



Board of Trustees Meeting
Monday January 8, 2024 5:00 pm (note time change)
Board Room

This meeting will be held in person in the Board Room

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

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
- Executive session
- **Recess/Break (meeting will be in recess from the end of executive session until 6:00 pm when the board will reconvene)**
- Public participation
- Review of previous meeting minutes (p. 3-9)
- Request for reconsideration of action by Library Director
- Financial report (p. 10-19)
 - Treasurer's update (p. 10)
- Personnel report (p. 20)
 - Personnel actions
- Director's report (p. 21-26)
- UHLS report
- New business
 - Design development proposal (p. 27-34)
 - Board retreat
 - PatronPoint presentation (p. 35-45)
 - Year-end statistical review
 - Other new business
- Old business
 - Library properties consolidation – update
 - Building project - update

- **Meeting Room Policy – update**
- **Study Room Policy – 2nd read (p. 46)**
- **Naming Opportunities Policy – discussion (p. 47-48)**
- **Displays and Exhibits Policy – 1st read (p. 49-50)**
- **Director evaluation - update**
- **Other old business**
- **Future business**
- **Public participation**
- **Executive Session**
- **Adjournment**
 - Next board meeting: Monday February 12, 2024 6:00 pm**
 - Next Friends of the Library meeting: February 19, 2024 6:30 pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
Monday December 11, 2023

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Laura DiBetta

GUESTS:

Jennifer Crawford, confidential secretary
Phil Berardi, assistant director/head of Circulation and Technical Services
Chris McGinty, assistant director
Tanya Choppy, accounts clerk
Colleen Scott
Dee Levy
Meredith Savitt
Amie Bloom
Marcy Stryker
Leslie Hudson
Jim Hudson

Trudy Quaif
Robert McDonnell
Molly Wladis
Hope Amsterdamer
Yishai Amsterdamer
Maayan Amsterdamer
David DeCancio
Edward Wladis
Susannah Levin
Lianne Pinchuk Wladis
Harold Iselin
Greg Burke
Gail Sacco
1 other attendee

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

PUBLIC PARTICIPATION

M. Kissinger said the board would open the public comment period for 25 minutes and allow each speaker three minutes to talk. Several meeting attendees shared their feelings about a recent program sponsored by an outside organization and the library's Meeting Room Policy in regards to it. A recording of the meeting and the public comment period is available on the library's YouTube channel.

BOARD MEETING

M. Walsh said she watched a recording of the Bethlehem Neighbors for Peace event featuring Miko Peled and felt there was lot of offensive language used. She noted that the board allowed the event to be held in support of free speech, however she believed that the speaker violated the library's Patron Conduct Policy by disregarding the library director's requests and singling out and deriding an audience member who was wearing an Israeli Defense Force sweatshirt.

She made a motion to bar Miko Peled from the library. M. Kissinger seconded.

C. Brancatella agreed with M. Walsh that there is a distinction between free speech and behavior, and the library's policies are meant to regulate behavior. She said that when a member of audience is singled out, it goes beyond free speech and becomes about behavior, however, she doesn't believe a ban on the speaker accomplishes anything.

M. Walsh made a MOTION to ban speaker Miko Peled from the library. M. Kissinger SECONDED. M. Walsh and M. Kissinger voted in favor. L. Scoons, C. Brancatella, C. Wijeyesinghe and S. Patterson voted against. The motion did not pass.

C. Brancatella made a motion that the board take disciplinary action against Bethlehem Neighbors for Peace including, but not limited to suspension, for hosting a speaker that violated the library's Patron Conduct Policy provision that prevents harassment. C. Wijeyesinghe noted a point of order that there was already a motion on the floor when the second one was made.

C. Wijeyesinghe said that she was aware the library had already taken action against the group for violating the policy prohibiting the sale of merchandise at an event. She asked the board whether there was a need for an additional action. C. Brancatella said that her motion refers specifically to the behavior of the speaker. C. Wijeyesinghe said she wasn't sure if the event organizers had prior knowledge of what was going to be said. C. Brancatella said she believed they did have prior knowledge that people would be made uncomfortable by the talk.

M. Walsh said the library did its best by listening to the public and attempting to intervene during the event. She said it is not the job of library staff to police controversy, and that Bethlehem Neighbors for Peace should take responsibility for the events that took place at their meeting.

C. Wijeyesinghe said she believes the library shouldn't be in the business of banning speakers, and the best way to handle such incidents in the future would be through refining the library's existing policy based on what has been learned. S. Patterson said that the board's energy is best spent focusing on the future and setting policy to prevent issues.

M. Kissinger said it was unfortunate what took place at the library, and it is not how he would like the library to be portrayed.

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board voted in favor of taking disciplinary action against Bethlehem Neighbors for Peace including, but not limited to suspension, for hosting a speaker that violated the library's Patron Conduct Policy provision that prevents harassment. M. Kissinger, M. Walsh, L. Scoons, C. Brancatella and S. Patterson voted in favor of the motion. C. Wijeyesinghe voted against.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved minutes from the Monday November 13 meeting.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved minutes from the Monday December 4 emergency meeting.

FINANCIAL REPORT

Treasurer's update

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

- M. Walsh said that the library was still 2% under budget.
- C. Wijeyesinghe thanked S. Whiting for her investment strategy that has resulted in substantial interest earnings for the library.
- C. Wijeyesinghe asked about the "See detailed report" notation on the bill schedule. T. Choppy said that it is multiple purchase orders from the same vendor. S. Whiting said there was a change in the software that changed how it had previously been displayed. C. Wijeyesinghe asked if a detailed report or link could be provided to the board. M. Kissinger suggested that it be sent to the finance committee and C. Wijeyesinghe.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved the Financial Statement dated 30 November 2023 (Checks disbursed in November 2023 based on pre-approval \$45,508.12; Checks disbursed in November 2023 relating to payroll \$197,177.61; Checks being submitted for approval \$73,157.97; CapProject Fund/Hand-Drawn Checks \$21,273.00; Total: \$337,116.70).

PERSONNEL REPORT

G. Kirkpatrick said he was not requesting any personnel actions this month. The library is still looking for a part-time librarian, which had been previously approved. G. Kirkpatrick thanked staff for being willing to fill in those Friday night hours until a replacement is found. M. Kissinger noted some of the previously approved clerical positions and asked if they were being actively filled. G. Kirkpatrick said they will be filled as needed as circulation increases.

DIRECTOR'S REPORT

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

- Included in the report were before and after pictures of the recent carpet cleaning. G. Kirkpatrick said the cleaners used a quick-drying technique and the improvement was noticeable
- An AED will be deployed shortly. Many staff were trained in its use at staff development day. The new automated system is easier and not as daunting as previous versions.
- G. Kirkpatrick noted that NYLA reports were included in this month's packet. He thanked the board for supporting the staff and allowing them to attend. M. Walsh said it sounded like those who participated enjoyed attending. G. Kirkpatrick said it is always nice to have the opportunity to see what other libraries are doing.
- M. Kissinger and C. Brancatella thanked library staff for all the traditional work they do, as well as additional work over the past week.

UHLS BOARD UPDATE

There is no meeting in December. L. Scoons thanked Tim Burke and Mary Fellows at Upper Hudson for their guidance and support in the ongoing meeting room discussion. She said they are a great resource moving forward.

NEW BUSINESS

Building project discussion/bond amount/HVAC options

L. Scoons asked when the board might see the results of the architects' discussion with employees at staff development day. G. Kirkpatrick said he believed it would be part of the next design development phase, as the schematic design phase is officially complete. C. Wijeyesinghe asked if there was feedback from staff that might change the floor plan. G. Kirkpatrick said there were some space allocation questions from Public Services staff. He also said he has heard some comments that say the library is doubling staff space. He said that is not happening, and the floor plan in the design represent the loss of mezzanine space.

M. Kissinger said that with the completion of the schematic design phase, the architects are looking for the board to make a decision about moving forward with the project and how much they would be willing to bond. M. Walsh asked if the design is set in stone. G. Kirkpatrick said that it is not, but some decisions could impact the cost of the project.

M. Kissinger reminded the board that they are the clients and should speak up if they don't feel ready to move forward, especially in light of the Meeting Room Policy discussion, which won't be resolved right away. M. Kissinger said that the May vote timeline is very unlikely. He said he doesn't feel like they are ready to move the project forward and would rather have it done right than to rush a deadline. There are three things that must be in place for the project to go to vote: SEQR environmental review with comment periods; parcel consolidation; and a board decision on the scope/cost of the project.

C. Brancatella recommended that the board move to the next agenda item and table the discussion until January. M. Kissinger said the board has been talking about a building project for five years and needed to be comfortable with what they would be asking the community to spend. He said he didn't feel like he wanted to bond more than \$30 million. M. Walsh asked when the next ballot opportunity would be if they don't make the May vote. C. Wijeyesinghe recommended October. She asked S. Whiting to provide the amount of library money that would be available to draw down the total bond. S. Whiting said the number is likely to grow as time goes on.

M. Walsh said she was not comfortable with where the design currently stood because she has repeatedly asked for more space in the Children's Room and it has not been added. C. Wijeyesinghe said she would like to reconsider the size of the large meeting room. L. Scoons said that part of the reason for the larger room was to accommodate library programs. C. Brancatella reiterated that staff space was not being doubled.

G. Kirkpatrick said some segment of the board would need to meet with the architects to let them know what they are looking for and add some working sessions. He noted that the time spent on schematic design was not a wasted effort and the library learned a lot from the process.

The board decided to not take any action on the building project at this time. M. Kissinger urged fellow board members to review the environmental options before the next discussion.

Meeting Room Policy – update

C. Wijeyesinghe said the policy committee has been charged with reviewing the Meeting Room Policy, and they are working on setting up a December meeting. She said significant feedback from the public has been received. She said the board had requested a policy ready to vote on at the February meeting, but she doesn't believe the committee would be able to meet that deadline. She said the committee would consider what was learned from events in recent weeks. She said she doesn't support intervening in meetings and placing trustees and staff in that role, but that the library is unable to simply trust that outside organizations would have control over the meeting. She said there are very few restrictions a government organization can place on public meetings, and it might come down to an all or nothing approach.

C. Brancatella said that even though the policy would appear to be all or nothing, the library should try to find a balance. She said the board has shown itself to be in support of the First Amendment. She added that there is a question of safety for staff and patrons that should be addressed.

L. Scoons said she believes that providing meeting space to the community is part of the goal of the library. She also agreed that the February deadline would most likely not work.

M. Walsh said she agreed that the library was facing an all or nothing option, and she was strongly against the nothing. She said she wants to encourage free speech but library staff cannot be expected to police controversy. She suggested de-escalation techniques such as turning off the microphone and lights.

S. Patterson asked G. Kirkpatrick how many groups, on average, hold large public events with speakers. G. Kirkpatrick said he didn't have that number but he could find out. C. Brancatella said that the library only learned about speaker Miko Peled four days prior to the event and suggested that speaker names must be provided to the library 60 days in advance.

M. Kissinger said he would support keeping meeting rooms open to the public, but the board might want to consider pausing new reservations while the policy is examined. He also questioned why the library has had to shoulder the entire burden of providing meeting space in the Town of Bethlehem. C. Wijeyesinghe echoed his question.

C. Brancatella said the board has received numerous comments about the library being the place to uphold free speech.

S. Patterson said she agreed that pausing new reservations so the policy could be reviewed was the right way to go. M. Walsh said she didn't want to shut out longtime groups like the Progress Club. M. Kissinger said existing reservations during the next two months would not be affected. C. Brancatella said such a move would also send a message to other community partners that there is demand for meeting space.

C. Wijeyesinghe said the Policy Committee is in the middle of a number of projects, including naming opportunities that might have to be put on the back burner to move full steam ahead with the Meeting Room Policy.

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board unanimously agreed to pause new meeting room reservations through Tuesday, March 12, to allow the board the opportunity to review the library's Meeting Room Policy.

Prepaid health care fees

G. Kirkpatrick said that the library is required to pay for health care administration fees and upfront FSA enrollment costs before the end of the year. Since open enrollment has just ended, an

invoice has not yet been prepared. G. Kirkpatrick asked the board to approve the payment of the bill not to exceed \$18,000.

On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board voted unanimously to authorize the approval for payment of the upcoming invoice from Marshall and Sterling to pay health insurance administration costs and upfront FSA enrollment fees not to exceed \$18,000.

Patron Point presentation

This presentation has been held for a future date.

Other new business

G. Kirkpatrick said the boiler pump is leaking and in need of a repair. He received a quote for a new pump and will send the old one out for repair to have a backup.

On a MOTION by L. Scoons with a SECOND by S. Patterson, the board voted unanimously to have the pump on the boiler replaced by Trane for the cost of \$6,930.00.

OLD BUSINESS

Library properties consolidation – update

G. Kirkpatrick said the library and the school district have been exploring ways to consolidate all four parcels of library property under one owner. He said it was his understanding that the board expressed a desire to own the property, but there were some questions about whether the school district would be obligated to bond for the library in that case and whether a bond would be required to transfer ownership. The school has said that they would be willing to accept a consolidation of the property under their ownership, providing a path forward for the building project. They would have title to the property and require a strongly worded lease that would protect them from liability. Town approval of the process would be a relatively simple procedure. With school district ownership, any building project would be subject to SED review. C. Wijeyesinghe said she had always been in favor of school district ownership and asked to be notified when it would be on the school board's agenda.

Study Room Policy – 1st read

C. Wijeyesinghe presented the draft of the policy and said it was up for review.

Naming Opportunities Policy – update

C. Wijeyesinghe said the Policy Committee has created a price point grid for certain rooms and will send it out to board member for feedback.

Other old business

There was no old business discussed at this time.

FUTURE BUSINESS

Displays and Exhibits policy – language update

This topic will be discussed at a future meeting.

C. Wijeyesinghe asked fellow board members to consider whether they would be interested in some type of retreat and what the focus of the retreat would be.

PUBLIC PARTICIPATION

Several meeting attendees shared their feelings about a recent program sponsored by an outside organization and the library's Meeting Room Policy in regards to it. A recording of the meeting and the public comment period is available on the library's YouTube channel. M. Kissinger said further comments could be submitted to the board in writing.

EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board voted unanimously to enter into executive session at 8:52pm to discuss the proposed acquisition, sale or lease of real property.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board adjourned the executive session at 9:30pm.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board adjourned the regular meeting at 9:31pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report

January 2024

Revenue and Expense Report

We have received 98% of tax revenues from the school district. Interest income is \$82,000, or more than double what was budgeted. Of this, about \$51,000 is the interest received from the Treasury Bill and CD that both matured in November. We are earning 3.3% on our money market account and some interest on our checking account, which makes up the remainder.

We are 1.5% under budget on expenses as of December 31. Salaries are almost at budget, and we have expended about 13% more in library materials as compared to last year at this time.

I am beginning to work on the budget plan for next year and expect 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 12/31/23

	BALANCE 11/30/2023	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	BALANCE 12/31/2023
TD Bank General Fund	926,005.06	3,804.81	(499,950.63)	1,054.53	343,910.30	774,824.07
TD Bank Payroll	0.00		(219,089.70)	-	219,089.70	0.00
TD Bank Money Market	3,915,411.33	-		9,403.96	(563,000.00)	3,361,815.29
TD Bank Treasury Bill	1,056,170.29		(122.76)	5,039.71	-	1,061,087.24
TD Bank Capital Project Fund	85,474.54	-	(21,273.00)		-	64,201.54
TD Bank 6 mo. CD Opened 11/8/23	1,500,000.00			-	-	1,500,000.00
Key Bank Checking	11,926.27	1,993.90	(167.26)		-	13,752.91
TOTAL:	7,494,987.49	5,798.71	(740,603.35)	15,498.20	-	6,775,681.05

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$16,632* of Storch Fund money

*Includes Friends match & \$493 paid for baby changing kits as requested from the Storch Family

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

6 MONTHS ENDED 12/31/23

FISCAL YEAR 2023-2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 6 MO. ENDED 12/31/2023	Percent YTD 12/31/2023	ANNUAL BUDGET 2022-2023	YTD PRIOR 6 MO. ENDED 12/31/2022	Percent YTD 12/31/2022
Real Property Taxes	4,401,969	4,300,000	97.7%	4,308,076	4,212,642	97.8%
PILOT	241,523	239,259	99.1%	227,724	233,871	102.7%
Fines	3,000	1,261	42.0%	2,000	1,471	73.6%
Interest on Deposits	35,000	82,010	234.3%	6,000	26,365	439.4%
Lost Book Payments	7,500	5,823	77.6%	2,500	4,609	184.4%
Friends of BPL Contributions	-	6,903	0.0%	-	-	0.0%
Gifts and Donations, Misc	4,000	7,415	185.4%	3,500	8,209	234.6%
Photocopier	7,000	5,758	82.3%	6,500	3,347	51.5%
State Aid	26,000	22,830	87.8%	24,500	22,779	93.0%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	516	0.0%	-	375	0.0%
Total Revenue	4,725,992	4,671,775	98.9%	4,580,800	4,513,669	98.5%
EXPENSES						
Salaries	2,506,226	1,225,343	48.9%	2,444,929	1,147,013	46.9%
Retirement	280,440	263,799	94.1%	237,333	232,558	98.0%
Health Insurance	399,300	168,182	42.1%	364,700	186,373	51.1%
Other Benefits	224,226	111,153	49.6%	219,538	103,463	47.1%
Subtotal Salaries & Benefits	3,410,192	1,768,477	51.9%	3,266,500	1,669,408	51.1%
Library Materials - Print	292,000	139,165	47.7%	290,000	109,883	37.9%
Library Materials - Electronic & Audio	283,000	113,859	40.2%	296,000	72,899	24.6%
Subtotal Library Material	575,000	253,024	44.0%	586,000	182,782	31.2%
Operations	605,800	272,934	45.1%	593,300	253,225	42.7%
Capital Expenditures	100,000	-	0.0%	100,000	7,827	7.8%
Contingency	35,000	-		35,000	-	
Total Expenses	4,725,992	2,294,435	48.5%	4,580,800	2,113,241	46.1%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

6 MONTHS ENDED 12/31/23

FISCAL YEAR 2023 - 2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 6 MO. ENDED 12/31/2023	Percent YTD 12/31/2023	ANNUAL BUDGET 2022-2023	YTD PRIOR 6 MO. ENDED 12/31/2022	Percent YTD 12/31/2022
Salaries & Benefits						
Salaries-Librarians	1,177,151	617,222	52.4%	1,174,134	570,296	48.6%
Salaries-Support Staff	1,155,651	517,733	44.8%	1,108,487	494,794	44.6%
Salaries-Custodians	173,424	90,387	52.1%	162,308	81,923	50.5%
Subtotal Salaries	2,506,226	1,225,343	48.9%	2,444,929	1,147,013	46.9%
Retirement	280,440	263,799	94.1%	237,333	232,558	98.0%
Health Ins.	399,300	168,182	42.1%	364,700	186,373	51.1%
SocSec/Medicare	191,726	91,054	47.5%	187,038	85,002	45.4%
Worker's Comp.	20,000	14,829	74.1%	20,000	17,194	86.0%
Unemployment	10,000	4,591	45.9%	10,000	-	0.0%
Disability Ins.	2,500	679	27.1%	2,500	1,267	50.7%
Subtotal Salaries & Benefits	3,410,192	1,768,477	51.9%	3,266,500	1,669,408	51.1%
Library Materials						
Adult books	171,000	90,506	52.9%	171,000	64,725	37.9%
Periodicals	21,000	7,988	38.0%	19,000	16,548	87.1%
YS Books	85,000	33,835	39.8%	85,000	24,460	28.8%
Special Collections	15,000	6,836	45.6%	15,000	4,150	27.7%
Subtotal Print Materials	292,000	139,165	47.7%	290,000	109,883	37.9%
Audiobooks	20,000	11,219	56.1%	23,000	8,546	37.2%
E-Collections	196,000	66,875	34.1%	196,000	43,961	22.4%
Electronic Resources	31,000	22,909	73.9%	27,000	6,670	24.7%
YS Audiobooks	4,000	2,047	51.2%	5,000	2,092	41.8%
YS Media	2,000	106	5.3%	5,000	980	19.6%
AS Media	30,000	10,703	35.7%	40,000	10,650	26.6%
Subtotal Electronic & Audio	283,000	113,859	40.2%	296,000	72,899	24.6%
Subtotal Library Materials	575,000	253,024	44.0%	586,000	182,782	31.2%
Operations						
Copiers and supplies	15,000	4,255	28.4%	15,000	5,285	35.2%
Office supplies	20,000	5,429	27.1%	20,000	4,943	24.7%
Custodial supplies	20,000	9,217	46.1%	26,000	5,874	22.6%
Postage	22,000	8,926	40.6%	20,000	9,235	46.2%
Printing & Marketing	35,000	12,082	34.5%	35,000	7,952	22.7%
Van lease & oper.	4,000	1,159	29.0%	4,000	365	9.1%
Gas and Electric	75,000	34,152	45.5%	65,000	43,483	66.9%
Telecom & Cloud Svcs	24,000	11,186	46.6%	14,000	12,157	86.8%
Water	3,000	1,498	49.9%	3,000	2,098	69.9%
Taxes-sewer & water	3,400	-	0.0%	3,400	-	0.0%
Refund property taxes	5,000	-	0.0%	7,500	49	0.7%
Prof. Services	30,000	15,800	52.7%	30,000	5,468	18.2%
Contract Services	50,000	7,717	15.4%	45,000	3,587	8.0%
Insurance	30,000	32,387	108.0%	29,000	28,305	97.6%
Bank Fees	1,400	724	51.7%	1,400	841	60.0%
Travel/Conference	3,500	2,263	64.7%	3,000	2,182	72.7%
Memberships	3,000	545	18.2%	3,000	1,995	66.5%
Special Programs	35,000	24,197	69.1%	32,000	7,036	22.0%
Furniture & Equipment	30,000	5,421	18.1%	40,000	2,143	5.4%
IT Hardware & Software	50,000	24,935	49.9%	42,000	18,954	45.1%
Bld & Grnd. Repair	40,000	1,644	4.1%	40,000	4,856	12.1%
Furn/Equip Repair	2,000	2,870	143.5%	2,000	44	2.2%
Miscellaneous	6,500	2,436	37.5%	6,000	4,496	74.9%
Audit Service	24,000	18,000	75.0%	24,000	22,900	95.4%
Accounting Service	20,000	19,419	97.1%	30,000	33,278	110.9%
UHLAN fees	54,000	26,672	49.4%	53,000	25,701	48.5%
Subtotal Operations	605,800	272,934	45.1%	593,300	253,225	42.7%
Capital Expenditures	100,000	-	0.0%	100,000	7,827	7.8%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,725,992	2,294,435	48.5%	4,580,800	2,113,241	46.1%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN DECEMBER 2023 BASED ON PRE-APPROVAL	\$	324,487.73
CHECKS DISBURSED IN DECEMBER 2023 RELATING TO PAYROLL	\$	321,394.63
CHECKS BEING SUBMITTED FOR APPROVAL	\$	77,236.76
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	40,017.43

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 22: PREAPPROVED DISB (DEC 23) For Dates 12/1/2023 - 12/31/2023**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41338	12/29/2023	2015	**VOID** WATERVLIET PUBLIC LIBRARY		-12.99
41429	12/29/2023	2015	**VOID** WATERVLIET PUBLIC LIBRARY	240051	-20.00
41636	12/04/2023	1424	AFLAC NEW YORK		220.04
41637	12/04/2023	1831	CDPHP UNIVERSAL BENEFITS, INC.		29,406.49
41638	12/04/2023	2395	CSEA EMPLOYEE BENEFIT FUND		192.13
41639	12/04/2023	1833	HIGHMARK BSNENY		981.91
41640	12/04/2023	2467	LAUREN KOZILSKI	240242	20.12
41641	12/04/2023	720	MVP HEALTH PLAN, INC.		4,217.50
41642	12/04/2023	730	NYS EMPLOYEES RETIREMENT SYSTE	240246	263,799.00
41643	12/04/2023	1581	UNITED STATES POSTAL SERVICE	240015	1,593.65
41644	12/04/2023	1607	VERIZON BUSINESS FIOS	240003	159.79
41645	12/04/2023	1607	VERIZON BUSINESS FIOS	240003	124.99
41646	12/04/2023	2386	GEOFF HOFFMAN	240262	324.00
41681	12/07/2023	2066	KEVIN COFFEY	240273	174.69
41682	12/07/2023	2340	T-MOBILE	240018	886.73
41683	12/07/2023	2061	UNITED HEALTHCARE INSURANCE CO		153.07
41684	12/07/2023	1607	VERIZON BUSINESS FIOS	240003	89.00
41685	12/07/2023	1607	VERIZON BUSINESS FIOS	240003	199.99
41687	12/18/2023	2426	JPMORGAN CHASE BANK NA	*See Detail Report	4,313.42
41688	12/18/2023	1576	MARSHALL & STERLING EMPLOYEE BENEFITS	240283	12,274.16
41689	12/18/2023	1607	VERIZON BUSINESS FIOS	240003	159.79
41690	12/18/2023	2137	WEX BANK	240014	58.98
41692	12/22/2023	1570	NATIONAL GRID		5,138.28
41693	12/29/2023	2015	WATERVLIET PUBLIC LIBRARY	240051	32.99
Number of Transactions: 24				Warrant Total:	324,487.73
				Vendor Portion:	324,487.73

*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 - 21: TRUST & AGENCY (DEC 23) For Dates 12/1/2023 - 12/31/2023**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41635	12/01/2023	712	CIVIL SERVICE EMPL ASSOC INC.		830.85
41686	12/15/2023	712	CIVIL SERVICE EMPL ASSOC INC.		830.85
41691	12/29/2023	712	CIVIL SERVICE EMPL ASSOC INC.		830.85
100832	12/01/2023	709	BPL SPECIAL PAYROLL ACCOUNT		81,984.18
100833	12/01/2023	710	NYS INCOME TAX BUREAU		5,072.14
100834	12/01/2023	1946	IRS - PAYROLL TAX PMT		28,145.98
100835	12/01/2023	2003	NEW YORK STATE DEFERRED		2,634.09
100836	12/15/2023	709	BPL SPECIAL PAYROLL ACCOUNT		65,445.38
100837	12/15/2023	710	NYS INCOME TAX BUREAU		3,750.66
100838	12/15/2023	1946	IRS - PAYROLL TAX PMT		21,368.95
100839	12/15/2023	2003	NEW YORK STATE DEFERRED		3,134.18
100840	12/29/2023	709	BPL SPECIAL PAYROLL ACCOUNT		71,660.14
100841	12/29/2023	710	NYS INCOME TAX BUREAU		4,088.37
100842	12/29/2023	730	NYS EMPLOYEES RETIREMENT SYSTE		5,639.19
100843	12/29/2023	1946	IRS - PAYROLL TAX PMT		23,118.78
100844	12/29/2023	2003	NEW YORK STATE DEFERRED		2,860.04
Number of Transactions: 16				Warrant Total:	321,394.63
				Vendor Portion:	321,394.63

Certification of Warrant

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_____	_____	_____
Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 25: BILL SCHEDULE (JAN 24) For Dates 1/9/2024 - 1/9/2024**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41694	01/09/2024	2464	ADVANTAGE EMERGENCY DEVICES, INC.	*See Detail Report	3,595.36
41695	01/09/2024	611	ALBANY TIMES UNION	240272	1,000.00
41696	01/09/2024	2466	ALEC BETTERLEY	240236	300.00
41697	01/09/2024	2420	**CONTINUED** AMAZON CAPITAL SERVICES INC		0.00
41698	01/09/2024	2420	AMAZON CAPITAL SERVICES INC	240311	8,823.94
41699	01/09/2024	2457	AQUATIC ALLIES	240159	145.97
41700	01/09/2024	77	BAKER & TAYLOR , INC.	240290	5,735.90
41701	01/09/2024	1186	BAKER AND TAYLOR ENTERTAINMENT	240289	36.59
41702	01/09/2024	2223	BAYSCAN TECHNOLOGIES LLC	240268	103.72
41703	01/09/2024	1681	BERNE PUBLIC LIBRARY	240295	7.99
41704	01/09/2024	719	BETHLEHEM CENTRAL SCHOOL DIST	*See Detail Report	1,072.06
41705	01/09/2024	2463	BREEZYCARE SERVICES INC.	240217	4,600.00
41706	01/09/2024	2257	CANAJOHARIE LIBRARY & ART GALLERY	240297	85.00
41707	01/09/2024	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	240296	553.13
41708	01/09/2024	2200	CCB TECHNOLOGY, INC.	240252	840.00
41709	01/09/2024	827	PHYLLIS CHAMBERS		494.70
41710	01/09/2024	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	240005	288.09
41711	01/09/2024	2428	DANIEL MAY	240280	40.00
41712	01/09/2024	1981	DUDLEY OBSERVATORY	240237	150.00
41713	01/09/2024	1981	DUDLEY OBSERVATORY	240237	150.00
41714	01/09/2024	1463	EAST GREENBUSH COMM LIBRARY	240284	28.00
41715	01/09/2024	1991	EASTERN MANAGED PRINT NETWORK LLC	240007	627.51
41716	01/09/2024	2361	FUN EXPRESS, LLC	240291	456.00
41717	01/09/2024	1965	PATRICIA GEROU		494.70
41718	01/09/2024	745	MARY HARTMAN		494.70
41719	01/09/2024	1930	HEWITT'S GARDEN CENTERS INC.	240265	59.95
41720	01/09/2024	297	INTERNATIONAL BUILT-IN SYSTEMS	240294	276.00
41721	01/09/2024	2322	KANOPY INC.	240016	2,511.00
41722	01/09/2024	2201	LANE PRESS OF ALBANY	*See Detail Report	6,295.00
41723	01/09/2024	1024	MIDWEST TAPE LLC	*See Detail Report	1,236.19
41724	01/09/2024	2313	MMB+CO ACCOUNTING	240305	1,250.00
41725	01/09/2024	1172	ANNE B MOSHER		494.70
41726	01/09/2024	2088	NYSID	*See Detail Report	145.62
41727	01/09/2024	1823	OVER DRIVE INC.	240308	12,445.86
41728	01/09/2024	450	PHILLIPS HARDWARE INC	240013	47.96
41729	01/09/2024	458	PITNEY BOWES INC	*See Detail Report	351.18
41730	01/09/2024	2430	PLAYAWAY PRODUCTS LLC	240263	853.90
41731	01/09/2024	1490	REPEAT BUSINESS	240056	49.66
41732	01/09/2024	1633	SAND LAKE TOWN LIBRARY	240293	25.00
41733	01/09/2024	2421	SENTRON ASSOCIATES INC.	240104	494.46
41734	01/09/2024	2038	STAPLES BUSINESS ADVANTAGE	240041	116.48
41735	01/09/2024	2436	THE LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	240279	1,550.00
41736	01/09/2024	1747	TOWN OF BETHLEHEM-HIGHWAY DEPT	240303	11,023.37
41737	01/09/2024	2307	TRANE U.S. INC.	*See Detail Report	4,847.00
41738	01/09/2024	2328	UNIFIRST CORPORATION	240011	96.48

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 25: BILL SCHEDULE (JAN 24) For Dates 1/9/2024 - 1/9/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41739	01/09/2024	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	526.20
41740	01/09/2024	1607	VERIZON BUSINESS FIOS	240003	159.79
41741	01/09/2024	1607	VERIZON BUSINESS FIOS	240003	124.99
41742	01/09/2024	1607	VERIZON BUSINESS FIOS	240003	89.00
41743	01/09/2024	1968	VERIZON WIRELESS	240004	200.94
41744	01/09/2024	645	W W GRAINGER INC	240012	637.58
41745	01/09/2024	1884	W.B. MASON CO., INC.	240271	447.10
41746	01/09/2024	1593	WILLIAM K. SANFORD LIBRARY	240285	7.99
41752	01/09/2024	2392	DIANE J. GOODMAN	240326	750.00

Number of Transactions: 54

Warrant Total: 77,236.76

Vendor Portion: 77,236.76

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

Certification of Warrant

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

_____	_____	_____
Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 7: BILL SCHEDULE - H FUND (JAN 24) For Dates 1/9/2024 - 1/9/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1218	01/09/2024	2424	ASHLEY MCGRAW ARCHITECTS	*See Detail Report	21,342.43
1219	01/09/2024	2452	KENNEY GEOTECHNICAL ENGINEERING SERVICES PLLC	240287	18,675.00
Number of Transactions: 2				Warrant Total:	40,017.43
				Vendor Portion:	40,017.43

*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

[illegible]

Director's Report January 2024

Buildings and Grounds

In boiler news, the main circulation pump has been replaced. The old pump will be sent out to be rebuilt, we will keep it on hand for a quick swap if it becomes necessary.

A car accidentally went through one of the library fences and struck a car in the library parking lot. Replacement panels and a post are being ordered and will be installed as soon as the ground is thawed enough to remove the old post and replace it. The driver's insurance is expected to cover the replacement costs for the fence.

Public Services

In keeping with a normal December, the library was relatively quiet this month. The exception was during winter recess when the library was very busy with children and families. This resulted in quite high circulation for what is typically the slowest month of the year.

The Children's Place was very crowded at times with children and caregivers using the play space, playing games, and taking advantage of the coloring station. We have noticed that using the library as an activity/play space is a growing trend and this was particularly noticeable during the school recess. This has created some tension among library users with several patrons remarking that the library has become a "daycare center."

Library volunteers have assisted at several programs this month, including Paws to Read, Chess Club, New Year's at Noon, and Bethlehem First Night. Our teen volunteer was a big help at New Year's at Noon, counting attendees and helping clean up. At Paws to Read, volunteers did a great job taking attendance, helping greet families coming into the new meeting space, and cleaning up books and chairs.

Program Highlights

Community Yoga (12/6) – A good turnout for a particularly cold night. The presenter consistently tries to make each class a special, new experience for participants. Tonight, he brought battery powered candles and a special guest instructor to assist. Attendance: 10

Crafternoon: Alcohol Ink Votives (12/15) – Participants were invited to use alcohol ink to create a unique and colorful candle holder. Attendance: 7

Dark Corners Book Discussion Group (12/13) – "The Only Good Indians" by Stephen Graham Jones was discussed. This book group continues to attract new members, we had 2 new attendees who indicated their interest in returning (one had never read a horror book before and absolutely loved it). A noteworthy aspect of this group is they have created a safe environment to discuss difficult, meaningful topics, and at the same time, are able to have fun and laugh at the innate absurdity that can exist in a horror novel. Participants watched a short video of the author

discussing his book after the discussion. It was a nice endcap to hear the author describe the inspiration for his writing in his own words. Attendance: 7

DIY Cinnamon Stick Ornaments (12/9) – Craft program inviting participants to create an ornament that looks and smells good. Everyone had fun at this program. Attendance: 20

DIY Last-Minute Holiday Gifts (12/21) – Seasonal craft program where participants were invited to create a variety of gifts, including ornaments, bookmarks, decoupage trinkets and more. One of the goals for this program was to promote sustainability by using up leftover programming supplies, and it was a resounding success. More programs like this are in the works. Attendance: 12

Early Literacy Programs

Tiny Tots (6 sessions) - Attendance from 27-65 participants per session.

Music & Movement (6 sessions) - Attendance from 53-72 participants per session.

Family/Pre-K Storytime (6 sessions) - Attendance from 25-45 participants per session.

Saturday Storytime – 12/2. Attendance: 16

Saturday Storytime – 12/9. Attendance: 10

Saturday Storytime – 12/16. Attendance: 14

Sensory Storytime – 12/8, 10am. Attendance: 17

Sensory Storytime – 12/8, 11am. Attendance: 5

Sensory Playtime – 12/15. Attendance: 20

Gift Bag Decorating (12/7) – Seasonal craft program inviting participants to decorate a gift bag. Gift bags and decorating supplies provided. Attendance: 10

Is Robert Frost Hiding Something? (12/5, 12/12) – Robert Frost's enduring appeal rests on his use of New England vernacular, local geography, dry humor, and the view that his poems are easy to read and understand. Delmar resident Jeff Cohen is leading a series of programs that examine whether there is more to Frost than meets the eye. Mr. Cohen has led several poetry series at the library, including workshops on Emily Dickinson and Elizabeth Bishop. There were three previous sessions of this series held in November. Attendance: 26

Kids Build: Cardboard Fort (12/26) – Young architects, engineers, and contractors were called to the library to construct a giant cardboard fort using leftover boxes. We borrowed the Makedo tools collection from UHLS to attach the boxes together. The program was a lot of fun, and the kids had a great time. Attendance: 42



Look to the Skies: Introduction to the Moon (12/20) – In the fourth entry of our astronomy series, Dr. Mindy Townsend examined the Earth's moon, an inspiration to generations of would-be astronauts and an essential part of our corner of the cosmos. Participants were very engaged in the presentation with many questions at the end. While the majority of attendees were adults, it was nice to see a few teens and younger people out for this event. Attendance: 37

Monday Matinee: To Catch a Thief (12/11) – "To Catch a Thief" marked the end of the Monday Matinee series' focus on Hitchcock and had the best recent turnout for the Monday Matinee film series. In the coming months we'll continue to show classic films, with *The Apartment* & *12 Angry Men* showing in Jan/Feb. Attendance: 16

New Year's Eve at Noon (12/29) – Parents, grandparents, and kids of all ages celebrated the New Year with us a few days early. We sang, danced, and counted down to noon with noisemakers, bubbles and a balloon toss. There was also a very cute craft, Toast to the New Year, completed when we took a break from dancing. Attendance: 61



Pajama Storytime (12/27) – Children ages 0-6 and their families were invited to put on their comfiest pajamas, grab their favorite stuffie, and come to this special evening story time. Attendance: 4

Paws to Read (12/4, 12/11) – Registered therapy dogs listen quietly, creating a safe space for children to practice their reading and speaking skills without fear or judgment. Each child has a chance to read a book of their choice, bringing one of their own or one from the library shelves. The program has been moved into the Story Room. Attendance: 18 + 13 = 31

Pop-Up Polar Bear Craft (12/29) – Children were invited to come have a bear-y good time at the library and get in a wintery mood by making pop-up polar bear dioramas. The craft was very popular, and participants had a great time. Attendance: 30

Super Smash Bros. Ultimate Afternoon (12/8) – Friday afternoon gaming program for teens to play Super Smash Bros. Ultimate on the Nintendo Switch. We had our usual group players who enjoyed the program. Attendance: 9

Tell Us a Story: Long-form Storytime (12/28) – Special storytime program for children ages 6-11 where we read a single long-form picture book or short story. The theme for this program was short stories by Dr. Seuss which participants enjoyed a lot. Attendance: 5

Trivia (12/26) – A general trivia event consisting of 60 questions. We had a good turnout with children, teens and adults participating. A future music-themed trivia event was requested. Attendance: 12

Virtual Author Talk Virtual Series (12/6, 12/12) - The Author Talk virtual series continues to bring in big name authors. This month, New York Times bestselling author of the Red Queen and Realm Breaker series, Victoria Aveyard, chatted about YA fantasy fiction. Bestselling author Stephanie Land discussed her new memoir, "Class: A Memoir of Motherhood, Hunger, and Higher Education." These Author Talks are currently available virtually as an archived recording.

Winter Birdfeeder Story Time and Craft (12/22) – A combined Storytime and craft program where three books were read, including Chickadee: Criminal Mastermind by Monica Silvie, "The Bad Seed" by Jory John, and "Chez Bob" by Bob Shea. The kids really enjoyed both the books and the craft. Attendance: 15

Winter Craft: Mittens! (12/27) – Children were invited to create their own mitten craft. The craft consisted of 6 pieces. We provided markers so they could customize their mittens. Attendance: 30

Upcoming Program

A live, virtual program titled *Can We Talk? Having Constructive Conversations about Challenging Issues* presented by Diane J. Goodman, Ed.D. has been scheduled for Feb. 6 at 7 p.m. The program is our first step in our plan to address the direction from the board for a program series focused on the Mideast crisis. This program will require patrons to sign up through the library's calendar.

Outreach

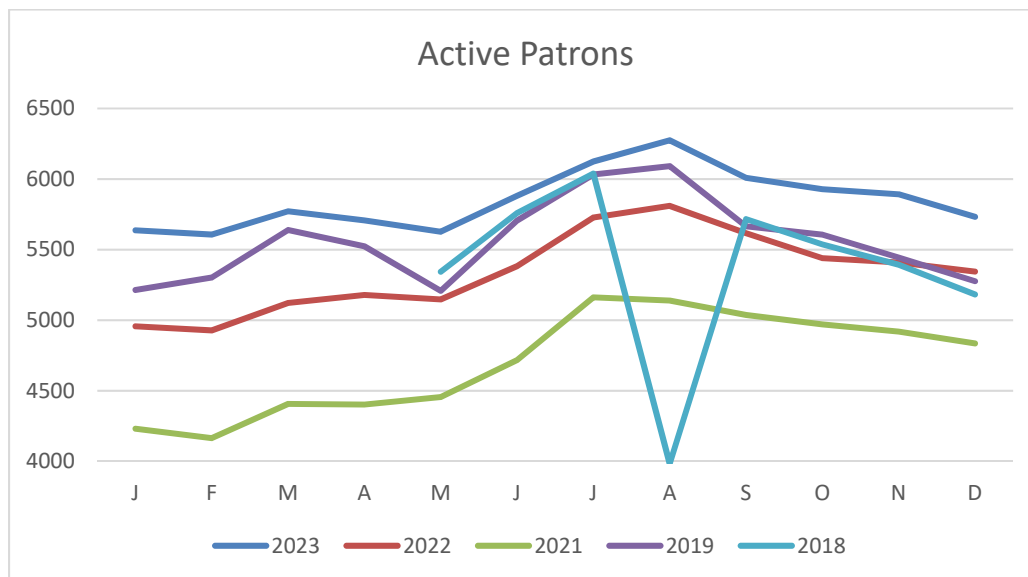
First Night Bethlehem (12/31) – The library participated in the Town of Bethlehem’s annual First Night Event at the Four Corners. Geoff, Robert, Sylvia and Nancy, as well as volunteers from our Friends group, represented the library. The library provided crafts, winter activity books, noisemakers, and other giveaways. Attendance: 475

Holiday Lights in the Park, presented by the Bethlehem Police Department (12/9) – Geoff, Chris, and Lauren represented the library. We counted about 740 cars (and interacted with about 2,200 people) at this event. The last car rolled through at 9 p.m. Approximate Attendance: 2,200

Annual Holiday Parade & Tree Lighting (12/2) – Chris drove the decorated library van in the Town of Bethlehem’s annual Holiday Parade. Approximate Attendance: 200

Circulation and Technical Services

For library purposes, an active patron is a cardholder that has checked out or renewed electronic or physical library materials in any given month. The following chart shows active patrons by month. The number of active patrons is not only up from 2022 but consistently up from pre-pandemic levels in 2018 and 2019. Please ignore the anomalous result from August of 2018, which was the result of data logging error in the online library system.



Meetings and miscellany

I was interviewed by several media outlets this month including WAMC, the Spotlight, and the Times Union. I have fielded a large number of questions from members of the public and even conducted a tour of the mezzanine for an interested patron. Questions this month focused on the Public Meeting Policy and the planned library renovation project.

Geoffrey Kirkpatrick, Library Director

Library Collection				2022-23	Current Total
Adult fiction				27,254	28,495
Adult non-fiction				29,671	30,106
Adult audio				5,713	5,483
Adult video				8,387	8,516
Young adult fiction				5,084	4,886
Young adult nonfiction				650	673
Young adult audiobooks				486	501
Children's fiction				29,443	30,168
Children's non-fiction				15,860	15,961
Children's audiobooks				1,620	1,695
Children's video				1,314	1,307
OverDrive - UHLS Shared				120,043	126,721
e-magazines				4,710	5,380
Electronic (games, ereaders)				405	423
Total				250,640	260,315
Library Programs	Dec-23	Dec-22	% change	2022-23	F-Y-T-D
Programs	71	48	47.9%	667	432
Program attendance	1912	1,165	64.1%	17,832	12,706
Outreach Programs	3	2	50.0%	91	49
Outreach Attendance	2875	613	369.0%	11,899	9,026
Circulation	Dec-23	Dec-22	% change	2022-23	F-Y-T-D
Adult fiction	12,837	12,018	6.8%	157,456	82,991
Adult non-fiction	6,483	6,408	1.2%	84,784	42,194
Adult audio	5,410	4,464	21.2%	56,558	32,855
Adult video	5,720	5,799	-1.4%	71,154	35,358
Magazines	2,994	1,247	140.1%	16,307	13,959
Young adult fiction	1,354	1,251	8.2%	17,774	9,166
Young adult nonfiction	122	165	-26.1%	1,792	879
Young adult audiobooks	278	197	41.1%	2,844	1,708
Children's fiction	11,523	11,033	4.4%	147,150	76,280
Children's non-fiction	2,504	2,655	-5.7%	37,799	17,899
Children's audiobooks	1,221	1,078	13.3%	14,929	8,072
Children's video	636	762	-16.5%	6,330	3,322
Electronic (games, ereaders)	633	579	9.3%	7,669	4,224
Total	51,715	47,656	8.5%	621,402	328,907
Interlibrary Loan	Dec-23	Dec-22	% change	2022-23	F-Y-T-D
Borrowed from others	5,909	6,012	-1.7%	73,725	36,951
Loaned to others	4,211	4,144	1.6%	53,319	26,962
Miscellaneous	Dec-23	Dec-22	% change	2022-23	F-Y-T-D
Visits to our home page	39,808	27,612	44.2%	418,101	257,683
Public use of meeting rooms	32	30	6.7%	473	206
Public meeting attendance	444	479	-7.3%	5,695	2,542
Staff use & library programs	70	51	37.3%	714	407
Study room sessions	331	306	8.2%	4,290	2,186
Tech room/ Studio use	8	32	-75.0%	125	47
Door count	16,604	14,809	12.1%	194,334	106,947
Registered BPL borrowers	63	74	-14.9%	1,085	559
Computer signups	1,102	985	11.9%	13,008	7,066
Museum Pass use	71	68	4.4%	1,192	761
E-book use	6,156	5,377	14.5%	67,186	36,316
E-audiobook use	4,969	3,858	28.8%	49,297	29,329
E-magazine use	2,994	960	211.9%	12,862	12,528
Streaming video use	1,317	1,071	23.0%	14,758	8,271
BCSD use via Overdrive	194	153	26.8%	1,549	702
Equipment	329	227	44.9%	3,867	2,183
Wireless Use	8,502	8,707	-2.4%	127,768	59,380

ASHLEY MCGRAW



January 2, 2024

Geoffrey Kirkpatrick
Bethlehem Public Library
451 Delaware Avenue
Delmar, NY 12054

Re: Architectural Services for Bethlehem Public Library Renovation Project

Dear Mr. Kirkpatrick:

Ashley McGraw is pleased to provide this proposal for the Bethlehem Public Library Design Development Phase. Our overall project understanding is outlined below, with the Design Development service items summarized thereafter.

Project Understanding:

To provide Architectural Services, per the terms of the Agreement dated July 18, 2022, for the renovations of Bethlehem Public Library per. Project scope is to include the following items:

1. Demolish the 59 Borthwick house and investigate potential new uses.
2. Add a large auditorium type space to the library outside the existing footprint (250 person capacity).
3. Redesign and potential relocation of the parking area and building entrance.
 - a. Parking renovations are to include remediation of the icing problems on the plaza.
4. Abate the popcorn ceiling containing asbestos in the hallway.
5. Address interior fit and finish for the library.

Design Development Scope of Services:

- Design Development Phase: The purpose of this phase is to advance the documentation level from scope articulation to design documentation.
 - Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, Ashley McGraw will prepare Design Development Documents for the Owner's review
 - The Design Development Documents illustrate and describe the development of the approved Schematic Design Documents and consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to describe the size and character of the Project

- DD Documents will also outline specifications that identify major materials and systems and establish in general their quality levels
- Prior to the conclusion of the Design Development Phase, Ashley McGraw will submit the Design Development Documents to the Owner for review and request approval

Design Development Fixed Fee	\$740,374
Note: Fee reflects Design Development Phase only based on the current estimated Total Construction Cost and FF&E Budget of \$31,844,045; fee is calculated pursuant to Article 11 of the B101-2017 Standard Form of Agreement Between Owner and Architect dated July 18, 2022. Reimbursable expenses are outlined in Section 11.8.	
Consultant team for this phase of the project: Ashley McGraw Architects (architecture) Vaysen Studio (programming & furniture design) Sage Engineering (MEP/FP) Keplinger/Freeman Associates (site) E&E (abatement design)	

Anticipated Design and Construction Project Milestones:

Remaining Project schedule will be determined by the Schematic Design phase scope selection, however, a roughly estimated timeline for each phase is outlined below:

- Design Development: Jan 2024 – end April 2024 (16 weeks)
- Construction Documents: May 2024 – mid-August, 2024 (14 weeks)
- SED submission: end of August 2024
 - SED review period ranges from 8-20 weeks
- NYS Library Construction Grant Application Submission: September 2024 or September 2025
- Bidding & Construction Award: TBD based on SED review period
- Construction Administration: construction start TBD based on SED review period (duration depending on phasing)

Fee table for design development through construction administration:

\$1 - \$1,999,999	9% (based on construction cost & FF&E)
\$2,000,000 - \$3,499,999	8.75% (based on construction cost & FF&E)
\$3,500,000 - \$9,999,999	8.5% (based on construction cost & FF&E)
Above \$10,000,000	7.75% (based on construction cost & FF&E)

Consultant team included for design and construction phases:

Ashley McGraw Architects (architecture & interior design)
 Sage Engineering (MEP/FP engineering)
 Keplinger/Freeman Associates (site design)
 Ryan Biggs | Clark Davis (structural engineering)
 Trophy Point (cost estimating)
 Vaysen Studio (furniture design)

Consultant team for services provided as reimbursable expenses:

Energy & Environment (hazmat/environmental design and testing)

If you have any questions about this proposal or would like to discuss any part of it, please do not hesitate to give me a call. Thank you for the opportunity to continue our relationship with you.

Sincerely,

A handwritten signature in black ink that reads "Susanne Angarano". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Susanne Gruening Angarano ASID, CID, WELL AP
Principal | Ashley McGraw Architects, D.P.C.



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

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

AGREEMENT INFORMATION:
Date: July 18, 2022

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

AMENDMENT INFORMATION:
Amendment Number: #03
Architect's Project Number: 22046

Date: December 29, 2023

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

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

The Owner and Architect amend the Agreement as follows:

To provide Additional Professional Services necessary for the Design Development Phase of the Bethlehem Public Library Renovations Project. Services are further outlined in the Architect's Proposal for Additional Services dated January 2, 2024, attached hereto and by this reference made a part hereof as Schedule D.

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

Compensation Adjustment:

Increase Architect's compensation by Seven Hundred Forty Thousand Three Hundred Seventy-four and 00/00 Dollars (\$740,374.00). Architect's Design Development Compensation is calculated based on the estimated Construction Cost of \$31,844,045 and pursuant to Article 11 of the AIA Document B101-2017 Standard Form of Agreement Between Owner and Architect as modified by Addenda dated July 18, 2022.

Original Contract Amount - Feasibility Study:	\$48,990.00
Amendment #1 - Schematic Design Phase:	\$283,638.00
Amendment #2 - Additional Services (HVAC Options Evaluation):	\$14,375.00
Amendment #3 - Design Development:	\$740,374.00
Adjusted Contract Amount:	\$1,087,377.00

Schedule Adjustment:

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

SIGNATURES:Ashley McGraw Architects, D.P.C.**ARCHITECT** (*Firm name*)Susanne Angarano**SIGNATURE**Susanne Angarano, Principal**PRINTED NAME AND TITLE**January 2, 2024**DATE**OWNER (*Firm name*)**SIGNATURE****PRINTED NAME AND TITLE****DATE**

ASHLEY MCGRAW



January 2, 2024

Geoffrey Kirkpatrick
Bethlehem Public Library
451 Delaware Avenue
Delmar, NY 12054

Re: Architectural Services for Bethlehem Public Library Renovation Project

Dear Mr. Kirkpatrick:

Ashley McGraw is pleased to provide this proposal for the Bethlehem Public Library Design Development Phase. Our overall project understanding is outlined below, with the Design Development service items summarized thereafter.

Project Understanding:

To provide Architectural Services, per the terms of the Agreement dated July 18, 2022, for the renovations of Bethlehem Public Library per. Project scope is to include the following items:

1. Demolish the 59 Borthwick house and investigate potential new uses.
2. Add a large auditorium type space to the library outside the existing footprint (250 person capacity).
3. Redesign and potential relocation of the parking area and building entrance.
 - a. Parking renovations are to include remediation of the icing problems on the plaza.
4. Abate the popcorn ceiling containing asbestos in the hallway.
5. Address interior fit and finish for the library.

Design Development Scope of Services:

- Design Development Phase: The purpose of this phase is to advance the documentation level from scope articulation to design documentation.
 - Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, Ashley McGraw will prepare Design Development Documents for the Owner's review
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Consultant team for this phase of the project: Ashley McGraw Architects (architecture) Vaysen Studio (programming & furniture design) Sage Engineering (MEP/FP) Keplinger/Freeman Associates (site) E&E (abatement design)	

Anticipated Design and Construction Project Milestones:

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Consultant team included for design and construction phases:

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Susanne Gruening Angarano ASID, CID, WELL AP
Principal | Ashley McGraw Architects, D.P.C.

Top reasons for considering Patron Point for Bethlehem Public Library:

The library and its patrons have high expectations when it comes to communication. Patron Point could expand the effectiveness of our marketing efforts by targeting content and encouraging engagement with our users without adding significantly to current workload.

Patron Point is a fully featured automation platform built specifically for public libraries. It connects with our Integrated Library System and other data to automate robust tools such as comprehensive patron validation for online library card creation. As a library specific platform, we would not need to change any of our core systems to implement Patron Point services.

Streamline circulation services:

- Patron analytics and reporting with data that can be easily exported into BI tools such as Tableau for data analysis and visualization.
- Offers a highly sophisticated and customizable patron registration service with direct integration of workflow into the ILS.
- Replacement of ILS notices from a text-based email to a fully customizable sequence of branded notices that can drive patron engagement with features such as personalized subject based recommendations.

Increased marketing reach:

- Will be a crucial asset during our building project outreach.
- Is likely to increase engagement and circulation, which is part of our Long Range Planning goals.
- Is estimated to increase our marketing output by as much as 1 FTE, without adding any staff.
- Allow us to enhance our onboarding/welcome efforts with a welcome sequence of individualized emails.
- Provide opportunities to better market different collections (teen, Library of Things etc.) by understanding how our users interact with them.

Other benefits:

- We will be able to migrate our e-news to Patron Point at a savings of \$2,160/year.
- All communications sent out from the library will have similar branding, making them look professional and immediately recognizable to patrons.
- Circulation e-mail notices (hold pickups etc.) will have additional opportunities to market materials and programs, pulling the information directly from our calendar or catalog.
- Analytics for all types of patron activities will be in one place and updated in real time, allowing us to easily track the effectiveness of our efforts.
- Eliminates lag time between new patron sign up and onboarding.
- Allows us to easily reach users with an e-mail campaign for card renewals, low engagement etc.
- Positions us to be ready for ongoing changes to the “broadcast” model of communication.

Current Online Registration Process from Bethlehem Public Library Website

- Navigate to BETH website and click on get a library card link
- Redirected to UHLS registration form (system generated – does not meet all of the needs of the BETH library)
- Fill out the form and upon completion are given a UHLS temp barcode (limited access, confusing with Hoopla)
- If temp barcode is not written down then person must attempt again or visit the library
- There is no additional correspondence until individual visits library
- Upon visiting library, individual must present ID and address verification to staff member
- Staff member changes over account in ILS with appropriate edits based on ID and address, fills in missing fields, prints account information, links a physical card to the account and hands over card
- Second staff member uses printed information to verify that the address falls within the BCSD and vets the account for typos
- At end of month a data pull is done through the ILS to identify new accounts with emails, emails are extracted and shared with the PIS for library correspondence
- Emails are uploaded into mail chimp and new account holders are emailed BETH news on the next news cycle

How We See This Changing

- Navigate to BETH website and click on get a library card link
- Form opens on a BETH website page
- Fill out form and upon completion Patron Point verifies information entered is within the BCSD, that the patron is new (doesn't have an existing card), indexes all of the information into ILS, allows the patron to opt into newsletters (could be based on interest – example: information on children's events and capitol project only), since campaigns are run through Patron Point there is no need to upload or share patron information with another service.
- Patron receives welcome email immediately after successful sign-up
- Staff member reviews information and mails library card to entered address

In building example

- Parent with multiple children and no library card show up for a story hour. The parent could create library cards for themselves and their children while in the story hour, receive confirmation and welcome emails, proceed to play in the children's area, select books or kits, and upon reaching the circulation desk present ID and immediately receive their physical library card(s)

New patron joins library

37

FORM

SIGN UP



Record created
in the ILS



Added to segment
"New Patrons"



Welcome email
sequence sent



Thank you for
joining the library



Link A



Link B




Link C



Contact is added to list C
and new campaign is sent





HOME • ABOUT • LIBRARY CARDS

APPLY FOR A LIBRARY CARD

Library cards are free. With one, you can borrow materials and use our services. Just complete this application and stop by the west Checkout Desk to pick up your card.

Be sure to bring one piece of identification that shows your name, photo, and current Skokie address. Acceptable pieces of identification include a driver's license or state I.D. with photo.

Library privileges will be available to you once you've come in to pick up your card and we verify your identification. We keep online applications for one year.

If you are younger than 16, a parent or guardian must accompany you to pick up your library card. Your parent or guardian must show one piece of identification with their own name, photo, and current Skokie address.

If you have had a Skokie Public Library card during the last three years, you do not need to re-apply. Please come to the west Checkout Desk if you need to replace a lost card.

Age*

Adult


Youth

(*Youth* is younger than 16 years.)

First name* (Matching Photo ID)

Middle name or initial


Last name*




Hi Alice,

Your Skokie Public Library card is ready to use, listen to, learn from.

MOVIES




Get the newest releases for free, from big laughs, TV shows, documentaries, kids' movies, and everything in between—our selection deserves an Oscar nomination.




Hi Alice,

If you're looking for a quiet spot for you.

SEATING AREA




The second floor is a quiet place to go for reading, serious study, or contemplation. The first floor, you'll find a quiet area to meet friends to chess or relax in a social setting.




Hi Alice,

You'll never be bored seven days a week.

STORYTIME




Regular exposure to books and books gives you the best start in learning and loving reading. We make read-alouds with options for babies and children, and convenient times for your schedule.




Hi Alice,


Your Skokie Public Library card is ready to use, listen to, learn from.



As the library's director, it is my pleasure to meet here. Our staff is committed to making you have a wonderful experience and to whatever you need. Stop in, give us a call, or visit us online, or visit our social media. We are proud to serve everyone. Everyone is welcome here!




In Youth Service, we meet new families and introduce them to our terrific collection.




WELCOME


When you can't make it to the library, we've got lots of resources that are available instantly online. You can download eBooks and audiobooks; stream music, movies, and TV shows; read comics, magazines, and newspapers; learn a language, take a class or tutorial; and get help with homework. We offer a wealth of information via your device or computer.




Hoopla is great for comics, movies, eBooks, and more. Download your choices—they're returned automatically, so no worries about returns.




Thousands of step-by-step video tutorials on all aspects of business and technology can get you up to speed and keep you there. Sign in at home or download the app.



Get quick access to our collection of online newspapers. Looking for a newspaper from another country? Search by title or browse the collection.



Your library card number provides access to thousands of eBook and audiobook titles for adults, children, and teens. Your world just got a lot bigger!



Use our online resources to research your family tree, find consumer information and legal forms, learn business and investing tips, research a topic, or search for articles.



Check out digital magazines to your computer or device with no holds or returns to worry about. Whatever your fancy, we always have the latest issue!



Proven Programs™

Having a great platform is one thing, but Patron Point goes way beyond that. Since our sole focus is in library marketing we are experts and our team have developed a range of proven techniques and tactics used successfully by hundreds of libraries around the world.

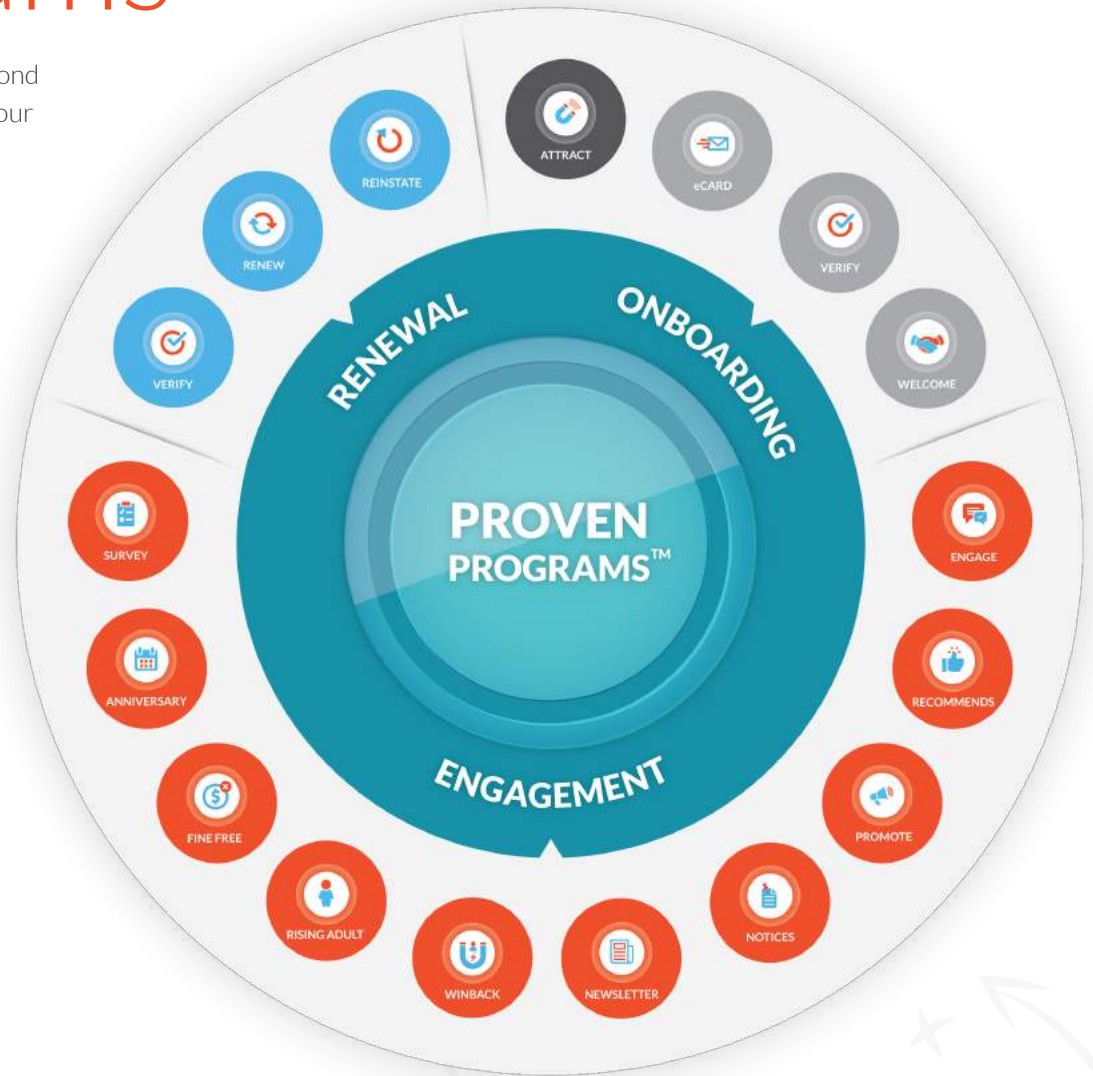
Our Proven Programs are campaigns and workflows proven to work throughout the customer lifecycle from attracting and onboarding new customers, to a range of proven concepts that will engage and inform them, through to retaining them as customers and renewing their membership. All of the Programs are available to all of our customers and can be used to help them meet their strategic goals.

The Programs

Attract—Nurture relationships with non-patrons to grow your cardholder numbers. Import email lists or use the email addresses you gather at events and via newsletter sign ups.

eCard—A flexible and fully integrated online library card registration solution that harnesses all the power of the automation platform.

Verify—Our powerful Identity Verification solution that can be combined both with online registrations and card renewals. Transforms your processes removing the need for most customers to bring proof of ID/address into the library to join or renew their membership.



Welcome—A series of automated emails consistently welcoming new patrons, giving them a great first impression of the library and inviting them to try out the full range of services your library offers.

Engage—Get your customers engaged with your digital content by targeting them based on level and dates of usage, getting the right message to the right audience at the right time.

Recommends—Beautiful, automatically created, opt-in reading recommendation newsletters based on new titles added to your catalog so customers can place holds on the items and get to the front of the queue for their favorite new material.

Promote—Increase library event and program attendance with monthly automated email campaigns highlighting upcoming sessions.

Patron Notices—Turn your boring, text-based ILS notices such as holds pick ups, overdue notices etc. into branded, cross-promotional marketing tools promoting events, collections or new services.

Newsletters—Take the traditional library newsletter to a whole new level. Dynamic content gives patrons personalized versions of the newsletter based on their preferences, interests and activities.

Winback—Automatically target patrons based on a period of inactivity at the library to tempt them to re-engage and track their re-engagement via Patron Point.

Rising Adult⁴¹—Use date of birth to automatically target teenagers and promote the value of switching up to an adult library card as they come of age.

Fine Free—Use data to segment your customers to communicate your library going fine free and use fines data to message those customers where fines can be waived on overdue items.

Anniversary—Use a milestone such as birthday, registration date or card expiration date to promote what your library has to offer and provide the opportunity to update contact info, preferences, and more.

Surveys—Engage your community and ask them for their views and opinions. Their responses are saved within Patron Point so you can segment the audience based on their responses and re-engage them later.

Renew—Provide an attractive email sequence that reminds patrons of upcoming card renewal. This sequence is proven to retain patrons by communicating a series of customized messaging in an automated way.

Reinstate—Automatically target cardholders whose cards have expired to re-engage them and turn them back into active cardholders again via a series of drip campaigns aimed at understanding more about their interests and re-educating them about all the great programs, content and services on offer at the library.



-----Original Message-----
From: Notices
Sent: Saturday, October 6th, 2018 5:04 AM
To: John Smith
Subject: Library HOLD pickup notice: No Reply Required

HOME LIBRARY: HIGH STREET BRANCH


10-06-18 0

HOLD NOTICE - Your hold has arrived. Please pick it up from the HOLDS PICK-UP AREA at your HOME LIBRARY within one week.

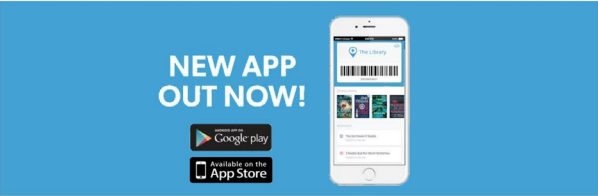
AUTHOR:
RICHARD RUSSO (print)
CALL NO: F
BARCODE: 0102030405060

4:42





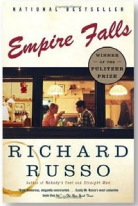
The Library




John,
Good news! Your item is ready for pickup at the [High Street Branch](#).

We'll hold your item for seven days beginning today.


You can find it on the Holds Shelf right next to the Reference Desk.





UPCOMING EVENTS




SUN 28	Open Afternoon in Maker Space
WED 01	Local Author presentation - George Chapman
WED 08	Local Author presentation - Margaret Rivers




Borrow eBooks & audiobooks



The Public Library, Anytown



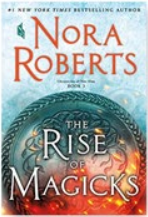
The Library



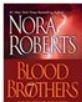

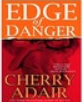


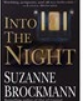
John,
Good news! Your item is ready for pickup at the [High Street Branch](#).


We'll hold your item for seven days beginning today.

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Other titles you may be interested in

 <p>Every seven years, on the seventh day of the seventh month, strange things happen, and three friends—Caleb, Fox, and Gage—must battle against evil with the women who love them by their sides.</p>	 <p>A mission to protect a U.S. Senator from an assassination threat takes an unexpected turn when Mari, a mysteriously beautiful Ghostmaker, is taken hostage.</p>	 <p>As an elite terrorism operative in T-FLAC's classified paranormal unit, the intrepid, ruggedly handsome Gabriel Edge protects the world from the forces of evil.</p>
 <p>It's a long way from the jungles of Colombia to a Colorado library, where Special Forces operative Creed Rivera is stalking out one of the world's most dangerous women.</p>	 <p>They're the good guys fighting the bad guys. They've got the job done. If the price is right and so is the cause.</p>	 <p>While House staffer Jean DuCasta finds herself drawn to her Navy SEAL boss, Lt. Mike Mulligan.</p>



The Public Library, Anytown





Patron Point
Subscription Agreement

Presented to:



2023-11-10

This Subscription Agreement ("Agreement") by and between Bethlehem Public Library, a public library with its main office at 451 Delaware Avenue, Delmar, New York, 12054 (the "Library") and Patron Point, Inc., an Ohio domestic business with its principal office at 6605 Longshore St, Ste 240 #1014, Dublin, OH 43017-2774 USA ("Patron Point" or "We/we"), and collectively as ("us") as follows:

Patron Point agrees to deliver, in a timely and professional manner, the programs and services as described "Subscribed Services" section below:

Subscribed Services

Included in the Library's subscription ("Subscribed Services") are the following :

Access to Patron Point Marketing Automation System

A fully-functional marketing automation system designed for performing customized responses based on user activity and interests. The Library's subscription includes all updates, releases, improvements, and corrections to Patron Point during the term of this Agreement. Patron Point will provide access to the system for an unlimited number of system users with full technical and user support throughout the term of subscription.

Set Up/Configuration

Patron Point will configure the Library's dedicated instance, analyze data requirements, perform initial database configuration and data load, and train staff on system features and functions.

Ongoing Data Management.

Patron Point will perform regular updates of ILS and applicable data sources for the purpose of supporting marketing programs and triggering automatic messages to patrons based on activity and/or preferences. Additional data sources can be added as needed by subscribed programs or customer needs at no additional cost.

☒ **Patron Sync™**

Real time data interface available for select ILS and other third party systems

☒ **Patron Point Verify™**

Patron Identity Verification service for the purposes of confirming patron residency in Library service area

☒ **SMS**

The ability to use Patron Point to send text (SMS) messages directly to contacts.

☒ **Patron Point Recommends™**

Reading recommendation newsletter service

Financial Terms

The Library agrees to the subscription fees and will be invoiced as indicated below. The invoice for the first year annual subscription fees, any one time fees, and applicable taxes will be issued within 30 days of the Effective Date (as defined later in this Agreement). Invoicing for any one-time charges or prorated subscription fees (if any) will occur on or near the first of the month after changes in the Library's subscriptions have occurred.

Initial term	3 Years
Number of email addresses	15182
Number of instances	1
Effective Date	2023-12-01

One time fees	Price	Discount	Subtotal
Patron Point Set Up	\$5,000.00	70.00%	\$1,500.00
Recommends Set Up	\$1,000.00	0.00%	\$1,000.00
SMS Set Up	\$1,000.00	0.00%	\$1,000.00
Verify Set Up	\$1,500.00	0.00%	\$1,500.00
Annual			
Patron Point Subscription	\$6,900.00	0.00%	\$6,900.00
Patron Sync	\$1,000.00	0.00%	\$1,000.00
Recommends Subscription	\$1,185.00	0.00%	\$1,185.00
SMS Subscription	\$1,000.00	0.00%	\$1,000.00
Verify Subscription	\$1,500.00	0.00%	\$1,500.00
Transactions (Carrier Fees will be added to SMS Transactions)			
SMS Transactions	\$0.01	0.00%	\$0.01
Verify Transactions	\$0.30	0.00%	\$0.30

Total Year 1	\$16,585.00
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Total Years 2 & 3	\$11,585.00 each year
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BETHLEHEM PUBLIC LIBRARY

STUDY ROOM USE POLICY

Policy adopted by the Library Board of Trustees, April 7, 2004

Policy revised February 17, 2009

Policy revised December 14, 2015

Bethlehem Public Library provides four study rooms as a service to library users.

Each study room has a posted occupancy limit. Usage may not exceed the posted occupancy.

~~Study room A accommodates up to 6 users. Study rooms B and C accommodate up to 3 users each. The meeting room with the Smart Board accommodates up to 8 users.~~

~~Patrons using the study rooms agree to the following:~~

- Study rooms are available on a first-come, first-served basis; reservations will not be taken **for most rooms**. The Smart Board meeting room may be reserved during select times under the guidelines of the meeting room policy. **Preference for all study rooms may be given to library card holders.**
- **Patrons** wishing to use a study room must register at the Information Desk.
- **Patrons** may use a study room for one hour. This time may be extended if no one is waiting. Extended time expires as soon as another request for the room is received.
- Patrons will be assigned the smallest room that will appropriately accommodate them, based on availability.
- Study rooms close 5 minutes before the library closes.
- Children under the age of 9 must be accompanied by an adult while in a study room.
- The Library reserves the right to allocate a study room for a Library-sponsored program or meeting.

Study room users **must** abide by **the guidelines** in this policy, the library's Patron Conduct Policy, and all instructions from library staff.

NAMING OPPORTUNITIES AND NAME DESIGNATIONS POLICY

Bethlehem Public Library (The Library) and the Board of Trustees (BOT) can recognize the generosity of entities or individuals by extending name designations to items, areas, collections, or a portion of its facilities. Naming opportunities are also available to honor a person's significant service to the Library, to the community, or to society at large. The BOT recognizes extension of naming opportunities as decisions of significant importance. **Naming opportunities cannot be used as a means of endorsement of any current or past elected official or candidate.**

CONSIDERATIONS AND GUIDELINES

Name designations may be extended to meetings spaces, reading areas, study rooms, special use areas, other interior or exterior spaces, equipment or physical items, and programs or program series in honor or memory of entity or individual as grateful recognition of the gift.

Only entities or individuals who are compatible with the mission, policies, goals and values of the Library will be considered for naming opportunities and name designations.

1. The BOT has the sole and absolute discretion to grant and rescind naming opportunities and name designations.

2. Name designations will be memorialized in a Naming Donor Agreement which will grant donor specified naming opportunities to a particular space, area, property, item, or program or program series which is subject to acceptance of the donor's gift and approval of such name designation by the BOT. Naming Donor Agreements become official records of the library.

3. Naming opportunities and name designations carry no direct or implied influence in matters of appointment, policies, operational or capital decisions, or any other Library processes or activities.

4. All naming opportunities and name designations shall be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the BOT unless otherwise established in the naming agreement between the Library and the Donor.

5. No permanent signage will be put into place until 75% of the funds are received by the Library and all pledges must be paid within two years from the initial pledge unless otherwise approved by the BOT.

6. In the event that agreed upon funding to constitute a name designation ceases before the agreed time or amount, the BOT may discontinue the designation of the individual, agency or organization, or entity's name.

7. When a major building project or capital campaign is undertaken, a tailored naming policy may be proposed for various rooms, or parts of the building and related resources. Such a policy will require the approval of the BOT.

8. The BOT reserves the right to terminate or alter a name designation for any reason. Should the name designation be terminated, the BOT and the Library will have no further obligation or liability to the Donor and shall not be required to return any portion of the gift that has already been paid. In such cases the BOT may choose an alternative recognition for the portion of the gift that has been received in its sole discretion.

9. Proposals for name designations may be submitted at any time during the year to the Library Director for review by the BOT.

Reviewed by Policy Committee 6/21/23

Editorial corrections added CW 7/7/23

Board initial review for comment 7/10/23

Review by Board 8/14/23

Review by Board 9/11/23

Review by Board 10/10/23

Reviewed by Policy Committee 10/26/23

Review by Board 1/8/24

Children's Library	\$500,000
Children's Craft and Activity Room	\$250,000
Main public auditorium	\$400,000
Small public meeting rooms (2)	\$100,000
Maker Space	\$100,000
Teen Lounge	\$100,000
Study room/Small meeting room	\$20,000 (\$15,000)
Reading Area	\$25,000
Lactation Room/Family Room	\$20,000 - \$50,000
Main Library Interior	\$1,000,000
Curbside Window	\$50,000
Outdoor Pavilion	\$200,000
Outdoor Gardens (trees for landscaping)	\$500-\$5,000
Collections-Library of Things	\$15,000 - \$20,000
Collections-Museum Passes	\$5,000
Other (picnic table, bench)	\$10,000

Additional opportunities for naming designations are detailed in the gift policy

Bethlehem Public Library

DISPLAYS AND EXHIBITS

Policy adopted by Board of Trustees October 15, 1996

Policy amended January 13, 1997

Policy amended September 9, 1998

Policy revised October 12, 2004

Policy revised August 13, 2012

Policy revised May 11, 2015

Policy revised March 14, 2022

Policy revised by Policy Committee 10-26-23

Displays and exhibits

Bethlehem Public Library provides public forum space to the community for educational, informational, civic and cultural exhibits. The library adheres to the American Library Association's policy statement Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights, which states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation."

Displays and exhibits will present a broad spectrum of opinions and viewpoints. Displays and exhibits are offered as a community service and do not carry the endorsement of Bethlehem Public Library.

Lobby exhibit and display space may be reserved up to 12 months in advance on the library website. All applications will be considered pending until approved by the library. Exhibitors are encouraged to provide information pertinent to their displays for the edification of viewers.

Wall space

Hallway wall space is available for hanging artwork: one on the parking lot entrance and one on the Delaware Avenue side. Artists are limited to one individual show in a 12-month period. Group shows are limited to 2 per calendar year.

Floor space

Exhibits may be set up in front of the mural directly opposite the entrance to the library proper. Groups will be limited to 1 such display in a calendar year.

Glass exhibit cases

The library provides three locked exhibit cases suitable for display of small items and collections: two in the lobby and one in the Children's Place entryway. The lobby exhibit cases may be reserved simultaneously.

The Children's Display Case is for children's collections only.

General rules and guidelines

- Residents and organizations within Bethlehem Central School District will be given priority over non-residents and organizations.
- All age groups use the library on a regular basis; exhibits should be suitable for viewing by all ages.
- Exhibits and displays must comply with all federal, state and local laws.
- The library does not charge for the use of display and exhibition space.

- The library reserves the right to review all materials to be displayed in advance. The library reserves the right to make final decisions on the content and scheduling of all exhibits and displays.
- The library does not accept responsibility for ensuring that all points of view are represented in any single display.
- Exhibits advancing a political campaign, promoting hate speech, providing harmful misinformation, or advertising for a commercial entity are not permitted.
- Collection of donations for non-profit organizations will need prior approval by the Library Director.
- Library sponsored or cosponsored exhibits take precedence over other exhibits at all times and the library reserves the right to reschedule or cancel the use of the display areas by outside exhibitors with as much notice as possible.
- Displays must include signage indicating the name of the individual or the organization responsible for the exhibit. Signage must include preferred contact information of the exhibitor or the organization with the exception of any minors. This signage shall be provided by the exhibitor.
- Exhibits and displays will normally be scheduled for a period of one (1) month. Exhibits may be set up on the first day of the month and must be removed by the last day of the month, during library hours. If the exhibit/display is not set up by the assigned period, the exhibit/display may be canceled by the library.
- If the exhibitor/collector must cancel a show, it is expected that the exhibitor contacts the library as soon as possible.
- Setup and takedown must be done by the exhibitor; library staff cannot help with setup or takedown. The library cannot provide storage space for display items.
- Exhibitors may load and unload exhibit items from the parking lot (nonreserved spaces) or from the designated loading/unloading zone to the right of the garage. Driving onto the brick walkway or grass is prohibited.
- Exhibits must present no fire, safety or personal hazard.
- Exhibitors may host a public reception in one of the meeting rooms during public hours, in accordance with the Public Meeting policy.
- The library reserves the right to take down an exhibit or display for any reason. Notification to the exhibitor will be made with all attempts to have them take down the display before the library intervenes. If staff must dismantle the exhibit or display after the scheduled removal date or for other purposes, they or the library will not be responsible for any damage.
- Exhibitors unconditionally and irrevocably agree to indemnify, defend, and hold harmless Bethlehem Public Library and its members, officers, trustees, and employees from and against all claims, actions, causes of action, costs, expenses, liabilities, or damages (including attorney's fees) of any kind or character suffered or incurred or removal of my/our exhibit/display.
- Bethlehem Public Library assumes no responsibility to protect or insure exhibit/display items and no liability for any damage to or loss or theft of exhibit/display items.
- Grievances regarding exhibits and displays may be sent, in writing, to the library director. The matter will be given serious attention and a response will be made within a reasonable time.
- In accordance with the Solicitation & Distribution Policy, prices may not be included in any part of an exhibit or display. In addition, price lists or other means of solicitation are prohibited.