



**Board of Trustees Meeting
Monday January 13, 2025 6:00 pm
Board 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. 2-4)**
- **Financial report (p. 5-14)**
 - **Treasurer's update (p. 5)**
- **Personnel report (p. 15)**
 - **Personnel actions**
- **Director's report (p. 16-23)**
- **UHLS report**
- **New business**
 - **Assemblyman Scott Bendett Special legislative grant**
 - **Director review update**
 - **Next steps – post bond vote**
 - **Other new business**
- **Old business**
 - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**

Next board meeting: February 10, 2025 6:00 pm

Next Friends of the Library meeting: Monday February 24, 2025 6:30 pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**
Monday December 9, 2024

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

Geoffrey Kirkpatrick, director

EXCUSED: Mark Kissinger

GUESTS: Phil Berardi, assistant director/head of Circulation and Technical Services
Tanya Choppy, accounts clerk
Jennifer Crawford, confidential secretary
Robert McDonnell

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

PUBLIC PARTICIPATION

There was no public participation at this time.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by S. Patterson with a SECOND by L. DiBetta, the board unanimously approved the minutes from the Tuesday November 12 regular board meeting.

FINANCIAL REPORT

Treasurer's update

On a MOTION by G. Sacco with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 November 2024 (Checks disbursed in November 2024 based on pre-approval \$367501.90; Checks disbursed in November 2024 relating to payroll \$325,865.45; Checks being submitted for approval \$90,883.77; CapProject Fund Checks \$95,705.00; Total: \$879,956.12).

PERSONNEL REPORT

G. Kirkpatrick said he was requesting to backfill a part-time clerk position whose current occupant is retiring. The board noted the personnel report.

PERSONNEL ACTIONS

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

- Library Clerk, part-time, permanent, 9.8 hours/week, \$18.19/hour or per contract

DIRECTOR'S REPORT

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

- G. Kirkpatrick said he has heard a lot of positive feedback about the trustee office hours and thanked the board members for making themselves available.
- The Bethlehem Historical Association's hay press program is available on YouTube.
- Adult video circulation continues to drop.
- Door count continues to increase as well as eBooks.
- G. Sacco said she was at the library recently during office hours and was struck by the number of grandparents chatting in the children's area. She also said it was nice to see people of all cultural traditions and English language fluency interacting happily in the same space.
- L. Scoons said her office hours experience has been very positive, and it might be something the board considers doing periodically moving forward.
- G. Kirkpatrick directed the trustees' attention to the individual NYLA reports from the staff. He thanked the board for the opportunity for those staffers to attend the conference. M. Walsh said she enjoyed reading the reports and really like the idea of a telehealth booth that was mentioned in a couple.

UHLS REPORT

L. Scoons said that the UHLS board does not meet in December. She noted that Tim Burke will be retiring in April 2025, and a search committee was being formed to find his replacement.

NEW BUSINESS

Patron ban

G. Kirkpatrick shared a number of incident reports about a particular patron that noted misbehavior and aggressive language to children and others, as well as a recent threat of physical violence. The individual was asked to leave the library for the rest of the day following the final incident. G. Kirkpatrick said that banning a patron is not something the library likes to do, but he asked the board to consider banning the individual for 6 months due to the threat of violence.

L. Scoons asked how it would be enforced. G. Kirkpatrick said he would communicate the information to the staff and they would be instructed to tell the individual to leave the premises, and contact the police if the request is met with resistance.

G. Sacco suggested the library ask police to also keep an eye on the building after hours.

M. Walsh asked if a 6-month ban is standard. G. Kirkpatrick said that a person cannot be banned indefinitely, and he believes 6 months is appropriate for the severity of the incident.

C. Brancatella asked if it was the patron conduct policy that such a decision could be backed up with. G. Kirkpatrick said it was a patron conduct issue, but the board has the authority to ban a patron.

On a MOTION by G. Sacco with a SECOND by S. Patterson, the board unanimously voted to ban the individual involved in multiple incident reports for a total of 6 month.

Room rental agreement

G. Kirkpatrick shared a first facility use contract proposal for an individual who want to hold a piano recital at a rental cost of \$25 per hour. They were not requesting to have the piano tuned for an

additional fee. M. Walsh asked if the piano is regularly tuned. G. Kirkpatrick said that it is but sometimes people who hold recitals like to have it tuned before those events.

G. Sacco asked about liability and said it was something that might be explored.

On a MOTION by L. DiBetta with a SECOND by C. Brancatella, the board voted unanimously to authorize the room rental agreement as proposed.

Election logistics

G. Kirkpatrick said library staff met with school district staff to discuss the logistics of the December 12 bond vote, which will be taking place in the library.

C. Brancatella asked if there would be results on Thursday night. G. Kirkpatrick said there would be unofficial results. L. DiBetta said that anyone in line by 9pm will be allowed to vote. She also said she did early voting at the district and that it was a simple process.

G. Kirkpatrick said he heard from some people about being automatic mailed ballots. He said there are some people who the school district clerk have on a permanent absentee ballot list, where they are automatically mailed ballots for every school district election.

Other new business

There was no other old business at this time.

OLD BUSINESS

L. Scoons mentioned that the policy committee was due for a quarterly review of the meeting room policy. G. Kirkpatrick also mentioned a review of the staff handbook. He said it was something that could be revisited after the holidays. C. Brancatella said that January 13 would be a good time to discuss the meeting room policy at the regular board meeting and said she invites the trustees to submit their comments. G. Kirkpatrick said he would also be soliciting feedback from the public and has a report prepared by the staff member whose job it is to manage the room requests.

FUTURE BUSINESS

M. Walsh said she liked the idea of trustee office hours every month and asked how they might move forward with that. G. Kirkpatrick said he likes the idea of moving it around to different times to catch different crowds.

G. Sacco asked that the board talk about the relationship between the Friends and the board as a future agenda item and perhaps have representatives from each attend their respective meetings.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

On a MOTION by L. DiBetta with a SECOND by G. Sacco, the board unanimously voted to adjourn the regular meeting at 6:50pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report

January 2025

Revenue and Expense Report

Revenue is stable. We expect to receive the final payment of real property taxes in April. Total expenses are 1% under budget, compared to about 2% under at this time last year. Salaries are on budget since we are fully staffed.

Investments

The \$2 million three-month CD that was purchased in October is due at the end of January. We plan to re-invest a portion of these funds after reviewing our cash position, and in consultation with the Finance Committee.

Budget

We are beginning to work on the budget plan for FY 2025-2026 and expect to have a draft budget for review at the February board meeting.

Fund Balance

As of June 30, 2024, the fund balance is \$3,928,140.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 12/31/24

	BALANCE					BALANCE
	11/30/2024	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	12/31/2024
TD Bank General Fund	360,628.96	7,050.48	(212,005.46)	(244.99)	148,514.53	303,943.52
TD Bank Payroll	0.00		(161,485.47)	-	161,485.47	0.00
TD Bank Money Market	2,003,850.23	-		3,726.42	(400,000.00)	1,607,576.65
TD Bank Treasury Bill	1,112,125.17		-	3,997.92	-	1,116,123.09
TD Bank Capital Project Fund	30,962.05	-	(95,705.00)		100,000.00	35,257.05
TD Bank 6 mo. CD Closed 11/7/24	-			-	-	0.00
TD Bank 3 mo. CD Opened 10/29/24	2,007,716.81			7,502.81	-	2,015,219.62
TD Bank 6 mo. CD Opened 10/29/24	1,003,700.53			3,597.37	-	1,007,297.90
Key Bank Checking	15,307.07	1,518.47	(182.94)		(10,000.00)	6,642.60
TOTAL:	6,534,290.82	8,568.95	(469,378.87)	18,579.53	-	6,092,060.43

Checks outstanding greater than 90 days old:

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

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

6 MONTHS ENDED 12/31/24

FISCAL YEAR 2024-2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 6 MO. ENDED 12/31/2024	Percent YTD 12/31/2024	ANNUAL BUDGET 2023-2024	YTD PRIOR 6 MO. ENDED 12/31/2023	Percent YTD 12/31/2023
Real Property Taxes	4,592,100	4,407,316	96.0%	4,401,969	107,316	2.4%
PILOT	239,000	240,049	100.4%	241,523	790	0.3%
Fines	3,000	1,271	42.4%	3,000	1,261	42.0%
Interest on Deposits	90,000	66,130	73.5%	35,000	82,010	234.3%
Lost Book Payments	8,500	6,354	74.7%	7,500	5,823	77.6%
Friends of BPL Contributions	7,000	5,365	76.6%	-	(1,538)	0.0%
Gifts and Donations	8,000	6,630	82.9%	4,000	7,415	185.4%
Photocopier	8,000	6,314	78.9%	7,000	5,758	82.3%
State Aid	26,000	26,362	101.4%	26,000	22,830	87.8%
Grants	-	4,382	0.0%	-	-	0.0%
Miscellaneous Income	500	282	56.4%	-	516	0.0%
Total Revenue	4,982,100	4,770,455	95.8%	4,725,992	232,182	4.9%
EXPENSES						
Salaries	2,666,993	1,329,608	49.9%	2,547,087	1,225,343	48.1%
Retirement	324,242	323,915	99.9%	280,440	263,799	94.1%
Health Insurance	398,000	176,036	44.2%	372,300	168,182	45.2%
Other Benefits	238,965	115,646	48.4%	227,365	111,153	48.9%
Subtotal Salaries & Benefits	3,628,200	1,945,205	53.6%	3,427,192	1,768,477	51.6%
Library Materials - Print	294,000	124,353	42.3%	292,000	139,165	47.7%
Library Materials - Electronic & Audio	281,000	114,722	40.8%	283,000	113,859	40.2%
Subtotal Library Material	575,000	239,075	41.6%	575,000	253,024	44.0%
Operations	643,900	259,665	40.3%	605,800	272,934	45.1%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-		35,000	-	
Total Expenses	4,982,100	2,443,945	49.1%	4,742,992	2,294,435	48.4%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

6 MONTHS ENDED 12/31/24

FISCAL YEAR 2024 - 2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 6 MO. ENDED 12/31/2024	Percent YTD 12/31/2024	ANNUAL BUDGET 2023-2024	YTD PRIOR 6 MO. ENDED 12/31/2023	Percent YTD 12/31/2023
Salaries & Benefits						
Salaries-Librarians	1,252,089	662,732	52.9%	1,178,184	617,222	52.4%
Salaries-Support Staff	1,226,399	569,124	46.4%	1,190,063	517,733	43.5%
Salaries-Custodians	188,505	97,752	51.9%	178,840	90,387	50.5%
Subtotal Salaries	2,666,993	1,329,608	49.9%	2,547,087	1,225,343	48.1%
Retirement	324,242	323,915	99.9%	280,440	263,799	94.1%
Health Ins.	398,000	176,036	44.2%	372,300	168,182	45.2%
SocSec/Medicare	206,465	98,151	47.5%	194,865	91,054	46.7%
Worker's Comp.	20,000	16,002	80.0%	20,000	14,829	74.1%
Unemployment	10,000	-	0.0%	10,000	4,591	45.9%
Disability Ins.	2,500	1,493	59.7%	2,500	679	27.1%
Subtotal Salaries & Benefits	3,628,200	1,945,205	53.6%	3,427,192	1,768,477	51.6%
Library Materials						
Adult books	171,000	74,749	43.7%	171,000	90,506	52.9%
Periodicals	18,000	11,546	64.1%	21,000	7,988	38.0%
YS Books	85,000	31,215	36.7%	85,000	33,835	39.8%
Special Collections	20,000	6,843	34.2%	15,000	6,836	45.6%
Subtotal Print Materials	294,000	124,353	42.3%	292,000	139,165	47.7%
Audiobooks	20,000	6,694	33.5%	20,000	11,219	56.1%
E-Collections	201,000	82,320	41.0%	196,000	66,875	34.1%
Electronic Resources	31,000	16,252	52.4%	31,000	22,909	73.9%
YS Audiobooks	4,500	1,758	39.1%	4,000	2,047	51.2%
YS Media	2,500	322	12.9%	2,000	106	5.3%
AS Media	22,000	7,375	33.5%	30,000	10,703	35.7%
Subtotal Electronic & Audio	281,000	114,722	40.8%	283,000	113,859	40.2%
Subtotal Library Materials	575,000	239,075	41.6%	575,000	253,024	44.0%
Operations						
Copiers and supplies	15,000	6,639	44.3%	15,000	4,255	28.4%
Office supplies	20,000	5,966	29.8%	20,000	5,429	27.1%
Custodial supplies	20,000	10,409	52.0%	20,000	9,217	46.1%
Postage	22,000	9,938	45.2%	22,000	8,926	40.6%
Printing & Marketing	43,200	11,281	26.1%	35,000	12,082	34.5%
Van lease & oper.	4,000	173	4.3%	4,000	1,159	29.0%
Gas and Electric	75,000	30,052	40.1%	75,000	34,152	45.5%
Telecom & Cloud Svcs	24,000	10,188	42.4%	24,000	11,186	46.6%
Water	3,000	1,309	43.6%	3,000	1,498	49.9%
Taxes-sewer & water	3,500	-	0.0%	3,400	-	0.0%
Refund property taxes	5,000	2,859	57.2%	5,000	-	0.0%
Prof. Services	40,000	5,077	12.7%	30,000	15,800	52.7%
Contract Services	50,000	7,116	14.2%	50,000	7,717	15.4%
Insurance	35,000	33,451	95.6%	30,000	32,387	108.0%
Bank Fees	1,700	2,653	156.1%	1,400	724	51.7%
Travel/Conference	3,500	3,628	103.7%	3,500	2,263	64.7%
Memberships	3,000	520	17.3%	3,000	545	18.2%
Special Programs	42,000	10,783	25.7%	35,000	24,197	69.1%
Furniture & Equipment	30,000	12,144	40.5%	30,000	5,421	18.1%
IT Hardware & Software	50,000	8,670	17.3%	50,000	24,935	49.9%
Bld & Grnd. Repair	40,000	5,633	14.1%	40,000	1,644	4.1%
Furn/Equip Repair	3,000	3,269	109.0%	2,000	2,870	143.5%
Miscellaneous	6,500	5,427	83.5%	6,500	2,436	37.5%
Audit Service	25,000	24,750	99.0%	24,000	18,000	75.0%
Accounting Service	22,000	19,723	89.7%	20,000	19,419	97.1%
UHLAN fees	57,500	28,006	48.7%	54,000	26,672	49.4%
Subtotal Operations	643,900	259,665	40.3%	605,800	272,934	45.1%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,982,100	2,443,945	49.1%	4,742,992	2,294,435	48.4%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN DECEMBER 2024 BASED ON PRE-APPROVAL	\$	45,509.39
CHECKS DISBURSED IN DECEMBER 2024 RELATING TO PAYROLL	\$	237,097.77
CHECKS BEING SUBMITTED FOR APPROVAL	\$	55,490.33
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	75,332.55

BETHLEHEM PUBLIC LIBRARY



Check Warrant Report For A - 20: PREAPPROVED DISBURS (DEC 24) For Dates 12/1/2024 - 12/31/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42461	12/01/2024	1424	AFLAC NEW YORK		220.04
42462	12/01/2024	1831	CDPHP UNIVERSAL BENEFITS, INC.		31,965.29
42463	12/01/2024	2395	CSEA EMPLOYEE BENEFIT FUND		193.74
42464	12/01/2024	2066	KEVIN COFFEY	250293	176.28
42465	12/01/2024	720	MVP HEALTH PLAN, INC.		3,821.32
42466	12/01/2024	1570	NATIONAL GRID		4,537.93
42467	12/01/2024	1161	TOWN OF BETHLEHEM	250306	498.48
42468	12/01/2024	2061	UNITED HEALTHCARE INSURANCE CO		152.48
42469	12/01/2024	1607	VERIZON BUSINESS FIOS	250018	169.79
42470	12/01/2024	1607	VERIZON BUSINESS FIOS	250018	124.99
42519	12/11/2024	1581	UNITED STATES POSTAL SERVICE	250013	1,640.00
42520	12/11/2024	1607	VERIZON BUSINESS FIOS	250018	199.99
42521	12/11/2024	2137	WEX BANK	250012	63.34
42523	12/18/2024	2510	JENNIFER CRAWFORD	250335	35.83
42524	12/18/2024	2426	JPMORGAN CHASE BANK NA	*See Detail Report	1,709.89

Number of Transactions: 15

Warrant Total: 45,509.39

Vendor Portion: 45,509.39

*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 - 23: TRUST & AGENCY (DEC 24) For Dates 12/1/2024 - 12/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42518	12/13/2024	712	CIVIL SERVICE EMPL ASSOC INC.		955.97
42522	12/27/2024	712	CIVIL SERVICE EMPL ASSOC INC.		944.70
100952	12/13/2024	709	BPL SPECIAL PAYROLL ACCOUNT		87,207.33
100953	12/13/2024	710	NYS INCOME TAX BUREAU		5,547.44
100954	12/13/2024	1946	IRS - PAYROLL TAX PMT		30,061.53
100955	12/13/2024	2003	NEW YORK STATE DEFERRED		3,108.48
100956	12/27/2024	709	BPL SPECIAL PAYROLL ACCOUNT		74,278.14
100957	12/27/2024	710	NYS INCOME TAX BUREAU		4,282.85
100958	12/27/2024	730	NYS EMPLOYEES RETIREMENT SYSTE		4,157.59
100959	12/27/2024	1946	IRS - PAYROLL TAX PMT		23,387.04
100960	12/27/2024	2003	NEW YORK STATE DEFERRED		3,166.70
Number of Transactions: 11				Warrant Total:	237,097.77
				Vendor Portion:	237,097.77

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 - 27: BILL SCHED (JAN 25) For Dates 1/14/2025 - 1/14/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42539	01/14/2025	30	ALBANY PUBLIC LIBRARY-MAIN BR	250358	6.00
42540	01/14/2025	2420	AMAZON CAPITAL SERVICES INC	250339	957.15
42541	01/14/2025	2457	AQUATIC ALLIES	250001	70.00
42542	01/14/2025	77	BAKER & TAYLOR , INC.	*See Detail Report	11,436.07
42543	01/14/2025	1186	BAKER AND TAYLOR ENTERTAINMENT	250332	98.04
42544	01/14/2025	719	BETHLEHEM CENTRAL SCHOOL DIST	250361	548.32
42545	01/14/2025	2257	CANAJOHARIE LIBRARY & ART GALLERY	250359	85.00
42546	01/14/2025	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	250326	553.13
42547	01/14/2025	827	PHYLLIS CHAMBERS		524.10
42548	01/14/2025	2162	CHILDREN'S MUSEUM AT SARATOGA	250347	300.00
42549	01/14/2025	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	250003	632.34
42550	01/14/2025	2428	DANIEL MAY	250274	40.00
42551	01/14/2025	1220	DEMCO, INC	250353	177.24
42552	01/14/2025	1463	EAST GREENBUSH COMM LIBRARY	250327	23.98
42553	01/14/2025	1991	EASTERN MANAGED PRINT NETWORK LLC	250005	863.93
42554	01/14/2025	2215	ELM USA, INC	250334	431.54
42555	01/14/2025	1986	FIRSTLIGHT FIBER	250006	189.16
42556	01/14/2025	1965	PATRICIA GEROU		524.10
42557	01/14/2025	745	MARY HARTMAN		524.10
42558	01/14/2025	1930	HEWITT'S GARDEN CENTERS INC.	250251	72.00
42559	01/14/2025	297	INTERNATIONAL BUILT-IN SYSTEMS	250341	276.00
42560	01/14/2025	2508	JACQUELINE WRIGHT	250266	400.00
42561	01/14/2025	2322	KANOPY INC.	250014	1,486.00
42562	01/14/2025	2201	LANE PRESS OF ALBANY	*See Detail Report	6,615.00
42563	01/14/2025	1024	MIDWEST TAPE LLC	*See Detail Report	7,335.76
42564	01/14/2025	2313	MMB+CO ACCOUNTING	250090	1,000.00
42565	01/14/2025	1172	ANNE B MOSHER		524.10
42566	01/14/2025	2088	NYSID	250346	100.30
42567	01/14/2025	2121	NYSPPS	250345	37.93
42568	01/14/2025	2094	OTC BRANDS, INC.	250317	145.60
42569	01/14/2025	1823	OVER DRIVE INC.	250363	1,869.05
42570	01/14/2025	450	PHILLIPS HARDWARE INC	250011	53.96
42571	01/14/2025	458	PITNEY BOWES INC	250019	250.58
42572	01/14/2025	1490	REPEAT BUSINESS	250222	4,711.23
42573	01/14/2025	984	RESERVE ACCOUNT-PITNEY BOWES	250330	1,500.00
42574	01/14/2025	1951	S & S WORLDWIDE INC.	250212	33.72
42575	01/14/2025	2421	SENTRON ASSOCIATES INC.	250020	506.56
42576	01/14/2025	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	249.96
42577	01/14/2025	2154	STERICYCLE, INC.	250008	21.99
42578	01/14/2025	2340	T-MOBILE	250017	1,963.68
42579	01/14/2025	2250	TECH LOGIC CORPORATION	250316	151.00
42580	01/14/2025	2437	THE CORNER GATEWAY, LLC	250364	57.00
42581	01/14/2025	1161	TOWN OF BETHLEHEM	250362	2,926.60

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 27: BILL SCHED (JAN 25) For Dates 1/14/2025 - 1/14/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42582	01/14/2025	2328	UNIFIRST CORPORATION	250009	101.32
42583	01/14/2025	632	UPPER HUDSON LIBRARY SYSTEM	250329	140.00
42584	01/14/2025	1968	VERIZON WIRELESS	250002	100.49
42585	01/14/2025	2511	VITAL RECORDS CONTROL	250349	36.45
42586	01/14/2025	645	W W GRAINGER INC	250010	1,264.85
42587	01/14/2025	2423	YOUNG LANDSCAPES LLC	250162	3,575.00
Number of Transactions: 49				Warrant Total:	55,490.33
				Vendor Portion:	55,490.33

*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 - 7: BILL SCH - JAN 25 (H FUND) For Dates 1/14/2025 - 1/14/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1235	01/14/2025	2499	SCHOOLHOUSE CONSTRUCTION SERVICES LLC	250176	20,000.00
1236	01/14/2025	2424	ASHLEY MCGRAW ARCHITECTS	*See Detail Report	55,332.55
Number of Transactions: 2				Warrant Total:	75,332.55
				Vendor Portion:	75,332.55

*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

January 13, 2025 - Board of Trustee Meeting											
											15
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 Clerk PT	Circulation Services	9.8 hrs/wk		\$18.19/hour or per contract	J. Zaccagnino	12/6/2024	12/16/2024				
Action Requested											
None											
Positions Held											
None											

Director's Report January 2025

Building and Grounds

The broken window in the Children's Place is expected to be replaced by on Monday, Jan. 13. It has taken a few weeks for the glass company to order a new large specialty window.

The extreme cold has been a challenge for the automatic doors on the plaza. Repeated calls to Stanley have yet to result in a service team coming to fix this doors. The first set of doors had to remain open resulting in a colder hallway due to low outside temperatures.

Patrons have been complaining of cold temperatures in some of the study rooms and some offices along the same wall. We continue to work with Trane to resolve these ongoing issues.

Circulation and Technical Services

The library has transitioned to a new online museum pass reservation system. The previous system never recovered from a server migration. Our new system was able to be implemented on our site quickly, and we saw 68 reservations during the month of December. Notably, 8 reservations were made on Dec. 24 and 25 while the library was closed. Physical passes circulated 9 times for a December checkout total of 80 museum passes.

We have introduced a new accessibility tool for in-house use. The Zoomax Snow 12 is a portable video magnifier. It includes 19x magnification, full-page scanning, and text-to-speech functionality in over 20 languages. Patrons can use it anywhere in the library, ensuring privacy and personalized accessibility. With its simple interface and voice prompts, this device reflects the library's commitment to providing inclusive and accessible services to the community.

We have added Chinese and Spanish language options to our Patron Point online card registration system. These are among the top non-English languages spoken in our community. The new multilingual forms, and associated email communications can now be delivered in a patron's preferred language.

Adult Services

An additional photocopier was added during the second week in December. It has already proven useful with both machines often being used simultaneously. It will definitely come in handy for the upcoming tax season.

A Little Sunday Music: Elizabeth Huntley (12/22) – The library was pleased to welcome back Elizabeth Huntley, harpist, for the last A Little Sunday Music of 2024. She is the principal harpist with the Glens Falls Symphony, and has accompanied a wide range of musicians, including the Irish Tenors, Josh Groban, Barry Manilow and Roger Daltrey. Her performance at the library was excellent and generated a number of positive comments from attendees. Our Little Sunday Music series is generously sponsored by the Friends of Bethlehem Public Library. Responsible staff: Lauren K. and Luke B. Attendance: 67

Community Yoga (12/4) – We continue to have a decent group that shows up monthly for these classes. Back to our usual night, we saw an expected uptick in attendance this month. Responsible staff: Sarah R. Attendance: 8

Competitive Puzzling (12/8) – How fast can you puzzle? Last offered in September, puzzle solvers were invited back to work solo or in a group to see who could solve their puzzle fastest and become the reigning library puzzle champion. Responsible staff: Erin M. Attendance: 24

Day Books (12/2) – Interest in our monthly afternoon book discussion series continues to be very strong, generating thoughtful, engaging conversations. This month, we discussed “Flight” by Lynn Steger Strong. Responsible staff: Erin M. Attendance: 20

Emergency Preparedness Course (12/9) – The program highlighted the tools and resources necessary to prepare for any type of disaster (natural or man-made), and how to respond accordingly and recover as quickly as possible. As part of the Citizen Preparedness Corps program, run by the NYS Division of Homeland Security and Emergency Services (DHSES), participants in the program received a NYS certification at the program’s conclusion. The class filled up fast, and we have scheduled another session in March 2025. Responsible staff: Lauren K. Attendance: 18

How to Age Safely in Your Home (12/20) – Lynda Shrager, OTR, MSW, CAPS, Chief Executive Officer, At Home for Life presented the practical aspects of safely living at home as we age. She discussed the use of environmental assessments and how they are used to recommend home modifications/adaptations and organization

strategies to decrease the potential for falls, making life safer at home for older folks. We contacted and invited Bethlehem Senior Services prior to the event.
Responsible Staff: Robert W. Attendance: 10

How to Hygge and Survive the Winter (12/16) – Whether you're excited for snow days or dreading the cold, short days, we invited folks to stop by the library and learn about Hygge and how it can help them make it through these cold winter months. A concept from Denmark, hygge (pronounced "hooga") is about celebrating the small joys of life and enjoying the opportunity to unwind and take things slow. One grateful person mentioned she almost didn't come because she was too stressed about preparing for the holidays, but she was so glad she did because it was a great reminder to slow down and appreciate the small things.
Responsible staff: Rachael C. Attendance: 24

Library Speakers Consortium - Virtual Author Talks – This series continues to be popular and provides our community with access to programs featuring popular, diverse authors who write and speak on wide-ranging topics. We see solid interest in the live Author Talk itself as well as the archived virtual recording of the Talk that is available for viewing after the live event. We will continue to offer this virtual Author Talk series in the coming year.

Some highlights from the past year include:

The Lure and Lies of Processed Food, Nutrition, and Modern Medicine: An Author Talk with Dr. Robert Lustig (1/30/24)

An Author Talk with Jason Mott: Exploring Identity, Love, and Being Black in America in Fiction Writing (2/20/24)

The Power of Friendships with NPR Legal Affairs Correspondent Nina Totenberg (3/6/24)

The Foods, People, and Innovations That Feed Us—A Sweeping History of Food and Culture with Smithsonian Curator Paula J. Johnson (4/2/24)

Author Talk: Genius, Power, and Deception on the Eve of World War I: An Author Talk with Douglas Brunt (5/8/24)

Psychological Thrillers: An Author Talk with Freida McFadden (6/14/24)

A Visit to Deckawoo Drive with Mercy Watson and Kate DiCamillo (7/9/24)

Behind the Scenes at the Space Station: Author Talk with Smithsonian Curator Dr. Jennifer Levasseur (8/7/24)

A Deep Dive in Character Development with Global Sensation Liane Moriarty (9/21/24)

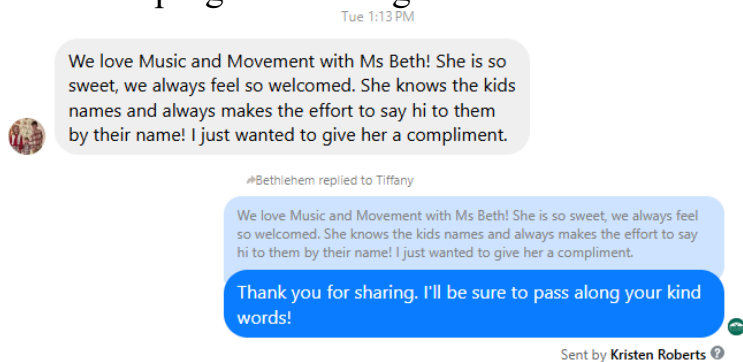
Maybe You Should Talk to Someone: Examining the Truths and Fictions we Tell Ourselves with Lori Gottlieb (10/22/24)

On Childhood Migration from Central America--In Conversation with Javier Zamora (11/14/24)

On Pulse-Pounding, Family Driven Mysteries: A Conversation with Laura Dave (12/11/24).

Youth Services

Music and Movement continues to be one of our best attended weekly programs. We received some very nice words from patrons who attend Beth's Music and Movement program on a regular basis.



Creation Station: The Smart Cookie (12/2 -12/8) - Drop in craft in the Children's Place. December's craft was based on the picture book "The Smart Cookie" by Jory John. Responsible staff: Lauren K. Attendance: 107



Early Literacy Programs (Responsible staff: Beth P., Mary D., Alex D., Shannon M., Lauren K., and Robert W.)

- Weekly Series
 - Tiny Tots (3 sessions) – Attendance: 52, 40, 42
 - Music and Movement (5 sessions) – Attendance: 77, 75, 85, 60, 85
 - Family Play Time (2 sessions) – Attendance: 35, 27
 - Family Story Time (4 sessions) – Attendance: 50, 8, 35, 7
 - Pre-K Story Time (1 session) – Attendance: 30

- Saturday Story Time Series
 - Saturday Story Time (1 session) – Attendance: 35
 - Craft A Snack Story Time (1 session) – Attendance: 25
- Sensory Story Time Series
 - Sensory Play Time (1 session) – Attendance: 7
 - Sensory Story Time (1 session) – Attendance: 7

Craft-A-Snack Storytime (12/14) – A brief cookie-themed story time, paired with a “decorate your own gingerbread man” activity. We did have a few parents opt their kids out of the cookie decorating, but most of them seemed to enjoy applying frosting and decorating the cookies with a variety of sweet treats. Responsible staff: Alex D. Attendance: 25

DIY Snowman Measuring Sticks (12/27) – Participants had a great time working on this winter-themed craft. Kids turned simple paint stirrers into fun snow measurement tools with the use of felt, bows, and paint pens. Responsible staff: Lauren K. Attendance: 15

Make Your Own Marble Maze (12/26) – Participants seemed to really enjoy creating their own marble mazes from cardboard, foam and other materials. The library received lots of positive feedback, especially from adults who needed something to do with their children during the holiday break. Staff are currently working on additional STEAM programs like this for the spring and summer. Responsible staff: Alex D. Attendance: 15



New Year's at Noon (12/31/24) – We had a huge turnout for this program. This year, families began by making a festive crown to wear while ringing in the new year. The craft was followed by the music and movement portion of the program. We danced to some of our favorite songs until about 11:50 when we paused to pass out noisemakers and begin our countdown to noon. At 12:00, balloons and bubbles were let loose while “Auld Lang Syne” played over the sound system. Responsible staff: Beth P. Attendance: 130

Paws to Read (12/2, 12/16 & 12/30) – Registered therapy dogs listen quietly, creating a safe space for children to practice their reading and speaking skills without fear or judgment. Responsible staff: Luke B. and Shannon M. Attendance: 13, 17, 28

Scratch Art Snowman (12/27) – The Friday after Christmas was busy in the Children's Place. Many families visited the library to browse the collection while enjoying their winter break. Over the course of the day, 55 kids stopped by to make their very own scratch art snowman. Responsible staff: Alex D. Attendance: 55

Outreach

Bethlehem Holiday Parade (12/14) – Bethlehem staff decorated a library vehicle with holiday lights and wore holiday-themed outfits to take part in the annual Bethlehem Holiday Parade. We greeted many library patrons from the car and received many cheers of “we love the library” from the crowd. We look forward to taking part in this event again next year. Responsible staff: Dan B. Attendance: 200

Cub Scouts Service Project (12/4) – The Cub Scout Pack 232 Tiger Den chose the library to be a recipient for one of their service projects. Chris M. had suggested we have them decorate both information desks for the season with snowflakes and snow people. Everyone had a lot of fun! Responsible staff: Beth P. Attendance: 15

Gaming at the Pit (Bethlehem Middle School) (12/11 & 12/18) – Youth Services staff continue to make regular visits to the afterschool program at Bethlehem Middle School. BPL has scheduled all 2025 sessions through the end of the school year. Responsible staff: Dan B. and Shannon M. Attendance: 4, 9

Bethlehem First Night 2025 (12/31) – We joined the community at the Four Corners in Delmar for the Annual First Night Celebration. Staff had a great time promoting library programs and services and interacting with folks at the event. Engagement with the public is up significantly from last year, probably, in part at

least, to the unseasonably pleasant weather. Responsible staff: Robert W.
Attendance: 874

Pop-Up at The Spinney at Van Dyke (12/5) – We brought our outreach collection of books and other items to this this age 55+ community in December. We interacted with a good number of folks, promoting the library and checking out items. Rachael was joined by Melissa from the Circulation Department, who was very helpful. We are planning to visit The Spinney again on Feb. 4. Responsible staff: Rachael C. and Melissa L. Attendance: 19

Meetings and Miscellany

This month's door count looks amazing, especially considering that December is traditionally the slowest month at the library. This is largely due to the huge number of folks who came out to the vote on Dec. 12. There was also a very large number of library card sign ups that day. Special thanks go out to the staff at the library who managed the internal flow on the day of the vote and stayed late to check out books to folks in line.

Geoffrey Kirkpatrick, Library Director

Library Collection				2023-24	Current Total
Adult fiction				28,367	28,634
Adult non-fiction				29,529	28,907
Adult audio				5,001	5,017
Adult video				7,892	7,759
Young adult fiction				4,653	4,891
Young adult nonfiction				611	637
Young adult audiobooks				290	316
Children's fiction				29,846	30,794
Children's non-fiction				15,642	15,244
Children's audiobooks				1,652	1,639
Children's video				1,164	1,065
OverDrive - UHLS Shared				136,558	148,264
e-magazines				5,439	5,728
Electronic (games, ereaders)				385	393
Total				267,029	279,288
Library Programs	Dec-24	Dec-23	% change	2023-24	F-Y-T-D
Programs	77	71	8.5%	915	444
Program attendance	1833	1,912	-4.1%	26,209	12,336
Outreach Programs	5	3	66.7%	104	41
Outreach Attendance	1106	2,875	-61.5%	17,204	6,706
Circulation	Dec-24	Dec-23	% change	2023-24	F-Y-T-D
Adult fiction	12,907	12,837	0.5%	164,971	83,945
Adult non-fiction	6,545	6,575	-0.5%	85,990	40,276
Adult audio	6,106	5,480	11.4%	69,337	37,141
Adult video	5,356	5,720	-6.4%	67,542	31,544
Magazines	2,780	2,994	-7.1%	30,266	14,732
Young adult fiction	1,332	1,354	-1.6%	17,921	9,774
Young adult nonfiction	89	122	-27.0%	1,484	634
Young adult audiobooks	245	278	-11.9%	3,384	1,699
Children's fiction	11,487	11,523	-0.3%	147,338	75,621
Children's non-fiction	2,586	2,504	3.3%	37,789	17,511
Children's audiobooks	1,290	1,221	5.7%	16,153	8,067
Children's video	623	636	-2.0%	6,059	2,948
Electronic (games, ereaders)	564	633	-10.9%	8,428	3,614
Total	51,910	51,877	0.1%	656,662	327,506
Interlibrary Loan	Dec-24	Dec-23	% change	2023-24	F-Y-T-D
Borrowed from others	5,387	5,909	-8.8%	72,475	33,896
Loaned to others	4,521	4,211	7.4%	55,610	28,338
Miscellaneous	Dec-24	Dec-23	% change	2023-24	F-Y-T-D
Visits to our home page	38,192	39,808	-4.1%	454,330	190,156
Public use of meeting rooms	21	32	-34.4%	395	177
Public meeting attendance	277	444	-37.6%	4,901	1,800
Staff use & library programs	58	70	-17.1%	861	408
Study room sessions	378	331	14.2%	4,846	2,444
Tech room/ Studio use	5	8	-37.5%	97	55
Door count	21,729	16,604	30.9%	221,744	114,286
Registered BPL borrowers	106	63	68.3%	1,095	634
Computer signups	1,112	1,102	0.9%	14,751	7,947
Museum Pass use	80	71	12.7%	1,359	817
E-book use	6,429	6,156	4.4%	75,317	37,729
E-audiobook use	5,598	4,969	12.7%	62,498	34,308
E-magazine use	2,576	2,994	-14.0%	27,587	13,418
Streaming video use	1,803	1,317	36.9%	17,158	10,276
BCSD use via Overdrive	132	194	-32.0%	2,197	998
Equipment	338	329	2.7%	4,625	2,331
Wireless Use	11,847	8,502	39.3%	112,669	58,816