



**Board of Trustees Meeting
Monday March 11, 2024 6:00 pm
Community 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
- Public participation
- Review of previous meeting minutes (p. 2-9)
- Financial report (p. 10-19)
 - Treasurer's update (p. 10)
- Personnel report (p. 20)
 - Personnel actions
- Director's report (p. 21-28)
- UHLS report
- New business
 - Construction manager RFP
 - Election official
 - Off-cycle check – museum pass (p. 29)
 - Chromebook purchase (p. 30-31)
 - Request for Reconsideration – Breaking Biden by Alex Marlow (p. 32-33)
 - Other new business
- Old business
 - 2024-25 Budget (p. 34-35)
 - Public Meeting policy – Update
 - Meeting room reservations
 - Naming Opportunities policy – First read (p. 36)
 - Building project (p. 37-39)
 - Referendum vote update
 - Other old business
- Future business
- Public participation
- Executive session
- Adjournment

Next board meeting: Monday April 15, 2024 6:00 pm (Note date change)

Next Friends of the Library meeting: Tuesday April 16th, 2024 6:30 pm

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

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

Geoffrey Kirkpatrick, director
 Kristen Roberts, recording secretary

EXCUSED:

GUESTS:

Jennifer Crawford, confidential secretary
 Phil Berardi, assistant director/head of Circulation and Technical Services
 Chris McGinty, assistant director
 Tanya Choppy, accounts clerk
 Tracey McShane, personnel administrator
 Trudy Quaif
 Hazel Landa
 Leslie Hudson
 Jim Hudson
 Mary Finneran
 Candace Linden
 Meredith Savitt
 David Van Duesen
 Eyab Alkarasi
 Andrew Seeman
 Robert McDonald

President M. Kissinger called the meeting to order at 5:59pm.

PUBLIC PARTICIPATION

Seven attendees addressed the board. A recording of the meeting and the public comment period is available on the library's YouTube channel.

REVIEW OF PREVIOUS MEETING MINUTES

C. Wijeyesinghe asked about the clarification that was requested for the December minutes. C. Brancatella said the wording was spoken at the December minutes but hadn't initially been included in the minutes. Board members noted some misattributions in the special meeting minutes. K. Roberts said those changes would be made before posting the final documents.

On a MOTION by M. Walsh with a SECOND by C. Brancatella, the board unanimously approved the minutes from the Monday January 8 regular meeting.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved the minutes as amended from the Thursday January 25 special meeting.

FINANCIAL REPORT

Treasurer's update

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

- M. Kissinger asked if there was anything unusual or extraordinary to note in the warrant. S. Whiting said that everything was pretty routine.
- C. Wijeyesinghe said she had asked S. Whiting about the check made out to the Chamber of Commerce and learned that it was payment for an ad in their annual directory.

On a MOTION by C. Brancatella with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 January 2024 (Checks disbursed in January 2024 based on pre-approval \$57,992.55; Checks disbursed in January 2024 relating to payroll \$192,192.10; Checks being submitted for approval \$137,994.28; CapProject Fund/Hand-Drawn Checks \$0; Total: \$388,178.93).

PERSONNEL REPORT

No personnel actions were requested at this time.

DIRECTOR'S REPORT

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

- The maintenance department is very pleased with the results of the plaza resurfacing. M. Walsh said the library paved the plaza in response to information brought forward by the public, and it was nice to hear the positive impact that the change has had.
- Some librarians have been training to assist patrons in the studio makerspace. Currently the IT department is handling makerspace bookings, but the intent is to shift that role back to Public Services.
- G. Kirkpatrick pointed to the very high story time attendance and said those programs are the library's "bread and butter."
- Librarians will be returning to The Pit at the middle school to provide after-school outreach.
- Hoopla recently experienced its most traffic since being introduced in 2020 early in the pandemic.
- M. Walsh asked for more information about the hearing loop that was recently installed at the library's service desks. G. Kirkpatrick said they interact directly with an individual's assistive listening device to cut down on background noise, improving customer service for patrons using those devices. The library is currently looking at whether it would be feasible to install one in the Community Room, which uses an infrared hearing technology that has never really worked properly. G. Kirkpatrick said meeting rooms in the new building project will automatically include the service. C. Brancatella asked if the hearing loop installation was the result of a patron's request at a

recent board meeting. G. Kirkpatrick said that patron had presented a lot of information at the meeting that added to a conversation that had already begun.

- C. Brancatella noted that the Children's Place has been very busy. She said she had heard from some people in the community that it had been difficult to borrow a copy of a very popular children's book. She asked how the library deals with high-demand items. G. Kirkpatrick said that more books are purchased based on the number of reservations, so people are encouraged to make a reservation to trigger that process.
- L. DiBetta said she was happy to see the 3D printer back in action based on patron feedback. She asked how the virtual webinar about difficult conversations went. G. Kirkpatrick said that 29 people attended. He has been setting up meetings with local Jewish and Muslim community leaders to begin a conversation about how to frame a program about the challenges in the Middle East that would promote conversation and healing in the community.
- C. Wijeyesinghe said the difficult conversation program was a good first step, and that farther down the road, the library might look to train staff or volunteers as facilitators.

UHLS BOARD UPDATE

L. Scoons said Advocacy Day was well received by those in attendance. She noted that UHLS is seeking to fill a number of positions, including their head of IT, who is retiring after many years with the system.

NEW BUSINESS

2024 Draft Budget

S. Whiting said the proposed budget stays a little under the cap, which was the goal. The total levy comes in at \$4.587 million. She said she is budgeting about \$90,000 for interest income, which is fairly conservative even as rates are expected to stay steady in 2024. She pointed out that total salaries and benefits are increasing per the contract and step increases. She said retirement and health insurance costs are going up and can be more difficult to project, but she feels the proposed budget can accommodate those increases. She has also increased the professional services line in anticipation of a growing need with the upcoming building project. She noted that the budget reclassifies how Friends contributions are shown, but there is a net zero effect on the overall budget.

The total levy increase is 4.2%, which includes this year's cap and some of what was left on the table in past years. M. Kissinger said the finance committee had reviewed the budget. M. Walsh said she believes it represents a reasoned and well-thought-out approach to spending. G. Kirkpatrick said the trustees would need to vote on a final budget by March 20, the school district deadline. S. Whiting encouraged the board to look over the numbers and be ready to vote at the March meeting.

C. Wijeyesinghe asked if there is a public hearing on the budget. G. Kirkpatrick said that it takes place every year at the beginning of the May board meeting, with a copy appearing in the May/June Footnotes.

L. Scoons asked if there were any big swings expected in the coming year from a staffing perspective. S. Whiting said there have been no new positions added and the turnover allowance has held steady.

Capital Projects Fund Resolution

On a MOTION by C. Wijeyesinghe with a SECOND by L. DiBetta, the board unanimously authorized the transfer of funds from the operating fund to the capital projects fund, as needed, to cover design development fees as per the contract. Total amount not to exceed \$750,000.

NYS Annual Report for Public Libraries

G. Kirkpatrick noted that the state annual report covers the state fiscal year time period so the actual numbers are about 6 months out of date. The report is required for every chartered public library and has to be officially approved by the board. L. DiBetta noted that she was listed as a trustee. G. Kirkpatrick said that is one area in the report that is current to the calendar year.

C. Wijeyesinghe said she wanted to affirm and celebrate that the library has been registered for 110 years, and 600 books have been added to the adult collection in the past year. She said she noted that the library does not have a Braille display. G. Kirkpatrick said that the cost of the technology has come down so much that he doesn't believe there is much of an urgent in-library demand.

C. Wijeyesinghe asked about adult literacy programs. G. Kirkpatrick said they overlapped slightly with digital literacy and primarily included lessons on how to use the library's resources, such as Libby. It does not include ESL programs, which have their own category. C. McGinty shared a list of some of the library's recent adult literacy programs.

On a MOTION by S. Patterson with a SECOND by L. Scoons, the board unanimously approved the information submitted in the 2023 New York State Annual Report for Public Libraries.

Annual report to the community

State standards also require that the library make available a board-approved report to community annually. G. Kirkpatrick presented the board with a graphically driven report representing the calendar year of 2023 created by K. Roberts. Board members were also given wallet cards outlining some library stats so they would have them on hand when networking. C. Brancatella said she is pleased that the library has Sunday hours and that it helps out a lot of people.

On a MOTION by C. Wijeyesinghe with a SECOND by L. DiBetta, the board unanimously approved the 2023 annual report to the community.

UHLS Equity Challenge

G. Kirkpatrick presented the Upper Hudson Equity Challenge to the board and asked them to approve the library's participation. The UHLS Equity Committee has outlined a series of benchmarks in multiple areas to work toward. Many of the goals have already been met through the library's own equity efforts outlined in the long-range plan. The challenge runs through December 2026.

On a MOTION by C. Brancatella with a SECOND by L. DiBetta, the board voted unanimously to participate in the UHLS Equity Challenge.

April board meeting

G. Kirkpatrick asked the board if they would be willing to reschedule the April meeting from the 8th to the 15th. He said that he will be at the ALA conference April 3-5 and would rather be there and present than trying to participate while scrambling to put together the board packet. L. DiBetta said she would not be available on the 15th.

On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board unanimously voted to reschedule the April board meeting from the 8th to the 15th.

G. Kirkpatrick said that in March, there is a library program that will be taking place at the same time as the board meeting. It is scheduled to be held in the Community Room. G. Kirkpatrick asked the board if they wanted to try to switch rooms with the event or meet in the Board Room that night. C. Wijeyesinghe said she prefers the larger Community Room in general, but would be fine meeting in the Board Room for March. M. Walsh said she doesn't want to take the room from larger groups and programs just because the trustees prefer the space, especially if there isn't a need to accommodate meeting crowds like there has been recently. M. Kissinger said that would be a good topic to discuss further at the board retreat.

Other new business

There was no other new business at this time.

OLD BUSINESS

Library properties consolidation – update

G. Kirkpatrick said discussions continue between the library and the school district about consolidating the parcels that make up the library property. He and M. Kissinger have met with district officials to discuss the relationship between the entities and whether the path forward is to consolidate with district ownership or library ownership.

Building project – update/Bonding discussion

G. Kirkpatrick presented a breakdown of some building project numbers to get clarification for the architects about the sources of funding.

M. Kissinger made the following resolution:

On a MOTION by M. Kissinger and a SECOND by C. Wijeyesinghe, the board unanimously resolved to direct the library's architect firm (Ashley McGraw) to design a renovation and expansion of the library with a cost of no more than \$36 million. It was further resolved that Ashley McGraw and their associated engineering firm shall design an HVAC system with ground source (geothermal) as discussed at the January 25, 2024, special board meeting. Due to substantial state and federal grants and subsidies available for energy efficient and climate friendly designs and the relatively short term return of a substantial portion of the HVAC cost, it is the intention of the board to finance the HVAC system outside the long term bond and separate from the project costs.

M. Walsh said the finance committee is still exploring short term financing options.

M. Kissinger told the board that the bond vote would not be taking place in May 2024, and asked if it was the board's intention to have something ready to vote on in October 2024. C. Wijeyesinghe said

she thinks any later than that would be too far out. S. Patterson said that since the board has the number now, it made little sense to delay. L. Scoons said that costs increase as time goes on.

On a MOTION by M. Kissinger with a SECOND by M. Walsh, the board unanimously stated their intention to present a building project bond vote to the public in October 2024.

Meeting Room Policy – update

The library has been in discussion with an attorney about how to move forward with updating the meeting room policy. G. Kirkpatrick noted that the only controls they can put on those reservations are time, manner and place. He said there are a lot of ways to make space available to the public under those constraints.

C. Wijeyesinghe said the attorney noted that the library had been treating all reservations the same – from small, neighborhoods groups to 501C3s. It was suggested that the library start looking at them as separate entities based on the intended use of the room.

Other policy concepts under consideration:

- If an outside group hosts a program with a speaker, a rental agreement would be required.
- Rental fee would be nominal – just enough to cover costs.
- Groups renting rooms would have exclusive use of the space, and events would not have to be open to the public. Business transactions are still forbidden.
- Restrictions will be made regarding crowd size at certain events. Hosting groups would be responsible for enforcing those rules

M. Walsh asked whose job it would be to parse out whether it is a reservation for a group or a registered nonprofit. G. Kirkpatrick said the library already has an employee who does this.

C. Brancatella said she wanted to clarify that the intent of the policy overhaul is to allow free speech to take place in a safe environment that the library is prepared to deal with. She said recent events showed that a one-size-fits-all approach wasn't working.

M. Kissinger urged the board to review the drafts as they are presented and not let “perfect be the enemy of good.”

M. Walsh said she thought the staff was trying to move away from the exchange of money at the library and asked if a rental agreement is the only way forward.

Displays and Exhibits Policy – 2nd read

M. Walsh noted that the policy does not allow any price lists or other means of solicitation. She asked if contact information was included with the display. G. Kirkpatrick said that it is a requirement. M. Kissinger said that prices would also not be allowed on the public bulletin board.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved updates to the Displays and Exhibits Policy.

Study Room Policy – 2nd read

G. Kirkpatrick said the individual study rooms remain in high demand.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously approved updates to the Study Room Policy.

Board retreat – March 4

The board noted that the retreat would be held March 4. Food options were discussed. M. Kissinger asked fellow board members if they had anything they wanted to bring to the table to send it his way.

Other old business

M. Walsh said that it still feels like she is facing really long wait times for materials and has heard the same complaint from others in the community.

FUTURE BUSINESS

Naming Opportunities Policy discussion

C. Wijeyesinghe said she would like to see this topic return to the agenda as she doesn't want to lose track of it.

PUBLIC PARTICIPATION

One person addressed the board. A recording of the meeting and the public comment period is available on the library's YouTube channel.

EXECUTIVE SESSION

On a MOTION by S. Patterson with a SECOND by C. Wijeyesinghe, the board voted unanimously to enter into executive session at 8:02pm to discuss the employment history of a particular individual.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board voted unanimously to immediately adjourn executive session at 9:04pm.

ADJOURNMENT

On a MOTION by C. Brancatella with a SECOND by L. DiBetta, the board voted unanimously to adjourn the regular meeting at 9:05pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Board actions

1. On a MOTION by M. Walsh with a SECOND by C. Brancatella, the board unanimously approved the minutes from the Monday January 8 regular meeting.
2. On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved the minutes as amended from the Thursday January 25 special meeting.
3. On a MOTION by C. Brancatella with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 January 2024 (Checks disbursed in January 2024 based on pre-approval \$57,992.55; Checks disbursed in January 2024 relating to payroll \$192,192.10; Checks being submitted for approval \$137,994.28; CapProject Fund/Hand-Drawn Checks \$0; Total: \$388,178.93).
4. On a MOTION by C. Wijeyesinghe with a SECOND by L. DiBetta, the board unanimously authorized the transfer of funds from the operating fund to the capital projects fund, as needed, to cover design development fees as per the contract. Total amount not to exceed \$750,000.
5. On a MOTION by S. Patterson with a SECOND by L. Scoons, the board unanimously approved the information submitted in the 2023 New York State Annual Report for Public Libraries.
6. On a MOTION by C. Wijeyesinghe with a SECOND by L. DiBetta, the board unanimously approved the 2023 annual report to the community.
7. On a MOTION by C. Brancatella with a SECOND by L. DiBetta, the board voted unanimously to participate in the UHLS Equity Challenge.
8. On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board unanimously voted to reschedule the April board meeting from the 8th to the 15th.
9. On a MOTION by M. Kissinger and a SECOND by C. Wijeyesinghe, the board unanimously resolved to direct the library's architect firm (Ashley McGraw) to design a renovation and expansion of the library with a cost of no more than \$36 million. It was further resolved that Ashley McGraw and their associated engineering firm shall design an HVAC system with ground source (geothermal) as discussed at the January 25, 2024, special board meeting. Due to substantial state and federal grants and subsidies available for energy efficient and climate friendly designs and the relatively short term return of a substantial portion of the HVAC cost, it is the intention of the board to finance the HVAC system outside the long term bond and separate from the project costs.
10. On a MOTION by M. Kissinger with a SECOND by M. Walsh, the board unanimously stated their intention to present a building project bond vote to the public in October 2024.
11. On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved updates to the Displays and Exhibits Policy.
12. On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously approved updates to the Study Room Policy.
13. On a MOTION by S. Patterson with a SECOND by C. Wijeyesinghe, the board voted unanimously to enter into executive session at 8:02pm to discuss the employment history of a particular individual.
14. On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board voted unanimously to immediately adjourn executive session at 9:04pm.
15. On a MOTION by C. Brancatella with a SECOND by L. DiBetta, the board voted unanimously to adjourn the regular meeting at 9:05pm.

Treasurer's Report March 2024

Revenue and Expense Report

Interest income is more than \$99,000, reflecting the positive change in the interest rate environment. Expenses are tracking about 3% underbudget, compared to about 6% last year at this time.

Draft Budget

Included in the packet is the draft budget for FY 2024-2025 that was presented at the February meeting. Nothing has changed from the original presentation except that a few of the notes have been clarified, and a formula error corrected. The projected levy limit increases by \$190,000, or 4.3%. Of this increase, 1.5% represents the unutilized portion of the cap from last year. Salaries and benefits increased by close to 6%, however this was somewhat offset by an increase in revenue. This draft budget does not include any new positions, or any significant adjustments to supplies and services. We believe that, along with the underlying assumptions, it presents a reasonable plan for the library for the 2024-2025 fiscal year.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 2/29/24

	BALANCE 1/31/2024	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	BALANCE 2/29/2024
TD Bank General Fund	773,181.69	9,656.44	(251,757.03)	490.68	164,233.66	695,805.44
TD Bank Payroll	0.00		(135,766.34)	-	135,766.34	0.00
TD Bank Money Market	3,070,350.21	-		7,160.67	(300,000.00)	2,777,510.88
TD Bank Treasury Bill	1,065,332.88		-	4,180.68	-	1,069,513.56
TD Bank Capital Project Fund	24,184.11	-	-		-	24,184.11
TD Bank 6 mo. CD Opened 11/8/23	1,500,000.00			-	-	1,500,000.00
Key Bank Checking	5,598.08	2,929.53	(128.00)		-	8,399.61
TOTAL:	6,438,646.97	12,585.97	(387,651.37)	11,832.03	-	6,075,413.60

Checks outstanding greater than 90 days old:

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

*Includes Friends match for 2023

BETHLEHEM PUBLIC LIBRARY

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REVENUE & EXPENSE REPORT

8 MONTHS ENDED 2/29/24

FISCAL YEAR 2023-2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 8 MO. ENDED 2/29/2024	Percent YTD 2/29/2024	ANNUAL BUDGET 2022-2023	YTD PRIOR 8 MO. ENDED 2/28/2023	Percent YTD 2/28/2023
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	1,626	54.2%	2,000	1,925	96.3%
Interest on Deposits	52,000	99,156	190.7%	6,000	43,633	727.2%
Lost Book Payments	7,500	8,956	119.4%	2,500	6,950	278.0%
Friends of BPL Contributions	-	7,903	0.0%	-	-	0.0%
Gifts and Donations, Misc	4,000	18,563	464.1%	3,500	9,830	280.9%
Photocopier	7,000	7,765	110.9%	6,500	5,088	78.3%
State Aid	26,000	22,830	87.8%	24,500	22,779	93.0%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	668	0.0%	-	400	0.0%
Total Revenue	4,742,992	4,706,726	99.2%	4,580,800	4,537,117	99.0%
EXPENSES						
Salaries	2,547,087	1,604,609	63.0%	2,444,929	1,516,413	62.0%
Retirement	280,440	263,799	94.1%	237,333	232,558	98.0%
Health Insurance	372,300	230,132	61.8%	364,700	253,566	69.5%
Other Benefits	227,365	140,219	61.7%	219,538	133,217	60.7%
Subtotal Salaries & Benefits	3,427,192	2,238,760	65.3%	3,266,500	2,135,753	65.4%
Library Materials - Print	292,000	183,945	63.0%	290,000	135,962	46.9%
Library Materials - Electronic & Audio	283,000	169,861	60.0%	296,000	147,892	50.0%
Subtotal Library Material	575,000	353,805	61.5%	586,000	283,854	48.4%
Operations	605,800	395,425	65.3%	593,300	329,934	55.6%
Capital Expenditures	100,000	11,023	11.0%	100,000	7,827	7.8%
Contingency	35,000	-		35,000	-	
Total Expenses	4,742,992	2,999,013	63.2%	4,580,800	2,757,369	60.2%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

8 MONTHS ENDED 2/29/24

FISCAL YEAR 2023 - 2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 8 MO. ENDED 2/29/2024	Percent YTD 2/29/2024	ANNUAL BUDGET 2022-2023	YTD PRIOR 8 MO. ENDED 2/28/2023	Percent YTD 2/28/2023
Salaries & Benefits						
Salaries-Librarians	1,178,184	803,559	68.2%	1,174,134	743,118	63.3%
Salaries-Support Staff	1,190,063	683,072	57.4%	1,108,487	663,854	59.9%
Salaries-Custodians	178,840	117,978	66.0%	162,308	109,441	67.4%
Subtotal Salaries	2,547,087	1,604,609	63.0%	2,444,929	1,516,413	62.0%
Retirement	280,440	263,799	94.1%	237,333	232,558	98.0%
Health Ins.	372,300	230,132	61.8%	364,700	253,566	69.5%
SocSec/Medicare	194,865	118,722	60.9%	187,038	111,857	59.8%
Worker's Comp.	20,000	9,735	48.7%	20,000	17,194	86.0%
Unemployment	10,000	11,083	110.8%	10,000	2,898	29.0%
Disability Ins.	2,500	679	27.1%	2,500	1,267	50.7%
Subtotal Salaries & Benefits	3,427,192	2,238,760	65.3%	3,266,500	2,135,753	65.4%
Library Materials						
Adult books	171,000	116,534	68.1%	171,000	86,049	50.3%
Periodicals	21,000	11,059	52.7%	19,000	10,906	57.4%
YS Books	85,000	44,790	52.7%	85,000	33,098	38.9%
Special Collections	15,000	11,561	77.1%	15,000	5,910	39.4%
Subtotal Print Materials	292,000	183,945	63.0%	290,000	135,962	46.9%
Audiobooks	20,000	13,431	67.2%	23,000	12,381	53.8%
E-Collections	196,000	109,254	55.7%	196,000	92,536	47.2%
Electronic Resources	31,000	29,742	95.9%	27,000	23,669	87.7%
YS Audiobooks	4,000	2,633	65.8%	5,000	2,977	59.5%
YS Media	2,000	1,189	59.4%	5,000	980	19.6%
AS Media	30,000	13,612	45.4%	40,000	15,348	38.4%
Subtotal Electronic & Audio	283,000	169,861	60.0%	296,000	147,892	50.0%
Subtotal Library Materials	575,000	353,805	61.5%	586,000	283,854	48.4%
Operations						
Copiers and supplies	15,000	5,820	38.8%	15,000	6,745	45.0%
Office supplies	20,000	7,361	36.8%	20,000	8,777	43.9%
Custodial supplies	20,000	11,635	58.2%	26,000	9,730	37.4%
Postage	22,000	12,914	58.7%	20,000	12,192	61.0%
Printing & Marketing	35,000	19,864	56.8%	35,000	11,942	34.1%
Van lease & oper.	4,000	1,205	30.1%	4,000	434	10.9%
Gas and Electric	75,000	45,773	61.0%	65,000	52,057	80.1%
Telecom & Cloud Svcs	24,000	15,105	62.9%	14,000	15,705	112.2%
Water	3,000	1,498	49.9%	3,000	2,098	69.9%
Taxes-sewer & water	3,400	2,871	84.4%	3,400	3,336	98.1%
Refund property taxes	5,000	3,266	65.3%	7,500	63	0.8%
Prof. Services	30,000	18,581	61.9%	30,000	6,338	21.1%
Contract Services	50,000	16,449	32.9%	45,000	15,061	33.5%
Insurance	30,000	32,387	108.0%	29,000	28,305	97.6%
Bank Fees	1,400	848	60.6%	1,400	1,093	78.1%
Travel/Conference	3,500	3,304	94.4%	3,000	2,182	72.7%
Memberships	3,000	789	26.3%	3,000	1,995	66.5%
Special Programs	35,000	30,052	85.9%	32,000	9,866	30.8%
Furniture & Equipment	30,000	17,151	57.2%	40,000	11,179	27.9%
IT Hardware & Software	50,000	34,867	69.7%	42,000	24,567	58.5%
Bld & Grnd. Repair	40,000	27,377	68.4%	40,000	6,112	15.3%
Furn/Equip Repair	2,000	2,998	149.9%	2,000	44	2.2%
Miscellaneous	6,500	3,965	61.0%	6,000	4,897	81.6%
Audit Service	24,000	19,250	80.2%	24,000	22,900	95.4%
Accounting Service	20,000	19,419	97.1%	30,000	33,278	110.9%
UHLAN fees	54,000	40,675	75.3%	53,000	39,037	73.7%
Subtotal Operations	605,800	395,425	65.3%	593,300	329,934	55.6%
Capital Expenditures	100,000	11,023	11.0%	100,000	7,827	7.8%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,742,992	2,999,013	63.2%	4,580,800	2,757,369	60.2%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN FEBRUARY 2024 BASED ON PRE-APPROVAL	\$	52,656.27
CHECKS DISBURSED IN FEBRUARY 2024 RELATING TO PAYROLL	\$	196,872.82
CHECKS BEING SUBMITTED FOR APPROVAL	\$	53,264.12
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	37,547.14

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 30: PREAPPROVED (FEB 24) For Dates 2/1/2024 - 2/29/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41767	02/01/2024	1424	AFLAC NEW YORK		220.04
41768	02/01/2024	2395	CSEA EMPLOYEE BENEFIT FUND		192.13
41769	02/01/2024	720	MVP HEALTH PLAN, INC.		6,185.02
41824	02/06/2024	1831	CDPHP UNIVERSAL BENEFITS, INC.		33,777.66
41825	02/06/2024	1581	UNITED STATES POSTAL SERVICE	240015	1,626.96
41826	02/06/2024	1607	VERIZON BUSINESS FIOS	240003	89.00
41827	02/06/2024	1607	VERIZON BUSINESS FIOS	240003	199.99
41828	02/12/2024	2061	UNITED HEALTHCARE INSURANCE CO		168.67
41829	02/12/2024	2137	WEX BANK	240014	45.72
41831	02/22/2024	2426	JPMORGAN CHASE BANK NA	*See Detail Report	3,298.99
41832	02/22/2024	1570	NATIONAL GRID		6,692.30
41833	02/22/2024	1607	VERIZON BUSINESS FIOS	240003	159.79
Number of Transactions: 12				Warrant Total:	52,656.27
				Vendor Portion:	52,656.27

*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 - 31: TRUST & AGENCY (FEB 24) For Dates 2/1/2024 - 2/29/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41770	02/09/2024	712	CIVIL SERVICE EMPL ASSOC INC.		904.59
41830	02/23/2024	712	CIVIL SERVICE EMPL ASSOC INC.		904.59
100854	02/09/2024	709	BPL SPECIAL PAYROLL ACCOUNT		68,065.74
100855	02/09/2024	710	NYS INCOME TAX BUREAU		3,805.34
100856	02/09/2024	1946	IRS - PAYROLL TAX PMT		21,293.11
100857	02/09/2024	2003	NEW YORK STATE DEFERRED		2,775.19
100858	02/23/2024	709	BPL SPECIAL PAYROLL ACCOUNT		67,700.60
100859	02/23/2024	710	NYS INCOME TAX BUREAU		3,774.36
100860	02/23/2024	730	NYS EMPLOYEES RETIREMENT SYSTE		3,609.89
100861	02/23/2024	1946	IRS - PAYROLL TAX PMT		21,244.58
100862	02/23/2024	2003	NEW YORK STATE DEFERRED		2,794.83
Number of Transactions: 11				Warrant Total:	196,872.82
				Vendor Portion:	196,872.82

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 - 34: BILL SCHEDULE (MAR 24) For Dates 3/12/2024 - 3/12/2024**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41841	03/12/2024	1630	AFSCO FENCE SUPPLY CO INC	*See Detail Report	492.00
41842	03/12/2024	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	55.95
41843	03/12/2024	1935	ALTAMONT FREE LIBRARY	240438	16.99
41844	03/12/2024	2420	AMAZON CAPITAL SERVICES INC	240433	1,806.99
41845	03/12/2024	2457	AQUATIC ALLIES	240399	173.90
41846	03/12/2024	2264	B&H FOTO & ELECTRONICS CORP	*See Detail Report	470.75
41847	03/12/2024	77	BAKER & TAYLOR , INC.	*See Detail Report	12,411.27
41848	03/12/2024	697	CAPITAL REGION BOCES	240019	287.71
41849	03/12/2024	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	240005	288.09
41850	03/12/2024	2428	DANIEL MAY	240280	40.00
41851	03/12/2024	1220	DEMCO, INC	*See Detail Report	348.77
41852	03/12/2024	1981	DUDLEY OBSERVATORY	240426	150.00
41853	03/12/2024	1466	DURACLEAN BY HESTER, INC.	240400	240.00
41854	03/12/2024	1463	EAST GREENBUSH COMM LIBRARY	*See Detail Report	33.99
41855	03/12/2024	1991	EASTERN MANAGED PRINT NETWORK LLC	240007	423.99
41856	03/12/2024	1741	MICHAEL ECK	240404	150.00
41857	03/12/2024	2169	EMPIRE STATE AEROSCIENCES MUSEUM	240423	60.00
41858	03/12/2024	2469	ERIC C. KEENAGHAN	240288	200.00
41859	03/12/2024	1986	FIRSTLIGHT FIBER	240008	195.15
41860	03/12/2024	2090	FRS SPECTRA INC. DBA XSTAMPersonLINE	240363	108.70
41861	03/12/2024	2361	FUN EXPRESS, LLC	240381	90.35
41862	03/12/2024	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	193.65
41863	03/12/2024	1918	HANCOCK SHAKER VILLAGE	240420	250.00
41864	03/12/2024	2212	IROQUOIS INDIAN MUSEUM	240422	50.00
41865	03/12/2024	2322	KANOPY INC.	240016	1,237.00
41866	03/12/2024	1155	LAKESHORE LEARNING MATERIALS	240380	398.82
41867	03/12/2024	2201	LANE PRESS OF ALBANY	240009	2,245.00
41868	03/12/2024	1691	TOM LINDSAY	240405	160.00
41869	03/12/2024	2478	LOCUST GROVE ESTATE	240455	100.00
41870	03/12/2024	2476	MICHAEL KELLEY	240403	150.00
41871	03/12/2024	1024	**CONTINUED** MIDWEST TAPE LLC		0.00
41872	03/12/2024	1024	MIDWEST TAPE LLC	*See Detail Report	2,506.73
41873	03/12/2024	377	MOORE FIRE EXTINGUISHER	240436	360.00
41874	03/12/2024	404	NEW YORK LIBRARY ASSOC	240437	1,850.00
41875	03/12/2024	1654	NORTH GREENBUSH PUBLIC LIBRARY	240412	13.95
41876	03/12/2024	2088	NYSID	*See Detail Report	168.60
41877	03/12/2024	2094	ORIENTAL TRADING COMPANY, INC.	240364	212.11
41878	03/12/2024	1823	OVER DRIVE INC.	*See Detail Report	11,385.44
41879	03/12/2024	450	PHILLIPS HARDWARE INC	240013	48.54
41880	03/12/2024	2430	PLAYAWAY PRODUCTS LLC	240429	416.15
41881	03/12/2024	2468	PLYMOUTH ROCKET, INC.	240269	573.75
41882	03/12/2024	2339	PRONUNCIATOR LLC	240458	1,450.00
41883	03/12/2024	478	QUILL.COM	240396	304.96
41884	03/12/2024	1661	RCS COMMUNITY LIBRARY	240453	16.95
41885	03/12/2024	2287	SCHENECTADY CO. HISTORICAL SOCIETY	240447	65.00
41886	03/12/2024	2421	SENTRON ASSOCIATES INC.	240104	496.79

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 34: BILL SCHEDULE (MAR 24) For Dates 3/12/2024 - 3/12/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41887	03/12/2024	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	1,192.27
41888	03/12/2024	2154	STERICYCLE, INC.	240010	20.94
41889	03/12/2024	2436	THE LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	240417	2,975.00
41890	03/12/2024	2299	THE WILDLIFE INSTITUTE OF EASTERN NY	240461	400.00
41891	03/12/2024	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	240416	17.00
41892	03/12/2024	2328	UNIFIRST CORPORATION	240011	197.80
41893	03/12/2024	632	UPPER HUDSON LIBRARY SYSTEM	240427	1,047.52
41894	03/12/2024	1954	USS SLATER DE 766	240421	160.00
41895	03/12/2024	1968	VERIZON WIRELESS	240004	100.47
41896	03/12/2024	746	VOORHEESVILLE PUBLIC LIBRARY	*See Detail Report	50.00
41897	03/12/2024	645	W W GRAINGER INC	240012	1,076.25
41898	03/12/2024	1593	WILLIAM K. SANFORD LIBRARY	*See Detail Report	78.83
41899	03/12/2024	2423	YOUNG LANDSCAPES LLC	240169	3,250.00
Number of Transactions: 59				Warrant Total:	53,264.12
				Vendor Portion:	53,264.12

*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 - 8: BILL SCHEDULE (MAR 24) H FUND For Dates 3/12/2024 - 3/12/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1220	03/12/2024	2424	ASHLEY MCGRAW ARCHITECTS	240408	37,547.14
Number of Transactions: 1				Warrant Total:	37,547.14
				Vendor Portion:	37,547.14

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 March 2024

Building Project

I have contacted the Albany County Board of Elections and requested the use of three voting machines for the Oct. 1 special referendum vote. We met with the school district to tap into their experience running elections as well. A tentative timeline with project deadlines is included in the packet. There are many steps to this process, but I have not yet seen any stumbling blocks that would derail the vote process.

Our architect strongly recommends that the library hire a Construction Manager in the near future. This contractor would represent the library during the pre-construction and construction phases of the project. They sent us a sample RFP and have offered their assistance during the vetting process.

Representatives from Ashley McGraw met with staff from the Public Services Department and the Circulation and Technical Services Department.

Biweekly meetings with the design team at Ashley McGraw have resumed now that we are in the Design Development phase of the project. "Meet the architect" and informational community forums are being scheduled for the spring, summer and early fall.

Buildings and Grounds

The end of the deepest part of winter means that our spring cleanup has begun.

Public Services

BCSD February Recess, 2/19 - 2/24, brought a large number of school-age children and families to the library looking for activities and a place to spend time. We offered a number of well-received programs targeting this group, including the very popular Silent Wings: Birds of Prey live animal program on 2/21.

Demand for the Library's study rooms continues to be high. In February 2023, the library noted 318 study room sessions with 571 users. There was a significant increase this February with 448 study room sessions and 867 users.

We added some new toys to the Children's Place in an effort to replace and refresh worn out and damaged material. The sorting baskets that encourage children to sort fruit and vegetable toys by color are particularly popular.



Program Highlights

3-D Paper Winter Landscapes (2/20) – BCSD February Break program. A simple craft inviting children to be as creative as possible and create a 3D Winter landscape out of paper. It was a great program, managed with the wonderful help of two teen volunteers. Attendance: 47



Adult Winter Reading Challenge: Black History Month (2/1-2/29) – A month-long, mostly passive program. We had more than 70 people take specially curated reading lists prepared to support the program and 47 game cards were distributed. Several people stopped by the information desk to let us know they were glad to see that Black History Month was being represented. In addition to reading lists and game cards, two displays with materials to support the challenge were set up. Attendance: 47



Bethlehem Historical Association Speaker Series: The History of Diners of New York (2/21) – Mike Engle, diner historian and local eatery aficionado, presented a history of diners in New York state and beyond. This program was recorded and is available on the Library YouTube channel. Attendance: 93

Book and Chocolate Pairings (2/1) – The library hosted a fun and delicious evening of sampling staff-recommended books, and chocolates that matched their "vibe." The program had great turnout and response afterwards. It was completely full and several of the participants reached out afterwards to say how much they enjoyed it. Attendance: 20

Can We Talk? Having Constructive Conversations about Challenging Issues (2/6) – Presented by Dr. Diane Goodman, Ed. D., live via Zoom. Many people avoid discussing challenging issues because they are unclear about how to do so in a constructive way. While there is no magic answer for ensuring a productive conversation, there are frameworks, processes, and skills that can be useful. Dr. Goodman reviewed some key principles and approaches and presented the Straight A's model for discussing controversial issues. Attendance: 29

Chess Club (2/5, 2/12, 2/26 w/ a 5:30 & 6:30 session each night) – Renewed, increased interest in this program for February. Total Attendance: 25

Community Paint and Sip (2/27) – We collaborated with the Bethlehem High School National Art Honor Society to offer this is a paint and sip event. We provided guided instruction, paint supplies and hot cocoa and the Honor Society provided easels, canvases, and brushes. Melanie Painter and the Honor Society were very pleased. Attendance: 24



Competitive Puzzling Returns! (2/18) – Puzzle solvers were invited to work solo or in a group to see who can solve their puzzle fastest to win a prize. There were about 10 more participants than the last time we hosted this program. We have some very serious puzzlers. Future competitive puzzling programs are in the works. Attendance: 31

Early Literacy Programs



- Weekly Series
 - Tiny Tots (5 sessions) - Attendance from 37-66 participants per session.
 - Music & Movement (7 sessions) - Attendance from 52-81 participants per session.
 - Family/Pre-K Storytime (6 sessions) - Attendance from 20-58 participants per session.
 - Valentine's Day Story Time – Attendance: 66
- Saturday Storytime Series
 - Saturday Storytime – 2/3. Attendance: 35
 - Saturday Storytime – 2/10. Attendance: 28
 - Saturday Storytime & Snack – 2/24. Attendance: 32
- Sensory Storytime Series
 - Sensory Playtime – 2/23. Attendance: 31
 - Sensory Storytime – 2/16, 10am. Attendance: 12
 - Sensory Storytime – 2/16, 11am. Attendance: 3

Fire-Breathing Dragon Craft (2/9) – Craft program for children in celebration of the Year of the Dragon. The craft was a little on the harder side, and required a lot of help from the adults, but children enjoyed their creations. Attendance: 17

"Grace for President" Story and Songs (2/22) – BCSD February Break program. The Park Playhouse Co. presented a preview of their newest show "Grace for President." After a brief introduction, members of the company read the picture book, written by Kelly DiPucchio, that inspired the play, followed by a few songs from the show, and concluded with a Q&A. Attendance: 40

Little Sunday Music (2/11) – Local pianist/vocalist Alec Betterley performed. We had a nice crowd and received quite a few compliments about his performance. Attendance: 67

Origami Animal Bookmarks (2/23) – BCSD February Break program. We folded and decorated origami bookmarks modeled after favorite animals in this fun craft program. Attendance: 41

Paws to Read (2/12, 2/26) – Registered therapy dogs listen quietly, creating a safe space for children to practice their reading and speaking skills without fear or judgment. The program has been moved into the Story Room. Attendance: 18; 12

Pokémon Adventure (2/19) – BCSD February Break program. Children were invited to join us at the library for Pokémon themed crafts and an adventurous scavenger hunt to find Pokémon that were hiding all around the library. The scavenger hunt was also a great opportunity for children to learn about different areas of the library. Attendance: 70

Recipe Swap: Cold Weather Comfort Food – Participants were invited to share to share their coziest winter recipes and take home some new recipe inspiration. The program had a smaller crowd, but some new attendees. Attendance: 7

Silent Wings: Birds of Prey (2/21) – BCSD February Break program. The Wildlife Institute of Eastern New York visited the library to teach us about fascinating world of hawks, falcons, eagles and owls, bringing a few feathered friends for us to meet. We filled the Community Room to capacity. Attendance: 113

Stuffy Friends Hide & Seek (2/19) – BCSD February Break program. A passive program where children were invited to drop by the library, locate a number of stuffy friends hidden throughout the Children's Place and complete a game sheet to earn a special sticker reward. Attendance: 40

Write Your Own Sestina (2/5) – Created by troubadours in the 12th century, the sestina is a poetic form of patterned repetition. Dr. Natalya Sukhonos taught participants how to write their very own sestinas. The presenter was phenomenal. She was very knowledgeable of the subject matter, made a professional presentation, and was encouraging to the attendees. Attendance: 8

Outreach

After School Enrichment, Elsmere Elementary (2/29) – For this outreach series, Beth P. brought the library's collection of LEGOs and is having the kids complete building challenges (i.e. build something that can float, create something using only red LEGOs, etc.). Four more sessions of this outreach are scheduled for March. Attendance: 20

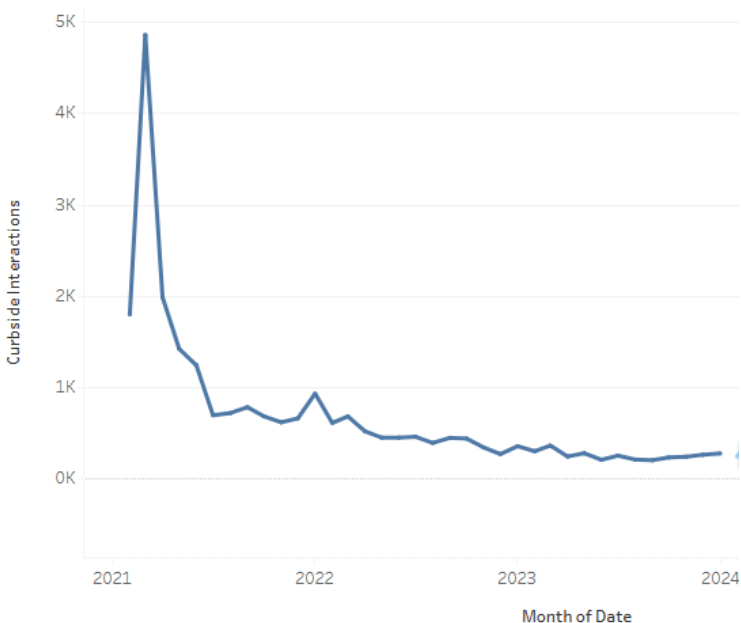
After School Enrichment, Glenmont Elementary (2/6) – Erin M. is conducting a STEM-based outreach. Future sessions will include gumdrop engineering and egg-drop challenges. Four more sessions of this outreach are scheduled for March. Attendance: 10

The Pit at BCMS (2/14, 2/28) – We're once again partnering with the Town of Bethlehem Parks & Recreation to offer after-school programming at the Pit at the Bethlehem Middle School. The town is very thankful to have us visiting the Pit with our game console again. Attendance: 12, 10

Circulation and Technical Services

Curbside pickup continues to be an important service for library patrons. Here is the data representing the number of curbside interactions monthly since the pandemic. Since June 2023 the numbers have been between 200 and 276 interactions per month.

Total Curbside Interactions



Chromebook use continues to be quite strong. We had 34 checkouts since January 2024 and 269 checkouts in the 2023 calendar year. Chromebooks have an advantage over Microsoft laptops because, like the wifi hotspots, they can be remotely turned off if they are not returned in a timely fashion. A proposal for some replacement Chromebooks is included in this month's board packet.

Meetings and miscellany

I will be presenting a session in concert with the Capital District Library Association about navigating local civil service for library jobs in April.

I met with representatives from HILL, the Humanities Institute for Lifelong Learning.

I met with a couple community members from the Bethlehem Art Association to discuss the library building plans.

At the last Friends of the Library meeting, they discussed logistics for accepting donations for the May book sale.

An updated library organizational chart is available on the trustee's resources page on the website.

We have had some questions about the interaction of the Community Bulletin Board and Literature Rack Policy and the Solicitation and Distribution Policy. In the past, noncommercial entities have been allowed to post flyers for events such as pancake breakfasts or BBQ chicken fundraisers. This use of the bulletin board and literature rack appears at odds with the solicitation policy. I will seek clarification at the policy committee.

Geoffrey Kirkpatrick, Library Director

Library Collection				2022-23	Current Total
Adult fiction				27,254	28,628
Adult non-fiction				29,671	30,192
Adult audio				5,713	5,539
Adult video				8,387	8,471
Young adult fiction				5,084	4,991
Young adult nonfiction				650	676
Young adult audiobooks				486	502
Children's fiction				29,443	30,532
Children's non-fiction				15,860	16,121
Children's audiobooks				1,620	1,633
Children's video				1,314	1,315
OverDrive - UHLS Shared				120,043	129,792
e-magazines				4,710	5,135
Electronic (games, ereaders)				405	425
Total				250,640	263,952
Library Programs	Feb-24	Feb-23	% change	2022-23	F-Y-T-D
Programs	80	63	27.0%	667	590
Program attendance	2,365	1,635	44.6%	17,832	16,827
Outreach Programs	5	5	0.0%	91	57
Outreach Attendance	59	68	-13.2%	11,899	9,273
Circulation	Feb-24	Feb-23	% change	2022-23	F-Y-T-D
Adult fiction	13,394	12,026	11.4%	157,456	110,714
Adult non-fiction	7,404	6,878	7.6%	84,784	57,312
Adult audio	5,984	4,345	37.7%	56,558	45,000
Adult video	5,807	6,010	-3.4%	71,154	47,624
Magazines	2,921	1,371	113.1%	16,307	20,112
Young adult fiction	1,454	1,259	15.5%	17,774	12,092
Young adult nonfiction	91	149	-38.9%	1,792	1,093
Young adult audiobooks	285	249	14.5%	2,844	2,308
Children's fiction	11,965	11,891	0.6%	147,150	100,198
Children's non-fiction	3,413	3,495	-2.3%	37,799	24,731
Children's audiobooks	1,385	1,226	13.0%	14,929	10,789
Children's video	505	419	20.5%	6,330	4,323
Electronic (games, ereaders)	772	627	23.1%	7,669	5,784
Total	55,380	49,945	10.9%	621,402	442,080
Interlibrary Loan	Feb-24	Feb-23	% change	2022-23	F-Y-T-D
Borrowed from others	6,064	5,889	3.0%	73,725	49,640
Loaned to others	4,890	4,433	10.3%	53,319	37,042
Miscellaneous	Feb-24	Feb-23	% change	2022-23	F-Y-T-D
Visits to our home page	32,800	27,453	19.5%	418,101	325,033
Public use of meeting rooms	24	75	-68.0%	473	264
Public meeting attendance	327	854	-61.7%	5,695	3,277
Staff use & library programs	73	55	32.7%	714	554
Study room sessions	448	318	40.9%	4,290	3,102
Tech room/ Studio use	4	11	-63.6%	125	61
Door count	20,023	16,395	22.1%	194,334	145,986
Registered BPL borrowers	103	93	10.8%	1,085	739
Computer signups	1,405	1,069	31.4%	13,008	9,689
Museum Pass use	80	69	15.9%	1,192	884
E-book use	6,261	5,236	19.6%	67,186	49,613
E-audiobook use	5,307	3,951	34.3%	49,297	40,126
E-magazine use	2,680	1,061	152.6%	12,862	18,171
Streaming video use	1,683	1,362	23.6%	14,758	11,851
BCSD use via Overdrive	144	116	24.1%	1,549	1,068
Equipment	322	627	-48.6%	3,867	2,819
Wireless Use	7,894	8,887	-11.2%	127,768	75,417



Membership Invoice

P.O. Box 931
Westfield Ma 01086-0931

Bethlehem Public Library
451 Delaware Ave
Del Mar, NY 12054

Description	Amount
Library Membership - A membership for the library where library members take out a pass for Amelia Park Children's Museum. This pass allows for free admission for up to four (4) people per visit to Amelia Park Children's Museum. Good for 12 months from date of purchase.	\$275.00
Total Due	\$275.00

Please make check payable to Amelia Park Children's Museum

THANK YOU FOR YOUR BUSINESS!

From: Dell (please do not reply) <automated_email@dell.com> on behalf of Dell Inc.
<dell_automated_email@dell.com>
Sent: Friday, March 1, 2024 3:29 PM
To: John Love
Subject: Dell eQuote #:3000173150074



You have received an eQuote 3000173150074

An eQuote has been sent to you from your Dell Online Store.
This eQuote will expire on 03/31/2024

Who sent this eQuote

Saved by: john@bethpl.org

Message from the sender

See how this works

To retrieve this eQuote

Login to [Premier](#)

Sign in to BETHLEHEM PUBLIC LIBRARY

Click on "Quotes" in the top menu bar and search for eQuote number 3000173150074

eQuote Name	Latitude 3445 Chromebook
Saved By	john@bethpl.org
Account Name	BETHLEHEM PUBLIC LIBRARY
Contract Code	C000000005000
Contract Name	Dell NYS OGS Umbrella Contract PM20820
Customer Agreement #	PM20820

eQuote Summary

Description	Quantity	Unit Price	Subtotal
Latitude 3445 Chromebook	10	\$631.73	\$6,317.30
eQuote Subtotal			\$6,317.30
Shipping*			\$0.00
Environmental Disposal Fee*			\$0.00

eQuote Total*

\$6,317.30

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*The eQuote total, including applicable taxes and additional fees, may be viewable online.

Note: Your order may contain one or more items which are billed on a recurring basis. See Important Notes for details on your specific offering and, for customers with auto-renewing subscriptions, how to turn off automatic renewal.

eQuote Details

Description	Quantity	Price
s002lc3445usr Latitude 3445 Chromebook	10	\$6,317.30

Module	Description	Product Code	Sku	ID
Base	Dell Latitude 3445 Chrome BTX	GHA8ND9	[210-BHCB]	1
Processor	AMD® Ryzen™ 3 7320C, 6 MB total cache, 4 cores, 8 threads, 2.40 Ghz to 4.10 GHz	GB8ATN0	[379-BFFS]	146
Operating System	ChromeOS	GJSNT0L	[634-BU00]	11
Base Options	AMD Radeon(TM) 610M Graphic, AMD(R) Ryzen(TM) 3 7320C , 4GB LPDDR5 , 64GB eMMC, Non-FPR	GOXW1L0	[338-CLHW]	149
Memory	4 GB: LPDDR5 (onboard)	G7XGZPS	[370-BBHZ]	3
Storage	64 GB eMMC	G9THDIU	[400-BONB]	8
LCD	14inch, FHD+ 1920 x 1200, 60 Hz, Nontouch, AntiGlare, 250 nits, 45% NTSC, HD Camera	G3M2Z8R	[391-BHSV]	760
Keyboard	Single Pointing Backlit, US English	GZX9CPH	[580-AKTL]	4
Mouse	No Mouse	G8043UZ	[570-AADK]	12
Wireless	MediaTek 7921 Wi-Fi 6 2x2 (MHz) and BT 5.3 wireless card	GWAUZ71	[555-BJPT]	19
Mobile Broadband	No Mobile Broadband Card	GLAU7Q1	[362-BBBB]	114
Primary Battery	4 Cell, 54 Wh	GK9FGJB	[451-BDBB]	112
Power Supply	65W AC rugged adapter, USB Type-C, TCO Gen9 compliant	G1UK8BZ	[492-BDIF]	1015
PalmRest	Palmrest, non-Fingerprint reader	GKNF8AI	[346-BJXY]	55
Cable	E4 Power Cord 1M for US	GC90V4B	[537-BBDO]	20
Placemat	Quick Setup Guide for 3445	G0QJSWR	[340-DKZR]	60
Carrying Cases	No Carrying Case	G3WKG0Y	[460-BBEX]	118
Documentation/Disks	Safety/Environment and Regulatory Guide (English/French Multi-language)	G7RB0GY	[340-AGIK]	21
FGA Module	3445_Chrome_1HfY24_002/US/BTS	FG0002	[998-GJFG]	572
Label	SKU ID Label, tie with Non-FPR+ Non-LTE+ Non-touch FHD LCD+ Backlight KB+ HD camera config	GCZF7HM	[389-FFBL]	676
Packaging	Min Model Package, 65W Adapter	GR2IAVU	[340-DLNC]	465
Transportation from ODM to region	Smart Selection Shipment, Chromebook (VS)	GRCZH4G	[800-BBQM]	200080
Support Tech Sheet and Powercord	Print on Demand, Label	G09J5V3	[389-FFBC]	292
EPEAT 2018	EPEAT 2018 Registered (Gold)	GBU8CHM	[379-BDZB]	200331
Google Management & Enrollment	Chrome Enterprise Upgrade	G9BIPE0	[634-BUON]	200445
Dell Services: Hardware Support	1Y Basic Onsite Service after remote diagnosis with Hardware-Only Support	NBD1	[997-6727] [997-6735]	29

February 3, 2024

Bethlehem Public Library
451 Delaware Avenue
Delmar NY 12054

To the Trustees of the Bethlehem Public Library:

I request an appeal of my request to remove from the shelves of the Delmar Public Library the book *Breaking Biden* by Alex Marlow. I do not believe the book meets community standards and falls within the interests of the Bethlehem community.

Geoffrey Kirkpatrick, the library director, decided to keep this book on the shelves at the Delmar Library. My original request to remove it was denied.

I believe that intellectual freedom is not advanced by false information published as non-fiction and possibly believed as truth by those who read this divisive book.

I respect your final decision.

Sincerely,



Mimi Evans
Glenmont, NY



451 Delaware Avenue • Delmar NY 12054 • 518-439-9314 • www.bethlehempubliclibrary.org

January 19, 2024

Mimi Evans

Glenmont, NY 12077

Dear Mimi Evans,

I received your Request for Reconsideration via email on January 15, 2023.

Breaking Biden was published by Threshold Editions, an imprint of Simon and Schuster in October 2023. The item was added to the Bethlehem Public Library collection on October 19, 2023. The book appeared at number 14 on the NYTimes Nonfiction Bestseller list on October 22nd with a dagger mark. This mark indicates there were bulk sale orders for the book. The book remained on the list for one week.

Since being acquired by the library it has circulated a total of 6 times, including 5 checkouts and 1 renewal. This item is cataloged in the nonfiction collection and is currently shelved in the new section which has a circulation period of two weeks. Given the time since publication and the loan period this indicates a typical level of circulation for new items.

Within the Upper Hudson Library System the book is in the collections of Bethlehem Public Library and Albany Public Library, where the book has demonstrated a similar level of circulation activity. The work is held by several public library systems across New York State. The relatively low number of copies of the book across the system shows the usual lukewarm amount of pre-publishing interest for the inevitable flood of political books that are routinely published around national elections.

Under the terms of the library's Collection Development Policy it is my determination that there is insufficient justification to warrant the book's removal from the collection given the level of community interest demonstrated by the item's circulation.

Sincerely,


Geoffrey Kirkpatrick
Library Director

**Bethlehem Public Library
Draft Budget
2024-2025**

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EXPENSES	2022-2023 Budget	2022-2023 Actual Results	2023-2024 Budget	6 Months Actual	2024-2025 Proposed Budget	Increase (Decrease)	% Change	Notes
Salaries & Benefits								
-150 Librarians	\$1,174,134	\$1,137,381	\$1,178,184	\$617,222	\$1,252,089	\$73,905	6.27%	3.5% turnover allow. included, support staff postions converted to librarians
-160 Support Staff	\$1,108,487	\$1,010,895	\$1,190,063	\$517,733	\$1,226,399	\$36,336	3.05%	3.5% turnover allow. included, positions converted to librarians
-170 Custodians	\$162,308	\$166,341	\$178,840	\$90,387	\$188,505	\$9,665	5.40%	1% turnover allow. included
-200 Retirement	\$237,333	\$240,368	\$280,440	\$263,799	\$324,242	\$43,802	15.62%	Cost estimate received from NYS Comptroller
-210 Soc Sec/Medicare	\$187,038	\$168,670	\$194,865	\$91,054	\$206,465	\$11,600	5.95%	Proportional change
-220 Worker's Comp	\$20,000	\$12,370	\$20,000	\$14,829	\$20,000	\$0	0.00%	Estimated
-230 Unemp. Insurance	\$10,000	\$9,072	\$10,000	\$4,591	\$10,000	\$0	0.00%	Estimated
-240 Health Insurance	\$364,700	\$357,684	\$372,300	\$168,182	\$398,000	\$25,700	6.90%	Assumes 10% increase @1/1/2025
-250 Disability Insurance	\$2,500	\$1,267	\$2,500	\$679	\$2,500	\$0	0.00%	Estimated
Total-Salaries & Benefits	\$3,266,500	\$3,104,048	\$3,427,192	\$1,768,476	\$3,628,200	\$201,008	5.87%	Overall increase in salaries is 4.7%
Library Materials								
-300 Books	\$171,000	\$139,189	\$171,000	\$90,506	\$171,000	\$0	0.00%	Funding sufficient for current materials
-305 Audio Books (physical)	\$23,000	\$22,848	\$20,000	\$11,219	\$20,000	\$0	0.00%	Stable
-307 E-collections	\$196,000	\$224,284	\$196,000	\$66,875	\$201,000	\$5,000	2.55%	Increase in downloadable streaming materials- Overdrive, Canopy, Hoopla
-310 Electronic Resources	\$27,000	\$41,744	\$31,000	\$22,909	\$31,000	\$0	0.00%	Stable
-313 Periodicals	\$19,000	\$11,567	\$21,000	\$7,988	\$18,000	(\$3,000)	-14.29%	Includes e-magazines (Flipster)
-350 Children's Books	\$85,000	\$62,450	\$85,000	\$33,835	\$85,000	\$0	0.00%	Stable
-355 Children's Audio Books	\$5,000	\$5,340	\$4,000	\$2,047	\$4,500	\$500	12.50%	Increase in pricing
-356 Children's Media	\$5,000	\$1,951	\$2,000	\$106	\$2,500	\$500	25.00%	Increase in video game prices
-370 Special Collections	\$15,000	\$13,351	\$15,000	\$6,836	\$20,000	\$5,000	33.33%	Increase in accessories, museums passes, replacement costs, etc.
-380 Media	\$40,000	\$22,561	\$30,000	\$10,703	\$22,000	(\$8,000)	-26.67%	Decreased demand due to streaming, purchasing fewer extra DVD copies
Total-Materials	\$586,000	\$545,285	\$575,000	\$253,024	\$575,000	\$0	0.00%	
Operations								
-400 Photocopiers/Supplies	\$15,000	\$11,643	\$15,000	\$4,255	\$15,000	\$0	0.00%	Stable
-401 Office Supplies	\$20,000	\$13,467	\$20,000	\$5,429	\$20,000	\$0	0.00%	Stable
-402 Custodial Supplies	\$26,000	\$17,569	\$20,000	\$9,217	\$20,000	\$0	0.00%	Stable
-403 Postage	\$20,000	\$17,215	\$22,000	\$8,926	\$22,000	\$0	0.00%	Stable
-404 Printing & Marketing	\$35,000	\$27,692	\$35,000	\$12,082	\$43,200	\$8,200	23.43%	Includes new Patron Point software, offset by lower estimates of other costs
-405 Van Operation	\$4,000	\$571	\$4,000	\$1,159	\$4,000	\$0	0.00%	Planned van maintenance
-420 Gas & Electric	\$65,000	\$74,959	\$75,000	\$34,152	\$75,000	\$0	0.00%	Stable
-421 Telecomm & Cloud Services	\$14,000	\$26,519	\$24,000	\$11,186	\$24,000	\$0	0.00%	Stable
-422 Water	\$3,000	\$3,169	\$3,000	\$1,498	\$3,000	\$0	0.00%	
-423 Taxes-Sewer & Water	\$3,400	\$3,336	\$3,400	\$0	\$3,500	\$100	2.94%	
-430 Refund of Real Property Taxes	\$7,500	\$99	\$5,000	\$0	\$5,000	\$0	0.00%	Usually a result of an error on Star credit
-450 Professional Services	\$30,000	\$39,634	\$30,000	\$15,800	\$40,000	\$10,000	33.33%	Includes attorney fees and contract negotiations
-451 Contractual Services	\$45,000	\$42,571	\$50,000	\$7,717	\$50,000	\$0	0.00%	Includes HVAC, plowing, and elevator maintenance contracts
-452 Insurance	\$29,000	\$25,739	\$30,000	\$32,387	\$35,000	\$5,000	16.67%	Projecting an increase in rates
-453 Bank Fees	\$1,400	\$1,566	\$1,400	\$724	\$1,700	\$300	21.43%	Fees associated with credit card processing
-454 Travel & Conferences	\$3,000	\$3,387	\$3,500	\$2,263	\$3,500	\$0	0.00%	
-455 Memberships	\$3,000	\$3,789	\$3,000	\$545	\$3,000	\$0	0.00%	
-456 Special Programs	\$32,000	\$25,829	\$35,000	\$24,197	\$42,000	\$7,000	20.00%	Reclass Friends contributions for programs to income
-460 Furniture & Equipment	\$40,000	\$28,523	\$30,000	\$5,421	\$30,000	\$0	0.00%	Estimate based on prior year
-461 IT Hardware & Software	\$42,000	\$45,637	\$50,000	\$24,935	\$50,000	\$0	0.00%	Upgrades to hardware and replacements as needed, software
-462 Building & Grounds Repairs	\$40,000	\$24,676	\$40,000	\$1,644	\$40,000	\$0	0.00%	Carpet cleaning, seal coat, bulbs, supplies
-463 Equipment/Furniture Repairs	\$2,000	\$290	\$2,000	\$2,870	\$3,000	\$1,000	50.00%	Maintenance equipment repairs
-464 Miscellaneous	\$6,000	\$10,818	\$6,500	\$2,436	\$6,500	\$0	0.00%	Incidentals, paymts to other libraries for lost books, offset by lost book revenue

Bethlehem Public Library

Draft Budget

2024-2025

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-481 Audit Services	\$24,000	\$22,900	\$24,000	\$18,000	\$25,000	\$1,000	4.17% Audit fees and actuary fees for GASB/OPEB report
-482 Accounting Services	\$30,000	\$33,521	\$20,000	\$19,419	\$22,000	\$2,000	10.00% Increased fees
485 UHLAN Fees & Services	\$53,000	\$53,385	\$54,000	\$26,672	\$57,500	\$3,500	6.48% Planned increase in library system fees
-490 Capital Expenditures	\$100,000	\$18,801	\$100,000	\$0	\$100,000	\$0	0.00% Upgrades and building needs
-495 Contingency	\$35,000	\$0	\$35,000	\$0	\$35,000	\$0	0.00% Unforeseen emergencies
Total-Operations	\$728,300	\$577,305	\$740,800	\$272,934	\$778,900	\$38,100	5.14%
TOTAL EXPENSES	\$4,580,800	\$4,226,638	\$4,742,992	\$2,294,434	\$4,982,100	\$239,108	5.04%
INCOME							
PILOT	\$227,724	\$233,871	\$241,523	\$239,259	\$239,000	(\$2,523)	-1.04% Estimate received from BCSD
State Aid	\$24,500	\$25,309	\$26,000	\$22,830	\$26,000	\$0	0.00% Estimated state aid
Interest	\$6,000	\$127,052	\$52,000	\$82,010	\$90,000	\$38,000	73.08% Rates expected to be high through 2024, conservative estimate
Fines	\$2,000	\$2,699	\$3,000	\$1,261	\$3,000	\$0	0.00% Fines for musuem passes and library of things
Photocopiers	\$6,500	\$9,170	\$7,000	\$5,759	\$8,000	\$1,000	14.29% Photocopier charges
Lost book payments	\$2,500	\$10,133	\$7,500	\$5,823	\$8,500	\$1,000	13.33% Charges for lost or damaged items
Friends Contributions	\$0	\$0	\$0	\$6,903	\$7,000	\$7,000	0.00% Reclass Friends contributions from expense to income
Gifts and donations	\$3,500	\$10,600	\$4,000	\$7,415	\$8,000	\$4,000	100.00% Estimate based on past experience
Miscellaneous	\$0	\$1,016	\$0	\$516	\$500	\$500	0.00% Nonresident library card fees, misc other
TOTAL INCOME	\$272,724	\$419,850	\$341,023	\$371,776	\$390,000	\$48,977	14.36%
Total Expenses	\$4,580,800	\$4,226,638	\$4,742,992	\$2,294,434	\$4,982,100	\$239,108	5.04%
Total Income	\$272,724	\$419,850	\$341,023	\$371,776	\$390,000	\$48,977	14.36%
Total Levy (expenses less income)	\$4,308,076	\$4,308,564	\$4,401,969	\$1,922,658	\$4,592,100	\$190,131	4.32%
Actual expenses less income		\$3,806,788					
Surplus		\$501,776					
NYS Cap Limit- official	\$4,353,640		\$4,474,499		\$4,599,930		2.80%
Unused Cap	\$45,564		\$72,530		\$7,830		

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
First Read 3/11/24

Bethlehem Public Library Tentative Schedule

Draft 3/8/2024 JC/GK

BOE-Albany County Board of Elections

BOT-Library Board of Trustees

	General Project schedule / logistics
	SEQR / Bond process
	CM process
	Voting Process

MONTH / YR	TARGET DATE	TIMING	TASK
MAR 2024			SHPO – preliminary review submission
MAR 2024			SEQR Lead: Determine if Library or School District will be SEQR lead. The following schedule in green is assuming school district will be lead.
MAR 2024	3/15		RFP for CM out
MAR 2024	3/8/24		Order machines from BOE-letter
MAR 2024	3/13/24		Poll Books-BOE can provide list. BCSD list of military & permanent absentee voters. BCSD can't provide electronic access, regular list-tied to student info. Can use BCSD paper list for to verify residency
MAR 2024	3/13-15		Contact Fort Orange Printing-establish contact info-scope of project-when to submit quote-JC
MAR 2024	Asap		Electronic Poll Books-are we/can we use? We would have to buy the equipment?
MAR 2024	Asap		Early Voting-what are the dates involved, when do we need to have ballots w/envelopes ready.
MAR 2024	Asap		Absentee Ballot Return Date*BCSD gets 70+
MAR/APR	3/29		Designate Chief Elections Inspector/Poll Inspector
MAR 2024	3/12/24		Counsel on retainer during process
MAR 2024	3/15/24		Develop Ballot Wording from Bond Counsel
MAR 2024	3/15		Project Scope: approval of update design options and VE list items to be obtained from BPL by 3/15 to meet 50% DD deadline
MAR/APR	4/3/24		Ballot to BOE for testing
MAR/APR	4/11/24		Ballot test done-Contact Fort Orange for quote & order ballots/envelopes
APR 2024	4/29		Selection and Award of CM finalized
	3/29		50% DD set submission To Trophy Point and selected CM

APR 2024			Project Financials: Meeting with Fiscal Advisors to review Project Cost, Debt Retirement, Capital Reserves. <i>How will this be bonded and how will it be financed?</i>
APR 2024	Receive back by 4/19		DD cost estimate due back
MAY 2024			School District Bond Vote
JUN – OCT 2024			Construction Documents Phase (CD)
JUN 2024	TBD	Type 1 SEQR 30-day Review	Project Resolution - SEQR: board resolution to state the boards intention to be the lead agency in the SEQR process.
JUL – AUG 2024	TBD	45-day Review	Project Resolution – project resolution and formal SEQR lead: Board to vote on vote resolution, SEQR resolution, vote language (work with bond counsel & attorney to craft language)
JUL-AUG	July 15 th or Aug 12 Board Meetings		Vote Resolution from Bond Counsel
JUL 2024	Week of 7/22		Contact Spotlight with advertising dates (4x 25 days before vote) August Weeks: 8/5, 8/12,8/19,8/26 Times Union-are we using them as well?
AUG-SEP	Aug-Sept		Develop Signage-“entering voting zone”, “no canvassing”, etc.
AUG	Early Aug		Develop process of residency criteria-picture id, passport, main list and backup list to compare, laptop set up with district boundary map. MUST BE resident 30 days prior to vote.
SEP			Contact Fort Orange-arrange pick up of ballots/envelopes.
SEP	9/6/24		W-9 to individual poll workers
SEP	9/9/24	BOE Meeting	Ask BOT for motion to pay costs associated with election right after election (out of cycle)
SEP	9/10/24		Give Tanya vendor info for payments-BOE, Election Workers, Fort Orange, etc.
SEP			Training on machines-include IT Dept?
SEP			IT Dept. available for day/night of vote-Electricity, phone service, internet/Wi-Fi Are we doing electronic sign in?
SEP	9/16/24		Public Notice of vote-10-14 days before Vote - Mailing? Online?
SEP 2024	Week of 9/16-20	1-2 wks before vote	Pre-Bond Community Meeting****
OCT 2024	10/1/24		Project Vote at Library
	10/1/24	Regular SD vote schedule	Open polls for voting procedures, run start up procedures on machines, save zero print out

	10/1/24	9pm-?	vote is counted starting at 9pm
	10/2/24		Close out procedures, closing of polls, save print out of closed poll
Oct 2024	10/1/24		USB sticks & Red Bags-Return to BOE night of vote or early next morning. Is there a "drop box"? Assign someone to this task.
Oct 2024	10/2/24		Voting machines picked up by BOE
Oct 2024	10/2/24		Hold BOT meeting, BOT must accept the vote. Board room reserved (3-6-24)
Oct 2024	10/3-10/8		Payment to vendors, poll workers
OCT 2024 – MAR 2025			SED Review <i>assuming school district retains ownership of property</i>

Other items for consideration:

1. What is the anticipated timeline for the property consolidation?
 - a. What school district and library board votes are needed?
2. SHPO process TBD based on preliminary review submission.

Engagements to schedule during DD:

1. Continued Staff programming meetings – March
2. Sustainability Charrette – March
3. Board Working Session – March?
4. Community survey To solicit questions for FAQ page? - March
5. Community session(s) – April?
6. DD presentation to Board – April / May?

Potential studies/surveys:

1. Subdivision Map – proposal from CT Male
2. REMI geotechnical survey – proposal from Chris Kenney