



**Board of Trustees Meeting
Monday April 17, 2023 6:00 pm**

This meeting will be held in person in the Board Room

Watch here: <http://www.bethlehempubliclibrary.org/watch-the-meeting-here/>

Public comments can be submitted here:

<https://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>

Board packet information can be accessed here:

<https://www.bethpl.org/about-us/board-of-trustees/>

Agenda

- **Call to order**
- **Public participation**
- **Review previous meeting minutes**
- **Financial report**
 - **Treasurer's update**
- **Personnel report**
 - **Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
 - **Drug and Alcohol policy – 1st read**
 - **Schematic design – process update**
 - **Other new business**
- **Old business**
 - **Plaza entry – process update**
 - **Policy Committee update**
 - **Donations/naming rights**
 - **Confidential records policy – 2nd read**
 - **Exam proctoring policy – 2nd read**
 - **Negotiations – update**
 - **Other old business**
- **Future business**
- **Public participation**
- **Executive session**
- **Adjournment**
 - **Next board meeting: May 8, 2023 6:00 pm (Budget Presentation)**
 - **Next Friends of the Library meeting: June 20, 2023 6:30 pm**
 - **Friends of the Library book sale: Saturday June 20th**

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)
Monday March 13, 2023

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Lisa Scoons

GUESTS: Chris McGinty, assistant director
Jennifer Crawford, confidential secretary
Tracey McShane, personnel administrator
Phil Berardi, head of Circulation and Technical Services

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

PUBLIC PARTICPATION

G. Kirkpatrick shared an email received from resident Robert Khalife, who asked if the library had considered diversifying its holdings in light of the recent failure of handful of banks.

MINUTES

Minutes of the 13 February 2023 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe.

FINANCIAL REPORT

Treasurer's update

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

- C. Wijeyesinghe asked if the budget is tracking 6% under due to shifts in staffing and turnover over the past year. S. Whiting said that it is primarily due to being under in salaries because of unfilled positions, but that number would likely change in the coming year with the library reaching near full staffing levels.
- C. Wijeyesinghe asked for clarification about two of the expenses on the bill schedule: Pronunciator, the library's language database and attorney fees for contract review.
- M. Kissinger asked if S. Whiting could address the public comment from earlier. S. Whiting noted that the treasury bill is independent of TD Bank. She noted that the library has a standby letter of credit that collateralizes the deposits, so she feels pretty secure with where the library stands. She also noted that the library has gotten very favorable

rates on CDs through TD Bank because it does business there. G. Kirkpatrick said that, because of the treasury bill, the library is currently more diversified than it has been before. M. Kissinger suggested the finance committee discuss the issue further. M. Walsh thanked Robert Khalife for bringing it to the board's attention.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 28 February 2023 (Checks disbursed in February 2023 based on pre-approval \$44,653.03; Checks disbursed in February 2023 relating to payroll \$189,637.17; Checks being submitted for approval \$50,408.90; CapProject Fund/Hand-Drawn Checks \$4,490; Total: \$289,189.10).

PERSONNEL REPORT

G. Kirkpatrick said the library is nearing full staffing for the first time in three years. He asked the board to allow the reclassification of a full-time library assistant position to full-time Librarian I. He proposed eliminating the approved part-time clerk position of 19 hours per week to make that reclassification close to budget neutral. C. Wijeyesinghe said the personnel committee supported the move.

On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board unanimously voted to reclassify the following position:

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

UHLS BOARD UPDATE

Upper Hudson has set the date for the in-person annual ceremony for Wednesday, June 14. All trustees are invited. The event will feature a dinner and awards ceremony and is attended by trustees and staff from across Upper Hudson.

DIRECTOR'S REPORT

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

- G. Kirkpatrick reiterated that attendance at programs has been growing, building momentum toward an increased door count, which has been growing more rapidly since about November.
- Lawmakers at Advocacy Day were very supportive of libraries, but it is hard to know what that will translate to when it comes to state aid. G. Kirkpatrick said he expects next year's Advocacy Day to be even better attended.
- Circulation is still increasing, but those increases are slowing as they approach more traditional numbers.
- M. Walsh mentioned the budget decreases for DVDs and said she said she was among a small number of patrons that still use the collection. She said she would like the library to continue providing DVDs that are historically and culturally significant, as well as those new releases that aren't available through streaming services. G. Kirkpatrick said the DVD collection is not going away, and the library continues to add to the collection because of those same reasons. The library is still circulating about 6,000 DVDs a month, and purchasing is in line with demand.

NEW BUSINESS

NYS annual report for public libraries

G. Kirkpatrick said the state report represents information from July 1, 2021, to June 30, 2022. C. Wijeyesinghe said she was heartened to see big increases in early childhood offerings and WiFi use, representing a return from pandemic times. She asked about the decreases in resident cardholders. G. Kirkpatrick said that was due to a purge of expired cardholders. C. Wijeyesinghe also mentioned the library's assistive technology and asked if there was a demand for Braille readers that would justify the cost of the technology. G. Kirkpatrick said that he would look into it.

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board unanimously approved the information to be submitted in the NYS annual report for public libraries.

Schematic design proposal

G. Kirkpatrick presented the proposal from architects Ashley McGraw for the next phase of design work. He said this schematic phase would provide more defined concepts and include some reimbursable site work. The architects also proposed a timeline for when they expected the work to be done, which would be around March 2024. This design phase would be followed by a third phase that would be used to engage a project manager and construction work.

C. Wijeyesinghe said it would be interesting to see if they could move the timeline up to November 2023. She noted that it would be preferable to avoid the winter for an off-cycle bond vote.

S. Whiting asked if the fee schedule provided by Ashley McGraw included their own fees in the previous estimates provided. C. Brancatella said that was a good question that she would like to have clarified. S. Patterson asked if the library was locked into further expenses if they approved the next phase. G. Kirkpatrick said they would only be approving the schematic design and further work would still have to come before the board.

M. Kissinger said he supports moving on to the next phase to avoid any additional costs associated with delays. C. Wijeyesinghe asked if the board would still have input as they move forward. G. Kirkpatrick said there would be many opportunities to review and make suggestions moving forward.

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board unanimously voted to further engage Architects Ashley McGraw to provide schematic design services in the amount of \$283,638 with an additional, reimbursable expense of \$8,800 for a HazMat survey and testing.

Confidential records policy – 1st read

C. Wijeyesinghe said there are copies of the policy with tracked changes for people to review, if desired. C. Brancatella thanked the policy committee for their work again to policy committee.

Exam proctoring policy – 1st read

M. Walsh asked if this was a new policy. G. Kirkpatrick said it was a rewrite of an existing

policy. C. Wijeyesinghe noted that the changes were mainly about clarifying the language and organization for consistency.

Other new business

There was no other new business at this time.

OLD BUSINESS

Draft 2023-24 budget

S. Whiting said that the presented draft had not changed substantially from what the board had reviewed at the previous meeting. She noted that the levy had increased by about \$94,000, which is an increase of about 2.18% and is significantly below the tax cap. The budget does not include any new positions but has some flexibility to account for unplanned expenses and inflation. M. Walsh said the materials budget is on the higher end of what comparable libraries in the region spend. She also noted that the finance committee expects the expenses will be closer to the budget amount in the coming year as staffing is closer to being full than in the past. H. Narang noted the operations budget was up about 1.2% and asked if that was related to inflation. S. Whiting said that energy and other expenses are expected to increase. A public hearing about the budget will take place at the May board meeting.

On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board unanimously approved the 2022-23 library budget as written for public presentation. The budget proposes a levy of \$4,401,969, an increase of \$93,893 or 2.18%.

Plaza entry

G. Kirkpatrick said that he had gotten a rough estimate of about \$60,000 for the removal of the bricks on the plaza and their replacement with poured concrete. He said a project of that amount would need to go out for public bid and asked the board if that is something they would like to pursue given that they are currently looking into a bigger long-term capital project. He noted that icing on the plaza bricks continues to be a problem and a liability. M. Walsh asked if it was something that could be done before the snow flies in fall. G. Kirkpatrick said that it is possible, especially since the project would not fall under SED review. C. Brancatella noted that there are likely 2-3 winter seasons left before any capital project, and the cost per year would be worth it for public safety. M. Walsh said the funds already exist as part of the contingency and capital improvements budget lines. C. Brancatella asked if there might be additional Upper Hudson grant money available to put toward the project. C. Wijeyesinghe said removing the bricks will change the aesthetics in a way some people will not like.

On a MOTION by C. Brancatella with a SECOND by M. Walsh, the board voted unanimously to allow Library Director G. Kirkpatrick to begin pursuing bids to replace the bricks on the plaza with concrete.

Donations/naming rights

The policy committee has been tossing around some ideas about naming rights, but they are seeking some direction from the greater board to see what they might be interested in exploring further. One concept would be central location with plaques or some other type of monument, like a bronzed book. Another idea would allow naming of different objects or rooms throughout the library.

C. Brancatella asked if it would have to be one or the other or if it could include both aspects. M. Walsh said the board needs to first make a decision on whether they want to do naming rights or not, and that it doesn't make sense to iron out the minutiae when the overall concept hasn't even been decided on. She also asked if it might make sense to wait and see how the building project progresses before making a decision. C. Brancatella suggested just throwing together some concepts from others' policies for the board to look at and make decisions from there. She said it wouldn't be wasted work even if the board ultimately decides against offering naming rights.

Negotiations – update

G. Kirkpatrick said a tentative date of March 27 has been set for negotiations.

Volunteer policy – 2nd read

The volunteer policy was presented for a second read. It is a new policy for the library. M. Walsh asked if most volunteers are students. G. Kirkpatrick said that they are in number, but the library is now working to provide sought-after opportunities for all ages to volunteer.

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board unanimously adopted the proposed updates to the library's volunteer policy.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

C. Wijeyesinghe said the policy committee would be reviewing the patron conduct policy soon, but she noticed that it is very specific about unacceptable activities and wondered if the board might want to consider streamlining it to say something like "patrons are expected to comply with posted notices." G. Kirkpatrick said the library is currently under the emergency patron conduct policy but that will end in May when the governor's emergency order expires.

PUBLIC PARTICIPATION

There was no public participation.

EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board adjourned to executive session at 7:00pm to discuss contact negotiations pursuant to Article Fourteen of the Civil Service Law

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board adjourned executive session at 7:51pm.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board adjourned the regular meeting at 7:52pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report April 2023

Revenue and Expense Report

The revenue and expense report through March continues to show underspending in most categories, with expenses currently tracking at about 8% underbudget, consistent with last year at this time. Spending will catch up as we approach the end of the fiscal year, especially for library materials.

Investments

The \$1 million CD is due on May 9 and the \$1 million Treasury Bill is due on May 18. We will be looking at rates and our cash flow to determine how much to re-invest and for what duration. While we want to optimize earnings, we need to be mindful of our cash needs as we approach the end of the year. I plan to make a recommendation to the Finance Committee by early May.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 3/31/23

	BALANCE					BALANCE
	2/28/2023	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	3/31/2023
TD Bank General Fund	1,184,243.20	6,354.09	(159,408.86)	716.82	162,547.05	1,194,452.30
TD Bank Payroll	0.00		(137,452.95)	-	137,452.95	0.00
TD Bank Money Market	2,248,278.93	-	-	4,489.89	(300,000.00)	1,952,768.82
TD Bank Treasury Bill	1,019,067.32		-	4,105.74	-	1,023,173.06
TD Bank Capital Project Fund	13,628.97	-	(4,490.00)		-	9,138.97
TD Bank 6 mo. CD Opened 11/9/22	1,000,000.00	-	-		-	1,000,000.00
TD Bank 4 mo. CD Opened 2/9/23	505,122.33	-	-		-	505,122.33
Key Bank Checking	6,262.08	2,187.65	(134.11)		-	8,315.62
TOTAL:	5,465,218.42	6,354.09	(301,351.81)	9,312.45	-	5,179,533.15

Checks outstanding greater than 90 days old:

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

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

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

9 MONTHS ENDED 3/31/23

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 9 MO. ENDED 3/31/2023	Percent YTD 3/31/2023	ANNUAL BUDGET 2021-2022	YTD PRIOR 9 MO. ENDED 3/31/2022	Percent YTD 3/31/2022
Real Property Taxes	4,308,076	4,212,642	97.8%	4,172,563	4,101,158	98.3%
PILOT	227,724	233,871	102.7%	219,570	219,916	100.2%
Fines	2,000	2,109	105.5%	15,000	15,949	106.3%
Interest on Deposits	6,000	48,839	814.0%	7,500	3,059	40.8%
Lost Book Payments	2,500	7,948	317.9%	-	6,207	0.0%
Sale of Books	-	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	3,500	10,384	296.7%	2,000	5,576	278.8%
Photocopier	6,500	6,091	93.7%	7,500	4,105	54.7%
State Aid	24,500	25,309	103.3%	23,170	24,401	105.3%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	500	0.0%	-	179	0.0%
Total Revenue	4,580,800	4,547,693	99.3%	4,452,303	4,380,550	98.4%
EXPENSES						
Salaries	2,444,929	1,728,002	70.7%	2,363,565	1,647,339	69.7%
Retirement	237,333	232,558	98.0%	291,089	316,827	108.8%
Health Insurance	364,700	274,718	75.3%	310,433	248,262	80.0%
Other Benefits	219,538	147,069	67.0%	201,213	140,202	69.7%
Subtotal Salaries & Benefits	3,266,500	2,382,348	72.9%	3,166,300	2,352,631	74.3%
Library Materials - Print	290,000	156,194	53.9%	292,000	152,910	52.4%
Library Materials - Electronic & Audio	296,000	157,659	53.3%	269,000	166,940	62.1%
Subtotal Library Material	586,000	313,853	53.6%	561,000	319,851	57.0%
Operations	593,300	367,997	62.0%	601,900	352,373	58.5%
Capital Expenditures	100,000	7,827	7.8%	125,000	12,497	10.0%
Contingency	35,000	-			-	
Total Expenses	4,580,800	3,072,024	67.1%	4,454,200	3,037,351	68.2%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

9 MONTHS ENDED 3/31/23

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 9 MO. ENDED 3/31/2023	Percent YTD 3/31/2023	ANNUAL BUDGET 2021-2022	YTD PRIOR 9 MO. ENDED 3/31/2022	Percent YTD 3/31/2022
Salaries & Benefits						
Salaries-Librarians	1,174,134	843,481	71.8%	1,203,711	847,543	70.4%
Salaries-Support Staff	1,108,487	760,102	68.6%	976,846	682,341	69.9%
Salaries-Custodians	162,308	124,420	76.7%	163,595	117,456	71.8%
Subtotal Salaries	2,444,929	1,728,002	70.7%	2,344,152	1,647,339	70.3%
Retirement	237,333	232,558	98.0%	323,103	316,827	98.1%
Health Ins.	364,700	274,718	75.3%	307,889	248,262	80.6%
SocSec/Medicare	187,038	125,709	67.2%	179,359	121,362	67.7%
Worker's Comp.	20,000	17,194	86.0%	19,000	16,845	88.7%
Unemployment	10,000	2,898	29.0%	10,000	-	0.0%
Disability Ins.	2,500	1,267	50.7%	1,400	1,995	142.5%
Subtotal Salaries & Benefits	3,266,500	2,382,348	72.9%	3,184,903	2,352,631	73.9%
Library Materials						
Adult books	171,000	97,177	56.8%	171,000	89,779	52.5%
Periodicals	19,000	11,141	58.6%	18,000	18,096	100.5%
YS Books	85,000	41,287	48.6%	85,000	37,186	43.7%
Special Collections	15,000	6,589	43.9%	18,000	7,849	43.6%
Subtotal Print Materials	290,000	156,194	53.9%	292,000	152,910	52.4%
Audiobooks	23,000	15,162	65.9%	25,000	12,296	49.2%
E-Collections	196,000	94,633	48.3%	156,000	113,511	72.8%
Electronic Resources	27,000	26,169	96.9%	28,000	15,702	56.1%
YS Audiobooks	5,000	3,258	65.2%	7,000	1,531	21.9%
YS Media	5,000	1,054	21.1%	5,000	2,228	44.6%
AS Media	40,000	17,383	43.5%	48,000	21,672	45.1%
Subtotal Electronic & Audio	296,000	157,659	53.3%	269,000	166,940	62.1%
Subtotal Library Materials	586,000	313,853	53.6%	561,000	319,851	57.0%
Operations						
Copiers and supplies	15,000	7,267.67	48.5%	18,000	6,612	36.7%
Office supplies	20,000	9,502.49	47.5%	20,000	14,534	72.7%
Custodial supplies	26,000	10,066.84	38.7%	26,000	9,009	34.7%
Postage	20,000	12,689.66	63.4%	20,000	10,800	54.0%
Printing & Marketing	35,000	16,451.43	47.0%	38,000	17,118	45.0%
Van lease & oper.	4,000	434.33	10.9%	4,000	408	10.2%
Gas and Electric	65,000	65,847.75	101.3%	50,000	56,315	112.6%
Telecommunications	14,000	17,633.35	126.0%	18,000	9,551	53.1%
Water	3,000	2,579.76	86.0%	3,000	1,881	62.7%
Taxes-sewer & water	3,400	3,336.29	98.1%	3,400	3,184	93.7%
Refund property taxes	7,500	99.21	1.3%	10,000	1,450	14.5%
Prof. Services	30,000	7,419.50	24.7%	30,000	16,767	55.9%
Contract Services	45,000	17,619.94	39.2%	42,000	31,992	76.2%
Insurance	29,000	29,141.96	100.5%	29,000	26,845	92.6%
Bank Fees	1,400	1,223.86	87.4%	-	968	0.0%
Travel/Conference	3,000	2,740.25	91.3%	3,000	2,318	77.3%
Memberships	3,000	1,995.00	66.5%	3,000	1,997	66.6%
Special Programs	32,000	11,107.52	34.7%	35,000	11,953	34.2%
Furniture & Equipment	40,000	11,239.76	28.1%	40,000	13,421	33.6%
IT Hardware & Software	42,000	29,098.31	69.3%	42,000	16,894	40.2%
Bld & Grnd. Repair	40,000	8,707.50	21.8%	40,000	18,695	46.7%
Furn/Equip Repair	2,000	285.00	14.3%	2,000	3,683	184.1%
Miscellaneous	6,000	5,038.86	84.0%	4,000	4,276	106.9%
Audit Service	24,000	22,900.00	95.4%	24,000	16,876	70.3%
Accounting Service	30,000	33,521.36	111.7%	15,000	14,010	93.4%
UHLAN fees	53,000	40,049.12	75.6%	52,000	40,818	78.5%
Subtotal Operations	593,300	367,997	62.0%	571,400	352,373	61.7%
Capital Expenditures	100,000	7,827	7.8%	100,000	12,497	12.5%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,580,800	3,072,024	67.1%	4,452,303	3,037,351	68.2%

BETHLEHEM PUBLIC LIBRARY

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN MARCH 2023 BASED ON PRE-APPROVAL	\$	48,819.45
CHECKS DISBURSED IN MARCH 2023 RELATING TO PAYROLL	\$	197,633.46
CHECKS BEING SUBMITTED FOR APPROVAL	\$	59,330.64
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	8,580.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 32: PRE APPROVED DISB (MAR 23) For Dates 3/1/2023 - 3/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40988	03/01/2023	1424	AFLAC NEW YORK		220.04
40989	03/01/2023	1831	CDPHP UNIVERSAL BENEFITS, INC.		26,486.44
40990	03/01/2023	720	MVP HEALTH PLAN, INC.		4,217.50
40991	03/01/2023	2061	UNITED HEALTHCARE INSURANCE CO		117.38
40992	03/01/2023	2433	ALLISON K. RUSSO	230375	54.00
40993	03/01/2023	2432	ANN MARIE L'HOMMEDIEU	230374	54.00
40994	03/01/2023	1570	NATIONAL GRID		7,663.39
40995	03/01/2023	1607	VERIZON BUSINESS FIOS	230013	124.99
40996	03/01/2023	1607	VERIZON BUSINESS FIOS	230013	159.79
41044	03/06/2023	2395	CSEA EMPLOYEE BENEFIT FUND		190.53
41045	03/06/2023	2435	DEBRA JANSE	230384	54.00
41046	03/06/2023	2434	KRISTEN MAJKUT	230380	54.00
41047	03/06/2023	2340	T-MOBILE	230382	903.00
41049	03/09/2023	1161	TOWN OF BETHLEHEM	230393	482.04
41051	03/23/2023	1604	CHUBB & SON	230421	837.00
41052	03/23/2023	2426	JPMORGAN CHASE BANK NA	*See Detail Report	914.44
41053	03/23/2023	1570	NATIONAL GRID		6,127.12
41054	03/23/2023	1607	VERIZON BUSINESS FIOS	230013	159.79

Number of Transactions: 18

Warrant Total: 48,819.45

Vendor Portion: 48,819.45

*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 23) For Dates 3/1/2023 - 3/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41048	03/15/2023	712	CIVIL SERVICE EMPL ASSOC INC.		915.07
41050	03/30/2023	712	CIVIL SERVICE EMPL ASSOC INC.		915.07
100751	03/15/2023	709	BPL SPECIAL PAYROLL ACCOUNT		68,407.11
100752	03/15/2023	710	NYS INCOME TAX BUREAU		3,702.66
100753	03/15/2023	1946	IRS - PAYROLL TAX PMT		21,379.35
100754	03/15/2023	2003	NEW YORK STATE DEFERRED		2,218.32
100755	03/30/2023	709	BPL SPECIAL PAYROLL ACCOUNT		69,045.84
100756	03/30/2023	710	NYS INCOME TAX BUREAU		3,723.02
100757	03/30/2023	730	NYS EMPLOYEES RETIREMENT SYSTE		3,536.46
100758	03/30/2023	1946	IRS - PAYROLL TAX PMT		21,534.20
100759	03/30/2023	2003	NEW YORK STATE DEFERRED		2,256.36
Number of Transactions: 11				Warrant Total:	197,633.46
				Vendor Portion:	197,633.46

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 - 38: BILL SCHEDULE (APR 23) For Dates 4/18/2023 - 4/18/2023**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1209	04/18/2023	2424	ASHLEY MCGRAW ARCHITECTS	230405	8,580.00
41064	04/18/2023	30	ALBANY PUBLIC LIBRARY-MAIN BR	230410	5.00
41065	04/18/2023	919	ALTAMONT ENTERPRISE	230423	49.00
41066	04/18/2023	2420	AMAZON CAPITAL SERVICES INC	230424	4,459.71
41067	04/18/2023	77	BAKER & TAYLOR , INC.	230414	10,073.58
41068	04/18/2023	90	BETHLEHEM CENTRAL HIGH SCHOOL	230430	65.00
41069	04/18/2023	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	230428	553.13
41070	04/18/2023	2297	CAPITAL REGION INDEPENDENT MEDIA	230409	80.00
41071	04/18/2023	827	PHYLLIS CHAMBERS		494.70
41072	04/18/2023	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	230003	250.51
41073	04/18/2023	2168	CRAILO STATE HISTORIC SITE	230437	25.00
41074	04/18/2023	2428	DANIEL MAY	230386	40.00
41075	04/18/2023	1463	EAST GREENBUSH COMM LIBRARY	230445	25.99
41076	04/18/2023	1991	EASTERN MANAGED PRINT NETWORK LLC	230004	667.27
41077	04/18/2023	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	230388	118.75
41078	04/18/2023	2109	ERIC CARLE MUSEUM OF PICTURE BOOK ART	230403	125.00
41079	04/18/2023	1986	FIRSTLIGHT FIBER	230005	187.23
41080	04/18/2023	1330	DAVID FRUEH	230432	2,000.00
41081	04/18/2023	1965	PATRICIA GEROU		494.70
41082	04/18/2023	2174	GREENE COUNTY HISTORICAL SOCIETY	230426	25.00
41083	04/18/2023	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	21.94
41084	04/18/2023	745	MARY HARTMAN		494.70
41085	04/18/2023	2171	HISTORIC CHERRY HILL	230400	25.00
41086	04/18/2023	2303	IRONFLOW TECHNOLOGIES INC.	230457	864.00
41087	04/18/2023	2322	KANOPY INC.	230018	1,155.00
41088	04/18/2023	1155	LAKESHORE LEARNING MATERIALS	230442	137.98
41089	04/18/2023	1024	MIDWEST TAPE LLC	*See Detail Report	2,616.76
41090	04/18/2023	1172	ANNE B MOSHER		494.70
41091	04/18/2023	2172	NATIONAL MUSEUM OF RACING AND HALL OF FAME	230436	150.00
41092	04/18/2023	2314	NOLAN HELLER KAUFFMAN LLP	230406	1,428.50
41093	04/18/2023	1654	NORTH GREENBUSH PUBLIC LIBRARY	230401	16.99
41094	04/18/2023	412	NORTHEAST INFORMATN SYST	*See Detail Report	3,317.74
41095	04/18/2023	2088	NYSID	*See Detail Report	259.02
41096	04/18/2023	2094	ORIENTAL TRADING COMPANY, INC.	230441	99.95
41097	04/18/2023	2356	OTIS ELEVATOR COMPANY	230419	2,997.12
41098	04/18/2023	1823	OVER DRIVE INC.	*See Detail Report	10,503.11
41099	04/18/2023	2224	PARKS/SCHUYLER MANSION	230435	25.00
41100	04/18/2023	450	PHILLIPS HARDWARE INC	230015	16.07
41101	04/18/2023	458	PITNEY BOWES INC	*See Detail Report	1,099.00
41101	04/18/2023	458	**VOID** PITNEY BOWES INC	*See Detail Report	-1,099.00
41102	04/18/2023	478	QUILL.COM	*See Detail Report	611.78
41103	04/18/2023	1490	REPEAT BUSINESS	*See Detail Report	4,988.00
41104	04/18/2023	505	ROEMER WALLENS GOLD & MINEAUX	230433	1,300.00
41105	04/18/2023	1951	S & S WORLDWIDE INC.	230440	100.93
41106	04/18/2023	597	SPOTLIGHT NEWS	230408	104.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 38: BILL SCHEDULE (APR 23) For Dates 4/18/2023 - 4/18/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41107	04/18/2023	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	162.85
41108	04/18/2023	2436	THE LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	230429	375.00
41109	04/18/2023	2344	ULINE, INC.	230385	891.08
41110	04/18/2023	2328	UNIFIRST CORPORATION	230009	91.83
41111	04/18/2023	2396	UNIQUE MANAGEMENT SERVICES, INC.	230439	1,339.20
41112	04/18/2023	632	UPPER HUDSON LIBRARY SYSTEM	230444	92.95
41113	04/18/2023	1607	VERIZON BUSINESS FIOS	230013	199.99
41114	04/18/2023	1607	VERIZON BUSINESS FIOS	230013	89.00
41115	04/18/2023	1968	VERIZON WIRELESS	230010	100.43
41116	04/18/2023	746	VOORHEESVILLE PUBLIC LIBRARY	230402	16.99
41117	04/18/2023	645	**CONTINUED** W W GRAINGER INC		0.00
41118	04/18/2023	645	W W GRAINGER INC	*See Detail Report	2,951.41
41119	04/18/2023	1884	W.B. MASON CO., INC.	230392	447.10
41120	04/18/2023	1716	WESTERLO PUBLIC LIBRARY	230454	5.95
41121	04/18/2023	458	PITNEY BOWES INC	230447	1,000.00
41122	04/18/2023	458	PITNEY BOWES INC	230007	99.00
Number of Transactions: 61				Warrant Total:	67,910.64
				Vendor Portion:	67,910.64

*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

April 17, 2023 - Board of Trustee Meeting											
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Library Clerk PT	Circulation Services	11 hrs/wk	15 hrs/wk	\$14.45/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.45/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	3 hrs/wk	6 hrs/wk	\$14.20/hour	S. Hamilton	12/12/2021	1/10/2022				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$14.20/hour	M. Mitchel	5/11/2022	5/9/2022				
Action Requested											
Custodial Worker PT	Building & Grounds	7.63 hrs/wk		\$16.60/hour or per contract	E. Hack						
Reclassify the previously approved to fill Librarian 1 PT to a Library Assistant PT	Public Services	11.67 hrs/wk		\$28.41/hour or per contract - Change to \$18.73/hour or per contract	E. Puskas	1/2/2023	12/12/2022				
Librarian 1 PT	Public Services	11.67 hrs/wk		\$28.41/hour or per contract	K. Collen	5/10/2023					
Positions Held											
None											

Director's Report April 2023

Buildings and Grounds

The weather has finally warmed. This means spring cleanup on the library grounds has begun in earnest.

I continue to work with the Division of Library Development and NYS Education Department staff to investigate the necessity of SED review for the proposal to replace the bricks on the plaza.

Public Services

Frank reports that the service area was noticeably busy again this month. The Children's Place continued to be busy with children and families reading and enjoying the play area. Weekends were extremely busy, as were weekdays before and after story time programs. Public computers have been busy; all the PCs were full a few times during the early afternoons. A wait list for study rooms was necessary on several occasions this month.

The UHLS Library Expedition 2023 has officially started. Program materials were delivered in late March. We have had some people stopping by so far and expect the numbers to increase as the weather warms up.

The 2023 Seed Library opened to Bethlehem cardholders on March 13. Requests for seeds were taken through our online portal. On April 11, the remaining seeds were made available in the library to anyone while supplies last. We filled 462 orders or about 4,600 seed packets. Only about 40 orders were placed but not filled because the cardholders were from outside the library district. Staff and volunteers have been busy repackaging seeds and filling orders.

Patron use of the Studio Makerspace continues to be steady. John from the IT Department conducted a training session for the Public Services librarians on the equipment available in the makerspace. In particular, the VHS to DVD converter can be a bit tricky for first-time users.

The new volunteer program continues to ramp up. In March, teen volunteers contributed 33.5 hours and adult volunteers contributed 11.5 hours. Many hours were dedicated to counting and repackaging seeds for the seed library.

This year's summer reading program theme is *All Together Now*. Most programs for the summer have been scheduled with a few more in the works. These programs will be announced to the public in the July/August Footnotes. A few programs at the end of June will be announced in the forthcoming May/June Footnotes.

Program Highlights

March Creation Station 3/6/23-3/10/23: Mary ran this creation station, which involved flattened cupcake liners, pipe cleaners, and golden stickers. The kids did as they always do and made the crafts their own. Total attendance for the week: 164

Oscars Trivia: While some patrons mentioned that the questions were too hard, the winning team scored 43 out of a possible 50 points. Multiple patrons expressed the desire that we hold trivia programs more often. Attendance: 10

Downsizing and Organizing Tips: Lauren worked with Michelle Kavanaugh, owner of Organize Senior Moves, a company that helps those who are looking to downsize with everything from figuring out where to start, what to keep, and how to move everything (or not!). She gave a great talk about getting started, sorting similar items together, and how to take it at your own pace without overwhelming yourself. Everyone was very pleased and told Lauren how grateful they were that we offered this program. Attendance: 12

Craftapalooza!: This was an all-day passive craft program in the Children's Place organized by Alex and Lauren. We put out miscellaneous crafts and crafting supplies and let the kids go wild. We learned that maybe glue sticks are a better choice than liquid glue, and to double check that the crafts were complete before putting them out. The Children's Place was abuzz with activity most of the day. Attendance: 83

Bethlehem Historical Association Speaker Series: The Irish in Albany: Jack McEneny, a former NY State Assembly member, and Albany City and County Historian, presented a personal history of Irish Americans in the Albany area. This was the sixth event in the Bethlehem Historical Association Speaker Series. The library is thankful to Mr. McEneny for giving permission for this presentation to be recorded. The recording is available on the Library's YouTube channel where it has been viewed 131 times to date. Attendance: 87

Paws to Read: Registered therapy dogs listen quietly, creating a safe space for children to practice reading and speaking skills without fear or judgment. March 6 attendance was 22, March 20 attendance was 30, and March 27 attendance was 25.

Get More from Google: Sarah did this program twice last year and got a decent turnout each time, but this year was even better. This program focuses on learning to use Google more effectively, teaching a bit of "lite" information literacy and searching techniques, Google-specific search tricks, an overview of Image and Reverse Image Search, and some fun Google "hacks" like the Flip a Coin feature. Attendance: 16

Craft & Color for Adults: Sarah continues to be pleased with this program's growing attendance. It is an easy program to put on but has a lot of positive impact. Attendance is about 75 percent adult day groups – some that are library regulars and others that come especially for the event. We also have a number of other community members attend, which is welcome and wonderful. One mentioned to Sarah that she loved to come because it was such a quiet and relaxing time. Attendance: 17

Family Storytimes: We are continuing to see the same trend with attendance, with 10 a.m. sessions being more heavily attended (30-40), and the 11 a.m. sessions less so (15-25). Mary has noted that a few of the families that normally come to her Wednesday morning 10 a.m. sessions have switched to the 11 a.m. time, although it is unknown if that trend will continue. In April, we will be bringing back Music and Movement, which is always popular.

Saturday Storytimes: We are seeing large attendance at these programs, with between 20-40 participants. Weather plays a factor during this time of the year, but caregivers are very pleased that we are offering them on weekends.

Community Yoga: Attendance for this program continues to grow, which is exciting for the library and also for the presenter. We have booked Dan to continue these monthly wellness programs through August at least (and hopefully further). Attendance: 15

Upcoming Events

Lauren reached out to Mary Miller at the NY Newspaper Foundation about reviving a program she was going to do for us in April of 2020 titled “Seeking Truth in a Fake News World.” She has plenty of material to discuss, including the emergence of AI and how it is continuing to shape the media landscape. We have her scheduled for July 25 at 6:30 p.m.

The Dudley Observatory responded about an astronomy program series leading up to April 2024 and the next big solar eclipse. Our aim is to do a program every month from September through April. Dr. Mindy Townsend at the observatory offered to do a combination of workshops geared toward kids/teens, and adult-focused presentations or discussions.

Outreach

Lauren provided a story stroll to the Elm Avenue Town Park so that they would have a new one in time for the Eggstravaganza on April 1. Alex and Erin have volunteered to take over the story strolls going forward. We are hopeful that we can get the large laminator up and running so that we can do our own rather than sending them to be processed at UHLS.

Circulation and Technical Services

Staffers from the department have begun standardizing barcode placement on books. This will cut down on scan time and errors at the desk. The process is also a good analogue for the process of placing Radio Frequency Identification (RFID) tags in books, which helps us estimate the time such a project would take. RFID is one of the technologies that should definitely be discussed as part of any building renovation project.

We receive questions from time to time about how fine free has impacted return of library materials. The percent of items returned on time has only been tracked since 2018. The pre-pandemic, pre-fine free mean return percentage hovered between 89 percent and 90 percent in 2018 and 2019. Since going fine free, the on-time return percent has been 92.6 percent. These numbers demonstrate a small but present improvement in on-time return percent. We will continue to monitor and report these numbers.

Meetings and miscellany

Mandatory training for the prevention of sexual and discriminatory harassment took place on Tuesday, April 28. Alternative training has been provided for staff unable to make the live sessions.

I met with representatives from the Bethlehem Historical Association and Town of Bethlehem about the potential for collaboration about secure storage for local history records.

I presented a session for the NYLA Developing Leaders Program on Human Resources and Staff Management. I always enjoy the opportunity to talk with future library leaders.

As a team building exercise, staff submitted photos to be converted into canvases to update the wall art in the break room. They were then able to vote on the favorites, and four photos were selected. There will be a mini-reception held at a later date.

Geoffrey Kirkpatrick, Library Director

Library Collection				2021-22	Current Total
Adult fiction				27,178	26,896
Adult non-fiction				29,397	29,152
Adult audio				5,824	5,557
Adult video				8,563	8,458
Young adult fiction				4,903	4,981
Young adult nonfiction				580	632
Young adult audiobooks				477	485
Children's fiction				28,318	28,417
Children's non-fiction				16,096	15,614
Children's audiobooks				1,651	1,558
Children's video				1,391	1,299
OverDrive - UHLS Shared				114,633	115,255
e-magazines				3,123	4,566
Electronic (games, ereaders)				418	416
Total				242,552	243,286
Library Programs	Mar-23	Mar-22	% change	2021-22	F-Y-T-D
Programs	67	31	116.1%	370	460
Program attendance	1,855	311	496.5%	7,464	13,169
Outreach Programs	2	1	100.0%	59	34
Outreach Attendance	8	23	-65.2%	5,523	6,134
Circulation	Mar-23	Mar-22	% change	2021-22	F-Y-T-D
Adult fiction	13,780	12,692	8.6%	143,462	118,652
Adult non-fiction	7,858	7,381	6.5%	78,344	62,917
Adult audio	4,841	4,953	-2.3%	54,406	41,276
Adult video	6,748	7,144	-5.5%	76,698	54,126
Magazines	1,392	1,534	-9.3%	17,896	12,595
Young adult fiction	1,364	1,483	-8.0%	18,283	13,226
Young adult nonfiction	180	143	25.9%	1,423	1,349
Young adult audiobooks	269	223	20.6%	2,655	2,125
Children's fiction	13,525	13,079	3.4%	134,624	112,216
Children's non-fiction	3,943	3,814	3.4%	35,166	28,548
Children's audiobooks	1,275	1,262	1.0%	12,961	11,037
Children's video	506	721	-29.8%	7,053	4,882
Electronic (games, ereaders)	794	764	3.9%	6,320	5,999
Total	56,475	55,193	2.3%	588,614	467,804
Interlibrary Loan	Mar-23	Mar-22	% change	2021-22	F-Y-T-D
Borrowed from others	6,708	7,761	-13.6%	77,607	56,261
Loaned to others	5,146	4,688	9.8%	52,068	40,406
Miscellaneous	Mar-23	Mar-22	% change	2021-22	F-Y-T-D
Visits to our home page	35,746	36,469	-2.0%	455,145	316,775
Public use of meeting rooms	51	42	21.4%	339	369
Public meeting attendance	559	507	10.3%	4,091	4,409
Staff use & library programs	63	17	270.6%	190	492
Study room sessions	414	341	21.4%	3,279	3,030
Tech room/ Studio use	10	1	900.0%	16	101
Door count	18,902	14,544	30.0%	153,368	141,758
Registered BPL borrowers	85	84	1.2%	931	822
Computer signups	1,311	958	36.8%	9,435	9,533
Museum Pass use	69	58	19.0%	1,166	855
E-book use	6,145	5,642	8.9%	67,489	50,259
E-audiobook use	4,245	3,769	12.6%	43,805	35,878
E-magazine use	1,160	1,155	0.4%	14,492	9,974
Streaming video use	1,299	1,258	3.3%	16,022	10,864
BCSD use via Overdrive	193	147	31.3%	1,668	1,128
Equipment	325	334	-2.7%	2,524	2,732
Wireless Use	10,467	8,139	28.6%	103,660	89,102

BETHLEHEM PUBLIC LIBRARY

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

Policy adopted by the Board of Trustees December 14, 1998

Policy revised and approved November 8, 2010

Policy revised March 30, 2023

The Library is committed to maintaining a drug-and alcohol-free workplace, and will not tolerate any drug or alcohol use or activity that endangers the health and well-being of Library employees, Library patrons, or the delivery of Library services and programs.

This policy applies to the following substances: alcoholic beverages of any kind, and controlled or illegal drugs or substances including all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs where use, possession, or transfer is restricted or prohibited by law, except when used according to the instructions of a physician, dentist, or other person licensed to prescribe or dispense controlled substances.

“Controlled substances” under this policy includes those substances categorized as controlled under Federal law listed in the federal Schedules of Controlled Substances found at 21 U.S.C. 812. This includes, but is not limited to, heroin, cocaine, crack, speed, acid and marijuana (even though use may be permitted under New York State Law.)

The following activities are prohibited while an employee is on the Library premises, engaged in Library business, or driving a Library vehicle:

- unlawful or unauthorized manufacturing, possessing, using, selling, distributing, dispensing, receiving, or transporting of any drugs or alcoholic beverages
- being under the influence of unlawful or unauthorized alcohol or other drugs
- performing duties while under the influence of unlawful or unauthorized alcohol or other drugs whether on or off the premises

An employee who engages in such activities may be referred for counseling or rehabilitation and satisfactory treatment. In addition, this employee may be subject to criminal, civil and disciplinary penalties, up to and including dismissal from employment.

Employees using any medicines which cause drowsiness or other side effects that may impair their ability to perform the job properly and safely should inform their supervisor or the supervisor’s designated alternate.

Under the Federal Drug-Free Workplace Act of 1988, employees working on any federal contract over \$250,000 in value or any federal grant must report any criminal drug statute conviction for a violation occurring in the workplace within five days of such conviction to the Library.

Employees may obtain information about the Library’s Employee Assistance Program from the Personnel Administrator.

BETHLEHEM PUBLIC LIBRARY

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- being under the influence of unlawful or unauthorized alcohol or other drugs
- performing duties while under the influence of unlawful or unauthorized alcohol or other drugs whether on or off the premises

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C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.

200 Gateway Park Drive, Bldg. C, P.O. Box 3246, North Syracuse, NY 13212-3246
315.458.6498 FAX 315.458.4427 ctmale@ctmale.com



March 9, 2023

Keplinger Freeman Associates
6320 Fly Road, Suite 109
East Syracuse, N.Y. 13057

Attn: **Lisa Wennberg**

Re: *Boundary, Topography & Utility survey*
451 Delaware Avenue, Delmar, N.Y.
Professional Surveying Services
Request for Proposal

Dear Ms. Wennberg:

C.T. Male Associates Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C. (C.T. Male) is pleased to submit this proposal for the above referenced project.

The following scope of services is based on a request for proposal dated February 28, 2023.

1. SCOPE OF SERVICES

- 1.1 The scope of services for the project will be to prepare a Boundary, Topographic & Utility Survey for the property known as the Bethlehem Library located at 451 Delaware Avenue in the Village of Delmar. The survey will be prepared in accordance with the Codes of Practice for Land Surveys as adopted by the New York State Association of Professional Land Surveyors. The survey limits will be as shown on the Survey Limits Plan provided with the RFP. The utilities will be shown based on above ground features and mapping provided from the Utility Operators through a design survey request to UDig NY.
- 1.2 The survey will be prepared in accordance with the Keplinger Freeman Survey Requirements provided with the RFP.
- 1.3 The limits of survey will follow the area shown on the Survey Limits plan provided with the RFP. An additional fee will be provided to prepare a subdivision map.

2. SCHEDULE OF PERFORMANCE

- 2.1 Work will commence upon receipt of a signed contractual agreement.

C.T. MALE ASSOCIATES

March 9, 2023
Lisa Wennberg
Page - 2

2.2 C.T. Male would be able to complete the survey within 30-45 days from receiving the signed contract. Schedule may be affected by snow cover which may delay the field work.

3. FEE or FEES

3.1 The fees for the above described scope of services will be as follows:

Boundary & Topographic Survey.....\$14,000.00*

Subdivision Map.....\$500.00

**Field work subject to N.Y.S. Prevailing Wage Rate*

3.2 Additional work shall be authorized through a change order. Additional work will be billed on a monthly basis.

3.3 This proposal shall be open for acceptance by the Owner for a period of thirty (30) calendar days after the date of submittal to the owner.

4. CLIENT SHALL SUPPLY

4.1 If this proposal is acceptable, the client shall submit the following to C.T. Male prior to commencement of work:

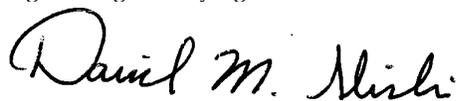
4.1.1 C.T. Male signed contract agreement, client contract agreement, G601 document or purchase order. Purchase order must state scope of services, fees, terms of payment and stop work conditions.

Thank you for contacting C.T. Male and we look forward to this opportunity of working with you again.

Sincerely,

C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.



David M. Sliski, P.L.S.
Project Surveyor

BETHELEHEM PUBLIC LIBRARY

CONFIDENTIAL RECORDS POLICY

Policy adopted by the Board of Trustees July 10, 1972

Policy amended May 14, 1990

Policy revised December 16, 1996

Policy revised November 16, 1998

Policy reviewed and approved October 12, 2010

Policy revised June 12, 2017

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The privacy of patron information and use of Library services is protected by New York State law (*New York Statutes, Civil Practice Law and Rules, § 4509*). Records related to the circulation of Library materials, patron database, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of Library materials, title reserve requests, or the use of audio-visual materials shall be confidential. Release of confidential records may take place under the following conditions:

1. To the extent necessary to ensure proper Library operations
2. Upon request or consent of the user
3. To comply with a lawfully issued subpoena or court order, or where otherwise required by law.

Special Note: Records of video surveillance cameras placed inside and outside of the Library are not considered confidential records and may be released upon request of law enforcement officials.

BETHLEHEM PUBLIC LIBRARY

EXAM PROCTORING POLICY

Policy adopted by the Board of Trustees on February 9, 2015

Policy revised and approved April 17, 2023

In support of its mission to provide services that encourage lifelong learning and professional growth, Bethlehem Public Library will proctor exams for patrons upon request and availability of personnel, facilities, and technology.

Availability:

Patrons who wish to have an exam proctored must submit an application for proctoring at least one week prior to the date when they wish to take the exam.

The Library provides proctoring services during regular business hours only. Any proctoring period must be completed within one hour of the Library's closing hours for the day on which the exam is scheduled. Each exam proctoring session may not exceed three hours in length.

The Library assigns proctors based on availability and cannot honor a request for specific staff members.

Fees and costs:

- The Library does not charge a fee for proctoring services for residents of the Bethlehem Central School District. The Library is not responsible for any fees or costs associated with receiving, administering or mailing exam materials after the exam has been completed.
- The Library charges a *non-refundable* fee of \$25 per exam proctoring session for proctoring services provided for residents who live outside of the Bethlehem Central School District. Payment of this fee *is due on the day of the scheduled exam and must be presented before the exam is administered.*

Guidelines:

- The Library will provide a reasonably quiet space for the administering of the exam, but patrons and the examining institution should be mindful that the Library is a public building, and therefore, complete privacy and quiet cannot be fully guaranteed.
- The Library cannot provide continuous supervision, but the proctor will check on the test-taker intermittently. Therefore, the examining institution should be aware that the test taker was operating on an honor system.
- The Library has the right to substitute a proctor in the event that the assigned proctor is unavailable.
- The test-taker may be returning the exam to a librarian other than the one who initially issued the exam.
- A test-taker who is a "no call or no show" may not be permitted to use the Library's proctoring services at a future date.
- The Library shall provide the test-taker and/or examining institution with the necessary contact information for delivery of the exam through mail, email, and/or fax.
- Library staff proctoring the exam will not sign an institution's proctor verification form attesting to more than the staff is able to do under guidelines set forth by the Library's policy.
- The Library will return completed exam as directed by the examining institution but is not responsible for any costs associated with mailing or returning the exam.

- The Library will not retain copies of any completed exams.
- If a test taker does not attend the scheduled proctoring session, the Library shall hold uncompleted exams for two weeks or until the examining institution's deadline, whichever comes first. The exam shall be returned to the institution or destroyed.
- The Library shall not be responsible for any exam once it leaves the Library's possession.
- The Library shall not be responsible for exams that are interrupted or delayed by Library emergencies, power failure, inclement weather, and/or computer hardware or software failures.

Responsibilities of the exam taker:

- To submit the Library's proctoring application by the deadline indicated in this policy and agree to Bethlehem Public Library's exam proctoring policy.
- To verify that the examining institution's proctoring guidelines meet all of the requirements set forth in this policy.
- To coordinate the transfer of the exam from the examining institution to the Library and to verify that the exam has been received by the Library at least one week prior to the date of the administration of the exam.
- To obtain any exam guidelines, instructions, and any pre-exam requirements from the examining institution and submit these to the Library at least one week prior to the date of the administration of the exam.
- To arrive promptly at the date and time scheduled for the proctoring of the exam. If the test-taker is late, the Library cannot guarantee a proctor will be available for the administration of the exam.
- To contact the Library at least one hour prior to the scheduled exam time if unable to make the scheduled proctoring session.
- To come prepared with necessary supplies to take the exam. Provide a valid driver's license or photo ID for verification, as well as any other credentials required by the examining institution.
- To take the exam on the honor system. Arrive with a personal lap top and any software needed for the exam, if the exam is approved by the examining institution to be taken on such a device.
- To provide any necessary postage and materials needed to return the exam to the examining institution if not provided by said institution.

Responsibilities of the Examining Institution:

- Be aware of and agree to the guidelines set forth in the Library's exam proctoring policy.
- To contact the assigned Library proctor by email or phone prior to the date and time of the scheduled proctoring session in order to verify credibility and testing requirements.
- To inform the test-taker on any exam guidelines, instructions, and any pre-exam requirements.