



**Board of Trustees Meeting
Monday December 9, 2024 6:00 pm
Community Room**

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

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

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

Agenda

- Call to order
- Public participation
- Review of previous meeting minutes (p. 2-5)
- Financial report (p. 6-15)
 - Treasurer's update (p. 6)
- Personnel report (p. 16)
 - Personnel actions
- Director's report (p. 17-41)
- UHLS report
- New business
 - Patron ban
 - Room rental agreement (p. 42-45)
 - Election logistics
 - Other new business
- Old business
 - Other old business
- Future business
- Public participation
- Adjournment

Next board meeting: January 13, 2024 6:00 pm

Next Friends of the Library meeting: Monday December 16, 2024 6:30 pm

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

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Michelle Walsh

GUESTS: Phil Berardi, assistant director/head of Circulation and Technical Services
Tanya Choppy, accounts clerk
Jennifer Crawford, confidential secretary
Heather Lewis, external auditor
Nancy Benedict

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

PUBLIC PARTICIPATION

There was no public participation at this time.

AUDIT PRESENTATION

H. Lewis, the principal in charge of the library's recent audit, reviewed the draft financial report and required communications letter. The required communications letter outlined the audit process. She discussed elements of the draft and said that auditors did not identify any deficiencies in internal controls. She noted the process for calculating post-employment and pension liabilities. She also noted that the library received an unqualified opinion on the financial statements.

M. Kissinger asked how the library building and land were accounted for. S. Whiting said they are treated as library-owned property.

H. Lewis said that S. Whiting and independent partners review the financial report for accuracy. She thanked library staff for being helpful and providing easy access to needed information.

On a MOTION by S. Patterson with a SECOND by L. DiBetta, the board voted unanimously to accept the draft financial report.

G. Sacco thanked the library's financial department for all the work they do.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by L. DiBetta with a SECOND by S. Patterson, the board unanimously approved the minutes from the Tuesday October 15 regular board meeting.

On a MOTION by L. Scoons with a SECOND by L. DiBetta, the board unanimously approved the minutes from the Tuesday October 22 special board meeting.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report. She said recent investments have been a good way to take advantage of favorable interest rates while keeping money available in the short term.

S. Patterson asked about the New York Liquid Asset Fund. S. Whiting said that the library has been looking into it because it offers a better rate for short-term investments. G. Kirkpatrick added that it is one of the types of investments allowable for libraries, but it works a little different so it bears further investigation at this time.

M. Kissinger asked for clarification about a water test charge that appeared on the H-Fund schedule.

On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board unanimously approved the Financial Statement dated 31 October 2024 (Checks disbursed in October 2024 based on pre-approval \$46,632.85; Checks disbursed in October 2024 relating to payroll \$206,178.59; Checks being submitted for approval \$61,993.13; CapProject Fund Checks \$169,751.00; Total: \$484,555.57).

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTIONS

There were no personnel actions requested at this time.

DIRECTOR'S REPORT

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

- Story times continue to have really good attendance. The Saturday story time, which was requested by patrons, is also beginning to develop an audience.
- G. Sacco noted several of the programs in the report that could have benefitted from a larger community room, including Music and Movement, and the BHA series.
- Trunk or Treat continues to grow, and this year they had to cut off attendance as there were no parking spaces left.
- P. Berardi has been submitting the library's information to the Equity Challenge and has completed five of the eight areas. G. Kirkpatrick said it's a nice way to recognize what the library has done to promote diversity while also reflecting on what more can be done.

- G. Kirkpatrick said that a car had jumped the curb and driven up on the plaza to the front door. He said the circumstances are unclear but the Bethlehem Police Department responded right away and no one was hurt. Maintenance staff have since painted the curb red to increase visibility. L. Scoons asked if the library is considering concrete barriers.
- The police were also at the library to help a patron recover their phone.
- Staff NYLA reports will be included in next month's board packet.
- M. Kissinger asked how reliable the stats were for home page visits. G. Kirkpatrick said they provide a decent baseline, but can be easily influenced by bots. He said the library uses the number of individual page visits to determine the prominence of a link on the home page.
- M. Kissinger noted that wireless use was down. G. Kirkpatrick said that might be because the Town Hall link was down. He also said that the prevalence of unlimited data plans might result in a decreasing need for the service.

UHLS REPORT

L. Scoons said that last month, the board approved the 2025 central library budget. They will be reviewing the 2025 UHLS budget. She said they are also making headway with their website redesign, and they continue to develop public attendance and social media policies.

NEW BUSINESS

Engineering questions

G. Kirkpatrick said there were two structural engineering questions that the board might want to consider. The first is whether they wanted to include the infrastructure for a backup generator to make it easier to add one down the road. He said there aren't any firm numbers for such a project but it could range from \$90,000 to \$180,000 depending on the size of the generator.

G. Sacco asked how frequently has library loses power. G. Kirkpatrick said that it is once or twice a year and that during those outages, the public has to leave the building. L. DiBetta said it is a hard thing to say no to knowing that costs are only going to go up, but she is loathe to add any additional expense to the project. C. Brancatella agreed and noted for the public that this is one example of the choices the board has had to make to keep costs in line.

G. Sacco asked if, as a compromise, they could just lay the conduit or pathway so they wouldn't have to dig under foundation in the future. G. Kirkpatrick said he would look into it.

G. Kirkpatrick said that the board might also want to consider whether they wanted to bring up the risk category of the building so that it could be used as a designated shelter in an emergency. L. DiBetta asked if a designated shelter is the same as a warming station. G. Kirkpatrick said the library is already used in that capacity, but a designated shelter is a higher level of emergency services. C. Brancatella said it would be a natural fit for the library but the cost is more than they should take on. S. Patterson asked what other buildings in the community are designated shelters. G. Kirkpatrick said that Town Hall is one. S. Patterson said that with the vote only a month away, it would make sense to wait for the results before making any further decisions. G. Kirkpatrick said the time pressure is from the engineers and architects who want to have a final design put together by the end of the year.

G. Sacco said she is concerned that all of these design details may be irrelevant if the vote goes down and the library would still be on the hook for the design expense. She said she felt like they were running on the architects' timeline and not their own.

C. Brancatella said that some of those design services have already been paid for and could still be useful even if the vote were to go down. She said she assumes that if the bond does not pass, there will be a “pencils down” moment, but that costs incurred before the vote will still need to be paid. M. Kissinger said the board approved a contract with the architects and have not yet reached the cap. He asked if staff could put together an accounting of where the library is with those payments. The board took no action on the engineering questions. M. Kissinger encourages fellow board members to publicize the vote and share the informational video.

New York State retirement invoice

G. Kirkpatrick said that the invoice offers a small discount if it is paid before December 15.

On a MOTION by C. Brancatella with a SECOND by G. Sacco, the board voted unanimously to approve pre-payment of the NYS&L Retirement System invoice in the amount of \$323,915.

Other new business

G. Kirkpatrick said the library had received a request to rent the community room for a piano recital in late January. He said the cost for renting the space has not yet been established. He said previously they would pay just enough to defray the cost of piano tuning. He has looked at the BCSD rental price list for comparison and asked the board how they would like to proceed. The board agreed to look at the school district prices and be ready for a decision at the December meeting. G. Sacco said they should also consider janitorial costs.

OLD BUSINESS

There was no old business at this time.

FUTURE BUSINESS

There was no future business at this time.

PUBLIC PARTICIPATION

There was no public comment at this time.

ADJOURNMENT

On a MOTION by L. DiBetta with a SECOND by S. Patterson, the board unanimously voted to adjourn the regular meeting at 7:18pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report

December 2024

Revenue and Expense Report

Revenue is stable. Expenses are on budget, compared to about 8% underbudget at this time last year. This is due to several factors including the timing of certain annual payments such as the retirement contribution. Salaries are on budget since we are fully staffed.

Investments

The six-month T-Bill came due at the end of November. Approximately \$24,000 in interest earned will be posted in December. We purchased another T-Bill at 4.136% that will be worth \$1,135,000 upon maturity at the end of May.

Fund Balance

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

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 11/30/24

	BALANCE					BALANCE
	10/31/2024	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	11/30/2024
TD Bank General Fund	536,164.58	6,882.57	(531,504.87)	(271.37)	349,358.05	360,628.96
TD Bank Payroll	0.00		(150,641.95)	-	150,641.95	0.00
TD Bank Money Market	1,673,562.73	-		4,839.51	325,447.99	2,003,850.23
TD Bank Treasury Bill	1,108,154.18		(10.00)	3,980.99	-	1,112,125.17
TD Bank Capital Project Fund	713.05	-	(169,751.00)		200,000.00	30,962.05
TD Bank 6 mo. CD Closed 11/7/24	1,025,022.54			425.45	(1,025,447.99)	0.00
TD Bank 3 mo. CD Opened 10/29/24	2,000,482.19			7,234.62	-	2,007,716.81
TD Bank 6 mo. CD Opened 10/29/24	1,000,231.23			3,469.30	-	1,003,700.53
Key Bank Checking	13,499.17	2,014.96	(207.06)		-	15,307.07
TOTAL:	<u>7,357,829.67</u>	<u>8,897.53</u>	<u>(852,114.88)</u>	<u>19,678.50</u>	<u>-</u>	<u>6,534,290.82</u>

Checks outstanding greater than 90 days old:

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

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

5 MONTH ENDED 11/30/24

FISCAL YEAR 2024-2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 5 MO. ENDED 11/30/2024	Percent YTD 11/30/2024	ANNUAL BUDGET 2023-2024	YTD PRIOR 5 MO. ENDED 11/30/2023	Percent YTD 11/30/2023
Real Property Taxes	4,592,100	4,407,316	96.0%	4,401,969	107,316	2.4%
PILOT	239,000	240,049	100.4%	241,523	790	0.3%
Fines	3,000	1,074	35.8%	3,000	1,129	37.6%
Interest on Deposits	90,000	51,304	57.0%	35,000	72,259	206.5%
Lost Book Payments	8,500	5,613	66.0%	7,500	4,883	65.1%
Friends of BPL Contributions	7,000	5,365	76.6%	-	367	0.0%
Gifts and Donations, Misc	8,000	6,506	81.3%	4,000	7,372	184.3%
Photocopier	8,000	5,387	67.3%	7,000	4,853	69.3%
State Aid	26,000	23,726	91.3%	26,000	22,830	87.8%
Grants	-	3,740	0.0%	-	-	0.0%
Miscellaneous Income	500	147	29.5%	-	459	0.0%
Total Revenue	4,982,100	4,750,227	95.3%	4,725,992	222,259	4.7%
EXPENSES						
Salaries	2,666,993	1,100,771	41.3%	2,547,087	918,181	36.0%
Retirement	324,242	323,915	99.9%	280,440	-	0.0%
Health Insurance	398,000	149,678	37.6%	372,300	140,768	37.8%
Other Benefits	238,965	98,787	41.3%	227,365	88,303	38.8%
Subtotal Salaries & Benefits	3,628,200	1,673,152	46.1%	3,427,192	1,147,252	33.5%
Library Materials - Print	294,000	91,039	31.0%	292,000	127,488	43.7%
Library Materials - Electronic & Audio	281,000	79,415	28.3%	283,000	85,997	30.4%
Subtotal Library Material	575,000	170,453	29.6%	575,000	213,485	37.1%
Operations	643,900	227,871	35.4%	605,800	225,961	37.3%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-		35,000	-	
Total Expenses	4,982,100	2,071,476	41.6%	4,742,992	1,586,698	33.5%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

5 MONTH ENDED 11/30/24

FISCAL YEAR 2024 - 2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 5 MO. ENDED 11/30/2024	Percent YTD 11/30/2024	ANNUAL BUDGET 2023-2024	YTD PRIOR 5 MO. ENDED 11/30/2023	Percent YTD 11/30/2023
Salaries & Benefits						
Salaries-Librarians	1,252,089	546,954	43.7%	1,178,184	467,061	39.6%
Salaries-Support Staff	1,226,399	473,070	38.6%	1,190,063	383,942	32.3%
Salaries-Custodians	188,505	80,748	42.8%	178,840	67,178	37.6%
Subtotal Salaries	2,666,993	1,100,771	41.3%	2,547,087	918,181	36.0%
Retirement	324,242	323,915	99.9%	280,440	-	0.0%
Health Ins.	398,000	149,678	37.6%	372,300	140,768	37.8%
SocSec/Medicare	206,465	81,292	39.4%	194,865	68,204	35.0%
Worker's Comp.	20,000	16,002	80.0%	20,000	14,829	74.1%
Unemployment	10,000	-	0.0%	10,000	4,591	45.9%
Disability Ins.	2,500	1,493	59.7%	2,500	679	27.1%
Subtotal Salaries & Benefits	3,628,200	1,673,152	46.1%	3,427,192	1,147,252	33.5%
Library Materials						
Adult books	171,000	59,122	34.6%	171,000	81,837	47.9%
Periodicals	18,000	-	0.0%	21,000	7,988	38.0%
YS Books	85,000	25,834	30.4%	85,000	31,390	36.9%
Special Collections	20,000	6,083	30.4%	15,000	6,272	41.8%
Subtotal Print Materials	294,000	91,039	31.0%	292,000	127,488	43.7%
Audiobooks	20,000	5,834	29.2%	20,000	10,477	52.4%
E-Collections	201,000	65,362	32.5%	196,000	57,889	29.5%
Electronic Resources	31,000	-	0.0%	31,000	6,500	21.0%
YS Audiobooks	4,500	1,758	39.1%	4,000	1,998	50.0%
YS Media	2,500	322	12.9%	2,000	106	5.3%
AS Media	22,000	6,138	27.9%	30,000	9,027	30.1%
Subtotal Electronic & Audio	281,000	79,415	28.3%	283,000	85,997	30.4%
Subtotal Library Materials	575,000	170,453	29.6%	575,000	213,485	37.1%
Operations						
Copiers and supplies	15,000	5,211	34.7%	15,000	4,150	27.7%
Office supplies	20,000	4,398	22.0%	20,000	5,067	25.3%
Custodial supplies	20,000	7,560	37.8%	20,000	6,461	32.3%
Postage	22,000	7,834	35.6%	22,000	7,333	33.3%
Printing & Marketing	43,200	9,250	21.4%	35,000	11,399	32.6%
Van lease & oper.	4,000	109	2.7%	4,000	233	5.8%
Gas and Electric	75,000	25,514	34.0%	75,000	29,014	38.7%
Telecom & Cloud Svcs	24,000	9,309	38.8%	24,000	9,374	39.1%
Water	3,000	811	27.0%	3,000	934	31.1%
Taxes-sewer & water	3,500	-	0.0%	3,400	-	0.0%
Refund property taxes	5,000	2,819	56.4%	5,000	-	0.0%
Prof. Services	40,000	2,577	6.4%	30,000	9,634	32.1%
Contract Services	50,000	3,640	7.3%	50,000	3,965	7.9%
Insurance	35,000	33,451	95.6%	30,000	32,387	108.0%
Bank Fees	1,700	2,266	133.3%	1,400	608	43.4%
Travel/Conference	3,500	3,598	102.8%	3,500	2,243	64.1%
Memberships	3,000	50	1.7%	3,000	75	2.5%
Special Programs	42,000	10,363	24.7%	35,000	22,426	64.1%
Furniture & Equipment	30,000	10,221	34.1%	30,000	5,421	18.1%
IT Hardware & Software	50,000	7,804	15.6%	50,000	9,927	19.9%
Bld & Grnd. Repair	40,000	5,400	13.5%	40,000	1,319	3.3%
Furn/Equip Repair	3,000	3,058	101.9%	2,000	2,870	143.5%
Miscellaneous	6,500	3,399	52.3%	6,500	1,032	15.9%
Audit Service	25,000	21,500	86.0%	24,000	14,000	58.3%
Accounting Service	22,000	19,723	89.7%	20,000	19,419	97.1%
UHLAN fees	57,500	28,006	48.7%	54,000	26,672	49.4%
Subtotal Operations	643,900	227,871	35.4%	605,800	225,961	37.3%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,982,100	2,071,476	41.6%	4,742,992	1,586,698	33.5%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN NOVEMBER 2024 BASED ON PRE-APPROVAL	\$	367,501.90
CHECKS DISBURSED IN NOVEMBER 2024 RELATING TO PAYROLL	\$	325,865.45
CHECKS BEING SUBMITTED FOR APPROVAL	\$	90,883.77
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	95,705.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 17: PREAPPROVED DISB (NOV 24) For Dates 11/1/2024 - 11/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42396	11/01/2024	1424	AFLAC NEW YORK		220.04
42397	11/01/2024	1831	CDPHP UNIVERSAL BENEFITS, INC.		29,802.13
42398	11/01/2024	2395	CSEA EMPLOYEE BENEFIT FUND		193.74
42399	11/01/2024	720	MVP HEALTH PLAN, INC.		3,821.32
42400	11/01/2024	2061	UNITED HEALTHCARE INSURANCE CO		152.48
42401	11/01/2024	1607	VERIZON BUSINESS FIOS	250018	169.79
42402	11/01/2024	1607	VERIZON BUSINESS FIOS	250018	124.99
42403	11/04/2024	1570	NATIONAL GRID		4,563.36
42404	11/04/2024	1607	VERIZON BUSINESS FIOS	250018	169.79
42405	11/04/2024	1607	VERIZON BUSINESS FIOS	250018	199.99
42406	11/04/2024	1607	VERIZON BUSINESS FIOS	250018	89.00
42451	11/14/2024	2501	MARY DUGAN	250278	575.01
42452	11/14/2024	730	NYS EMPLOYEES RETIREMENT SYSTE	250267	323,915.00
42453	11/14/2024	2475	ROBERT WEATHERBY	250272	350.98
42454	11/14/2024	2465	SARAH ROMEO	250279	607.47
42455	11/14/2024	1581	UNITED STATES POSTAL SERVICE	250013	1,640.00
42456	11/19/2024	2502	ERIN MEYER	250284	544.51
42457	11/19/2024	2426	JPMORGAN CHASE BANK NA	*See Detail Report	157.51
42458	11/19/2024	1908	FRANK SOMERS	250287	35.00
42459	11/19/2024	1607	VERIZON BUSINESS FIOS	250018	169.79

Number of Transactions: 20

Warrant Total: 367,501.90

Vendor Portion: 367,501.90

*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 - 18: TRUST & AGENCY (NOV 24) For Dates 11/1/2024 - 11/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42395	11/01/2024	712	CIVIL SERVICE EMPL ASSOC INC.		940.43
42450	11/15/2024	712	CIVIL SERVICE EMPL ASSOC INC.		955.97
42460	11/29/2024	712	CIVIL SERVICE EMPL ASSOC INC.		955.97
100939	11/01/2024	709	BPL SPECIAL PAYROLL ACCOUNT		73,213.66
100940	11/01/2024	710	NYS INCOME TAX BUREAU		4,271.86
100941	11/01/2024	1946	IRS - PAYROLL TAX PMT		23,445.70
100942	11/01/2024	2003	NEW YORK STATE DEFERRED		2,949.65
100943	11/15/2024	709	BPL SPECIAL PAYROLL ACCOUNT		73,763.29
100944	11/15/2024	710	NYS INCOME TAX BUREAU		4,240.55
100945	11/15/2024	1946	IRS - PAYROLL TAX PMT		23,358.62
100946	11/15/2024	2003	NEW YORK STATE DEFERRED		2,949.65
100947	11/29/2024	709	BPL SPECIAL PAYROLL ACCOUNT		76,878.66
100948	11/29/2024	710	NYS INCOME TAX BUREAU		4,462.94
100949	11/29/2024	730	NYS EMPLOYEES RETIREMENT SYSTE		6,109.22
100950	11/29/2024	1946	IRS - PAYROLL TAX PMT		24,415.74
100951	11/29/2024	2003	NEW YORK STATE DEFERRED		2,953.54

Number of Transactions: 16

Warrant Total: 325,865.45

Vendor Portion: 325,865.45

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 - 22: BILL SCHED (DEC 24) For Dates 12/10/2024 - 12/10/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42471	12/10/2024	2099	4IMPRINT, INC.	250257	612.61
42472	12/10/2024	1531	A-J LAWN SPRINKLER CO., INC.	250311	190.00
42473	12/10/2024	2420	AMAZON CAPITAL SERVICES INC	250283	305.61
42474	12/10/2024	77	BAKER & TAYLOR , INC.	*See Detail Report	21,008.56
42475	12/10/2024	1186	BAKER AND TAYLOR ENTERTAINMENT	*See Detail Report	73.02
42476	12/10/2024	719	BETHLEHEM CENTRAL SCHOOL DIST	250276	39.86
42477	12/10/2024	89	BETHLEHEM CHAMBER OF COMMERCE	250277	470.00
42478	12/10/2024	103	BRODART INC	250269	433.30
42479	12/10/2024	2200	CCB TECHNOLOGY, INC.	250275	845.00
42480	12/10/2024	1220	DEMCO, INC	250309	72.78
42481	12/10/2024	1991	EASTERN MANAGED PRINT NETWORK LLC	250005	239.64
42482	12/10/2024	195	EBSCO INFORMATION SERVICES	*See Detail Report	17,414.95
42483	12/10/2024	2418	ELIZABETH HUNTLEY	250113	350.00
42484	12/10/2024	2215	ELM USA, INC	250260	77.30
42485	12/10/2024	1986	FIRSTLIGHT FIBER	250006	194.43
42486	12/10/2024	2272	GLOBAL EQUIPMENT COMPANY INC.	*See Detail Report	675.71
42487	12/10/2024	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	31.95
42488	12/10/2024	1147	HAMILTON NEWS CO, INC.	250291	7,743.67
42489	12/10/2024	2322	KANOPY INC.	250014	2,564.00
42490	12/10/2024	2201	LANE PRESS OF ALBANY	250294	1,868.83
42491	12/10/2024	2506	LAURIE BROWN	250239	2,500.00
42492	12/10/2024	2509	MAXI AIDS INC.	250262	1,429.75
42493	12/10/2024	1024	MIDWEST TAPE LLC	*See Detail Report	2,023.05
42494	12/10/2024	2313	MMB+CO ACCOUNTING	250090	3,250.00
42495	12/10/2024	2094	OTC BRANDS, INC.	250281	14.98
42496	12/10/2024	1823	OVER DRIVE INC.	*See Detail Report	14,394.63
42497	12/10/2024	450	PHILLIPS HARDWARE INC	250011	192.89
42498	12/10/2024	1210	PROQUEST LLC	250295	2,639.74
42499	12/10/2024	478	QUILL.COM	*See Detail Report	74.62
42500	12/10/2024	1490	REPEAT BUSINESS	250150	112.10
42501	12/10/2024	2282	ROGER HELD PIANO SERVICE	250290	120.00
42502	12/10/2024	2421	SENTRON ASSOCIATES INC.	250318	464.00
42503	12/10/2024	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	730.25
42504	12/10/2024	2154	STERICYCLE, INC.	250008	21.99
42505	12/10/2024	2056	SUPERIOR PRESS	*See Detail Report	286.70
42506	12/10/2024	2437	THE CORNER GATEWAY, LLC	250305	162.00
42507	12/10/2024	2296	THE WILD CENTER	250308	350.00
42508	12/10/2024	2380	TROY GROUP, INC.	250292	457.40
42509	12/10/2024	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	250289	21.99
42510	12/10/2024	2328	UNIFIRST CORPORATION	250009	204.32

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 22: BILL SCHED (DEC 24) For Dates 12/10/2024 - 12/10/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42511	12/10/2024	632	UPPER HUDSON LIBRARY SYSTEM	250268	485.04
42512	12/10/2024	1607	VERIZON BUSINESS FIOS	250018	89.00
42513	12/10/2024	1968	VERIZON WIRELESS	250002	100.49
42514	12/10/2024	645	W W GRAINGER INC	250010	1,804.41
42515	12/10/2024	1884	W.B. MASON CO., INC.	250302	458.30
42516	12/10/2024	1593	WILLIAM K. SANFORD LIBRARY	*See Detail Report	34.90
42517	12/10/2024	2423	YOUNG LANDSCAPES LLC	250162	3,250.00
Number of Transactions: 47				Warrant Total:	90,883.77
				Vendor Portion:	90,883.77

*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 - 6: BILL SCHED (DEC 24) - H FUND For Dates 12/10/2024 - 12/10/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1233	12/10/2024	2424	ASHLEY MCGRAW ARCHITECTS	250226	78,205.00
1234	12/10/2024	2499	SCHOOLHOUSE CONSTRUCTION SERVICES LLC	250176	17,500.00
Number of Transactions: 2				Warrant Total:	95,705.00
				Vendor Portion:	95,705.00

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

December 9, 2024 - Board of Trustee Meeting											
											16
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Library Clerk PT	Circulation Services	11 hrs/wk	15 hrs/wk	\$18.19/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$18.19/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$15.00/hour	M. Mitchel	5/11/2022	5/9/2022				
Library Page PT	Collection Maintenance	6 hrs/wk		\$15.00/hour	D. Bloom	8/30/2023	9/11/2023				
Action Requested											
Library Clerk PT	Circulation Services	9.8 hrs/wk		\$18.19/hour or per contract	J. Zaccagnino	12/6/2024					
Positions Held											
None											

Director's Report December 2024

Building Project

Ashley McGraw presented two public information sessions. Attendance at the second session was particularly strong with 91 attendees throughout the evening. Trustees held a total of 15 office hours at the library during November and early December. Interaction at these events was on average stronger in the morning than in the evenings with lots of patrons asking questions about the proposed building project.

Library staff have been working with the staff at the school district to plan for the day of the vote on **Thursday, Dec. 12, from 9 a.m. until 9 p.m. in the Community Room at the library.**

An exit survey will be available digitally and on paper so voters can share their thoughts about the project.

No programs are scheduled for the day of the vote, and hallways will be cleared to ease access to the voting room. Extra handicapped parking spots will be designated for the day.

A shelving model was placed in the Story Room so that staff could work on the shelving layout for the proposed library. Thank you, Phil, for coordinating this and for all the staff who participated in helping us design the shelving layout.

Circulation and Technical Services

We are training staff on a new museum pass reservation system. The new system will launch on Jan. 1, 2025 with 27 partnering museums represented.

Overall circulation dipped 1.7% over December last year. The biggest drop continues to be DVDs, which went down by almost 500 checkouts this month. We saw a strong increase in door count, library card registration, museum pass use and across electronic checkouts.

Adult Services

Books to People, our free delivery service to local residents with a permanent or temporary physical disability or medical condition that prevents them from coming

to the library, continues to be a much-appreciated service to the community. Materials are selected by a librarian and delivered every other week via the library van. We received a very nice note from one of our participants this month. Responsible staff: Dorothy H.

November 5, 2024

Dear Dorothy...

One of the many things I am thankful for is YOU, and your service to our community: BOOKS TO PEOPLE. You have tirelessly chosen books for me, introducing me to new authors and/or continuing my reading journey with those authors that I have enjoyed before. Every 2 weeks I look forward to opening the Library Bag of books that you have selected for me... and the adventure begins!

Bless you, Dorothy, for all you do!

A Little Sunday Music: A Place for Us - Tribute to Leonard Bernstein (11/17) – The library was pleased to welcome Soprano Rosanne Hargrave and pianist Michael Clement to take guests on a musical journey exploring the marvelous music of Leonard Bernstein. Responsible staff: Lauren K. & Rachael C. Attendance: 78

Adult Summer Reading Challenge – In November: Although the Summer Reading Challenge concluded in August, we received a very nice thank you note this month regarding the program. Responsible staff: Sarah R.

<p>Dear Ms. Romeo,</p> <p>I was a recent winner in the BPL 2024 Adult Summer Reading raffle, and am writing to express my sincere Thanks! I look forward every summer to participating in the BPL reading challenge,</p>	<p>and when I do, it brings back so many happy memories as a child growing up in New York City. Our local library had so many great books, and I could hardly carry them home. Our school had an annual book sale, and</p>	<p>I still remember buying a copy of "Old Yeller" for about 35¢. Yes, many years have passed but the love of books and stores has grown. Thank you all again for sponsoring this wonderful activity!</p>
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American Red Cross Blood Drive (11/14) – We collaborated again this year with the American Red Cross to host a blood drive at the library for the public.
Responsible staff: Sarah R. Blood Drive Attendance: 27

Author in Person (11/2) – Local author and distinguished psychiatrist, Steven Sandler, visited the library to discuss his latest novel, *The Education of Crazy Jane*. We had good turnout for this Saturday afternoon program. Responsible staff: Lauren K. & Mary D. Attendance: 17

Listen and Learn: The Neighborhood That Disappeared (11/1) – The latest installment of our Listen & Learn Friday morning program series. We invited the public to watch a screening of the documentary, *The Neighborhood That Disappeared* followed by a Q&A with the film's director, Mary Paley. The film documents the destruction of an entire neighborhood in Albany, when a massive urban renewal project in 1962 displaced 8% of the city's population and closed more than 350 businesses. Responsible staff: Robert W. Attendance: 77.

BHA Speaker Series: History of the Hay Press (11/20) – Jonathan Palmer, Greene County historian, discussed the hay press and its importance to local farmers in the 19th century. Bethlehem farmers grew an enormous quantity of hay that was shipped on the Hudson River to feed the hungry horses of New York City.
Responsible staff: Luke B. Attendance: 58.

Book Discussions –

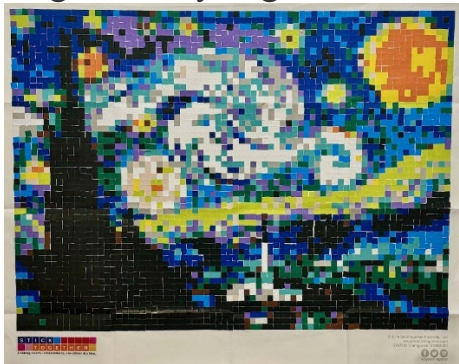
- Dark Corners (11/13) – *Lone Women* by Victor LaValle was discussed.
Responsible staff: Sarah R. Attendance: 6.
- Day Books (11/4) – *Homecoming* by Kate Morton was discussed.
Responsible staff: Beth P. Attendance: 16.

Selected Poems of William Butler Yeats (Parts 2, 3, 4 & 5) (11/5, 11/12, 11/19, 11/26) – The last four programs in a five-part poetry discussion series featuring selected poems from William Butler Yeats' extensive body of work. This series is presented by a local Delmar resident, Jeff Cohen. Responsible staff: Luke B.
Attendance: 17, 16, 16, 16.

Spice Sharing: Mace (11/14) – A program series where participants pick up a sample packet of spice, along with a few recipes that feature it. Afterwards they meet to discuss their experience and share recipes. Responsible staff: Erin M.
Attendance: 13

Trivia Night (11/6) – We hosted a general trivia competition. Responding to feedback from previous sessions, we made some of the questions easier this time around and the feedback was positive. A number of groups announced their successes with a lot of cheers and laughter. Responsible staff: Shannon M. Attendance: 15.

Sticker Mosaic - Passive Service Area Activity – In addition to the standard puzzles we have available for adults to work on in the service area, we occasionally put out craft activities too. An oversized sticker mosaic craft of Van Gogh's Starry Night was the craft this month.



Youth Services

Autumn Leaves Art (11/25) – This fall-themed craft was aimed at pre-school aged children and their caregivers. Participants created gorgeous and fun art pieces out of die-cut paper leaves, felt and cardboard. Responsible staff: Shannon M. Attendance: 29

Computer Programming for Kids (11/9) – Students from Bethlehem Central High School Computer Science Club instructed participants between the ages of 8 and 12 in science-based computer activities and taught the basics of block-coding. Responsible staff: Robert W. Attendance: 7

Creation Station: Winter Wreath Craft (11/4 -11/10) - Winter-themed drop in craft in the Children's Place. This activity was very popular. Children were excited to create a wreath to take home with them. Attendance: 183

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

- Weekly Series
 - Tiny Tots (3 sessions) – Attendance: 68, 70, 42

- Music and Movement (6 sessions) – Attendance: 98, 83, 88, 81, 72, 61
- Family Play Time (3 sessions) – Attendance: 37, 47, 53
- Family Story Time (3 sessions) – Attendance: 37, 46, 50
- Pre-K Story Time (3 sessions) – Attendance: 24, 28, 34
- Saturday Story Time Series
 - Saturday Story Time (4 sessions) – Attendance: 28, 10, 28, 16
 - Craft A Snack Story Time (1 session) – Attendance: 16
- Sensory Story Time Series
 - Sensory Play Time (1 session) – Attendance: 16
 - Sensory Story Time (1 session) – Attendance: 17

Family Story Time (11/6, 11/13 & 11/20) – Our weekly Wednesday story time program is immediately followed by a family-oriented play time. Both programs are consistently well attended. Families often come to the library for story time and then stay afterward to play. We look at this as a great opportunity for young families in the area to connect with each other. Play time gives both the children and caregivers an opportunity to socialize. Responsible staff: Mary D. Attendance: 37, 46, 50



Music & Movement (11/7, 11/14 & 11/21) – Attendance has returned to the near-room-capacity numbers we saw last spring. This is currently the best attended children's program at the library. Children and caregivers have a great time dancing and singing to their favorite songs. We have found that it is helpful to have a second staff member on hand to act as a spotter and assist in taking a headcount halfway through the program. Responsible staff: Alex D. Attendance: 98, 88, 72

Paws to Read (11/4 & 11/18) – Registered therapy dogs listen quietly, creating a safe space for children to practice their reading and speaking skills without fear or judgment. Responsible staff: Luke B. Attendance: 19, 22

Saturday Creation Station: Pumpkin Pie Magnets (11/30) – The Saturday after Thanksgiving was busy in the Children’s Place. Over the course of the day, 48 kids stopped by to make their very own Pumpkin Pie Magnet. Responsible staff: Beth P. Attendance: 48

Outreach

Bethlehem Parks and Recreation – Partnership Meeting (11/15) – Frank and Dan met with staff from Bethlehem Parks and Rec to debrief on our programs and partnerships from 2024. We went over all upcoming outreach events for 2025.

Gaming at the Pit (Bethlehem Middle School) (11/13 & 11/20) – Dan and Shannon have started making regular visits to the after-school gaming program at Bethlehem Central Middle School. Staff bring the library’s Nintendo Switch and play Mario Kart and Super Smash Brothers with any kids who are interested in gaming. We hope to see an increase in attendance as more kids find out about the program. Attendance: 4, 8

Hamagrael Elementary (11/7 & 11/14) – Alex worked with students at Hamagrael Elementary to complete a Build-Your-Own Boardgame workshop. This was a 6-week long program that ended on November 14th. Attendance: 11, 12

Upcoming Programs

On Dec. 14, the library van will be participating in the town’s annual holiday parade. The parade kicks off around 6 p.m.

We will be attending the Town of Bethlehem’s Annual 1st Night Event at the Delmar Four Corners on New Year’s Eve. Festivities kick off at 5pm.

Meetings and Miscellany

We have had several concerning verbal incidents with a particular patron. Because of the escalating nature of these incidents, I am requesting that the board ban the patron for a period of time. This will be on the agenda for the December board meeting.

Geoffrey Kirkpatrick, Library Director

Library Collection				2023-24	Current Total
Adult fiction				28,367	28,567
Adult non-fiction				29,529	29,017
Adult audio				5,001	5,083
Adult video				7,892	7,924
Young adult fiction				4,653	4,896
Young adult nonfiction				611	633
Young adult audiobooks				290	290
Children's fiction				29,846	30,758
Children's non-fiction				15,642	15,158
Children's audiobooks				1,652	1,680
Children's video				1,164	1,134
OverDrive - UHLS Shared				136,558	147,088
e-magazines				5,439	5,725
Electronic (games, ereaders)				385	395
Total				267,029	278,348
Library Programs	Nov-24	Nov-23	% change	2023-24	F-Y-T-D
Programs	85	90	-5.6%	915	367
Program attendance	2,151	2,204	-2.4%	26,209	10,503
Outreach Programs	5	4	25.0%	104	36
Outreach Attendance	36	92	-60.9%	17,204	5,600
Circulation	Nov-24	Nov-23	% change	2023-24	F-Y-T-D
Adult fiction	12,492	12,855	-2.8%	164,971	71,038
Adult non-fiction	6,441	6,624	-2.8%	85,990	33,731
Adult audio	6,194	5,486	12.9%	69,337	31,035
Adult video	5,497	6,085	-9.7%	67,542	26,188
Magazines	2,912	2,977	-2.2%	30,266	11,952
Young adult fiction	1,327	1,422	-6.7%	17,921	8,442
Young adult nonfiction	104	134	-22.4%	1,484	545
Young adult audiobooks	251	293	-14.3%	3,384	1,454
Children's fiction	12,597	12,743	-1.1%	147,338	64,134
Children's non-fiction	2,982	2,899	2.9%	37,789	14,925
Children's audiobooks	1,252	1,346	-7.0%	16,153	6,777
Children's video	532	520	2.3%	6,059	2,325
Electronic (games, ereaders)	578	687	-15.9%	8,428	3,050
Total	53,159	54,071	-1.7%	656,662	275,596
Interlibrary Loan	Nov-24	Nov-23	% change	2023-24	F-Y-T-D
Borrowed from others	5,165	5,933	-12.9%	72,475	28,509
Loaned to others	4,598	4,496	2.3%	55,610	23,817
Miscellaneous	Nov-24	Nov-23	% change	2023-24	F-Y-T-D
Visits to our home page	32,877	42,906	-23.4%	454,330	151,964
Public use of meeting rooms	35	46	-23.9%	395	156
Public meeting attendance	366	566	-35.3%	4,901	1,523
Staff use & library programs	71	80	-11.3%	861	350
Study room sessions	423	429	-1.4%	4,846	2,066
Tech room/ Studio use	8	7	14.3%	97	50
Door count	18,744	17,854	5.0%	221,744	92,557
Registered BPL borrowers	98	77	27.3%	1,095	528
Computer signups	1,264	1,120	12.9%	14,751	6,835
Museum Pass use	97	76	27.6%	1,359	737
E-book use	5,801	5,366	8.1%	75,317	31,300
E-audiobook use	5,634	4,809	17.2%	62,498	28,710
E-magazine use	2,704	2,717	-0.5%	27,587	10,842
Streaming video use	1,981	1,352	46.5%	17,158	8,473
BCSD use via Overdrive	217	121	79.3%	2,197	866
Equipment	383	361	6.1%	4,625	1,993
Wireless Use	9,194	10,974	-16.2%	112,669	46,969

Thursday, 11/7

Keynote Presentation

The conference opened on a high note with Amanda Jones, author of *That Librarian* as the keynote speaker. Jones has become famous (by librarian standards, at least!) for her vocal opposition to censorship and book bans in her home state of Louisiana, and across the US. The discussion felt particularly timely given the state of American politics. Jones was an excellent speaker and spoke very candidly about the threats she has received as a result of her anti-censorship advocacy.

Trade Show

This was my first NYLA trade show, so I don't have much to compare it with. My coworkers tell me it was somewhat lackluster compared to the trade shows of years past.

Guided Tour of the Onondaga Historical Association

Easily one of the highlights of the conference! This was a fantastic, whirlwind of everything—and I do mean *everything*—in the OHA museum. The tour guide was fantastic as well—very good at talking loudly while walking! Highlights—iconic daguerreotype of Fredrick Douglas, eagle made from Abraham Lincoln's hair.

Book Club Discussions on Contentious Topics

As I am taking over the Daybooks discussion group here at BPL, this seemed like a good fit. The session started with a miniature book discussion of our own using a short story, which Sarah and I both thought was a great touch.

However, the title was a little misleading. Presenter Julie Setele discussed their work creating a social justice-focused book club at SUNY Buffalo. The topics were contentious, but Setele's participants were essentially all on the same page. It was a good presentation, but most of the attendees were public librarians, and it seems that they also had similar expectations that weren't met. I did ask about strategies for navigating book discussions on contentious topics with a more divided group, which sparked a discussion among participants, most of whom were public librarians with experience managing book groups covering controversial topics.

State Library Presentation: Safety, Well-Being, and Consent in an AI World

I chose to attend this program as I feel I don't have a great grasp on how AI fits into my work as a librarian. My biggest takeaway is that it seems that no one knows exactly how it should fit into our work. Only one panelist, Nick Tanzi, worked in public libraries; I found his perspective on unique access problem that public libraries face with AI particularly valuable. With most tech, the *cost* is the barrier, and libraries help overcome that barrier by giving patrons access to that technology free of charge. But AI technology like Chat GPT is (for now) free; the access issue, therefore, lies in the *skills* that are needed to use this technology. The major point is that there is an immediate training need for public librarians to be learning this technology and passing that knowledge on to the public, but that need is not being met because the training simply doesn't exist.

Friday, 11/8

New York State Historic Newspapers: Behind the Scenes

Given the heavy interest in local history in Bethlehem, it seemed like this program might be interesting. The presentation was built around the process of getting old newspaper content on to nyshistoricnewspapers.org, which hosts 14.5 million pages of content viewed by over 90,000 users per year. Interestingly, a large portion of that content comes from papers based in New York's North Country; the presenters noted that they were keen on developing their digital collections with papers from other areas of the state.

While I don't know that BPL has much to *contribute* to NYS Historic Newspapers' online collection, I think a program on how to navigate the site would be a hit.

Giving Life to Local History with Online Exhibits

Sarah and I chose to attend this presentation as a thematic follow-up to the NYS Historic Newspapers presentation. The presenters discussed different online exhibits made using nyheritage.org, and the research that went into them.

If we were to pursue creating an online exhibit for NY Heritage, the BHA would be a natural partner for both identifying a topic, and for putting together an exhibit. The presenters also mentioned that different library councils around New York host physical exhibits in partnership with NY Heritage. The CDLC has only ever hosted one, on immigration; since we have a fair amount of potential "exhibit space" (hallway), this might be something to look into.

Tour of OCPL Central Library

This was another highlight! They've recently renovated, and the library looks great. One feature that we were all very impressed by was the telehealth booth on in their Adult Services collection, which is basically a tiny, enclosed space that contains a desk, a laptop, and a printer. As the name implies, it was created as a private space for telehealth appointments, but patrons can use it for any private communication needs. We were also amazed at (and a little jealous of) their massive makerspace!

Recovery and Addiction Resources at the Library

This session was led by two librarians from the Saratoga Springs Public Library. Saratoga has been hit very hard by the opioid epidemic, with a significant increase in overdoses in recent years. The library has become the second in the nation to implement the "Read to Recovery" program, first started in San Francisco. The librarians who led the session, Emily Martin and Mary Ratzer, say the key to their success was the removal of stigma – and key to that removal was the "free to keep" collection of literature on addiction that was available to patrons at all times, and the supply of Narcan that was kept with it.

Though we don't have the exact same needs here at BPL, the strategies used by SSPL are something most libraries can learn from. For example, our patrons may benefit from a collection of free-to-keep literature on difficult topics like addiction.

Saturday, 11/9

Ctrl+S: Documenting Institutional Knowledge

Institutional knowledge loss has always been an interesting topic to me, as I've seen its effects first-hand in different workplaces. I felt this session could be applicable to us as we navigate the split into Adult and Children's departments.

One point I found interesting was collecting data from employees on a regular basis to see what they're up to — much like our monthly reports. As I'm not in a leadership role, it's hard for me to have a picture of the areas where we might benefit from bolstering out "knowledge storage", but I think having librarians focus in on specific areas of the job in the monthly reports could be an effective way to avoid potential knowledge loss here.

Marketing So Patrons Feel Like Heros

Sarah and I chose this presentation hoping to gain some insights into the strategies behind APL's great social media. As the title implies, the main focus was on using social media to tell stories that help patrons "feel that by using our materials and services, they are becoming the kind of person they want to be." While we as librarians don't handle social media, I do think we can implement some of the "boots on the ground" advice from this presentation, in the form of creating opportunities through lifelong learning programs and outreach to communities that we may be failing to reach.

NYLA 2024 Report

I want to thank the BPL Board of Trustees for sending myself and colleagues to this year's NYLA Annual Conference in Syracuse, NY. The Keynote speaker was a great session about the current state of library affairs in our country, and a reminder to keep working to ensure our patrons have access to materials from all different viewpoints, regardless of our own personal beliefs/feelings on the matter. The trade show is always an enjoyable part of the conference and this year I was able to see an example of a product called "Bloxels" which allows users to create their own avatars/characters and video game settings. It's something I think we should investigate; we have a lot of kids and teens in the community who enjoy gaming, and this would allow them a way to create their own.

The tours of the Onondaga Historical Association and the OCPL Central Library were great. I love getting a behind the scenes look in archives and museums, there's always infinitely more to see in storage than they're able to put on display (see photo of Frederick Douglas daguerreotype). The OCPL library gave me so many great ideas for our building project, from shelving types to "Calming Cubbies" (see attached photos). I'd love a chance to talk through some of these ideas with the board, Geoff, or the architects.

Sessions

Reboot Teen Services with T3!

This session was helpful with explaining what the T3 program does and got us thinking about how the teens connect with one another and their spaces. Start with meeting the teens where they are – understanding where they naturally gather, and WHY they gather at this/these locations. Suggestions also included program ideas, and more ways of connecting. For example, we don't do a lot of advertising at the high school, but I know the high school librarian has said in the past that they'd be happy to put out flyers or brochures for our programs. So maybe we start doing a teen programming brochure and drop them off at the high school at the beginning of each 2-month cycle. The presenter also said that a lot of it boils down to just being there with the teens, spending time with them, being annoying, and talking to them, eventually they'll cave and start to like you.

Streamlining Your Youth Summer Reading Program

I loved this session. Our summer reading program has begun to feel repetitive and isn't fun anymore. The biggest takeaway from this session was that summer reading should be fun. Fun for our patrons and fun for us! There are so many great ideas from here that

I'm already in discussion with Dan, the rest of Youth Services, and even Adult Services, to start implementing this summer. Part of that is the idea that maybe we should really shake things up and go analog this summer instead of including the online aspect. Have participants join a "reading team" for the summer to add to a reading total, winning team gets bragging rights.

Youth Services Section Table Talks

Table talks were hit and miss, some tables were great, others weren't as useful. But that's why there were lots of tables to choose from. I particularly enjoyed the table that showed us how to take old CDs and paint to make scratch art with them. I think our teens would enjoy doing that. There was also a table with teen book boxes. This librarian had won "best teen program" for her system with these boxes, and I think I could do the same. This really reignited the desire to revamp the teen book boxes.

Dinosaur Pizza: Learning Librarianship from Kids

This session really focused on meeting the kids' desires within the children's area and programming. For example, making sure we have the open creative programs in addition to open play, so a program where they can come in and paint. No instructions, just the freedom to paint what they want. In the children's area one suggestion was to have an outdoor designated digging area, like a large trough filled with dirt and play trowels so the kids can dig to their hearts content.

Tween Swag Bags: A Success Story

One more session to urge the fire for teen book boxes! While the focus here was tweens, it still applies since our boxes covered both teens and tweens. Things I really liked were the idea to always incorporate an activity/craft in each box and using reusable bags. The library in question purchased branded reusable bags that were checked out to each tween. It was held for them the way we hold books, then after they pick their swag bag up the bag is due back on the first of the next month. It's a great idea for sustainability.

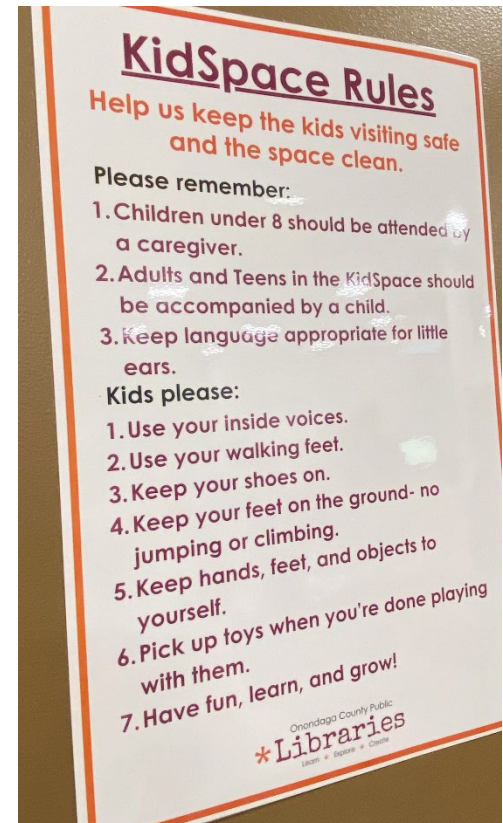
Combating Summer Reading Fatigue

Mid-summer Party anyone?! This session posed the question – why wait for the beginning and end to celebrate summer reading? Go ahead. Have a mid-summer party, celebrate summer reading again while there's still time for people to sign up. There were some other great summer programming ideas presented (kiddie foam party?), as well as another way to run summer reading.

Science Storytime Leading Change in STEM/STEAM

While this session was not what I expected, I did get a couple good STEM/STEAM craft ideas from it. Otherwise, it didn't talk about how to incorporate STEM/STEAM into a story time, it was more of a focus on how to use STEM/STEAM within general programs.

PS – The Gifford Zoo is the best \$9 I've spent in a very long time. SEE!!!







Dear members of the board,

I want to express my gratitude and appreciation for sending me to the NYLA 2024 conference in Syracuse. I had not been to a NYLA conference in several years. I gained useful professional insights and ideas for future programming. Some of the networking as already yielded some small new resources and positive connections in the field. Thank you again for this opportunity.

Sincerely,

Robert Weatherby

Below are brief descriptions and reflections, in chronological order, of the events of my conference:

- Wednesday, November 6
 - **Real World Resiliency: Constructive Customer Service**
 - This was about customer service. Not only how to perform well but the importance of training staff how to be customer oriented and give good service.
 - We are in competition with audible, google, amazon, and bookstores. The internet has changed everything and we need to recognize that.
 - The library has “the human touch” more than any other option. We have confidence and trust from the public more than most all other institutions. We should respect that and leverage it.
 - They discussed the difference between reacting and responding, discomfort versus danger, standards versus expectations, techniques for slowing down and engaging empathetically, and the importance of staff buy-in, and resiliency.
 - Don’t make library users feel dumb for visiting the library.
 - They encourage logs of events, challenges, and negative patron interactions very similar to what we already use.
 - **Library Leadership for Crisis Response**
 - The original presenter had an emergency and was unable to attend. One main presenter with experience related to the presentation’s theme and two supporting professionals presented instead.
 - Discussed the U. S. Climate Resilience Toolkit.

- Encouraged using the language of first responders to more effectively build relationships and get them invested in partnering meaningfully.
- Discussion of morals and ethics during potential crisis in the library.
- Connect with local Fire, EMS, etc. But also know contacts for regional response teams.
- Cooling station, warming station, and clean air station are all things we could potentially be depending on facilities.
- Consider potential for wi-fi hotspot deployment in areas of lower connectivity or in an emergency.
- Thursday, November 7
 - **Keynote Presentation: Amanda Jones**
 - The speaker, Amanda Jones “That Librarian,” discussing her experiences with right wing pressure and threats at the libraries in Louisiana.
 - Stressed how librarians can support each other whether public, school, or academic. Including both directly and through networking.
 - **Empowering ESL Learners through Book Clubs**
 - This presentation felt surprisingly relevant. Thier book club for ESL learners had multiple professionals and spouses of professionals from other countries. I know at least 3 Japanese women that have come to my programs interested in more ESL practice.
 - Thier book club consisted of Japanese, German, and Filipino participants.
 - They encouraged reaching out to BOCES classes as well as the normal flyering, newsletters, and word of mouth for getting attention on the program.
 - They encouraged weekly meetings, reading only one or two chapters a week, to keep engagement and not overburden them (especially if they are busy working).
 - Be clear about the expectations and English language familiarity required. This is useful if your ESL learners are interested in deepening their understanding and exploring figures of speech, other colloquialisms, and allusions.
 - **Outreach, Advocacy, and Marketing: Understanding the Venn Diagram**
 - This presentation was most useful for reflecting on how we engage and what different programs and outreach activities really mean for us as an institution.

- They emphasized a difference between “Outreach” and “outreach.” One for providing access and one for marketing purposes.
- It also broadened my understanding of advocacy work to include forms of networking and mutual participation as a groundwork for leveraging later.
- **Unintentional Barriers to Library Service**
 - This presentation had a few points for me to investigate. But beyond a few ideas, it felt less impactful.
 - Some of the ideas to follow up on include: “white listing” library email addresses by BCSD, potential of flexing holidays, and reducing jargon while assisting patrons service.
- Friday, November 8
 - **Unconventional Strategies for Engaging Users**
 - This topic was clearly in demand with participants. However, the actual content was lacking.
 - The presenter promoted building relationships with users facing challenges, the potential benefits of peer navigators, and the usefulness of professional social workers in the library (even if only part time).
 - Incident reports should be filed by any and all staff who witness any part of an incident. They can sometimes shed light on details others missed.
 - Half the presentation was about the educational and accreditation requirements of social workers.
 - **Diversity, Equity and Inclusion: What the Data Show**
 - They emphasized digital access and equity. Specifically considering encouraging wi-fi hotspot access to those neighborhoods most in need. Not sure how to make that practicable in a single library district.
 - It is interesting to consider users by neighborhood in relation to each neighborhood's demographic figures.
 - They provided some resources to further investigate: New York State’s Digital Equity Plan ConnectALL and Northern New York Library Network’s “Library Contribution to Social Wellbeing Calculator.”
 - **Seed Kits that Grow a Community**
 - This was the most immediately executable and interesting presentation. This presentation was about an additional seed and gardening program conducted at the Patchogue-Medford Library.

- In addition to their seed library (that stays out all year and is provided for largely by donations), they began making seed growing kits.
- With the price of each kit totally around \$5.00 (not factoring in staff and volunteer labor), they give out around 100 kits a year.
- These are thematic kits. Themes have included: “Oh my gourd,” grow your own pizza, make your own pickles, and more. Each theme also has a competition with a gift card prize.
- Everything (or nearly everything) needed for the product they are intended to make comes in the package. Through local partnerships with businesses, they manage to keep costs down while providing interesting and surprisingly inclusive options.

**NYLA 2024 Annual Conference and Trade Show
Leadership at Every Level: Fund-Protect-Empower
November 6-9, 2024 – Syracuse, NY**

Sarah Romeo, Librarian, Adult/Public Services Department

Total hours CE completed: 11.75

Thursday 11/7/24

- **Keynote Speaker: Amanda Jones**, school librarian, author of *That Librarian*
 - Amanda Jones, a middle school librarian from Louisiana, has gained national recognition for her fight against book bans in her hometown. In conversation with NYLA President Lisa Kropp, Jones discussed her experiences dealing with book bans and the resulting personal attacks that came from people she had known her entire life (including a former classmate who ran for office, won, and unsuccessfully [attempted to pass a bill that would make ALA-associated librarians subject to 2-years hard labor](#)). Coming in the wake of the recent election, this session felt timelier than ever, a potential impending reality for those of us couched comfortably in “blue” states.
- **Guided Tour of the Onondaga Historical Association**
 - Robert Searing, Curator of History, took a large group from NYLA on an incredible behind-the-scenes tour of this institution which houses an incredible collection of local history artifacts including a daguerreotype of Frederick Douglass, a folk-art eagle made from Abraham Lincoln’s actual hair (!), and the *entire* test-pressing collection library from Syracuse China. From curated exhibits to the vast, warehouse-like space filled with uncatalogued artifacts/collections, and the incredible vault of artwork, it was incredible to see the investment and dedication to preserving Syracuse’s (surprisingly vast and valuable) local history collections.
- **Book Club Discussions on Contentious Topics**
 - This session was well-presented and interactive (in a good way!), but was also misleadingly titled: it focused on *creating* a book club about contentious topics at an academic library – *not* about how to handle the discussion of contentious topics. Thus, we did not benefit from this session in the way that we expected. The Q & A portion did spark a valuable conversation about ways to redirect conversations, neutral non-sequiturs that work to divert/curb conversations, and how to curb our own emotions when dealing with these topics. As someone who runs a book group, I liked presenter Julie Steele’s (SUNY Buffalo) emphasis on creating a safe space and strategies for creating a “community agreement” or “rules of engagement” for your group.
- **State Library Presentation - Safety, Consent, and Well-Being in an AI World**
 - Presenters: Greta Byrum, Oscar Comunidad, S. Michele Echols, Danny Peralta, Nick Tanzi
 - This panel presentation sought to discuss ongoing AI trends and their effects on public libraries. AI has put us in a unique position of having to learn and teach at the same time. We must be aware of the equity issues associated with AI-tools; those that can

afford better/premium tools will be at a significant advantage. Our immediate goal should be to demystify the technology, but the problem remains that without any official guidance or legislation to regulate, AI-tools will remain dynamic in a way we haven't encountered before. Lack of media literacy education remains an ongoing/obvious challenge. Libraries should be aware that AI affects patron privacy because it is constantly collecting information – is it even possible to really teach patrons to use this in an ethical manner? We will find out. “Remember: AI is nothing but an interaction with machines, and machines are a *tool*.”

Friday 11/8/24

- **NYS Historic Newspapers: Behind the Screens**
 - Presenter Chuck Henry (Northern New York Library Network, Potsdam) gave an overview of the NYS Historic Newspapers project, its trajectory since its inception in 2004, and its current digitization timeline and practices. The intention of the presentation was to encourage libraries to both utilize/promote the existing NYSHN collections, as well as to add any historical microfilm they may have. Learning about the digitization process was fascinating as well (650k pages can be added per day!). I haven't had the opportunity to work much with NYSHN, but it's a helpful resource to utilize for patrons with genealogy/local history questions/research projects.
- **Giving Life to Local History with Online Exhibits**
 - Presenters: Susan Buttaccio (Buffalo & Erie County Public Library), Sam MacQueen (Tompkins County Public Library), Claire Lovell (South Central Regional Library Council).
 - Considering our partnership with the BHA, I was interested to see what this session had to say about creating exhibits with local history collections. Buttaccio and MacQueen created exhibits with the help of Lovell at SCRLC; they described the process of creating an exhibit from inception to execution of the final design, how to work with NYS Heritage Digital Collections, how to story-tell museum-style in both digital and physical formats. There may be a way to create companion digital exhibit component(s) to complement the BHA's speaker series that BPL could assist in creating/hosting.
- **Guided tour of the OCPL Central Library**
 - Branch manager Kim Lighton showed a large group from NYLA around the Central Library of the Onondaga County Public Library. After a tour of their courier hub (located downstairs), we also had a tour of their impressive makerspace (Enormous! Bright! Well-organized! Soundproof!), local history room, and other public areas (adults, children's, teens). Their Telehealth Booth was neat – a pod setup in the Adult area designed for telehealth, court, and other Zoom meetings, equipped with a laptop, printer, chair. See photos attached at end of report.

- **Dream. Design. Do: Maker In Residence**

- Presenter Bob Huerster, Harrison Public Library
- I was eager to see this presentation from a library that has had a successful Maker-in-Residence program going on for a number of years (since 2017). Their costs: \$500 payment for 12 hours over a 3-month period. \$300 for supplies. All programs are stand-alone; not a series. It allows local artisans and businesses to share their talents/products. Examples: electrical engineer, drone pilot, 3D printing expert, chefs/bakers, artists/paper crafter, potter, wood turner, bicycle mechanic, etc.

Saturday 11/9/24

- **Five Libraries and a Reading Race**

- Presenters Anne Debraggio & Laura Stoll from Kirkland Town Library in Clinton NY
- Uninspired with the traditional format, Kirkland Library got the idea to compete for Summer Reading supremacy – with another library in a town of the same name (Clinton, NJ). In a few years, this has grown to include 5 towns throughout the US with the name. Kirkland acts as host and does the bulk of the record-keeping/work. I've run the Adult SRP for the past three years, and with more dedicated time to plan (and someone to assist), we could engage our users in a similar way – I immediately thought of the Bethlehem, PA library as a possibility, since we already hear from their patrons!

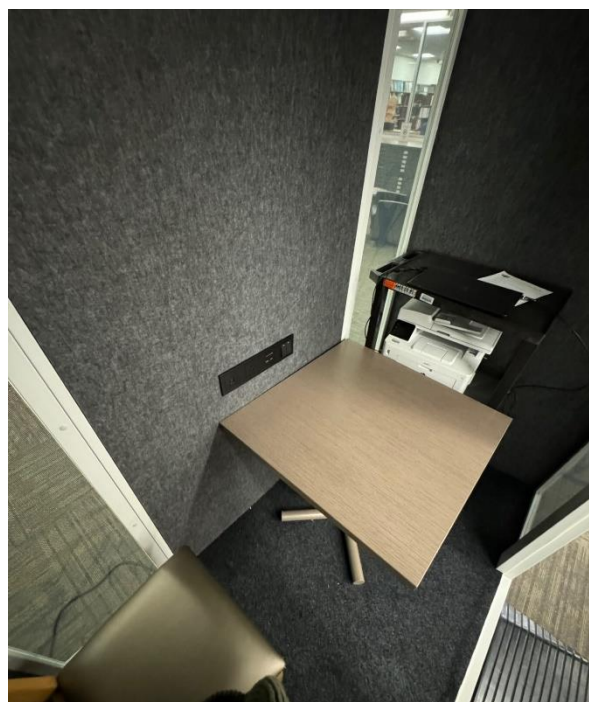
- **Marketing So Your Patrons Feel Like Heroes**

- Deanna DiCarlo, Albany Public Library
- I worked in communications/marketing in a previous life, so I was drawn to this session for a few reasons. BPL participates less actively in social media/marketing than other local libraries, and APL has shown that they are ahead of the game in this respect (their social media is timely, engaging, hilarious). I was eager to see/hear their approach, having one of the most diverse communities in the area. DiCarlo stressed the key is to communicate *belonging and empathy* through short, relatable, storytelling that is both persistent and consistent; that is not afraid to have fun or be silly. Everyone coming to our library should feel validated, like we are in this together; that sense of belonging is an important social status, in and of itself.

Photos from Tour of OCPL Central Library



An interactive foam build area in the KidSpace; along with clearly posted rules.



The Telehealth Booth located in the Adult area, exterior & interior with desk/laptop/printer.



The Makerspace at OCPL is a dedicated workshop with a range of 3D printers, Cricuts, CNC routers, sewing machines, 2 sound-proofed music/audio/video studios (within the larger room), massive built-in storage/organization, countless other things. It was impressive to say the least!

**Bethlehem Public Library
FACILITY USE CONTRACT**

This contract for facility use is between the Bethlehem Public Library (the "Library") and Susan Sady, an individual with an address of [REDACTED] Delmar, NY 12054, for temporary use of The Community Room in the Library (the "Space").

Details of Temporary Use**Date(s) and time(s) of use**

Sunday January 26, 2025 from 2:30 to 4:45

Purpose of use (the "Event/s"). Please describe the activity to be conducted while you are using the Space.

Piano recital

Estimated maximum attendees

75 attendees

Will you bring in any contractors or third parties under contract for this event?

No

Note: If so, you must provide the Library with a copy of the contract and they must name the Library on their certificate of insurance.

Please list any special details

Person from Organization who will oversee Organization's use of the Space (must be present at all times) and their back-up person

Name: Susan Sady

Cell number: [REDACTED]

E-mail: [REDACTED]

Name: Dariusz Sady

Cell number: [REDACTED]

E-mail: [REDACTED]

Rental Fee on a per-use basis

\$25 per hour. Piano tuning is additional if desired.

Note: Fee is payable to Bethlehem Public Library and shall be paid by the Friday preceding the event.

Will minors unaccompanied by parents/guardians be attending the event at the Space?

No

If yes: does Organization have a policy barring abuse of minors, and requiring instances of abuse of minors in connection with Organization's programs to be reported to law enforcement within 24 hours?

Is Organization a chapter or affiliate of a larger organization?

No

Note: If so, include larger organization's name.

Will the event involve food or the creation of materials to dispose of?

Yes

If yes, what time will clean-up, including removal of all trash and recycling generated by the event, be completed? 4:45pm

Organization's Library Contact (the person who will help them with any questions and address any concerns)

Name: Susan Sady

Email: [REDACTED]

Cell: [REDACTED]

The Library requires that all people on Library property abide by all the Library's policies. In addition, while using the Space, Organization and any person at the Space in affiliation with Organization must at all times follow the below rules, and any reasonable request of any Library representative.

Rules include:

No harassing, abusive, or demeaning activity directed at any person or the Space.

No contact that violates any applicable law or regulation.

In the event of an emergency at the Library, Organization shall abide not only by the reasonable request of any Library representative, but also any first responder assisting with the emergency.

In the event of any injury to any person, or incident of property damage while the Space is in use, Organization will immediately notify the Library Contact listed in the chart above immediately. **In the event of a crime or medical emergency, call 911.**

After use, the Space will be restored to the condition it was in prior to Organization's use, by the Organization, unless otherwise specifically confirmed with the Library Contact.

Organization will not promote the event using the Library/Space as the location until this contract is fully signed by both parties.

Violation of any rules may result in the termination of this Contract with no refund, and denial of future use.

Emergency Cancellation

This Contract guarantees that Library will reserve the Space for Organization as set forth in the "Details" section, above. However, in the event the Library or a related entity experiences an emergency which, in the sole determination of the Library, requires the cancellation of the use (including but not limited to condition

at the facility, weather emergency, or event requiring Library's emergency use of the space), Library shall notify Organization as soon as possible, and work with Organization to refund the fee or determine a new date, whichever is preferable.

Indemnification

To the greatest extent allowed by law, Organization hereby agrees to indemnify and defend and hold harmless the Library, its Board of Trustees, employees, agents, and volunteers, from any and all causes of action, complaints, violations, and penalties, and shall pay the cost of defending same, as well as any related fines, penalties, and fees, including reasonable attorneys' fees, related to Organization's use of the Space, including conduct by any third party or contractor present at the Space as part of the Event/s.

Insurance

Organization shall provide insurance naming the library as additional insured

Person signing for Organization

The person signing on the line below on behalf of organization is at least 18 years of age and has the power to sign for the Organization.

Venue for Dispute

This contract and any related action shall be governed according to the laws of the state of New York, and Venue for any dispute shall be Albany county, New York.

Accepted on behalf of the Library

Signed:

Print name:

Date:

Accepted on behalf of the Organization 

Signed:

Print Name: Susan Sady

Date:12/2/2024