



**Board of Trustees Informational Meeting  
Monday August 14, 2023 6:00 pm  
Community Room**

This meeting will be held in person in the Board Room  
Watch here: <https://www.youtube.com/@bethlehempubliclibrary9609>

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

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

### Agenda

- Public participation
- **Architect's presentation (also p. 2-6)**
- Financial report (p. 18-30)
  - Treasurer's update (p. 18)
- Director's report (p. 32-39)
- UHLS report
- New business
  - Committee appointments (p. 40)
  - Automated materials handling/RFID presentation (p. 41-46)
  - T-shirt marketing proposal (p. 47)
  - Public Services reorganization proposal (p. 48-53)
  - Year-end statistics presentation
  - Other new business
- Old business
  - Geotechnical survey – update
  - Plaza entry – update (p. 54-56)
  - Policy Committee update
    - Gifts, Memorials, Bequests, and Naming Opportunities policy – preview (p. 60-63)
  - Other old business
- Future business
  - Director evaluation timeline and process (p. 64-75)
- Public participation
  - Next board meeting: September 11<sup>th</sup>, 2023 6:00 pm
  - Next Friends of the Library meeting: August 21<sup>st</sup>, 2023 6:30 pm

# BETHLEHEM PUBLIC LIBRARY

## COMMUNITY ADDITION MEETING SPACES BOARD OF TRUSTEES REVIEW PACKAGE

Dear Board Member,

Thank you for your time and consideration as we look to come to a consensus regarding the Community Addition Meeting Space size. Once an option is selected, there will still be continued refinements and several opportunities to review further detailed options pertaining to the selected option.

Other aspects of the Library design will also continue to be refined and looked at with detailed options. Having this consensus regarding the Community Addition Meeting Space size now will allow the design team to continue to further the design with a more focused direction so that the options on other design elements can be better explored.

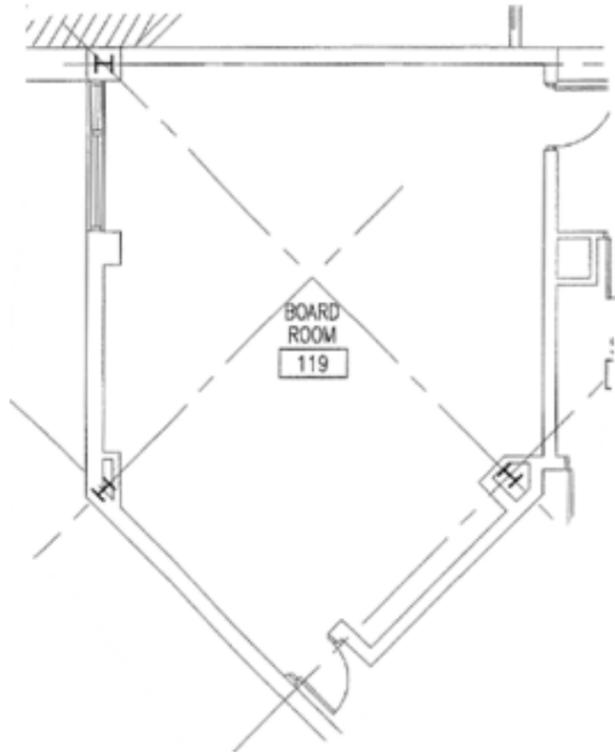
Thank you very much for your contribution and time!

Best, your Ashley McGraw team.

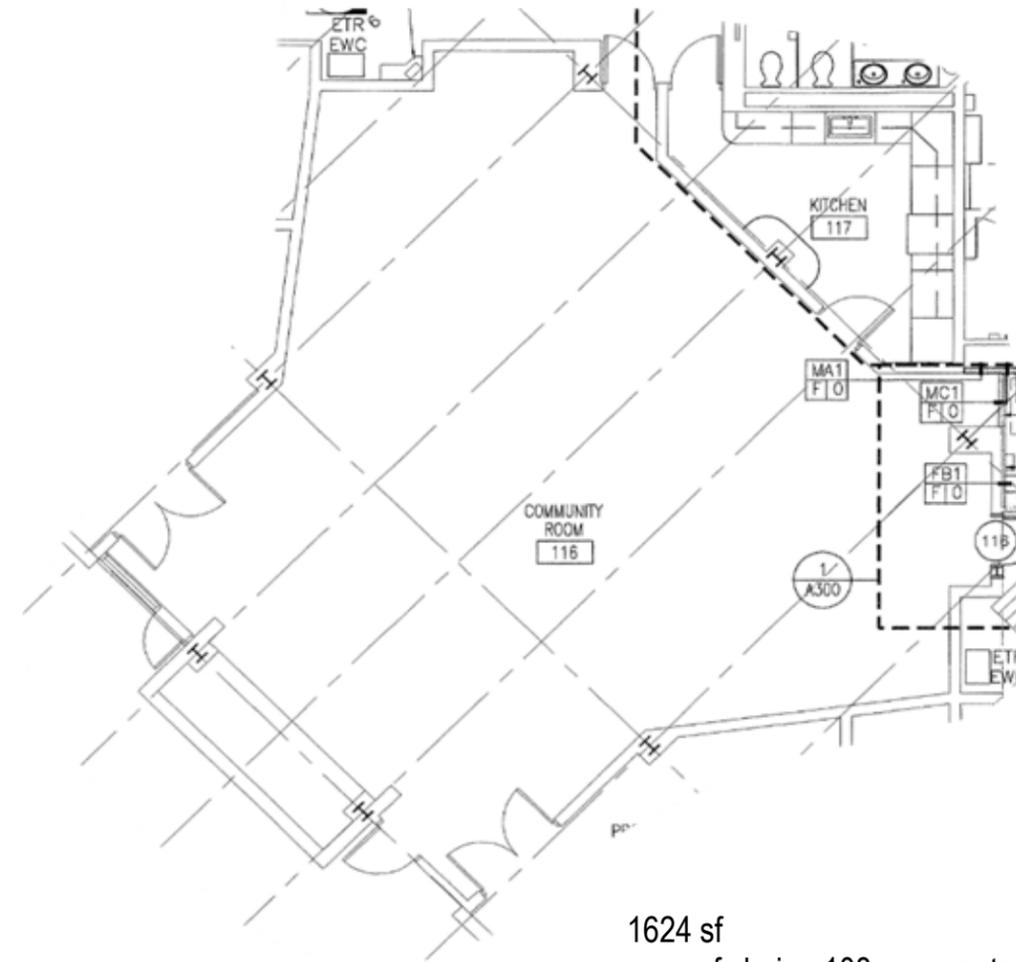


# Existing Community Spaces

Total meeting room space: 2186 sf



562 sf  
rows of chairs: 37 occupants  
tables & chairs: 22 occupants



1624 sf  
rows of chairs: 108 occupants  
tables & chairs: 62 occupants

# COMMUNITY ADDITION: OPT 1 - "SMALLER"

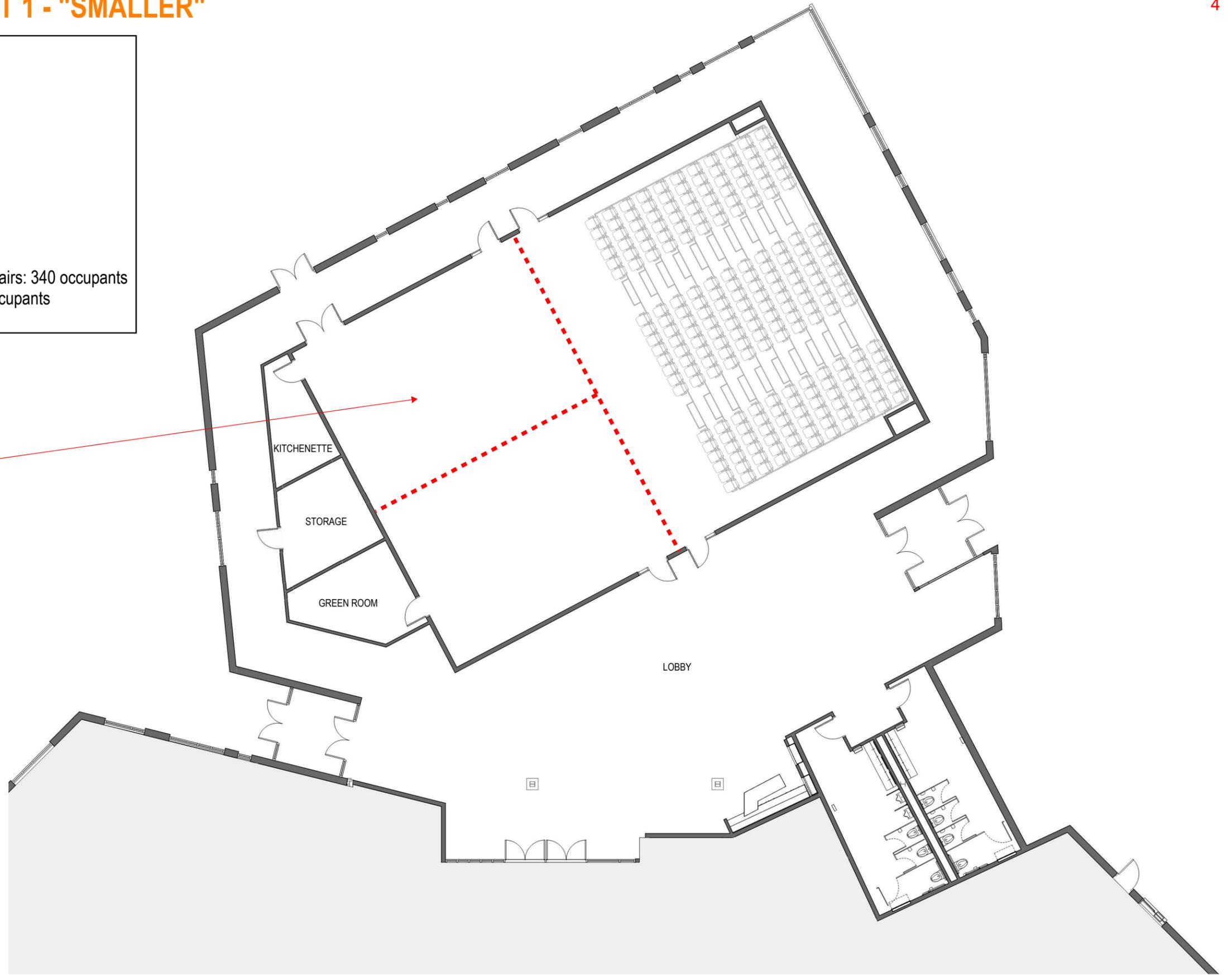
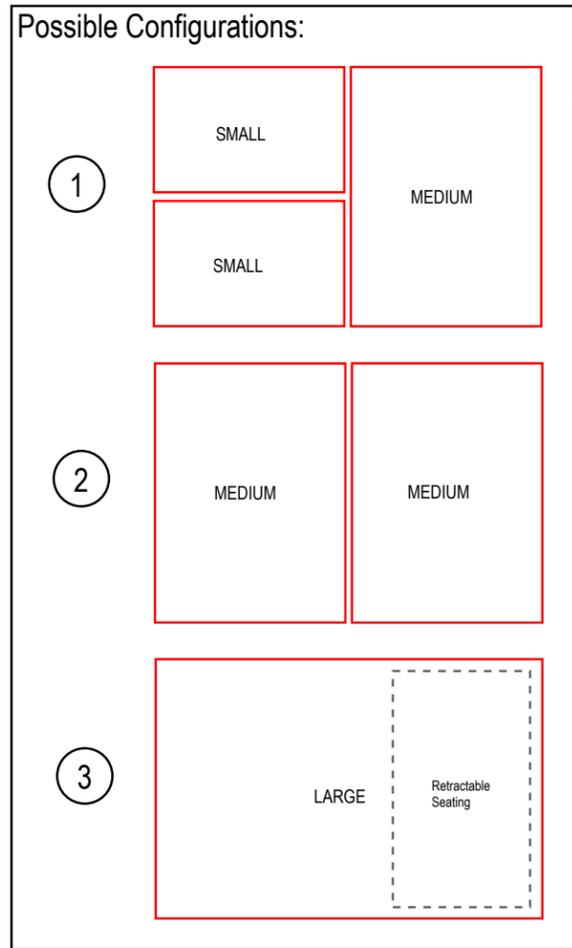
Total meeting room space: 3600 sf

Small: 900 sf  
 A) Rows of chairs: 60 occupants  
 B) Tables & chairs: 34 occupants

Medium: 1800 sf  
 A) Rows of chairs: 120 occupants  
 B) Tables & chairs: 68 occupants

Large: 3600 sf  
 A) Retractable seating for 220 + 120 in rows of chairs: 340 occupants  
 B) Rows of chairs (no retractable seating): 240 occupants  
 C) Tables & chairs: 136 occupants

----- Operable Partition



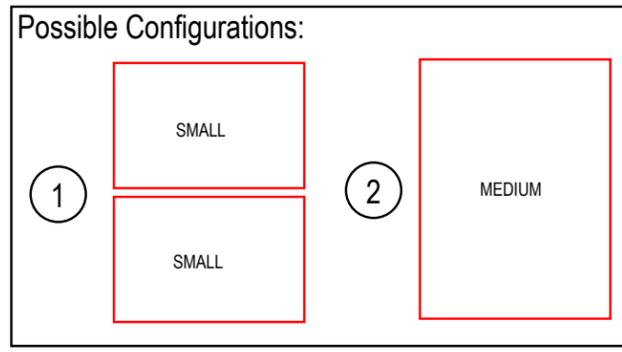
# COMMUNITY ADDITION: OPT 2 - "LARGER"

Total meeting room space: 5400 sf

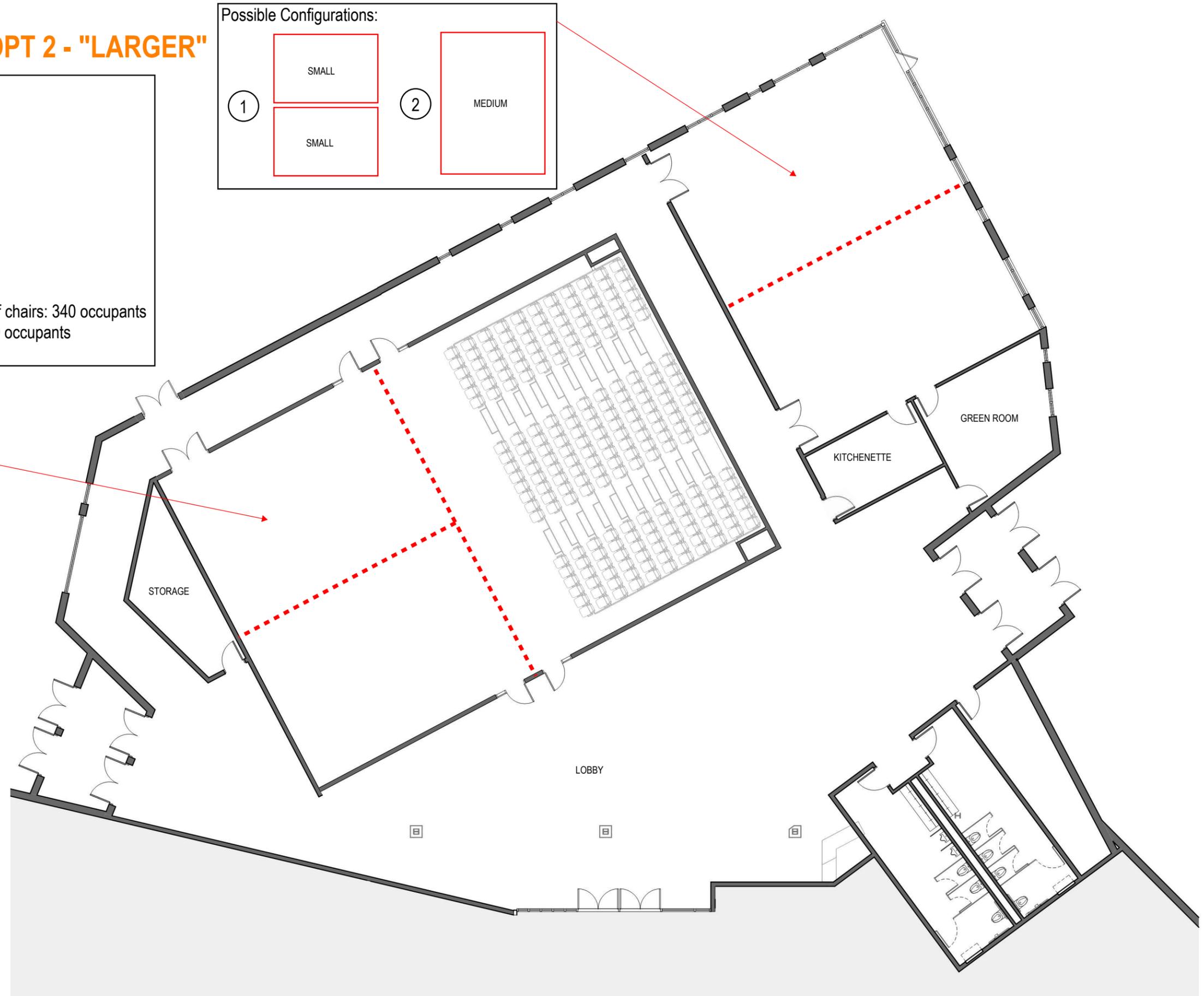
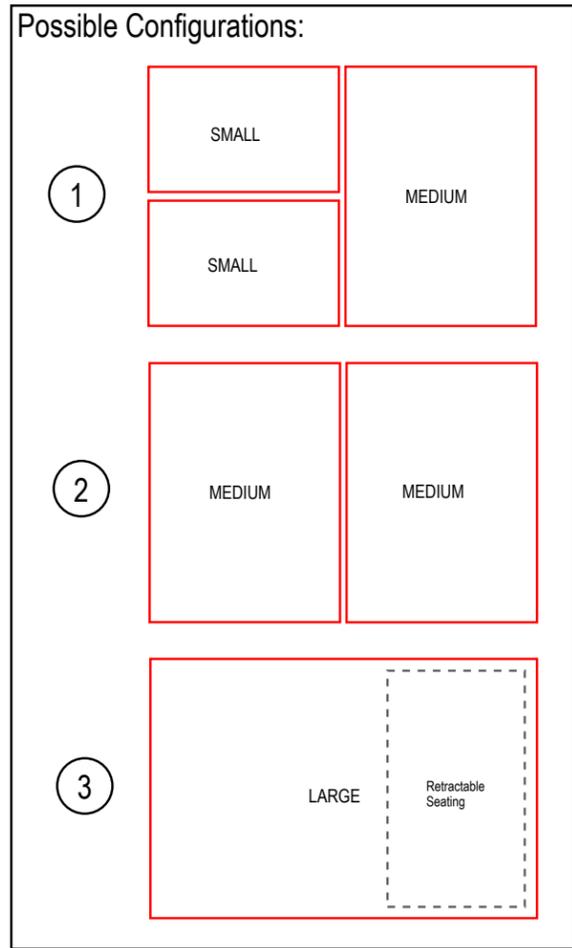
Small: 900 sf  
 A) Rows of chairs: 60 occupants  
 B) Tables & chairs: 34 occupants

Medium: 1800 sf  
 A) Rows of chairs: 120 occupants  
 B) Tables & chairs: 68 occupants

Large: 3600 sf  
 A) Retractable seating for 220 + 120 in rows of chairs: 340 occupants  
 B) Rows of chairs (no retractable seating): 240 occupants  
 C) Tables & chairs: 136 occupants



--- Operable Partition



QUESTION 1:  
Which Community Addition Meeting Space size option do you prefer? (circle one)  
OPT 1 - "SMALLER"                      OPT 2 - "LARGER"

QUESTION 2:  
Do you prefer having retractable seating or not? (circle one)  
Yes, retractable seating                      No retractable seating

QUESTION 3:  
Do you like the operable partition configuration on your preferred size option? (circle one)  
YES    NO

QUESTION 3A:  
If you responded NO to Question 3, please explain why or what configuration you would prefer.

COMMENTS:  
Please provide any comments, concerns, or questions you have regarding the Community Addition Meeting Spaces.

MINUTES OF THE BOARD OF TRUSTEES MEETING  
 BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**  
 Monday July 10, 2023

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

Geoffrey Kirkpatrick, director  
 Kristen Roberts, recording secretary

EXCUSED:

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

Marjorie Maniccia	Sean Garrity	Nicole Privitera
Laura DiBetta	Steve Simons	Lawrence Raab
Matt Lauricella	Ramona Stubbs	Robert Gianotti
Chris Kajano	Rob Stubbs	Deborah Gianotti
Tom Schnurr	Peter Corrigan	Erik Bice
Texanne Corrigan	Ron Swanson	Erin Rightmyer
Anthony Garaufis	Mike Iovine	Donna McMullen
Vistoria Haler	Maryann Landi-Zulto	Judy Rush
Paul Heiser	Gretchen Lena	Sara Lasher
Fran Royo	Dan Lena	Courtney Ryan
Elizabeth Floyd Mair	James McGaughn	Kisha Santiago
Earl Wallace	John Canning	Amanda Lefton
Thomas Chandler	Delta Coughlin	Ani Dowell Baum
Joann Palmer	Michele Dootz	Rev. Molly Dowell Baum
Donna McClyne	Tom Dootz	DD Dowell Baum
Cathy Comie	Tom Patterson	Nicole Correia
Heather Clarke	Stephen Dootz	Charlotte Correia
Jennifer Steuer	Seth Williams	Holly Crall
Meridith Wilsen	Krystal Williams	Steve Simons
Addy Miller	MaryGrace Dansereau	Theresa O'Neil
Rebecca Steuer	Anne Marie Mullin	Erin Bueller
Olivia Steuer	Rebecca Ross	Alan Gaughan
Laura Cooper	David Ross	Jessica Gaughan
Bill Keleher	Ellen Roberts	Barbara Urldrain
Michele Keleher	Kelly Goertz	

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

#### TRUSTEES OATHS OF OFFICE

M. Walsh administered the oath of office to trustees-elect M. Kissinger. M. Kissinger administered the oath of office to C. Brancatella.

#### ELECTION OF BOARD OFFICERS

C. Brancatella said that she and S. Patterson believed the best path forward for the board would be to maintain current slate of officers, considering the agenda in the year ahead. She thanked M. Kissinger for the significant time commitment he makes as president. C. Brancatella said there are many other roles on the board that require time and asked the trustees to think about where they might be able to contribute.

The slate of officers proposed for 2023-24:

- President: Mark Kissinger
- Vice President: Michelle Walsh
- Vice President: Charmaine Wijeyesinghe
- Secretary: Caroline Brancatella
- UHLS representative: Lisa Scoons
- Board treasurer: Shari Whiting

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board unanimously accepted the 2023-24 officer slate as presented.

#### PUBLIC PARTICIPATION

M. Kissinger said the public participation policy allows for a maximum statement of three minutes from each individual.

- Bill Keleher of Slingerlands said he has been a library patron for 50 years. He asked the library to reconsider Drag Story Hour because he believes it sexualizes and confuses children.
- Steve Simons of Bethlehem said he is a former school psychologist and he believes the event is not appropriate for the malleable brains of young people.
- Michelle Keleher said she felt like the library was trying to promote an agenda and acclimate children to trans ideology. She asked for it to be canceled.
- Elizabeth Floyd Mair of Guilderland said she has always tried to show her child how rich and varied the world is. She said the story hour is not a strip show and individuals should stay home if it doesn't appeal to them.
- Anthony said he lives and pay taxes in Bethlehem, and he is in favor of diverse library programming like drag story hour. He said he would have appreciated more gender expansive role models when young.
- Tom Schnurr, a library patron and resident of Delmar, thanked the staff for planning the event. He noted that there are 20 events at the library in the month of July so everyone can choose an event that's right for them. US constitution freedom of expression. Keep this event on.

- Fran Royo, a Bethlehem resident and former school librarian, objected to drag story hour and said it was dividing the town. She explained how individuals could file a formal request for reconsideration with the library.
- An unnamed speaker said that drag is as offensive as blackface.
- Earl Wallace, pastor of Liberty Christian Church in Albany, said he opposed drag story because it goes against his right to Christian speech.
- Kelly Goertz of Glenmont asked the board who was behind the decision to hold the event and who endorsed it.
- Delta Coughlin said, as grandmother, she felt drag story hour appropriate for children. She held images printed from the story reader's personal Instagram page.
- Lawrence Raab, a Bethlehem resident, said he believes drag is inherently sexual and could sow confusion in children. He asked the board to reconsider the program.
- Jennifer, of Bethlehem, said children denied freedom of expression higher rate of suicide. As a gay mom, she thanked library for the program and providing representation for her family.
- Chris Kajano, executive pastor of Kings Chapel, said he loves the library, but drag is a danger and engineered to cause confusion about gender. He asked the board to cancel the program.
- Paul Heiser, a Bethlehem resident, said he doesn't see a good reason for the event, and such things would give the town a reputation.
- Rebecca Ross, who raised children in Bethlehem, said she was speaking for the young people in the community when she asked why a drag queen wanted to read to children in the first place.

After a brief disruption, C. Brancatella said that trustees wanted to hear what people had to say, and she asked people to be respectful of one another and the speaking time limits.

- John Canning, a Bethlehem resident, asked whether the selection of books had any inappropriate content for children. He said constant exposure to sexual themes harms children and he was opposed to the story hour.
- James McLaughn, of Slingerlands, said he has spent many years at the library studying, tutoring and holding meetings, and the library has been and neutral no partisan place. He said drag story hour is shocking and predatory. He asked the board to cancel it.
- Gretchen Lena said she has raised two daughters in Bethlehem and called drag story hour predatory and confusing to children.
- Jennifer Steuer, of Albany, said drag story hour helps children see the variety of people that make up their community. She said when her children were younger, they would all play dress up, including her son, and it never was an issue.
- Sean Garrity, of Bethlehem, said he was against exposing youth to these idea embodied by a drag story hour and asked the board to reconsider the program.
- Heather Clarke, a resident of Delmar, said LGBTQ+ people deserve to be represented.
- Ellen Roberts, retired elementary teacher and mother, said she objects to drag story hour. She said the event normalizes the grooming of children and makes a mockery of women.
- Matt Lauricella said he supports the drag story hour and that many people speaking out against it had no idea of the actual content and were promoting hatred and fear of people who different. He said drag is not inherently sexual or adult and has long been a part of our history and culture.
- Olivia Steuer, of Albany, said she grew up dressing as anything she wanted, and has been to drag shows and Pride events and has never felt sexualized at them.
- Texanne Corrigan said she felt the board was determined to stage a spectacle that would polarize the community, and that such an event goes against the board's long-range plan.
- Bob Gianotti, of Glenmont, objected to drag story hour as being harmful to children and asked why it wasn't put to a community vote.

- Laura DiBetta, a Delmar resident with a fourth grader, thanked the board for the event and said it promotes inclusivity. She said past events in Albany have had huge turnouts of more than 200 people. She said those who think it is a great way to expose to positive queer role models should be allowed to decide for themselves.
- Erin Bueller, of Delmar, said people have a right to free speech but many are misunderstanding the First Amendment. She said she supports drag story hour, and everyone has the freedom of speech and separation of church and state.
- Donna McMullen, a Bethlehem mother of seven, said it's an illogical program requested by parents, not children. She said the library should learn from the lessons of Bud Light and Target.
- Kisha Santiago, of Delmar, said that as a queer parent of two, she thanks the library for creating a welcome environment for families like hers. She said she has attended other drag story hours and they are not places of sexualization and grooming.
- Amanda Lefton, who just moved to Delmar earlier that week, thanked the board for holding a program that embraces inclusivity and said it is benefit for community.
- Jessica Gaughan, a mother of two small children, asked the board to rethink the event. She said she didn't believe it benefited children and if there were other story times planned with Judeo-Christian or nuclear family values.
- Courtney, a homeowner in Delmar and parent of a 4- and 7-year-old, said that gender messaging is already everywhere and a drag story hour lets children know that it's OK to dress as they want. She said drag does not equate smuttiness, and drag story hours are age-appropriate.
- Nicole Privitera, an education specialist who lives in Delmar with four young children, said she supports drag hour because it exposes children to the "mirrors and windows" of different experiences.
- Ani Dowell Baum, 8, asked the library to please not cancel drag story hour.
- Rev. Molly Dowell Baum, youth director at First Presbyterian Church in Albany, is the parent of two children, one who is exploring gender. She said children start understanding their own identity around ages 3 to 5. She supported drag story hours because it provide more representation.
- DD Dowell Baum, 10, said drag is important way to express one's feelings, along with singing and dancing and being yourself. They said it can be inspiring to younger kids.
- Eric Bice, of Delmar, said drag story hour comes down to freedom and allowing parents to make their own choices. He said it was not OK for people to take that right away others.
- Ellen Kelly-Lind, of Delmar, said she is a church going gospel Christian and she supports drag story hour. She said drag story hours are not drag shows, and one of the most prominent national drag queens is a Bethlehem graduate.
- Mike Iovine, who lives in Slingerlands with his 5- and 7-year old daughters, asked if a background check had been done on the performer. He asked if there were plans to hold a rabbi or priest story hour.
- Alex Steuer, of Albany, said drag story hour is an incredibly import educational opportunity to let kids know that it is OK to live their lives as themselves.
- Seth Williams, of Delmar, said he is a foster and adoptive parent and has seen a lot of innocence lost in children. He said he is concerned about the loss of innocence with a drag story hour.
- Tom Dootz, of Feura Bush, said drag story hour is a slippery slope and could lead to children being vulnerable to sex trafficking.
- Rob Stubbs, from Glenmont, said he is opposed to the story hour and asked if the library would cover the cost of counseling if a vulnerable child were harmed by it.
- Sara Lasher, who grew up in Bethlehem, said she didn't think anyone would have a problem if she dressed up in formal men's clothing and read to children, but people are opposed if it is the other way around.
- Addy Miller, of Albany, spoke in favor of drag story hour.

- Meridith Wilsen, of Albany, shared picture of Noelle dressed as a princess at a previous story hour. She said little kids like to dress up, and people who equate drag and LGBTQ+ people as people who are trying to endanger children are wrong.
- Marjorie Maniccia, a Bethlehem resident for 30 years, thanked the library for holding the drag story hour. She said those who don't want to go don't have to attend, but she will be taking time off from work to go.
- Holly Crall, of New Scotland, said she doesn't believe drag story hours belong in the public sector.
- Dan Lena, of Singerlands, said drag story hour should not be allowed.
- Maryann Landi-Zulo said the Bible prohibits activities like drag story hour.

## COMMITTEE APPOINTMENTS

M. Kissinger recommended carrying over the current committee appointments until it could be discussed at the next meeting. C. Brancatella said she would like to volunteer for the policy committee. C. Wijeyesinghe said that she was interested in leaving the building committee. The committees remained as follows:

### Finance

- M. Walsh
- M. Kissinger (ex officio)

### Nominating (as needed)

- S. Patterson
- C. Brancatella

### Policy

- C. Wijeyesinghe
- L. Scoons
- M. Kissinger (ex officio)

### Building

- C. Wijeyesinghe
- M. Kissinger (ex officio)

### Personnel

- S. Patterson
- C. Wijeyesinghe
- L. Scoons
- M. Kissinger (ex officio)

### Collective bargaining (as needed)

- L. Scoons
- C. Brancatella

## BOARD ANNUAL AUTHORIZATIONS

C. Wijeyesinghe noted for public record that the authorization for services needs to be approved by the board every year.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved the 2023-24 authorizations as presented.

#### BOARD MEETINGS/HOLIDAYS AND CLOSINGS

L. Scoons asked why a meeting date for the third week in July was being proposed. G. Kirkpatrick said it would allow staff more time to get everything prepared following the fiscal year rollover. M. Walsh asked if the November meeting could be moved to Tuesday since Monday falls on Veterans Day.

On a MOTION by C. Brancatella with a SECOND by M. Walsh, the board voted unanimously to adopt the amended board meeting schedule (with the November meeting held on a Tuesday) for 2024.

On a MOTION by C. Brancatella with a SECOND by M. Walsh, the board voted unanimously to adopt the holidays and closings schedule for 2024.

#### ANNUAL ETHICS/CONFLICT OF INTEREST STATEMENT

Ethics statements were distributed to the trustees for signing and will be filed in the public record. C. Wijeyesinghe said she would be proposing an amendment to the text at the next meeting.

#### MINUTES

Minutes of the 13 June 2023 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by S. Patterson.

#### FINANCIAL REPORT

##### *Treasurer's update*

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

- C. Wijeyesinghe said she appreciated all of the Finance Committee's work to maximize interest earnings.
- M. Walsh said it will be nice to have a small budget surplus as the library heads into a capital project.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 June 2023 (Checks disbursed in June 2023 based on pre-approval \$61,328.50; Checks disbursed in June 2023 relating to payroll \$199,201.96; Checks being submitted for approval \$194,659.62; CapProject Fund/Hand-Drawn Checks \$79,502.31; Total: \$534,692.39).

#### PERSONNEL REPORT

G. Kirkpatrick said the library is requesting to backfill a full-time librarian position due to the upcoming retirement of M. Farley. C. Wijeyesinghe asked if the library had a presence at area career fairs to talk about jobs at the library.

On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board unanimously voted on the following actions:

- Librarian 1, full-time, permanent, 35 hours/week, \$58,306/annual or per contract

#### DIRECTOR'S REPORT

The board noted the director's report.

#### UHLS BOARD UPDATE

L. Scoons said the UHLS board would be meeting that Wednesday.

#### NEW BUSINESS

##### *Architect's presentation*

The architect's presentation was postponed.

##### *Other new business*

On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board unanimously passed a resolution of recognition honoring former board member H. Narang for his 10 years of service.

#### OLD BUSINESS

##### *Plaza entry –update*

G. Kirkpatrick said he was still waiting on a couple of estimates from highway department.

##### *Policy Committee update*

- Internet Policy – second read,

On a MOTION by C. Brancatella, with a SECOND by L. Scoons, the board unanimously adopted the proposed updates to the library's Internet Policy.

C. Wijeyesinghe said board members would likely be getting a preview copy of the Gifts, Memorials, Bequests, and Naming Opportunities Policy between now and August.

##### *Other old business*

G. Kirkpatrick said he met with BCSD chief business and financial officer to discuss the MOU between the library and the school district regarding PILOT income. The MOU is currently being reviewed by the library's attorney. It will be voted on by both the library board and school board at a later date.

The library has received a request from patron about sponsoring a memorial program series. G. Kirkpatrick said a policy regarding that type of gift is in the works, and he would be reaching out when it is done.

## FUTURE BUSINESS

### *Director evaluation timeline and process*

C. Wijeyesinghe shared a timeline for the evaluation process and ask trustees to look it over and let her know if there are any changes.

## PUBLIC PARTICIPATION

The following comments were submitted via e-mail:

- Laura Rabinow called drag an art form.
- Gianna Aiezza wrote that she supports the library's planned drag story hour.
- Barb Riegel applauded the library for bringing in diverse programs like drag story hour
- Sara Bickersmith commended the library for offering programs that support the LGBTQ+ community.
- Megan Singh thanked the library for representing diverse perspectives and experiences.
- Katelynn Carroll said drag story hour fosters a love of literacy.
- Robin Sutor said she supports drag story and hopes it doesn't get canceled.
- Nancy Hauss said she fully supports drag story hour.
- Caren Kennedy wrote in support of the story hour.
- Willow Baer said it was a relief to know that the library is inclusive.

G. Kirkpatrick said that he had received an appeal to his decision on a request for reconsideration regarding Drag Story Hour.

On a MOTION by M. Kissinger with a SECOND by C. Wijeyesinghe, the board entered into executive session at 8:28pm for the purpose of discussing the employment history of a specific individual.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board voted to adjourn the executive session at 9:42pm.

## ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board adjourned the regular meeting at 9:42pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**  
Wednesday July 12, 2023

PRESENT: Caroline Brancatella  
Mark Kissinger  
Lisa Scoons  
Michelle Walsh  
Charmaine Wijeyesinghe  
  
Geoffrey Kirkpatrick, director

EXCUSED: Sarah Patterson

GUESTS: Fran Royo and guest

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

CONSIDERATION OF APPEAL TO RECONSIDERATION OF RESOURCES DECISION

M Kissinger noted that there was an active appeal before the board about a program being held at the library. The question was whether to overturn G. Kirkpatrick's decision to deny the request to reconsider the drag story hour scheduled for the following day. C. Wijeyesinghe asked which policies were involved with making the decision. G. Kirkpatrick said it cover the collection development policy and programming policy.

G. Kirkpatrick said he has a reasonable time to respond to a request, and his decision can be appealed. While trustees have 60 days to review the appeal, G. Kirkpatrick thanked them for expediting the process in the interest of a timely decision.

M. Kissinger explained what the board would be voting on, and what a yay or nay vote would mean.

C. Brancatella emphasized that the board did not have to consider an untimely appeal but chose to do so in the interest of transparency. She said she would be voting in favor of denying the appeal for the following reasons:

- The program was requested by the community and has been a success at other libraries locally and nationally.
- Many of those who expressed anger about the program did so based on Christian beliefs, and while she respects those beliefs, she doesn't believe decisions about library programming should be made violation of the establishment clause of the constitution.
- She said the board has upheld the free speech clause by allowing ample opportunities for the public to share their views and respecting an individual's decision to attend or not to attend.

- She has heard from some people who have said the program provides visibility and representation of them and their families.
- She said she personally supports the LGBTQ+ community and hopes the library continues to incorporate more queer concerns in its programming and collection.

C. Wijeyesinghe said she has experience in evaluating appeals and judges them mainly in three areas:

- Did the director and staff plan the program in accordance with the library's stated goals and policies? C. Wijeyesinghe said she believes they did and that it is not the role of the board to direct programming or put those up for public vote but instead to rely on professional expertise of staff.
- Did the director follow establish procedures. Yes he did.
- There was no new evidence or data presented in the appeal, thus she finds no merit to the appeal.

She said the community has shared that the program in question does fill a need, and people can choose not to attend. She added that she hopes the program is successful and attendees enjoy themselves and conduct themselves appropriately.

She noted that board members signed an ethics statement on Monday that says trustees have the utmost responsibility to support director and staff to uphold uncensored access to programs and materials.

M. Walsh's written statement, which was read at the meeting, is below.

I want to recognize the large amount of public input we received against this program but that we received only one official request for an appeal, which we are voting on tonight.

I happen to agree with parts of this appeal that the library is courting controversy with this program. My concern is that very young children may be exposed to very angry adults, on both sides of this issue.

It is my opinion there are myriad ways the library could have promoted diversity and acceptance without involving our very youngest patrons.

I do not believe a toddler is going to glean diversity training from this exercise as proponents suggest. Nor do I believe a toddler is going to be sexualized by seeing a person in a costume. Drag Story Hour is theater that happens to have its roots in gay culture.

My concern for toddlers and picket lines is very real. The library could have chosen a different program to support diversity. That said, our library's collection—for years now—has included LGBTQ+ content and materials. Each patron decides which materials they would like to check out. If a patron does not want their child exposed to Drag Story Hour, they make the choice not to attend.

So while I disagree with this program being the one selected to encourage diversity, I don't believe we should prevent those who want to participate from doing so. I vote to deny the appeal but I strongly encourage the library to ensure this program proceeds safely.

M. Kissinger thanked the public for coming to Monday's meeting and said he would love to see the same level of interest in library happenings moving forward. He thanked the staff for bringing the program to the library and said it was brave of them. He asked the community to be respectful on the day of the program, and he urged library staff to continue to think of ways future programs can support diversity and acceptance within the community.

L. Scoons said she agreed with what had been expressed already by the board. She said she supports the independence and autonomy of library staff when it comes to programming. She believes that the program support the library's Long Range Planning goals as well as the summer reading theme. She said future program highlighting diversity is something the library needs to pay more attention to.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board voted unanimously to deny the appeal to G. Kirkpatrick's decision on the Request for Reconsideration of Drag Story Hour on July 13, 2023.

#### ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board adjourned the regular meeting at 6:20pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

## Treasurer's Report

August 2023

### Revenue and Expense Report

One month into the new fiscal year, and as you can see, there is not a lot of activity, other than contractually obligated expenses. We have received about 88% of state aid. The remainder is typically received in November.

Also included is a final report for FY 2023, explaining the variances to the budget. There have been a few year-end adjustments and there may be one or two more once the auditors complete their field work. They will be at the library on August 24 and 25 for preliminary field work and September 11-15 for the audit.

### Adjusted Budget

The budget has been adjusted to reflect the negotiated salary increase per the new contract with the Union. The net effect of the increase versus what was originally included in the budget is \$74,410. However, due to a librarian retirement, that salary line has been adjusted to reflect the replacement salary, so the net change to the budget is \$44,176.

Sharon Whiting CPA  
District Library Treasurer

## BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT  
EXPLANATION OF VARIANCES

## FISCAL YEAR 2022-2023

	ANNUAL BUDGET	ACTUAL	DOLLAR VARIANCE	PERCENT VARIANCE	EXPLANATION
REVENUE	2022-2023	2022-2023			
Real Property Taxes	4,308,076	4,308,564	488	0.01%	
PILOT	227,724	233,871	6,147	2.70%	
Fines	2,000	2,699	699	34.97%	
Interest on Deposits	6,000	114,960	108,960	1816.01%	Interest rates climbed to 5%
Lost Book Payments, Book sales	2,500	10,133	7,633	305.31%	
Gifts and Donations, Misc	3,500	10,600	7,100	202.86%	
Photocopier	6,500	9,170	2,670	76.28%	
State Aid	24,500	25,309	809	12.45%	
Miscellaneous Income	-	1,016	1,016	-	
Total Revenue	4,580,800	4,716,322	135,522	2.96%	
<b>EXPENSES</b>					
Salaries	2,444,929	2,317,314	127,615	5.22%	Vaccancies, position chgs from FT to PT
Retirement	237,333	232,558	4,775	2.01%	
Health Insurance	364,700	357,684	7,016	1.92%	
Other Benefits	219,538	191,379	28,159	12.83%	
Subtotal Salaries & Benefits	3,266,500	3,098,935	167,565	5.13%	
Library Materials - Print	290,000	226,557	63,443		Supply chain issues for print materials
Library Materials - Electronic & Audio	296,000	318,730	(22,730)		
Subtotal Library Materials	586,000	545,287	40,713	6.95%	
Operations	593,300	557,938	35,362	5.96%	F&E, repairs, custodial and office supplies
Capital Expenditures	100,000	18,801	81,199	81.20%	Savings for future capital projects
Contingency	35,000	-	35,000	100.00%	Did not use contingency
Total Expenses	4,580,800	4,220,961	359,839	7.86%	
Net Surplus (Deficit)	-	495,361	495,361		
<b>Adjustments</b>					
PR Accrual		(15,466)			
Adj accrued retirement		(11,970)			
Adj interest income		3,826			
Encumbrance adj					
Net income- projected		471,751			

**Bethlehem Public Library**  
**Final Adjusted Budget**  
**2023 - 2024**

<b>EXPENSES</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>% Change</b>	<b>Notes</b>
	<b>Approved Budget</b>	<b>Adjustments</b>	<b>Adjusted Budget</b>		
<b>Salaries &amp; Benefits</b>					
-150 Librarians	\$1,177,151	\$1,209	\$1,178,360	0.10%	Includes adj for replacement of librarian due to retirement
-160 Support Staff	\$1,155,651	\$34,412	\$1,190,063	2.98%	Includes adj for PT to FT equivalent
-170 Custodians	\$173,424	\$5,416	\$178,840	3.12%	
-200 Retirement	\$280,440	-	\$280,440	0.00%	
-210 Soc Sec/Medicare	\$191,726	\$3,139	\$194,865	1.64%	
-220 Worker's Comp	\$20,000	-	\$20,000	0.00%	
-230 Unemp. Insurance	\$10,000	-	\$10,000	0.00%	
-240 Health Insurance	\$399,300	(\$27,000)	\$372,300	-6.76%	
-250 Disability Insurance	\$2,500	-	\$2,500	0.00%	
<b>Total-Salaries &amp; Benefits</b>	<b>\$3,410,192</b>	<b>\$17,176</b>	<b>\$3,427,368</b>	<b>0.50%</b>	
<b>Library Materials</b>					
-300 Books	\$171,000	-	\$171,000	0.00%	
-305 Audio Books (physical)	\$20,000	-	\$20,000	-13.04%	
-307 E-collections	\$196,000	-	\$196,000	0.00%	
-310 Electronic Resources	\$31,000	-	\$31,000	14.81%	
-313 Periodicals	\$21,000	-	\$21,000	10.53%	
-350 Children's Books	\$85,000	-	\$85,000	0.00%	
-355 Children's Audio Books	\$4,000	-	\$4,000	-20.00%	
-356 Children's Media	\$2,000	-	\$2,000	-60.00%	
-370 Special Collections	\$15,000	-	\$15,000	0.00%	
-380 Media	\$30,000	-	\$30,000	-25.00%	
<b>Total-Materials</b>	<b>\$575,000</b>	<b>-</b>	<b>\$575,000</b>	<b>-1.88%</b>	
<b>Operations</b>					
-400 Photocopiers/Supplies	\$15,000	-	\$15,000	0.00%	
-401 Office Supplies	\$20,000	(176)	\$19,824	0.00%	
-402 Custodial Supplies	\$20,000	-	\$20,000	-23.08%	
-403 Postage	\$22,000	-	\$22,000	10.00%	
-404 Printing & Marketing	\$35,000	-	\$35,000	0.00%	
-405 Van Operation	\$4,000	-	\$4,000	0.00%	
-420 Gas & Electric	\$75,000	-	\$75,000	15.38%	
-421 Telecomm & Cloud Services	\$24,000	-	\$24,000	71.43%	
-422 Water	\$3,000	-	\$3,000	0.00%	
-423 Taxes-Sewer & Water	\$3,400	-	\$3,400	0.00%	
-430 Refund of Real Property Taxes	\$5,000	-	\$5,000	-33.33%	
-450 Professional Services	\$30,000	-	\$30,000	0.00%	
-451 Contractual Services	\$50,000	-	\$50,000	11.11%	
-452 Insurance	\$30,000	-	\$30,000	3.45%	
-453 Bank Fees	\$1,400	-	\$1,400	0.00%	
-454 Travel & Conferences	\$3,500	-	\$3,500	16.67%	
-455 Memberships	\$3,000	-	\$3,000	0.00%	

## Bethlehem Public Library

## Final Adjusted Budget

2023 - 2024

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	2023-2024	2023-2024	2023-2024		
EXPENSES	Approved Budget	Adjustments	Adjusted Budget	% Change	Notes
-456 Special Programs	\$35,000	-	\$35,000	9.38%	
-460 Furniture & Equipment	\$30,000	-	\$30,000	-25.00%	
-461 IT Hardware & Software	\$50,000	-	\$50,000	19.05%	
-462 Building & Grounds Repairs	\$40,000	-	\$40,000	0.00%	
-463 Equipment/Furniture Repairs	\$2,000	-	\$2,000	0.00%	
-464 Miscellaneous	\$6,500	-	\$6,500	8.33%	
-481 Audit Services	\$24,000	-	\$24,000	0.00%	
-482 Accounting Services	\$20,000	-	\$20,000	-33.33%	
485 UHLAN Fees & Services	\$54,000	-	\$54,000	1.89%	
-490 Capital Expenditures	\$100,000	-	\$100,000	0.00%	
-495 Contingency	\$35,000	-	\$35,000	0.00%	
<b>Total-Operations</b>	<b>\$740,800</b>	<b>(176)</b>	<b>\$740,624</b>	<b>1.72%</b>	
<b>TOTAL EXPENSES</b>	<b>\$4,725,992</b>	<b>\$17,000</b>	<b>\$4,742,992</b>	<b>3.17%</b>	
<b>INCOME</b>					
PILOT	\$241,523	-	\$241,523	6.06%	
State Aid	\$26,000	-	\$26,000	6.12%	
Interest	\$35,000	\$17,000	\$52,000	483.33%	
Fines	\$3,000	-	\$3,000	50.00%	
Photocopiers	\$7,000	-	\$7,000	7.69%	
Lost book payments	\$7,500	-	\$7,500	-	
Gifts and donations	\$4,000	-	\$4,000	14.29%	
Miscellaneous	\$0	-	\$0	-	
<b>TOTAL INCOME</b>	<b>\$324,023</b>	<b>\$17,000</b>	<b>\$341,023</b>	<b>18.81%</b>	
<b>Total Expenses</b>	<b>\$4,725,992</b>	<b>\$17,000</b>	<b>\$4,742,992</b>	<b>3.17%</b>	
<b>Total Income</b>	<b>\$324,023</b>	<b>\$17,000</b>	<b>\$341,023</b>	<b>18.81%</b>	
<b>Total Levy (expenses less income)</b>	<b>\$4,401,969</b>	<b>\$0</b>	<b>\$4,401,969</b>	<b>2.18%</b>	
<b>Actual expenses less income</b>					
<b>Surplus</b>					
<b>NYS Cap Limit- official</b>	<b>\$4,474,499</b>			<b>2.78%</b>	
<b>Unused Cap</b>	<b>\$72,530</b>				

## BETHLEHEM PUBLIC LIBRARY

## CASH &amp; INVESTMENTS SUMMARY

AS OF 7/31/23

	<b>BALANCE</b>					<b>BALANCE</b>
	<b>6/30/2023</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>EARNINGS</b>	<b>TRANSFERS</b>	<b>7/31/2023</b>
TD Bank General Fund	1,087,076.71	26,897.65	(297,197.29)	1,852.90	178,927.53	997,557.50
TD Bank Payroll	0.00		(131,072.47)	-	131,072.47	0.00
TD Bank Money Market	1,225,339.20	-		2,497.28	(300,000.00)	927,836.48
TD Bank Treasury Bill	1,033,194.84			4,171.23	-	1,037,366.07
TD Bank Capital Project Fund	293,556.82	-	(79,502.31)		-	214,054.51
TD Bank 6 mo. CD Opened 5/9/22	1,100,000.00					1,100,000.00
Key Bank Checking	13,182.36	1,860.77	(191.25)		(10,000.00)	4,851.88
<b>TOTAL:</b>	<b>4,752,349.93</b>	<b>28,758.42</b>	<b>(507,963.32)</b>	<b>8,521.41</b>	<b>-</b>	<b>4,281,666.44</b>

Checks outstanding greater than 90 days old:

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

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

## BETHLEHEM PUBLIC LIBRARY

## REVENUE &amp; EXPENSE REPORT

## 1 MONTHS ENDED 7/31/23

## FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 1 MO. ENDED 7/31/2023	Percent YTD 7/1/2023	ANNUAL BUDGET 2022-2023	YTD PRIOR 1 MO. ENDED 7/31/2022	Percent YTD 7/31/2022
Real Property Taxes	4,401,969	-	0.0%	4,308,076	-	0.0%
PILOT	241,523	-	0.0%	227,724	-	0.0%
Fines	3,000	280	9.3%	2,000	614	30.7%
Interest on Deposits	35,000	4,350	12.4%	6,000	964	16.1%
Lost Book Payments	7,500	1,082	14.4%	2,500	1,093	43.7%
Sale of Books	-	-	0.0%	-	-	0.0%
Gifts and Donations, Misc	4,000	536	13.4%	3,500	735	21.0%
Photocopier	7,000	855	12.2%	6,500	478	7.3%
State Aid	26,000	22,830	87.8%	24,500	-	0.0%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	200	0.0%	-	125	0.0%
<b>Total Revenue</b>	<b>4,725,992</b>	<b>30,132</b>	<b>0.6%</b>	<b>4,580,800</b>	<b>4,008</b>	<b>0.1%</b>
<b>EXPENSES</b>						
Salaries	2,506,226	185,751	7.4%	2,444,929	186,261	7.6%
Retirement	280,440	-	0.0%	237,333	-	0.0%
Health Insurance	399,300	27,976	7.0%	364,700	62,162	17.0%
Other Benefits	224,226	28,289	12.6%	219,538	32,285	14.7%
Subtotal Salaries & Benefits	3,410,192	242,015	7.1%	3,266,500	280,707	8.6%
Library Materials - Print	292,000	250	0.1%	290,000	-	0.0%
Library Materials - Electronic & Audio	283,000	16,809	5.9%	296,000	-	0.0%
Subtotal Library Material	575,000	17,059	3.0%	586,000	-	0.0%
Operations	605,800	50,300	8.3%	593,300	39,250	6.6%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-		35,000	-	
<b>Total Expenses</b>	<b>4,725,992</b>	<b>309,375</b>	<b>6.5%</b>	<b>4,580,800</b>	<b>319,958</b>	<b>7.0%</b>

## BETHLEHEM PUBLIC LIBRARY

## EXPENSES REPORT - DETAIL

1 MONTHS ENDED 7/31/23

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 1 MO. ENDED 7/31/2023	Percent YTD 7/1/2023	ANNUAL BUDGET 2022-2023	YTD PRIOR 1 MO. ENDED 7/31/2022	Percent YTD 7/31/2022
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,177,151	95,065.38	8.1%	1,174,134	92,983	7.9%
Salaries-Support Staff	1,155,651	77,289.70	6.7%	1,108,487	79,663	7.2%
Salaries-Custodians	173,424	13,395.51	7.7%	162,308	13,615	8.4%
<b>Subtotal Salaries</b>	<b>2,506,226</b>	<b>185,751</b>	<b>7.4%</b>	<b>2,444,929</b>	<b>186,261</b>	<b>7.6%</b>
Retirement	280,440	-	0.0%	237,333	-	0.0%
Health Ins.	399,300	27,976	7.0%	364,700	62,162	17.0%
SocSec/Medicare	191,726	13,560	7.1%	187,038	13,552	7.2%
Worker's Comp.	20,000	13,452	67.3%	20,000	16,656	83.3%
Unemployment	10,000	-	0.0%	10,000	-	0.0%
Disability Ins.	2,500	1,276	51.1%	2,500	2,077	83.1%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,410,192</b>	<b>242,015</b>	<b>7.1%</b>	<b>3,266,500</b>	<b>280,707</b>	<b>8.6%</b>
<b>Library Materials</b>						
Adult books	171,000	-	0.0%	171,000	-	0.0%
Periodicals	21,000	-	0.0%	19,000	-	0.0%
YS Books	85,000	-	0.0%	85,000	-	0.0%
Special Collections	15,000	250	1.7%	15,000	-	0.0%
<b>Subtotal Print Materials</b>	<b>292,000</b>	<b>250</b>	<b>0.1%</b>	<b>290,000</b>	<b>-</b>	<b>0.0%</b>
Audiobooks	20,000	-	0.0%	23,000	-	0.0%
E-Collections	196,000	10,225	5.2%	196,000	-	0.0%
Electronic Resources	31,000	6,500	21.0%	27,000	-	0.0%
YS Audiobooks	4,000	-	0.0%	5,000	-	0.0%
YS Media	2,000	84	4.2%	5,000	-	0.0%
AS Media	30,000	-	0.0%	40,000	-	0.0%
<b>Subtotal Electronic &amp; Audio</b>	<b>283,000</b>	<b>16,809</b>	<b>5.9%</b>	<b>296,000</b>	<b>-</b>	<b>0.0%</b>
<b>Subtotal Library Materials</b>	<b>575,000</b>	<b>17,059</b>	<b>3.0%</b>	<b>586,000</b>	<b>-</b>	<b>0.0%</b>
<b>Operations</b>						
Copiers and supplies	15,000	-	0.0%	15,000	-	0.0%
Office supplies	20,000	-	0.0%	20,000	(2,352)	-11.8%
Custodial supplies	20,000	-	0.0%	26,000	-	0.0%
Postage	22,000	1,500	6.8%	20,000	500	2.5%
Printing & Marketing	35,000	632	1.8%	35,000	(500)	-1.4%
Van lease & oper.	4,000	70	1.7%	4,000	35	0.9%
Gas and Electric	75,000	4,824	6.4%	65,000	7,478	11.5%
Telecommunications	24,000	654	2.7%	14,000	656	4.7%
Water	3,000	-	0.0%	3,000	-	0.0%
Taxes-sewer & water	3,400	-	0.0%	3,400	-	0.0%
Refund property taxes	5,000	-	0.0%	7,500	-	0.0%
Prof. Services	30,000	-	0.0%	30,000	-	0.0%
Contract Services	50,000	23	0.0%	45,000	70	0.2%
Insurance	30,000	1,647	5.5%	29,000	-	0.0%
Bank Fees	1,400	118	8.4%	1,400	105	7.5%
Travel/Conference	3,500	-	0.0%	3,000	-	0.0%
Memberships	3,000	-	0.0%	3,000	-	0.0%
Special Programs	35,000	7,682	21.9%	32,000	3,085	9.6%
Furniture & Equipment	30,000	-	0.0%	40,000	2,348	5.9%
IT Hardware & Software	50,000	141	0.3%	42,000	872	2.1%
Bld & Grnd. Repair	40,000	140	0.4%	40,000	42	0.1%
Furn/Equip Repair	2,000	-	0.0%	2,000	-	0.0%
Miscellaneous	6,500	116	1.8%	6,000	27	0.5%
Audit Service	24,000	-	0.0%	24,000	-	0.0%
Accounting Service	20,000	19,419	97.1%	30,000	14,183	47.3%
UHLAN fees	54,000	13,336	24.7%	53,000	12,701	24.0%
<b>Subtotal Operations</b>	<b>605,800</b>	<b>50,300</b>	<b>8.3%</b>	<b>593,300</b>	<b>39,250</b>	<b>6.6%</b>
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
<b>TOTAL</b>	<b>4,725,992</b>	<b>309,375</b>	<b>6.5%</b>	<b>4,580,800</b>	<b>319,958</b>	<b>7.0%</b>

**BETHLEHEM PUBLIC LIBRARY****DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JULY 2022 BASED ON PRE-APPROVAL	\$	43,008.93
CHECKS DISBURSED IN JULY 2022 RELATING TO PAYROLL	\$	190,601.21
CHECKS BEING SUBMITTED FOR APPROVAL	\$	81,748.39
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	56,726.80

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 1: PREAPPROVED (JUL 23) For Dates 7/1/2023 - 7/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41196	07/20/2023	412	**VOID** NORTHEAST INFORMATN SYST		-3,317.74
41273	07/05/2023	1424	AFLAC NEW YORK		220.04
41274	07/05/2023	1831	CDPHP UNIVERSAL BENEFITS, INC.		29,445.31
41275	07/05/2023	2395	CSEA EMPLOYEE BENEFIT FUND		192.13
41276	07/05/2023	1833	HIGHMARK BSNENY		981.91
41277	07/05/2023	720	MVP HEALTH PLAN, INC.		5,659.38
41278	07/05/2023	2061	UNITED HEALTHCARE INSURANCE CO		150.65
41355	07/07/2023	2420	AMAZON CAPITAL SERVICES INC	240039	84.00
41356	07/07/2023	1570	NATIONAL GRID		4,824.28
41359	07/13/2023	1040	ALBANY COUNTY CLERK	240046	10.00
41360	07/13/2023	2064	UNITED STATES TREASURY		69.00
41361	07/13/2023	2137	WEX BANK	240014	69.77
41363	07/20/2023	2426	JPMORGAN CHASE BANK NA	240047	1,065.27
41364	07/20/2023	412	NORTHEAST INFORMATN SYST		3,317.74
41365	07/20/2023	1607	VERIZON BUSINESS FIOS	240003	162.19
41378	07/31/2023	808	MICHAEL FARLEY		75.00
<b>Number of Transactions: 16</b>				<b>Warrant Total:</b>	<b>43,008.93</b>
				<b>Vendor Portion:</b>	<b>43,008.93</b>

### 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 - 3: TRUST & AGENCY (JUL 23) For Dates 7/1/2023 - 7/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41358	07/14/2023	712	CIVIL SERVICE EMPL ASSOC INC.		844.49
41362	07/28/2023	712	CIVIL SERVICE EMPL ASSOC INC.		844.49
100787	07/14/2023	709	BPL SPECIAL PAYROLL ACCOUNT		66,176.43
100788	07/14/2023	710	NYS INCOME TAX BUREAU		3,811.03
100789	07/14/2023	1946	IRS - PAYROLL TAX PMT		21,348.84
100790	07/14/2023	2003	NEW YORK STATE DEFERRED		2,288.94
100791	07/28/2023	709	BPL SPECIAL PAYROLL ACCOUNT		64,896.04
100792	07/28/2023	710	NYS INCOME TAX BUREAU		3,737.86
100793	07/28/2023	730	NYS EMPLOYEES RETIREMENT SYSTE		3,452.62
100794	07/28/2023	1946	IRS - PAYROLL TAX PMT		20,952.37
100795	07/28/2023	2003	NEW YORK STATE DEFERRED		2,248.10
<b>Number of Transactions: 11</b>				<b>Warrant Total:</b>	<b>190,601.21</b>
				<b>Vendor Portion:</b>	<b>190,601.21</b>

### 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 - 7: BILL SCHEDULE (AUG 23) For Dates 8/15/2023 - 8/15/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41380	08/15/2023	2099	4IMPRINT, INC.	230620	799.35
41381	08/15/2023	2420	AMAZON CAPITAL SERVICES INC	240059	5,407.07
41382	08/15/2023	61	AQUASCAPE DESIGNS LLC	240065	82.99
41383	08/15/2023	77	BAKER & TAYLOR , INC.	*See Detail Report	41,434.49
41384	08/15/2023	1186	BAKER AND TAYLOR ENTERTAINMENT	230619	124.45
41385	08/15/2023	997	BOND, SCHOENECK & KING, INC.	240062	750.00
41386	08/15/2023	2342	BOOK DEPOT	240038	283.05
41387	08/15/2023	2440	COLEEN M. PARATORE	230530	300.00
41388	08/15/2023	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	240005	288.09
41389	08/15/2023	2428	DANIEL MAY	240001	40.00
41390	08/15/2023	1220	DEMCO, INC	240040	557.30
41391	08/15/2023	1463	EAST GREENBUSH COMM LIBRARY	240069	50.00
41392	08/15/2023	1991	EASTERN MANAGED PRINT NETWORK LLC	240007	808.06
41393	08/15/2023	2118	FASNY MUSEUM OF FIREFIGHTING	240080	100.00
41394	08/15/2023	1264	FENIMORE ART MUSEUM SHOP	240074	135.00
41395	08/15/2023	1986	FIRSTLIGHT FIBER	240008	191.10
41396	08/15/2023	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	50.89
41397	08/15/2023	2322	KANOPY INC.	240016	1,313.00
41398	08/15/2023	1155	LAKESHORE LEARNING MATERIALS	240064	31.98
41399	08/15/2023	2201	LANE PRESS OF ALBANY	240083	4,050.00
41400	08/15/2023	2048	MAKERBOT INDUSTRIES	240057	79.50
41401	08/15/2023	1024	MIDWEST TAPE LLC	*See Detail Report	9,885.28
41402	08/15/2023	2336	NEW YORK NEWSPAPERS FOUNDATION	240066	300.00
41403	08/15/2023	2314	NOLAN HELLER KAUFFMAN LLP	240048	935.00
41404	08/15/2023	2148	NORTHEAST PEST CONTROL	240006	199.00
41405	08/15/2023	2088	NYSID	240043	116.09
41406	08/15/2023	2094	ORIENTAL TRADING COMPANY, INC.	230616	391.58
41407	08/15/2023	1823	OVER DRIVE INC.	*See Detail Report	1,215.81
41408	08/15/2023	450	PHILLIPS HARDWARE INC	240013	55.96
41409	08/15/2023	458	PITNEY BOWES INC	230633	100.19
41410	08/15/2023	2430	PLAYAWAY PRODUCTS LLC	*See Detail Report	2,118.27
41411	08/15/2023	2450	QUEENS PUBLIC LIBRARY	240044	22.95
41412	08/15/2023	1661	RCS COMMUNITY LIBRARY	*See Detail Report	17.98
41413	08/15/2023	1490	REPEAT BUSINESS	240056	32.82
41414	08/15/2023	505	ROEMER WALLENS GOLD & MINEAUX	240061	260.00
41415	08/15/2023	1951	S & S WORLDWIDE INC.	240060	135.33
41416	08/15/2023	2038	STAPLES BUSINESS ADVANTAGE	240041	216.85
41417	08/15/2023	2154	STERICYCLE, INC.	240010	22.62
41418	08/15/2023	2056	SUPERIOR PRESS	240082	928.47
41419	08/15/2023	2340	T-MOBILE	240018	896.17
41420	08/15/2023	2117	THE HYDE COLLECTION	240081	100.00
41421	08/15/2023	2307	TRANE U.S. INC.	240049	2,870.00
41422	08/15/2023	2380	TROY GROUP, INC.	240050	495.42
41423	08/15/2023	2328	UNIFIRST CORPORATION	240011	91.83
41424	08/15/2023	632	UPPER HUDSON LIBRARY SYSTEM	240073	74.00
41425	08/15/2023	1607	VERIZON BUSINESS FIOS	240003	89.00

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 7: BILL SCHEDULE (AUG 23) For Dates 8/15/2023 - 8/15/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41426	08/15/2023	1607	VERIZON BUSINESS FIOS	240003	199.99
41427	08/15/2023	1968	VERIZON WIRELESS	240004	100.39
41428	08/15/2023	645	W W GRAINGER INC	*See Detail Report	2,882.07
41429	08/15/2023	2015	WATERVLIET PUBLIC LIBRARY	240051	20.00
41430	08/15/2023	2259	WORLD AWARENESS CHILDREN'S MUSEUM	240072	99.00
<b>Number of Transactions: 51</b>				<b>Warrant Total:</b>	<b>81,748.39</b>
				<b>Vendor Portion:</b>	<b>81,748.39</b>

\*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 - 2: BILL SCHEDULE H FUND (AUG 23) For Dates 8/15/2023 - 8/15/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1213	08/15/2023	2424	ASHLEY MCGRAW ARCHITECTS	230523	56,726.80
<b>Number of Transactions: 1</b>				<b>Warrant Total:</b>	<b>56,726.80</b>
				<b>Vendor Portion:</b>	<b>56,726.80</b>

### 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



## Director's Report August 2023

### Buildings and Grounds

The geotechnical survey of the grounds has been completed. The work took longer than initially estimated. In total, the crew was on hand for most of three days. The workers got a lot more questions from patrons than is typical, but they handled the public interaction with good humor. More than a few times people asked if we were drilling for oil. From my non-expert observations, there is a lot of wet sand and clay below the library. The structural engineers will use the results of the survey to inform their design decisions.

The MOU between the Town of Bethlehem and the Library has been approved. I anticipate that the plaza repaving will happen towards the end of August or in September.

### Public Services

The service floor was busy again this month, but activity ebbs and flows by time and day of the week. Mondays have been particularly active. The Children's Place continues to be busy with children and families. The computers are usually busy between 12:30 and 2 p.m. with groups coming in. Study room use is steady.

Matt, our library school intern completed his 150 hours of service required by his MLS internship course. Matt provided one-on-one tech help to patrons on a variety of topics. He was great to work with, and we wish him all the best in the future.

Chris worked many hours retooling our volunteer program in July. The Volunteer Handbook has been completely updated, the online scheduling system is available and working nicely. Numerous volunteer orientations were held. She will be reaching out to adults who have expressed an interest in volunteering to get them entered into the online scheduling system. This summer, teen volunteers have taken priority. During the school year we intend to focus a bit more on adult volunteers. First up is the digitization project. We intend to start with easy items to scan first before moving on to the more complex items that we will upload to the NY Heritage website.

### Program Highlights

*Craft Together! Open Craft Night* – Sarah originally scheduled this program for an hour and based it on a program she did last summer. We had a larger turnout, partially helped by making the program truly all ages. We had crafts available to accommodate all abilities and also some open-ended art supplies. The attendance was split between children and adults. Attendance: 13

*Drag Story Hour* – Beth and Sarah organized the Drag Story Hour. The whole library team assisted, from Geoff and the Board down to the Circulation team and desk staff. An overwhelming number of people visited the library during the event to show their support. Many of the supportive adults volunteered to give up their space in the room for children and their families. More inclusive and diverse programs are being planned for the future.

The banner below (featuring the Drag Story Hour presenter Noelle Diamond) was made available in the hallway. It has been a huge success as a photo opportunity and to help spread kindness. The banner was co-sponsored by the Friends of the Library as part of the Library's Kindness Matters initiative.



*Evenings on the Green - Co-sponsored by the Friends.* (The Friends were on hand to provide popcorn to the participants at each event.)

- Christine Spero - Christine and Elliot Spero kicked off the concert series with a selection of Burt Bacharach songs. The weather was excellent. Attendance: 114
- Project H – Sarah covered the rain date performance for Project H, which was a jazz group. The evening started off with a small crowd, but by the end of the hour had a nice group that gathered. The weather was particularly nice, and the group were very easy to work with. Attendance: 76
- Paul Casey - Phil Casey played familiar folk songs and originals, including several songs on a homemade cigar box guitar. Threatening weather kept attendance relatively modest. Attendance: 64

*Fun with Fuse Beads* - Luke had a great turnout for this drop-in fuse bead activity. Kids and parents of all ages got involved. Attendance: 42

*General Trivia* – We had a good turnout for this program. Alex encouraged the participants to look at future *footnotes* and library website for upcoming trivia events. Attendance: 16

*Kid STEAM DIY: Kaleidoscopes* – This was a very busy Monday-morning program, likely extra busy because of the stormy weather. Each kid received a kit to create their own kaleidoscope by decorating cardboard discs with markers, sequins, washi tape and other craft items. Mirrored sheets in a pyramid formation inside created the “science” behind the project. Our teen volunteer Jude was a massive help in assisting with this program. Attendance: 60



*Kids Build Anything* – This is an open-ended building session where all kinds of materials for the kids to build are made available. Attendance: 34



*Library Rock Painting* – Originally planned to be held outdoors, the program was moved into the community room due to rain. However, there was a great turnout with 50 people in attendance. Not knowing how many people would attend, Erin was prepared with lots of supplies on hand to accommodate everyone. Many of the participants came and went throughout the program time,

which helped with the size of the crowd. Erin set up a station by the Children's Desk for participants to pick up their finished rocks once they dried, which worked very well.

*Paws to Read* – Luke held two sessions with the therapy dogs and their handlers. Attendance: 37 and 43

*Tiny Tots* – Our storytimes for our youngest patrons continue to be popular and well attended on Tuesday mornings.

7/11 – Attendance 40: 7/18 – Attendance 60: 7/25 – Attendance: 53

*Family Storytime* – Tuesdays at 11 am; 7/11 – Attendance 22; 7/18 – Attendance 48; 7/25 – Attendance 13

*READ, White and Blue Storytime*: We had more toddlers than preschoolers at this event. The stories were a little bit more advanced for the youngest attendees, which celebrated the Fourth of July. Beth plans to slightly change the event for next year to read “red, white and blue” themed books or to stick more to songs, movement activities with rhythm instruments, and firework experiments/crafts. Attendance: 25

*Reptile Super Show with Unchartered Wild* – This was a huge success even though we had to move it inside due to the excessive heat warning. We hit room capacity (110), and had to turn people away, but it still was a really great show. The presenter was really knowledgeable and also extremely funny and engaging. Beth organized the program and would definitely recommend having him back with doing two back-to-back shows.

*Rice Krispies and Beyond* – This program brought favorite cereals together with marshmallows and butter for a cereal-based treat! While attendance was a little lower than Erin would have liked (6 people), it did give her the opportunity to test out the new hot plates and pots that the library purchased for future cooking programs.

*Summer Singalong Cinema* – Multiple librarians have covered these programs. We have seen attendance from 5 to 13 for these movies.

*Traveling Farm with Winterberry Homestead* - Lindsay Sprague and her traveling farm visited the library on the Green. Participants were able to meet with farm animals, learn about their contribution to sustainable agriculture, and get the opportunity to pet them too. Our teen volunteer Jude was on hand to assist with the program, such as holding the leash of some animals. Attendance: 80



## Outreach

Beth visited the BCSD Extended School Year (ESY) classrooms, which this summer are held at Eagle Elementary. She visited on Monday, 7/17/23. There is one classroom for grades K-1, one classroom for grades 2-3, and one classroom for grades 4-5, Beth visited for 30 minutes each! They were super enthusiastic and asked a lot of great questions about the library. For the younger

grades, Beth was also able to also squeeze in a short read-aloud since they did not spend quite as much time asking questions.

On Thursday, 7/20/23, Beth visited Foundations classrooms. She introduced them to our puppet, Claude the Chicken, and read them some fun stories and brought the shaky eggs to shake along to some songs. She then had each student decorate a paper hand that she brought back to the library to add to our community display. Beth did not get a chance to do this with the Monday classes, so she will make sure to do that with them next time.

Monday, 7/31/23, Beth returned and either read-aloud some popular picture books or introduced the library since there were quite a few new students that were not there the last time. She also had them all decorate a paper hand to add to our community display in the library. Beth will be visiting the Foundations classrooms again on Thursday, 8/3/23 and that will conclude her outreach visits for the summer.

*Farmers Market (7/15)* – Mary and Liz from Circ attended this Farmer’s Market. Things went really well! We had a lot of people stop by to say they were glad to see us, and that they were glad we had held the Drag Story Hour a few days prior. Attendance: 354

*Farmers Market (7/29)* – Rachael and Allison attended this event. They had 151 interactions and four reference questions. It was a pretty uncomfortable and muggy day with not much of a breeze, so they were surprised by the number of people who not only came to the farmer’s market, but also stopped to take a look at our booth. Many people did not know we had a booth at the market, so Rachael let them know we show up every other week. As she prepared her outreach collection replenishments, Mary let Rachael know that most of the children’s books went out, so Rachael had made sure to bring a lot of kids’ books. About half of the children’s books we brought were checked out. The prize wheel brought a lot of kids (and even some adults!) over to the table and got a lot of use.

*Thursdays in the Park – Co-sponsored by the Town of Bethlehem Parks & Recreation Department, Friends of Bethlehem Public Library and Friends of Bethlehem Parks.*

- *The One Heart Band on 7/6:* They were great! Attendance of 97
- *Ron Cain and the Magic of Kindness on 7/13:* Postponed due to weather, new date is 8/24
- *The Zucchini Brothers on 7/20:* Attendance: 179
- *David Engel’s Pirate School on 7/27:* We had difficulty with the weather; it downpoured at 5 p.m., but we still held the program. There were 42 brave souls who dealt with the dampness and enjoyed Pirate School!

## **Circulation and Technical Services**

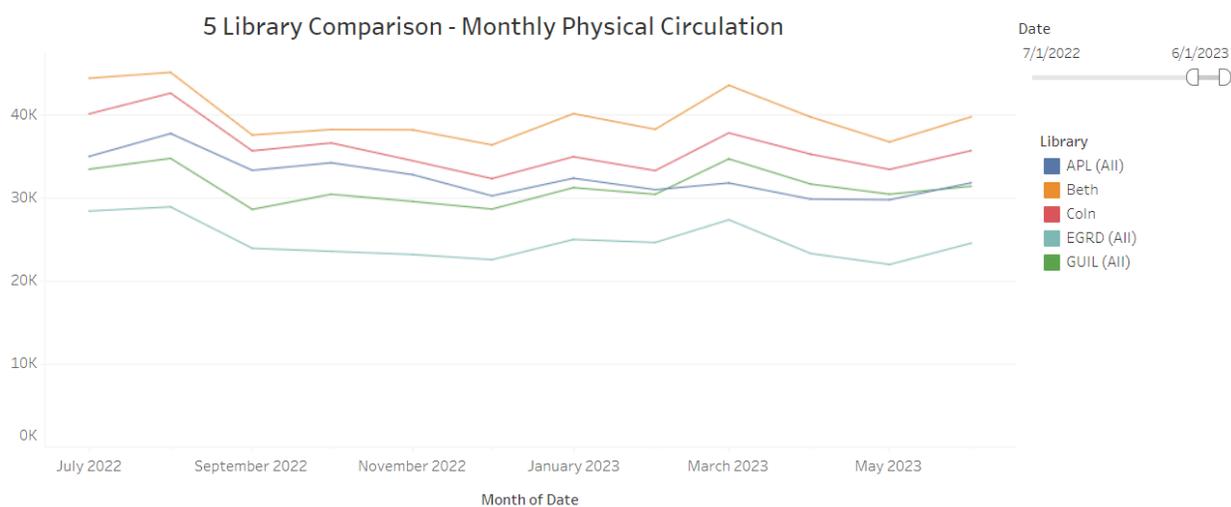
The curbside text option debuted in February 2021, and by March 2021 made up 24% of the 628 curbside transactions. By August 2021, curbside saw 41 text transactions and 160 phone transactions, down 45% from March 2021 with a similar text to phone ratio. July 2023 curbside has seen a slight bump in curbside use over August 2021 with 90 text transactions and an estimated 240-260 phone transactions.

Fiscal Year 2022-23 total library holdings are 26.5% higher than 2018-19 and physical library holdings are 3.6% higher.

2022-23 total volumes added are 18.8% higher than 2018-19 while physical volumes added are down 21.3%.

Door count in 2022-23 was down 46% from 2018-19. Physical circulation in 2022-23 was down 24% from 2018-19. Total cards created in 2022-23 (1,584) was up 4% from 2018-19 (1,523).

Looking at a 5-library comparison, we can see how circulation of physical materials at the Bethlehem Public Library trends with some other UHLS libraries. Peaks in June/July, January, and March are consistent amongst the 5 libraries identified in the graph below.



## Meetings and miscellany

As we return to a more normal pattern of use we are noting that we are once again bumping up against the capacity of the meeting rooms.

There were two events that had to be cancelled and rescheduled due to inclement weather. Because these program series draw a large crowd, they are held outdoors and are unable to relocate into the Community Room if the weather is not ideal. These programs were:

- July 13 – Thursdays in the Parks: The Magic of Kindness with Ron Cain
- July 18 – Evening on the Green: Project H.

Several programs hit room capacity, so others interested in attending were unable to:

- Drag Story Hour (Approximately 150 more people than the room would accommodate.)
- Reptile Super Show with Uncharted Wild

Geoffrey Kirkpatrick, Library Director

Library Collection				2022-23	Current Total
Adult fiction				27,254	27,796
Adult non-fiction				29,671	29,669
Adult audio				5,713	5,758
Adult video				8,387	8,445
Young adult fiction				5,084	5,194
Young adult nonfiction				650	657
Young adult audiobooks				486	491
Children's fiction				29,443	29,745
Children's non-fiction				15,860	15,979
Children's audiobooks				1,620	1,613
Children's video				1,314	1,330
OverDrive - UHLS Shared				120,043	119,623
e-magazines				4,710	4,954
Electronic (games, ereaders)				405	403
<b>Total</b>				<b>250,640</b>	<b>251,657</b>
Library Programs	Jul-23	Jul-22	% change	2022-23	F-Y-T-D
Programs	54	33	63.6%	667	54
Program attendance	1,420	1,125	26.2%	17,832	1,420
Outreach Programs	15	3	400.0%	91	15
Outreach Attendance	920	632	45.6%	11,899	920
Circulation	Jul-23	Jul-22	% change	2022-23	F-Y-T-D
Adult fiction	15,041	14,853	1.3%	157,456	15,041
Adult non-fiction	7,702	7,375	4.4%	84,784	7,702
Adult audio	5,202	4,693	10.8%	56,558	5,202
Adult video	6,054	6,418	-5.7%	71,154	6,054
Magazines	1,628	1,425	14.2%	16,307	1,628
Young adult fiction	1,742	1,857	-6.2%	17,774	1,742
Young adult nonfiction	197	110	79.1%	1,792	197
Young adult audiobooks	285	260	9.6%	2,844	285
Children's fiction	13,593	13,669	-0.6%	147,150	13,593
Children's non-fiction	3,197	3,506	-8.8%	37,799	3,197
Children's audiobooks	1,538	1,286	19.6%	14,929	1,538
Children's video	573	531	7.9%	6,330	573
Electronic (games, ereaders)	837	804	4.1%	7,669	837
<b>Total</b>	<b>57,589</b>	<b>56,787</b>	<b>1.4%</b>	<b>621,402</b>	<b>57,589</b>
Interlibrary Loan	Jul-23	Jul-22	% change	2022-23	F-Y-T-D
Borrowed from others	6,247	6,746	-7.4%	73,725	6,247
Loaned to others	4,448	4,342	2.4%	53,319	4,448
Miscellaneous	Jul-23	Jul-22	% change	2022-23	F-Y-T-D
Visits to our home page	50,249	38,482	30.6%	418,101	50,249
Public use of meeting rooms	21	18	16.7%	473	21
Public meeting attendance	239	122	95.9%	5,695	239
Staff use & library programs	60	38	57.9%	714	60
Study room sessions	345	293	17.7%	4,290	345
Tech room/ Studio use	12	5	140.0%	125	12
Door count	18,381	14,864	23.7%	194,334	18,381
Registered BPL borrowers	122	122	0.0%	1,085	122
Computer signups	1,157	933	24.0%	13,008	1,157
Museum Pass use	163	158	3.2%	1,192	163
E-book use	6,424	6,023	6.7%	67,186	6,424
E-audiobook use	4,731	4,017	17.8%	49,297	4,731
E-magazine use	1,265	1,142	10.8%	12,862	1,265
Streaming video use	1,356	1,257	7.9%	14,758	1,356
BCSD use via Overdrive	18	20	-10.0%	1,549	18
Equipment	389	315	23.5%	3,867	389
Wireless Use	13,670	10,414	31.3%	127,768	13,670

Proposed Board Committee Memberships for 2023-24

Building Committee

All board members

Finance Committee

Michelle

Shari

New trustee

Personnel Committee

Sarah

Lisa

Nominating Committee

Sarah

Caroline

Policy Committee

Charmaine

Caroline

# RFID, Self-Check, Automated Handling

## An Introduction to RFID-Based Self Services



Bethlehem Public Library | 451 Delaware Ave, Delmar NY | bethlehempublib.org | Prepared August 2023



## RFID Tagging

### 3 Primary Goals

- Patron experience
- Staff workload & ergonomics
- Collection management

3

## Patron Experience

- Check-out and Check-in are simplified in an RFID environment
- Accurate multi-item self-check circulation in patron's preferred language

4

## Staff Workload & Ergonomics

- Staff realize the same ease of use and efficiency gains as Patrons
- Processes more items in a shorter period of time with less handling
- Sorter conveys, checks in, activates status updates, and sorts items
- Sorter separates holds and prints receipts automatically

5

## Collection Management

- Accurate multi-item check-in and check-out
- ILS integration and automatic status updates

6

## Costs

- One time implementation costs
- RFID tag purchase
- Software interface
- Self-checkout machines
- Staff workstations
- Security gates
- Automated handling machine

7

## Sunk Costs

- RFID tag programming
  - In-house staff costs
  - Temporary workers
  - Volunteers
  - Contract services
  - Combination
- Reduced access to collections

8

## Ongoing Costs

- System maintenance
- RFID tag purchase
- RFID tag programming

9

## Benefits

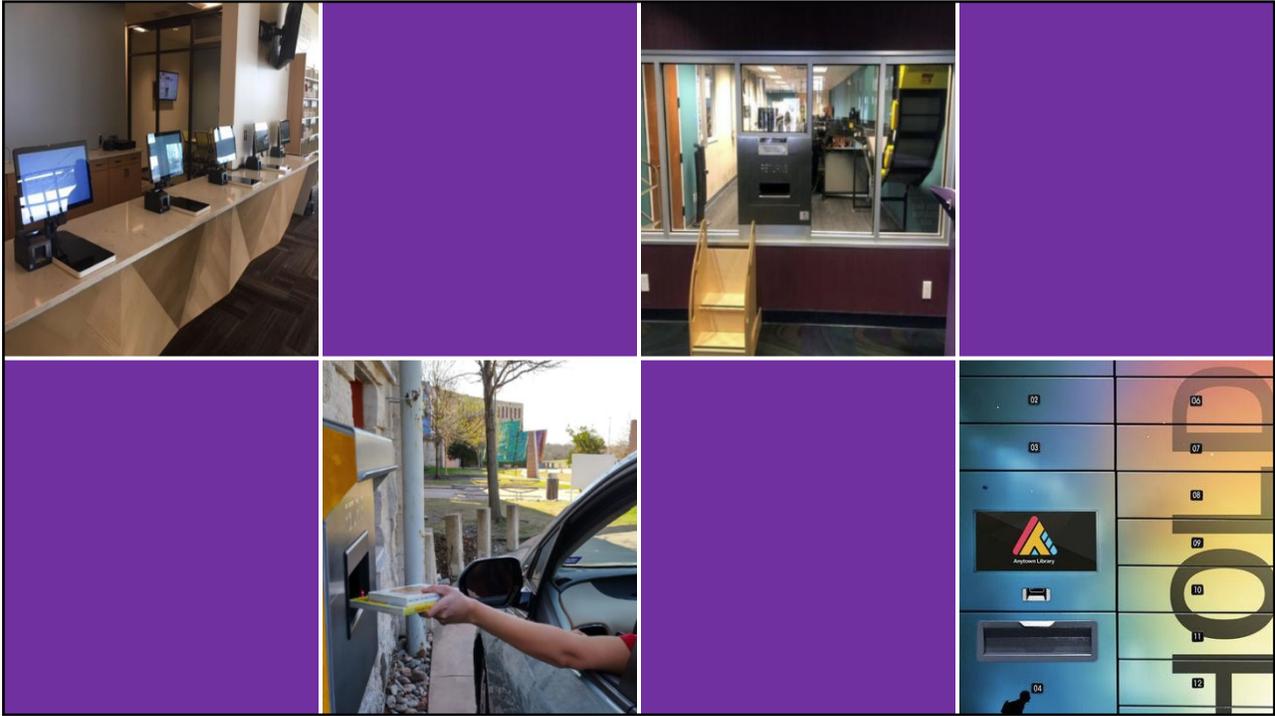
### Tangible

- Improved processes, time saved
- Cost avoidance

### Intangible

- Improved collection management
- Increased speed and accuracy of check-out and check-in

10



## Proposal to provide library-branded T-shirts for staff

**Cost:** \$21/per shirt, including tax

**Given to:** All current staff, full and part time (approximately 70 x \$21, \$1,470) and trustees. Then ordered as part of onboarding process for new employees.

**Design:** A choice of preapproved designs or simple logo against a color background. (See examples below.) Library would only purchase one per employee. Additional T-shirts are at employee's own expense.

**Ordering:** Initially an order form would be provided to all employees, where they could select size, design and color. The library will then bulk order the items. Thereafter, new employees would fill out the form during onboarding, and shirts would be ordered on an individual basis.

### Why?

- Library-branded shirts increase visibility at outreach events.
- They promote a sense of team and pride among employees.
- Employees who wear their shirts out and about are walking billboards for the library.



## Proposed Reorganization for Public Services Department

Reclassify Reference and Readers Advisory (Librarian II) to Department Head of Public Services (Librarian III).

Simplifies reporting structure for staff in the Public Services Department. A current source of confusion for staff.

Restore an administrative-level librarian position that was restructured due to financial conditions in 2009-2011

Moves collection development tasks from the Assistant Director position to free up time to assist the Director with library-wide projects and allows for greater outreach work in the community.

Reclassify Library Clerk 1 position to Library Assistant

Brings public and events calendar functions within the Public Services Department. Assist both members of the public and Public Services staff in properly booking and reserving meeting rooms and program spaces. Allows for effective flow of information between Public Services and Public Information functions about events.

Assists the proposed Department Head position for staff scheduling and desk calendar.

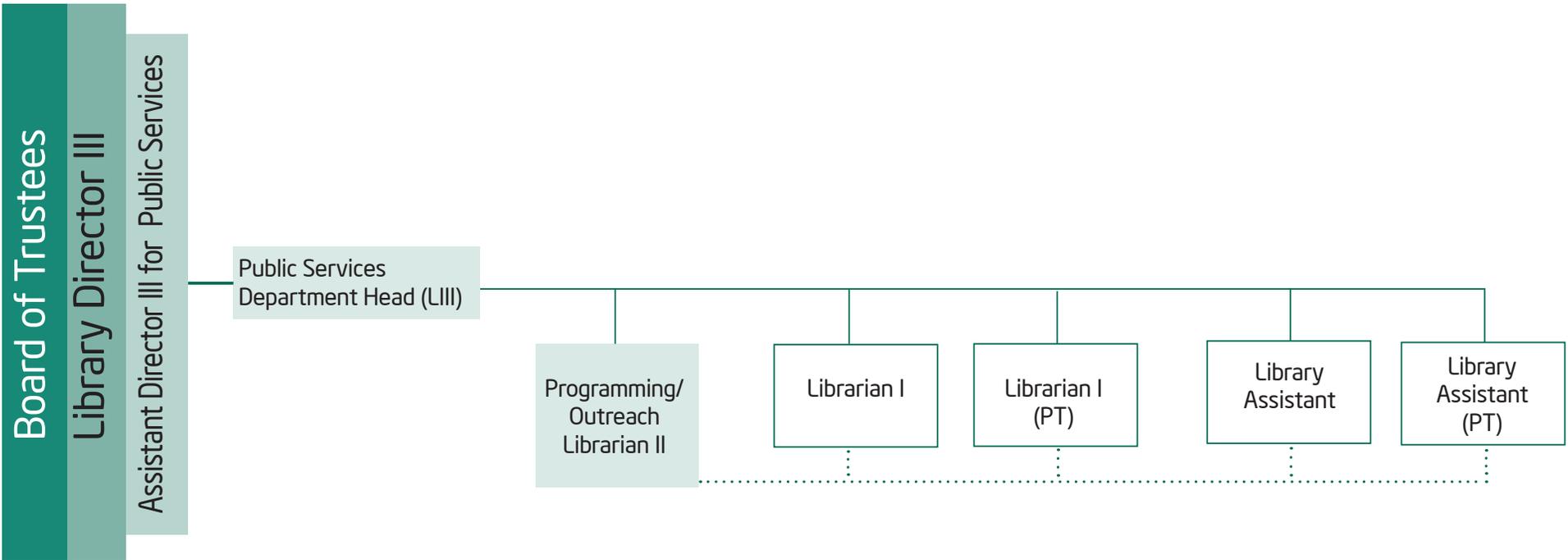
Provides flexibility and backup for the information desks. Information Desk work allowable under civil service job specification.

Cost associated with reclassification from Librarian II to Librarian III

Ongoing structural increase of about \$6300/year for the position increase from Librarian II to Librarian III.

Cost associated with reclassification from Library Clerk 1 to Library Assistant

Ongoing structural increase of about \$9500/year for the position increase from Library Clerk 1 to Library Assistant.



**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for coordinating, administering and policy implementation of a major functional area of the library, such as adult reference, circulation, youth services, technical services or audio-visual services. Work is performed under the general supervision of the Library Director. Supervision is exercised over the work of subordinate professional, paraprofessional, clerical and volunteer personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Determines priorities in terms of material to be purchased and may implement collection evaluation systems;
  - Oversees item materials budget, ordering, and delegates collection responsibilities to subordinate staff
- Evaluates the effectiveness of the library's services in relation to the changing needs of the users;
  - Evaluates, initiates, develops, recommends, and delegates implementation of programs and services.
- Performs the most difficult and involved information retrieval, reference, and referral service or cataloging;
- Recommends plans for and implementation of new types of services;
- Supervises the work of professional, paraprofessional, clerical and volunteer personnel;
  - Oversees recruitment, selection, training, and evaluation of Public Services Department employees
- Assigns work activities;
- Participates in the selection and training of staff as necessary;
- Reviews work performed by professional and non-professional staff;
- May represent the library at community and group meetings;
- Coordinates, develops and conducts programs for groups;
- Keeps informed of developments in specialized library and administration fields;
- Prepares budget estimates and monitors expenditures;
- Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses, and reading professional materials;
- Performs on-line computer searches of database.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of modern principles and practices of library science;
- Good knowledge of modern library organizations procedures, policies and services;
- Good knowledge of library administration practices;
- Knowledge of the applications of computer technology to library operations;
- Ability to comprehend users' needs;
- Ability to train and supervise library staff;
- Ability to plan, develop and carry out policies and procedures;
- Ability to plan and coordinate the work of others;
- Ability to express ideas clearly and effectively orally and in writing;
- Ability to read and comprehend written materials;
- Ability to perform close detail work;
- Integrity, dependability, tact and courtesies;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Possession of a graduate library degree from a library school located within New York State which is registered by the State Education Department or from a library school program which is accredited by the American Library Association and four (4) years of professional library experience, included or supplemented by two (2) years of supervisory experience.

**NOTE:**

1. Qualifying professional work experience is defined as work of a professional nature performed in a library setting after completion of the MLS Degree.
2. Paraprofessional or clerical library titles such as Library Assistant, Librarian Trainee, Library Clerk, Senior Library Clerk or Library Technician are not considered professional experience.

**SPECIAL REQUIREMENT:**

Possession of a current New York State Public Librarian's Professional Certificate from the New York State Education Department. Public librarian professional certificates issued as of January 1, 2010, and thereafter shall only remain valid when 60 hours of professional development are completed every five year period. Such periods will be defined as every five years from the initial certificate date [NYCRR Title 8 - Education, Section 90.7 (c)]. Incumbent must maintain certification throughout employment.

Juris. Class: Competitive  
ACCS Adopted: Reviewed and readopted by ACCS resolution on 2/10/11  
Revised: 03/05, 07/10; 10/11

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position is responsible for the administrative activities of the library assigned by the Library Director. Work is performed in accordance with prescribed policy with considerable leeway allowed for the exercise of independent judgment. The Assistant Director acts on behalf of the Library Director in her or his absence. The incumbent may supervise one or more library functional units. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Recommends policies and procedures to the Library Director;
  - Assist Director with Public Services policy development (program, collection development, internet access, Interlibrary Loan, etc)
  - Update Request for Reconsideration procedures and forms, recommend changes to the Policy Committee
  - Finalize staff handbook now that negotiations for 5-year contract are complete
- Conducts studies and analyses of library operations and makes recommendations;
  - Analyze program outcomes and overall program direction as outlined in the Long-Range Services Plan
  - Analyze expenditures on collection development and outcomes for physical versus electronic spending
- Acts on behalf of the Director in her or his absence;
- Initiates, develops, recommends, and implements new programs and/or services;
  - Work directly with community organizations to innovate new partnerships and programs
  - Ensure outcomes for library volunteer programs
  - Work with Human Resources Manager and Volunteer Coordinator to develop appropriate work for workers with special needs
- Develops grants for library programs and services as appropriate;
  - Explore NYS construction grants that are below the bid threshold but may still be eligible for UHLS funding
- Consults with department heads on administrative issues;
- May oversee and participate in the preparation of departmental budgets;
  - Mentor and guide new Librarian III on collection development and budgeting for collections
- May oversee and participate in recruitment, selection, training and evaluation of employees.
  - Continue to participate on hiring committees for key library employees.
- Represents the library at group and community meetings;
  - Expand presence outside the library at community group meetings. Examples: Chamber of Commerce, Friends of Parks and Recreation, Five Rivers.
- Prepares and conducts meetings and training;
- Keeps informed of professional developments through participation in professional organizations, systems meetings, workshops, continuing education courses and reading professional materials;
- Prepares mandatory reports as required.
  - Ensure that department statistics and reports are submitted in a timely manner. Coordinate with Public Services Staff to ensure proper reporting of statistical reports for Summer Reading Program, etc.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of library administration practices;
- Thorough knowledge of modern library organizations, policies, procedures and services;
- Thorough knowledge of the applications of computer technology to library operations;
- Thorough knowledge of modern principles and practices of library science;
- Ability to supervise and train staff;
- Ability to plan, develop and coordinate the work of others;
- Ability to read, comprehend and conduct research studies;
- Ability to work effectively with the public;
- Ability to express oneself clearly and effectively both orally and in writing;
- Dependability; integrity; tact and courtesy in dealing with the public;
- Physical condition commensurate with the position.

**MINIMUM QUALIFICATIONS:**

Possession of a graduate library degree from a library school located within New York State which is registered by the State Education Department or from a library school program which is accredited by the American Library Association and

six (6) years of professional library experience, three (3) or more of which must have been in a supervisory or administrative capacity. 53

**SPECIAL REQUIREMENT:**

Possession of a current New York State Public Librarian's Professional Certificate from the New York State Education Department. Public librarian professional certificates issued as of January 1, 2010, and thereafter shall only remain valid when 60 hours of professional development are completed every five year period. Such periods will be defined as every five years from the initial certificate date [NYCRR Title 8 - Education, Section 90.7 (c)]. Incumbent must maintain certification throughout employment.

Juris. Class: Competitive  
Revised: 03/05; 10/11, 7/23

## ENTRY AND INSTALLATION AGREEMENT

This **ENTRY AND INSTALLATION AGREEMENT** (this “**Agreement**”) is made and effective as of the date the last Party executes this Agreement (the “**Effective Date**”) by and between the **TOWN OF BETHLEHEM**, a New York municipal corporation having a place of business at 445 Delaware Avenue, Delmar, New York 12054 (“**Town**”), and **BETHLEHEM PUBLIC LIBRARY**, a New York education corporation having a place of business at 451 Delaware Avenue, Delmar, New York 12054 (“**Library**”), concerning certain real property owned, operated or managed by Library located at 451 Delaware Ave, Bethlehem, New York 12054 (the “**Property**”). Town and Library are collectively referred to herein as the “**Parties**,” or individually as a “**Party**.”

### WITNESSETH:

WHEREAS, Library is in need of replacing a portion of the existing brick sidewalk at the Property in the areas shown in the site plan attached hereto as Exhibit “A” (the “Replacement Area”), and the Town has the ability to pave the areas in question with asphalt; and

WHEREAS, It is estimated that the cost of materials for the asphalt installation is \$3,407.25, and labor and equipment is \$11,318.40 as reflected in the estimate attached hereto as Exhibit “B.”

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Library and Town agree as follows:

1. The Library will be responsible for the preparation and site restoration at the Replacement Area, including the removal of the existing brick pavers. The Town will provide materials, labor and equipment to pave the Replacement Area with asphalt at a consistent level matching the concrete which surrounds the existing brick pavers (the “**Work**”). The Work shall be scheduled by the Parties at a time during the two months following the Effective Date, which is mutually agreed upon, and in any event shall be completed by October 31, 2023.
2. The Library will reimburse the Town for the costs incurred based on actual material quantities and time to install and complete the Work. Following completion of the Work, the Town shall render and deliver to the Library a statement of its actual costs for completion of the Work, and subject to verification of costs by the Library, the Library shall pay the amount of such statement within 45 days of receipt from the Town.
3. The Library hereby consents, acknowledges and agrees that the Town’s employees, agents and/or independent contractors (“**Authorized Parties**”) may enter upon the Property to prepare for and complete the Work.
4. The Town’s employees engaged in completion of the Work shall remain under full supervision and control of the Town and shall not be deemed employees or special employees of the Library. The Town agrees to defend, indemnify and hold the Library harmless from for any and all claims arising out of the Town’s acts or omissions under this Agreement. The Library agrees to defend, indemnify and hold the Town harmless from any and all claims arising out of the Library’s acts or omissions under this Agreement, and from any hazardous conditions on the Property not created by the Town during the Work.

- 5. Each Party agrees to cause the other to be named as an additionally insured on any commercial general liability insurance policy maintained by such Party, and shall provide evidence of such status prior to the Work being initiated.
- 6. This Agreement represents the entire agreement between the parties concerning the subject matter hereof, and may not be modified except by a writing signed by each of the Parties.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement as of the Effective Date.

**TOWN:** **Town of Bethlehem**

BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**LIBRARY:** **Bethlehem Public Library**

BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

# JOB COST ESTIMATE

## Bethlehem Public Library - Asphalt Walkway

<b>LABOR (w/ Fringe Benefits)</b>	<b>AMOUNT</b>	<b>UOM</b>	<b>COST</b>	<b>TOTAL COST</b>
Foreman II	12	Hours	\$60.64	\$727.68
Labor Sub-Foreman	24	Hours	\$54.76	\$1,314.24
Equipment Operator II	24	Hours	\$49.65	\$1,191.60
Equipment Operator I	48	Hours	\$47.06	\$2,258.88
Laborer II	24	Hours	\$42.97	\$1,031.28
Laborer I	24	Hours	\$36.78	\$882.72

TOTAL LABOR COST:      \$7,406.40

<b>EQUIPMENT</b>	<b>AMOUNT</b>	<b>UOM</b>	<b>COST</b>	<b>TOTAL COST</b>
#14 - Ford Pickup	24	Hours	\$20.00	\$480.00
#25 - Ford Dump	4	Hours	\$35.00	\$140.00
#41 - Ford Utility	24	Hours	\$20.00	\$480.00
#53 - Int. Dump Truck	24	Hours	\$65.00	\$1,560.00
#58 - Ford Utility	12	Hours	\$20.00	\$240.00
#61 - Bobcat Skid Steer	12	Hours	\$18.00	\$216.00
#178 - Asphalt Roller	24	Hours	\$25.00	\$600.00
#183 - Utility Trailer	24	Hours	\$7.00	\$168.00
#189 - Utility Trailer	4	Hours	\$7.00	\$28.00

TOTAL EQUIPMENT COST:      \$3,912.00

<b>MATERIAL</b>	<b>AMOUNT</b>	<b>UOM</b>	<b>COST</b>	<b>TOTAL COST</b>
Asphalt - Type 7 Top	55	Tons	\$61.95	\$3,407.25

TOTAL MATERIAL COST:      \$3,407.25

**GRAND TOTAL:      \$14,725.65**

07/18/23

## MEMORANDUM OF AGREEMENT

**THIS MEMORANDUM OF AGREEMENT** (this “Agreement”) is entered into this \_\_\_ day of June by and between the **BETHLEHEM CENTRAL SCHOOL DISTRICT**, a duly constituted central school district organized and existing under the Education Law of the State of New York (the “District”), and the **BETHLEHEM PUBLIC LIBRARY**, a school district public library organized and existing under the Education Law of the State of New York (the “Library”). The District and the Library are collectively referred to herein as the “Parties” and each individually, a “Party”.

### WITNESSETH

**WHEREAS**, the District and the Library entered into that certain Memorandum of Understanding dated May 8, 2019 (the “2019 Agreement”), pursuant to which the Library and the District memorialized their intent to share payments to the District pursuant to certain payment in lieu of tax agreements (“PILOT Agreements”) by and between private developers and the Town of Bethlehem Industrial Development Agency or the Albany County Industrial Development Agency with respect to projects located within the District;

**WHEREAS**, the District is not obligated to distribute payments it receives pursuant to the PILOT Agreements (“PILOT Payments”) to the Library; and

**WHEREAS**, the 2019 Agreement further memorialized the intent of the Parties to share in any refund of real property taxes required to be paid by the District as the result of a court ordered assessment reduction or an administrative error on the tax roll; and

**WHEREAS**, the Library is not obligated to contribute to such refund of real property taxes; and

**WHEREAS**, the 2019 Agreement shall expire on June 30, 2023; and

**WHEREAS**, the District and the Library now desire to enter into this Agreement with respect to the distribution of PILOT Payments and the refund of real property taxes.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, the Parties hereby agree as follows:

1. Proportionate Share. As used herein, the term Proportionate Share shall mean that portion of real property taxes levied for Library purposes based on the annual Library tax rate in the applicable taxing jurisdiction for the relevant tax year.

2. Distribution of PILOT Payments.

a. To the extent that PILOT Payments are received by the District pursuant to a duly authorized and executed PILOT Agreement, the District shall pay to the Library its Proportionate Share of such PILOT Payments.

b. The District shall provide the Library any notice it receives related to anticipated PILOT Payments prior to the preparation of the Library's annual budget.

c. The Parties understand and agree that this Agreement does not grant the Library any third-party beneficiary rights under any PILOT Agreements, unless otherwise provided, including any right to enforce the PILOT Agreements or participate in any proceeding related to or arising from the PILOT Agreements.

3. Refund of Real Property Taxes.

a. Where the District is required to make a refund of real property taxes attributable to either an administrative correction of an error on the tax roll or by court ordered assessment reduction, the Library agrees to pay to the District the Library's Proportionate Share of such refund. Such payment may be offset from the monies the Library is entitled to receive under Section 2 herein or any other amounts due and owing by the Library to the District. The District shall provide the Library with all necessary documentation relating to such refunds.

b. The District agrees to inform the Library in a timely manner of any significant real property tax refunds.

4. Term. The initial term of this Agreement will expire on August 1, 2025 (the "Initial Term"). Thereafter, the term of the Agreement shall be renewed automatically for succeeding terms of one (1) year each (each, a "Renewal Term", and together with the Initial Term, the "Term") unless either Party gives written notice to the other at least ninety (90) days prior to the expiration of the applicable Renewal Term. Notwithstanding the foregoing, if there is a change in law that alters either Party's consideration under this Agreement, the Parties agree to consider an early termination of this Agreement.

**[Note to Draft: Discuss term and automatic renewal.]**

5. Miscellaneous.

a. This Agreement constitutes the complete agreement by and between the Parties and supersedes all prior oral and written understandings and agreements.

b. This Agreement may not be amended unless agreed to in writing and executed by both Parties.

c. This Agreement may be executed in any number of counterparts, including counterparts transmitted by facsimile or .pdf, any one of which shall constitute an original of this Agreement. When counterparts or facsimile or .pdf copies have been executed by all Parties, they shall have the same effect as if the signatures to each counterpart and/or copy were upon the same documents and copies of such documents shall constitute a single, valid binding agreement.

*[Signature page follows]*

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Dated: **BETHLEHEM CENTRAL SCHOOL DISTRICT**

By: \_\_\_\_\_

Name:

Title:

Dated: **BETHLEHEM PUBLIC LIBRARY**

By: \_\_\_\_\_

Name:

Title:

## BETHLEHEM PUBLIC LIBRARY

### GIFTS, MEMORIALS, BEQUESTS, AND NAMING OPPORTUNITIES (policy title)

*Policy adopted by the Board of Trustees xxxx,xx,2023*

Bethlehem Public Library (The Library) and the Board of Trustees (BOT) acknowledge that individuals, community groups, organizations, and other entities may wish to contribute to the holdings and resources of the Library through donations and gifts, or through tributes, memorials, and bequests. These contributions are recognized for the value they offer the Library and the current and future members of the Bethlehem community.

#### GIFTS, MEMORIALS, and BEQUESTS <sup>1</sup>

The Library and BOT are grateful for gifts, memorials, and bequests and maintain the right to accept or decline specific contributions for any reason(s). <sup>2</sup>

The Library cannot accept gifts, memorials, or bequests with restrictions or special conditions unless such restrictions or special conditions receive prior approval by the BOT. <sup>3</sup>

#### MONETARY and FINANCIAL CONTRIBUTIONS

Individuals, groups, organizations, or other entities wishing to make monetary contributions should make checks payable to Bethlehem Public Library and mail contribution to: Director, Bethlehem Public Library, 451 Delaware Avenue, Delmar, NY 12054. Inquiries and questions should be sent to the Library Director. <sup>4</sup>

The Library accepts alternate forms of financial contributions, such as securities, stocks, real estate, OR \_\_\_\_\_ with certain restrictions. Individuals, groups or organizations, or other entities wishing to make alternate financial contributions should send an inquiry to the Library Director. <sup>5</sup>

#### GIFTS and MEMORIAL ITEMS

Gifts and memorial items donated to the Library may include:

- Books and other print materials
- Digital or archival materials
- Personal property
- Art objects, paintings, antiques, or other collectibles
- Other items

Gift and memorial items selected become the sole property of the Library. The Library reserves the right to pass on to another institution, sell, discard, or recycle any gift or memorial item. All proceeds from the sale of gifted or donated items will be retained by the Library. Acknowledgement of gifts and donations for tax records may be provided but appraisal of the value of gifted or donated items will not be provided by the Library. If this is desired by the donor, certificate of appraisal must be secured by the donor prior to the donation.

# Summary of Comments on Microsoft Word - DRAFT BPL<sup>61</sup> GIFTS NAMING

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Page: 1

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Number: 1	Author: Chris	Subject: Sticky Note	Date: 8/10/2023 3:27:37 PM
Are anonymous gifts allowed? to be discussed. If so, language needs to be edited			
Number: 2	Author: Chris	Subject: Sticky Note	Date: 8/7/2023 5:01:04 PM
should examples be given, or text added? or leave language as written?			
Number: 3	Author: Chris	Subject: Sticky Note	Date: 8/10/2023 2:46:54 PM
should an example of restriction be given in policy?			
Number: 4	Author: Chris	Subject: Sticky Note	Date: 8/10/2023 3:28:28 PM
should other types of "monetary donations" be added (for example credit cards)?			
Number: 5	Author: Jen Crawford	Subject: Sticky Note	Date: 8/11/2023 9:41:25 AM
other types of monetary donations?			
Number: 6	Author: Chris	Subject: Sticky Note	Date: 8/10/2023 3:29:17 PM
check with Shari			
Number: 7	Author: Chris	Subject: Sticky Note	Date: 8/10/2023 3:31:47 PM
include link for tax form?			

## RECOGNITION OF DONATIONS THROUGH NAME DESIGNATIONS <sup>1</sup>

The Library and BOT can recognize the generosity of individuals, groups or organizations, or other entities 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 that extending naming opportunities as decisions of significant importance.

### 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, programs or program series, in honor or memory of an individual, agency or organization, or other entity as grateful recognition of the gift.

Only individuals, agencies or organizations, or entities whose action and or programs are compatible with the mission, policies, goals and values of the Library will be considered for naming opportunities and name designations. <sup>3</sup>

1. The BOT has the sole and absolute discretion to grant and rescind Naming opportunities and Name designations. <sup>2</sup>
2. Name designations will be memorialized in a Naming Donor Agreement which will grant Donor specified Naming opportunities to a particular space, area, property, items, or program or program series which is subject to acceptance of the Donor's gift and approval of such Name designation by the BOT and consistent with this policy. Naming Donor Agreements become official records of the library.
3. Naming opportunities and name designations carry no power of direction or implied power of direction to the Library on matters of appointment of persons, 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. <sup>4</sup>
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 endorsement of the BOT. <sup>5</sup>
8. The BOT reserves the right to terminate or alter a name designation for any reason. <sup>6</sup> Should the Naming Donor Agreement 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.

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

## Page: 2

- 
- Number: 1 Author: Chris Subject: Sticky Note Date: 8/7/2023 5:07:23 PM  
Most if not all text in this section lifted from Sonoma, GPL, Harris-Elmore. To be discussed-what's here? What's missing? Content and order check
- 
- Number: 2 Author: Chris Subject: Sticky Note Date: 8/7/2023 5:07:53 PM  
This is language that I used throughout. Can change.
- 
- Number: 3 Author: Chris Subject: Sticky Note Date: 8/10/2023 3:22:38 PM  
Wording I propose. Can change.
- 
- Number: 4 Author: Chris Subject: Sticky Note Date: 8/7/2023 5:09:31 PM  
Note thorough read and correction of all text will be done later. Consistency in form, for example, caps for names of specific forms, will be checked and corrected.
- 
- Number: 5 Author: Chris Subject: Sticky Note Date: 8/10/2023 3:25:48 PM  
Some policies designate general, broad reasons.  
Should sample reasons appear?

BPL PERSONNEL COMMITTEE

Time Frame for BOT review, comment, and approval of material for  
Director Evaluation Process

September, 2023	Timeline, evaluation instrument, and process finalized
October 2023	Evaluation process begins
January, 2024	Evaluation process ends for 2023 calendar year

Steps and Timeline for Annual Director Evaluation

October 15	Evaluation instrument sent to members of BOT Director begins developing goals for coming year.
November 15	Completed instrument due to chair of personnel committee
December 15	Draft summary feedback to BOT
First week in January	Trustee feedback on summary due to chair of personnel committee
January Trustee mtg.	BOT and Director discuss evaluation, Director presents goals for coming year



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## Protected: Director Evaluation Form

**Name:** Geoffrey Kirkpatrick

**Position Title:** Library Director III

**Start Date:** July 15, 2011

**Reviewers:** Board of Trustees

**Date of Review:** 1/2020 to 9/2022

### Instructions:

1. Each board member should individually respond to this form.
2. In responding to the form, board members could refer to the plan of service, board minutes, usage statistics, program results or other information sources for January 2020 to current.
3. Fill out the form below for inclusion in the Final Performance Appraisal that will be used during the face-to-face appointment with the Director. Forms will be received by the Personnel Committee.

**Scale: E = Excellent, S = Satisfactory, N = Needs Improvement, U = Unable to Rate**

### VISIONARY LEADERSHIP AND ORGANIZATIONAL PLANNING

*The Director provides leadership in developing and implementing strategic plans that address both immediate and future needs of the library and the community that the library serves. The Director facilitates the development, articulation, implementation and stewardship of a vision and strategic plan that addresses immediate and future needs of the*

*library and the community it serves. The Director effectively promotes this shared vision and plan with library staff and throughout library programs and services.*

1. The Director works effectively with the BOT to develop a vision and a long-range plan for the library that takes into account immediate and future needs.

E  S  N  U

2. The Director incorporates staff input in the process of developing the vision and long-range plan.

E  S  N  U

3. The Director exhibits flexibility in determining and implementing the vision and long-range plan.

E  S  N  U

4. The Director is able to operationalize the vision through the day-to-day operations of the library.

E  S  N  U

5. Goals and objectives related to the long-range plan are evaluated regularly and with the input of staff and the BOT.

E  S  N  U

**COMMENTS:**

*Overall leadership and planning totals:*

E  S  N  U

**COMMUNITY RELATIONS, RESPONSIVENESS, AND COMMUNICATIONS**

*The Director maintains open and accessible communication with members of the library community and community groups that use library services. In doing so, the Director exhibits courtesy, professionalism, cultural sensitivity and flexibility, and openness.*

1. The Director provides consistent and accessible lines of communication with patrons and community groups.

E  S  N  U

2. The Director communicates effectively with diverse members of the community.

E  S  N  U

3. The Director is responsive to, and resolves concerns and issues raised by individuals and groups in appropriate amounts of time.

E  S  N  U

4. The Director is open to ideas and suggestions raised by the public and uses these to improve library services, where appropriate.

E  S  N  U

5. The Director works effectively with the leadership and membership of the Friends of Bethlehem Public Library.

E  S  N  U

**COMMENTS:**

//

*Overall community relations totals:*

E  S  N  U

**LIBRARY SERVICE CREATION AND DELIVERY**

*The Director provides appropriate services to individual and groups within the community. Such services reflect current and emerging needs and interests, and the larger goals outlined in the library's long-range plan. The Director engages with organizations that enhance the library's ability to create and maintain services and programs for the community.*

1. Working with staff, the Director provides services and collections that meet the evolving needs of the community.

E  S  N  U

2. The Director exhibits creativity and flexibility in creating new services and programs.

E  S  N  U

3. Services reflect the Director's knowledge of significant developments and trends in the field.

E  S  N  U

4. The collection and services are well maintained and evaluated regularly.

E  S  N  U

5. The Director actively engages and utilizes community groups and governmental agencies in promoting and enhancing library services.

E  S  N  U

6. The Director works with other libraries and library related groups (UHLS) to gain knowledge and resources that enhance the collection and services of the library.

E  S  N  U

**COMMENTS:**

//

*Overall library services totals:*

E  S  N  U

**MANAGEMENT AND ADMINISTRATION**

*The Director ensures that the management of library operations, services, and resources is done effectively and within all required guidelines, and in a way that promotes community confidence and programmatic integrity.*

## Budget and Resources Management

69

1. Adequate control and accounting of all funds takes place; library uses sound financial practices.

E  S  N  U

2. Budget is prepared with input from staff and the BOT; the library operates within budget guidelines.

E  S  N  U

3. Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.).

E  S  N  U

4. Positive relationships with government, foundation and corporate funders are in place.

E  S  N  U

5. Buildings and grounds are maintained appropriately and repairs are addressed appropriately and in a timely manner.

E  S  N  U

### COMMENTS:

//

*Budget and resource management totals:*

E  S  N  U

## Human Resources Management

1. Work is effectively assigned, appropriate levels of authority are delegated to achieve best service.

E  S  N  U

2. Staff functions are analyzed periodically with the objective of most effectively utilizing staff to perform tasks and produce materials and services (combining, eliminating and/or creating

new positions).

70

E  S  N  U

3. Library culture attracts and retains highly qualified staff.

E  S  N  U

4. Addresses performance issues fairly and takes necessary actions to correct problems.

E  S  N  U

**COMMENTS:**

//

*Human resource management totals:*

E  S  N  U

### **Policy and Governance**

1. The Director manages the review and dissemination of policies under the jurisdiction of the BOT.

E  S  N  U

2. The Director serves as a resource to the board and its officers in areas of meeting protocol and management, and other areas of governance related to the BOT.

E  S  N  U

3. The Director seeks necessary training opportunities to stay up to date on changes to laws and regulations that impact library governance. This information is communicated to the library trustees.

E  S  N  U

**COMMENTS:**

//

*Policy and governance totals:*

E  S  N  U

### **BOARD OF TRUSTEES COMMUNICATION AND RELATIONS**

1. The Director is responsive to inquiries from members of the BOT and provides appropriate and timely answers to the BOT.

E  S  N  U

2. The BOT is effectively engaged in policy, budget development, and strategic planning.

E  S  N  U

3. The Director provides insight and knowledge to support and enhance the work of the BOT.

E  S  N  U

4. Trustee training opportunities are offered and explained to BOT members.

E  S  N  U

**COMMENTS:**

//

*BOT communication and relations totals:*

E  S  N  U

**ADDITIONAL COMMENTS:**

//

**Name of trustee filling out this form:**

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## Employee survey

To all staff at the Bethlehem Public library:

Part of the job of the Board of Trustees is to provide leadership and guidance to the Director. We also are very interested in the views and opinions of all staff. Accordingly, please take a few minutes to fill out the attached survey.

If you would like to provide comments outside the survey process, please email the personnel committee at xxxxxxxxxxxx and xxxxxxxxxxxx. Thanks for all your work on behalf of the Bethlehem community.

**Please respond to the following using a four-part scale with 4 representing "strongly agree" and 1 indicating "strongly disagree." Choose "U" if you are unable to answer.**

- 1. I know what is going on at and with Bethlehem Public Library.  
 1    2    3    4    U

Comments:

//

- 2. Staff opinions, ideas and feedback matter to the Director.

1  2  3  4  U

Comments:

//

3. Staff are supported by the Director.

1  2  3  4  U

Comments:

//

4. Staff are challenged in a positive way at their jobs.

1  2  3  4  U

Comments:

//

5. Staff are trusted by the Director.

1  2  3  4  U

Comments:

//

6. I would recommend employment at the library to a good friend.

1  2  3  4  U

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Please share any additional thoughts below:

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Submit

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