



**Board of Trustees Meeting
Monday October 17, 2022 6:00 pm**

This meeting will be held in person in the Board Room

Watch here: <http://www.bethlehempubliclibrary.org/watch-the-meeting-here/>

Public comments can be submitted here:

<https://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>

Board packet information can be accessed here:

<https://www.bethpl.org/about-us/board-of-trustees/>

Agenda

- **Call to order**
- **Public participation**
- **Review previous meeting minutes (p. 2-6)**
- **Financial report (p. 7-16)**
 - **Treasurer's update (p. 7)**
 - **Feasibility study capital project fund resolution (p. 16)**
- **Personnel report (p. 17)**
 - **Personnel actions**
- **Director's report (p. 18-23)**
- **UHLS report**
- **New business**
 - **UHLS contract (p. 24-32)**
 - **Meeting room issues**
 - **Credit card policy (p. 33)**
 - **Payroll/timekeeping system upgrade (p. 34)**
 - **Steering committee name and composition**
 - **Other new business**
- **Old business**
 - **Building committee**
 - **Personnel committee**
 - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**
 - **Next board meeting: November 14, 2022 6:00 pm**
 - **Next Friends of the Library meeting: December 19, 2022 6:30 pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
Monday September 12, 2022

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, accounts clerk

President M. Kissinger called the meeting to order at 6:00pm.

PUBLIC PARTICIPATION

None at this time.

MINUTES

Minutes of the 8 August 2022 board meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons.

FINANCIAL REPORT

Treasurer's update

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

- M. Walsh and C. Wijeyesinghe asked how the annual audit was going and what the next steps were. S. Whiting said the team would be back the week of September 26 to continue gathering information. After that, there would be internal reviews over the course of a couple of weeks, after which, S. Whiting would receive a draft financial statement to review before the finance committee meets to discuss it. The auditors will then make a full presentation to the board at the November meeting.

On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 31 August 2022 (Checks disbursed in August 2022 based on pre-approval \$40,484.80; Checks disbursed in August 2022 relating to payroll \$191,505.99; Checks being submitted for approval \$74,487.86; CapProject Fund/Hand-Drawn Checks \$0; Total: \$306,778.65).

PERSONNEL REPORT

G. Kirkpatrick requested permission to backfill two vacant positions. M. Kissinger asked for an update on the hiring of a Librarian III. G. Kirkpatrick said he doesn't have anything official to report, but the process is moving forward.

On a MOTION by L. Scoons with a SECOND by C. Brancatella, the board unanimously approved new hires/changes for the following positions:

- Library page, part-time, permanent, 12.8 hours/week, \$13.20/hour
- Librarian I, full-time, permanent, 35 hours/week, \$55,529/annual or per contract

DIRECTOR'S REPORT

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

- The library received LED lighting upgrade quotes while looking into the possibility of getting an Upper Hudson grant to help cover the costs. Any project over \$10,000 would require lengthy SED approval, so it would not be feasible for the grant timeline, but G. Kirkpatrick said it is a project the library should consider either as a standalone or as part of any potential building plan.
- A recent climate change program was well-received by those who attended, with one patron wishing more people had been there. The library will continue to hold similar green and sustainability programs as part of the long-range plan goals.
- Staffing challenges have made it difficult to attend many outreach events, but the library recently took part in National Night Out and the Farmers Market.
- Thursdays in the Park enjoyed another successful year of collaboration between the town and the library, as well as their Friends groups. The public likes to see all of these groups working together.
- Baker and Taylor experienced a major cyber attack, which set orders back a couple of weeks. They are finally back online, and it appears the library's ordering data has been preserved. Some items were ordered from Barnes and Noble in the interim.
- Curbside pickup has dropped to about 7% of total transactions. M. Walsh asked if curbside service was here to stay. G. Kirkpatrick said that part of the reason for the drop is people are more comfortable coming into the library, but he suspects there will always be a core number of people who prefer curbside. He said it continues to be an important service and something to be considered as the library looks at building needs. The board asked if staff found the service onerous. G. Kirkpatrick said it was relatively easy in the warmer months, but that changes when it is cold and icy. C. Wijeyesinghe said it would be interesting to see if curbside numbers go back up when it is cold and snowy out. M. Kissinger asked if it was something that could be offered on only specific days.
- G. Kirkpatrick noted that the library was doing a big push for Books to People, a home delivery service.
- There has been an increased demand for non-academic exam proctoring, possibly because many other libraries in the area have not brought that service back.

- The library has returned to its pre-pandemic hours, but many others in the area have not, due in large part to staffing shortages.
- There have been increases in program attendance and outreach, and circulation is very close to pre-pandemic numbers. There have also been increases in meeting room and study room use, and there are more students back in the library studying.
- C. Brancatella asked if it was still possible to track library use with economic markers. G. Kirkpatrick said the pandemic threw some of those traditional indicators off kilter but they are starting to normalize.
- L. Scoons said she thinks people might be more willing to trade Friday evening hours for being open on Sundays in the summer.

UHLS REPORT

L. Scoons said the UHLS board had ended up with more construction money to grant than there were bids. They were able to award \$868,000 with about \$200,000 going back to DLD to be distributed to other libraries in the state. She encouraged fellow board members to think about having an ongoing list of smaller projects moving through the SED process to be able to act quickly when it comes time to apply for construction money.

NEW BUSINESS

McLean Group

The first and second sessions of the board's UHLS-sponsored diversity training through the McLean Group have been scheduled for Thursday, January 19 and 26 at 6 p.m. Board members opted for a third session on Wednesday, February 1. C. Wijeyesinghe asked if the facilitators had any preliminary questions about the board's concerns or goals. G. Kirkpatrick said he would reach out to Upper Hudson to find out.

Credit card authorized users

G. Kirkpatrick asked the board to name Lauren Kozilski an authorized credit card user with a purchasing limit of \$2,000. As a team leader in Public Services, L. Kozilski is frequently in charge of purchasing supplies for programs and library events. G. Kirkpatrick said that once a new Librarian III is in place, he will be seeking credit card authorization for that individual.

On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board unanimously voted to make Lauren Kozilski and authorized library credit card user in the amount of \$2,000.

Other new business

There was no other new business at this time.

OLD BUSINESS

Board retreat

At a previous meeting, the board had discussed revisiting the possibility of a board retreat. C. Wijeyesinghe said she believes that a team benefits from a regular check in. M. Kissinger said he

agreed with the concept but was mindful of the time commitment required, especially with a discussion with the architects beginning this fall. Tim Burke at Upper Hudson has offered to be a facilitator for libraries. The board discussed an ideal time of year to have that kind of gathering and whether it should be an annual check in. The board agreed to conduct a Doodle poll to see if there were any dates on a Monday, Wednesday or Friday in November that would work for a retreat.

Bylaws

C. Wijeyesinghe said the Policy Committee had made some revisions to the draft based on feedback from the board following the last meeting. M. Kissinger noted that there was a question about the citizenship requirement, and it has since been removed. The draft version has been reviewed by the library's attorney.

The board reviewed the revisions and had an extended discussion about the wording describing the naming of officers. They opted to keep the language broad enough that it would be relevant for future boards with different needs. If there is more than one person nominated for a position, voting would no longer be by secret ballot.

M. Kissinger said that if there is more than one vice president named, the board must be clear before the vote as to which one is responsible for taking over the president's duties if they are unavailable. These decisions would most likely take place with the nominating committee before the annual organizational meeting but can happen at any time through a motion on the floor.

M. Walsh asked if it was necessary to include anything about virtual voting and a quorum. G. Kirkpatrick said that the recent policy that outlines that process should be sufficient.

C. Wijeyesinghe commended the board for their work reviewing and updating the policy. M. Walsh thanked the Policy Committee.

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board unanimously voted to accept changes to the bylaws as presented with the recommended changes reflected in the final document.

On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board voted to create a second vice president position for the 2022-23 fiscal year. C. Brancatella, M. Kissinger, H. Narang, S. Patterson, L. Scoons and C. Wijeyesinghe voted in favor. M. Walsh was opposed.

On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board unanimously voted to appoint C. Wijeyesinghe as co vice president, with M. Walsh the vice president in charge of taking over presidential duties in the absence of the board president.

M. Walsh said it is her belief that the board would be better served if it focused on committee work at this time rather than having four officers on a seven-member board. She noted that C. Wijeyesinghe brings a lot of passion to the board and welcomed her to the new position.

C. Wijeyesinghe thanked the board for their confidence in her. She said she feels it will be beneficial having additional hands on deck in what is expected to be a busy year with a building discussion and contract negotiations. She noted her experience on the school board through two bonds and said that it is the board's job to win public support for any building project coming up.

Building committee report/Contract

G. Kirkpatrick presented the board with a contract and addendum from architects Ashley McGraw. He said that both documents had been extensively reviewed by attorneys Nolan Heller Kauffman. Many of the things that were addressed through the addendum set up the next potential design contract. The presented contract is for a quick feasibility study to get to a point where the board decides on a specific scope for the design work. L. Scoons noted that there was no reference to curbside in the contract. G. Kirkpatrick said they were not limited to the five elements listed. C. Wijeyesinghe asked if there would be a presentation to the entire board at some point. M. Kissinger said that it was his expectation there would be. C. Wijeyesinghe said board members would have to decide what they want from the design and how big of a bond they want to put in front of the public. G. Kirkpatrick also said discussions should include how they would like to phase any updates. L. Scoons said that as part of the discussion, the library should be thinking about regularly putting in smaller side projects for Upper Hudson building grants.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously voted to enter into a contract with Ashley McGraw Architects for a feasibility and renovation study in the amount of \$48,990 plus reimbursable expenses. Contract and addendum.

Personnel committee/Director evaluation process update

C. Wijeyesinghe said that the evaluation timeline is starting, and trustees would be receiving a digital survey in October or November as part of the process. A smaller staff survey will also be going out. The personnel committee will compile a narrative from the information gathered there.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

There was no future business at this time.

PUBLIC PARTICIPATION

C. Wijeyesinghe said the library should reach out to Borthwick Avenue resident Anne Moore to inform her that the library was looking at a building project.

ADJOURNMENT

On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board adjourned the regular meeting at 7:36pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report October 2022

Revenue and Expense Report

On the revenue side, we have received \$1.5 million in tax revenues from the school district. We also received a reimbursement from the town of almost \$10,000 to offset the cost of laptops used to create content for the public access channel. The laptops were purchased in June and the reimbursement was received in September, thus creating a credit balance in furniture and equipment. Expenses are consistent with last year at this time, and about 4% underbudget.

Audit

Field work on the audit has been completed and I am in the process of reviewing draft financial statements.

Treasury Bill

The Treasury bill that was purchased in May will come due on Nov 3. The Finance Committee will meet to discuss whether it should be renewed and at what level.

Sharon Whiting CPA
District Library Treasurer

CASH & INVESTMENTS SUMMARY

AS OF 9/30/22

	BALANCE					BALANCE
	8/31/2022	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	9/30/2022
TD Bank General Fund	1,533,428.11	1,514,841.19	(225,391.47)	324.28	172,801.94	2,996,004.05
TD Bank Payroll	0.00		(127,198.06)	-	127,198.06	0.00
TD Bank Money Market	1,132,869.60	-		880.64	(300,000.00)	833,750.24
TD Bank Treasury Bill	1,002,641.54			1,870.93	-	1,004,512.47
TD Bank Capital Project Fund	-	-	-		-	0.00
Key Bank Checking	7,839.81	1,542.40	(154.87)		-	9,227.34
TOTAL:	3,676,779.06	1,516,383.59	(352,744.40)	3,075.85	-	4,843,494.10

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$15,126 of Storch Fund money
 \$4,924 of Storch funds used to purchase 3D printer

REVENUE & EXPENSE REPORT

3 MONTHS ENDED 9/30/22

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 3 MO. ENDED 9/30/2022	Percent YTD 9/30/2022	ANNUAL BUDGET 2021-2022	YTD PRIOR 3 MO. ENDED 9/30/2021	Percent YTD 9/30/2021
Real Property Taxes	4,308,076	1,500,000	34.8%	4,172,563	2,670,000	64.0%
PILOT	227,724	-	0.0%	219,570	-	0.0%
Fines	2,000	951	47.6%	15,000	4,261	28.4%
Interest on Deposits	6,000	3,366	56.1%	7,500	717	9.6%
Lost Book Payments	2,500	2,443	97.7%	-	2,161	0.0%
Sale of Books	-	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	3,500	2,120	60.6%	2,000	714	35.7%
Photocopier	6,500	1,717	26.4%	7,500	1,385	18.5%
State Aid	24,500	22,779	93.0%	23,170	21,961	94.8%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	200	0.0%	-	154	0.0%
Total Revenue	4,580,800	1,533,576	33.5%	4,452,303	2,701,354	60.7%

EXPENSES

Salaries	2,444,929	558,844	22.9%	2,363,565	535,391	22.7%
Retirement	237,333	-	0.0%	291,089	-	0.0%
Health Insurance	364,700	114,330	31.3%	310,433	73,880	23.8%
Other Benefits	219,538	58,598	26.7%	201,213	58,857	29.3%
Subtotal Salaries & Benefits	3,266,500	731,772	22.4%	3,166,300	668,128	21.1%
Library Materials - Print	290,000	39,057	13.5%	292,000	36,606	12.5%
Library Materials - Electronic & Audio	296,000	30,897	10.4%	269,000	33,328	12.4%
Subtotal Library Material	586,000	69,954	11.9%	561,000	69,935	12.5%
Operations	593,300	114,245	19.3%	601,900	136,297	22.6%
Capital Expenditures	100,000	4,924	4.9%	125,000	-	0.0%
Contingency	35,000	-		-	-	
Total Expenses	4,580,800	920,896	20.1%	4,454,200	874,360	19.6%

EXPENSES REPORT - DETAIL

3 MONTHS ENDED 9/30/22

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 3 MO. ENDED 9/30/2022	Percent YTD 9/30/2022	ANNUAL BUDGET 2021-2022	YTD PRIOR 3 MO. ENDED 9/30/2021	Percent YTD 9/30/2021
Salaries & Benefits						
Salaries-Librarians	1,174,134	279,065	23.8%	1,203,711	282,787	23.5%
Salaries-Support Staff	1,108,487	239,101	21.6%	976,846	215,295	22.0%
Salaries-Custodians	162,308	40,678	25.1%	163,595	37,309	22.8%
Subtotal Salaries	2,444,929	558,844	22.9%	2,344,152	535,391	22.8%
Retirement	237,333	-	0.0%	323,103	-	0.0%
Health Ins.	364,700	114,330	31.3%	307,889	73,880	24.0%
SocSec/Medicare	187,038	40,675	21.7%	179,359	40,248	22.4%
Worker's Comp.	20,000	16,656	83.3%	19,000	16,615	87.4%
Unemployment	10,000	-	0.0%	10,000	-	0.0%
Disability Ins.	2,500	1,267	50.7%	1,400	1,995	142.5%
Subtotal Salaries & Benefits	3,266,500	731,772	22.4%	3,184,903	668,128	21.0%
Library Materials						
Adult books	171,000	26,753	15.6%	171,000	24,216	14.2%
Periodicals	19,000	-	0.0%	18,000	100	0.6%
YS Books	85,000	10,531	12.4%	85,000	10,245	12.1%
Special Collections	15,000	1,773	11.8%	18,000	2,045	11.4%
Subtotal Print Materials	290,000	39,057	13.5%	292,000	36,606	12.5%
Audiobooks	23,000	3,596	15.6%	25,000	3,478	13.9%
E-Collections	196,000	21,541	11.0%	156,000	22,877	14.7%
Electronic Resources	27,000	-	0.0%	28,000	-	0.0%
YS Audiobooks	5,000	1,402	28.0%	7,000	364	5.2%
YS Media	5,000	910	18.2%	5,000	1,430	28.6%
AS Media	40,000	3,448	8.6%	48,000	5,179	10.8%
Subtotal Electronic & Audio	296,000	30,897	10.4%	269,000	33,328	12.4%
Subtotal Library Materials	586,000	69,954	11.9%	561,000	69,935	12.5%
Operations						
Copiers and supplies	15,000	3,003	20.0%	18,000	1,675	9.3%
Office supplies	20,000	2,424	12.1%	20,000	1,968	9.8%
Custodial supplies	26,000	1,058	4.1%	26,000	1,597	6.1%
Postage	20,000	4,474	22.4%	20,000	2,346	11.7%
Printing & Marketing	35,000	3,650	10.4%	38,000	3,833	10.1%
Van lease & oper.	4,000	121	3.0%	4,000	79	2.0%
Gas and Electric	65,000	25,495	39.2%	50,000	15,718	31.4%
Telecommunications	14,000	7,384	52.7%	18,000	2,893	16.1%
Water	3,000	1,238	41.3%	3,000	1,017	33.9%
Taxes-sewer & water	3,400	-	0.0%	3,400	-	0.0%
Refund property taxes	7,500	49	0.7%	10,000	1,307	13.1%
Prof. Services	30,000	3,234	10.8%	30,000	7,278	24.3%
Contract Services	45,000	1,294	2.9%	42,000	20,164	48.0%
Insurance	29,000	28,305	97.6%	29,000	26,749	92.2%
Bank Fees	1,400	338	24.1%	-	299	0.0%
Travel/Conference	3,000	747	24.9%	3,000	837	27.9%
Memberships	3,000	1,550	51.7%	3,000	1,363	45.4%
Special Programs	32,000	2,370	7.4%	35,000	3,252	9.3%
Furniture & Equipment	40,000	(5,283)	-13.2%	40,000	1,837	4.6%
IT Hardware & Software	42,000	5,195	12.4%	42,000	4,213	10.0%
Bld & Grnd. Repair	40,000	280	0.7%	40,000	7,151	17.9%
Furn/Equip Repair	2,000	-	0.0%	2,000	-	0.0%
Miscellaneous	6,000	436	7.3%	4,000	2,289	57.2%
Audit Service	24,000	-	0.0%	24,000	-	0.0%
Accounting Service	30,000	14,183	47.3%	15,000	14,010	93.4%
UHLAN fees	53,000	12,701	24.0%	52,000	14,424	27.7%
Subtotal Operations	593,300	114,245	19.3%	571,400	136,297	23.9%
Capital Expenditures	100,000	4,924	4.9%	100,000	-	0.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,580,800	920,896	20.1%	4,452,303	874,360	19.6%

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN SEPTEMBER 2022 BASED ON PRE-APPROVAL	\$	88,676.44
CHECKS DISBURSED IN SEPTEMBER 2022 RELATING TO PAYROLL	\$	189,425.23
CHECKS BEING SUBMITTED FOR APPROVAL	\$	85,243.08
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 10: MANUAL DISB (SEPT 22) For Dates 9/1/2022 - 9/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40483	09/07/2022	2329	**VOID** DIANE EDGECOMB	220577	-525.00
40594	09/01/2022	1570	NATIONAL GRID		9,626.17
40643	09/19/2022	1424	AFLAC NEW YORK		240.30
40644	09/19/2022	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,814.77
40645	09/19/2022	2087	CITIBANK	*See Detail Report	628.83
40646	09/19/2022	2383	MARK POLI	230115	250.00
40647	09/19/2022	720	MVP HEALTH PLAN, INC.		3,989.04
40648	09/19/2022	404	NEW YORK LIBRARY ASSOC	230111	1,550.00
40649	09/19/2022	1161	TOWN OF BETHLEHEM	230100	1,237.61
40650	09/19/2022	2061	UNITED HEALTHCARE INSURANCE CO		139.44
40651	09/19/2022	2011	UTICA NATIONAL INSURANCE GROUP	230114	28,304.96
40652	09/19/2022	1607	VERIZON BUSINESS FIOS	230013	49.00
40653	09/19/2022	1607	VERIZON BUSINESS FIOS	230013	199.99
40654	09/19/2022	1607	VERIZON BUSINESS FIOS	230013	175.92
40655	09/22/2022	1570	NATIONAL GRID		8,390.89
40656	09/22/2022	1581	UNITED STATES POSTAL SERVICE	230122	1,442.70
40661	09/28/2022	2395	CSEA EMPLOYEE BENEFIT FUND		190.53
40662	09/28/2022	1833	HIGHMARK BSNENY		10,665.71
40663	09/28/2022	1607	VERIZON BUSINESS FIOS	230013	180.59
40664	09/28/2022	1607	VERIZON BUSINESS FIOS	230013	124.99

Number of Transactions: 20

Warrant Total: 88,676.44
Vendor Portion: 88,676.44

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

Certification of Warrant

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

 Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 11: TRUST & AGENCY (SEP 22) For Dates 9/1/2022 - 9/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40641	09/15/2022	712	CIVIL SERVICE EMPL ASSOC INC.		947.99
40642	09/15/2022	1679	METLIFE-TSA CONTRIBUTIONS		200.00
40657	09/30/2022	712	CIVIL SERVICE EMPL ASSOC INC.		937.75
40657	09/30/2022	712	**VOID** CIVIL SERVICE EMPL ASSOC INC.		-937.75
40658	09/30/2022	1679	METLIFE-TSA CONTRIBUTIONS		200.00
40658	09/30/2022	1679	**VOID** METLIFE-TSA CONTRIBUTIONS		-200.00
40659	09/30/2022	712	CIVIL SERVICE EMPL ASSOC INC.		937.75
40660	09/30/2022	1679	METLIFE-TSA CONTRIBUTIONS		200.00
100697	09/15/2022	709	BPL SPECIAL PAYROLL ACCOUNT		65,928.96
100698	09/15/2022	710	NYS INCOME TAX BUREAU		3,850.34
100699	09/15/2022	1946	IRS - PAYROLL TAX PMT		22,204.48
100700	09/15/2022	2003	NEW YORK STATE DEFERRED		2,213.88
100701	09/30/2022	709	BPL SPECIAL PAYROLL ACCOUNT		63,672.87
100702	09/30/2022	710	NYS INCOME TAX BUREAU		3,608.74
100703	09/30/2022	730	NYS EMPLOYEES RETIREMENT SYSTE		2,875.06
100704	09/30/2022	1946	IRS - PAYROLL TAX PMT		20,730.97
100705	09/30/2022	2003	NEW YORK STATE DEFERRED		2,054.19

Number of Transactions: 17

Warrant Total: 189,425.23

Vendor Portion: 189,425.23

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 - 15: CASH DISB (OCT 22) For Dates 10/18/2022 - 10/18/2022**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40670	10/18/2022	1531	A-J LAWN SPRINKLER CO., INC.	230104	195.50
40671	10/18/2022	1009	AMAZON CREDIT PLAN	230120	1,704.91
40672	10/18/2022	61	AQUASCAPE DESIGNS LLC	230012	85.99
40673	10/18/2022	886	AUDIO VIDEO	230059	410.00
40674	10/18/2022	77	BAKER & TAYLOR , INC.	*See Detail Report	23,806.88
40675	10/18/2022	736	BARNES & NOBLE INC	230096	3,291.20
40676	10/18/2022	1887	BPAS - ACCOUNTS RECEIVABLE	230155	6,000.00
40677	10/18/2022	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	230132	553.13
40678	10/18/2022	827	PHYLLIS CHAMBERS		510.30
40679	10/18/2022	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	230003	489.09
40680	10/18/2022	1154	CRISAFULLI BROTHERS	230105	778.55
40681	10/18/2022	1220	DEMCO, INC	230025	105.35
40682	10/18/2022	1463	EAST GREENBUSH COMM LIBRARY	*See Detail Report	24.98
40683	10/18/2022	1991	EASTERN MANAGED PRINT NETWORK LLC	230004	52.85
40684	10/18/2022	1674	FINDAWAY	*See Detail Report	1,153.58
40685	10/18/2022	1986	FIRSTLIGHT FIBER	230005	385.16
40686	10/18/2022	2361	FUN EXPRESS, LLC	230125	632.20
40687	10/18/2022	1965	PATRICIA GEROU		510.30
40688	10/18/2022	787	GUILDERLAND PUBLIC LIBRARY	230133	40.98
40689	10/18/2022	745	MARY HARTMAN		510.30
40690	10/18/2022	749	INDEPENDENT PUBLISHERS GROUP	*See Detail Report	683.08
40691	10/18/2022	2413	JULIE ANNE JOHNSON	230080	20.00
40692	10/18/2022	2413	JULIE ANNE JOHNSON	230081	20.00
40693	10/18/2022	2322	KANOPY INC.	230018	1,984.00
40694	10/18/2022	2417	KATHRYN SHEEHAN	230112	100.00
40695	10/18/2022	2341	LIBRARY MARKET	230098	2,000.00
40696	10/18/2022	2352	MALWAREBYTES INC.	230103	2,267.25
40697	10/18/2022	2313	MARVIN AND COMPANY, P.C.	230121	11,925.00
40698	10/18/2022	1024	MIDWEST TAPE LLC	*See Detail Report	3,777.92
40699	10/18/2022	1172	ANNE B MOSHER		510.30
40700	10/18/2022	1328	MOVIE LICENSING USA	230108	209.00
40701	10/18/2022	809	NANCY PIERI		510.30
40702	10/18/2022	2314	NOLAN HELLER KAUFFMAN LLP	230116	1,836.00
40703	10/18/2022	2148	NORTHEAST PEST CONTROL	230014	199.00
40704	10/18/2022	2088	NYSID	230028	115.39
40705	10/18/2022	2094	ORIENTAL TRADING COMPANY, INC.	230126	29.97
40706	10/18/2022	1823	OVER DRIVE INC.	*See Detail Report	10,161.04
40707	10/18/2022	450	PHILLIPS HARDWARE INC	230015	67.93
40708	10/18/2022	458	PITNEY BOWES INC	230154	241.87
40709	10/18/2022	458	PITNEY BOWES INC	*See Detail Report	199.19
40710	10/18/2022	984	RESERVE ACCOUNT-PITNEY BOWES	230097	1,000.00
40711	10/18/2022	505	ROEMER WALLENS GOLD & MINEAUX	230124	78.00
40712	10/18/2022	2092	SENSOURCE, INC	230148	1,116.00
40713	10/18/2022	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	197.08
40714	10/18/2022	2154	STERICYCLE, INC.	230008	21.54

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 15: CASH DISB (OCT 22) For Dates 10/18/2022 - 10/18/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40715	10/18/2022	2056	SUPERIOR PRESS	*See Detail Report	428.66
40716	10/18/2022	2340	T-MOBILE	230140	918.21
40717	10/18/2022	2117	THE HYDE COLLECTION	230142	100.00
40718	10/18/2022	2380	TROY GROUP, INC.	230102	240.45
40719	10/18/2022	1692	VALLEY FALLS FREE LIBRARY	230141	18.00
40720	10/18/2022	1968	VERIZON WIRELESS	230010	100.55
40721	10/18/2022	746	VOORHEESVILLE PUBLIC LIBRARY	230109	15.99
40722	10/18/2022	645	W W GRAINGER INC	230011	2,039.07
40723	10/18/2022	1707	AUDREY WATSON		170.10
40724	10/18/2022	1593	WILLIAM K. SANFORD LIBRARY	*See Detail Report	30.94
40725	10/18/2022	404	NEW YORK LIBRARY ASSOC	230147	670.00
Number of Transactions: 56				Warrant Total:	85,243.08
				Vendor Portion:	85,243.08

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

Certification of Warrant

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

Date Signature Title

BOARD RESOLUTION

Motion, that the Board of Trustees authorizes the transfer of \$50,000 from the Current Operating Fund (Fund A) to the Capital Projects Fund (Fund H) to pay for the cost of a feasibility study for improvements to the library.

Action of the Board: _____

Motion presented by: _____

Motion approved by: _____

Date: _____

October 17, 2022 - Board of Trustee Meeting											
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Library Clerk PT	Public Services	19 hrs/wk		\$14.45/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.45/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.45/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	3 hrs/wk	6 hrs/wk	\$13.20/hour	S. Hamilton	12/12/2021	1/10/2022				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$13.20/hour	M. Mitchel	5/11/2022	5/9/2022				
Librarian 1 FT	Public Services	35 hrs/wk		\$55,529/annual or per contract	S. Berg	7/22/2022	7/11/2022				
Library Assistant FT	Public Services	35 hrs/wk		\$39,604/annual or per contract	N/A - New Position	N/A	7/11/2022	Filled	N. Carmel	9/30/2022	Hire
Confidential Secretary	Administration	35 hrs/wk		\$44,000/annual	New Position	N/A	8/8/2022				
Librarian III Assistant Library Director	OR Administration	35 hrs/wk		\$68,743/annual or per contract OR \$78,287/annual or per contract	C. Stollar Peters	9/2/2022	8/8/2022	Filled	P. Berardi, Librarian III	10/3/2022	Hire
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$13.20/hour	C. Zeilman	8/15/2022	9/12/2022	Filled	S. Imbriaco	9/16/2022	Hire
Librarian 1 FT	Public Services	35 hrs/wk		\$55,529/annual or per contract	K. Lambert	9/13/2022	9/12/2022				
Action Requested											
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.45/hour or per contract	E. Meyer	10/5/2022					
Positions Held											
None											

Director's Report October 2022

Buildings and Grounds

The plowing company that has been with us for several years let us know that they are not available for the coming winter. We are currently seeking quotes for plowing and salting work at the library.

Representatives from Ashley McGraw Architects visited the library for their initial site survey and building assessment. The landscape architect also visited to examine the parking lots and library grounds.

A tree near the corner of the parking lot and plaza dropped a large branch onto the sidewalk and parking lot. For safety we removed the tree. We will work with our garden volunteers to look at suitable replacements.

Public Services

The new Makerbot 3D printer was installed in the Studio Makerspace and requests for initial sessions have been strong. John and Lizzie from the IT department are taking the lead on offering orientations for the new machine. Many people are interested in learning more about 3D printing, with a smaller percentage booking further sessions after orientation.

Forms for requesting exhibit and display space are now available online. Requests for the main hallway gallery have been strong. Bethlehem residents have preference for displays, and the plaza hallway is fully booked. There are still spaces available in the Delaware Avenue hallway and display cases.

We have two student interns with us this fall through the Bethlehem Central School District School to Work Program. We're excited to have them with us. They will help us while gaining real world work experience.

Programs

We continue to focus on Early Literacy programming for the fall. Coffee & Conversation is back and will continue through October and November. We are partnering with the Bethlehem Historical Association for a speaker series through 2023.

The Friends of the Library had another successful book sale fundraiser. Michael arranged for two musical performances, which really made it feel like an even bigger event. Next year, we will bring the acts closer to the plaza for more of an intimate feeling. Both performers were excellent.

Music & Movement: Attendance for all three outdoor sessions this month was over 75, and the indoor sessions had over 50 attendees combined. We are hoping for pleasant weather for the remainder of October so that we can keep doing Music & Movement outdoors. Several new

librarians have taken over the mantle of this program, and are adding their own spin to it. The reception has been overwhelmingly positive.

The Poetry of Emily Dickinson [**4-part series**]: Jeff Cohen, a Delmar resident and retired attorney, led a very engaged group through the first 3 sessions of this 4-part workshop. Through informed discussion and lively debate, participants are working to deepen their appreciation and understanding of Dickinson's work. Cohen has been an excellent guide through this difficult topic. Attendance: $16 + 15 + 15 = 46$

BHA Speaker Series: The Hudson Mohawk Region, The Silicon Valley of the 19th Century: 61 attendees. This was the first of the BHA Speaker Series events. The BHA were incredibly happy with how the evening went, both in terms of setting up, technology working (phew!), and turnout. The crowd was engaged and the speaker was excellent. He might be someone the library could tap for a future Coffee & Conversation speaker.

Coffee & Conversation: The Gilded Age: 26 attendees. Kathy Sheehan did an excellent job. We would gladly have her back for a future presentation. Kathy is the Troy City and Rensselaer County historian, and she talked about the Gilded Age in Troy as well as the HBO show The Gilded Age which films in Troy. She had a wonderful presentation with lots of fun anecdotes and stories.

Coffee and Conversation: The Erie Canal, a 200th anniversary story: 38 attendees. This was presented by Sandy Schumann, of NY Tales: Tall and True. He did a wonderful presentation about the canal, its history, and how it was built. Sandy has traveled the length of the state, and has lots of pictures of the old canal as it looks today. The audience was very engaged, and about 10 people stayed after the program to talk with Sandy and ask questions.

Dungeons and Dragons for Adults: 9 people attended the first adult D&D session. The volunteer Dungeon Master, Kade, did an excellent job getting newbies up to speed on how the game works and leading an engaging program. There is enough interest in the community for this kind of program that it could be expanded to accommodate everyone who is interested in playing. The folks who are signing up are a vastly different demographic than the adults who come to our other programs. We have been getting a lot of emails from people who are interested and excited about the opportunity to meet people and play D&D. The October session and the waitlist are already full.

The Linda Brown Jazz Project: 75 attendees. This program was paid for in full by the local musicians' union. The timing was perfect, as it was the last afternoon that we were open before a 3-day closing (Labor Day). The band was excellent and the turnout was better than we expected. It was held on the Green on a sunny, mild day.

Little Sunday Music: The Dominant 5 Brass Quintet: 40 attendees. We had a great turnout for a series that has been suspended for a couple of years. One of the trumpet players experienced an odd accident minutes before the concert was to begin. When he pulled his trumpet off his instrument stand, the little rubber tip on the stand that held the trumpet came loose and was stuck deep inside the long pipe, and it would not come out. Michael took him back to the maintenance office and Ed did everything he could with whatever he could find to remove the piece of rubber.

They worked for an hour on it, but nothing could get it out. Meanwhile, the rest of the quintet, as a quartet, performed for the audience and saved the concert.

Macramé Leaf Garland: 15 attendees. Sarah did not come to BPL last year intending to be the macramé person, but here we are! This was another successful and fun evening. We had a full registration and waiting list. There were a few last-minute cancellations that were immediately snapped up by wait listers and everyone who registered attended. Sarah was able to use the document camera to demonstrate live the various steps of the project. This technology has been a terrific addition to these programs. There seemed to be more new faces this time, several of whom were excited that we would be offering the plant hanger program again in December.

Outreach

The librarians have been communicating with their schools, and plans are being finalized for them to attend PTA/PTO meetings in the coming month. We will be participating in several Trunk or Treat events at different schools in October, and one of our librarians will be running an After-School Enrichment program later this fall.

Just for Me Teen Book Box Fall 2022: We had a record sign up for the Fall Box – 89 registrants for a total of 109 teens!

Five Rivers Fall Celebration: Lauren worked at this event, which fell on the same day as the Friends Booksale here at the library. There was fantastic attendance – 283! She brought apple and owl crafts for kids to do or to take home with them, and ran out by noon. Frank was able to drop by with some tissue paper apple crafts and save the day. Five Rivers handed out “passports” for kids/families to get stamped with a different animal at each station around the event, which helped to drive traffic to all the tables. The DEC representative said they were expecting at least 1,000 people at the event, probably more. The weather was beautiful; 70 and sunny. Lauren was glad to be under a tent!

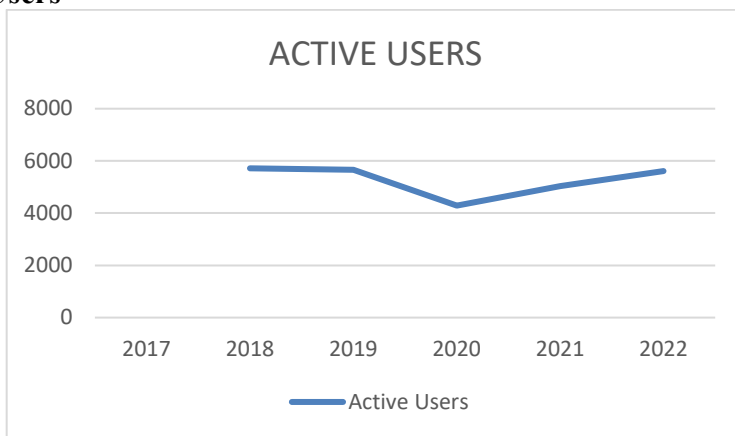
Elsmere Fire Department Block Party: The Elsmere Fire Company held a block party to celebrate their 100th anniversary. Chris attended the event and brought an interactive game to hand out and a variety of goodies, such as a free children’s book (coupon), glow sticks, pre-packaged craft kits, bags, and more. The block party was well attended by the community, which provided Chris the opportunity to engage with 222 people.

Circulation and Technical Services

We have been seeking good way to express the patterns of use changes since the pandemic. Total circulation and the number of active users per month have returned to pre-pandemic levels. The door count at the library continues to be significantly lower that before the pandemic as you can see in the attached graphs.

Bethlehem Public Library Active Users*

2017.	No Data**
2018.	5,717
2019.	5,665
2020.	4,289
2021.	5,037
2022.	5,617

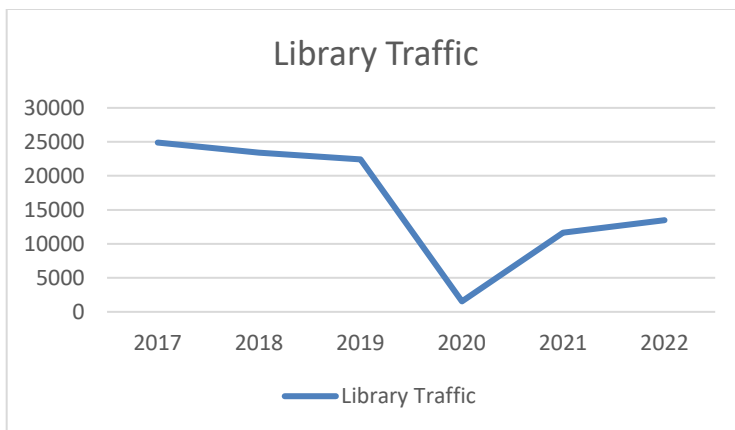


*Active users include: Checkouts or renewals (Sierra and OverDrive), holds, PC use

**Data for September 2017 is not available

Bethlehem Public Library Traffic

2017.	24,899
2018.	23,421
2019.	22,409
2020.	1,541
2021.	11,643
2022.	13,496



There are a couple of factors that continue to impact door count numbers. Tutoring in the library in the afternoons has significantly decreased since the pandemic. My supposition is that much of the one-on-one tutoring has moved online and may not return. Additionally, young children’s program attendance, while improving, continues to be lower than in previous years.

We have observed very significant increases in large outdoor youth and family outreach events. Partnership programs like Trunk or Treat and our participation in other community outreach events can frequently reach hundreds of children and families. We continue to adapt to our new conditions and explore offerings that meet the needs of families in our area.

We will continue to monitor curbside pickup throughout the fall. The numbers have leveled off somewhere between 5% and 7% of total transactions. This is significantly lower than over the past few years.

Continuing Education and Committee Work

Lauren participated in the virtual Digital Equity Roundtable Conversation hosted by NYPL.

Collection HQ training for FT PS staff was held at the end of August / beginning of September (Alex, Anne, Frank, Lauren, Luke, Mallory, Mary, Michael, Sarah, and Chris).

Frank participated in a training course on the new payroll system and virtually attended the CDLC Committee on Resource Sharing meeting.

Sarah participated in the UHLS Equity committee.

Geoff participated in a NYLA Civil Service Committee meeting with a collection of other municipal and school associations to discuss potential legislative changes to reduce the negative impact of the civil service hiring process on recruitment and retention. All of the associated groups lamented the dearth of applicants and the difficulty of recruiting for government positions currently.

Meetings and miscellany

The board mini-retreat/check-in meeting with Tim Burke from the Upper Hudson Library System is scheduled for Monday November 7th at 12:30.

Geoffrey Kirkpatrick, Library Director

Library Collection				2021-22	Current Total
Adult fiction				27,178	26,776
Adult non-fiction				29,397	28,944
Adult audio				5,824	5,723
Adult video				8,563	8,679
Young adult fiction				4,903	4,891
Young adult nonfiction				580	595
Young adult audiobooks				477	484
Children's fiction				28,318	28,513
Children's non-fiction				16,096	15,608
Children's audiobooks				1,651	1,690
Children's video				1,391	1,387
OverDrive - UHLS Shared				114,633	115,929
e-magazines				3,123	4,149
Electronic (games, ereaders)				418	399
Total				242,552	243,767
Library Programs	Sep-22	Sep-21	% change	2021-22	F-Y-T-D
Programs	52	39	33.3%	370	117
Program attendance	2,187	1,669	31.0%	7,464	4,741
Outreach Programs	3	2	50.0%	59	10
Outreach Attendance	525	255	105.9%	5,523	2,127
Circulation	Sep-22	Sep-21	% change	2021-22	F-Y-T-D
Adult fiction	12,796	11,422	12.0%	143,462	42,734
Adult non-fiction	6,398	5,962	7.3%	78,344	21,260
Adult audio	4,469	4,296	4.0%	54,406	13,800
Adult video	5,335	5,741	-7.1%	76,698	17,870
Adult magazines	1,425	1,451	-1.8%	17,896	4,283
Young adult fiction	1,555	1,461	6.4%	18,283	5,429
Young adult nonfiction	139	117	18.8%	1,423	410
Young adult audiobooks	250	197	26.9%	2,655	764
Children's fiction	11,592	10,226	13.4%	134,624	38,886
Children's non-fiction	2,821	2,330	21.1%	35,166	9,677
Children's audiobooks	1,115	977	14.1%	12,961	3,892
Children's video	378	492	-23.2%	7,053	1,450
Electronic (games, ereaders)	498	335	48.7%	6,320	2,064
Total	48,171	44,330	8.7%	588,614	161,375
Interlibrary Loan	Sep-22	Sep-21	% change	2021-22	F-Y-T-D
Borrowed from others	5,944	6,202	-4.2%	77,607	19,604
Loaned to others	4,227	4,341	-2.6%	52,068	13,099
Miscellaneous	Sep-22	Sep-21	% change	2021-22	F-Y-T-D
Visits to our home page	31,602	35,908	-12.0%	455,145	113,581
Public use of meeting rooms	23	23	0.0%	339	71
Public meeting attendance	289	213	35.7%	4,091	654
Staff use & library programs	65	5	n/a	190	140
Study room sessions	239	147	62.6%	3,279	841
Tech room/ Studio use	2	0	n/a	16	19
Door count	13,496	11,643	15.9%	153,368	44,002
Registered BPL borrowers	68	58	17.2%	931	305
Computer signups	966	715	35.1%	9,435	2,974
Museum Pass use	109	111	-1.8%	1,166	428
E-book use	5,317	5,338	-0.4%	67,489	17,087
E-audiobook use	3,824	3,412	12.1%	43,805	11,838
E-magazine use	1,175	1,155	1.7%	14,492	3,383
Streaming video use	974	1,197	-18.6%	16,022	3,246
BCSD use via Overdrive	91	140	-35.0%	1,668	126
Equipment	219	238	-8.0%	2,524	839
Wireless Use	9,006	9,037	-0.3%	103,660	30,862

UHLS 2023 UHLAN Fee Chart

Library	Service Fee			Circulation Fee			Adjustments			2023 UHLAN Fee	2023 Quarterly Payments	
	Total Operating Receipts (2021 NYS Annual Report)	Percent of Total	2023 Service Fee (% of total amount)	Total Circulation of Materials (2021 NYS Annual Report)	Percent of Total	2023 Circulation Fee (circulation total * \$.10)	Unadjusted fee (Service + Circ fees)	2022 UHLAN fee	Percent change in fee from 2022 to 2023	Final UHLAN Fee (adjusted - 5% Maximum Increase, 2% minimum increase from 2022 fee)		Quarterly payment to UHLS
Albany	\$9,633,684	32.91%	\$30,524.61	269,999	11.10%	\$26,999.90	\$57,524.51	\$58,941	2.00%	\$60,120	Albany	\$15,030
Altamont	\$165,923	0.57%	\$525.73	28,345	1.16%	\$2,834.50	\$3,360.23	\$3,724	2.00%	\$3,798	Altamont	\$950
Berlin	\$48,117	0.16%	\$152.46	5,833	0.24%	\$583.30	\$735.76	\$1,844	2.00%	\$1,881	Berlin	\$470
Berne	\$67,155	0.23%	\$212.78	16,773	0.69%	\$1,677.30	\$1,890.08	\$2,478	2.00%	\$2,528	Berne	\$632
Bethlehem	\$4,434,486	15.15%	\$14,050.80	470,364	19.33%	\$47,036.40	\$61,087.20	\$50,805	5.00%	\$53,345	Bethlehem	\$13,336
Brunswick	\$204,033	0.70%	\$646.48	55,301	2.27%	\$5,530.10	\$6,176.58	\$5,071	5.00%	\$5,325	Brunswick	\$1,331
Castleton	\$179,617	0.61%	\$569.12	25,050	1.03%	\$2,505.00	\$3,074.12	\$3,912	2.00%	\$3,990	Castleton	\$998
Cohoes	\$208,205	0.71%	\$659.70	24,987	1.03%	\$2,498.70	\$3,158.40	\$4,830	2.00%	\$4,927	Cohoes	\$1,232
East Greenbush	\$2,064,600	7.05%	\$6,541.75	308,725	12.69%	\$30,872.50	\$37,414.25	\$31,436	5.00%	\$33,007	East Greenbush	\$8,252
Grafton	\$91,182	0.31%	\$288.91	9,283	0.38%	\$928.30	\$1,217.21	\$2,579	2.00%	\$2,631	Grafton	\$658
Guiderland	\$4,005,525	13.68%	\$12,691.62	217,961	8.96%	\$21,796.10	\$34,487.72	\$38,084	2.00%	\$38,846	Guiderland	\$9,711
Hoosick Falls	\$137,816	0.47%	\$436.67	19,063	0.78%	\$1,906.30	\$2,342.97	\$2,814	2.00%	\$2,870	Hoosick Falls	\$718
Menands	\$140,995	0.48%	\$446.75	17,504	0.72%	\$1,750.40	\$2,197.15	\$3,407	2.00%	\$3,475	Menands	\$869
Nassau	\$149,351	0.51%	\$473.22	18,995	0.78%	\$1,899.50	\$2,372.72	\$3,443	2.00%	\$3,512	Nassau	\$878
North Greenbush	\$335,942	1.15%	\$1,064.44	61,754	2.54%	\$6,175.40	\$7,239.84	\$8,092	2.00%	\$8,254	North Greenbush	\$2,063
Petersburgh	\$83,132	0.28%	\$263.41	11,338	0.47%	\$1,133.80	\$1,397.21	\$2,781	2.00%	\$2,837	Petersburgh	\$709
Poestenkill	\$95,857	0.33%	\$303.73	15,863	0.65%	\$1,586.30	\$1,890.03	\$2,781	2.00%	\$2,837	Poestenkill	\$709
RCS	\$615,764	2.10%	\$1,951.07	57,965	2.38%	\$5,796.50	\$7,747.57	\$7,723	5.00%	\$8,109	RCS	\$2,027
Rensselaer	\$122,207	0.42%	\$387.22	18,260	0.75%	\$1,826.00	\$2,213.22	\$3,608	2.00%	\$3,680	Rensselaer	\$920
Rensselaerville	\$147,126	0.50%	\$466.17	13,153	0.54%	\$1,315.30	\$1,781.47	\$2,213	2.00%	\$2,257	Rensselaerville	\$564
Sand Lake	\$194,132	0.66%	\$615.11	40,772	1.68%	\$4,077.20	\$4,692.31	\$4,858	2.00%	\$4,955	Sand Lake	\$1,239
Schaghticoke	\$59,479	0.20%	\$188.46	6,405	0.26%	\$640.50	\$828.96	\$2,142	2.00%	\$2,185	Schaghticoke	\$546
Stephentown	\$140,342	0.48%	\$444.68	11,727	0.48%	\$1,172.70	\$1,617.38	\$3,073	2.00%	\$3,134	Stephentown	\$784
Troy	\$1,550,171	5.30%	\$4,911.76	104,474	4.29%	\$10,447.40	\$15,359.16	\$18,038	2.00%	\$18,399	Troy	\$4,600
Valley Falls	\$70,290	0.24%	\$222.72	13,391	0.55%	\$1,339.10	\$1,561.82	\$2,172	2.00%	\$2,215	Valley Falls	\$554
Voorheesville	\$1,204,209	4.11%	\$3,815.57	64,510	2.65%	\$6,451.00	\$10,266.57	\$11,146	2.00%	\$11,369	Voorheesville	\$2,842
Watervliet	\$159,659	0.55%	\$505.88	16,150	0.66%	\$1,615.00	\$2,120.88	\$3,591	2.00%	\$3,663	Watervliet	\$916
Westerlo	\$115,605	0.39%	\$366.30	13,068	0.54%	\$1,306.80	\$1,673.10	\$2,910	2.00%	\$2,968	Westerlo	\$742
W.K. Sanford	\$2,847,652	9.73%	\$9,022.87	496,440	20.40%	\$49,644.00	\$58,666.87	\$46,098	5.00%	\$48,403	W.K. Sanford	\$12,101
Total	\$29,272,256	100.00%	\$92,750.00	2,433,453	100.00%	\$243,345.30	\$336,095.30	\$334,594	3.27%	\$345,519		

AGREEMENT FOR UPPER HUDSON LIBRARY ACCESS NETWORK (UHLAN) SERVICES 2023-2026

The Upper Hudson Library System (hereinafter referred to as “UHLS”) and the

(hereinafter referred to as the “Library”) agree as follows:

I. **TERM OF AGREEMENT** - The Agreement is effective on the 1st day of January 2023, and continues in force for a period of three (3) years through December 31, 2026. If a new agreement is not in place on December 31, 2026, the current agreement will remain in effect until a new agreement is approved. This agreement may be terminated by either party upon one hundred eighty (180) days written notice to the other.

II. **PURPOSE** - UHLS maintains a comprehensive suite of services to support all UHLS member libraries in providing library service to their communities. The member libraries of UHLS pay the UHLAN Fee to UHLS to help support this suite of services. The purpose of this Agreement is to generally outline the scope of services to be provided by UHLS to the Library, the structure of the UHLAN Fee, and the responsibilities of both parties.

III. **UHLS SERVICES** - The suite of services described below will be available to the Library throughout the term of this agreement, within the limits of UHLS’ resources, capacity, and expertise. UHLS and the Library mutually agree to communicate with each other on matters related to UHLS services to ensure the highest level of service to the member libraries and to library users.

A. Library Automation Services

1. Provide, maintain and support a fully functional ILS that provides member libraries and their user’s access and control of the shared collections of the member libraries, including standard and custom reporting on collection and circulation activity.

2. Provide a multi-modal system for notifying library users of the status of their library account activity.
3. Provide support for member libraries to create and maintain their library's website.
4. Provide consulting, training and support for member libraries to organize and manage their local library automation infrastructure.

B. Resource Sharing Services

1. Provide, maintain and support an efficient and effective regularly scheduled delivery to each member library location to facilitate the timely sharing of material among the member libraries.
2. Provide, maintain and support interlibrary loan services for the member libraries to facilitate access to resources and collections outside of the UHLS service area.

C. Digital Collection Services

1. Provide, maintain and support access to the shared digital collections of the member libraries.
2. Provide, maintain and support access to online resources which are available to all of the member libraries, as identified by UHLS in consultation with the Shared System Advisory Network.

D. Continuing Education and Consulting Services

1. Provide continuing education and professional development services to member library directors, staff and trustees, as identified by UHLS and the member libraries through the Shared System Advisory Network.
2. Provide consulting services for member libraries to help them provide the best library service possible to their communities. This includes member library directors, staff, volunteers, and trustees.

E. Shared System Advisory Network

1. Provide, maintain, and support a network composed of the UHLS Directors Association, advisory councils and committees, and other structures as needed, to give every member library the opportunity to share its ideas, suggestions, and feedback on System services and programs with UHLS.

IV. **RESPONSIBILITIES OF THE PARTIES**

A. **Responsibilities of UHLS**

1. Provide, maintain and support the services for the library as described in Section III of this agreement, within the limits of UHLS' resources, capacity, and expertise;
2. Serve as the sole contact with the ILS vendor, the delivery service vendor, and any other vendor which UHLS contracts with to provide other supported library services;
3. Maintain the connections, software and hardware required to support the ILS and all other supported library services;

4. Provide, maintain and support services, policies, and practices to encourage member libraries to maximize the sharing of their collections and resources with all library users in the UHLS service area;
5. Provide trained staff to maintain and support the ILS and all other supported library services, within the limits of UHLS' resources, capacity, and expertise;
6. Enter into such maintenance contracts as needed for hardware and software to assure a reasonable level of reliability and responsiveness of the ILS and all other supported library services;
7. Provide training to the Library staff, both initially and on an on-going basis, sufficient to allow them to make full use of the ILS and all other supported library services;
8. Provide statistical reports on the Library's use of the ILS and all other supported library automation services as requested by the Library;
9. Provide free of charge, patron registration cards for use by the Library;
10. Provide at the Library's expense, UHLAN borrowers' cards and barcode labels (patron and item) as requested by the Library;
11. Send quarterly bills for the UHLAN fee at the beginning of each quarter on a calendar year basis; and
12. Provide, maintain and support a Shared System Advisory Network composed of the UHLS Directors Association and a variety of advisory councils and advisory committees, etc. to give member libraries multiple opportunities to share feedback and input with UHLS on the System's programs and services.

B. Responsibilities of the Library

1. Purchase, install, and maintain at its own expense the equipment and connections used by the Library to access the ILS and all other supported library services;
2. Consult with the appropriate UHLS staff before purchasing or entering into any agreement for the use of hardware, software, or supplies intended to interface with the ILS (e.g. point of sale systems, SIP licenses, scanners, etc.), to ensure compatibility;
3. Purchase all supplies necessary for the Library's use of the ILS and all other supported library services;
4. Provide reasonable access to the premises of the Library to allow UHLS staff or persons acting on behalf of UHLS to assist the Library in the maintenance of the ILS and all other supported library services, as necessary;
5. Make appropriate members of its staff available for training in the proper and efficient use of the ILS and all other supported library services;
6. Add, delete, and maintain bibliographic, item and patron records in the ILS according to established policies and procedures;
7. Assume responsibility for all costs for delivering notices to its borrowers as part of the Library's use of the ILS;
8. Provide schedule and policy changes which impact the ILS to UHLS upon adoption of those changes by the Library;
9. Pay all bills sent by UHLS within sixty (60) days of receipt;
10. Participate, within the library's capacity, in the Shared System Advisory Network, including the UHLS Directors Association, advisory councils and advisory committees, etc. and;
11. Make every effort to maximize the sharing of the Library's collections and resources with all library users in the UHLS service area, within the limits of the policies and practices of the Library.

V. AUTHORITY

- A. This agreement acknowledges that the Library is an autonomous organization with its own governing board, decision making authority, and funding structure; and that it has the primary responsibility to provide library service to the residents of its chartered service area; and to all other residents of the UHLS service area, as required by New York State law and regulations.
- B. This agreement acknowledges that UHLS is an autonomous organization with its own governing board, decision making authority, and funding structure; and that it has the primary responsibility to provide services to all of the UHLS member libraries in order to improve and enhance library service for all residents of the UHLS service area.
- C. UHLS holds the final authority for the establishment of policies governing the overall maintenance and management of the ILS (this does not include the library's individual borrowing and usage policies and practices), and the allocation of all other UHLS resources (UHLS budget and UHLS staff), following consultation with the member libraries through the Shared System Advisory Network.

VI. WARRANTIES, ASSURANCES AND DISCLAIMERS - UHLS represents and warrants to the Library that the ILS and all other supported library services will be available for use by the Library except during maintenance. UHLS will make every reasonable effort to ensure the reliability and responsiveness of the ILS and all other supported library services and to enforce all performance warranties available under its contracts with vendors. At any time when UHLS is closed and the Library may be open, support will be available on an on-call basis. When scheduled maintenance will make the ILS or any other supported library service unavailable, UHLS will notify the Library as far in advance as practicable. The parties agree that neither the Library nor UHLS will be held liable for any inconvenience or loss of service, materials, or revenues caused by failures or irregularities of any part of the ILS, other supported library services, or the telecommunications network, whatever the cause.

VII. OWNERSHIP AND TITLE TO ILS COMPONENTS AND DATA

- A. UHLS will be responsible for providing fully licensed use of an Integrated Library System (ILS) for UHLS and its member libraries. If the ILS is based on proprietary software, the vendor retains ownership of the ILS and the ILS is licensed by UHLS for use by UHLS and the Library.
- B. UHLS retains full ownership and title to the UHLAN MARC database. The Library has the right to request and receive from UHLS a machine-readable copy of any or all of its own holdings in the UHLAN MARC database, including full MARC records.
- C. UHLS retains full ownership and title to the patron database. The Library has the right to request and receive from UHLS a machine-readable copy of any or all of the patron records for which it is the home Library.
- D. UHLS will protect the confidentiality of all library records as required by NYS (CPLR) 4509 and all other appropriate laws and statutes.
- E. UHLS retains full ownership and title to all equipment purchased by UHLS for use with the ILS.
- F. The Library retains full ownership and title to all equipment purchased by the Library for use with the ILS.

VIII. CHARGES AND PAYMENTS

- A. The annual UHLAN Fee assessed to the Library for the term of this Agreement is based on an equity formula comprised of a **Service Fee** and a **Circulation Fee** for each Library. All library specific information used to determine the Library's fee is taken from the previous calendar year's *NYS Annual Report for Public and Association Libraries*. The **Service Fee** is based on the library's Total Operating Receipts as reported by each Library. The fee is calculated by each library's percent of the total receipts. This component of the equity formula uses total operating receipts as a measure of a library's overall capacity to support system services.

The **Circulation Fee** is based on the Total Circulation of Materials (which includes digital content circulation) as reported by the Library. This fee is calculated using a per circulation transaction charge of \$.10 and the same per circulation charge will be used for each year of the term of this agreement. This component of the equity formula uses circulation as a general measure a library's use of system services (ILS, delivery, digital collection management, etc.).

The total UHLAN Fee is calculated by adding the Service Fee and the Circulation Fee, which is then adjusted to ensure some level of budgeting predictability for both parties. Throughout the term of this agreement, each library's annual fee increase is capped at no more than 5% of the previous year's fee. In year one of this agreement, all libraries not reaching the 5% threshold will be assessed a 2% increase over the previous year's fee. In years two and three, each library's annual fee cannot be less than the previous year's fee. The UHLAN Fee for each subsequent year of this agreement will be calculated using the figures from the previous calendar year's *NYS Annual Report for Public and Association Libraries*. All member libraries will be notified of their assessed fees for the next calendar year no later than July 1 of the current year. The UHLAN Fee rate chart for the current year will be posted on the UHLS website.

- B. UHLS will bill the Library for its UHLAN Fee on a quarterly basis and the Library agrees to pay all bills sent by UHLS within sixty (60) days of receipt.
- C. All changes in the UHLAN Fee and/or the UHLAN agreement for future terms will be established by UHLS, in consultation with the Shared System Advisory Network and with the approval of the UHLS Board of Trustees.

IX. DEFENSE AND INDEMNIFICATION:

- A. UHLS agrees to defend, indemnify, and hold harmless the Library from all suits, claims, and proceedings arising out of the activities carried on by UHLS in connection with this

Agreement, to the extent of UHLS's responsibility for such claims, damages, and losses, except for those claims, suits or proceedings arising solely out of the negligence of the Library.

B. The Library hereby agrees to defend, indemnify, and hold harmless UHLS from all suits, claims, and proceedings arising out of the activities carried on by the Library in connection with this Agreement, to the extent of the Library's responsibility for such claims, damages, and losses, except for those claims, suits, or proceedings arising solely out of the negligence of UHLS.

X. **NONAPPROPRIATION** - Notwithstanding anything in this Agreement to the contrary, the Library shall not be deemed in default under this Agreement in the event no funds or insufficient funds are appropriated and budgeted for or otherwise unavailable by any means whatsoever in any fiscal period for the implementation of this Agreement. The library shall immediately notify UHLS of such occurrence and this agreement shall terminate on the last day of the fiscal period for which appropriations were received.

XI. **MODIFICATIONS** - This Agreement may only be modified by mutual agreement of the parties in writing.

XII. **SEVERABILITY** - If any provision of this Agreement is held invalid, such invalidity will not affect any other provision of this Agreement which can be considered valid without the invalid provision and to this end, the provisions of this Agreement are severable.

Agreement commencement date: January 1, 2023

For the _____ Library

By: _____

Title: _____

Date: _____

For the Upper Hudson Library System:

By: _____

Title: UHLS Board President

Date: _____

BETHLEHEM PUBLIC LIBRARY
CREDIT PURCHASE AND TRAVEL CARD
POLICY

Policy adopted by the Library Board of Trustees July 14, 2014

Credit Purchasing cards will be issued to those library staff members with a demonstrated need to routinely purchase goods and services necessary for library operations for which a purchase order is not an accepted form of payment; or who routinely travel on library business. When utilizing credit cards for library purchases or travel, staff must follow the library's Procurement Policy must be followed at all times.

The following positions are authorized to have library issued credit cards in their name:
Purchasing cards may be issued in the names of:

- Library Director
- Assistant Director
- Department Head (Librarian III)
- Manager/Coordinator (Librarian II)
- Human Resources Manager
- Purchasing Clerk
- Head of building and grounds

One card may be issued in the name of the library.

Travel cards may be issued to those library employees who routinely travel on necessary library business.

Travel cards may be issued in the names of:

- library director
- assistant library director
- department head

All credit purchasing and travel cards will be held in the library safe. Library staff members Those with cards issued in their names may request their cards from the Business Manager after receiving permission for the expenditure from the Director, Assistant Director, or Department Head. They and must log the request, including the date of request and purpose of the purchase. [GU1] The cards will be checked in and out by the Business Manager; original receipts and purchase orders must will be returned and completed and submitted as soon as possible after returning to the library. [GU2][GU3]

An employee requesting the use of the general library purchasing card must have permission of the director, assistant director, or a department head and must log the request, including requester's name, date of request and purpose of the purchase. The card will be checked in by the business manager; original receipts and purchase orders will be returned and completed as soon as possible after returning to the library.

Credit card statements will be reviewed monthly by the Director and; the Business Manager; and library board. An explanation of the purchases will be completed and submitted to the board as part of the financial report. [GU4]

**NERIC Financial Application Services - nVision Timepiece
Bethlehem Public Library
nVision Timepiece Quote
Fiscal Year 2022-23**



Description	Quantity	Unit Cost	Total Cost	
One Time Costs				
FM nVision Timepiece License	1	10,000 \$	10,000	604.180.350
Year 1 Db Setup & Configuration for nVision Timepiece	1	1,350 \$	1,350	604.180.340
FMBT3500 Timeclock Device including shipping *	1	2,750 \$	2,750	604.180.330
BIO550	1	345 \$	345	604.180.330
2 Year Extended Warranty for Timeclock Device**	1	650 \$	650	604.180.330
Total One Time Costs			\$ 15,095	
* District will be responsible for providing electrical & network wiring and clock mounting in desired location(s)				
**OPTIONAL. If purchased, the 2 year extended warranty must be ordered for "ALL" devices with the "original order". Warranty is specific to device serial number.				
Support/Maintenance				
Support for nVision Timepiece	1	4,000 \$	4,000	604.180.040
Total Costs			\$ 19,095	

*Capital Region BOCES admin fee will be added for cross contract

Signature

Name

Date



Bethlehem Historical Association

2022-23 speaker series at Bethlehem Public Library

ALL TALKS BEGIN AT 7PM

- **OCTOBER 12:** *The Schuyler Family: Coping with Life's Necessaries*
- **NOVEMBER 9:** *Barns of the Hudson Valley*
- **NOVEMBER 30:** *American Folk Art*
- **FEBRUARY 8:** *Albany Rural Cemetery*
- **MARCH 8:** *The Irish in Albany*
- **APRIL 12:** *Steamboat Navigation on the Hudson River*

Town of Bethlehem
Historical Association
P.O. Box 263, 1003 River Road
Selkirk, NY 12158
518-767-9432
BethHist1965@gmail.com
www.bethlehemhistorical.org

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MONDAY MATINEE

SCREENINGS AT 2PM
IN THE COMMUNITY ROOM

*Shown with Subtitling
for the Deaf and Hard of Hearing.*

SEPTEMBER 26

Casablanca

(1942, PG, 102 min.)

OCTOBER 24

On the Waterfront

(1954, Not Rated, 108 min.)

NOVEMBER 28

Sunset Boulevard

(1950, Not Rated, 110 min.)

JANUARY 30

Double Indemnity

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It Happened One Night

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MARCH 27

Key Largo

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