 5,416 | 5,948 | -8.9% | 67,542 | 10,930 |
| Magazines | 1,823 | 1,581 | 15.3% | 30,266 | 3,977 |
| Young adult fiction | 2,001 | 1,934 | 3.5% | 17,921 | 4,136 |
| Young adult nonfiction | 114 | 190 | -40.0% | 1,484 | 230 |
| Young adult audiobooks | 347 | 329 | 5.5% | 3,384 | 675 |
| Children's fiction | 13,084 | 13,849 | -5.5% | 147,338 | 26,416 |
| Children's non-fiction | 2,915 | 3,317 | -12.1% | 37,789 | 6,165 |
| Children's audiobooks | 1,536 | 1,469 | 4.6% | 16,153 | 3,135 |
| Children's video | 468 | 580 | -19.3% | 6,059 | 889 |
| Electronic (games, ereaders) | 664 | 766 | -13.3% | 8,428 | 1,414 |
| Total | 56,705 | 58,965 | -3.8% | 656,662 | 115,494 |
| Interlibrary Loan | Aug-24 | Aug-23 | % change | 2023-24 | F-Y-T-D |
| Borrowed from others | 6,030 | 6,594 | -8.6% | 72,475 | 12,060 |
| Loaned to others | 4,742 | 4,703 | 0.8% | 55,610 | 9,617 |
| Miscellaneous | Aug-24 | Aug-23 | % change | 2023-24 | F-Y-T-D |
| Visits to our home page | 27,521 | 52,281 | -47.4% | 454,330 | 58,966 |
| Public use of meeting rooms | 24 | 29 | -17.2% | 395 | 49 |
| Public meeting attendance | 171 | 273 | -37.4% | 4,901 | 390 |
| Staff use & library programs | 70 | 58 | 20.7% | 861 | 136 |
| Study room sessions | 420 | 368 | 14.1% | 4,846 | 832 |
| Tech room/ Studio use | 14 | 7 | 100.0% | 97 | 24 |
| Door count | 19,015 | 19,687 | -3.4% | 221,744 | 38,682 |
| Registered BPL borrowers | 117 | 125 | -6.4% | 1,095 | 232 |
| Computer signups | 1,480 | 1,254 | 18.0% | 14,751 | 2,862 |
| Museum Pass use | 199 | 207 | -3.9% | 1,359 | 376 |
| E-book use | 6,422 | 6,532 | -1.7% | 75,317 | 13,107 |
| E-audiobook use | 5,838 | 5,074 | 15.1% | 62,498 | 11,742 |
| E-magazine use | 1,617 | 1,292 | 25.2% | 27,587 | 3,566 |
| Streaming video use | 1,836 | 1,209 | 51.9% | 17,158 | 3,456 |
| BCSD use via Overdrive | 104 | 22 | 372.7% | 2,197 | 150 |
| Equipment | 469 | 420 | 11.7% | 4,625 | 898 |
| Wireless Use | 9,716 | 13,504 | -28.1% | 112,669 | 19,695 |

BETHLEHEM PUBLIC ~~LIBRARY~~LIBRARY

PURCHASING POLICY

Policy adopted the by Board of Trustees December 15, 2008

Policy revised September 13, 2010

Policy revised August 10, 2015

Policy revised xxx xx, 2024

The Board of Trustees views purchasing as serving the educational goals and mission of the ~~library~~Library by providing supplies, equipment and related services. Only the ~~library~~Library director or another agent designated by the Board of Trustees may commit the ~~library~~Library to purchases.

The General Municipal Law requires that purchase contracts for materials, equipment, and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids.

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder. However, the board authorized that purchase contracts may be awarded on the basis of best value, as defined in law.

Exceptions

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

In emergencies where time is a crucial factor

Procurements for which there is no possibility of competition (sole source items)

Professional services that require special skill or training

Goods and services that are not required by law to be procured by the ~~library~~Library through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interest of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud, and corruption.

Statutory exceptions from obtaining quotations and proposals in accordance with this policy:

Articles manufactured in state correctional institutions

From agencies for the blind and severely disabled

Under a state contract

Under a county contract

Under a contract of another political subdivision

Bid selection

Suppliers whose place of business is situated within the Library district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality, and other factors. Purchase will be made through available cooperative BOCES bids, state contracts of the Office of General Services or county contracts whenever purchases are in the best interest of the Library.

The Library will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interest of the Library and otherwise furthers the purposes of section 104-b of the General Municipal Law.

The Library Director with the assistance of the procurement specialists shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities. Such procedures shall comply with all applicable laws and regulations of the state and commissioner of education.

No board member, officer or employee of the Library shall have an interest in any contract entered into by the Library, as provided in Article 18 of the General Municipal Law.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or Library policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the Library or any officer or employee of the district.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and seek the maximum value towards the Library's mission for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law.

Purchases

Up to \$~~4,999~~15,000 – Discretion of the director.

\$15,000-\$20,000 – Requires three written quotes. Purchase with prior permission by the Board President and Board Treasurer and reported to the Board of Trustees at the following meeting.

Over \$20,000 – Formal bid process except as provided under this policy and law.

Public Works

Up to \$~~4,999~~15,000 – Discretion of the director.

\$15,000-\$35,000 – Requires three written quotes. Purchase with prior permission by the Board President and Board Treasurer and reported to the Board of Trustees at the following meeting.

Over \$35,000 – Formal bid process.

[The Director, Treasurer, Business Manager and Procurement Specialists shall maintain clear internal procedures to facilitate compliance with this Purchasing Policy.](#)

AGREEMENT

This AGREEMENT (“Agreement”) is executed by and between the Bethlehem Central School District (“School District”) and the Bethlehem Public Library (“Library”) and becomes effective as of date of signatures.

WHEREAS, the Library is a school district public library under the Laws of the State of New York and School District is the public school district which is co-terminus with the Library's district; and

WHEREAS, the Library's building and grounds located at 451 Delaware Ave., in the Town of Bethlehem, New York (the “Library Premises”) is real property owned by the School District; and

WHEREAS, the day-to-day management of the Library Premises has been entrusted to the Board of Trustees of the Library since it began to operate on the premises; and

WHEREAS, from time-to-time issues relating to the Library's building and finances in connection therewith have required consultation between School District and the Library; and

WHEREAS, the parties hereto wish to develop and implement cooperative and collaborative processes and goals that are advantageous to their mutual taxpayers/residents, it is now therefore agreed as follows:

I. Use of Premises:

- a. Library agrees to use the Library Premises solely for purposes consistent with its operation as a public library.
- b. Library shall be responsible for operating the Library Premises, including without limitation, providing security for the Premises.
- c. Library further agrees not to violate any law or ordinance, rule, or regulation of any governmental authority with respect to the premises. Library agrees to use good judgment and thoughtfulness for others, consistent with the ethics of the American Library Association and the laws of the State of New York, in the use of the Library Premises.
- d. The School District agrees that occupancy and use of the Premises are the exclusive right of the Library and no other use shall be made by the School District.
- e. In the event the School District offers the Library Premises for sale, it shall first offer the Library Premises for sale to the Library and the Library shall have 180 days from the date of notice to exercise such right of first refusal.
- f. Any real property consolidated into the Library Premises in the future shall be subject to the same terms as this Agreement.
- g. The Parties acknowledge that the Library’s Board of Trustees has the sole authority to govern the Library, and confirm that the School District has no responsibility or authority for library events and other operations on the Library Premises.

- II. Quiet Enjoyment and Term: School District agrees that if Library complies with all the other terms and conditions of this Agreement, Library may peaceably and quietly have, hold, and enjoy the Library Premises hereunder.
- III. Additional Obligations:
- a. Library shall not assign or sublease the Library Premises, except rental of space per a duly written agreement or policy. This specific Agreement shall not be assigned or sublet without written consent of the School District.
 - b. In consideration of its rights as exclusive occupant of the property, the Library shall be responsible for all maintenance, repairs, and upkeep of the Premises, including buildings and grounds.
 - c. Library shall be responsible for payment of all utilities for the Premises; failure to pay for cause (such as a dispute) shall not be considered breach of this agreement.
 - d. Library agrees to allow School District to enter the Premises at any reasonable hour to inspect the Premises to assess compliance with the terms of this Agreement. School District agrees to give Library adequate advance notice of such entry.
- IV. Repayment of Bonds: Library consents to the School District deducting the following year's debt service payment from the tax money collected by the School District on behalf of the Library each September prior to turning over the collected tax to the Library.
- V. Special Election: Should the Library require a proposition be brought before the voters at a time other than a regularly scheduled School District election (May vote), the School District agrees to assist with the election and the Library agrees to incur all costs related to the administration of the election and pay back to the District the total cost of said non-regularly scheduled election.
- VI. Insurance:
- a. Library is responsible for insuring all of the Premises with adequate and sufficient liability insurance coverage naming School District as an Additional Insured on the General Liability Insurance with limits of at least one million dollars (\$1,000,000.00) per occurrence, two million dollars (\$2,000,000.00) General Aggregate, and two million dollars (\$2,000,000.00) Products and Completed Operations Aggregate.
- VII. Defense and Indemnification:
- a. The Library shall defend, indemnify and save harmless the School District, its officials, employees and agents, from and against all claims, damages, losses and expenses arising out of or in consequence of any negligent or intentional act or omission of the Library, its officials, employees, volunteers or agents to the extent of its or their responsibility for such claims, damages, losses and expenses. School District shall defend, indemnify and save harmless the Library, its officials, employees and agents, from and against all claims, damages, losses and expenses arising out of or in consequence of any negligent or intentional act or omission of School District, its officials, employees, volunteers or agents to the extent of its or their responsibility for such claims, damages, losses and expenses.

b. For the purpose of waiver of subrogation, the Library and School District (for themselves and their insurers) mutually release and waive unto the other all rights to claim damages, costs or expenses for any injury to property caused by a casualty of any type whatsoever in, on or about the Premises if the amount of such damage, cost or expense has been paid to such damaged party under the terms of any policy of insurance.

VIII. Default: If the School District believes that the Library has defaulted in the performance of any of the covenants or conditions on its part to be performed, School District shall give Library written notice of such default, and if in the opinion of the School District Library does not cure such default within thirty (30) days after the giving of such notice (or if such default is of such nature that it cannot be cured within thirty (30) days, if Library does not commence such cure within the thirty (30) days period and thereafter proceed with diligence to cure the default), the School District may bring an action in Supreme Court, Albany County, and upon a finding of breach being determined in Supreme Court (or by other means mutually agreed upon by the Parties such as mediation), and may terminate this Agreement on not less than thirty (30) days' written notice after such determination, and Library shall surrender the Premises to School District.

IX. Signatures and Effective Date: The signatories for the Parties are duly authorized to bind the Parties to this Memorandum and all terms and conditions contained herein. This Memorandum is effective when Library delivers to School District a copy signed by all parties. This Memorandum may be executed in more than one counterpart, each of which shall be deemed original, but all of which together shall constitute the same instrument. Electronically transmitted signatures as well as signatures via facsimile shall be deemed original.

IN WITNESS WHEREOF, the Parties, hereunto duly authorized, have duly executed this Memorandum of Understanding as of the date first set forth above.

**LESSOR: BETHLEHEM CENTRAL
SCHOOL DISTRICT**

**LESSEE: BETHLEHEM PUBLIC
LIBRARY**

Signature

Signature

Date

Date