



**Board of Trustees Meeting  
Monday December 12, 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. 2-7)
- Financial report (p. 8-16)
  - Treasurer's update (p. 8)
- Personnel report (p. 17)
  - Personnel actions
- Director's report (p. 18-24)
- Building Project Committee Report
- New business
  - Notary services
  - Public photocopiers
  - Donations/naming rights
  - Marshall & Sterling invoice (p. 25)
  - Other new business
- Old business
  - Personnel Committee - report
  - Other old business
- Future business
- Public participation
- Adjournment

Next board meeting: January 9, 2023 6:00 pm

Next Friends of the Library meeting: December 19, 2022 6:30 pm

Board to meet with library architects: December 16, 2022 6pm

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) DRAFT  
Monday November 14, 2022

PRESENT: Caroline Brancatella (virtual)  
Mark Kissinger  
Harmeet Narang (virtual)  
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  
Chris McGinty, assistant director  
Phil Berardi, head of Circulation and Technical Services  
Heather Lewis, auditor with Marvin and Co.

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

#### PUBLIC PARTICIPATION

There was no public participation at this time.

#### AUDIT PRESENTATION

S. Whiting introduced H. Lewis from Marvin and Co. who discussed the auditors' draft financial statements, which she noted offered an unmodified opinion, the highest level of assurance that an organization can be given. She said the financial statements now have a new line for investments that represents the library's T-bill investments. There's also a new footnote for cash and investments that gives more information about T-bills and other allowed investments.

H. Lewis noted that in the required supplemental information pages of the draft, our proportionate share of the net pension is showing as an asset for the first time since it has been part of the reporting. She also noted that retiree health insurance shows a \$600,000 decrease in liability, but said those are actuarial calculated assumptions that can change from year to year based on a number of factors and do not impact the library's overall financial position.

H. Narang asked if the library could include a note about the pension fund with the audit because it did swing from a liability to an asset. M. Kissinger asked if the library saw any benefit from it showing as an asset. S. Whiting reiterated that it doesn't affect the library's budget, but there were some savings in retirement contributions. G. Kirkpatrick said that the number of people on individual retirement tiers can also affect that amount.

C. Wijeyesinghe asked about the capital projects fund appearing in last year's financial statements. S. Whiting said that it represented the last bit of grant money received for the HVAC project. She noted that if there were to be a new building project, those expenses would appear in that column as well.

On a MOTION by S. Patterson with a SECOND by C. Wijeyesinghe, the board unanimously accepted the draft audit report as presented.

## MINUTES

Minutes of the 17 October 2022 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by S. Patterson.

## FINANCIAL REPORT

### *Treasurer's update*

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

- S. Whiting said the library's finances were consistent with the prior year at this time.
- The capital expenditures line includes the purchase of the 3D printer, which was paid for using the Krakower Storch Technology Fund.
- M. Kissinger asked if the library still received PEG money. G. Kirkpatrick said PEG money was used to purchase the cameras in the Board and Community rooms for hybrid meetings. PEG money was also used to purchase laptops with video editing software.
- S. Patterson asked for clarification on how the library receives its tax revenue. S. Whiting said the money comes through the school district, with the majority received in October and November after property taxes are due.
- S. Whiting updated the board on the library's T-bill and CD investments and noted that with the higher interest rates, the library stood to earn total interest income of around \$70,000 this year.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 October 2022 (Checks disbursed in October 2022 based on pre-approval \$28,888.53; Checks disbursed in October 2022 relating to payroll \$194,442.90; Checks being submitted for approval \$61,596.94; CapProject Fund/Hand-Drawn Checks \$0; Total: \$284,928.37).

## PERSONNEL REPORT

G. Kirkpatrick said the previously approved confidential secretary position had been filled, and the employee would begin the following Monday. He said he was requesting a part-time Librarian 1 position so he could potentially reach more candidates with experience with children.

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

- Librarian I, part-time, permanent, 20 hours/week, \$28.41/hour or per contract

#### DIRECTOR'S REPORT

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

- Outreach events are becoming more popular, and participating in events like Trunk or Treat are a great way to expose people to the library who might not have otherwise had that interaction.
- G. Kirkpatrick said his focus this fall and winter is to increase early literacy programs for children. G. Kirkpatrick said that it was a relatively small collection focused on a pretty narrow age range, so that percentage is fairly typical.
- G. Kirkpatrick said that circulation is very near pre-pandemic levels, but door count continues to lag. M. Walsh said this was concerning to her and asked why there was so little foot traffic. G. Kirkpatrick said there has been a dip in program attendance and meeting attendance, as well as after-school tutoring. He said the library continues to keep an eye on those numbers to determine if they might bounce back or are the new normal. He said that is a reason why outreach is so important, so that the library isn't just waiting for potential users to come on their own. M. Kissinger asked if there was a way to get library welcome packets into more hands.
- M. Kissinger asked whether there were still people who would just come to the library to hang out and socialize. G. Kirkpatrick said those numbers are still down. C. Brancatella noted that some parents might also be staying away out of concern about RSV infections, which are spreading rampantly among toddlers.
- G. Kirkpatrick said that he's received some feedback about the building and would be compiling it for board review as more come in. He said generally the responses have been positive.

#### UHLS REPORT

L. Scoons said Upper Hudson had a short meeting approving the 2023 budget and would not be meeting in December. M. Walsh asked if there was a plan for an in-person annual event. L. Scoons said it hasn't been discussed yet, but she imagines there will be some hybrid component at least.

#### NEW BUSINESS

##### *Building committee*

G. Kirkpatrick said that a building walkthrough had been done by the architects and an engineer, and it was interesting to get the engineer's perspective. M. Walsh asked if the architects were still planning on delivering a report by Dec. 2. G. Kirkpatrick said that as far as he's heard, that date is still a go.

*Contract negotiation engagement letter and attorney authorization*

G. Kirkpatrick said that two changes have been made to the version of the engagement letter for additional attorneys in the packet. 1.) The attorneys will alert the library in writing if there are any fee changes. 2.) There will not be a late penalty.

On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board unanimously accepted the terms in the engagement letter from Bond, Schoneneck and King with the above revisions outlining the lawyers' hourly rates for work related to collective bargaining and negotiations. They also approved adding Bond, Schoneneck and King to their list of authorized attorneys.

*Collection Development and Maintenance Policy*

The updated policy has been reviewed by the policy committee and contains suggestions made by staffers who had undergone continuing education about challenges to the collection. Much of what was removed from the original version included extraneous and unnecessary details. C. Wijeyesinghe noted that some highlighted text had made it into the draft and should be struck from the final version. S. Patterson said number the policy was not necessary as there was only one item listed.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously voted to accept the updates made to the library's Collection Development and Maintenance Policy as presented.

*NYS&L Retirement System invoice*

G. Kirkpatrick said that the invoice offers a small discount if it is paid before Dec. 15. S. Whiting noted that the amount is also about \$5,000 less than what was budgeted for.

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board voted unanimously to approve pre-payment of the NYS&L Retirement System invoice in the amount of \$232,558.

*Hildene museum pass invoice*

G. Kirkpatrick said the pass renewal came in after the bill schedule was prepared but he was requesting an off-cycle check to keep it from expiring.

On a MOTION by M. Kissinger and a SECOND by M. Walsh, the board voted unanimously to approve an off-cycle payment of \$200 to the Hildene Museum to renew two passes for the coming year.

*Other new business*

There was no other new business at this time.

## OLD BUSINESS

### *Snowplow contract*

G. Kirkpatrick said the previous snow contractor had given the library a great deal. The library received eight different quotes, and most of them were at least double the cost of the previous contractor. He said the library decided on Young Landscapes LLC who were responsive and quoted the lowest amount to cover salting and plowing of the lot. The maintenance department clears the sidewalks. The flat-fee contract, which the board had voted to allow G. Kirkpatrick to enter in to, is in the amount of \$12,500.

### *Personnel committee - report*

C. Wijeyesinghe said the evaluation process is proceeding, and the committee will meet to determine how to get trustee input. G. Kirkpatrick's goals are ready to share. M. Kissinger thanked everyone for filling out the questionnaire.

### *Other old business*

The board discussed providing dessert for Staff Development Day, and asked G. Kirkpatrick to send out a reminder as it got closer.

## FUTURE BUSINESS

There was no future business at this time.

## PUBLIC PARTICIPATION

There was no public participation.

## ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board adjourned the regular meeting at 7:16pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES  
PERSONNEL COMMITTEE MEETING  
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**  
Monday November 28, 2022

PRESENT: Mark Kissinger  
Sarah Patterson  
Lisa Scoons  
Charmaine Wijeyesinghe

EXCUSED:

GUESTS:

President M. Kissinger called the meeting to order at 5:05pm.

PUBLIC PARTICIPATION

There was no public participation at this time.

EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the committee unanimously voted to enter into executive session at 5:06pm to discuss the employment history of a specific individual.

On a MOTION by S. Patterson with a SECOND by L. Scoons, the committee unanimously voted to exit executive session at 5:49pm. No action was taken.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the committee adjourned the regular meeting at 5:50pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

## **Treasurer's Report December 2022**

### Revenue and Expense Report

On the revenue side, we have received almost \$4.2 million in tax revenues from the school district, or 96.5% of the total budget. We have also received over \$231,000 in pilot payments, exceeding the budget by \$3,600. Expenses are about 3% underbudget. We paid some one-time expenses in November including the retirement contribution and the longevity payments. Salaries are tracking even with last year at this time, or about 3% underbudget.

You will note on the Cash and Investments Summary, that we moved \$50,000 from the general operating account to the capital projects account in anticipation of architect fees due for the feasibility study. Also included in this summary are the cash investments we made in November.

Sharon Whiting CPA  
District Library Treasurer



BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 11/30/22

	<b>BALANCE</b>					<b>BALANCE</b>
	<u>10/31/2022</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>EARNINGS</u>	<u>TRANSFERS</u>	<u>11/30/2022</u>
TD Bank General Fund	1,489,734.81	891,103.46	(421,056.24)	837.64	(787,131.52)	1,173,488.15
TD Bank Payroll	0.00		(147,433.11)	-	147,433.11	0.00
TD Bank Money Market	4,037,299.19	-	-	5,630.79	(910,301.59)	3,132,628.39
TD Bank Treasury Bill	1,004,512.47		(10.00)	3,142.69	-	1,007,645.16
TD Bank Capital Project Fund	-	-	-		50,000.00	50,000.00
TD Bank 6 mo. CD Opened 11/9/22	-	-	-		1,000,000.00	1,000,000.00
TD Bank 3 mo. CD Opened 11/9/22	-	-	-		500,000.00	500,000.00
Key Bank Checking	<u>10,344.42</u>	<u>1,384.44</u>	<u>(98.03)</u>		<u>-</u>	<u>11,630.83</u>
<b>TOTAL:</b>	<u><u>6,531,546.47</u></u>	<u><u>891,103.46</u></u>	<u><u>(568,499.35)</u></u>	<u><u>9,611.12</u></u>	<u><u>-</u></u>	<u><u>6,863,761.70</u></u>

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

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

5 MONTHS ENDED 11/30/22

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 5 MO. ENDED 11/30/2022	Percent YTD 11/30/2022	ANNUAL BUDGET 2021-2022	YTD PRIOR 5 MO. ENDED 11/30/2021	Percent YTD 11/30/2021
Real Property Taxes	4,308,076	4,158,377	96.5%	4,172,563	4,101,158	98.3%
PILOT	227,724	231,321	101.6%	219,570	219,916	100.2%
Fines	2,000	1,268	63.4%	15,000	8,703	58.0%
Interest on Deposits	6,000	20,401	340.0%	7,500	1,565	20.9%
Lost Book Payments	2,500	4,106	164.2%	-	3,561	0.0%
Sale of Books	-	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	3,500	2,145	61.3%	2,000	978	48.9%
Photocopier	6,500	2,925	45.0%	7,500	2,251	30.0%
State Aid	24,500	22,779	93.0%	23,170	21,961	94.8%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	350	0.0%	-	154	0.0%
<b>Total Revenue</b>	<b>4,580,800</b>	<b>4,443,672</b>	<b>97.0%</b>	<b>4,452,303</b>	<b>4,360,247</b>	<b>97.9%</b>

**EXPENSES**

Salaries	2,444,929	962,067	39.3%	2,363,565	926,950	39.2%
Retirement	237,333	232,558	98.0%	291,089	316,827	108.8%
Health Insurance	364,700	167,003	45.8%	310,433	120,706	38.9%
Other Benefits	219,538	88,627	40.4%	201,213	87,759	43.6%
Subtotal Salaries & Benefits	3,266,500	1,450,255	44.4%	3,166,300	1,452,242	45.9%
Library Materials - Print	290,000	84,180	29.0%	292,000	81,341	27.9%
Library Materials - Electronic & Audio	296,000	59,318	20.0%	269,000	70,156	26.1%
Subtotal Library Material	586,000	143,497	24.5%	561,000	151,497	27.0%
Operations	593,300	198,435	33.4%	601,900	206,154	34.3%
Capital Expenditures	100,000	4,924	4.9%	125,000	12,497	10.0%
Contingency	35,000	-		-	-	
<b>Total Expenses</b>	<b>4,580,800</b>	<b>1,797,111</b>	<b>39.2%</b>	<b>4,454,200</b>	<b>1,822,389</b>	<b>40.9%</b>

## BETHLEHEM PUBLIC LIBRARY

## EXPENSES REPORT - DETAIL

5 MONTHS ENDED 11/30/22

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 5 MO. ENDED 11/30/2022	Percent YTD 11/30/2022	ANNUAL BUDGET 2021-2022	YTD PRIOR 5 MO. ENDED 11/30/2021	Percent YTD 11/30/2021
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,174,134	474,919	40.4%	1,203,711	485,569	40.3%
Salaries-Support Staff	1,108,487	418,619	37.8%	976,846	377,435	38.6%
Salaries-Custodians	162,308	68,530	42.2%	163,595	63,947	39.1%
<b>Subtotal Salaries</b>	<b>2,444,929</b>	<b>962,067</b>	<b>39.3%</b>	<b>2,344,152</b>	<b>926,950</b>	<b>39.5%</b>
Retirement	237,333	232,558	98.0%	323,103	316,827	98.1%
Health Ins.	364,700	167,003	45.8%	307,889	120,706	39.2%
SocSec/Medicare	187,038	70,165	37.5%	179,359	68,919	38.4%
Worker's Comp.	20,000	17,194	86.0%	19,000	16,845	88.7%
Unemployment	10,000	-	0.0%	10,000	-	0.0%
Disability Ins.	2,500	1,267	50.7%	1,400	1,995	142.5%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,266,500</b>	<b>1,450,255</b>	<b>44.4%</b>	<b>3,184,903</b>	<b>1,452,242</b>	<b>45.6%</b>
<b>Library Materials</b>						
Adult books	171,000	58,155	34.0%	171,000	55,176	32.3%
Periodicals	19,000	-	0.0%	18,000	100	0.6%
YS Books	85,000	22,999	27.1%	85,000	22,410	26.4%
Special Collections	15,000	3,025	20.2%	18,000	3,655	20.3%
<b>Subtotal Print Materials</b>	<b>290,000</b>	<b>84,180</b>	<b>29.0%</b>	<b>292,000</b>	<b>81,341</b>	<b>27.9%</b>
Audiobooks	23,000	5,730	24.9%	25,000	5,201	20.8%
E-Collections	196,000	42,883	21.9%	156,000	50,923	32.6%
Electronic Resources	27,000	-	0.0%	28,000	-	0.0%
YS Audiobooks	5,000	1,785	35.7%	7,000	598	8.5%
YS Media	5,000	980	19.6%	5,000	1,885	37.7%
AS Media	40,000	7,940	19.8%	48,000	11,548	24.1%
<b>Subtotal Electronic &amp; Audio</b>	<b>296,000</b>	<b>59,318</b>	<b>20.0%</b>	<b>269,000</b>	<b>70,156</b>	<b>26.1%</b>
<b>Subtotal Library Materials</b>	<b>586,000</b>	<b>143,497</b>	<b>24.5%</b>	<b>561,000</b>	<b>151,497</b>	<b>27.0%</b>
<b>Operations</b>						
Copiers and supplies	15,000	4,951	33.0%	18,000	2,800	15.6%
Office supplies	20,000	4,802	24.0%	20,000	5,821	29.1%
Custodial supplies	26,000	4,686	18.0%	26,000	3,234	12.4%
Postage	20,000	7,845	39.2%	20,000	5,331	26.7%
Printing & Marketing	35,000	7,538	21.5%	38,000	7,653	20.1%
Van lease & oper.	4,000	262	6.5%	4,000	190	4.8%
Gas and Electric	65,000	35,985	55.4%	50,000	25,608	51.2%
Telecommunications	14,000	10,276	73.4%	18,000	5,074	28.2%
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	5,468	18.2%	30,000	10,340	34.5%
Contract Services	45,000	3,061	6.8%	42,000	21,409	51.0%
Insurance	29,000	28,305	97.6%	29,000	26,749	92.2%
Bank Fees	1,400	733	52.4%	-	529	0.0%
Travel/Conference	3,000	1,692	56.4%	3,000	1,350	45.0%
Memberships	3,000	1,575	52.5%	3,000	1,768	58.9%
Special Programs	32,000	6,453	20.2%	35,000	5,836	16.7%
Furniture & Equipment	40,000	(3,591)	-9.0%	40,000	3,858	9.6%
IT Hardware & Software	42,000	10,790	25.7%	42,000	10,531	25.1%
Bld & Grnd. Repair	40,000	2,749	6.9%	40,000	7,965	19.9%
Furn/Equip Repair	2,000	44	2.2%	2,000	197	9.8%
Miscellaneous	6,000	2,977	49.6%	4,000	4,751	118.8%
Audit Service	24,000	20,960	87.3%	24,000	11,700	48.8%
Accounting Service	30,000	14,183	47.3%	15,000	14,010	93.4%
UHLAN fees	53,000	25,403	47.9%	52,000	27,125	52.2%
<b>Subtotal Operations</b>	<b>593,300</b>	<b>198,435</b>	<b>33.4%</b>	<b>571,400</b>	<b>206,154</b>	<b>36.1%</b>
Capital Expenditures	100,000	4,924	4.9%	100,000	12,497	12.5%
Contingency	35,000	-	0.0%	35,000	-	0.0%
<b>TOTAL</b>	<b>4,580,800</b>	<b>1,797,111</b>	<b>39.2%</b>	<b>4,452,303</b>	<b>1,822,389</b>	<b>40.9%</b>

**BETHLEHEM PUBLIC LIBRARY****DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN NOVEMBER 2022 BASED ON PRE-APPROVAL	\$	287,493.90
CHECKS DISBURSED IN NOVEMBER 2022 RELATING TO PAYROLL	\$	219,398.51
CHECKS BEING SUBMITTED FOR APPROVAL	\$	82,954.01
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	14,967.00

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 17: MANUAL DISB (NOV 22) For Dates 11/1/2022 - 11/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40559	11/02/2022	450	**VOID** PHILLIPS HARDWARE INC	230015	-35.99
40738	11/01/2022	1424	AFLAC NEW YORK		240.34
40739	11/01/2022	2395	CSEA EMPLOYEE BENEFIT FUND		190.53
40740	11/01/2022	2381	DANIEL PURCELL	230180	215.99
40741	11/01/2022	1833	HIGHMARK BSNENY		8,924.37
40742	11/01/2022	2066	KEVIN COFFEY	230186	147.02
40743	11/01/2022	1570	NATIONAL GRID		6,060.70
40744	11/01/2022	2340	T-MOBILE	230183	890.56
40745	11/01/2022	1607	VERIZON BUSINESS FIOS	230013	49.00
40746	11/01/2022	2387	GEORGE EDWARD HACK	230187	250.00
40747	11/01/2022	450	PHILLIPS HARDWARE INC	230015	35.99
40784	11/08/2022	1224	GEOFFREY KIRKPATRICK	230194	54.99
40785	11/08/2022	2066	KEVIN COFFEY	230195	73.42
40786	11/08/2022	2137	WEX BANK	230016	64.06
40789	11/16/2022	2170	FRIENDS OF HILDENE	230201	200.00
40790	11/16/2022	730	NYS EMPLOYEES RETIREMENT SYSTE	230202	232,558.00
40791	11/16/2022	559	STATE INSURANCE FUND	230169	538.44
40792	11/17/2022	1570	NATIONAL GRID		4,429.81
40795	11/28/2022	1424	AFLAC NEW YORK		240.34
40796	11/28/2022	1831	CDPHP UNIVERSAL BENEFITS, INC.		16,977.62
40797	11/28/2022	2395	CSEA EMPLOYEE BENEFIT FUND		190.53
40798	11/28/2022	1833	HIGHMARK BSNENY		9,795.04
40799	11/28/2022	2426	JPMORGAN CHASE BANK NA	230206	162.00
40800	11/28/2022	2066	KEVIN COFFEY	230219	102.98
40801	11/28/2022	720	MVP HEALTH PLAN, INC.		4,554.15
40802	11/28/2022	2061	UNITED HEALTHCARE INSURANCE CO		139.44
40803	11/28/2022	1607	VERIZON BUSINESS FIOS	230013	159.79
40804	11/28/2022	1607	VERIZON BUSINESS FIOS	230013	124.99
40805	11/28/2022	1607	VERIZON BUSINESS FIOS	230013	159.79
<b>Number of Transactions: 29</b>				<b>Warrant Total:</b>	<b>287,493.90</b>
				<b>Vendor Portion:</b>	<b>287,493.90</b>

### 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 - 19: TRUST & AGENCY (NOV 22) For Dates 11/1/2022 - 11/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40787	11/15/2022	712	CIVIL SERVICE EMPL ASSOC INC.		972.71
40788	11/15/2022	1679	METLIFE-TSA CONTRIBUTIONS		200.00
40793	11/30/2022	712	CIVIL SERVICE EMPL ASSOC INC.		972.71
40794	11/30/2022	1679	METLIFE-TSA CONTRIBUTIONS		1,700.00
100715	11/15/2022	709	BPL SPECIAL PAYROLL ACCOUNT		64,934.19
100716	11/15/2022	710	NYS INCOME TAX BUREAU		3,729.24
100717	11/15/2022	1946	IRS - PAYROLL TAX PMT		21,393.12
100718	11/15/2022	2003	NEW YORK STATE DEFERRED		2,583.03
100719	11/30/2022	709	BPL SPECIAL PAYROLL ACCOUNT		82,498.92
100720	11/30/2022	710	NYS INCOME TAX BUREAU		5,180.36
100721	11/30/2022	730	NYS EMPLOYEES RETIREMENT SYSTE		3,236.72
100722	11/30/2022	1946	IRS - PAYROLL TAX PMT		29,367.67
100723	11/30/2022	2003	NEW YORK STATE DEFERRED		2,629.84

**Number of Transactions: 13**

**Warrant Total: 219,398.51**

**Vendor Portion: 219,398.51**

### 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: DEC 22 BILL SCHEDULE For Dates 12/13/2022 - 12/13/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1205	12/13/2022	2424	ASHLEY MCGRAW ARCHITECTS	230204	14,967.00
40810	12/13/2022	1963	3N DOCUMENT DESTRUCTION	230150	28.50
40811	12/13/2022	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	13.00
40812	12/13/2022	2075	AMANDA PERRINE	230234	490.25
40813	12/13/2022	2420	**CONTINUED** AMAZON CAPITAL SERVICES INC		0.00
40814	12/13/2022	2420	AMAZON CAPITAL SERVICES INC	*See Detail Report	5,204.01
40815	12/13/2022	61	AQUASCAPE DESIGNS LLC	230012	70.00
40816	12/13/2022	77	BAKER & TAYLOR , INC.	230200	6,806.33
40817	12/13/2022	736	BARNES & NOBLE INC	*See Detail Report	488.78
40818	12/13/2022	89	BETHLEHEM C OF C	230218	420.00
40819	12/13/2022	697	CAPITAL REGION BOCES	*See Detail Report	19,095.00
40820	12/13/2022	2162	CHILDREN'S MUSEUM AT SARATOGA	230226	300.00
40821	12/13/2022	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	230003	250.51
40822	12/13/2022	1434	DELL MARKETING L.P.	230210	3,753.26
40823	12/13/2022	1220	DEMCO, INC	230178	88.71
40824	12/13/2022	1991	EASTERN MANAGED PRINT NETWORK LLC	*See Detail Report	1,432.34
40825	12/13/2022	195	EBSCO INFORMATION SERVICES	*See Detail Report	15,271.77
40826	12/13/2022	1674	FINDAWAY	230198	307.44
40827	12/13/2022	1986	FIRSTLIGHT FIBER	230005	186.43
40828	12/13/2022	1147	HAMILTON NEWS CO, INC.	230212	7,945.82
40829	12/13/2022	2410	INSTREAM, LLC	230061	2,902.24
40830	12/13/2022	2322	KANOPIY INC.	230018	1,078.00
40831	12/13/2022	2261	LIBRARY IDEAS, LLC	230214	540.84
40832	12/13/2022	2048	MAKERBOT INDUSTRIES	*See Detail Report	3,498.65
40833	12/13/2022	2313	MARVIN AND COMPANY, P.C.	230121	1,940.00
40834	12/13/2022	1024	MIDWEST TAPE LLC	*See Detail Report	5,525.89
40835	12/13/2022	412	NORTHEAST INFORMATN SYST	230216	935.50
40836	12/13/2022	450	PHILLIPS HARDWARE INC	230015	16.98
40837	12/13/2022	2425	PIMA COUNTY PUBLIC LIBRARY	230205	35.00
40838	12/13/2022	1661	RCS COMMUNITY LIBRARY	230203	18.99
40839	12/13/2022	2038	STAPLES BUSINESS ADVANTAGE	230196	108.45
40840	12/13/2022	2154	STERICYCLE, INC.	230008	21.54
40841	12/13/2022	2296	THE WILD CENTER	230225	440.00
40842	12/13/2022	1161	TOWN OF BETHLEHEM	230232	860.11
40843	12/13/2022	2328	UNIFIRST CORPORATION	230009	183.66
40844	12/13/2022	632	UPPER HUDSON LIBRARY SYSTEM	230217	298.50
40845	12/13/2022	1607	VERIZON BUSINESS FIOS	230013	199.99
40846	12/13/2022	1607	VERIZON BUSINESS FIOS	230013	49.00
40847	12/13/2022	1968	VERIZON WIRELESS	230010	100.49
40848	12/13/2022	645	**CONTINUED** W W GRAINGER INC		0.00
40849	12/13/2022	645	W W GRAINGER INC	*See Detail Report	2,048.03

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 22: DEC 22 BILL SCHEDULE For Dates 12/13/2022 - 12/13/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 41				Warrant Total:	97,921.01
				Vendor Portion:	97,921.01

\*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



December 12, 2022 - Board of Trustee Meeting											
<b>Personnel Report</b>											17
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
<b>Previously Approved to Fill</b>											
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				
Librarian 1 FT	Public Services	35 hrs/wk		\$55,529/annual or per contract	K. Lambert	9/13/2022	9/12/2022	Filled	E. Puskas	1/3/2023	Hire
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.45/hour or per contract	E. Meyer	10/5/2022	10/17/2022				
Librarian 1 PT	Public Services	20 hrs/wk		\$28.41/hour or per contract	New Position	N/A	11/14/2022	no longer needed			
<b>Action Requested</b>											
Librarian 1 FT	Technical Services	35 hrs/wk		\$55,529/annual or per contract	E. Bouchard	12/30/2022					
Library Assistant FT	Public Services	35 hrs/wk		\$39,604/annual or per contract	P. Lloyd	12/16/2022					
<b>Positions Held</b>											
None											

## Director's Report December 2022

### Buildings and Grounds

The number of curbside pickup spots has been reduced from five to three. There are now two drive up spots and one walk up spot. All three are located much closer to the staff entrance which reduces the distance and time spent outdoors. The electric snow melt mat has been installed on the walkway in preparation for any snow and ice. The spots are now more directly lit with the lights in the area.

On December 1, a representative from Ashley McGraw visited the library to take images which will help with renderings going forward.

Ashley McGraw held four virtual sessions with staff focusing on different core areas of the library. The initial meeting with the board members is on Thursday, December 15, at 6pm. This meeting is open to the public and will be livestreamed and recorded on YouTube and available through the board of trustees' page on the website.

### Public Services

Frank trialed several online newspaper databases this fall. Fold3 will be added on January 1, 2023. This database is a good supplement to HeritageQuest and Ancestry and provides remote access with a barcode number. It collects military records, primarily from the U.S., useful for genealogy research.

### Program Highlights

*Bethlehem Historical Association Speaker Series: Barns of the Hudson Valley.* This was another very well-attended event put on by the Bethlehem Historical Association. They have reiterated how happy they are with our partnership. This was the first event of their series where we were almost at capacity in terms of seating, which seems to be a slight point of contention for them. (Sarah was repeatedly asked to "find more chairs.")

*Community Yoga* Dan May approached us over the summer about offering community yoga here at the library. He is a fairly new certified yoga teacher looking to expand his teaching hours. Dan kindly offered to do two programs this fall for free. This particular program was on a Saturday afternoon, which Sarah is quickly learning is very hit/miss for attendance. Dan incorporates some storytelling/background as well as music (bhakti) into his sessions. Participants really seemed to enjoy themselves, and the "level" was basic enough for everyone to get something out of it.

*Day Books: The Feather Thief: Beauty, Obsession, and the Natural History Heist of the Century* by Kirk Wallace Johnson was discussed. Attendance is up to pre-pandemic levels, and the discussion was very lively. The members repeatedly tell Anne they appreciate the titles she chooses, as they are not something they would choose for themselves.

*Dungeons and Dragons for Adults.* A spirited group met for Adult D&D in the Board Room. The volunteer Dungeon Master used the audiovisual equipment in this room to add some high-tech excitement. The group decided to continue to meet at least through February 2023, and we worked to create an email list to stay connected between in-person sessions.

*Fall Wreath Workshop* Although the first session's registration filled up so quickly that we created a second session, we had many last-minute cancellations and neither session was full. If Alex were to do it again next year, he would schedule it a week or two earlier so we could gather a wider array of natural materials and we could have the program outside for easier clean up.

*Family Storytimes* The first sessions of Baby Bounce & Books and Family Storytimes continue to be well-attended, and the second sessions are often sparsely so. Caregivers continue to express their gratitude for the weekday programs, and ask for more. We will continue our weekday storytime sessions, and add in weekend storytimes in January and February 2023. Our goal for March-April is to continue to expand our offerings.

*Listening Party: Carlos Santana* Michael was a little worried that 30 people had registered for the program and they would all show up in person. But we had 18 in person, and 3 through Zoom. Hal Miller, a close associate of Carlos Santana, and co-author of his autobiography, had brought videos on a flash drive. We didn't seem to be able to play the videos at first on the library's laptop, but luckily Lizzie quickly figured out how to find the playable versions. Michael expected some questions from attendees, but everyone just let Hal talk and comment about his experiences as someone in Carlos Santana's inner circle. He seemed to appreciate everyone's attention, and he offered to come back and do a Part Two, scheduled for March 2023.

*Little Sunday Music: The Lark Strings* This was originally supposed to be a string quartet, but after we scheduled, the viola and cello players were unexpectedly unable to attend. Jessica said she and the other violinist could perform with a pianist/guitarist instead. Michael is really happy he went along with that idea, because the program was more interesting than it would have been, and the audience loved it. They played music by Bach, and Shostakovich, as well as traditional and folk tunes, it all worked beautifully.

*Punched Tin Candleshade* Luke presented an introduction to tin punching. This was a difficult project and the crafters approached it with open minds and determination. Ed from Maintenance saved the day by providing extra hammers for those who forgot to bring one. Several attendees took home spare tin blanks so their "husbands could try."



## **Outreach**

Luke and Azure created a custom welcome letter for Eagle Elementary School students who do not currently have library cards.

Alex had the last 2 weeks of his 4-week After School Enrichment Program; Boardgame Building Workshop. He has a good batch of kids and they seem to be happy with the program. Alex has gotten positive feedback from students and from parents picking the kids up. Both classes were fully attended.

Lauren attended a meeting at the Bethlehem Chamber of Commerce to finalize plans for First Night. The library will have two tables: one to hand out noisemakers and glowsticks, and the other for photobooth props. Weather permitting, we will have a greenscreen set up with the props so people can take photos/selfies.

Fall Teen Book Boxes are finished and ready to go out to participants.

## **Circulation and Technical Services**

Active users for November 2022 was nearly identical to 2019, 5,409 and 5,444 respectively. Door count continues to be down about a third while circulation is very close to pre-pandemic levels. The statistics show that we are clearly still recovering from the impacts of the pandemic. It is still unclear what, if any, permanent

## **Continuing Education and Committee Work**

Staff Development Day was Friday, December 2. It was great to be able to host this program in person once again. Our guest speaker was Amanda Perrine from the Onondaga County Public Library. She focused on the “why” of the library and the importance of the staff to our mission. During the day, we also had our required report on our NYS safety program, a reminder for required hazcom training, as well as the state of the library discussion including updated statistics and an in-depth review of the library’s long range services plan.

Alex participated in a NYLA YSS Spring Conference planning committee meeting. He is serving as the vendor coordinator for the upcoming conference.

Luke viewed the webinar How ‘Data Cartels’ Mine, Commodify, And Sell Our Data.

Lauren attended the First Night planning meeting with anticipation of Chris and Geoff attending on behalf of the library. The event is being organized by the Bethlehem Chamber of Commerce and the Town.

Lauren is continuing the EAP Supervisor’s webinar 10-week training. Topics included Promoting Kindness and Compassion in the Workplace, Managing Multiple Generations in the Workplace, Coping with Trauma in the Workplace, and Effective Listening.

Frank viewed the EAP Supervisor’s webinar on Trauma in the Workplace.

Frank and Chris met with Judith from UHLS to go over the needs of BPL and upcoming Upper Hudson system initiatives.

Chris participated in the Cooperative Summer Reading Program Theme and Slogan committee meeting.

Chris met with Heather and Meredith from the Town's Park & Recreation department to plan future collaborative opportunities and to review the Fall/Halloween events that had just occurred.

### **Meetings and miscellany**

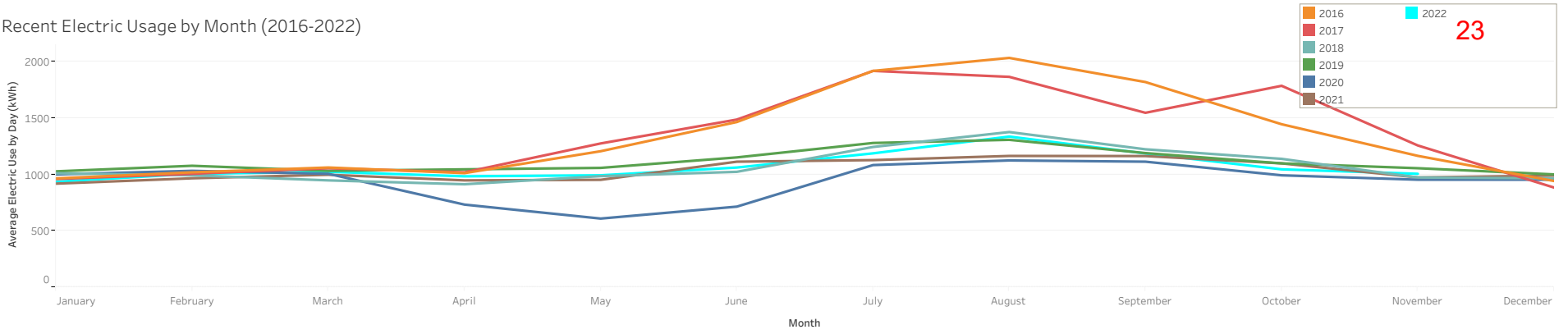
I was invited to speak to the Seniors Group at the Bethlehem Lutheran Church on November 17. The topic was about unexpected items and services available at the library. The group was wonderful and gave me an incredibly warm reception. It was a pleasure to be out in the community making connections.

I have received a few questions about the Displays and Exhibits policy and in general, the display of holiday themed decorations at the library. Space for displays and collections are defined in the policy. There are three spaces available in front of the mural as well as the two glass cases in the hallway.

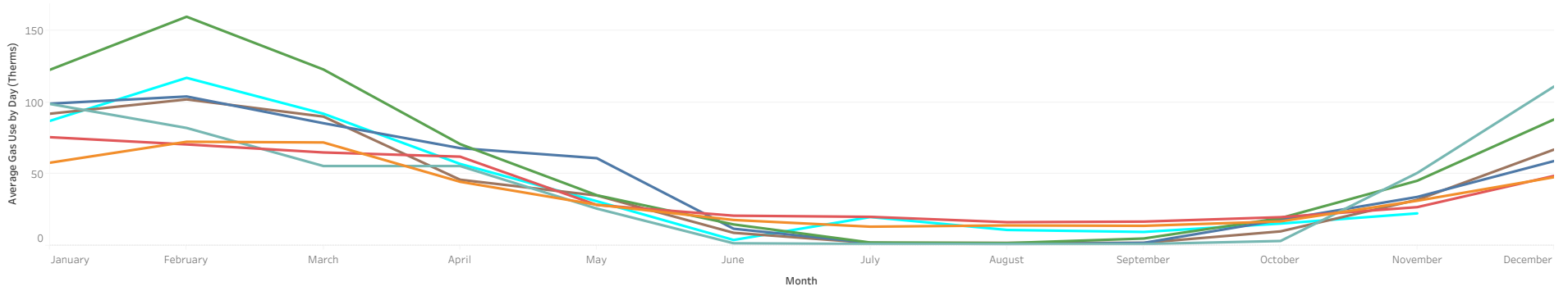
Geoffrey Kirkpatrick, Library Director

Library Collection				2021-22	Current Total
Adult fiction				27,178	27,463
Adult non-fiction				29,397	29,158
Adult audio				5,824	5,827
Adult video				8,563	8,429
Young adult fiction				4,903	5,020
Young adult nonfiction				580	614
Young adult audiobooks				477	485
Children's fiction				28,318	28,628
Children's non-fiction				16,096	15,866
Children's audiobooks				1,651	1,722
Children's video				1,391	1,373
OverDrive - UHLS Shared				114,633	119,114
e-magazines				3,123	4,302
Electronic (games, ereaders)				418	396
Total				242,552	248,397
Library Programs	Nov-22	Nov-21	% change	2021-22	F-Y-T-D
Programs	51	25	104.0%	370	227
Program attendance	1,218	350	248.0%	7,464	7,104
Outreach Programs	3	0	n/a	59	21
Outreach Attendance	58	0	n/a	5,523	5,190
Circulation	Nov-22	Nov-21	% change	2021-22	F-Y-T-D
Adult fiction	12,072	10,689	12.9%	143,462	67,346
Adult non-fiction	6,464	5,985	8.0%	78,344	34,319
Adult audio	4,538	4,138	9.7%	54,406	22,706
Adult video	5,504	6,548	-15.9%	76,698	28,923
Magazines	1,389	1,545	-10.1%	17,896	7,022
Young adult fiction	1,247	1,262	-1.2%	18,283	8,001
Young adult nonfiction	165	83	98.8%	1,423	728
Young adult audiobooks	222	209	6.2%	2,655	1,209
Children's fiction	12,587	10,765	16.9%	134,624	63,809
Children's non-fiction	2,844	2,689	5.8%	35,166	15,126
Children's audiobooks	1,142	912	25.2%	12,961	6,227
Children's video	595	552	7.8%	7,053	2,725
Electronic (games, ereaders)	586	403	45.4%	6,320	3,282
Total	49,355	45,780	7.8%	588,614	260,279
Interlibrary Loan	Nov-22	Nov-21	% change	2021-22	F-Y-T-D
Borrowed from others	5,491	5,712	-3.9%	77,607	31,022
Loaned to others	4,391	4,206	4.4%	52,068	22,046
Miscellaneous	Nov-22	Nov-21	% change	2021-22	F-Y-T-D
Visits to our home page	34,377	45,078	-23.7%	455,145	191,152
Public use of meeting rooms	45	49	-8.2%	339	165
Public meeting attendance	609	612	-0.5%	4,091	1,835
Staff use & library programs	55	7	685.7%	190	258
Study room sessions	373	217	71.9%	3,279	1,506
Tech room/ Studio use	8	2	300.0%	16	38
Door count	15,484	12,752	21.4%	153,368	74,283
Registered BPL borrowers	71	68	4.4%	931	445
Computer signups	1,070	738	45.0%	9,435	5,111
Museum Pass use	72	77	-6.5%	1,166	591
E-book use	5,154	5,321	-3.1%	67,489	27,513
E-audiobook use	3,856	3,391	13.7%	43,805	19,542
E-magazine use	1,090	1,324	-17.7%	14,492	5,504
Streaming video use	1,065	1,592	-33.1%	16,022	5,460
BCSD use via Overdrive	172	166	3.6%	1,668	473
Equipment	212	265	-20.0%	2,524	1,276
Wireless Use	9,835	8,307	18.4%	103,660	51,054

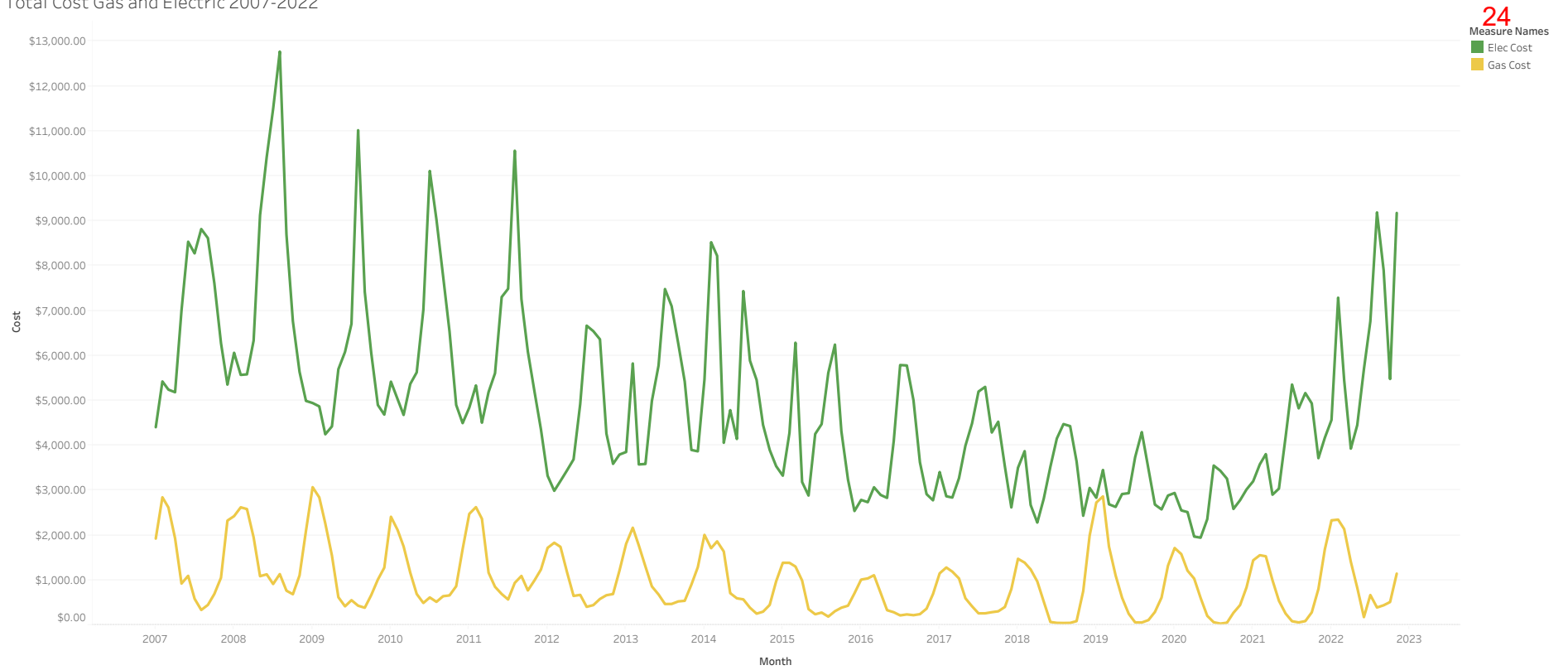
Recent Electric Usage by Month (2016-2022)



Recent Gas Usage by Month (2016-2022)



Total Cost Gas and Electric 2007-2022



24  
Measure Names  
Elec Cost  
Gas Cost



**Marshall & Sterling Employee Benefits**

42 South St  
Glens Falls, NY 12801  
(518)792-0042



# INVOICE

**BILL TO**

Bethlehem Public Library  
Attn: Tracey McShane  
451 Delaware Ave.  
Delmar, NY 12054

**INVOICE #** 48837  
**DATE** 01/01/2023  
**DUE DATE** 01/11/2023

DESCRIPTION	QTY	RATE	AMOUNT
FSA/Dependent Care Account/Deductible Reimbursement Management Fee-- 4.00pppm, 12 months. 4.00x12=48.00 per participant per year	11	48.00	528.00
In-Patient Hospital Administration	1	250.00	250.00
Employee Navigator Annual Fee	1	250.00	250.00
COBRA and Benefit Enrollment Administrative Services	1	100.00	100.00
2023 Flex & HRA Funding (\$9,250.08 FSA & \$6,000 HRA)	1	15,250.08	15,250.08
2023 Retiree Fee Pre-funding (21 members * 12 months = 252 member months)	252	2.50	630.00

Thank you for your business. Please remit the amount due by the date shown. Payment must be received by the end of each month in which invoiced in order to avoid interruption of services in the following month.

BALANCE DUE

**\$17,008.08**