



**Board of Trustees Meeting
Monday April 15, 2024 6:00 pm
Community Room**

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

Public comments can be submitted here: <https://www.bethpl.org/contact-us/contact-the-director/>

Board packet information can be accessed here: <https://www.bethpl.org/board-of-trustees/>

Agenda

- Call to order
- Public participation
- Review of previous meeting minutes (p. 2-10)
- Financial report (p. 11-20)
 - Treasurer's update (p. 11)
- Personnel report (p. 21)
 - Personnel actions
 - Election official (p. 22-23)
- Director's report (p. 24-39)
- UHLS report
- New business
 - Construction manager – board evaluation team members
 - Property consolidation
 - Old lost/billed items (p. 40-41)
 - Other new business (p. 42)
- Old business
 - Patron Point software proposal (p. 43-52)
 - Public Meeting policy (p. 53-59)
 - Naming Opportunities policy – 2nd read (p. 60)
 - Building project
 - Referendum vote update
 - Bulletin board policy - discussion
 - Other old business
- Future business
- Public participation
- Executive session
- Adjournment

Next board meeting: Monday May 13th, 2024 Budget Presentation

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 March 13, 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
 Meredith Savitt
 Hazel Landa
 Leslie Hudson
 Jim Hudson
 Kirk Cornwell
 Mark Roberts
 Robert McDonald
 Peter Looker

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

PUBLIC PARTICIPATION

Four 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

On a MOTION by C. Wijeyesinghe with a SECOND by L. DiBetta, the board unanimously approved the minutes from the Monday February 12 regular meeting.

FINANCIAL REPORT

Treasurer's update

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

- S. Whiting noted that the library was about 3% under budget compared to 6% last year due to the library being fully staffed and salary increases from the recent negotiation.

On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 29 February 2024 (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; CapProject Fund/Hand-Drawn Checks \$37,547.14; Total: \$340,340.35).

PERSONNEL REPORT

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board unanimously voted to approve the following position:

- Library clerk, part-time, permanent, 13.57 hours/week, \$16.26/hour or per contract.

DIRECTOR'S REPORT

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

- Library programs have had very high attendance this month, especially with the February break activities bringing in a lot of children.
- The Bethlehem Historical Association events also continue to draw significant crowds, and study room sessions continue to increase.
- G. Kirkpatrick also noted that early literacy programs continue to draw crowds multiple days a week that would exceed Story Hour Room capacity. He said it is unlikely those programs will ever fit back into the Story Hour Room, which holds a maximum of 25-30 people.
- M. Walsh said those numbers were just further proof that the library needs more space.
- L. Scoons asked if high attendance at story times is a trend that will continue upward or bubble out. G. Kirkpatrick said he doesn't believe the early literacy numbers are going to shrink anytime soon.
- G. Kirkpatrick pointed to outreach being done at the elementary schools and after school. S. Patterson said that the event at Elsmere filled up very quickly.
- Curbside pickup brings in about 200 transactions a month.
- G. Kirkpatrick said there are some examples of community bulletin board postings that staff were unclear on how to enforce and he asked the board for some guidance. He noted that some advertise off-site events where there is a cost to attend. He said he didn't need a decision right away but that staff was seeking some clarity. M. Kissinger said that it seems the line would be if it were a free public event versus something with a cost. M. Walsh said that as a resident she would like to see notifications for relevant fund raising events like a Brooks BBQ dinner. L. DiBetta asked how other libraries handle the situation. G. Kirkpatrick said there is not a lot of consistency across the Upper Hudson system. C. Brancatella asked how the question came up. G. Kirkpatrick said that staff had questions about it after the policy was revised to disallow price lists on the board for art on display. L. Scoons asked if the BCN-TV bulletin board could be used. G. Kirkpatrick said that it already was. C. Brancatella asked how far would they take such restrictions. She noted that a program taking place was being held by To Life! which is an organization that raises money for breast cancer research and support. She asked if

prohibiting that program would follow the same logic. M. Walsh said she thought the policy referred to sales on the property. G. Kirkpatrick asked if the board was comfortable allowing flyers as long as they are from a non-profit organization. C. Wijeyesinghe said that maybe the Policy Committee could look at that question at their next meeting.

- C. Wijeyesinghe said that someone in the community had characterized the children's area in the proposed building project as a "daycare center," and she wanted to clarify that it is a supervised space. G. Kirkpatrick said that kids are not allowed in the library unaccompanied and it's not the library's intent to provide daycare. He said that play is an important early literacy skill and it introduces children and their parents to the library in a welcoming way. He said he can see the demand, especially in the winter, for indoor opportunities for socialization. He said that current limits on the space means that it is spilling into areas that would be used as quiet reading spaces for caregivers and children.
- G. Kirkpatrick said the meeting with HILL went well, and they are interested in learning more about the Friends of the Library and how they are organized.

UHLS BOARD UPDATE

L. Scoons said the board is getting ready for the annual program awards. The celebration will be held the second Wednesday in June, and organizers are looking for a location in Albany County.

NEW BUSINESS

Construction manager RFP

G. Kirkpatrick said the library's architect has recommended hiring a construction manager at this point in pre-construction process. He said this individual will be helpful in cost estimating and buildability and would have a foot in both the construction and design worlds.

He asked the board if they were ready to move forward with the RFP process. M. Kissinger said the risk would be the financial exposure if the bond goes down, but he felt it is best to start the RFP process to be prepared. S. Patterson asked how much it would cost. G. Kirkpatrick said he was unsure until the bids start coming in. M. Walsh said a construction manager is vital to keeping things on time and on budget, as well as free from legal complications. L. Scoons said that the RFP process itself would take at least a month so she doesn't believe it to be premature to move forward. C. Wijeyesinghe noted that the construction manager works for the board, not the architect. G. Kirkpatrick said he believes it is a service that is important to an organization the size of the library.

On a MOTION by M. Kissinger with a SECOND by M. Walsh, the board unanimously voted to begin the RFP process to hire a construction manager.

Election official

G. Kirkpatrick said the library would need to have an election official in place for an October bond vote, and he is moving forward with the search. G. Kirkpatrick said that the election official is the one who runs the election and certifies the vote. C. Wijeyesinghe suggested board members do some targeted outreach to see who might be interested. L. Scoons asked if the voting would be held in the Community Room. G. Kirkpatrick said that it would.

Off-cycle check – museum pass

G. Kirkpatrick asked the board to approve an off-cycle check for a museum pass so that it would be available in time for spring break.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved the payment of an off-cycle check to Amelia Park Children’s Museum in the amount of \$275.

Chromebook purchase

G. Kirkpatrick asked the board to approve the purchase of 10 new Chromebooks to replace the ones purchased before the pandemic. He said that the nice thing about Chromebooks is they can be disabled remotely if they are not returned. C. Wijeyesinghe said the library might want to think about purchasing them on a replacement schedule.

On a MOTION by M. Walsh with a SECOND by L. Scoons, the board unanimously approved the payment of \$6,317.20 to Dell for the purchase of 10 Latitude 3445 Chromebooks.

Request for reconsideration – “Breaking Biden” by Alex Marlow

G. Kirkpatrick said the title went through the regular reconsideration process and it was decided to keep it in collection. L. DiBetta said that she did her due diligence and found G. Kirkpatrick’s decision consistent with ALA guidance.

On a MOTION by M. Kissinger with a SECOND by M. Walsh, the board voted unanimously to uphold the director’s decision to deny the request to remove “Breaking Biden” by Alex Marlow from the library’s collection.

Other new business

There was no other new business at this time.

OLD BUSINESS

2024-25 budget

S. Whiting noted that the budget draft in the board packet had not changed other than some wording in the notes to make it clearer. M. Kissinger noted that the levy is at 4.32%, which is under the state tax caps and makes use of some of the unused cap from the previous year. In response to a question from L. Scoons, S. Whiting said the library is using what was left on the table to balance the 2024-25 budget.

On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board unanimously approved the 2024-25 library budget as written for public presentation. The budget proposes a levy of \$4,592,100, an increase of \$190,131 or 4.32%, coming in under the New York State tax cap.

Public Meeting Room Policy – update

The library’s attorney has made some progress with the policy, but it was not available in time to be included in the board packet. G. Kirkpatrick said he expects it to pass from the policy committee to the full board shortly. C. Wijeyesinghe said that, in this instance, the entire board is the policy committee.

Meeting room reservations

M. Kissinger said the library's vote to suspend new meeting room reservations will expire the following day unless the board takes further action. L. Scoons asked if it would be reasonable to expect that the board could pass a revised meeting room policy at the next meeting. M. Kissinger said he wasn't sure. C. Brancatella said she believes it is an unreasonable expectation that the board would be in a position to approve the policy at the next meeting.

C. Brancatella said she has been consistent in her opposition to reopening the reservations until the library has a solid revised policy in place that would protect staff and the public. She said that the logistics of a large program hosted by the public is something staff are not in a position to deal with.

M. Walsh said she understood where C. Brancatella was coming from, but trustees have heard from many people who want the rooms reopened and the library had been able to operate under the current policy for years without issue.

C. Wijeyesinghe asked if it was possible to open the rooms for meetings but not events. G. Kirkpatrick said that the library could place a capacity restriction on bookings under the existing policy as a neutral manner restriction, but it is not a perfect solution. M. Kissinger asked if they could put that kind of provision in place while considering other policy updates. He said they could cap capacity at 50 for the Community Room and 25 for the Board Room. C. Brancatella said she was happy that the board was looking at a way to compromise but her concern was that any interim regulations would cost a lot of staff resources in terms of time and effort navigating questions from the public. L. DiBetta asked if there was a way to open the rooms to the public as they work toward a comprehensive policy and open up as much as possible for the regular groups that rely on the meeting space. S. Patterson said that it was her perception that about 95% of the groups use the room for smaller meetings and she wondered how many incidents the library might expect to encounter in the next two months. C. Wijeyesinghe asked what G. Kirkpatrick would recommend. G. Kirkpatrick said that it is generally the will of the staff that the rooms be reopened to the public.

L. DiBetta asked if the library has a right to cancel all meetings if there is any issue. G. Kirkpatrick said that exists under the current policy.

M. Walsh asked if people could be notified by email that the booking window has reopened. G. Kirkpatrick said that notification was set to go out ASAP.

C. Brancatella thanked the board for the constructive discussion. She said she wanted to make it clear to the public that reservations were not closed to punish any group or avoid controversial speech. The library is simply looking at ways to manage crowds in a safe manner.

On a MOTION by M. Kissinger with a SECOND by M. Walsh, the board voted to reopen the meeting rooms to public bookings with a maximum capacity of 50 in the Community Room and 25 in the Board Room. L. DiBetta, M. Kissinger, S. Patterson, L. Scoons, M. Walsh and C. Wijeyesinghe voted in favor. C. Brancatella was opposed.

L. Scoons said she wanted to also encourage members of the community to put pressure on other organizations to make meeting spaces available.

C. Brancatella said she encourages those who care about library programs and policy to run for the board and commended L. DiBetta and M. Walsh for seeking re-election.

Naming Opportunities Policy – 1st read

C. Wijeyesinghe presented the draft and noted the discussion about the provision that grants trustees the right to rescind any designation at their discretion. She said that an earlier document about

price points for naming opportunities is not part of the policy but meant more as a guidance document. M. Walsh said she is still opposed to the wording that allowed for removing a designation at the board's discretion. She is wary of extreme politics and this provision makes her think of the recent removal of historical statues. L. DiBetta said she supports that provision but had some other non-substantive edits. M. Kissinger said he hopes the public takes the time to look at the draft and weigh in.

Building project

- *Referendum vote update*

G. Kirkpatrick said the library is moving forward with an Oct. 1 bond vote to be held in the library Community Room. He said he's been in touch with the board of elections and they will provide three voting machines, just like the school district. The school district will provide the library with printed voter roles. He shared a draft with tentative dates for tasks leading up to the vote. He said it will cost the library about \$12,000 to run the special election.

C. Wijeyesinghe suggest the board consider early outreach to the schools' Presidents Association and PTAs, possibly as early as late spring. S. Patterson suggested approaching the PTA in September.

G. Kirkpatrick said he doesn't see any roadblocks that would prevent the vote from happening.

- *Design options*

G. Kirkpatrick said that the architects have presented a pair of design packets seeking trustee feedback on meeting room configuration and curbside pickup options. The architects wanted to set up a working session with the board in the near future. A charrette with trustees about sustainability is planned for March 20.

M. Walsh said she wanted to discuss the curbside loop proposals because she felt blindsided by the fact that one of them no longer included a drive-up window. She said she was unaware that there was opposition to it.

G. Kirkpatrick said the architects want the board to weigh in on whether the curbside loop should be connected to the main lot and also whether they wanted a drive-up window or other curbside option that would provide a walkway that would keep pedestrians from having to cross over the pickup loop. The option without the window would feature a large canopy that could protect staff somewhat from the elements as they walk out to deliver the materials to patrons waiting in their cars.

L. Scoons said she did not like either of the options and felt that having people cross traffic was a bad idea. L. DiBetta said that she would prefer something that was more pedestrian and bicycle friendly.

S. Patterson asked how many people use the Delaware Avenue entrance. P. Berardi said it was about 1,300 a month

S. Whiting asked if there could be a library entrance before the circle to prevent the need to cross it. L. Scoons said that would address the long walk from Delaware Avenue to the proposed entrance. M. Walsh said she would also like to look at the possibility of putting a door back on the Delaware Avenue site.

M. Kissinger said the trustees also received information about the community spaces and configuration. He asked the board to take a week to look at it and provide their feedback to the architects.

Other old business

G. Kirkpatrick provided a quote from Trane for \$16,000 for a new ductless split unit that is no longer functioning in the IT office. He said he would seek out additional quotes but asked the board to consider whether they wanted to do the work now if there is an upcoming building project.

FUTURE BUSINESS

C. Wijeyesinghe told the board that she was planning to relocate in the coming months and has decided to step down from her term at the end of June 2024. Her seat would have one year left. She encouraged the public to consider running for the board, especially those that might have experience with a bond or building project.

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 C. Wijeyesinghe with a SECOND by L. DiBetta, the board voted unanimously to enter into executive session at 8pm to discuss matters involving proposed, pending or current litigation.

On a MOTION by C. Wijeyesinghe with a SECOND by L. DiBetta, the board voted unanimously to immediately adjourn executive session at 9:07pm.

ADJOURNMENT

On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board voted unanimously to adjourn the regular meeting at 9:08pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Board actions

- On a MOTION by C. Wijeyesinghe with a SECOND by L. DiBetta, the board unanimously approved the minutes from the Monday February 12 regular meeting.
- On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 29 February 2024 (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; CapProject Fund/Hand-Drawn Checks \$37,547.14; Total: \$340,340.35).
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MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (STORY ROOM) **DRAFT**
Wednesday April 10, 2024

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

Geoffrey Kirkpatrick, director

EXCUSED: Caroline Brancatella

GUESTS:

Jennifer Crawford, confidential secretary
Phil Berardi, assistant director/head of Circulation and Technical Services
Chris McGinty, assistant director
Susanne Angarano, Ashley McGraw architect
Brooke Williams, Ashley McGraw architect
Robert McDonald

President M. Kissinger called the meeting to order at 6:35pm.

SUSTAINABILITY CHARRETTE WITH ARCHITECTS FROM ASHLEY MCGRAW

The board discussed different sustainable building design concepts. No action was taken.

ADJOURNMENT

On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board voted unanimously to adjourn the regular meeting at 8pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report April 2024

Revenue and Expense Report

Interest income is just over \$106,000. Both the Treasury bill and the CD are due in May. We will be looking at rates and reviewing our cash position to determine how much to reinvest, to insure we have enough cash flow for the coming months. I will make a recommendation to the Finance Committee in early May.

Expenses are tracking at about 5.5% underbudget, compared to about 8% last year at this time. Spending will catch up as we approach the end of the fiscal year, especially for library materials.

Capital Projects Fund

The capital projects fund currently has a balance of about \$37,000. We will need to transfer funds to this account to cover the latest Ashley McGraw bill of \$177,000.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 3/31/24

	BALANCE					BALANCE
	2/29/2024	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	3/31/2024
TD Bank General Fund	695,805.44	1,720.94	(208,491.93)	347.58	113,477.20	602,859.23
TD Bank Payroll	0.00		(136,522.80)	-	136,522.80	0.00
TD Bank Money Market	2,777,510.88	-		6,899.84	(300,000.00)	2,484,410.72
TD Bank Treasury Bill	1,069,513.56		-	4,862.97	-	1,074,376.53
TD Bank Capital Project Fund	24,184.11	-	(37,547.14)		50,000.00	36,636.97
TD Bank 6 mo. CD Opened 11/8/23	1,500,000.00			32,236.84	-	1,532,236.84
Key Bank Checking	8,399.61	1,374.61	(134.61)		-	9,639.61
TOTAL:	6,075,413.60	3,095.55	(382,696.48)	44,347.23	-	5,740,159.90

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

REVENUE & EXPENSE REPORT

9 MONTHS ENDED 3/31/24

FISCAL YEAR 2023-2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 9 MO. ENDED 3/31/2024	Percent YTD 3/31/2024	ANNUAL BUDGET 2022-2023	YTD PRIOR 9 MO. ENDED 3/31/2023	Percent YTD 3/31/2023
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	1,757	58.6%	2,000	2,109	105.5%
Interest on Deposits	52,000	106,404	204.6%	6,000	48,839	814.0%
Lost Book Payments	7,500	9,384	125.1%	2,500	7,948	317.9%
Friends of BPL Contributions	-	7,903	0.0%	-	-	0.0%
Gifts and Donations, Misc	4,000	18,628	465.7%	3,500	10,384	296.7%
Photocopier	7,000	8,637	123.4%	6,500	6,091	93.7%
State Aid	26,000	22,830	87.8%	24,500	25,309	103.3%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	668	0.0%	-	500	0.0%
Total Revenue	4,742,992	4,715,469	99.4%	4,580,800	4,547,693	99.3%
EXPENSES						
Salaries	2,547,087	1,797,562	70.6%	2,444,929	1,709,840	69.9%
Retirement	280,440	263,799	94.1%	237,333	232,558	98.0%
Health Insurance	372,300	255,175	68.5%	364,700	274,718	75.3%
Other Benefits	227,365	154,307	67.9%	219,538	147,069	67.0%
Subtotal Salaries & Benefits	3,427,192	2,470,843	72.1%	3,266,500	2,364,185	72.4%
Library Materials - Print	292,000	198,161	67.9%	290,000	156,194	53.9%
Library Materials - Electronic & Audio	283,000	186,856	66.0%	296,000	157,659	53.3%
Subtotal Library Material	575,000	385,018	67.0%	586,000	313,853	53.6%
Operations	605,800	426,898	70.5%	593,300	367,997	62.0%
Capital Expenditures	100,000	11,023	11.0%	100,000	7,827	7.8%
Contingency	35,000	-		35,000	-	
Total Expenses	4,742,992	3,293,782	69.4%	4,580,800	3,053,861	66.7%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

9 MONTHS ENDED 3/31/24

FISCAL YEAR 2023 - 2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 9 MO. ENDED 3/31/2024	Percent YTD 3/31/2024	ANNUAL BUDGET 2022-2023	YTD PRIOR 9 MO. ENDED 3/31/2023	Percent YTD 3/31/2023
Salaries & Benefits						
Salaries-Librarians	1,178,184	897,744	76.2%	1,174,134	838,184	71.4%
Salaries-Support Staff	1,190,063	767,704	64.5%	1,108,487	748,826	67.6%
Salaries-Custodians	178,840	132,114	73.9%	162,308	122,830	75.7%
Subtotal Salaries	2,547,087	1,797,562	70.6%	2,444,929	1,709,840	69.9%
Retirement	280,440	263,799	94.1%	237,333	232,558	98.0%
Health Ins.	372,300	255,175	68.5%	364,700	274,718	75.3%
SocSec/Medicare	194,865	132,810	68.2%	187,038	125,709	67.2%
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	2,470,843	72.1%	3,266,500	2,364,185	72.4%
Library Materials						
Adult books	171,000	125,920	73.6%	171,000	97,177	56.8%
Periodicals	21,000	11,059	52.7%	19,000	11,141	58.6%
YS Books	85,000	47,884	56.3%	85,000	41,287	48.6%
Special Collections	15,000	13,299	88.7%	15,000	6,589	43.9%
Subtotal Print Materials	292,000	198,161	67.9%	290,000	156,194	53.9%
Audiobooks	20,000	15,324	76.6%	23,000	15,162	65.9%
E-Collections	196,000	121,876	62.2%	196,000	94,633	48.3%
Electronic Resources	31,000	31,192	100.6%	27,000	26,169	96.9%
YS Audiobooks	4,000	3,049	76.2%	5,000	3,258	65.2%
YS Media	2,000	1,189	59.4%	5,000	1,054	21.1%
AS Media	30,000	14,225	47.4%	40,000	17,383	43.5%
Subtotal Electronic & Audio	283,000	186,856	66.0%	296,000	157,659	53.3%
Subtotal Library Materials	575,000	385,018	67.0%	586,000	313,853	53.6%
Operations						
Copiers and supplies	15,000	7,386	49.2%	15,000	7,268	48.5%
Office supplies	20,000	8,415	42.1%	20,000	9,502	47.5%
Custodial supplies	20,000	13,193	66.0%	26,000	10,067	38.7%
Postage	22,000	13,411	61.0%	20,000	12,690	63.4%
Printing & Marketing	35,000	22,380	63.9%	35,000	16,451	47.0%
Van lease & oper.	4,000	1,205	30.1%	4,000	434	10.9%
Gas and Electric	75,000	51,234	68.3%	65,000	65,848	101.3%
Telecom & Cloud Svcs	24,000	15,974	66.6%	14,000	17,633	126.0%
Water	3,000	1,498	49.9%	3,000	2,580	86.0%
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	99	1.3%
Prof. Services	30,000	21,566	71.9%	30,000	7,420	24.7%
Contract Services	50,000	20,380	40.8%	45,000	17,620	39.2%
Insurance	30,000	32,387	108.0%	29,000	29,142	100.5%
Bank Fees	1,400	983	70.2%	1,400	1,224	87.4%
Travel/Conference	3,500	3,304	94.4%	3,000	2,740	91.3%
Memberships	3,000	2,639	88.0%	3,000	1,995	66.5%
Special Programs	35,000	34,644	99.0%	32,000	11,108	34.7%
Furniture & Equipment	30,000	17,377	57.9%	40,000	11,240	28.1%
IT Hardware & Software	50,000	35,263	70.5%	42,000	29,098	69.3%
Bld & Grnd. Repair	40,000	28,469	71.2%	40,000	8,708	21.8%
Furn/Equip Repair	2,000	2,998	149.9%	2,000	285	14.3%
Miscellaneous	6,500	5,386	82.9%	6,000	5,039	84.0%
Audit Service	24,000	19,250	80.2%	24,000	22,900	95.4%
Accounting Service	20,000	19,706	98.5%	30,000	33,521	111.7%
UHLAN fees	54,000	41,723	77.3%	53,000	40,049	75.6%
Subtotal Operations	605,800	426,898	70.5%	593,300	367,997	62.0%
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	3,293,782	69.4%	4,580,800	3,053,861	66.7%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN MARCH 2024 BASED ON PRE-APPROVAL	\$	43,644.88
CHECKS DISBURSED IN MARCH 2024 RELATING TO PAYROLL	\$	198,105.73
CHECKS BEING SUBMITTED FOR APPROVAL	\$	86,253.97
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	176,899.11

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 33: PREAPPROVED DISB (MAR 24) For Dates 3/1/2024 - 3/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41834	03/01/2024	1424	AFLAC NEW YORK		220.04
41835	03/01/2024	1831	CDPHP UNIVERSAL BENEFITS, INC.		33,777.66
41836	03/01/2024	2395	CSEA EMPLOYEE BENEFIT FUND		192.13
41837	03/01/2024	2061	UNITED HEALTHCARE INSURANCE CO		168.67
41838	03/01/2024	1607	VERIZON BUSINESS FIOS	240003	159.79
41839	03/01/2024	1607	VERIZON BUSINESS FIOS	240003	124.99
41900	03/11/2024	2479	AMELIA PARK CHILDRENS MUSEUM	240466	275.00
41901	03/14/2024	1607	VERIZON BUSINESS FIOS	240003	89.00
41902	03/14/2024	1607	VERIZON BUSINESS FIOS	240003	199.99
41904	03/19/2024	2426	JPMORGAN CHASE BANK NA	*See Detail Report	2,626.26
41905	03/19/2024	2383	MARK POLI	240485	350.00
41906	03/19/2024	1570	NATIONAL GRID		5,461.35
Number of Transactions: 12				Warrant Total:	43,644.88
				Vendor Portion:	43,644.88

*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 - 35: TRUST & AGENCY (MAR 24) For Dates 3/1/2024 - 3/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41840	03/08/2024	712	CIVIL SERVICE EMPL ASSOC INC.		904.59
41903	03/22/2024	712	CIVIL SERVICE EMPL ASSOC INC.		904.59
100863	03/08/2024	709	BPL SPECIAL PAYROLL ACCOUNT		68,516.03
100864	03/08/2024	710	NYS INCOME TAX BUREAU		3,830.10
100865	03/08/2024	1946	IRS - PAYROLL TAX PMT		21,523.24
100866	03/08/2024	2003	NEW YORK STATE DEFERRED		2,755.54
100867	03/22/2024	709	BPL SPECIAL PAYROLL ACCOUNT		68,006.77
100868	03/22/2024	710	NYS INCOME TAX BUREAU		3,800.13
100869	03/22/2024	730	NYS EMPLOYEES RETIREMENT SYSTE		3,601.85
100870	03/22/2024	1946	IRS - PAYROLL TAX PMT		21,487.70
100871	03/22/2024	2003	NEW YORK STATE DEFERRED		2,775.19
Number of Transactions: 11				Warrant Total:	198,105.73
				Vendor Portion:	198,105.73

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 - 39: BILL SCHEDULE (APR 24) For Dates 4/16/2024 - 4/16/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41922	04/16/2024	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	64.99
41923	04/16/2024	919	ALTAMONT ENTERPRISE	240463	52.00
41924	04/16/2024	2420	AMAZON CAPITAL SERVICES INC	240482	1,398.50
41925	04/16/2024	2457	AQUATIC ALLIES	240399	139.95
41926	04/16/2024	2480	AQUILONIA COMICS	240525	35.50
41927	04/16/2024	77	BAKER & TAYLOR , INC.	*See Detail Report	20,541.84
41928	04/16/2024	2166	BERKSHIRE BOTANICAL GARDEN	240496	140.00
41929	04/16/2024	90	BETHLEHEM CENTRAL HIGH SCHOOL	240467	65.00
41930	04/16/2024	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	240493	553.13
41931	04/16/2024	827	PHYLLIS CHAMBERS		524.40
41932	04/16/2024	2111	COMMUNITY MEDIA GROUP	240517	41.64
41933	04/16/2024	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	240005	807.37
41934	04/16/2024	2168	CRAILO STATE HISTORIC SITE	240513	25.00
41935	04/16/2024	2428	DANIEL MAY	240280	40.00
41936	04/16/2024	1991	EASTERN MANAGED PRINT NETWORK LLC	240007	1,421.95
41937	04/16/2024	2109	ERIC CARLE MUSEUM OF PICTURE BOOK ART	240498	150.00
41938	04/16/2024	2208	ERIK SCHLIMMER	240479	250.00
41939	04/16/2024	1986	FIRSTLIGHT FIBER	240008	385.14
41940	04/16/2024	1965	PATRICIA GEROU		524.40
41941	04/16/2024	2174	GREENE COUNTY HISTORICAL SOCIETY	240516	40.00
41942	04/16/2024	745	MARY HARTMAN		524.40
41943	04/16/2024	2171	HISTORIC CHERRY HILL	240497	25.00
41944	04/16/2024	2303	IRONFLOW TECHNOLOGIES INC.	240519	993.60
41945	04/16/2024	2363	JO-ANN STORES, LLC	240491	1,090.00
41946	04/16/2024	2322	KANOPY INC.	240016	1,143.00
41947	04/16/2024	1155	LAKESHORE LEARNING MATERIALS	240460	21.98
41948	04/16/2024	2261	LIBRARY IDEAS, LLC	240452	555.88
41949	04/16/2024	2048	MAKERBOT INDUSTRIES LLC	240409	145.50
41950	04/16/2024	1024	**CONTINUED** MIDWEST TAPE LLC		0.00
41951	04/16/2024	1024	MIDWEST TAPE LLC	*See Detail Report	3,595.89
41952	04/16/2024	1172	ANNE B MOSHER		524.40
41953	04/16/2024	2094	OTC BRANDS, INC.	240468	220.94
41954	04/16/2024	2356	OTIS ELEVATOR COMPANY	240492	3,100.44
41955	04/16/2024	1823	OVER DRIVE INC.	*See Detail Report	8,273.44
41956	04/16/2024	2224	PARKS/SCHUYLER MANSION	240499	25.00
41957	04/16/2024	450	PHILLIPS HARDWARE INC	240013	36.97
41958	04/16/2024	458	PITNEY BOWES INC	240510	50.09
41959	04/16/2024	458	PITNEY BOWES INC	240029	99.00
41960	04/16/2024	2430	PLAYAWAY PRODUCTS LLC	*See Detail Report	1,007.95
41961	04/16/2024	478	QUILL.COM	*See Detail Report	300.33
41962	04/16/2024	1490	REPEAT BUSINESS	240056	125.72
41963	04/16/2024	505	ROEMER WALLENS GOLD & MINEAUX	240489	2,612.00
41964	04/16/2024	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	667.47
41965	04/16/2024	2154	STERICYCLE, INC.	240010	21.99
41966	04/16/2024	2437	THE CORNER GATEWAY, LLC	240471	45.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 39: BILL SCHEDULE (APR 24) For Dates 4/16/2024 - 4/16/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41967	04/16/2024	2307	TRANE U.S. INC.	*See Detail Report	2,889.20
41968	04/16/2024	2344	ULINE, INC.	*See Detail Report	109.93
41969	04/16/2024	2328	UNIFIRST CORPORATION	240011	202.64
41970	04/16/2024	2396	UNIQUE MANAGEMENT SERVICES, INC.	240470	1,339.20
41971	04/16/2024	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	25,249.64
41972	04/16/2024	1968	VERIZON WIRELESS	240004	100.47
41973	04/16/2024	645	**CONTINUED** W W GRAINGER INC		0.00
41974	04/16/2024	645	W W GRAINGER INC	*See Detail Report	3,031.89
41975	04/16/2024	1884	W.B. MASON CO., INC.	*See Detail Report	894.20
41976	04/16/2024	1593	WILLIAM K. SANFORD LIBRARY	240515	30.00
Number of Transactions: 55				Warrant Total:	86,253.97
				Vendor Portion:	86,253.97

*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 - 9: BILL SCH APR 24 H FUND For Dates 4/1/2024 - 4/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1221	04/16/2024	2424	ASHLEY MCGRAW ARCHITECTS	240408	176,899.11
Number of Transactions: 1				Warrant Total:	176,899.11
				Vendor Portion:	176,899.11

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

Judith E. Kehoe

*Proposal for Services as Chief Election Inspector/Chairperson for the October 1, 2024
Capital Project Referendum*

April 2, 2024

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

Dear Mr. Kirkpatrick:

It was a pleasure to meet with you, Jen and Mark on March 27, 2024, to discuss potentially having me serve as the Chief Election Inspector/Chairperson for the library's capital project vote on October 1, 2024. I served in this role for the Bethlehem Central School District, for all school/library budget and capital project votes from May 2012 through May 2022 (*the last election prior to my retirement as Chief Business and Financial Officer for the district, in November 2022*).

The primary function of the Chief Election Inspector/Chairperson is to ascertain that only eligible voters are able to cast their ballots, to ensure that Poll Workers follow legal protocols when enrolling any voters who seek to register and vote on the day of the election, and to oversee the voting procedures so the election is conducted in accordance with all applicable laws and regulations. Additionally, the Chairperson submits a certification of votes cast to the board of directors of the library.

The Internal Revenue Service requires that any person performing this type of work must be considered an employee (*as opposed to an independent contractor*). Given the limited nature of the services to be performed, it is understood that this would be a temporary, part-time appointment, in effect from the board's appointment date through October 2, 2024, without any fringe benefits.

As discussed, the scope of services for the Chief Election Inspector/Chairperson would include, but not be limited to, the following:

- 1) Discussion with library staff on pre-referendum planning, including the physical layout of the community room for the vote, the selection of poll workers, the creation of the ballots and absentee ballots, and the acquisition of the voter registration rolls from the Bethlehem Central School District, and on any other matters related to the vote for which guidance is desired by the library.

- 2) On the day of the project vote, arrive at the library by 6:00 am to power up the voting machines and to ready the registration tables for the commencement of the voting at 7:00 am. Actively oversee the vote during the entirety of the voting period, from 7:00 am to 9:00 pm, remaining in the polling place at all times. Upon the closing of the polls, tabulate the vote totals from the voting machines, and also oversee the counting of the absentee ballots. Announce the unofficial results to those present following tabulation, at approximately 10:00 pm.
- 3) On the day after the project vote, prepare the Certification of Results, for submission to the library board of trustees at their October 2, 2024 board meeting. If requested, I can also attend the library board meeting.

My required compensation for these services is at the rate of \$100 per hour for all pre-and-post-referendum work, and a flat fee of \$2,500 for the day of the election. All work will be submitted via a statement of work performed, or via any other timesheet or form requested by the library.

Should you have any questions on the proposed scope of services, please do not hesitate to contact me.

Sincerely,



Judith E. Kehoe

Director's Report April 2024

Building Project

The library hosted our architects from Ashley McGraw on April 10 for a Meet the Architects program. More than 50 people stopped by to discuss the renovation project and ask questions of the designers.

There was a productive meeting with the library's attorney and the architects to discuss key dates and the vote process.

Mark and I met with Judi Kehoe about the Chief Elections Inspector and many vote-related items.

The Building Committee met with the architects to discuss sustainability and incorporating sustainable design into the building project.

Jen continues to work with school district staff about the elections and to establish relationships with the required vendors for the vote on October 1.

Buildings and Grounds

Another planter has been added to the plaza. It will have flowers planted as the gardens are prepared for the new season.

Public Services

The Seed Library was made available to the public on March 27. Staff and volunteers labeled envelopes, counted seeds, and organized everything in preparation for the launch. We streamlined the process by eliminating the online ordering component and reduced the selection by removing less popular varieties. This allowed us to purchase greater quantities of most popular ones.

Chris coordinated the purchase and distribution of eclipse glasses and viewers. A total of 4,900 of them were given to students in the district, including all BCSD schools, St. Thomas, Bethlehem Children's School and the Tri-Village Nursery School. Others were distributed to Bethlehem Senior Services. Public services staff gave out 1,250 at the information desk in less than three days. Glasses and viewers were also made available at four library programs and about 100 were available for staff and public at a viewing event on the plaza at the library. As in 2017, there was significant interest from the community and clearly libraries have become one of the major distribution points before eclipses. Used glasses are being collected at the Information Desk for recycling. A total of 2,050 of the glasses were received from the NASA @ My Library grant, 4,500 were purchased by the library with support from the Friends of the Library and 100 were provided by New York State. There were a few patrons upset about the limits on the number distributed or patrons from outside the library district who felt they should had access to the glasses here.

Bookie Monster was ready for the eclipse!



Circulation and Technical Services

We launched a new reservation and print-from-home system for some of our museum passes on March 28. Some museums are unable to work with our new system, and those physical passes remain available in the library. The system gives Bethlehem card holders the convenience of being able to plan a museum trip up to a month in advance, and print the pass at home. Since the system went live, there have been over 200 visits to the page and 41 reservations have been placed. In the first eight days of April, 18 reservations were made.

Total circulation dropped on a month-over-month basis for their first time since 2020. While the tiny percentage represents just 16 circulations, there has been a new shift in circulation patterns. For the first time, physical circulation was down 7.66% while all digital use was up, particularly in downloadable audiobooks and digital magazines, which were up 28.2% and 146.9% respectively.

March 2024 also represents the first time our door count has exceeded 20,000 for the month since the start of the pandemic. A red-letter month!

Program Highlights

Bethlehem Historical Association Speaker Series: Transitioning from Slavery to Freedom (3/20)
 – New York is replete with archaeological sites where indentured servitude, slavery, and wage labor were employed. Michael T. Lucas, PhD, Curator of Historical Archaeology at the New York State Museum discussed three of these sites: the Nicoll-Sill house in Bethlehem, Schuyler Flatts in Colonie, and the Van Schaick Mansion in Cohoes. This program was recorded and is available on the Library YouTube channel. Attendance: 77

BPL Book Bracket (3/7-4/8) – Top book titles went head to head for bragging rights in March for the Book Bracket contest, which has proven very popular with the library community. We had over 100 people participate in the initial questionnaire, and even more as the field narrowed. We'll have our champion soon. Participation: 532



Chess Club (3/11, 3/18, 3/25 w/ a 5:30 & 6:30 session each night) – We observed increased interest in this program for March. The presence of a teen volunteer was welcome. Total Attendance: 46

Climate Resilient Farming (3/21) – Raymond Luhrman of Fox Creek Farms visited the library to share how his farm has overcome climate-related challenges including tropical storms, drought, and increased pests and discussed how our food systems can survive in a changing climate. Attendance: 20

Community Yoga (3/27) – A regular program series with a loyal following that continues to be of interest to the community. Attendance: 12

Craftapalooza! (3/29) – A passive craft program set up in Children's Place on the first day of the BCSD Spring Break. Children were invited to drop in any time for some freestyle arts and crafts or create a 3D Ladybug. Teen volunteers and BCSD interns were a big help preparing the craft supplies for this event. Attendance: 70

DIY Green Spring Cleaning (3/28) – The community was invited to learn how to make household cleaning products out of inexpensive, eco-friendly materials. Participants were very engaged by the presentation on cleaning with vinegar, baking soda, etc., which led to a lot of questions and conversations. Attendance: 10

Early Literacy Programs

- Weekly Series
 - Tiny Tots (4 sessions) – Attendance from 51-65 participants per session
 - Music & Movement (8 sessions) – Attendance from 68-91 participants per session
 - Family Playtime (4 sessions) – Attendance: 30-58 participants per session
 - Family Story Time (4 sessions) – Attendance: 37-66 participants per session

- Pre-K Storytime (4 sessions) – Attendance from 26-39 participants per session
- Saturday Storytime Series
 - Saturday Storytime – 3/2. BIG theme! Attendance: 26
 - Saturday Storytime – 3/9. Attendance: 38
 - Story Time with Shannon the Irish Dancer – 3/16. Attendance: 49
 - “Yes, We Can!” Story Time – 3/30. Attendance: 8
- Sensory Storytime Series
 - Sensory Story Time and Play – 3/1. Attendance: 27
 - Sensory Playtime – 3/22. Attendance: 40

Galaxy Slime 3/19 – Children were invited to learn how to create their own galaxy slime with a combination of colors and glitter. Everyone had a lot of fun creating their slime concoctions. Attendance: 24

Kids Build Anything (3/15) – BCSD was closed for a Superintendent's Conference Day, so we invited children to drop by for an open play session with multiple stations for building with Snap Circuits, Legos, and more. Attendance: 61

Linda Brown Jazz Project in Concert (3/16) – All ages were invited to celebrate Women's History Month with a performance from this popular jazz quintet. Generously sponsored by the Music Performance Trust Fund through the Musicians' Union Local 14. Attendance: 71

Listen and Learn: Mark Twain in his own Words (3/8) – Our Listen and Learn program series is the previous Coffee & Conversation series reborn and rebranded. In this installment of the series, we invited the community to meet Mark Twain as we hosted a reenactor to talk about the storied American author both in and out of character. Attendance: 34

Look to the Skies: A History of Eclipses (3/5) – Rescheduled from February, Dr. Mindy Townsend, Dudley Astronomer at Siena College, presented a discussion of historical stories and suspicions from astronomers, philosophers, and scientists who have predicted lunar and solar eclipses to impress, to scare, and to intimidate others. Attendance: 98

Paper Plane Palooza! (3/2) – The community was invited to come to the library on a Saturday afternoon and test their paper plane building skills. This fun program that had kids competing against caregivers and caregivers competing against other caregivers to see whose build could fly the furthest or highest. Attendance: 28

Paws to Read (3/4, 3/18) – Registered therapy dogs listen quietly, creating a safe space for children to practice their reading and speaking skills. The program has been moved into the Story Room. Attendance: 18; 20

Recipe Swap: Pi Day (3/14) – Participants were invited to join us as we celebrated one of math's most famous and beloved constants with a mathematical twist on our recipe swap series and share their favorite pie recipes. Attendance: 7

Super Smash Bros. Ultimate Afternoon (3/1, 3/15 & 3/20) – Friday afternoon gaming program for teens to play Super Smash Brothers Ultimate on the Nintendo Switch. Attendance: 4, 6, 6

Tech Tuesday: Get to Know Udemy (3/5) – After a great turnout for this program in January, we scheduled a second session of this virtual program to explore Udemy, one of the Library's newest digital resources. Attendance: 4

Trivia (3/26) – A general trivia event where participants were invited to compete individually or in teams. We had great turnout which made for a more enjoyable program with players discussing questions and answers. Attendance: 15

Virtual Author Talk Virtual Series (3/6, 3/14, 3/21) – The virtual Author Talk series continued in March. This month, NPR Legal affairs Correspondent Nina Totenberg discussed her nearly fifty-year friendship with Supreme Court Justice Ruth Bader Ginsburg and her book *Dinners with Ruth: A Memoir on the Power of Friendships*. On 3/14, master storyteller and internationally bestselling author Christopher Paolini spoke on his return to the World of Eragon with *Murtagh*, a continuation of the epic fantasy. On 3/21, we hosted a fascinating exploratory conversation with Madeline Miller, bestselling author of *The Song of Achilles* and *Circe*, as she chatted with us about her body of work and her process in retelling Greek classics into modern epics in fiction. Attendance: 45; 6; 24

OUTREACH

Eggstravaganza - Town of Bethlehem Parks & Recreation (3/24) – A cold & sunny day with snow on the ground from weather the day before, but there was still a good turnout for this annual event. Lauren attended and handed out egg and chick crafts and answered more than one question about the library's new building plans. Lots of people also commented that they were happy the event was not cancelled, since many did not have power at home yet and were looking for something for their children to do. The library's volunteers and BCSD interns provided a lot of help with craft preparation for this outreach. Attendance: 80

SCHOOL OUTREACH:

After School Enrichment, Elsmere Elementary (3/7, 3/14, 3/21, 3/28) – For this outreach series, Beth 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.). Attendance: 21, 22, 19, 19

After School Enrichment, Glenmont Elementary (3/4, 3/11, 3/18, 3/25) – Erin conducted a series of STEM-based programs including constructing a maze, gumdrop engineering and an egg-drop challenge. Attendance: 14, 14, 14, 14

Bethlehem Central High School (3/25) – Robert and Mary set up a table at the High School outside the cafeteria for several hours during lunch periods to recruit participants for a volunteer teen advisory group (BLT) set to start on April 10. In addition to recruiting for BLT, they promoted the library, answered questions, and took suggestions about library services. Attendance: 51

The Pit at BCMS (3/13, 3/27) –Partnering with the Town of Bethlehem Parks & Recreation to offer programming at the Pit after-school program at the Bethlehem Middle School, Shannon and Rachael are taking turns and bringing the library’s Nintendo Switch and an assortment of games to the Pit every other Wednesday.

Attendance: 8, 4

Meetings and miscellany

The library’s internal phone system is reaching its end-of-life. Phone systems have moved into the cloud. We are investigating replacement options.

The Policy Committee met to discuss the Public Meeting Policy and the Bulletin Board Policy.

I have included a few pictures from the library conference with rooms in different configurations because these different options have been discussed by the library recently.





Geoffrey Kirkpatrick, Library Director

Library Collection				2022-23	Current Total
Adult fiction				27,254	28,430
Adult non-fiction				29,671	29,999
Adult audio				5,713	5,418
Adult video				8,387	8,401
Young adult fiction				5,084	4,743
Young adult nonfiction				650	582
Young adult audiobooks				486	503
Children's fiction				29,443	30,473
Children's non-fiction				15,860	15,512
Children's audiobooks				1,620	1,298
Children's video				1,314	1,298
OverDrive - UHLS Shared				120,043	132,066
e-magazines				4,710	5,171
Electronic (games, ereaders)				405	413
Total				250,640	264,307
Library Programs	Mar-24	Mar-23	% change	2022-23	F-Y-T-D
Programs	86	67	28.4%	667	676
Program attendance	3,058	1,855	64.9%	17,832	19,885
Outreach Programs	13	2	550.0%	91	70
Outreach Attendance	427	8	5237.5%	11,899	9,700
Circulation	Mar-24	Mar-23	% change	2022-23	F-Y-T-D
Adult fiction	13,917	13,780	1.0%	157,456	124,631
Adult non-fiction	7,501	7,858	-4.5%	84,784	64,813
Adult audio	6,126	4,841	26.5%	56,558	51,126
Adult video	5,452	6,748	-19.2%	71,154	53,076
Magazines	3,122	1,392	124.3%	16,307	23,234
Young adult fiction	1,557	1,364	14.1%	17,774	13,649
Young adult nonfiction	111	180	-38.3%	1,792	1,204
Young adult audiobooks	314	269	16.7%	2,844	2,622
Children's fiction	12,232	13,525	-9.6%	147,150	112,430
Children's non-fiction	3,519	3,943	-10.8%	37,799	28,250
Children's audiobooks	1,380	1,275	8.2%	14,929	12,169
Children's video	512	506	1.2%	6,330	4,835
Electronic (games, ereaders)	716	794	-9.8%	7,669	6,500
Total	56,459	56,475	0.0%	621,402	498,539
Interlibrary Loan	Mar-24	Mar-23	% change	2022-23	F-Y-T-D
Borrowed from others	6,174	6,708	-8.0%	73,725	55,814
Loaned to others	5,014	5,146	-2.6%	53,319	42,056
Miscellaneous	Mar-24	Mar-23	% change	2022-23	F-Y-T-D
Visits to our home page	40,328	35,746	12.8%	418,101	365,361
Public use of meeting rooms	36	51	-29.4%	473	300
Public meeting attendance	483	559	-13.6%	5,695	3,760
Staff use & library programs	91	63	44.4%	714	645
Study room sessions	475	414	14.7%	4,290	3,577
Tech room/ Studio use	8	10	-20.0%	125	69
Door count	20,463	18,902	8.3%	194,334	166,449
Registered BPL borrowers	88	85	3.5%	1,085	827
Computer signups	1,289	1,311	-1.7%	13,008	10,978
Museum Pass use	109	69	58.0%	1,192	993
E-book use	6,443	6,145	4.8%	67,186	56,056
E-audiobook use	5,475	4,245	29.0%	49,297	45,601
E-magazine use	2,864	1,160	146.9%	12,862	21,035
Streaming video use	1,389	1,299	6.9%	14,758	13,240
BCSD use via Overdrive	197	193	2.1%	1,549	1,265
Equipment	381	325	17.2%	3,867	3,200
Wireless Use	8,635	10,467	-17.5%	127,768	84,052

Thank you as always, for supporting continuing education opportunities for the staff. I appreciate being able to attend high quality conferences like PLA
Geoffrey Kirkpatrick

Shola Richards kicked off the conference as the opening speaker to share awareness on how to bring more kindness and civility into everyday interactions.

Some of the sessions attended included:

The Next Big Thing: Emerging Crises and How to Prepare reviewed legal issues regarding privacy, civil rights, intellectual property, and AI and discussed strategies to maintain awareness and prepare for any new crisis.

How to Say the Hard Things: Lessons Learned in Years of Crisis discussed ways to approach difficult community conversations and provided strategies for crisis communication, including developing messaging, empowering teams, and activating community advocates. Messaging should include transparency, empathy, authenticity, directness and finding ways to connect when faced with challenging situations. However, one may not be capable of changing the mind of everyone that they communicate with.

Challenging Times: Unite Against Book Bans and ALA's Policy Corp involved a panel discussion by members of ALA's Policy Corps to discuss their unified messaging to change the narrative around book banning, including public messaging, advocacy, resources, and tactics for successful interactions with would be censors. The panel suggested that libraries bring their Collection Development policy before the Board of Trustees every year.

Breaking Barriers: Engaging Immigrants and Building More Inclusive Communities provided ideas to create relationships, promote library services, and better serve the immigrant community through such things as humanities programs.

Embracing Flexibility: Create a Radically Welcoming Work Environment focused on Jefferson Co. Public Library's (*Denver suburb*) pilot to create a more equitable work environment by considering both the needs of the staff and organization. This included the implementation of opportunities for some flexible scheduling and work-from-home time for all employees. The results led to a huge impact on employees' feelings about work, including feeling more innovative and less burnout, which resulted in better service to the community.

Safety by Design discussed ways to make a library not only welcoming and inclusive spaces but also designed for safety and security. Libraries should conduct a security assessment and prevent crime through environmental design. The session covered four fundamental principles of crime prevention, which included:

- natural surveillance
 - Example, for the building perimeter, keep trees foliage 8 ft or above and ground plantings 3 feet or lower.
 - Keep the entrance obvious and clear; make sure people entering or leaving can see what is going on around them through the use of a glass facade.
- natural access control
 - Clearly define public and private spaces, such as distinctly marking staff areas.
- territorial reinforcement
 - Provide privacy along with a sense of ownership but in a safe manner.

- maintenance
 - Management and maintenance should maintain a standard of care of the building and grounds to discourage crime.

Other safety measures to consider:

- Provide adequate lighting throughout the building and grounds.
- Signs should not obstruct the view.
- Single-use restrooms.
- Maximize exits for safety.
- Interior sightlines should be addressed, such as lower height shelves and the use of flexible and mobile shelving units.

Access Denied: The Journey to Making Your Library More Accessible explored ways to evaluate a library's accessibility problems and provide strategies on how to address them. To be inclusive, the library should use the ADA compliance standards as a minimum and should go above and beyond, such as increasing the clear path of travel from the 36-inch minimum to the preferred 39-42 inches.

Other conference sessions attended included:

- The Future's So Bright: Supporting the Next Generation of Librarians
- Hot Ones: Burning Issues in Library Operations
- Working Together: Developing Neurodivergent and IDD Inclusive Volunteer Opportunities
- Library Resilience from Coast to Coast: Lessons from Disaster Research

Public Library Association 2024 National Conference

I am thankful for having the opportunity to attend the Public Library Association 2024 National Conference. It was refreshing and energizing to participate in programs that shared new ideas, acknowledged key library issues, and listen to inspirational speakers. This year, four keynotes motivated and challenged attendees to adopt mindfulness practices that could be applied to everyday work and life.

Keynote Speakers: Shola Richards, Dr Bettina love, Mary Annaise Heglar, Dulce Sloan

I was able to attend 10 thoughtfully curated programs. The first program I would like to highlight is *Empowering libraries: navigating the AI era across all roles*. Artificial Intelligence presents challenges and opportunities for public libraries and this discussion by the Brooklyn Public Library showcased a variety of AI platforms, public programs, and staff learning. Another innovative program was *Multilingual library services and programs* by the Chicago and Kansas City libraries which focused on the tools available to libraries for supporting library services in multi languages and partnership development. Two programs on data showed how libraries use multiple lenses when reviewing data to support all segments of the community.

Educational Programs:

- Beyond the numbers: building a culture of data-informed decision-making
- Multilingual library services and programs in Chicago Public Library and Kansas City Public Library
- The Library as studio: why original content is important for libraries today and tomorrow
- Building pathways to diverse librarianship and leadership
- Public library leaders share perspectives, lessons learned, and key takeaways
- Breaking barriers: empowering immigrants and building more inclusive communities
- The future's so bright: supporting the next generation of librarians
- Data analysis for equity and opportunity: analytical frameworks in action
- Protecting patron privacy in public libraries: practices and challenges
- Empowering libraries: navigating the AI era across all roles

The exhibit floor was robust with hundreds of vendors, publishers, authors, and committees with a focus in public libraries. This was a good opportunity for me to reconnect with vendors the library is looking to maintain relationships with as well as see alternative services to what we currently use.

Philip Berardi
Assistant Director of Library Operations

Anne Coletta, PLA 2024 Conference, April 3-5, 2024

Thank you to the Board and the Bethlehem Public Library for allowing me the opportunity to improve my professional skills by attending the 2024 PLA Conference in Columbus, Ohio.

Opening Session with Shola Richards

Shola Richards writes and gives talks about civility and collaboration. Some of his buzz words/phrases include: shared humanity, resilience, lead with kindness. You can make meaningful change from where you are and with what you have today.

Beyond the Numbers: Building a Culture of Data-Informed Decision-Making

The CFO and IT Director of Columbus Metropolitan Library talked about ways to encourage staff buy-in and engagement with data. They shared their tools and resources.

Highlighting Diverse Voices: Ethical Metadata for Equity-Deserving Groups

Columbus Metropolitan Library's outdated "African American Fiction Collection," was inequitable and problematic. They moved many of the authors to the main collection and are exploring ways to use metadata to create better access points and visibility.

Conducting Diversity Audits of Fairy Tale Collections and Beyond

Kitsap Regional Library audited its fairy tale collection to identify gaps and bring the collection in line with their DEI objectives. Their main determinants were cultural representation and authority by geographic region of tale origin.

Equitable Collections Use: Is Floating the Answer or a Hindrance?

Three library systems (New York Public Library, Nashville, Cuyahoga) shared how they used floating collections. Out of the three systems, Cuyahoga County (Ohio) is the only system that continues to float their collection. Nashville and NYPL did not find the net benefits worth the expense and effort.

Changing Subject Headings for a More Inclusive Library

San Francisco Public Library and Deschutes Public Library updated some of the offensive terms in the catalog, similar to what our system did a few years ago. Some authorized headings are outdated and reflect an older white-centric/European-centric worldview, but we need authorized/standardized terms for uniformity. We must push change upwards. We must treat our patrons with empathy and respect; how they see themselves reflected in our catalog can help or hinder that. We must find ways to increase visibility and discoverability of more equitable language/terms.

Genrefying Your Public Library

A Branch Manager for Maryland's Worcester County Library System presented the complexities of genrefying a collection that is actively being circulated.

Diversifying Your Displays and Book Lists

Tulsa City-County Library performed a massive diversity audit of its collection and saw a need for more thoughtful acquisition. They also created a Diverse Display Guide to help their staff create diverse, inclusive displays and book lists.

Data Analysis for Equity and Opportunity: Analytical Frameworks in Action

New York Public Library, Dallas Public Library, and Chesterfield County Public Library shared their approaches to analyzing neighborhood data through an equity lens.

Access Denied: The Journey to Making Your Library More Accessible

I attended because I wanted a deeper understanding of physical accessibility especially with the library redesign happening. Major concerns included doors, signage, reach ranges, bathrooms, parking, walking surfaces, and work surfaces.

Increase Religious Equity by Reclassifying Dewey 200's

OCLC created an alternate arrangement for the Dewey Decimal System's religion section (200's), which organizes religious subjects more equitably by chronology and geography, instead of having Christianity as the default. Two public libraries shared how and why they implemented these changes, including tips and tools they used in making the changes.

Rethinking Dewey (Dewey or Don't We?)

Public Library and Backstage Library Works shared how and why they genrefied their collection. They believe BISAC (Book Industry Standards and Communications) is more easily understood by patrons. They took a hybrid approach: BISAC terms for the category & subcategory, plus a Dewey number for known item searching (granularity). This resulted in each item having two spine labels. The work was outsourced to Backstage Library Works. They unveiled the new system at the same time their new library building was unveiled.

Once again, I thank the Board of Trustees for allowing me to attend the 2024 PLA Conference. It gave me plenty of information to consider for the future.

Respectfully submitted,
Anne Coletta

Dear members of the board,

I want to express my gratitude and appreciation for sending me to the PLA 2024 conference. This was my first national conference. I believe this experience will serve to improve my general librarianship, encourage me to try new programming ideas, and how I engage future conferences. This was an intense, exhausting, and worthwhile experience.

Sincerely,

Robert Weatherby

- Day 1
 - Opening Session with Shola Richards
 - Motivational and empowering speaker. Clearly a corporate motivator.
 - The Next Big Thing: Emerging Crises and How to Prepare
 - Get rid of orphan accounts.
 - When using digital signups consider security and retention periods.
 - Web 2 accessibility guidelines are becoming mandatory for government agencies in many places. Should get ahead of the curve.
 - We See You: Programming for Adults with Intellectual and Developmental Disabilities
 - Consider non-traditional book club
 - Take turns reading – helping those who need it.
 - Turns based on time, not amount read – fairer.
 - Spend half of the time doing an activity without books.
 - Coloring, Jenga, Bingo, etc.
 - Consider “Library Time” – Modified Story Time.
 - Learn disability etiquette.
 - Vendor Hall Opening
 - Conducting Diversity Audits of Fairy Tale Collections and Beyond
 - I was recently assigned the J300s and J400s so this seemed like a perfect event for me to attend.
 - They provided descriptions of their reasoning, methods, and results.
- Day 2
 - Indigenizing the Library: How Idaho Created a Statewide Training for Indigenous Inclusion
 - “DEI is not something you check off a list.”
 - Emphasis on future and present of indigenous peoples.

- Plaza Conversation Maps: Transforming ESL Learning with Empowering Discussions
 - Weakest event I attended. Not enough content and only a few suggestions. Not as easily adapted to a smaller, wealthier community.
 - A supplement for ESL classes – NOT a class in itself.
- Public Library Data Discussion & Support
 - Sought tools and suggestions – received minimal feedback.
- Seeding Your Library with a Trauma-Informed Approach to Service
 - Start with staff. Trauma informed staff care.
 - Otherwise, you will likely build resentment and make staff feel under appreciated.
 - Train and learn in batches of folks from different departments.
 - Forces them to hear and engage with other perspectives.
 - Do rules and policies support or conflict with trauma informed behavior/care?
 - Debrief after all library incidents.
- Day 3
 - Data Analysis for Equity and Opportunity: Analytical Frameworks in Action
 - e-materials are for wealthier users – people with limited home internet, no e-readers, or limited functionality phones are less likely to use them.
 - Digital access is inherently limiting and socially benefits those who are already doing well more than those who are not.
 - African American Isn't a Genre: Collecting and Promoting Black Books
 - Good resource at African American Literature Book Club <https://aalbc.com/>
 - Consider differences between Black American, Black British, and various diaspora experiences.
 - Display more than just in black history month. Give prominence to marginalized voices over big name books. People will still come for Patterson even if we don't put it on an end cap.
 - Increase Religious Equity by Reclassifying Dewey 200's
 - Using the "Optional" 200s classification developed over several years in the 2010s can help improve religious equity in our classifications.
 - Christianity accounts for around 80% of possible classification numbers and is given priority.
 - If properly planned and staffed, the entire physical and cataloging changeover can be done in a week.
 - Curating Diverse Community Collections for Patron Engagement

- Community collection is a combination of and adaptable, local diversity oriented collection.
 - Similar to popular now but meant for folks who can't place holds/are less tech savvy and potentially marginalized.
- Make a budget line for a community collection (diverse materials) to start.
 - Once the practice becomes normalized, this may stop being necessary.
 - "If they give you money, they mean it."
 - "All talk until you get a budget."
- World language books can be pricey. But for a community to support diverse language speakers, it is important to have something.
 - Display them prominently and repeatedly/continually.
- Do more outreach – not only schools but many other locations and events we don't currently engage with.
- Have remote collections in non-traditional spaces (e.g., barbershops, social services locations, doctors offices, etc.).
- Give diverse books more leeway in collection before weeding.
 - More time may be needed for them to catch on in many communities.
- Closing Session with Dulce Sloan
 - Mychal Threats spoke briefly. It was very heartening.
 - Mychal is a celebrity of the librarian TikTok world.
 - Dulce Sloan was humorous and helped raise levity but was a bit out of touch with librarianship. Supportive and positive messaging.

Annual Purge of Old Charges

How Often: Annual

Report Type: Annual

Run on: May

Run For: Charges that are over 7 years old

About the report: The Annual Purge of Old Charges is a routine patron and circulation clean-up project and report. The report identifies charges with a data stamp of 7 years old or older and total old charges less than \$150 for the patron. The patron number and charges extracted will be submitted to UHLS with a request to "batch delete" all charges that fit in the specified parameters.

Reason for report: Clean-up of old charges clears debt that is unlikely to be recovered and clears the database of expired patron records that had been retained due to the charges. Expired patron records to be purged during the routine purge of inactive accounts are then removable. Old charges no longer contain the original charging library or item information, the charge totals are listed by a system created message and barcode. If the library wishes to retain the charges, the best way is to create a "new" manual invoice for the charge.

Image displaying staff view of old charges through Sierra. Date information and item information, both integral to explaining the fines and fees schedule, are unavailable.

All	Status	Title
<input type="checkbox"/>	MANUAL	Fine for item with barcode 38113102010664
<input type="checkbox"/>	MANUAL	Lost fee for item with barcode 38113102010664

Image displaying patron view of old charges through the online account. Date information and item information, both integral to communicating the purpose of fines and fees with the patron, are unavailable.

fines	
Lost fee for item with barcode 38113101546288	\$24.95
Total Fines	\$24.95

There are 1,019 old charges totaling \$19,406.72 between 2008 and 2015 averaging 127 items and \$2,400 per year. The library has a total of 4,720 billed items.

SCOPE OF WORK:

Upon arrival at site we walked to the building to see what was needed to replace the minisplit on the rooftop and the indoor head. Will re use the electrical disconnect and the power ran to the disconnect as well. Will replace the lineset, and the communication wire going from the indoor head to the outdoor head. Condensate line will stay the same but we will flush the line out with nitrogen and a scale inhibitor. Lennox MHA024 outdoor unit with Lennox MWHA24 indoor unit. Startup and testing of equipment and removal of the old equipment as well.

Total: \$9450

1/2 deposit 1/2 due upon completion

If you have any questions don't hesitate to reach out. Seth weinberger 518-932-7277 and 518-410-0515

Thank you for choosing Crisafulli Bros. Plumbing and Heating Contractors, Inc. to submit this quote.

TBD

IF ACCEPTABLE, PLEASE SIGN AND RETURN ONE COPY TO MY EMAIL:

Sweinberger@crisbro.com

Quote valid for 30 days



**** SINCE 1939 ****

Bonded & Insured

By: _____

Customer Signature



QUOTATION

Quotation Date: 2024-04-08

Specifically for: Bethlehem Public Library, 451 Delaware Avenue, Delmar
New York, 12054 United States

Thank you for considering Springshare products and services. We are delighted to present our quotation which is valid until 2024-04-30.

Software and Services Proposed

Year 1

Effective Date / Licence Start 2024-05-01

Termination Date / Licence End 2025-04-30

For Patron Point Only

Number of email addresses 15182

Number of instances 1

One time fees	Price	Subtotal
Patron Point Set Up	\$5,000.00	\$0.00
Recommends Set Up	\$1,000.00	\$1,000.00
SMS Set Up	\$1,000.00	\$1,000.00
Verify Set Up	\$1,500.00	\$1,500.00



Annual services	Price	Subtotal
Patron Point Subscription	\$6,900.00	\$6,900.00
Patron Sync	\$1,000.00	\$1,000.00
Recommends Subscription	\$1,185.00	\$1,185.00
SMS Subscription	\$1,000.00	\$1,000.00
Verify Subscription	\$1,500.00	\$1,500.00
Transactions	Price	Subtotal
SMS Transactions	\$0.01	\$0.01
Verify Transactions	\$0.30	\$0.30

Total	\$15,085.00
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Year 2

Effective Date / Licence Start 2025-05-01

Termination Date / Licence End 2026-04-30

Annual services	Price	Subtotal
Patron Point Subscription	\$6,900.00	\$6,900.00
Patron Sync	\$1,000.00	\$1,000.00
Recommends Subscription	\$1,185.00	\$1,185.00
SMS Subscription	\$1,000.00	\$1,000.00
Verify Subscription	\$1,500.00	\$1,500.00
Transactions	Price	Subtotal
SMS Transactions	\$0.01	\$0.01
Verify Transactions	\$0.30	\$0.30

Total	\$11,585.00
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Year 3

Effective Date / Licence Start 2026-05-01

Termination Date / Licence End 2027-04-30

Annual services	Price	Subtotal
Patron Point Subscription	\$6,900.00	\$6,900.00
Patron Sync	\$1,000.00	\$1,000.00
Recommends Subscription	\$1,185.00	\$1,185.00
SMS Subscription	\$1,000.00	\$1,000.00
Verify Subscription	\$1,500.00	\$1,500.00
Transactions	Price	Subtotal
SMS Transactions	\$0.01	\$0.01
Verify Transactions	\$0.30	\$0.30

Total	\$11,585.00
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Please note: State and local taxes (where applicable) are not included.

Terms and Conditions

* Transaction Fees. As the cost for these services will vary based on transaction volume, we invoice for these services separately on a quarterly basis. They are invoiced for a calendar quarter in the month following that quarter. Carrier fees are billed quarterly along with message fees.



You are responsible for any costs associated with vendors or products whose services and tools interface with Springshare's products e.g. output programs, services, or subscriptions to APIs from the Library's ILS vendor.

Within sixty (60) days of each anniversary of the Effective Date, you will be invoiced for the upcoming year's subscription, including any price increase and any applicable one-time fees for additional products or services you may add to your subscription.



By signing below, you indicate that you that have full authority to enter into this agreement and accept the quotation provided and the terms and conditions provided in the Subscription Agreement in Appendix A.

Licencee

Bethlehem Public Library

By:

 Name

 Title

 Date

Licensor

Springshare, LLC

By:

Ian Downie

 Name

President, Public Library Division

 Title

 Date



Appendix A

Springshare LLC, Software Subscription Agreement

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GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Delaware, USA unless the Licensee's charter specifically prohibits signing agreements governed by states outside of Licensee's home state jurisdiction, in which case the Agreement shall be governed in accordance with the laws of Licensee's home state.

DRAFT AS OF APRIL 10, 2024

Bethlehem Public Library Meeting Room Access and Use Policy	Adopted: DRAFT
Position responsible for compliance: Director, board of trustees	Reviewed by Trustees: Annually

I. Purpose

1. To further its mission to serve the community, meet card holder needs, and make optimal use of its facilities, the Bethlehem Public Library (the "Library") makes space ("Library Space") available to card holders, affiliated entities, and local charitable groups per this Bethlehem Public Library Meeting Room Access and Use Policy (the "Policy"). The Library adheres to the principals of the American Library Association's policy statement *Meeting Rooms: An Interpretation of the Library Bill of Rights*, which states that facilities should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

II. Application

1. This Policy is limited to access to and use of the Board Room and the Community Room, as may be modified from time to time.

III. Overview

1. The use of Library Space is at the sole discretion of the Library Director (the "Director"). The Director reserves the right to refuse permission for use of Library Space or to cancel any previous permissions granted if the Director reasonably believes that the intended use of Library Space will violate any portion of this Policy, or any other Library policy, including, but not limited to the Bethlehem Public Library Patron Conduct Policy (the "Patron Conduct Policy").

2. Any individual or group that requests use of Library Space (a "User") shall be responsible for reading, understanding, and enforcing this Policy and any other applicable Library Policy. All Users of Library Space must sign and submit to the Library Director a written acknowledgement of their understanding of this Policy, their responsibilities under it, and any other applicable Library Policy. Such acknowledgement is attached hereto as **Exhibit A** (the "User Acknowledgement"). In the event that the User is a group, such group shall designate an individual eighteen (18) years or older to act as the group's representative (the "Designated User") and execute the attached acknowledgement form. For the purposes of this Policy, any reference to a "User" shall also be a reference to a "Designated User." The User Acknowledgement shall be valid for a period of six (6) months, after which another User Acknowledgement is required to be executed. The User or group shall not be permitted to use a Meeting Room until such form is completed and returned.

3. Prior to the start of any use of a Library Space, the User shall make an announcement using a standardized script, as amended from time to time, provided by the Library stating the rules for use of the Library Space as set forth in the Policy and the authority of the Library staff to end the event, or to direct the Designated User to end the event, if such parameters are not met.

4. Library programs and events take precedence over all other use of Library Space. The Library Director may pre-empt reservations of outside groups for Library purposes upon at least one (1) week's notice. In such cases, the Library will make every effort to find alternative meeting space for the affected group within the Library or re-schedule use of the Library Space.

5. The Library must be notified in writing of cancellations for reserved use of Library Space within a reasonable timeframe. Failure to notify the Library of cancelled reservations more than three (3) times in a calendar year may result in a loss of reservation privileges for one (1) year.

6. If, at any time, the Library Director determines that a proposed or reserved event in Library Space requires additional security, the Library Director may direct the User to work with the Bethlehem Police or a private company to provide such security. In the event that the User cannot provide adequate security, as determined by the Library Director, the Library Director may deny or cancel the reservation.

7. No publicity of any use of Library Space shall be released before the User's reservation has been approved in writing as described herein. All press releases, official social media posts, and other publicity items mentioning the Library as a location of any Library Space event must be approved in advance by the Library Director. Such materials must be submitted to the Library Director no less than seven (7) days before their intended distribution or publication date. Unless approved in advance by the Library Director by the Director, use of Library Space may not be publicized in a manner that indicates Library sponsorship, affiliation, or support of the intended activity. All publicity must include the following statement "This program is neither sponsored by nor affiliated with the Bethlehem Public Library." Users may not use the name, telephone number, e-mail address, or physical address of the Library as the official address or headquarters of their organization.

8. No part of the Library, including the parking lot, may be used for sales promotions, social affairs, or for the financial benefit of private individuals or commercial entities engaged in selling and/or marketing goods or services. This includes, but is not limited, to the sale of books, clothing, or other promotional items, including those linked to any speaker.

IV. Modes of Access

1. As further set forth in Section V, below, access under this policy is limited to:
- Use by card holders

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- Use per Affiliation Agreement
- Use by 501(c)(3) charitable entities
- **Library Space rental agreement**

2. Library Space is available for use during the Library's normal hours of operation. Meetings should not be scheduled for the first hour the Library is open if extensive setup is necessary. Library Space must be vacated fifteen (15) minutes before the Library's closing time (8:45 p.m. or 4:45 p.m., as applicable). If a meeting extends beyond the Library's usual closing time, the User will be charged a \$50 service fee

V. Use by Card Holders ("Room Check out")

1. Library Space may be reserved through "Room Check Out" by individuals in possession of a valid Bethlehem Public Library card- using the "Reserve a Space" feature on the Library website. Room Check Out is intended for cardholders to use Library Space for a specific purpose that is not intended to be open to all Library patrons.

2. To ensure broad access, use of this Room Check Out library service is limited to: **One reservation per cardholder per month.**

3. If a User is more than thirty (30) minutes late the room may be made available for other Users.

4. Library Space made available under the Room Check Out process are limited to twenty-five (25) people.

5. Reservations will not be accepted less than five (5) business days before the scheduled reservation €

6. Library Space may be available for day-of Room Check Out without a reservation on a first-come, first-served basis. Day-of use is not guaranteed and will be granted based on availability, Library needs, and other existing reservations.

VI. Room Use by Affiliated Entities

1. "Affiliated Entities" are those entities who, through a written and duly signed agreement ("Affiliation Agreement") with the Library, offer events, services, and programs at the Library, in affiliation with the Library. *Unlike other uses, Library Space use per an Affiliation Agreement may allow for sales and other generally restricted activities, as determined by the Affiliation Agreement. Such use may also depart from other general rules, if the contract so provides. Affiliation Agreements are part of the public record and may be reviewed upon request. Use of Library Space pursuant to an Affiliation Agreement shall be open to all Library patrons.*

VII. Library Space Reservations by Local 501(c)(3) Not-For-Profit Organizations

1. The Library makes Library Space available for reservation by 501(c)(3) non-profit, charitable entities based in or serving the local community (“Community Organizations”). [BCB(AH1)] Community Organization Reservations are intended for Community Groups to gather for a specific purpose and must be open to all Library patrons. A Community Organization may reserve Library Space as follows:

- (a) Reservations will not be accepted from Community Organizations more than six (6) months in advance
- (b) Community Organizations are permitted (1) reservation per calendar month.
- (c) Proof [BCB(AH2)] of a current 501(c)(3 or 4 designation will be required in order to complete any reservation.
- (d) A Community Organization’s Designated User shall be required to complete a Library training regarding this Policy prior to the completion of any reservation for Library Space. Such training is good for one (1) calendar year or until there is a new Designated User.
- (e) Room capacities for Community Organization reservations are as follows:
 - Board Room 25 people
 - Community Room 65 people
- (f) Library Space reservations will not be accepted less than five (5) business days before the intended use of Library Space.
- (g) If a Designated User is more than thirty (30) minutes late the reserved Library Space may be made available for other Users.

2. If a group that does not meet the definition of a Community Organization above wishes to reserve Library Space, they may ask a group that does meet the definition of Community Organization to sponsor a reservation. Community Organization must disclose such sponsorship when reserving Library Space and shall be held responsible for the actions of the sponsored organization as if the reservation was for the Community Organization itself. Failure to disclose a sponsorship shall result in suspension of a Community Organization’s right to reserve Library Space under this Policy for a period of not less than one (1) year.

VIII. Library Space Rental Agreement

1. For Users seeking use of Library Space on a recurring basis or outside the limits outlined in Sections V, VI, VII above, the Library shall charge a uniform fee for rental of specific Library Space, and require the renting party to enter into a “Library Space Rental Agreement.” Library Space Rental Agreements are intended for use that is not open to other Library Patrons.

2. Paid room use requires the following:

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- Submission of a completed Application for Temporary Use of Library Space, attached hereto as **Exhibit B**. Please note, filling out this form does not guarantee that the Library will provide the requested Library Space. Users may not advertise or promote events using the name or address of the Library until a Facility Use Contract, as described below, is signed by the Library Director and the Designated User and the applicable fee is paid.

3. Provided Library Space is available, and the event conforms to this Policy, the User shall enter into a "Facility Use Contract," as developed by the Library, that will include proof of general liability insurance in the types and amounts stated in the Facility Use Contract.

4. The User or Designated User shall be required to complete a Library training regarding this Policy prior to the completion of any reservation for Library Space. Such training is good for one (1) calendar year or until there is a new Designated User.

4. A rental fee chart shall be posted on the Library's website or otherwise made available upon request. Payment of any rental fee is due at time of confirmation of reservation.

IX. General Rules for Room Use

1. These "General Rules" supplement the Library's Patron Conduct Policy and violation of them may be addressed through the Patron Conduct Policy.

2. Users may request Library Space set-up configurations when submitting a reservation request, including the need for the use of any audio-visual equipment. No furniture may be brought into the Library Space from other parts of the Library without permission of the Library Director. Setup requests may be accommodated within reason and depending on availability of staff. Changes in room set-ups and equipment requests must be submitted in writing to the Library Director or designee, at least seventy-two (72) hours in advance of the meeting. The Library will make reasonable efforts to accommodate set-up requests, but cannot guarantee any specific set-up. The Library cannot provide operators for audiovisual equipment. Users may request instruction for operation of equipment from Library staff no less than seven (7) days prior to use of the Library Space. Such instruction shall be scheduled at the convenience of the Library.

3. Users should check-in at the Library front desk when they arrive for a reservation. Library staff will make the applicable Library Space available as soon as they are reasonably able, but in no event more than thirty (30) minutes prior to the reserved time.

4. Library staff, including but not limited to the Library Director, as well as any member of the Library's Board of Trustees, shall have access to Library Space at all times. The Library retains the right to monitor all use of Library Space to ensure compliance with this and other Library Policies.

5. Overflow crowds for any use of Library Space shall not be permitted in the hallways or general space areas of the Library. The Library staff shall ask all persons creating an

overflow crowd to leave. If such overflow crowd does not disperse, the Library staff reserves the right to immediately end the applicable use of Library Space.

6. No aspect of use of a Library Space event may impede the business of the Library, other patrons' use of the Library, or the ability of patrons and staff to move freely about the Library. If use of Library Space creates such disruption, the Library staff reserves the right to immediately end the applicable use of Library Space.

7. If there is an injury to any person, or damage to property during use of Library Space, Users must alert the Library staff so the appropriate response can be made, and necessary documentation can be generated. If there is an emergency, call 911.

8. All minors (those under the age of 18) must be accompanied by a supervising adult when in Library Space accessed or used per this Policy.

9. The Library does not provide storage space for Users during events and assumes no responsibility for equipment or personal articles belonging to individuals using Library Space.

10. The Library does not provide food or beverages. A User may provide food and beverages during a Library Space reservation upon the written permission of the Library Director. The User shall seek permission to provide such refreshments no less than seven (7) days before the event.

11. No use of Library Space may include the use of glitter. The use or consumption of alcohol, smoking mechanisms, including, but not limited to cigarettes and vapes, open flames, and machinery that produces smoke, are strictly prohibited. Gambling activities that include the wagering of transferrable funds is also prohibited.

12. Users must vacate Library Space at the end of their reserved time. Library staff may interrupt or immediately end the event if the User does not vacate in a timely manner.

13. Library Space, including a Library kitchen must be left clean and all trash put in receptacles. The Library will charge a minimum of \$50 if extra custodial service is necessary. All food and beverages must be removed from the refrigerator at the end of the meeting.

X. Special Uses

1. Music teachers residing in the Bethlehem Central School District may reserve Library Space for no more than two (2) group music recitals per year. All provisions of this Policy shall apply. Upon approval of a reservation, the Library may charge the User a \$100 fee, as may

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be amended from time to time, to defray the cost of maintaining the Library's piano. Separate reservations must be made for any rehearsals.

2. The Library's piano is tuned on a regular basis. Additional tuning must be arranged for and paid for by the User. Such tuning shall be booked at a time that is convenient for the Library. The piano may not be used for casual playing or for outdoor performances. No mechanical or electrical equipment may be attached to the piano.

3. If a User reserves Library Space for the purpose of screening a film or other recording, the User must secure public performance rights to screen such visual recordings in Library Meeting Rooms and provide the Library with proof of same. The Library is not responsible for securing these rights, nor is it liable for a User's violation of copyright or other law.

XI. Violations of Policy

1. Violations of any part of this Policy or any other applicable Library Policy during, the planning, publicity, use, or aftermath of any use of Library Space shall be grounds for denial of future meeting room use of the individual, group, and the User or Designated User who reserved the room and/or signed the form. Such denial may be for a time period determined in the discretion of the Library Director. **Any revocation of privileges will be sent to the User or Designated User in writing, and such revocation may be appealed to the Library's Board of Trustees.**

2. While use of the Library services and resources is confidential, for the operational needs of the Library, any person found to be using Library Space for a prohibited purpose will face consequences under the Patron Conduct Policy, and if such use is criminal, may be referred to law enforcement or another appropriate authority.

Supplemental documents to include:

- FAQ document
- Room rental fee chart

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 an 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.

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