



**Board of Trustees Meeting and
Budget Presentation
Monday May 13, 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
- **Presentation of the 2024-25 Proposed Library Budget (p. 2)**
- Public participation
- Introduction Election Official
- Review of previous meeting minutes (p. 3-10)
- **Financial report (p. 11-20)**
 - **Treasurer's update (p. 11)**
- **Personnel report (p. 21)**
 - Personnel actions
- **Director's report (p. 22-27)**
- UHLS report
- **New business**
 - Property transfer resolutions (p. 28-36)
 - Library property agreement resolution (p. 28-36)
 - Boring proposal (p. 37-42)
 - Other new business
- **Old business**
 - Construction manager – update
 - Public Meeting policy – update (p. 43-51)
 - Animals in the Library Policy – 1st read (p. 52)
 - Bulletin Board Policy – 1st read (p. 53)
 - Building project - update
 - Other old business
- **Future business**
 - Trustee resignation
- **Public participation**
- **Executive session**
- **Adjournment**

Next board meeting: Monday June 10, 2024

Next Friends of the Library meeting: June 17, 2024 6:30 pm

2024-25 Budget

	2023-24	2024-25	Comments
Salaries and benefits			
Salaries	\$2,547,087	\$2,666,993	Contractual increases in salaries
Retirement	280,440	324,242	
Payroll taxes	194,865	206,465	
Health insurance	372,300	398,000	Assumes a 10% increase in January 2025
Other insurance	\$32,500	\$32,500	
Total salaries and benefits	\$3,427,192	\$3,628,200	
Library materials	\$575,000	\$575,000	Increases in downloadable materials and Library of Things offset by decrease in demand for CDs and DVDs
Operations			
Utilities	\$105,400	\$105,500	
Office supplies and expenses	58,400	58,700	
Printing and marketing	35,000	43,200	Includes potential addition of communications software
Custodial supplies	20,000	20,000	
Insurance	30,000	35,000	
Professional fees, dues and conferences	36,500	46,500	Includes attorney fees
Special programs	35,000	42,000	Increased demand for programming
Building and equip. maint.	96,000	97,000	Contractual services, building/equipment repairs
Furniture and equipment	30,000	30,000	
IT/hardware and software	50,000	50,000	
Audit and online accounting services	44,000	47,000	Audit fees and actuary fees
Online catalog/circ. system	54,000	57,500	Planned increase in library system fees
Other	11,500	11,500	
Capital improvements/contingency	135,000	135,000	
Total operations	\$740,800	\$778,900	
TOTAL EXPENSES	\$4,742,992	\$4,982,100	
Income			
PILOT	\$241,523	\$239,000	
State aid	26,000	26,000	
Interest income	52,000	90,000	Rates expected to be high through 2024
Miscellaneous fees	17,500	20,000	
Friends contribution	N/A	7,000	Reclassified Friends contributions from expense to income
Gifts and donations	4,000	8,000	
TOTAL INCOME	\$341,023	\$390,000	
BUDGET	\$4,742,992	\$4,982,100	5.04% increase
Minus income	341,023	390,000	
Equals LEVY	\$4,401,969	\$4,592,100	4.32% increase
Fund balance			
		\$1,350,000	Funds operations from July until taxes received in October
		3,390,380	Designated for capital expenditure and building needs in conjunction with the library's Long Range Plan
TOTAL FUND BALANCE		\$4,390,380	

Proposed levy increase: 4.32%

For additional financial information, please see the audited financial statements of Bethlehem Public Library online at www.bethlehempubliclibrary.org/about-us/board-of-trustees.



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

PRESENT: Caroline Brancatella
 Mark Kissinger (remote)
 Sarah Patterson
 Lisa Scoons
 Michelle Walsh
 Charmaine Wijeyesinghe
 Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
 Kristen Roberts, recording secretary

EXCUSED: Laura DiBetta

GUESTS: Jennifer Crawford, confidential secretary
 Phil Berardi, assistant director/head of Circulation and Technical Services
 Chris McGinty, assistant director
 Tanya Choppy, accounts clerk
 Tracey McShane, personnel administrator
 Hazel Landa
 Leslie Hudson
 Jim Hudson
 Trudi Quaif
 John Bodoroski
 Mary Service
 Joe Lombardo
 Pippa Bartolotti
 Robert McDonald
 Candace Lider
 David Van Deusen
 Melinda Costello
 Meredith Savitt

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

PUBLIC PARTICIPATION

Eight attendees 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 C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved the minutes from the Monday March 13 regular board meeting.

On a MOTION by S. Patterson with a SECOND by C. Brancatella, the board unanimously approved the minutes from the Wednesday April 10 building committee meeting.

FINANCIAL REPORT

Treasurer's update

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

- S. Whiting said library material spending tends to pick up in the fourth quarter.
- M. Walsh asked if a vote was needed to use the money in the H Fund to pay the architects' fees. S. Whiting said that the board had authorized the transfer of money to the H Fund in a vote a couple of months ago to use for expenses related to building planning purposes.
- C. Wijeyesinghe asked about a charge from Otis Elevator Co. in the amount of \$3,100.44. G. Kirkpatrick said that it was for routine maintenance of the elevator to the mezzanine.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 March 2024 (Checks disbursed in March 2024 based on pre-approval \$43,644.88; Checks disbursed in March 2024 relating to payroll \$198,105.73; Checks being submitted for approval \$86,253.97; CapProject Fund Checks \$176,899.11; Total: \$504,903.69).

PERSONNEL REPORT

G. Kirkpatrick said he was requesting to backfill one position. He noted that it was open after an internal move.

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

- Library clerk, part-time, permanent, 11.67 hours/week, \$16.26/hour or per contract.

ELECTION OFFICIAL

G. Kirkpatrick said the library was required to have an election official for the October bond vote. He said former school district treasurer Judith Kehoe has provided the library with a proposal to fill that role. She has acted as an election official at the school district for years. C. Wijeyesinghe said she has worked with J. Kehoe in that capacity in the past and spoke very highly of her. She suggested that the board take her up on the offer to speak with them at the board meeting following the vote. G. Kirkpatrick said that J. Kehoe's proposal also includes an hourly fee so that the library can consult with her as the need arises. M. Walsh said the board welcomes her expertise.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously voted to approve the appointment of Judith Kehoe as the Chief Election Inspector/Chairperson for the capital project vote on Oct. 1, 2024 at the rate of \$100 per hour for all pre-and-post referendum work and a flat fee of \$2,500 for the day of the election.

DIRECTOR'S REPORT

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

- The Meet the Architects sessions went very well, and the graphics remain on display in the lobby. People are continuing to provide feedback through interactive sticky notes. G. Kirkpatrick said staff would keep track of the comments in a document that would be shared with the board.

- J. Crawford has been working with school district officials to stay on top of rule changes regarding early voting.
- There was an impromptu eclipse viewing party on the library plaza with some clouds making an appearance. G. Kirkpatrick praised C. McGinty's work to procure and distribute viewers to all of the students in the school district. M. Walsh said she has heard a lot of positive feedback about the distribution of viewers to children. S. Patterson said she was happy to not have to worry about where she would get viewers for her own children. M. Walsh asked how long the used glasses would be collected at the Information Desk. G. Kirkpatrick said the collection receptacle will be up for about a month.
- The library is the first in the Upper Hudson system to use the print-on-demand museum pass service, and so far it has been very well received. About half of the library's passes are available in this format.
- In-person library use has been slower to bounce back than circulation, but in February, the library had its first 20,000 door count.
- Although the library didn't have power the day of the town's Eggstravaganza, L. Kozilski was able to participate with some outreach goodies. People mentioned that they were pleased to have something to do other than be stuck inside with no power after the big storm.
- G. Kirkpatrick said that attendance at early literacy programs continues to increase and it is something to keep in mind as the library considers meeting room use. Story times are now so well-attended that they have to take place in the Community Room, meaning that room is not available for public bookings during that time. M. Walsh asked if people were being turned away because of capacity. G. Kirkpatrick said that at a recent Elephant and Piggie story time, librarians turned away about 30 people. He said that is typically seen with big children's programs featuring musicians, animals and other special performances.
- There has been a big increase in program attendance and outreach numbers. In February, the library saw its first, very slight, decrease in circulation, a difference of about 15 items.
- G. Kirkpatrick said he was most impressed by a Safety by Design presentation at the recent ALA conference. He said it was interesting because the focus of safety in public libraries is less about "hardening" the building and more about creating ample sightlines and exists to help people be better aware of their surroundings. He said that the current library design does not even allow librarians to see adequately into the hallways from the Information Desk. G. Kirkpatrick said that these safety concepts are part of the design discussion with Ashley McGraw architects.
- M. Walsh said she was happy to see the variety of events that ALA attendees went to.
- C. Wijeyesinghe said she appreciated the staff taking the time to provide summaries of their experiences at the ALA conference.

UHLS BOARD UPDATE

L. Scoons said that while this is usually a quiet time for the Upper Hudson board, they have been busier than usual discussing the implications of the Schenectady library's decision to leave its systems. Schenectady is now hoping to join UHLS. L. Scoons said there are still a lot of questions to be answered about the process, as it has never really happened before. She said the UHLS board is also beginning the process of reviewing program awards and construction grants.

NEW BUSINESS

Construction manager – board evaluation team members

G. Kirkpatrick said the board should be receiving submissions soon for the position. He asked if there were board members who would like to be included on the evaluation team. S. Whiting said the plan would be to have two board members, along with S. Whiting and G. Kirkpatrick, to review the applications and narrow them down to about three. The team would prepare summary documents for review and bring in potentially three for interviews before making a recommendation to the full board. The timeline for this process was discussed, but G. Kirkpatrick said that it would be unlikely that it would be complete before the May meeting, as the deadline for applications has been extended. C. Wijeyesinghe suggested the library reach out to the school district to inquire about any useful tools or questions they have used in the past when interviewing for a construction manager. C. Wijeyesinghe and M. Kissinger agreed to be part of the evaluation team.

Property consolidation

G. Kirkpatrick said the library and the school district had reached a conceptual agreement about the ownership of the four parcels that make up the library property. He said that for purposes of the project, it was agreed that it would fall under school district ownership. He said the resolution would be coming before the school and library boards for a vote shortly. C. Wijeyesinghe said it might be beneficial to know when it would come before the school board so that library trustees could attend and hear the discussion.

Old lost/billed items

Lost and billed items are not enforceable after seven years, but the accounts those items are attached to cannot be deleted while those items are still attached. G. Kirkpatrick said that Upper Hudson has the ability to purge those items from the accounts and recommended the library purge any billed items over seven years old and under \$150. This would allow the library to expunge those accounts. C. Wijeyesinghe asked if those lost items are replaced. G. Kirkpatrick said that if they are an in-demand item, they have already been replaced. M. Walsh asked about the total amount in billed charges for these items. G. Kirkpatrick said that it was about \$19,000 and noted that it was money that the library would not be able to recover. He said that moving forward, he would like to expunge lost/billed items over seven years old on a yearly basis.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously agreed to allow the library to purge 1,1019 accounts with lost/billed items attached to them that are over seven years old and under \$150 in the total amount of \$19,406.72, averaging \$2,400 per year.

Other new business

G. Kirkpatrick presented a proposal for ductless split replacement unit in IT office. He said the original was installed during last HVAC update and repaired several times since without any success. The price to replace the unit is \$9,450. He said the unit is necessary in the IT office because the equipment and servers generate a lot of heat, especially during long weekends when the HVAC system is dialed down. M. Walsh asked if this unit would carry over to any new construction. G. Kirkpatrick said that it likely would not but he felt it was necessary to address the additional heat load produced by the IT equipment.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously approved the bid from Crisafulli Bros. for the replacement of the ductless split unit in the IT office in the amount of \$9,450.

OLD BUSINESS

Patron Point software proposal

G. Kirkpatrick said that K. Roberts and P. Berardi presented a Patron Point proposal to the board a couple of months ago, and P. Berardi was able to secure an extension to a \$1,500 discount on implementation and setup. S. Whiting had noted in the 2024-25 budget where the expense would be covered. The software would streamline the library's marketing and patron onboarding efforts. M. Kissinger asked what the all-in costs would be. The library would pay \$15,085 for the first year, including setup fees, and \$11,585 in the second and third years. Text message marketing transactions would cost 1-cent per send and verification services would be 30 cents each. P. Berardi said that the verification service would allow patrons to sign up for or renew their cards and be verified instantly. Regular library email reminders would have more opportunities for engagement with read-alike suggestions and more. C. Wijeyesinghe asked what the fee was for the current service. The library does not currently use a patron engagement service, but the yearly fee for the e-newsletter service would no longer be needed after migration of the existing 10,000 subscribers to the new software. L. Scoons asked if patrons would have the option to opt out. P. Berardi said that most of the services are opt in.

On a MOTION by L. Scoons with a SECOND by S. Patterson, the board unanimously voted to approve the implementation of Patron Point software at the cost of \$15,085 for the first year, including setup fees, and \$11,585 in the second and third years.

Public Meeting policy

C. Brancatella presented a working draft of the policy and said its purpose was three-fold: to take the discussion the policy committee has had over that past couple of months and combine it with the framework the attorneys have provided for categories of use; to clarify and define the language regarding the four different categories of use; and to collect and work in trustee comments for a final draft. She thanked trustees for the quick turnaround of their comments and said she hopes to compile a master list of the comments and how they were addressed. She said that every comment is being considered but not every one will have an action. She said she hopes to have the next iteration of the working draft to the board a week before the May meeting. C. Wijeyesinghe reiterated that for this policy, the entire board would be acting as the policy committee.

C. Brancatella wanted to note that the library can either offer rooms to the public or not at all, and the First Amendment protects both options. She said it is the consensus among board members that they want to continue public use of the rooms and are committed to coming up with a policy that would allow that and address the safety of the staff and patrons. She said a number of comments centered on how the policy would work with 501(c)(3) groups as well as the question of director discretion. She also noted that any meeting room policy would go to the attorney for a thorough review.

M. Kissinger thanked C. Brancatella for all the work she has done to prepare the working draft and encouraged the public to share their input as well.

L. Scoons asked G. Kirkpatrick how the meeting room bookings have been going since they were reopened under the current policy. G. Kirkpatrick said there is some confusion about capacity of

rooms but people are happy to have access again. He said the existing policy is not perfect but it is good enough for now.

Naming Opportunities policy – 2nd read

C. Wijeyesinghe said the policy was discussed at the last meeting and this would be the second read. C. Brancatella said some small edits have been made to the final version. M. Walsh said she had reservations about the provision that allows the board to terminate a designation for any reason. She asked for an example of when that could happen. C. Brancatella suggested that a room named after someone like Geoffrey Epstein could be cause for revision. G. Kirkpatrick noted that if a named space is renovated and no longer serves its original purpose, it might be cause to change the designation. C. Wijeyesinghe said that any proposed name change would have to come before the board to be discussed and voted on so the public would be able to weigh in. S. Patterson and L. Scoons both noted that the policy would make it clear that is a possibility so potential donors would know beforehand.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board adopted the Naming Opportunities policy as presented in a draft. Voting in favor was C. Brancatella, S. Patterson, L. Scoons and C. Wijeyesinghe. M. Walsh abstained.

Building project

- *Referendum vote update*

G. Kirkpatrick said the library continues to prepare for the October building referendum. C. Wijeyesinghe reiterated her desire to have board members go to the President's Council in May rather than wait until September. S. Patterson said she believed their last meeting before the summer was at the end of the month. C. Wijeyesinghe also suggested that board members attend Chamber meetings over the month to talk about the project. C. Brancatella said they should also be at the farmers market regularly. G. Kirkpatrick said he was ready to support any of the endeavors but library staff are limited to providing information only. C. Wijeyesinghe said that board members could follow up the information with their own advocacy for support.

Bulletin board policy – discussion

G. Kirkpatrick said the policy committee is looking into an interpretation about the bulletin board and what is an allowable use under the library's own solicitation guidelines and what constitutes commercial activity. He said the goal was to make the policies consistent with one another. M. Walsh said that she has for years used the bulletin board to educate herself on what's going on in the area and would like to see it stick around in its current form. C. Wijeyesinghe suggested the policy committee meet within the month.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

There was no new business discussed.

PUBLIC PARTICIPATION

Two people addressed the board. A recording of the meeting and the public comment period is available on the library's YouTube channel.

EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board voted unanimously to enter into executive session at 7:40pm to discuss matters involving proposed, pending or current litigation.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board voted unanimously to immediately adjourn executive session at 8:50pm.

ADJOURNMENT

On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board voted unanimously to adjourn the regular meeting at 8:51pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Board actions

- On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved the minutes from the Monday March 13 regular board meeting.
- On a MOTION by S. Patterson with a SECOND by C. Brancatella, the board unanimously approved the minutes from the Wednesday April 10 building committee meeting.
- On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 March 2024 (Checks disbursed in March 2024 based on pre-approval \$43,644.88; Checks disbursed in March 2024 relating to payroll \$198,105.73; Checks being submitted for approval \$86,253.97; CapProject Fund Checks \$176,899.11; Total: \$504,903.69).
- On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board unanimously voted to approve the following position:
 - Library clerk, part-time, permanent, 11.67 hours/week, \$16.26/hour or per contract.
- On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously voted to approve the appointment of Judith Kehoe as the Chief Election Inspector/Chairperson for the capital project vote on Oct. 1, 2024 at the rate of \$100 per hour for all pre-and-post referendum work and a flat fee of \$2,500 for the day of the election.
- On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously agreed to allow the library to purge 1,1019 accounts with lost/billed items attached to them that are over seven years old and under \$150 in the total amount of \$19,406.72, averaging \$2,400 per year.
- On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously approved the bid from Crisafulli Bros. for the replacement of the ductless split unit in the IT office in the amount of \$9,450.
- On a MOTION by L. Scoons with a SECOND by S. Patterson, the board unanimously voted to approve the implementation of Patron Point software at the cost of \$15,085 for the first year, including setup fees, and \$11,585 in the second and third years.

- On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board adopted the Naming Opportunities policy as presented in a draft. Voting in favor was C. Brancatella, S. Patterson, L. Scoons and C. Wijeyesinghe. M. Walsh abstained.
- On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board voted unanimously to enter into executive session at 7:40pm to discuss matters involving proposed, pending or current litigation.
- On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board voted unanimously to immediately adjourn executive session at 8:50pm.
- On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board voted unanimously to adjourn the regular meeting at 8:51pm.

DRAFT

Treasurer's Report May 13, 2024

Revenue and Expense Report for April

Expenses are tracking at 6.7% underbudget, compared to roughly 10% underbudget last year, with salaries and benefits about 4% underbudget compared to 3.4% last year. Of note, spending on library materials is significantly greater at this time compared to last year, and is likely to come in at or very close to budget.

Investments

The \$1.5 million CD that matured on May 6 generated just over \$40,000 in interest. In an effort to manage cash flow for operations and building project expenses until we receive new tax revenues in October, two CDs were reinvested, one at three months for \$540k, and one at six months for \$1 million, both at very good rates.

The Treasury bill is due at the end of May. We will likely purchase another six-month T-Bill at a favorable interest rate.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 4/30/24

	BALANCE					BALANCE
	3/31/2024	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	4/30/2024
TD Bank General Fund	652,859.23	7,210.08	(210,414.95)	153.68	(184,096.73)	265,711.31
TD Bank Payroll	0.00		(134,096.73)	-	134,096.73	0.00
TD Bank Money Market	2,484,410.72	-		5,819.13	(300,000.00)	2,190,229.85
TD Bank Treasury Bill	1,074,376.53		-	4,732.99	-	1,079,109.52
TD Bank Capital Project Fund	36,636.97	-	(176,899.11)		350,000.00	209,737.86
TD Bank 6 mo. CD Opened 11/8/23	1,532,236.84			6,656.43	-	1,538,893.27
Key Bank Checking	9,639.61	2,237.14	(252.61)		-	11,624.14
TOTAL:	5,790,159.90	9,447.22	(521,663.40)	17,362.23	-	5,295,305.95

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

10 MONTHS ENDED 4/30/24

FISCAL YEAR 2023-2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 10 MO. ENDED 4/30/2024	Percent YTD 4/30/2024	ANNUAL BUDGET 2022-2023	YTD PRIOR 10 MO. ENDED 4/30/2023	Percent YTD 4/30/2023
Real Property Taxes	4,401,969	4,300,000	97.7%	4,308,076	4,212,642	97.8%
PILOT	241,523	239,259	99.1%	227,724	233,871	102.7%
Fines	3,000	2,081	69.4%	2,000	2,432	121.6%
Interest on Deposits	52,000	112,377	216.1%	6,000	53,831	897.2%
Lost Book Payments	7,500	10,504	140.1%	2,500	9,090	363.6%
Friends of BPL Contributions	-	7,903	0.0%	-	-	0.0%
Gifts and Donations, Misc	4,000	18,791	469.8%	3,500	10,504	300.1%
Photocopier	7,000	9,820	140.3%	6,500	7,284	112.1%
State Aid	26,000	25,367	97.6%	24,500	25,309	103.3%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	1,004	0.0%	-	575	0.0%
Total Revenue	4,742,992	4,727,105	99.7%	4,580,800	4,555,537	99.4%
EXPENSES						
Salaries	2,547,087	1,987,790	78.0%	2,444,929	1,907,607	78.0%
Retirement	280,440	263,799	94.1%	237,333	232,558	98.0%
Health Insurance	372,300	295,309	79.3%	364,700	305,791	83.8%
Other Benefits	227,365	168,196	74.0%	219,538	162,797	74.2%
Subtotal Salaries & Benefits	3,427,192	2,715,094	79.2%	3,266,500	2,608,753	79.9%
Library Materials - Print	292,000	220,590	75.5%	290,000	167,571	57.8%
Library Materials - Electronic & Audio	283,000	212,610	75.1%	296,000	171,934	58.1%
Subtotal Library Material	575,000	433,200	75.3%	586,000	339,504	57.9%
Operations	605,800	475,104	78.4%	593,300	406,727	68.6%
Capital Expenditures	100,000	11,023	11.0%	100,000	7,827	7.8%
Contingency	35,000	-		35,000	-	
Total Expenses	4,742,992	3,634,422	76.6%	4,580,800	3,362,811	73.4%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

10 MONTHS ENDED 4/30/24

FISCAL YEAR 2023 - 2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 10 MO. ENDED 4/30/2024	Percent YTD 4/30/2024	ANNUAL BUDGET 2022-2023	YTD PRIOR 10 MO. ENDED 4/30/2023	Percent YTD 4/30/2023
Salaries & Benefits						
Salaries-Librarians	1,178,184	990,897	84.1%	1,174,134	937,239	79.8%
Salaries-Support Staff	1,190,063	850,855	71.5%	1,108,487	834,225	75.3%
Salaries-Custodians	178,840	146,039	81.7%	162,308	136,142	83.9%
Subtotal Salaries	2,547,087	1,987,790	78.0%	2,444,929	1,907,607	78.0%
Retirement	280,440	263,799	94.1%	237,333	232,558	98.0%
Health Ins.	372,300	295,309	79.3%	364,700	305,791	83.8%
SocSec/Medicare	194,865	146,698	75.3%	187,038	140,088	74.9%
Worker's Comp.	20,000	9,735	48.7%	20,000	12,370	61.8%
Unemployment	10,000	11,083	110.8%	10,000	9,072	90.7%
Disability Ins.	2,500	679	27.1%	2,500	1,267	50.7%
Subtotal Salaries & Benefits	3,427,192	2,715,094	79.2%	3,266,500	2,608,753	79.9%
Library Materials						
Adult books	171,000	142,262	83.2%	171,000	105,573	61.7%
Periodicals	21,000	11,059	52.7%	19,000	11,374	59.9%
YS Books	85,000	53,371	62.8%	85,000	43,076	50.7%
Special Collections	15,000	13,898	92.7%	15,000	7,547	50.3%
Subtotal Print Materials	292,000	220,590	75.5%	290,000	167,571	57.8%
Audiobooks	20,000	15,901	79.5%	23,000	16,090	70.0%
E-Collections	196,000	142,539	72.7%	196,000	106,291	54.2%
Electronic Resources	31,000	32,334	104.3%	27,000	26,169	96.9%
YS Audiobooks	4,000	3,323	83.1%	5,000	3,258	65.2%
YS Media	2,000	1,189	59.4%	5,000	1,254	25.1%
AS Media	30,000	17,324	57.7%	40,000	18,872	47.2%
Subtotal Electronic & Audio	283,000	212,610	75.1%	296,000	171,934	58.1%
Subtotal Library Materials	575,000	433,200	75.3%	586,000	339,504	57.9%
Operations						
Copiers and supplies	15,000	10,146	67.6%	15,000	8,489	56.6%
Office supplies	20,000	9,217	46.1%	20,000	10,308	51.5%
Custodial supplies	20,000	15,834	79.2%	26,000	12,481	48.0%
Postage	22,000	15,183	69.0%	20,000	15,237	76.2%
Printing & Marketing	35,000	22,619	64.6%	35,000	16,739	47.8%
Van lease & oper.	4,000	1,498	37.5%	4,000	498	12.5%
Gas and Electric	75,000	55,365	73.8%	65,000	70,846	109.0%
Telecom & Cloud Svcs	24,000	18,298	76.2%	14,000	19,842	141.7%
Water	3,000	2,092	69.7%	3,000	2,580	86.0%
Taxes-sewer & water	3,400	2,871	84.4%	3,400	3,336	98.1%
Refund property taxes	5,000	3,266	65.3%	7,500	99	1.3%
Prof. Services	30,000	24,168	80.6%	30,000	10,523	35.1%
Contract Services	50,000	21,552	43.1%	45,000	19,962	44.4%
Insurance	30,000	29,581	98.6%	29,000	25,739	88.8%
Bank Fees	1,400	1,107	79.1%	1,400	1,336	95.5%
Travel/Conference	3,500	8,569	244.8%	3,000	2,848	94.9%
Memberships	3,000	2,639	88.0%	3,000	2,239	74.6%
Special Programs	35,000	36,405	104.0%	32,000	12,225	38.2%
Furniture & Equipment	30,000	17,377	57.9%	40,000	19,156	47.9%
IT Hardware & Software	50,000	36,469	72.9%	42,000	35,703	85.0%
Bld & Grnd. Repair	40,000	35,245	88.1%	40,000	11,807	29.5%
Furn/Equip Repair	2,000	2,998	149.9%	2,000	285	14.3%
Miscellaneous	6,500	7,922	121.9%	6,000	7,977	133.0%
Audit Service	24,000	19,250	80.2%	24,000	22,900	95.4%
Accounting Service	20,000	19,706	98.5%	30,000	33,521	111.7%
UHLAN fees	54,000	55,726	103.2%	53,000	40,049	75.6%
Subtotal Operations	605,800	475,104	78.4%	593,300	406,727	68.6%
Capital Expenditures	100,000	11,023	11.0%	100,000	7,827	7.8%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,742,992	3,634,422	76.6%	4,580,800	3,362,811	73.4%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN APRIL 2024 BASED ON PRE-APPROVAL	\$	63,046.06
CHECKS DISBURSED IN APRIL 2024 RELATING TO PAYROLL	\$	195,211.65
CHECKS BEING SUBMITTED FOR APPROVAL	\$	85,701.17
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	175,834.00

BETHLEHEM PUBLIC LIBRARY



Check Warrant Report For A - 37: PREAPPROVED DISBURS (APR 24) For Dates 4/1/2024 - 4/30/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41907	04/01/2024	1424	AFLAC NEW YORK		220.04
41908	04/01/2024	1604	CHUBB & SON	240387	837.00
41909	04/01/2024	2395	CSEA EMPLOYEE BENEFIT FUND		192.13
41910	04/01/2024	2061	UNITED HEALTHCARE INSURANCE CO		168.67
41911	04/01/2024	1607	VERIZON BUSINESS FIOS	240003	159.79
41913	04/02/2024	1831	CDPHP UNIVERSAL BENEFITS, INC.		33,777.66
41914	04/02/2024	720	MVP HEALTH PLAN, INC.		12,370.04
41915	04/02/2024	2340	T-MOBILE	240018	944.95
41916	04/02/2024	1581	UNITED STATES POSTAL SERVICE	240015	1,614.02
41917	04/08/2024	1607	VERIZON BUSINESS FIOS	240003	89.00
41918	04/08/2024	1607	VERIZON BUSINESS FIOS	240003	159.79
41919	04/08/2024	1607	VERIZON BUSINESS FIOS	240003	124.99
41920	04/08/2024	1607	VERIZON BUSINESS FIOS	240003	199.99
41921	04/08/2024	2137	WEX BANK	240014	49.78
41977	04/11/2024	1955	ANNE MARIE COLETTA	240530	1,085.37
41978	04/11/2024	1224	GEOFFREY KIRKPATRICK	240534	1,154.96
41979	04/11/2024	2481	PHILIP BERARDI	240533	1,494.74
41980	04/11/2024	1161	TOWN OF BETHLEHEM	240474	593.55
41982	04/18/2024	2426	**CONTINUED** JPMORGAN CHASE BANK NA		0.00
41983	04/18/2024	2426	JPMORGAN CHASE BANK NA	*See Detail Report	2,349.20
41984	04/18/2024	2475	ROBERT WEATHERBY	240540	1,169.90
41985	04/23/2024	1570	NATIONAL GRID		4,130.70
41986	04/23/2024	1607	VERIZON BUSINESS FIOS	240003	159.79

Number of Transactions: 23

Warrant Total: 63,046.06

Vendor Portion: 63,046.06

*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 - 38: TRUST & AGENCY (APR 24) For Dates 4/1/2024 - 4/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41912	04/05/2024	712	CIVIL SERVICE EMPL ASSOC INC.		904.59
41981	04/19/2024	712	CIVIL SERVICE EMPL ASSOC INC.		925.69
100872	04/05/2024	709	BPL SPECIAL PAYROLL ACCOUNT		68,107.09
100873	04/05/2024	710	NYS INCOME TAX BUREAU		3,802.29
100874	04/05/2024	1946	IRS - PAYROLL TAX PMT		21,367.01
100875	04/05/2024	2003	NEW YORK STATE DEFERRED		2,775.19
100876	04/19/2024	709	BPL SPECIAL PAYROLL ACCOUNT		65,989.64
100877	04/19/2024	710	NYS INCOME TAX BUREAU		3,726.50
100878	04/19/2024	730	NYS EMPLOYEES RETIREMENT SYSTE		3,585.60
100879	04/19/2024	1946	IRS - PAYROLL TAX PMT		21,186.49
100880	04/19/2024	2003	NEW YORK STATE DEFERRED		2,841.56
Number of Transactions: 11				Warrant Total:	195,211.65
				Vendor Portion:	195,211.65

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 44: BILL SCHEDULE (MAY 24) For Dates 5/14/2024 - 5/14/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41999	05/14/2024	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	69.00
42000	05/14/2024	2420	AMAZON CAPITAL SERVICES INC	240538	4,441.10
42001	05/14/2024	2457	AQUATIC ALLIES	240399	86.99
42002	05/14/2024	77	BAKER & TAYLOR , INC.	*See Detail Report	23,242.71
42003	05/14/2024	1186	BAKER AND TAYLOR ENTERTAINMENT	240580	10.18
42004	05/14/2024	997	BOND, SCHOENECK & KING, INC.	240549	2,868.75
42005	05/14/2024	2346	BRAINFUSE ONLINE INSTRUCTION	240573	4,000.00
42006	05/14/2024	2484	CHAPMAN MUSEUM	240574	50.00
42007	05/14/2024	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	240005	316.17
42008	05/14/2024	2428	DANIEL MAY	240511	40.00
42009	05/14/2024	1434	DELL MARKETING L.P.	240478	6,317.30
42010	05/14/2024	1220	DEMCO, INC	240568	277.96
42011	05/14/2024	1991	EASTERN MANAGED PRINT NETWORK LLC	240007	510.65
42012	05/14/2024	2215	ELM USA, INC	240559	269.48
42013	05/14/2024	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	32.94
42014	05/14/2024	2439	HUDSON RIVER MARITIME MUSEUM	240576	100.00
42015	05/14/2024	959	INFO USA MARKETING, INC (SUBSIDIARY OF DATA AXLE INC.)	240571	2,310.00
42016	05/14/2024	2322	KANOPIY INC.	*See Detail Report	1,017.00
42017	05/14/2024	2201	LANE PRESS OF ALBANY	240009	4,045.00
42018	05/14/2024	1024	MIDWEST TAPE LLC	*See Detail Report	1,778.01
42019	05/14/2024	380	MORNINGSTAR	240572	2,388.00
42020	05/14/2024	2172	NATIONAL MUSEUM OF RACING AND HALL OF FAME	240575	150.00
42021	05/14/2024	412	NORTHEAST IS LLC	240583	3,537.74
42022	05/14/2024	2094	OTC BRANDS, INC.	*See Detail Report	153.95
42023	05/14/2024	1823	OVER DRIVE INC.	240577	971.25
42024	05/14/2024	2485	PATRON POINT, INC.	240585	15,085.00
42025	05/14/2024	450	PHILLIPS HARDWARE INC	240013	15.99
42026	05/14/2024	2430	PLAYAWAY PRODUCTS LLC	*See Detail Report	555.19
42027	05/14/2024	1490	REPEAT BUSINESS	240056	79.19
42028	05/14/2024	505	ROEMER WALLENS GOLD & MINEAUX	240561	676.00
42029	05/14/2024	1767	SCHOLASTIC, INC.	240564	579.36
42030	05/14/2024	2421	SENTRON ASSOCIATES INC.	240104	503.50
42031	05/14/2024	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	694.96
42032	05/14/2024	2154	STERICYCLE, INC.	240010	21.99
42033	05/14/2024	2347	SYSTEMS TECHNOLOGY GROUP INC.	240554	100.00
42034	05/14/2024	2250	TECH LOGIC CORPORATION	240567	1,296.00
42035	05/14/2024	2436	THE LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	240570	2,900.00
42036	05/14/2024	2307	TRANE U.S. INC.	240560	2,960.70
42037	05/14/2024	1968	VERIZON WIRELESS	240004	100.43
42038	05/14/2024	645	W W GRAINGER INC	*See Detail Report	748.68
42039	05/14/2024	2309	WILLIAM T. HOEPRICH	240355	400.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 44: BILL SCHEDULE (MAY 24) For Dates 5/14/2024 - 5/14/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 41				Warrant Total:	85,701.17
				Vendor Portion:	85,701.17

*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 - 10: BILL SCHEDULE H FUND (MAY 24) For Dates 5/14/2024 - 5/14/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1222	05/14/2024	2424	ASHLEY MCGRAW ARCHITECTS	240408	175,834.00
Number of Transactions: 1				Warrant Total:	175,834.00
				Vendor Portion:	175,834.00

Certification of Warrant

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

Date Signature Title

May 13, 2024 - Board of Trustee Meeting											
											21
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
<u>Previously Approved to Fill</u>											
Library Clerk PT	Circulation Services	11 hrs/wk	15 hrs/wk	\$16.26/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$16.26/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	11.67 hrs/wk		\$16.26/hour or per contract	E. Cartagena	6/9/2024 - schedule change	4/15/2024	Filled	R. Schacht	6/10/2024	Hire
<u>Action Requested</u>											
<u>Positions Held</u>											
None											

Director's Report May 2024

Building Project

The library will have an outreach tent at the Farmers Market on June 1, July 13, August 10, and September 7. Trustees are welcome to attend with the library staff to answer questions about the building project.

As of the writing of this report, two Construction Manager submissions have been received. Now that the deadline has passed, interviews will be set up with the subcommittee.

We have hosted several informal Meet the Architect opportunities as well as two formal Community Forums on April 7 presented by Susanne from Ashley McGraw. They were reasonably well attended and gave an opportunity for community members to have direct input about the project. We received many questions, including some about the HVAC system and the program rooms and community spaces. I look forward to similar events as we move through the summer.

In this packet is a proposal for a test bore to confirm the viability of a geothermal system for the library. This test bore will be able to become part of a geothermal system going forward.

In addition to weekly meetings, we have had several additional meetings with the architects to discuss the details of their findings from April's field work day. Questions about furniture storage, maintenance activities and building operations were discussed.

Public Services

Public response to TixKeeper, the new museum pass management system, has been generally positive. Most patrons appreciate the ability to reserve passes ahead of time. There has been negative feedback about the system by some users who find the system frustrating. We expect this to diminish as patrons become familiar with the system.

Program Highlights

Bethlehem Historical Association Speaker Series: The Revolutionary War Memoir of James Selkirk (4/17) – Historian Robb Haberman spoke on the experiences of James Selkirk, a Scottish immigrant to Albany County, before, during, and after the American Revolution. Haberman is currently editing the Revolutionary War manuscript memoir of James Selkirk in collaboration with Susan Leath and the Selkirk family. Many of James Selkirk's direct descendants were in attendance and the library received several requests from out of state for access to the event recording. This program was recorded and is available on the Library YouTube channel.
Attendance: 88

BCSD Annual Art Show Closing Reception (4/30) – We collaborated with the BCSD Art Department to host the reception for their annual art show. Student art is on display in our hallway exhibit space for the month of April, so hosting the reception worked out well. The art

teachers were especially grateful that they could present awards to the students with their art on display – in previous years, the reception was held at the High School while the art was still on display here at our Library. The plan is to continue this partnership into the future. Next year, the reception will be separated into two sessions, an hour apart, with separate awards ceremonies for the elementary and middle school kids, and a later one for the high schoolers. Attendance: 148



Crayon Raindrop Suncatchers (4/4) – For this school break craft, we created rain drops out of waxed paper and crayon shavings. We used irons to melt the shavings and cut them out to resemble rain drops. We added these to a dowel and decorated with cloud shapes, yarn, and markers. Kids enjoyed using the irons with close supervision and seeing the colors melt. Attendance: 39



Family STEAM Night and Storytime (4/3) – An evening BCSD Spring Break program. With the solar eclipse is fast approaching, children were invited to the library to enjoy stories about our solar system, followed by several STEAM-based activities, including a fizzy paint moon craft and a watercolor galaxy painting. The kids really enjoyed themselves, and the parents had to pull the kids away at the end. Attendance: 45

Elephant and Piggie Day (4/5) – BCSD Spring Break program. On this special day, we celebrated best friends Elephant and Piggie from Mo Willems' popular books. We kicked things off with a story time and some Mo Willems-approved shenanigans in the Community Room at

11am with librarians dressed up as Elephant and Piggie followed by several fun activities set up in the Children's Place for the remainder of the day. This program was very popular and had a huge turnout! Attendance: 250



Paws to Read (4/1, 4/15, 4/29) – Registered therapy dogs listen quietly, creating a safe space for children to practice their reading and speaking skills without fear or judgment. Each child has a chance to read a book of their choice, bringing one of their own or one from the library shelves. The program has been moved into the Story Room. Attendance: 19; 19; 16



Spice Sharing: Marjoram (4/18) – Spice sharing program series where participants pick up a sample packet of the spice, along with a few recipes that feature it. Then meet to discuss their experience and share recipes. This was most popular Spice Sharing program to-date. Oregano's slightly different cousin brought in a lot of new faces. Attendance: 17

Wildflower Seed Bombs (4/24) – This was a very popular program. We invited children and families to come to the library and make seed bombs from wildflower seeds, clay and dirt. Participants were shown a video demonstrating how to roll up the seeds and clay and they went

work. We encouraged participants to plant these seed bombs responsibly, explained why and answered a lot of questions. Attendance: 29

Outreach Highlights

Tri-Village Nursery School Visits the Library (4/29) – The 3-year-old class from the Tri-Village Nursery School joined us at the library on a Monday morning for a story time and craft. We read stories about the colors of the rainbow and made a cloud/rainbow craft afterwards. Attendance: 15

YMCA Healthy Kids Day (4/20) – Healthy Kids Day is the Y’s national initiative to improve the health and well-being of kids and families. We participated at the Bethlehem YMCA with an information table, promoting the library and giving away prizes. In the spirit of the event, we asked children to tell us about their favorite healthy habit for a prize. We also handed out 35 free book coupons. The event proved an excellent way to interact with the community, allowing us to answer a number of questions about the renovation project and hear about favorite library services. Attendance: 132

Preparations for the Summer Reading Challenge are well under way and rapidly intensifying. Programs are being finalized and community outreaches planned, including visits to local BCSD schools to promote the challenge.

Circulation and Technical Services

In 2015, the Bethlehem Public Library printed two Peanuts themed library cards for library card sign-up month. This month we invite patrons back to embark on literary adventures with Beagle Scout Snoopy. The card is a celebration of 50 years of Beagle Scouts, originally introduced in 1974. To help celebrate, the Bethlehem Public Library has secured and made available a limited print run of 3,000 Camp Snoopy library cards. All new and current Bethlehem Public Library cardholders may request the Snoopy card.



Physical circulation continued a downward trend from 39,689 in 2023 to 39,087 in 2024 representing a 1.52% decrease. A notable bump in the Adult Fiction circulation (600 items) was

offset by an equal slide in Adult Video use (900 items). Overall circulation increased by 2.5% or about 1,300 checkouts. Door count was above 20,000 again for the second month in a row.

Physical circulation was 39,087 in April and we brought in 5,934 items, about 15% of total physical circulation, from other libraries. We also sent out 4,689 items to borrowers at other libraries. Total e-content circulation at 14,532 for the month continued to be about 27% of total circulation (53,679). As you might expect the ratio of digital to physical circulation peaks in the winter months when people are less able or less inclined to go outside and reduces in the summer months when the weather is warmer.

Meetings and miscellany

The nominating committee, Lisa Scoons and Sarah Patterson, will be working on a proposed slate of officers to present at the July 2024 organizational meeting.

The library hosted a well-attended Meet the Candidates Night at the library. About 35 people attended the event, which was recorded and posted to the library's website and YouTube channel.

I presented at the NYLA Developing Leaders Program on April 30 to discuss Human Resources with a diverse group of up and coming library workers.

I attended an excellent presentation by the NYS Division of Library Development about the SEQR process.

Geoffrey Kirkpatrick, Library Director

Library Collection				2022-23	Current Total
Adult fiction				27,254	28,278
Adult non-fiction				29,671	30,057
Adult audio				5,713	5,384
Adult video				8,387	8,402
Young adult fiction				5,084	4,634
Young adult nonfiction				650	596
Young adult audiobooks				486	293
Children's fiction				29,443	30,257
Children's non-fiction				15,860	15,480
Children's audiobooks				1,620	1,604
Children's video				1,314	1,221
OverDrive - UHLS Shared				120,043	132,659
e-magazines				4,710	5,237
Electronic (games, ereaders)				405	399
Total				250,640	264,501
Library Programs	Apr-24	Apr-23	% change	2022-23	F-Y-T-D
Programs	90	68	32.4%	667	766
Program attendance	2825	1,686	67.6%	17,832	22,710
Outreach Programs	6	4	50.0%	91	76
Outreach Attendance	143	91	57.1%	11,899	9,843
Circulation	Apr-24	Apr-23	% change	2022-23	F-Y-T-D
Adult fiction	13,437	12,711	5.7%	157,456	138,068
Adult non-fiction	7,273	7,494	-2.9%	84,784	72,086
Adult audio	5,891	4,975	18.4%	56,558	57,017
Adult video	5,054	5,991	-15.6%	71,154	58,130
Magazines	1,962	1,197	63.9%	15,828	25,196
Young adult fiction	1,231	1,434	-14.2%	17,774	14,880
Young adult nonfiction	109	133	-18.0%	1,792	1,313
Young adult audiobooks	209	234	-10.7%	2,844	2,831
Children's fiction	12,382	12,191	1.6%	147,150	124,812
Children's non-fiction	3,536	3,552	-0.5%	37,799	31,786
Children's audiobooks	1,395	1,350	3.3%	14,929	13,564
Children's video	513	502	2.2%	6,330	5,348
Electronic (games, ereaders)	687	613	12.1%	7,669	7,187
Total	53,679	52,377	2.5%	622,067	552,218
Interlibrary Loan	Apr-24	Apr-23	% change	2022-23	F-Y-T-D
Borrowed from others	5,934	5,866	1.2%	73,725	61,748
Loaned to others	4,689	4,206	11.5%	53,319	46,745
Miscellaneous	Apr-24	Apr-23	% change	2022-23	F-Y-T-D
Visits to our home page	30,162	32,537	-7.3%	418,101	395,523
Public use of meeting rooms	34	38	-10.5%	473	334
Public meeting attendance	310	475	-34.7%	5,695	4,070
Staff use & library programs	79	70	12.9%	714	724
Study room sessions	442	407	8.6%	4,290	4,019
Tech room/ Studio use	9	7	28.6%	125	78
Door count	20,144	17,298	16.5%	194,334	186,593
Registered BPL borrowers	103	84	22.6%	1,085	930
Computer signups	1,344	1,249	7.6%	13,008	12,322
Museum Pass use	90	100	-10.0%	1,192	1,083
E-book use	6,139	5,759	6.6%	67,186	62,195
E-audiobook use	5,391	4,337	24.3%	49,297	50,992
E-magazine use	1,962	978	100.6%	12,862	22,997
Streaming video use	1,265	1,294	-2.2%	14,758	14,505
BCSD use via Overdrive	186	145	28.3%	1,549	1,451
Equipment	687	380	80.8%	3,867	3,887
Wireless Use	9,046	11,789	-23.3%	127,768	93,098

CERTIFIED RESOLUTION

I hereby certify that at a meeting of the BETHLEHEM PUBLIC LIBRARY (hereinafter “BPL”), a school district public library, organized and existing under and by virtue of the laws of the State of New York, held the _____ day of _____ 2024, at which said meeting a quorum was present and acting throughout, the following resolutions were adopted and are now in full force and effect:

WHEREAS, BPL shall submit to public referendum for a bond to finance an addition to the existing library structure (hereinafter “the Project”); and

WHEREAS, it is to the benefit of BPL, financially and otherwise, for said addition to be authorized and supervised under the direction of NEW YORK STATE DEPARTMENT OF EDUCATION (hereinafter “NYSED”); AND

WHEREAS, simultaneously herewith, and in order to allow NYSED to supervise the project, BPL passed a resolution to transfer title to 51 and 53 Borthwick Avenue to BETHLEHEM CENTRAL SCHOOL DISTRICT (hereinafter “BCSD”) for \$1.00; AND

WHEREAS, BCSD has agreed to hold title to said premises and lease the same back to BPL for its exclusive possession, occupancy and use, on the terms and conditions reflected in the proposed AGREEMENT attached hereto (hereinafter, “the Agreement”).

NOW, THEREFORE, BE IT

RESOLVED, that BPL shall enter into the agreement with BCSD for the exclusive possession, occupancy and use subject to the terms and conditions therein; and it is further,

RESOLVED, that the officers named below, or any one of such officers, be and they hereby are fully authorized and empowered to execute and deliver all written instruments necessary or proper to effectuate the transactions anticipated herein and the authority hereby conferred.

I further certify that the authority thereby conferred is not inconsistent with the Charter or By-Laws of BPL, and that the following is a true and correct list of the officers of BPL as of the present date, who may be signing on behalf of the organization:

Officers:

In witness whereof, I have hereunto set my hand and seal of said Corporation this ____ day of _____, 2024.

,Secretary

CERTIFIED RESOLUTION

I hereby certify that at a meeting of the BETHLEHEM PUBLIC LIBRARY (hereinafter “BPL”), a school district public library, organized and existing under and by virtue of the laws of the State of New York, held the _____ day of _____ 2024, at which said meeting a quorum was present and acting throughout, the following resolutions were adopted and are now in full force and effect:

WHEREAS, BPL shall submit to public referendum for a bond to build an addition to the existing library structure (hereinafter “the Project”); and

WHEREAS, it is to the benefit of BPL, financially and otherwise, for said addition to be authorized and supervised under the direction of NEW YORK STATE DEPARTMENT OF EDUCATION (hereinafter “NYSED”); AND

WHEREAS, in order for the Project to be eligible for NYSED supervision, the subject premises, namely 51 and 53 Borthwick Avenue, are required to be titled in the BETHLEHEM CENTRAL SCHOOL DISTRICT (hereinafter “BCSD”);

NOW, THEREFORE, BE IT

RESOLVED, that BPL shall transfer ownership of real property located at 51 and 53 Borthwick Avenue, Town of Bethlehem, New York 12054 to BETHLEHEM CENTRAL SCHOOL DISTRICT (hereinafter “BCSD”), for ONE AND NO MORE (\$1.00 AND 00/100) DOLLARS; and it is further,

RESOLVED, that the officers named below, or any one of such officers, be and they hereby are fully authorized and empowered to execute and deliver all written instruments necessary or proper to effectuate the transactions anticipated herein and the authority hereby conferred.

I further certify that the authority thereby conferred is not inconsistent with the Charter or By-Laws of BPL, and that the following is a true and correct list of the officers of BPL as of the present date, who may be signing on behalf of the organization:

Officers:

In witness whereof, I have hereunto set my hand and seal of said Corporation this _____ day of _____, 2024.

,Secretary

WARRANTY DEED

THIS INDENTURE Made the _____ day of _____ Two Thousand and Twenty-Four

BETWEEN

BETHLEHEM PUBLIC LIBRARY, a school district public library organized under the Laws of the State of New York, located at 451 Delaware Avenue, Delmar, New York 12054,

Grantor, and

BETHLEHEM CENTRAL SCHOOL DISTRICT, a central school district chartered by the New York State Department of Education, with offices located at 1002 West Union Boulevard, Bethlehem, New York 18018,

Grantee,

WITNESSETH, that the Grantor, in consideration of One and No More Dollars (\$1.00 and more) lawful money of the United States and such other good and valuable consideration, paid by the Grantee, does hereby grant and release unto the Grantee, his heirs or successors and assigns of the Grantee forever,

PARCEL I:

ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND, situate, lying and being in the Hamlet of Delmar in the Town of Bethlehem, County of Albany and State of New York, bounded and described as follows:

BEGINNING at a point marked by an iron pipe in the westerly line of Borthwick Avenue, said point being the southeasterly corner of the lands now or formerly owned by James H. Coates and Ruth C. Hoffman, and from thence extending south along the westerly line of Borthwick Avenue 75.00 feet to an iron pipe; thence westerly with an interior angle of 91° 01' 20" along lands now or formerly of Mark S. Hammont and Brian E. Hammont, Co-Trustees, a distance of 119.78 feet to an iron pipe; thence continuing westerly along said Hammont lands with an interior angle of 175° 57' 30" a distance of 26.91 feet to a point, said point being a corner of lands now or formerly of Central School District No. 6 of the Towns of Bethlehem and New Scotland; thence continuing westerly along said last mentioned lands with an interior angle of 180° 14' 30" a distance of 86.60 feet to a point; thence continuing along said last mentioned lands in a northerly direction with an interior angle of 88°20' 40" for a distance of 89.03 feet to the southwesterly corner of the lands now or formerly of James H. Coates and Ruth C. Hoffman; thence easterly along said lands with an interior angle of 90° 04' 30" a distance of 226.93 feet to the point of beginning, forming an interior angle of 94° 21' 30" with the westerly line of Borthwick Avenue.

Premises commonly known as 51 Borthwick Avenue, Delmar, New York
SBL No: 85.15-4-44

PARCEL II:

ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND, situate in the Town of Bethlehem, County of Albany and State of New York, bounded and described as follows:

BEGINNING at a point in Charles Baxter's south line on the westerly side of Borthwick Avenue north 64 degrees 30' east distance 55 feet from the northeast corner of the dwelling house on the property now or formerly of Pangborn and runs thence as the magnetic needle pointed April 26, A.D. 1916 north 88 degrees 45' west 226 feet along said Baxter's line to Weavers line thence along his line south 2 degrees west 88 feet thence south 89 degrees 30' east 87 feet thence south 12 degrees 50' east 60 feet thence north 84 degrees 45' east 135 feet to the west side of the aforesaid Borthwick Avenue and thence along the west side thereof 130 feet to the place of beginning as surveyed by William R. Kimmey, C.E.

EXCEPTING THEREFROM a portion thereof conveyed by Grace E. Becker to Alfred Pangburn and Cora B. Pangburn his wife by warranty deed dated January 3, 1934 and recorded on March 16, 1934 in Book 862 of Deeds at page 250.

AND ALSO, ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND, situate, lying and being in the Village of Delmar, Town of Bethlehem, County of Albany and State of New York, bounded and described as follows:

BEGINNING at an iron pin about 4 inches from the west side of sidewalk, being the southeast corner of Grace Becker's lot, also said pin being 50 feet 10 inches from the southeast corner of Grace Becker's House, thence runs in a westerly direction along the Becker line 135 feet to an iron pin The said pin being the southwest corner of the lot now owned by Grace Becker and the Weaver Line, thence in a southerly direction along the Weaver line 55 feet to an iron pin adjoining the Weaver line, thence in an easterly direction 125 feet to an iron pin about 4 inches from the west side of the sidewalk, thence in a northerly direction 55 feet to the place of beginning.

EXCEPTING the portion conveyed to the Central School District No. 6 of the Towns of Bethlehem and New Scotland by deed dated February 5, 1970 recorded February 19 1970 in Liber 2002 page 51.

Premises commonly known as 53 Borthwick Avenue, Delmar, New York
SBL No.: 85.15-4-45

That this conveyance is made for the purpose of facilitating the construction of an addition to the Library Structure located on adjacent premises (451 Delaware Avenue, Delmar, NY). That the Grantee herein shall only use the premises herein conveyed for the purpose of constructing said addition and extension to the current structure which houses the Grantor. In the event that construction of said addition shall not commence within three (3) years of this conveyance, this conveyance shall terminate and the premises shall revert to the Grantor herein (Bethlehem Public Library), its successors and/or assigns, by operation of law.

TOGETHER with all the right, title and interest of the Grantor, in and to any streets and roads abutting the above described premises,

TO HAVE AND TO HOLD, the above granted premises unto the said party of the second part his heirs and assigns forever.

AND said party of the first part covenants as follows:

FIRST that the party of the second part shall quietly enjoy the said premises;

SECOND, that said parties of the first part will forever **WARRANT** said title to said premises.

THIRD, that this conveyance is subject to the trust fund provisions of section thirteen of the lien law.

IN WITNESS WHEREOF, the party of the first part has hereunto set their hands and seals the day and year first above written.

IN PRESENCE OF

BETHLEHEM PUBLIC LIBRARY

By: _____ls

STATE OF _____)
COUNTY OF _____)**ss.:**

On the ____ day of _____, in the year 2023, before me, the undersigned, a notary public in and for said state, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

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 twenty (20) days after the giving of such notice (or if such default is of such nature that it cannot be cured within twenty (20) days, if Library does not commence such cure within the twenty (20) 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 twenty (20) 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

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

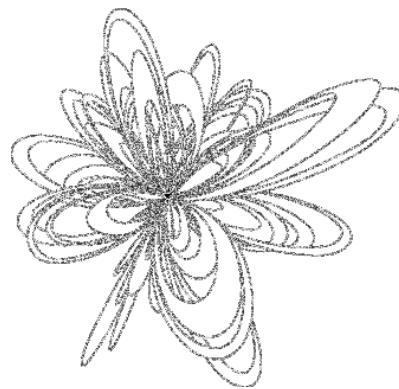
WHEREAS, the day-to-day management of the Library Premises has been entrusted to the Board of Trustees of the Library since it began to operate on the site; and

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 Library and the District wish to develop and implement cooperative and collaborative processes and goals that are advantageous to their mutual taxpayers/residents;

BE IT RESOLVED that the board authorizes the board president to sign the "Agreement" attached to this resolution, confirming the Library's exclusive occupancy and control of the Library building and grounds.

ASHLEY MCGRAW



April 16, 2024

Geoff Kirkpatrick
 Director
 Bethlehem Public Library
 451 Delaware Ave
 Delmar NY 12054

Re: Bethlehem Public Library Renovations – Test Bore Installation and Thermal Conductivity Test & Report
 Proposal for Additional Services and Reimbursable Expense
 Architect Project No. 22046, Amendment #4, Additional Service #2

Dear Geoff:

Ashley McGraw presents this proposal for Additional Services and Reimbursable Expenses associated with the 500' Test Bore Design & Installation and Thermal Conductivity Test & Report necessary for designing geothermal MEP & HVAC systems within the building, as selected by the Owner.

It's important to note that the cost of the report as outlined below is \$6,500, however, it is not possible to produce this report without installing the 500' test well (\$25,000). The test well itself though, can be used as one of the field wells when the design proceeds.

We also wanted to flag that the additional costs of the installation, testing, and the report are unique to the Design Development phase and the work of designing the field will be complete at the end of the Design Development submission.

This means that the only further Additional Services geothermal efforts to be provided will be during the Construction Administration phase. After the completion of the DD phase, the only geothermal design effort remaining is designing the connections of the field to the building HVAC systems; that level of effort will be included in our normal HVAC Construction Document phase design efforts.

Pursuant to Section 11.4 of the Owner/Architect Professional Services Agreement between Bethlehem Public Library and Ashley McGraw Architects dated June 18, 2022, compensation for Additional Services performed by the Architect's consultants shall be the amount invoiced to the Architect plus 15%.

Compensation Calculation:

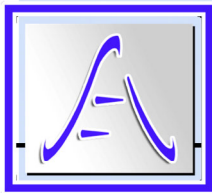
Sage Engineering	
Installation of 500' Test Bore	\$25,000
Thermal Conductivity Test/Report	\$6,500
<u>Ashley McGraw Architects (15%)</u>	<u>\$4,725</u>
Total Additional Services & Reimbursable Expense:	\$36,225

Should this proposal meet your approval, please sign and return the attached Amendment # 4 to the Professional Services Agreement. If you have any questions, please do not hesitate to give me a call at 315-425-1814 # 176 (office) or 908-392-5114 (cell).

Sincerely,

A handwritten signature in black ink that reads "Susanne Angarano". The signature is written in a cursive, flowing style.

Susanne Angarano CID, IIDA, ASID, WELL AP
Principal



February 13, 2024

Susanne G. Angarano, AIA
Principal
Ashley McGraw Architects, D.P.C.
125 East Jefferson Street
15th Floor
Syracuse, NY 13202

Re: Bethlehem Public Library Renovation Project
Design Development Level MEP Services

File: 3974

Dear Susanne:

At your request we are pleased to provide this proposal for Mechanical, Electrical, Plumbing and Fire Protection (MEP/FP) Design Development Level services for the above referenced project. We understand the scope of work to continue the ME/FP services that we have provided through Master Plan and Schematic Phases. This work will include the following;

1. HVAC systems to consist of either Option 1 (baseline systems) as described in Bethlehem Library MEP Narrative dated 10-2-2023, or Option 3 (geothermal) as defined in the same narrative. It is understood that prior to embarking on the Design Development submission, one of the two options will be selected.
2. Plumbing design will be provided for the new floor plan arrangement of the renovated building, with a high-efficiency gas-fired domestic water heater, as described in the MEP Narrative dated 10-2-2023.
3. Fire Protection design will be a wet pipe sprinkler system connected to a combined domestic water connection from the water utility, as described in the MEP Narrative dated 10-2-2023.
4. Electrical Design will include the new building service with power and lighting to meeting the requirements of the new space arrangements and the new building HVAC systems, as described in the MEP Narrative dated 10/2/2023.



Ms. Susanne Angarano
February 13, 2023
Page 2

We propose to provide these services for the following lump sum fees, to be invoiced monthly based on the estimated percentage of completion;

Additional Services and Reimbursable Expense:

The following to be provided if Option 3 is selected;	
Installation of 500' Test Bore	\$25,000.00
Thermal Conductivity Test/Report	\$6,500.00

If the project proceeds to the Construction Document phase of production, we will provide a proposal for those MEP services. If Option 3 is selected, the only further geothermal efforts that will need to be provided will be during the construction phase of the project; after the completion of the Design Development phase, the only geothermal design effort remaining will be to design the connections of the field to the building HVAC systems. That level of effort will be included in our normal HVAC Construction Document phase design efforts.

If you have any questions, please do not hesitate to call.

Sincerely,



John S. Edwards, P.E., LEED® AP
Principal




AIA® Document G802® – 2017
Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
Bethlehem Public Library Feasibility
Study and Renovations
451 Delaware Ave
Delmar, New York 12054

AGREEMENT INFORMATION:
Date: July 18, 2022

AIA Document B101-2017 Standard
Form of Agreement Between Owner and
Architect as modified by Addenda dated
July 18, 2022

AMENDMENT INFORMATION:
Amendment Number: #04
Architect's Project Number: 22046

Date: April 16, 2024

OWNER: *(name and address)*
Bethlehem Public Library
451 Delaware Ave
Delmar, New York 12054

ARCHITECT: *(name and address)*
Ashley McGraw Architects, D.P.C.
125 East Jefferson Street, 15th Floor
Syracuse, New York 13202

The Owner and Architect amend the Agreement as follows:

To provide Additional Services and Reimbursable Expenses associated with the 500' Test Bore and Thermal Conductivity Test and Report necessary for designing geothermal MEP & HVAC systems within the building, as selected by the Owner. Services are further outlined in the Architect's Proposal for Additional Services dated March 21, 2024, attached hereto and by this reference made a part hereof as Schedule E.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Increase Architect's compensation by Thirty-six Thousand Two Hundred Twenty-five and 00/00 Dollars (\$36,225.00) pursuant to Article 11 of the AIA Document B101-2017 Standard Form of Agreement Between Owner and Architect as modified by Addenda dated July 18, 2022.

Original Contract Amount - Feasibility Study:	\$48,990.00
Amendment #1 - Schematic Design Phase:	\$283,638.00
Amendment #2 - Additional Services (HVAC Options Evaluation):	\$14,375.00
Amendment #3 - Design Development:	\$740,374.00
Amendment #4 - Test Bore and Thermal Conductivity Test & Report:	\$36,225.00
Adjusted Contract Amount:	\$1,123,602.00

Schedule Adjustment:

All other terms and conditions remain as outlined in the Agreement.

Remainder of page left intentionally blank. Signatures on page 2.

SIGNATURES:

Ashley McGraw Architects, D.P.C.
ARCHITECT *(Firm name)*

Susanne Angarano
SIGNATURE

Susanne Angarano, Principal
PRINTED NAME AND TITLE

April 16, 2024
DATE

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



DRAFT AS OF APRIL 23, 2024

Bethlehem Public Library Meeting Room Access and Use Policy	Adopted: DRAFT
Position responsible for compliance: Director, board of trustees	Reviewed by Trustees: Annually

I. Purpose

To further its mission to serve the community, meet Bethlehem Library cardholder needs, and make optimal use of its facilities, the Bethlehem Public Library (the “Library”) makes space (“Library Space”) available to Bethlehem Library cardholders, affiliated entities, and local charitable groups per this Bethlehem Public Library Meeting Room Access and Use Policy (the “Policy”). It is the goal of the Library to provide a welcoming space for community learning. The Library adheres to the principles of the American Library Association’s policy statement *Meeting Rooms: An Interpretation of the Library Bill of Rights*, which states that facilities should be made available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

II. Application

This Policy is limited to use of the Library’s Board Room and the Community Room.

III. Key Considerations

1. Any individual or group (a “User”) may request use of Library Space through the Library’s web site. Library Space is available for use during the Library’s normal hours of operation. Use should not be scheduled for the first hour the Library is open if extensive setup is necessary. Library Space must be vacated fifteen (15) minutes before the Library’s closing time (8:45 p.m. or 4:45 p.m., as applicable). If use extends beyond the Library’s usual closing time, the User will be charged a \$50 service fee.

2. The Library sets neutral criteria to qualify for the use of Library Space under this Policy. It is the Library Director’s (the “Director”), or their designee’s responsibility to determine if a proposed User meets those requirements. Any person who disagrees with the Director’s determination regarding access to Library Space may appeal that determination to the Library Board. Such appeal must be submitted in writing no less than seven (7) days from receipt of the denial. The appeal should include a written statement asserting why the proposed use of Library Space meets the criteria set forth in this Policy

3. Library programs and events take precedence over all other use of Library Space. Upon written notice to a User, the Director may pre-empt reservations for Library Space if the Library Space is needed for Library purposes. In such cases, the Library will make every effort to find alternative space within the Library for the User or re-schedule the reserved use of the Library Space.

4. Users shall be responsible for reading, understanding, and enforcing this and any other applicable Library Policy. All Users of Library Space must sign and submit to the Library Director a written acknowledgement of their understanding of this Policy and their responsibilities under it. Such acknowledgement is attached hereto as **Exhibit A** (the “User Acknowledgement”). If a User is a group, the group shall designate an individual eighteen (18) years or older to act as the group’s representative (the “Designated User”) and execute the Acknowledgement Form. For the purposes of this Policy, any reference to a “User” shall also be a reference to a “Designated User.” The User Acknowledgement shall be valid for a period of one (1) year, after which another User Acknowledgement must be executed. A User shall not be permitted to use Library Space until a signed User Acknowledgement is submitted.

5. The Library must be notified through the Library web site’s reservation system of cancellations of Library Space reservations as soon as the Library User is aware of the need to cancel, but in not event less than two (2) hours before the reserved time. Failure to notify the Library of cancelled reservations more than three (3) times in a calendar year may result in a loss of Library Space privileges for up to one (1) year.

6. The Library is not responsible for additional security for uses of Library Space. If the Library determines that a proposed or reserved use of Library Space requires crowd control, the Library Director may direct the User to work with the Bethlehem Police or a private company to provide such services. When the Library is concerned about threats to safety, it will work with appropriate authorities in its decision making process and keep a written record of the reason(s) for any decision to require security. The Library shall notify User of the need for security at least seven (7) days before the User’s reserved time. The Library shall provide User with a list of potential service providers, and User shall supply the Library Director with written confirmation of contact with at least two (2) service providers. If the User cannot provide adequate security, the Library Director may deny or cancel the reservation to use Library Space. If the Library determines that there is a need for additional security less than seven (7) days before the User’s reserved time, the Library and User shall work together to identify the appropriate services. All costs for security connected to a use of Library Space by a User shall be the responsibility of the User, not the Library.

7. No publicity of any use of Library Space shall be released before the User’s reservation has been approved via a notification from the Library’s online reservation system. All press releases, social media posts on a group page, and other publicity items mentioning the Library as a location of any event must be submitted to the Director prior to their intended distribution or publication date. Excepting Affiliated Entities, as described later in this Policy, use

of Library Space may not be publicized in a manner that indicates Library sponsorship, affiliation, or support of the intended activity. All publicity must include the following statement “This program is neither sponsored by nor affiliated with the Bethlehem Public Library. The viewpoints of any speakers are solely those of the speaker and not the Library.” Users may not use the name, telephone number, e-mail address, or physical address of the Library as the official address or headquarters of their organization.

8. Library Space is not intended for personal social events such as birthday parties, baby showers, and other personal celebrations.

IV. Prohibited Uses of Library Space

1. The following items/activities are prohibited when using Library Space:

- Any use of glitter
- The use or consumption of alcohol
- The use of smoking mechanisms, including, but not limited to cigarettes and vapes
- The use of open flames
- The use of machinery that produces smoke
- Gambling activities that include the wagering of transferrable funds

2. With the exception of the Friends of the Bethlehem Library, no person may use any part of the Library or the Library grounds to engage in any activity that includes the exchange of money. This includes, but is not limited to, the sale of goods or services, promotional giveaways and raffles, and the sale of membership in any group, regardless of the group’s not-for-profit status.

3. Any person found to be performing prohibited activities in Library Space for a will face consequences under this Policy and the Patron Conduct Policy, and if such use is criminal, may be referred to law enforcement or another appropriate authority.

V. Permitted Uses of Library Space

A. Library Card Holders “Room Check out”

1. Library Space may be reserved for small group use though “Room Check Out” by Bethlehem Public Library cardholders on the Library website.

2. The purpose of Room Check Out is for Bethlehem Library cardholders to use Library Space for a specific purpose such as a small meeting or study session that is not intended to serve all Library patrons.

3. Library Space made available under the Room Check Out process is limited to a maximum attendance of twenty-five (25) people in either the Board Room or the Community Room and a minimum attendance of four (4) people for the Board Room and six (6) people for the Community Room.

4. Room Check Out reservations will not be accepted more than six (6) months in advance. Library Space may be available for day-of Room Check Out without a reservation on a first-come, first-served basis. Day-of use is not guaranteed and will be granted based on availability, Library needs, and other existing reservations. Furniture may not be moved for day-of use.

5. If a User is more than thirty (30) minutes late for a reserved time the reserved Library Space may be made available for other Users.

6. To ensure broad access, Room Check Out is limited to one reservation per Bethlehem Library cardholder per month.

7. Users acting in coordination with each other may not reserve Library Space through Room Checkout for more than four (4) continuous hours on any one day.

B. *Community Organization Use*

1. Library Space is available for reservation through the Library's web site by 501(c)(3) non-profit, charitable entities based in or serving the local community ("Community Organizations"). For the purposes of this Policy, a Community Organization shall include an organization that holds 501(c)(3) status with the Internal Revenue Service and has a mailing address within the Bethlehem Public School District.

2. The purpose of Community Organization use of Library Space is to gather for a specific purpose such as a meeting or a presentation that is open to Library patrons.

3. Library Space made available for Community Room use is limited to a maximum attendance of twenty-five (25) people in either the Board Room sixty-five (65) people in the Community Room.

4. Reservations for Community Room use will not be accepted from Community Organizations more than six (6) months in advance, but must be made more than five (5) business days before the intended use of Library Space.

5. If a User is more than thirty (30) minutes late for a reserved time the reserved Library Space may be made available for other Users.

6. To ensure broad access, Community Organizations are permitted (1) one reservation to use Library Space per calendar month.

7. Internal Revenue Service documentation a current 501(c)(3) designation is required to complete an reservation.

8. If a group that does not meet the definition of a Community Organization above wishes to reserve Library Space, it may ask a Community Organization to sponsor a reservation Library Space. A Community Organization must disclose such sponsorship when reserving Library Space and shall be held responsible for the actions of the sponsored organization as if the reservation was for the Community Organization itself. Failure to disclose a sponsorship shall result in suspension of a Community Organization's right to reserve Library Space under this Policy for not less than one (1) year.

C. *Facility Use Contracts*

1. Individuals or groups seeking use of Library Space on a one-time or recurring basis for a gathering they do not wish to be open to all Library patrons may enter into a "Facility Use Contract," as developed by the Library and subject to payment of a uniform rental fee.

2. Library Space made available under a Facility Use Contract is limited to a maximum attendance of twenty-five (25) people in either the Board Room sixty-five (65) people in the Community Room.

3. Reservations for use of Library Space under a Facility Use Contract will not be accepted more than six (6) months in advance, but must be made more than five (5) business days before the intended use of Library Space.

4. If a User is more than thirty (30) minutes late for a reserved time the reserved Library Space may be made available for other Users.

5. To ensure broad access, groups and individuals may reserve space under a Facility Use Contract once per calendar month.

6. Individuals or groups seeking a Facility Use Contract must submit a completed "Application for Facility Use," available on the Library's website. Filling out this form does not guarantee that the Library will provide the requested Library Space.

7. Once an "Application for Facility Use" is accepted by the Director, the User or Designated User, and the Director must execute a Facility Use Contract.

8. Users may not advertise or promote use of Library Space under a Facility Use Contract using the name or address of the Library until a Facility Use Contract is executed by all parties and the applicable fee is paid.

9. A rental fee chart shall be posted on the Library's website or otherwise made available upon request. Payment of any rental fee is due at time of confirmation of reservation.

D. *Affiliated Entities*

"Affiliated Entities" are those entities that, through a written and duly signed agreement with the Library (an "Affiliation Agreement"), offer events, services, and programs at the Library, in affiliation with the Library. *Unlike other uses of Library Space, Affiliation Agreements may allow for sales and other generally restricted activities, as determined by the Affiliation Agreement. Executed Affiliation Agreements are part of the public record and may be reviewed upon request.*

E. *Training*

For use of Library Space under the Community Organization or Facility Use Contract provisions above, the User or Designated User shall be required to complete a Library training regarding this Policy prior to use of Library Space. The training will be made available by video to view through a home computer or personal device or may be viewed at the Library. The video will be made available in the six (6) most common languages spoken in the Bethlehem School District based on data provided by the School District. Training expires after one (1) calendar year or when a group appoints a new Designated User, after which it must be re-completed.

IX. General Rules for Room Use

1. These "General Rules" supplement all other Library policies, as applicable, including, but not limited to the Patron Conduct Policy, Solicitation and Distribution Policy. Violation of this Policy may also be addressed as a violation of any other applicable Library policy.

2. The Library cannot provide operators for audiovisual equipment. Library staff may provide instruction for operation of equipment as needed, with advance notice. Library Space set-up configurations can be selected at the time of booking. Special set-up requests may be accommodated within reason depending on availability of staff. Changes in set-ups and equipment requirements must be submitted in writing to the Director at least forty-eight (48) hours in advance of the reserved time. Users may request instruction for operation of equipment from Library staff no less than seven (7) days prior to use of the Library Space. Such instruction shall be scheduled at the convenience of the Library. TO DISCUSS HOW TO ADDRESS STREAMING.

3. Users should check-in at the Library front desk when they arrive for a reservation. Library staff will make the applicable Library Space available as soon as they are reasonably able, but in no event prior to the reserved time.

4. The Library Director, staff, and any member of the Library's Board of Trustees, shall have access to all Library Space at all times. The Library retains the right to monitor all use of Library Space to ensure compliance with this and other Library policies.

5. No use of Library Space event may impede the business of the Library, other patrons' use of the Library, or the ability of patrons and staff to move freely about the Library. Overflow crowds for any use of Library Space shall not be permitted in the hallways or general space areas of the Library. The User or Designated User shall ask all persons creating an overflow crowd to leave. If such overflow crowd does not disperse in a timely manner, subject to the a verbal warning, the Library staff reserves the right to immediately end the use of Library Space.

6. If there is an injury to any person, or damage to property during use of Library Space, the User or Designated User must alert the Library staff. If there is an emergency, the User or Designated User must call 911 first, then notify Library staff.

7. There must be one (1) supervising adult for every five (5) minors (those under the age of 18) in Library Space accessed per this Policy.

8. The Library does not provide storage space for Users during events and assumes no responsibility for equipment or personal articles belonging to individuals using Library Space.

9. The Library does not provide food or beverages. A User may seek permission to provide refreshments during a use of Library Space no less than seven (7) days before the event. The Library does not supply other utensils or supplies. Library Space must be left clean and all trash put in receptacles. The Library will charge a minimum of \$50 if extra custodial service is necessary. All food and beverages must be removed from the refrigerator at the end of the meeting.

10. To screen a film or other recording, a User must secure public performance rights and provide the Library with proof such rights. The Library is not responsible for securing these rights, nor is it liable for a User's violation of copyright or other law.

11. Users must vacate Library Space at the end of their reserved time. Subject to a verbal warning, Library staff may interrupt or immediately end the event if the User does not vacate in a timely manner.

XI. Violations of Policy

1. Violations of any part of this or any other applicable Library policy during the planning, publicity, use, or aftermath of any use of Library Space shall be grounds for denial of future Library Space use of the individual, group, User or Designated User who reserved the room and/or signed User Acknowledgement Form. Such denial may be for a time period determined in the discretion of the Library Director. **Any revocation of privileges will be sent to the User or Designated**

User in writing no later than seven (7) days following the event that gave rise to the revocation. Such revocation may be *appealed* to the Library's Board of Trustees in writing within fourteen (14) days following the User's receipt of written notice of the revocation.

DRAFT

Possible Public Meeting Policy Points for Discussion

- Ages of adult and minor/adult ratio for room use
- Limits on reservations (e.g. one per month)
- Room capacity limits
- Community Organization sponsorship of another organization
- Security Provision
- Crowd control and crowd disbursement provision

Implementation timeline and cost of mtg room rental

Animals in the Library policy
Policy adopted by Library Board of trustees October 11, 2016

Bethlehem Public Library recognizes legal rights under federal and state laws regarding use of service animals. The Library also considers the safety and health of all of its patrons, the public and Library staff to be of utmost priority.

Patrons are not permitted to bring animals into any Library building with the exception of the following:

Service Animals

In accordance with the Americans With Disabilities Act, any patron with a disability is allowed to bring their service animal into all areas of the Library where members of the public are normally allowed to go.

A service animal is defined as an animal “that has been individually trained to do work or perform tasks for an individual with a disability.” The task(s) performed by the animal must be directly related to the person’s disability. Service animals in training are included in this definition.

All service animals must be under the full custody and control of their handler at all times. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the owner’s disability prevents using these devices. In that case, the individual must maintain control of the service animal through voice, signal, or other effective controls. Owners of the service animals are solely responsible for the supervision and care of the service animal. Therefore, owners must keep the service animal directly with them at all times.

Staff may ask if an animal is a pet or a service animal required because of a disability. Owners of service animals or service animals in training will indicate that they are working animals and not pets. A patron cannot be asked to remove their service animal from the Library unless the presence, behavior or actions of the service animal constitutes an unreasonable risk of injury or harm to property or other persons. In these cases, Library staff will give such patron the option to obtain Library services without having the service animal in the building.

Fear of allergies, annoyance on the part of other patrons or employees or fear of animals are generally not valid reasons for denying access or refusing service to people with service animals.

Library-Sponsored Programs

The Library may choose to offer educational programs for the public that include various animals. Such animals are permitted in the Library building for the duration of the program and must be accompanied by the owner at all times.

Bethlehem Public Library
COMMUNITY BULLETIN BOARD AND LITERATURE RACK

Policy adopted by the Board of Trustees May 11, 2015

Community notice space

The bulletin board and literature rack near the Library entrance are available for non-commercial announcements of cultural, social or entertainment activities, as well as passive distribution of literature and free community publications. Materials will not be excluded because of the origin, background or the political or religious views of those contributing to their creation.

Bulletin board

The bulletin board will be used for posting single copies of an item not to exceed 8½-by-11 inches in size. Notices must be presented to Library staff to ensure they meet policy guidelines, at which point they will be dated. Items will be removed by Library staff once the event date has passed or in two weeks or as space or time permit. Items may be resubmitted after two weeks.

Literature rack

Literature, community publications and free newspapers and periodicals of local interest will be allowed if appropriate space is available.

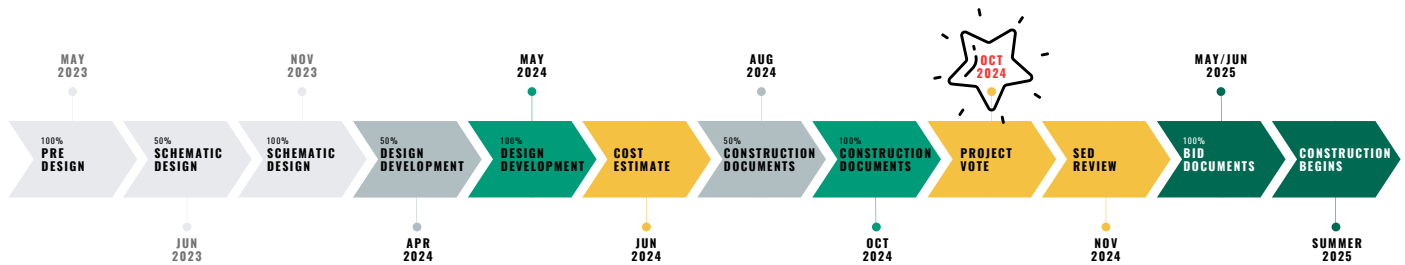
General rules and guidelines

- Material can only be posted or displayed for:
 - Government agencies
 - Organizations with 501(c)(3) designations
 - Charities registered with New York State
- Priority will be given to events or organizations within the towns of Bethlehem and New Scotland. Because of space and time limitations, some notices may not be posted.
- Notices and publications should be suitable for viewing by all ages.
- The Library reserves the right to dispose of any unsolicited printed material based on available space.
- Items may not be posted on walls, windows or doors adjacent to the bulletin board or literature rack.
- Notices or materials posted without authorization will be removed.
- The Library assumes no responsibility for the preservation or protection of any materials delivered for posting. Materials will not be returned.

Reviewed by Policy Committee 5/1/24

First Read 5/13/24

2024 Bethlehem Public Library building proposal 54



WHAT: The library is looking to undergo a \$36 million building project to update its 50-year-old building to address outdated and aging components, add in-demand space for today’s library users and collection needs, and enhance accessibility and environmental sustainability.

COST: The project will be going out to vote October 1. The intention is to bond for \$32 million and use reserve funds and federal incentives for the remainder of the project cost.

WHAT DOES THAT MEAN FOR ME?: For a home assessed at \$350,000, the increase to the tax bill would be approximately \$17 per month, or \$203 annually. The debt service on the proposed bond is approximately \$2 million annually over 25 years. If the building project bond is approved, the total library tax rate would increase from \$1.34 to \$1.92 per \$1,000 of assessed value.

MORE INFO: bethpl.org/building-project-updates

WHEN: If the October bond passes, the library is hoping to begin construction in the summer of 2025. The construction process will be phased so the library **WILL REMAIN OPEN** to the public during the project.

HIGHLIGHTS FOR FAMILIES:

- An imaginative children’s space with room for interactive activities as well as quiet reading.
- Bathrooms and nursing areas adjacent to the children’s area.
- A story hour space that leads directly into the children’s area.
- A dedicated teen area with an attached multi-use room.
- Additional meeting space and study rooms.
- Climate-friendly geothermal energy that will reduce reliance on fossil fuels.
- Outdoor gathering spaces with a park-like feel.

design PRECEDENTS.



MORE HIGHLIGHTS:

- A more accessible entrance that will dramatically reduce the distance from the parking lot to the entrance.
- An area to host large library programs without having to turn people away.
- A dedicated curbside pickup lane.
- Ample space to hold the library's physical collection.
- Addresses outdated and aging components of the 50-year-old Library building, including the removal of asbestos and demolition of the mezzanine level.
- Additional parking spaces that will cut down on congestion in the lot during popular events. More accessible spaces will be located close to the entrance.
- Less "noise mixing" between louder and quieter areas of the building.

fast FACTS.

SPATIAL CHANGES

The library is undergoing expansion to enhance its facilities. Key objectives include enlarging the children's section to host crafting events, reading groups, and other interactive activities, introducing more multi-functional community rooms to accommodate diverse group sizes for larger community gatherings, and establishing a dedicated space for teenagers to congregate and study.

INCREASED SQUARE FOOTAGES

- 16%** CHILDREN'S AREA
Existing: 4,915 SF
Proposed: 5,712 SF
- 124%** TEEN'S AREA
Existing: 520 SF
Proposed: 1,165 SF
- 203%** COMMUNITY ROOMS
Existing: 1,650 SF
Proposed: 5,000 SF
- 52%** OVERALL LIBRARY
Existing: 32,710 SF
Proposed: 49,705 SF

book STACKS.

MAINTAIN THE COLLECTION VOLUME

We are meticulously assessing the implications of expanding the community programming spaces, increasing the quantity of study rooms, incorporating additional reading nooks, and modifying staff areas, all while ensuring adequate space for the extensive library collections. Our objective is to uphold the current capacity for all collections and expand wherever feasible.

STACK TYPE PRECEDENTS



overall GROUND FLOOR

- MAIN LIBRARY
- CHILDREN'S
- TEEN'S
- COMMUNITY ROOMS
- MAIN LOBBY/GALLERY
- STAFF AREAS
- MAINTENANCE

