



**Board of Trustees Meeting
Monday January 9, 2023 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**
- **Architect's presentation on building feasibility study**
- **Review previous meeting minutes**
- **Financial report**
 - **Treasurer's update**
- **Personnel report**
 - **Personnel actions**
- **Director's report**
- **New business**
 - **Unite Against Book Bans – organizational partnership**
 - **Other new business**
- **Old business**
 - **Notary services - update**
 - **Donations/naming rights**
 - **Negotiations - update**
 - **Other old business**
- **Future business**
- **Public participation**
- **Executive session**
- **Adjournment**

Next board meeting: February 13, 2023 6:00 pm

Next Friends of the Library meeting: February 20, 2023 6:30 pm

PRE-DESIGN ADDITION & SITE STUDIES

BOARD MEETING
JANUARY 9TH, 2023



ASHLEY MCGRAW





AGENDA

Hello.

GOAL OF THIS MEETING

REVIEW KEY PRIORITIES & PURPOSE

DESIGN FEEDBACK & HYBRID OPTIONS





NEXT STEPS





Today's Goal.

Confirm the **vision** for the Bethlehem Public Library that encapsulates the **critical successes** of the project.



Based on your feedback, **select a design option** to focus the remainder of the study on that aligns with your vision for the project.



KEY PRIORITIES

What are the critical items that define the success of the project?

KEY PRIORITIES

Critical to success

Create a **safer** exterior environment that is more **accommodating** to patrons and library activities, has clear vehicle and pedestrian traffic patterns, and a more **prominent entry**.

To be considered the port in a storm for our community members, and a valued **community support partner**.

Create an easily accessible addition that caters to the library and community **program needs** and accommodates multifunctional, **flexible** spaces, and increases patron **capacity to a minimum of 250**.

Providing **adequate space** to ensure that **multiple demographic** needs of patrons are accommodated in functional spaces customized to their intended use and program needs, while **cohesively integrating efficient** employee operational spaces.



PURPOSE

What is the BPL community striving to accomplish and why?

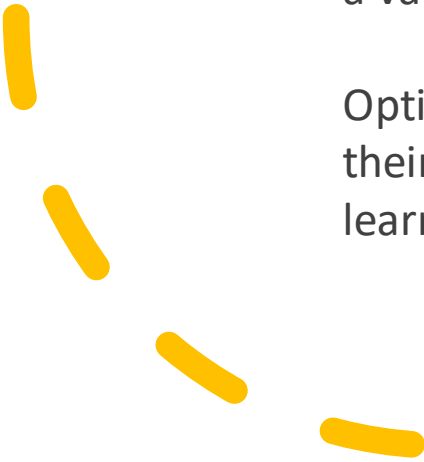


Project Purpose.

To position the Bethlehem Public Library as a community resource that is accessible to all, offering modern programming in a mindful environment that's nestled within the fabric of the community.

Designed in a way that's welcoming, simple to navigate, modern, and adaptable to a variety of programs, both inside the library and throughout the site.

Optimizing the library so that both patrons and staff have cohesive environments to suit their evolving needs, and to support the next generation of collaboration, discovery, and learning.



Design Options

Exploring the interaction between the site & the building.





Items to Consider.

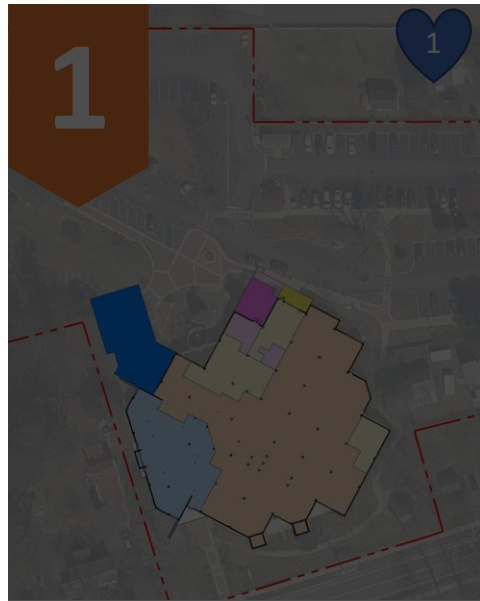
The following design studies are diagrams assessing how each **primary program area interacts with one another** and incorporates the circulation and parking within the site.

The diagrams are intended to be **representational of volume and location** and not necessarily the physical form of the building additions.

As we progress through these design studies keep in mind which **perspectives, you'd like to see in 3D** during the next phase of design. We are looking to identify 3-4 views.

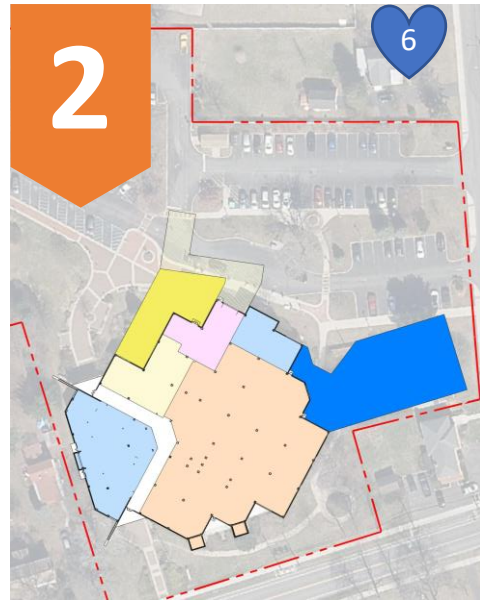
Construction Sequencing: For the library to remain partially open during construction with a phased approach





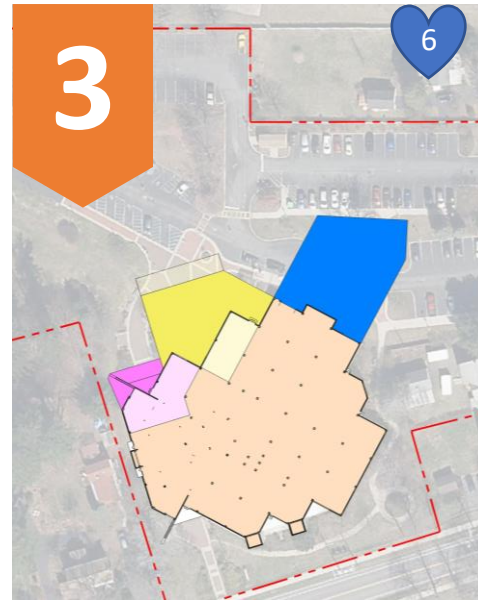
Original Master Plan

Least impact on the building footprint but doesn't address parking/distance to the entry and interior circulation



Activate Borthwick

Creates street presence but distances most of the parking from the new main entry



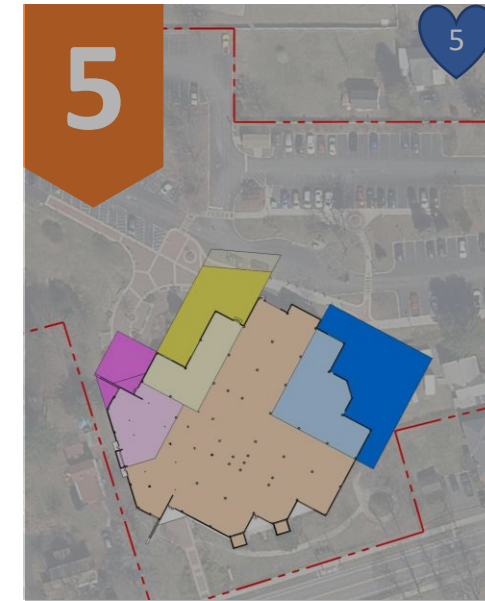
Split the Middle

Best services parking with duel main entry points



A New Front

Moves tech services and maintenance away from primary entry and decreases distance to main parking area



No More Mez

Opens sightlines through the library, creates a street presence at Borthwick and new main entry

Addition Location & Site Plan. Which option is most preferred?



OPTION TWO HYBRID

Activate Borthwick (2) + No More Mez (5)

Option 2 Feedback: Activate Borthwick



PROS

an entrance to the new large community room on the Delaware ave side of the building could allow us to close off the existing Delaware ave entrance, possibly merging the children's story room with the children's book area.

Option 2 Feedback: Activate Borthwick



CONS

seems too congested at the main entry - can that be modified?

I like the new entrance in this design but I **have concerns about the congestion**, I think this might be a deal killer for this one. We get a lot of deliveries.

Option 5 Feedback: Activate Borthwick



PROS

Does a good job of **bringing the entrance closer for many people** though there is a pretty big chunk in the back, staff is going to be parking back there, leaving the front parking available for patrons

I like having a **presence on Borthwick**, chance to make a statement

If the **mezzanine could be addressed it would potentially address the majority of public feedback** in the Long-Range Building Plan public space discussion which called for increased quiet reading areas, robust children's room, and variable sized meeting rooms

The option to have **deliveries relocated to the side of the building**, away from through traffic is a benefit as is the relocation of curbside

Creating a Hybrid: Activate Borthwick



Activate Borthwick

BUILDING LEGEND

LIBRARY 

COMMUNITY 

STAFF 

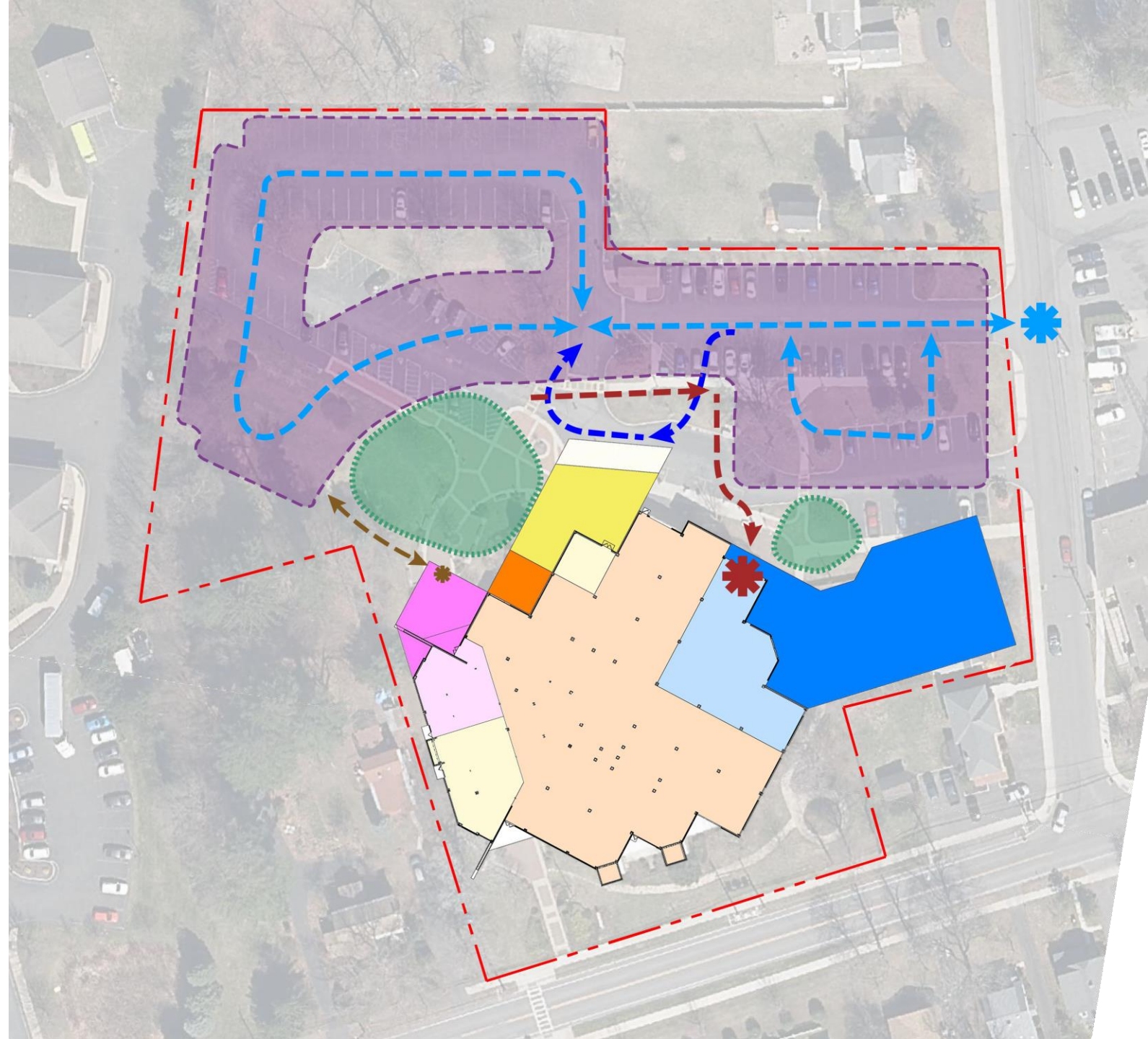
MAINTENANCE 

LEGEND

	PARKING
	OUTDOOR LEARNING
	SERVICE ENTRY
	SERVICE ACCESS
	MAIN ENTRANCE
	PEDESTRIAN ACCESS
	BOOK PICKUP
	SITE ACCESS POINT
	VEHICLE CIRCULATION

150 Parking spaces

6,400sf of outdoor green space
to accommodate 250 people

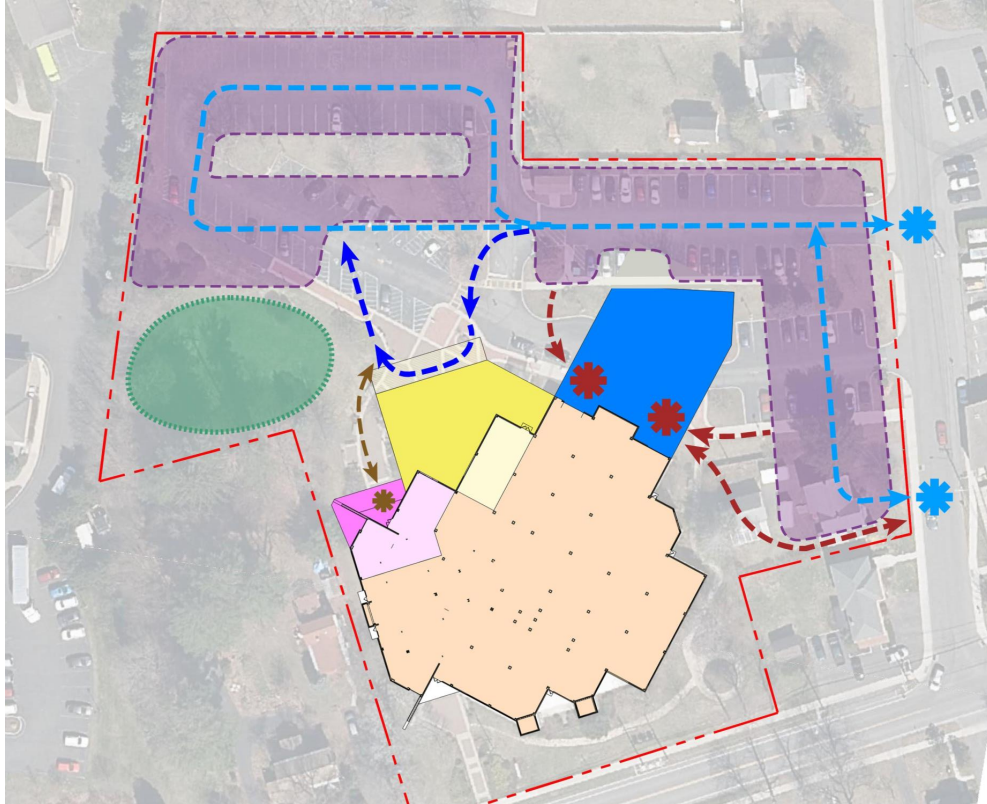




OPTION THREE HYBRID

Split the Middle (3) + A New Front (4)

Option 3 Feedback: Split the Middle



PROS

I really like the idea of **moving maintenance to the back** (like in design 3).

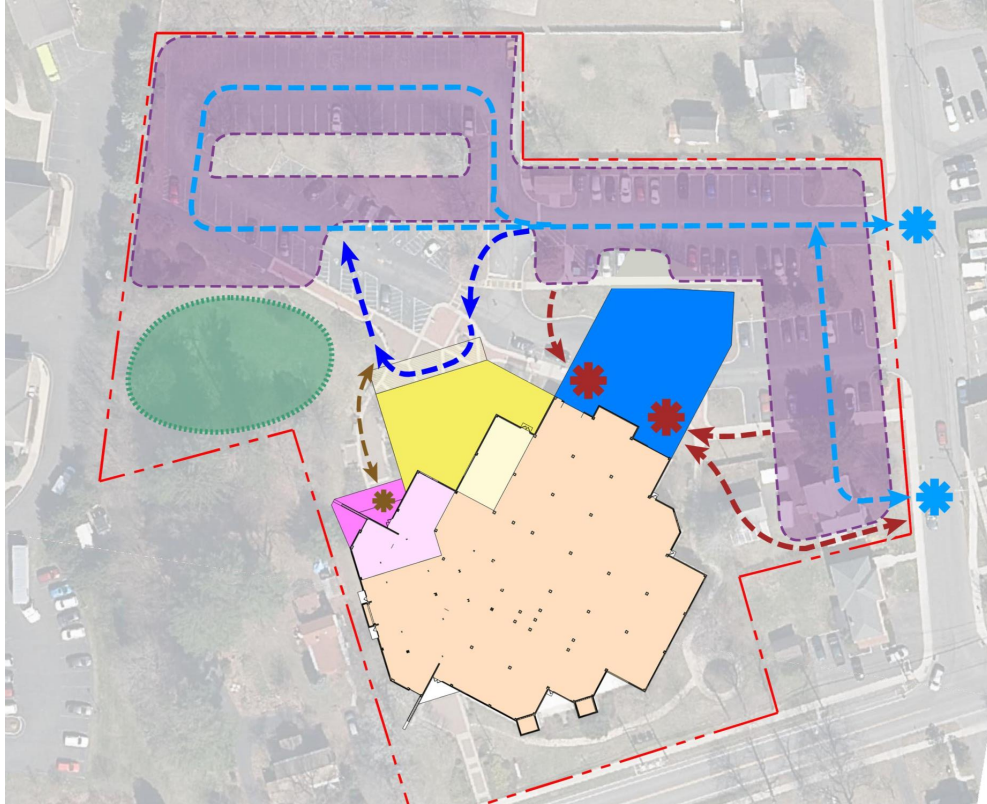
Best job of addressing the **distance (to parking)** question

Like that **additional space for the collection** without adding a second floor.

The design of option 3 appears to accomplish much of what option 5 is doing in terms of loading dock, curbside, staff space but **without the need to address the mezzanine**

The parking and **Borthwick house** is still a question that appears to have **more impact as community space vs parking**

Option 3 Feedback: Split the Middle

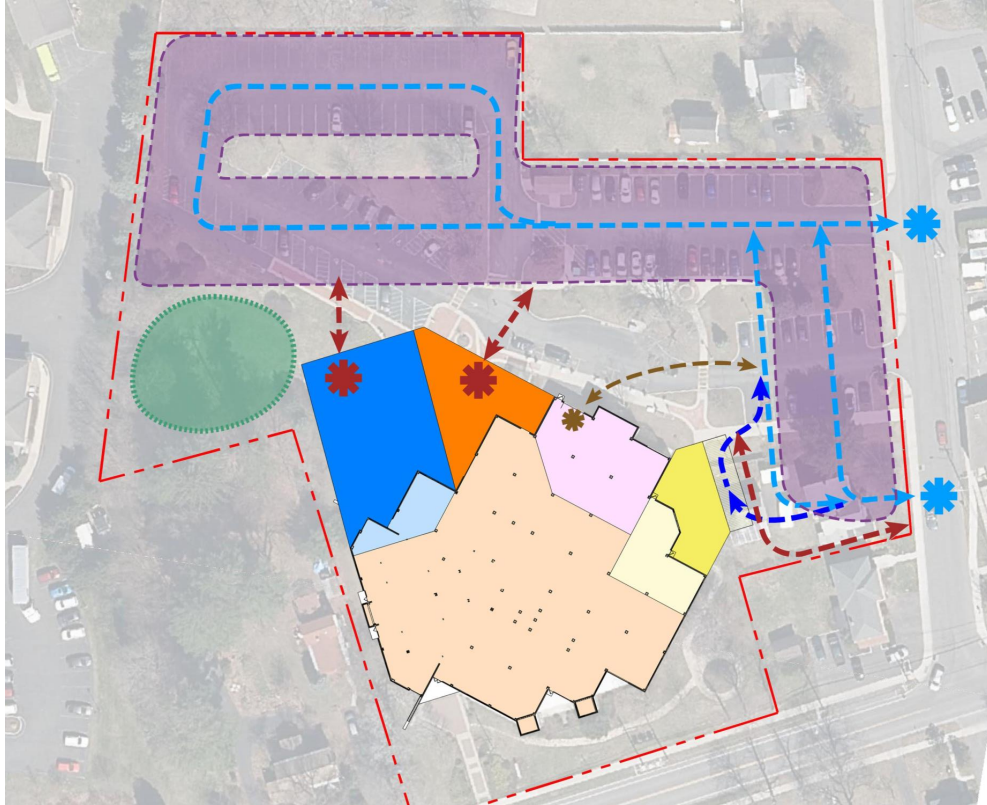


CONS

Why does the **book pickup require sitewide navigation** if the parking lot is 2 way? What would be the effect on operations if the **service area moved to the back side?**

Concerns about **access for deliveries that go between the library proper and the green**. Trucks backing up, etc. Incoming traffic would have to cross oncoming traffic to access curbside pick, though this isn't a deal killer. Could **maintenance and deliveries be moved to the backside of the Mezzanine?**

Option 4 Feedback: A New Front



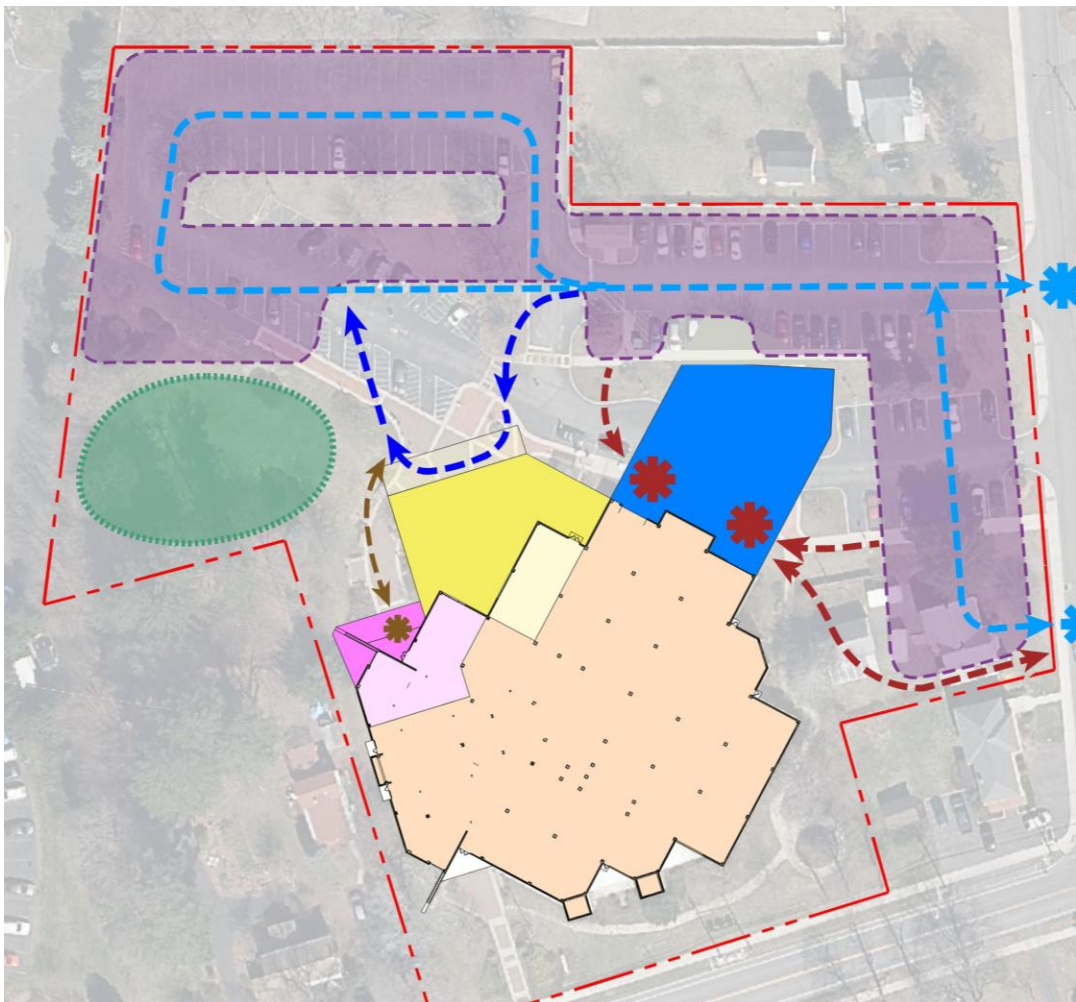
PROS

liked the **convenience of the book pickup being close to the road** in design 4, If I am making a quick stop to pick up or drop off books I want it to be quick and convenient instead of having to navigate through the entire parking lot.

Clear **differentiation between service entrance and people entrances**

like the **additional green space in the “front”** of the library. Possibility of some indoor/outdoor space or performances?

Creating a Hybrid: Split the Middle



Split the Middle

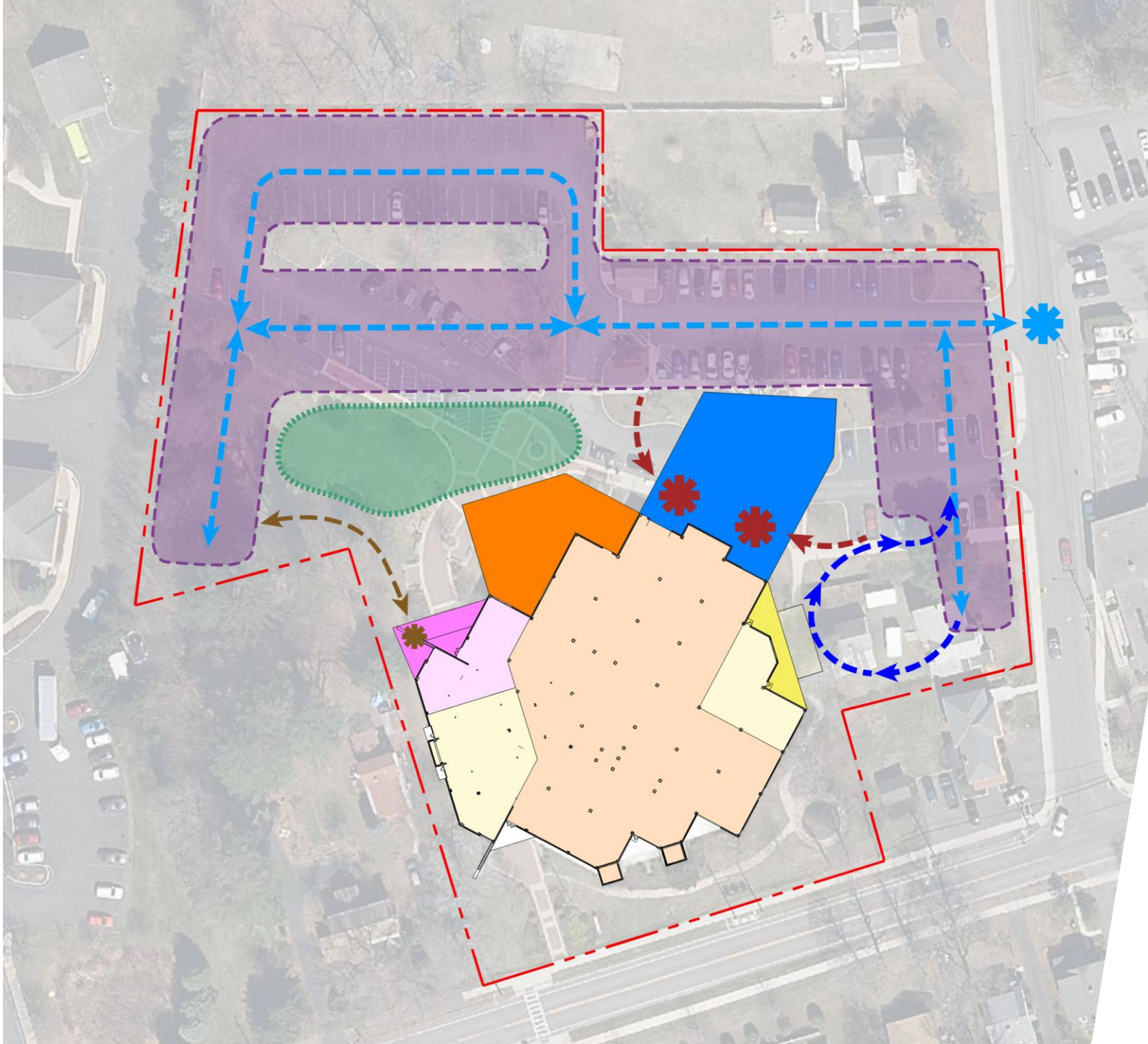
BUILDING LEGEND

- LIBRARY
- COMMUNITY
- STAFF
- MAINTENANCE

LEGEND	
	PARKING
	OUTDOOR LEARNING
	SERVICE ENTRY
	SERVICE ACCESS
	MAIN ENTRANCE
	PEDESTRIAN ACCESS
	BOOK PICKUP
	SITE ACCESS POINT
	VEHICLE CIRCULATION

170 Parking spaces

6,000sf of outdoor green space to accommodate 240 people



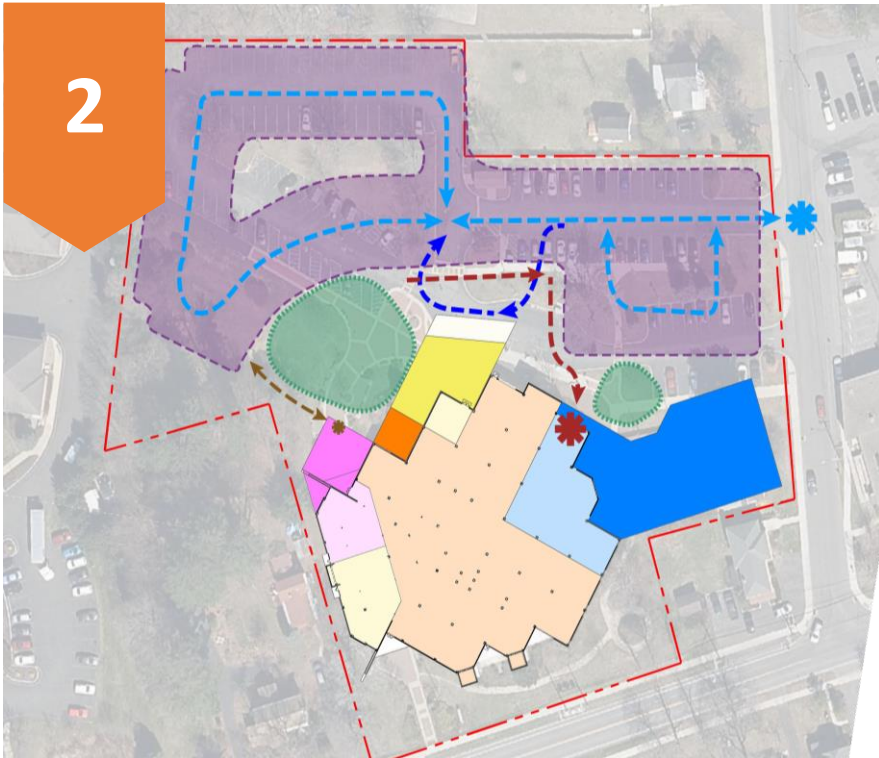


Review

Design Option Preferences

NEW HYBRID OPTIONS:

Which Option is most preferred?



Activate Borthwick

Creates street presence but distances most of the parking from the new main entry



Split the Middle

Best services parking with dual main entry points

	Existing	Split the Middle	Activate Borthwick
Additions	-	13,667	15,200
Community	4,800	7,500	14,000
Main Library	16,500	25,700	22,000
Staff Areas	5,900	6,400	8,200
Maintenance	2,000	3,200	3,600
Staff Mezzanine	existing	removed	existing

*Mezzanine is 2,300 sf included in the Staff Areas

Next Steps

Design Refinement



NEXT STEPS

Design Refinement

REFINE DESIGN OPTIONS

Incorporate any additional feedback on the preferred design option you'd like us to continue with into a more detailed approach.

3D VIEWS

Select 3-4 perspectives to be rendered into 3D views

ALIGN OPTIONS WITH COSTS

Pair preferred design options with preliminary budgetary costs

FINAL REVIEW MEETING

Scheduled for **TBD**



ASHLEY MCGRAW

Thank You



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

PRESENT: Caroline Brancatella
Mark Kissinger (arrived at 6:47)
Sarah Patterson
Lisa Scoons
Michelle Walsh
Charmaine Wijeyesinghe
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang

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

Vice President M. Walsh called the meeting to order at 6:03pm.

PUBLIC PARTICPATION

There was no public participation at this time.

MINUTES

Minutes of the 14 November 2022 board meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons.

Minutes of the 28 November 2022 personnel committee meeting were approved unanimously on a MOTION by S. Patterson with a SECOND by C. Wijeyesinghe.

FINANCIAL REPORT

Treasurer's update

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

- S. Whiting said that \$50,000 had been moved from the general operating bank account to the capital projects account in anticipation of architects' fees related to the feasibility study. She said the money comes from the surplus and not the annual budget. The capital projects account allows the library to track all construction-related expenses in one place.

- S. Whiting said that if the board were to approve a project at a certain amount or were to have a construction bond passed, those dollar amounts would also be transferred to the capital projects fund for transparency and ease of tracking.
- S. Whiting said that the library has already seen about \$20,000 so far in interest revenue this fiscal year.
- S. Whiting said that the notation “See detailed report” on the check warrant refers to multiple purchase orders in one payment, such as purchases through Amazon. C. Wijeyesinghe asked if the breakdown would be available to the public upon request. S. Whiting said all of the information is public, and she would be able to run a detailed report upon request.
- C. Wijeyesinghe asked if the library was planning to spend all of the money in the materials line. T. Choppy noted that some of the money had been spent already on laptops and A/V equipment and later reimbursed by PEG funds. G. Kirkpatrick said that a lot of materials are ordered 4-6 months in advance so the line can look underspent until those items become available. The goal is that every penny in the materials line is spent.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 November 2022 (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; CapProject Fund/Hand-Drawn Checks \$14,967.00; Total: \$604,813.42).

PERSONNEL REPORT

G. Kirkpatrick said the library was able to fill the open Public Services librarian position, so he was removing the request for a part-time position. He noted that a part-time employee had accepted the full-time position. The library is now looking to backfill a Librarian I position in Technical Services following the retirement of Lisa Bouchard. The other backfill request is for a full-time Library Assistant. S. Patterson asked if there was some kind of graphic that details the specific job positions in the library. G. Kirkpatrick introduced the board to his confidential secretary, J. Crawford, and said that it was something she would be working on.

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

- Librarian I, full-time, permanent, 35 hours/week, \$55,529/annual or per contract
- Library Assistant, full-time, permanent, 35 hours/week, \$39,604/ annual or per contract

DIRECTOR’S REPORT

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

- K. Coffey was very pleased with the library’s new snow plowing service. G. Kirkpatrick said the library had a chance to see them in action during the snowfall over the weekend. M. Walsh asked about the early closure of the library by one hour on Sunday. G. Kirkpatrick said the roads were starting to get challenging, and he wanted to get staff home in the daylight.

- Library architects Ashley McGraw will be meeting with board members on Thursday, and the meeting is open to the public.
- G. Kirkpatrick said the partnership with the Bethlehem Historical Association has been very successful. He said the group has asked about additional seating because attendance at some of the recent programs has approached the Community Room fire code capacity.
- The number of offered programs and attendance are both up, and G. Kirkpatrick extended his thanks to Public Services for making that happen.
- The second storytime session offered on weekdays is more lightly attended than the first. The library will continue to seek out new opportunities that are popular with attendees.
- Staffers will be attending First Night at Four Corners from 6-7:30pm, bringing a photo booth and other goodies.
- M. Walsh asked about the Teen Book Boxes. G. Kirkpatrick said they were like subscription boxes filled with books and items for teens to keep. Registration is required. During the pandemic, it was one of the main ways the library was able to engage that age group.
- C. Wijeyesinghe asked if the library could give out books to children at outreach events. C. McGinty said that the library hands out coupons for free books during outreach that children can then redeem at the library.
- G. Kirkpatrick spoke with a senior group about library services and pushed the Books to People home delivery service, as well as book and media bundles.
- In December, there are usually questions from the public about holiday displays and exhibits and what is allowed. The library provides public space for displays defined by the Displays and Exhibits policy. The library does not do any holiday decorating in non-display areas following a decision in the mid '90s. Over the past couple of years, interest in displaying in December has waned, but the library gets questions about it every year. C. Brancatella asked if the library could remind patrons of the policy in the fall Footnotes to get a jump on the questions.
- G. Kirkpatrick provided a graph showing electric use has been consistent since the HVAC upgrade despite increasing costs.
- M. Walsh said she was happy to learn that the library would be offering Fold3 in the new year. She said that it was a great way to learn about ancestors in the military.
- S. Patterson said she noticed that the Storywalk in Park is still fall-themed. C. McGinty said installing a winter story is on her to-do list.

BUILDING PROJECT COMMITTEE REPORT

G. Kirkpatrick said the architects have met with staff and will be meeting with trustees on Thursday as part of their building feasibility study. That meeting will be open to the public and streamed live.

NEW BUSINESS

Notary services

The library has been offering notary services when an employee with notary certification is available, generally Monday-Friday from 9am-5pm. Only one person on staff is currently eligible to offer this service and has expressed an interest in no longer doing so. G. Kirkpatrick said that providing a notary has not been considered a core business of the library, but he asked the board if they were interested in continuing to provide the service. If interested, the library could offer training to multiple employees and cover the yearly insurance for each library notary. Board members said they were interested in continuing the service and asked G. Kirkpatrick for more information about the cost of training and insurance.

Public photocopiers

The vendor who maintained the library's coin-operated copiers will no longer be providing that service. The machines currently in use would be given over to the library to run and maintain. G. Kirkpatrick said the intent is to continue using those machines until they have run their course and then invest in a standard copy machine that would be used on the honor system, much like the printers work. The board agreed that this made sense moving forward.

Donation/naming rights

The library has been approached by a community member who has donated in past years and wanted to know what the requirements are for naming rights for the building. At this time, the library does not offer naming rights, but G. Kirkpatrick asked the board their thoughts. M. Kissinger, M. Walsh, and C. Brancatella were in general agreement that they supported the process, but would need to discuss further the guidelines, such as dollar amounts and who would be eligible. C. Brancatella said she would like to have a solid policy in place describing how the board would vet the names and whether corporate or non-profit organizations would be eligible. C. Wijeyesinghe said that as part of the discussion, the board should talk about all the ways to recognize significant contributions to the library. G. Kirkpatrick said the library itself cannot directly fundraise. M. Walsh encouraged the board to not wait too long to have the discussion. Board members agreed to revisit this talking point at the January board meeting.

Marshall & Sterling invoice

G. Kirkpatrick presented an invoice for pre-paid health care expenses related to flex and FSA accounts for staffers. The majority of the expense will be paid back over the year through paycheck deductions.

On a MOTION by M. Kissinger with a SECOND by C. Wijeyesinghe, the board voted unanimously to approve an invoice from Marshall & Sterling in the amount of \$17,008.08 for costs related to the administration of employee health benefits.

Other new business

C. Wijeyesinghe asked when contract discussions would begin. G. Kirkpatrick said that the union has been notified that the library is ready to begin negotiations and he is waiting to hear back.

L. Scoons said she wanted to let the board know about the UHLS recommendation to sign the National Movement of Unite Against Book Bans pledge.

OLD BUSINESS

Personnel committee - report

As part of his evaluation, C. Wijeyesinghe said G. Kirkpatrick will receive a summary of the board's perspective shortly. He will provide his own assessment followed by an executive discussion in January.

Other old business

There was no other old business at this time.

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 7:12pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BUILDING PROJECT COMMITTEE MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)
Thursday December 15, 2022

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

Geoffrey Kirkpatrick, director

EXCUSED: Caroline Brancatella

GUESTS: Phil Berardi, head of Circulation and Technical Services
Natalie Redmore from Ashley McGraw (virtual)
Susanne Angarano from Ashley McGraw (virtual)
DeAnna Hine from Ashley McGraw (virtual)
Brooke Williams from Ashley McGraw (virtual)

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

DISCUSSION WITH LIBRARY ARCHITECTS ASHLEY MCGRAW

Representatives from Ashley McGraw presented five different design concepts for potential improvements to the library building.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

The board adjourned the regular meeting at 7:38pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report January 2023

Revenue and Expense Report

On the revenue side, we have received 98% of budgeted tax revenues from the school district. Interest income is just over \$26,000, more than four times the budgeted amount, reflecting the positive change in the interest rate environment. We also received a \$5,000 donation from the Hungerford Charitable Foundation and \$1,000 from the Storches. Expenses are about 3.5% underbudget, tracking very similarly to last year at this time.

I am beginning to work on the budget for next year and plan to have a draft budget for review at our February board meeting.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 12/31/22

	BALANCE					BALANCE
	11/30/2022	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	12/31/2022
TD Bank General Fund	1,173,488.15	64,264.89	(186,562.57)	421.49	160,114.39	1,211,726.35
TD Bank Payroll	0.00		(139,885.61)	-	139,885.61	0.00
TD Bank Money Market	3,132,628.39	-	-	5,542.49	(300,000.00)	2,838,170.88
TD Bank Treasury Bill	1,010,777.85		-	983.38	-	1,011,761.23
TD Bank Capital Project Fund	50,000.00	-	(14,967.00)		-	35,033.00
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	11,630.83	1,196.56	(113.69)		-	12,713.70
TOTAL:	6,366,894.39	64,264.89	(341,415.18)	6,947.36	-	6,096,691.46

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$16,126 of Storch Fund money
\$4,924 of Storch funds used to purchase 3D printer

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

6 MONTHS ENDED 12/31/22

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 6 MO. ENDED 12/31/2022	Percent YTD 12/31/2022	ANNUAL BUDGET 2021-2022	YTD PRIOR 6 MO. ENDED 12/31/2021	Percent YTD 12/31/2021
Real Property Taxes	4,308,076	4,212,642	97.8%	4,172,563	4,101,158	98.3%
PILOT	227,724	233,871	102.7%	219,570	219,916	100.2%
Fines	2,000	1,471	73.6%	15,000	10,386	69.2%
Interest on Deposits	6,000	26,365	439.4%	7,500	1,995	26.6%
Lost Book Payments	2,500	4,609	184.4%	-	4,015	0.0%
Sale of Books	-	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	3,500	8,209	234.6%	2,000	4,502	225.1%
Photocopier	6,500	3,347	51.5%	7,500	2,715	36.2%
State Aid	24,500	22,779	93.0%	23,170	21,961	94.8%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	375	0.0%	-	154	0.0%
Total Revenue	4,580,800	4,513,669	98.5%	4,452,303	4,366,803	98.1%
EXPENSES						
Salaries	2,444,929	1,165,176	47.7%	2,363,565	1,107,825	46.9%
Retirement	237,333	232,558	98.0%	291,089	316,827	108.8%
Health Insurance	364,700	186,373	51.1%	310,433	129,170	41.6%
Other Benefits	219,538	103,463	47.1%	201,213	100,984	50.2%
Subtotal Salaries & Benefits	3,266,500	1,687,571	51.7%	3,166,300	1,654,806	52.3%
Library Materials - Print	290,000	109,883	37.9%	292,000	91,063	31.2%
Library Materials - Electronic & Audio	296,000	72,899	24.6%	269,000	84,858	31.5%
Subtotal Library Material	586,000	182,782	31.2%	561,000	175,921	31.4%
Operations	593,300	253,225	42.7%	601,900	237,672	39.5%
Capital Expenditures	100,000	7,827	7.8%	125,000	12,497	10.0%
Contingency	35,000	-			-	
Total Expenses	4,580,800	2,131,404	46.5%	4,454,200	2,080,896	46.7%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

6 MONTHS ENDED 12/31/22

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 6 MO. ENDED 12/31/2022	Percent YTD 12/31/2022	ANNUAL BUDGET 2021-2022	YTD PRIOR 6 MO. ENDED 12/31/2021	Percent YTD 12/31/2021
Salaries & Benefits						
Salaries-Librarians	1,174,134	575,592	49.0%	1,203,711	576,409	47.9%
Salaries-Support Staff	1,108,487	506,071	45.7%	976,846	453,468	46.4%
Salaries-Custodians	162,308	83,513	51.5%	163,595	77,948	47.6%
Subtotal Salaries	2,444,929	1,165,176	47.7%	2,344,152	1,107,825	47.3%
Retirement	237,333	232,558	98.0%	323,103	316,827	98.1%
Health Ins.	364,700	186,373	51.1%	307,889	129,170	42.0%
SocSec/Medicare	187,038	85,002	45.4%	179,359	82,144	45.8%
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%
Subtotal Salaries & Benefits	3,266,500	1,687,571	51.7%	3,184,903	1,654,806	52.0%
Library Materials						
Adult books	171,000	64,725	37.9%	171,000	61,082	35.7%
Periodicals	19,000	16,548	87.1%	18,000	100	0.6%
YS Books	85,000	24,460	28.8%	85,000	25,037	29.5%
Special Collections	15,000	4,150	27.7%	18,000	4,844	26.9%
Subtotal Print Materials	290,000	109,883	37.9%	292,000	91,063	31.2%
Audiobooks	23,000	8,546	37.2%	25,000	6,248	25.0%
E-Collections	196,000	43,961	22.4%	156,000	62,342	40.0%
Electronic Resources	27,000	6,670	24.7%	28,000	-	0.0%
YS Audiobooks	5,000	2,092	41.8%	7,000	598	8.5%
YS Media	5,000	980	19.6%	5,000	2,033	40.7%
AS Media	40,000	10,650	26.6%	48,000	13,637	28.4%
Subtotal Electronic & Audio	296,000	72,899	24.6%	269,000	84,858	31.5%
Subtotal Library Materials	586,000	182,782	31.2%	561,000	175,921	31.4%
Operations						
Copiers and supplies	15,000	5,285	35.2%	18,000	3,578	19.9%
Office supplies	20,000	4,943	24.7%	20,000	7,412	37.1%
Custodial supplies	26,000	5,874	22.6%	26,000	4,200	16.2%
Postage	20,000	9,235	46.2%	20,000	7,154	35.8%
Printing & Marketing	35,000	7,952	22.7%	38,000	8,534	22.5%
Van lease & oper.	4,000	365	9.1%	4,000	266	6.6%
Gas and Electric	65,000	43,483	66.9%	50,000	31,626	63.3%
Telecommunications	14,000	12,157	86.8%	18,000	6,176	34.3%
Water	3,000	2,098	69.9%	3,000	1,465	48.8%
Taxes-sewer & water	3,400	-	0.0%	3,400	-	0.0%
Refund property taxes	7,500	49	0.7%	10,000	1,323	13.2%
Prof. Services	30,000	5,468	18.2%	30,000	13,197	44.0%
Contract Services	45,000	3,587	8.0%	42,000	22,184	52.8%
Insurance	29,000	28,305	97.6%	29,000	26,749	92.2%
Bank Fees	1,400	841	60.0%	-	643	0.0%
Travel/Conference	3,000	2,182	72.7%	3,000	2,318	77.3%
Memberships	3,000	1,995	66.5%	3,000	1,768	58.9%
Special Programs	32,000	7,036	22.0%	35,000	6,187	17.7%
Furniture & Equipment	40,000	2,143	5.4%	40,000	6,843	17.1%
IT Hardware & Software	42,000	18,954	45.1%	42,000	10,553	25.1%
Bld & Grnd. Repair	40,000	4,856	12.1%	40,000	11,591	29.0%
Furn/Equip Repair	2,000	44	2.2%	2,000	97	4.8%
Miscellaneous	6,000	4,496	74.9%	4,000	5,799	145.0%
Audit Service	24,000	22,900	95.4%	24,000	16,876	70.3%
Accounting Service	30,000	33,278	110.9%	15,000	14,010	93.4%
UHLAN fees	53,000	25,701	48.5%	52,000	27,125	52.2%
Subtotal Operations	593,300	253,225	42.7%	571,400	237,672	41.6%
Capital Expenditures	100,000	7,827	7.8%	100,000	12,497	12.5%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,580,800	2,131,404	46.5%	4,452,303	2,080,896	46.7%

BETHLEHEM PUBLIC LIBRARY

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN DECEMBER 2022 BASED ON PRE-APPROVAL	\$	35,088.65
CHECKS DISBURSED IN DECEMBER 2022 RELATING TO PAYROLL	\$	208,405.52
CHECKS BEING SUBMITTED FOR APPROVAL	\$	79,144.54
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	14,966.50

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 21: MANUAL DISB - DEC 22 For Dates 12/1/2022 - 12/31/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40806	12/01/2022	2427	CARDONA'S MARKET INC.	230227	1,130.00
40807	12/01/2022	2340	T-MOBILE	230224	900.95
40808	12/01/2022	1581	UNITED STATES POSTAL SERVICE	230017	1,390.05
40809	12/01/2022	2326	DELMAR MARKETPLACE - MCCARROLL'S	230231	197.72
40852	12/16/2022	1831	CDPHP UNIVERSAL BENEFITS, INC.		4,811.20
40853	12/16/2022	2383	MARK POLI	230252	250.00
40856	12/21/2022	1424	AFLAC NEW YORK		240.34
40857	12/21/2022	2426	JPMORGAN CHASE BANK NA	*See Detail Report	2,138.97
40858	12/21/2022	1576	MARSHALL & STERLING EMPLOYEE BENEFITS	230264	15,948.08
40859	12/21/2022	2061	UNITED HEALTHCARE INSURANCE CO		139.44
40860	12/21/2022	1607	VERIZON BUSINESS FIOS	230013	159.79
40861	12/28/2022	1570	NATIONAL GRID		7,497.33
40862	12/28/2022	1607	VERIZON BUSINESS FIOS	230013	159.79
40863	12/28/2022	1607	VERIZON BUSINESS FIOS	230013	124.99

Number of Transactions: 14

Warrant Total: 35,088.65

Vendor Portion: 35,088.65

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

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 23: DEC 22 TRUST & AGENCY For Dates 12/1/2022 - 12/31/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40850	12/15/2022	712	CIVIL SERVICE EMPL ASSOC INC.		972.71
40851	12/15/2022	1679	METLIFE-TSA CONTRIBUTIONS		200.00
40854	12/30/2022	712	CIVIL SERVICE EMPL ASSOC INC.		960.82
40855	12/30/2022	1679	METLIFE-TSA CONTRIBUTIONS		3,205.00
100724	12/15/2022	709	BPL SPECIAL PAYROLL ACCOUNT		68,226.42
100725	12/15/2022	710	NYS INCOME TAX BUREAU		3,925.99
100726	12/15/2022	1946	IRS - PAYROLL TAX PMT		22,180.85
100727	12/15/2022	2003	NEW YORK STATE DEFERRED		2,595.43
100728	12/30/2022	709	BPL SPECIAL PAYROLL ACCOUNT		71,659.19
100729	12/30/2022	710	NYS INCOME TAX BUREAU		4,195.57
100730	12/30/2022	730	NYS EMPLOYEES RETIREMENT SYSTE		3,323.79
100731	12/30/2022	1946	IRS - PAYROLL TAX PMT		24,339.53
100732	12/30/2022	2003	NEW YORK STATE DEFERRED		2,620.22

Number of Transactions: 13

Warrant Total: 208,405.52

Vendor Portion: 208,405.52

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 - 25: BILL SCHEDULE (JAN 23) For Dates 1/10/2023 - 1/10/2023**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1206	01/10/2023	2424	ASHLEY MCGRAW ARCHITECTS	230257	14,966.50
40864	01/10/2023	30	ALBANY PUBLIC LIBRARY-MAIN BR	230247	60.00
40865	01/10/2023	2420	AMAZON CAPITAL SERVICES INC	230253	2,392.90
40866	01/10/2023	77	BAKER & TAYLOR , INC.	*See Detail Report	16,746.98
40867	01/10/2023	736	BARNES & NOBLE INC	230096	44.78
40868	01/10/2023	2257	CANAJOHARIE LIBRARY & ART GALLERY	230272	85.00
40869	01/10/2023	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	230262	553.13
40870	01/10/2023	2200	CCB TECHNOLOGY, INC.	230260	848.00
40871	01/10/2023	827	PHYLLIS CHAMBERS		510.30
40872	01/10/2023	1463	EAST GREENBUSH COMM LIBRARY	230251	9.95
40873	01/10/2023	1991	EASTERN MANAGED PRINT NETWORK LLC	230004	487.48
40874	01/10/2023	1674	FINDAWAY	*See Detail Report	1,506.75
40875	01/10/2023	1986	FIRSTLIGHT FIBER	230005	189.59
40876	01/10/2023	2361	FUN EXPRESS, LLC	230235	527.74
40877	01/10/2023	1965	PATRICIA GEROU		510.30
40878	01/10/2023	745	MARY HARTMAN		510.30
40879	01/10/2023	297	INTERNATIONAL BUILT-IN SYSTEMS	230266	276.00
40880	01/10/2023	2322	KANOPIY INC.	230018	1,166.00
40881	01/10/2023	2201	LANE PRESS OF ALBANY	230006	3,495.00
40882	01/10/2023	1024	MIDWEST TAPE LLC	*See Detail Report	6,290.19
40883	01/10/2023	1172	ANNE B MOSHER		510.30
40884	01/10/2023	1088	NASSAU FREE LIBRARY	230248	3.99
40885	01/10/2023	1961	NATIONAL BUSINESS FURNITURE, LLC	*See Detail Report	4,080.00
40886	01/10/2023	2088	NYSID	230028	131.00
40887	01/10/2023	2094	ORIENTAL TRADING COMPANY, INC.	230238	27.16
40888	01/10/2023	1823	OVER DRIVE INC.	*See Detail Report	22,993.47
40889	01/10/2023	450	PHILLIPS HARDWARE INC	230015	82.96
40890	01/10/2023	458	PITNEY BOWES INC	230007	99.00
40891	01/10/2023	1210	PROQUEST LLC	230279	2,464.22
40892	01/10/2023	984	RESERVE ACCOUNT-PITNEY BOWES	230267	1,000.00
40893	01/10/2023	505	ROEMER WALLENS GOLD & MINEAUX	230270	260.00
40894	01/10/2023	1951	S & S WORLDWIDE INC.	230240	301.23
40895	01/10/2023	2421	SENTRON ASSOCIATES INC.	230263	497.67
40896	01/10/2023	2340	T-MOBILE	230277	903.00
40897	01/10/2023	1161	TOWN OF BETHLEHEM	230276	3,336.29
40898	01/10/2023	2344	ULINE, INC.	230030	300.44
40899	01/10/2023	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	1,905.54
40900	01/10/2023	1607	VERIZON BUSINESS FIOS	230013	199.99
40901	01/10/2023	1968	VERIZON WIRELESS	230010	100.39
40902	01/10/2023	645	W W GRAINGER INC	230011	362.50
40903	01/10/2023	2423	YOUNG LANDSCAPES LLC	230191	3,375.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 25: BILL SCHEDULE (JAN 23) For Dates 1/10/2023 - 1/10/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 41				Warrant Total:	94,111.04
				Vendor Portion:	94,111.04

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

Certification of Warrant

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

Date Signature Title

January 9, 2023 - 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	11 hrs/wk	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	\$14.20/hour	S. Hamilton	12/12/2021	1/10/2022				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$14.20/hour	M. Mitchel	5/11/2022	5/9/2022				
Librarian 1 FT	Technical Services	35 hrs/wk		\$55,529/annual or per contract	E. Bouchard	12/30/2022	12/12/2022	Filled	A. Coletta	1/3/2023	Internal/Lateral
Library Assistant FT	Public Services	35 hrs/wk		\$39,604/annual or per contract	P. Lloyd	12/16/2022	12/12/2022				
Librarian 1 PT	Public Services	11.67 hrs/wk		\$28.41/hour or per contract	E. Puskas	1/2/2023	12/12/2022				
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.45/hour or per contract	D. Janse	12/27/2022	12/12/2022	Filled	D. Travers	Approx. 4/1/2023	Internal/Schedule Change
Action Requested											
Librarian 1 FT Or fill as Library Assistant FT	Public Services	35 hrs/wk		\$55,529/annual or per contract -- \$39,604/annual or per contract	A. Coletta	1/2/2023					
Library Clerk PT	Circulation Services	15.67 hrs/wk	11.67 hrs/wk	\$14.45/hour or per contract	D. Travers	Approx. 3/31/2023					
Positions Held											
None											
*Increase in NYS Minimum Wage 12/31/2022 to \$14.20/hour											

Director's Report January 2023

Buildings and Grounds

Other than salting and clearing snow, the focus turned inside this month. The part-time staff really helped out over the holidays.

I heard from several patrons about their thoughts and wishes for the building. We will continue to seek input from the community as the project moves forward.

Public Services

Lauren is holding more regular programming meetings with the Public Services staff. The programs for March and April are being finalized and the planning for Summer Reading is beginning.

Lauren replaced the Story Stroll at the Swift preserve. The Elm Ave Story Stroll will be switched over by the town in February in celebration of Black History Month.

Program Highlights

Baby Bounce & Books (6 sessions) – December opened with a better-balanced attendance for the 10am and 11am sessions (35/22); having a larger group at the 11am session really makes for a better program. The sessions after our first snowstorm were less well attended, perhaps because it was very cold outside (17/10). The last Tuesday of the month was a surprise: the 11am session was the crowded session (16/36). Anne noticed many new faces, and the older ones were a bit wild so they ended up dancing for the second half.

Family Storytime (2 sessions) – December 22: The 10am session had 29 attendees. We read two big books; one was about penguins, and the second was “Snow Day” by Ezra Keats. Lauren brought out the scarves and we did some singing/dancing, which the kids really enjoyed. She had two other books planned, but the kids were very energized, so we did a few more songs at the end instead. “Driving in My Car” is becoming one of Lauren’s personal favorites to end the program. The second session (11am) had 3 kids and 8 adults for a total of 11.

Upcycled Jewelry – 15 participants. This was a highly successful program, both in terms of attendance and patron satisfaction. Alex had enough adults ask about participation before the program that when he repeats the program in March, he will shift the audience from Tween/Teen to Teen/Adult.

Little Sunday Music: Elizabeth Huntley, harpist – 37 participants. Heavy snow was predicted for the afternoon, and the library did close an hour early. The harpist came down from Saratoga anyway, and we had a respectably-sized audience. Elizabeth stayed to talk to people afterwards, and many had questions about her instrument. It was a lovely concert, and Michael had many enthusiastic comments about how much it was enjoyed.

Dungeons and Dragons for Adults – 8 participants. The Adult D&D Group met again in December. The group is working through a long adventure that could take them into 2024. There is some growing interest in organizing a second group that could play shorter single-session campaigns. A new player mentioned that he had not played since the '90s and was happy to find a group.

Craft & Color for Adults – 14 participants. Another good showing for this Monday morning program. We had one group bus in especially for this program, bringing 6 people. They really seem to enjoy having a space to color and craft (this month we decorated wooden snowflakes). Sarah also put on relaxing music/soundscapes from YouTube to keep the mood peaceful. It's good to see that the last few times we've been drawing in approximately 12-15 people on average.

Mini Macramé Plant Hanger – 14 participants. This was a repeat of a program that Sarah did earlier this year, and again the registration filled up very quickly. We only had one no-show from the registered participants, and we had a good night in which every person completed their plant hanger. As Sarah has said before, it has been fun (if not labor intensive) to bring these macramé programs to our patrons, especially as interest in macramé has picked up in recent years.

Snowflake Suncatchers – 58 participants. While Sarah expected to have a decent turnout for this craft, she was not expecting it to be such a hit. After doing a couple of after school crafts, Sarah decided to make this one 1.5 hours simply to allow for the ebb/flow of a drop-in craft during a school break weekday. This ended up working out well. Yes, it took up a good portion of the day but we had people dropping in consistently throughout the timeframe. It was a really good turnout for a craft with very little prep (the snowflakes were large, premade cardboard cutouts from Amazon and Sarah supplemented with precut tissue paper). A wide variety of ages attended the craft, from near-toddlers to tweens (with the bulk around 5-6 years old) and it seemed to be a hit with everyone.

Paper Airplanes - Luke presented a drop-in paper airplane workshop during school vacation week. Many people stayed for the full hour and some took home extra supplies. Attendance: 24

Outreach

Chris and Geoff gave out 150 coupons to children to be redeemed at the children's desk for a free book and approximately 450 horns and noise makers at the Bethlehem First Night celebration on Dec. 31. The library also provided some props for a selfie picture station. Polly from the Friends of the Library joined us in wishing the participants a happy and healthy New Year. The event held at Delmar's Four Corners also featured an ice sculpture and fireworks.

Anne did outreach at Elsmere Kindergarten (two classes): She read Jan Brett's "The Mitten" in Big Book format. The oversized edition enabled the kids to see many details in the artwork. Afterwards they read a nonfiction picture book about animals in winter. Anne left them with a snowman craft to work on with their 5th grade "buddies."

December 2022

Anne,

Thank you for making Monday afternoon Book Club so enjoyable. You come in well prepared and you're always courteous to all who attend. Each person's opinion is acknowledged with interest. You create an environment that is relaxed and respectful, which results in spirited and enlightening conversations taking place.

Enclosed is a small gift with a message that made me think of you. Enjoy.

★ Warm wishes for a happy holiday! ★

★

Anne,
To you and your family - Happy Holidays.
See you again at Book Club.





Circulation and Technical Services

January is a good time to look back at some of the changes from the past year. One of the biggest changes in the Circulation Department was the elimination of fines. Phil pulled on time vs. late return statistics for the past few years. The obvious disruptions from 2020 aside, it is clear that the combination of automatic renewals and the elimination of fines has led to a significant reduction in late returns. Books on request are not renewable, so that also means that on a collection-wide basis, in-demand and popular materials are not being kept by patron beyond the due date, as some thought might happen. Physical materials continue to increase in popularity with a proportionate decrease in some e-book collections. We will continue to shift spending towards physical materials as circulation numbers settle in to a new normal.

The on time return percentage for checked out items in 2022 was 93.45%. After 3 days, 95.80% of all checked out material had been returned. This is the highest tracked return percentage and the first time since 2018 that the library had reached 90% on returns.

	On Time	Late		3 days late	%late	%Ontime Return	%3 days late
2018	89942	9913		2080	9.93%	90.07%	2.26%
2019	100195	11149		6300	10.01%	89.99%	5.92%
2020	112451	35823		7512	24.16%	75.84%	5.07%
2021	197808	39664		15481	16.70%	83.30%	6.52%
2022	259891	18209		6547	6.55%	93.45%	2.35%
2022 No Fines	122598	8314		5516	6.35%	93.65%	4.21%

The department welcomes Anne (formerly in the Public Services Department) as the Catalog Librarian. She brings extensive cataloging expertise to the position.

Continuing Education and Committee Work

Alex continued to work on the upcoming YSS Spring Conference planning with the conference planning committee.

Lauren finished up the EAP Supervisory webinar series offered on the following topics:

- LGBTQIA+ Awareness in the Workplace 12/13/22 - Conflict Resolution
- Understanding Stress & How to Stress Less Behavioral Workshop
- Intro to Mindfulness Behavioral Workshop

Sarah participated in two UHLS Equity Committee meetings to focus on the organizational culture area of the proposed equity toolkit.

Meetings and miscellany

I had the pleasure of speaking in front of the NYS Assembly Standing Committee on Libraries and Educational Technology on Dec. 15. The focus of my testimony was about the impacts of Civil Service on hiring practices in libraries and suggested changes proposed by the New York Library Association. The video is not yet available on the Assembly website, but I will forward it when published.

I have been in contact with the staff at BCSD to coordinate information about PILOT payments for the coming fiscal year.

2023 begins the official start of the requirement for all library trustees to have two contact hours of continuing education training each year. Organizations that are authorized to provide this training are UHLS, ALA, NYLA, Division of Library Development/NYS Library, and Webjunction webinars. The library's upcoming DEI training from UHLS will satisfy this requirement for 2023.

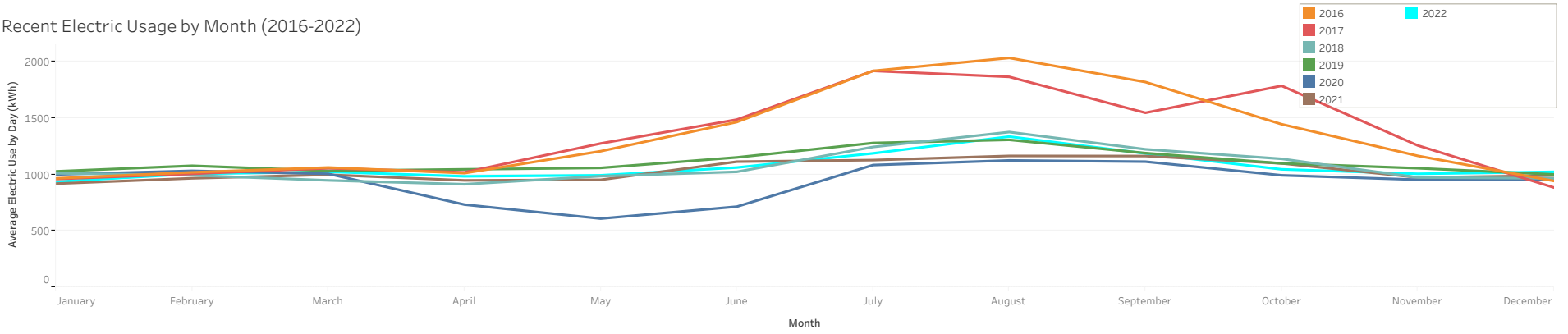
Library Advocacy Day is Tuesday, Feb. 28. UHLS is setting up meetings with legislators now. These may be in-person or virtual depending on the legislators' preferences. Please let me know if you'd like to participate in the meetings that day.

The NYS Annual Report for Public Libraries will be open to fill in starting in February. The report will go before the board for final approval, likely at the February board meeting.

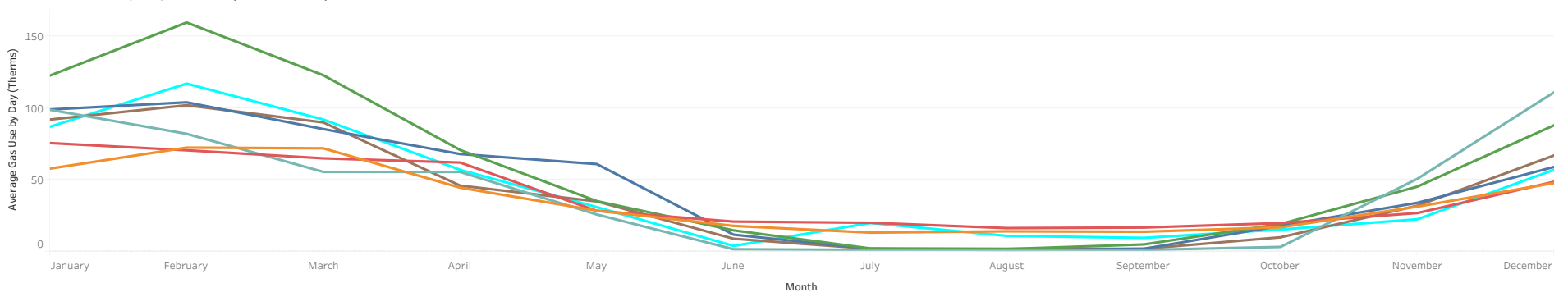
Geoffrey Kirkpatrick, Library Director

Library Collection				2021-22	Current Total
Adult fiction				27,178	27,283
Adult non-fiction				29,397	29,221
Adult audio				5,824	5,880
Adult video				8,563	8,441
Young adult fiction				4,903	5,014
Young adult nonfiction				580	615
Young adult audiobooks				477	492
Children's fiction				28,318	28,737
Children's non-fiction				16,096	15,921
Children's audiobooks				1,651	1,749
Children's video				1,391	1,361
OverDrive - UHLS Shared				114,633	120,191
e-magazines				3,123	4,302
Electronic (games, ereaders)				418	417
Total				242,552	249,624
Library Programs	Dec-22	Dec-21	% change	2021-22	F-Y-T-D
Programs	48	22	118.2%	370	275
Program attendance	1165	229	408.7%	7,464	8,269
Outreach Programs	2	0	n/a	59	23
Outreach Attendance	613	0	n/a	5,523	5,803
Circulation	Dec-22	Dec-21	% change	2021-22	F-Y-T-D
Adult fiction	12,018	10,508	14.4%	143,462	79,364
Adult non-fiction	6,408	6,544	-2.1%	78,344	40,727
Adult audio	4,464	4,391	1.7%	54,406	27,170
Adult video	5,799	6,547	-11.4%	76,698	34,722
Magazines	1,247	1,422	-12.3%	17,896	8,269
Young adult fiction	1,251	1,293	-3.2%	18,283	9,252
Young adult nonfiction	165	104	58.7%	1,423	893
Young adult audiobooks	197	196	0.5%	2,655	1,406
Children's fiction	11,033	9,864	11.9%	134,624	74,842
Children's non-fiction	2,655	2,254	17.8%	35,166	17,781
Children's audiobooks	1,078	886	21.7%	12,961	7,305
Children's video	762	740	3.0%	7,053	3,487
Electronic (games, ereaders)	579	463	25.1%	6,320	3,861
Total	47,656	45,212	5.4%	588,614	307,935
Interlibrary Loan	Dec-22	Dec-21	% change	2021-22	F-Y-T-D
Borrowed from others	6,012	6,180	-2.7%	77,607	37,034
Loaned to others	4,144	4,099	1.1%	52,068	26,190
Miscellaneous	Dec-22	Dec-21	% change	2021-22	F-Y-T-D
Visits to our home page	27,612	39,007	-29.2%	455,145	218,764
Public use of meeting rooms	30	26	15.4%	339	195
Public meeting attendance	479	365	31.2%	4,091	2,314
Staff use & library programs	51	25	104.0%	190	309
Study room sessions	306	177	72.9%	3,279	1,812
Tech room/ Studio use	32	0	n/a	16	70
Door count	14,809	11,846	25.0%	153,368	89,092
Registered BPL borrowers	74	46	60.9%	931	519
Computer signups	985	718	37.2%	9,435	6,096
Museum Pass use	68	69	-1.4%	1,166	659
E-book use	5,377	5,627	-4.4%	67,489	32,890
E-audiobook use	3,858	3,596	7.3%	43,805	23,400
E-magazine use	960	1,188	-19.2%	14,492	6,464
Streaming video use	1,071	1,414	-24.3%	16,022	6,531
BCSD use via Overdrive	153	179	-14.5%	1,668	626
Equipment	227	309	-26.5%	2,524	1,503
Wireless Use	8,707	7,426	17.3%	103,660	59,761

Recent Electric Usage by Month (2016-2022)



Recent Gas Usage by Month (2016-2022)



Unite Against Book Bans

In November, an email was sent to UHLS Board Presidents and Directors asking library boards to consider signing on to **Unite Against Book Bans** as an organizational partner.

Their website includes talking points, social media tools, and other resources to help organizations work against book bans. Visit it here: uniteagainstbookbans.org.

Some partners include:

- American Library Association
- New York Library Association
- New York Alliance of Library Systems
- Public Library Systems Directors Association (of NY)
- Capital District Library Council
- Upper Hudson Library System
- Albany Public Library

Notary Services

The board asked for more information about providing notary services at the library on a more consistent basis than the service is presently offered.

UHLS staff were consulted. UHLS is re-starting their program to help library staff become certified as notaries. They are coordinating with HVCC to provide a training class and will reimburse the library for the \$45 fee for each successful notary registration.

I surveyed the staff about their interest and willingness to serve as notaries. A sufficient number of staff people expressed interest, willingness, and/or excitement about the possibility. This would allow for very good coverage for notary services during most open hours. The library should not require staff to serve as notaries, as there are significant HR implications.

Comprehensive Notary Errors and Omissions insurance was explored. Liability limits range from \$10,000 at \$25/notary/year to \$100,000 at \$140/notary/year. Comprehensive coverage protects both the Notary (insured) and the Library (additional insured). The coverage includes legal defense costs. If there is a resulting judgement, the policy would cover up to the coverage limit. While there could be a case for coverage under the library Legal Liability portion of our insurance, it is not recommended by our insurance broker.

There are one-time startup costs as well as ongoing costs to provide this service. The exam fee and physical stamp are one-time costs. Registrations are renewed every four years and insurance would be an annual cost.

I contacted the library's attorney for advice about insurance coverage levels and other legal implications. Her advice is that \$10,000 in coverage is insufficient as liability in these situations can easily exceed that amount. She indicated that the \$100,000 coverage is wisest, but more important is ensuring the library has the right annual budget for yearly training and air-tight protocols and resources for notaries. It is important that providing notary service is included in their job description, is an official service provided by the library, and that proper records are kept for each notarization.

If there is an accusation of fraud, even through no fault of a staff member, they could be called in to testify. Staff would need to know that they would be

compensated for lost work time and covered for legal representation and damages should they be called into court despite doing all the right things. All of that can be accomplished through library policy.

I would recommend that we have the attorney craft the notary policy and help ensure that the proper language is included in job descriptions.

Below is a quick summary of costs:

		Assumes 20 staff people	Notes
One-time costs			
Notary certification class	\$45 per person	\$0	Reimbursed by UHLS for each successful notary registration
Written exam fee	\$15 per person one time	\$300	
Notary stamps	\$40 per notary	\$800	
Craft appropriate policies and board actions		\$3,000	Estimate of attorney fees
Subtotal of one-time costs		\$4,100	
Ongoing costs			
Registration/renewal	\$60 per person every 4 years	\$300	
Comprehensive Errors and Omissions Insurance	\$25 to \$140 per person per year	\$2,800	High end of coverage
Subtotal of ongoing costs		\$3,100/yr	