



Board of Trustees Meeting

Monday March 14, 2022 6:00 pm (Virtual Meeting)

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

Public comments can be submitted here:

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

Agenda

- Call to order
- Public participation
 - Communications can be delivered via email to the library director at the link above.
- Review previous meeting minutes (p. 2-8)
- Financial report (p. 9-17)
 - Treasurer's update (p. 9)
- Personnel report (p. 18)
 - Personnel actions
- Director's report (p. 19-25)
- UHLS report
- New business
 - Public PC (p. 26) and Chromebook (p. 27) purchase
 - UHLS racial equity training for trustees (p. 28-31)
 - Phased reopening plan (p. 32-37) and Emergency Patron Conduct Policy (p. 38-39)
 - Displays and Exhibits Policy (p. 40-43)
- Old business
 - 2022-23 draft budget (p. 44-45)
 - Building committee
 - update
 - Fines committee
 - Recommendations for implementation (p. 46)
- Future business
- Public participation
- Executive Session
- Adjournment

Next board meeting: March 11, 2022 6:00pm

Next Friends of the Library meeting: April 18, 2022

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (VIRTUAL) DRAFT

Monday February 14, 2022

PRESENT: Caroline Brancatella
Mark Kissinger
Harmeet Narang
Mary Redmond
Lisa Scoons
Michelle Walsh
Charmaine Wijeyesinghe
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Chris McGinty, assistant director
Catherine Stollar Peters, assistant director
Tanya Choppy, accounts clerk
Tracey McShane, personnel administrator

*All present via Zoom broadcast live on YouTube and the library website.

President M. Kissinger called the meeting to order at 5:57pm.

PUBLIC PARTICIPATION

G. Kirkpatrick shared several written communications:

A patron was unhappy the library was not dropping the mask requirement since the governor has ended the statewide mandate. The writer said the mask requirement creates an undue burden for taxpayers and potential library users who might be denied access to the library for not wearing a mask. The writer urged the board to exercise restraint and end the mask requirement.

Another letter writer asked what authority the library has to mandate masks in a public building when there is no legislative body to enact the requirement.

An anonymous staffer said that as long as the board was still meeting virtually because of COVID concerns that the mask policy should remain in place. They asked if the mask requirement were to be dropped, would staff who were uncomfortable with working in a maskless environment be allowed to work from home.

A Facebook commenter on the board meeting post expressed support for continuing the mask policy and said the library has done a good job with safety through the pandemic.

Former trustee Brian Sweeney wrote that he had been following the fines discussion and commended the board for their thoughtful approach. He said he felt persuaded by the data and the ethical imperative that eliminating fines was the right thing to do.

MINUTES

L. Scoons suggested a minor edit in the January minutes describing the financial report.

Minutes of the 10 January 2022 board meeting and 3 February 2022 ad-hoc fines committee meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by H. Narang.

FINANCIAL REPORT

Treasurer's update

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

- M. Walsh asked if the library book sale had been discontinued permanently because the revenue line on the expense report showed 0%. G. Kirkpatrick said that the discontinued books that were previously sold inside the library are now going to the Friends book sales that take place twice a year. The sale generates income, goodwill and new volunteers for the group. C. Wijeyesinghe asked where the money earned at the Friends' sales went. G. Kirkpatrick said it all comes back to the library through the support of programs and potentially a part of a bigger capital project later on.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 31 January 2022 (Checks disbursed in December 2021 based on pre-approval \$88,822.20; Checks disbursed in December 2021 relating to payroll \$182,275.69; Checks being submitted for approval \$101,353.71; CapProject Fund/Hand-Drawn Checks \$0; Total: \$372,451.60).

PERSONNEL REPORT

There were no requested actions at this time. The library has received permission from Civil Service to hire a Librarian II and is now interviewing candidates. H. Narang asked if there had been any problems finding candidates for open positions. G. Kirkpatrick said it hasn't been an issue, but the library was being deliberate in filling positions as needed to scale with physical checkouts.

DIRECTOR'S REPORT

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

- G. Kirkpatrick praised the maintenance team for the work they did clearing the snow and ice following a challenging sleet storm. He noted that the Bobcat continues to be helpful removing snow from parking spaces.
- The library continues to investigate automated systems that might help assess the collection in terms of diversity. M. Walsh asked what the library planned to do with the information gathered. G. Kirkpatrick said the items are being tagged in encore to make them more searchable, but there are no plans to create any new genres or change the way the items are shelved.
- G. Kirkpatrick said that program numbers in general are up. He noted that the state report has modified the definitions for asynchronous and outreach programs, so those numbers might appear different. C. Wijeyesinghe asked how often numbers were reported to the state. G. Kirkpatrick said that the main state report is filed once a year but that the library reports a variety of stats throughout the year.

- One of the major drops in physical circulation has been seen in DVDs, which could be due to a couple of factors so it is too soon to tell if it will bounce back.
- Electricity use has been stable but costs are high right now.
- M. Walsh asked how people were notified of automatic renewals. G. Kirkpatrick said patrons receive a notice telling them which items have been automatically renewed and another one telling them if there are items that can't be renewed.

UHLS REPORT

L. Scoons said the board had discussed doing the racial equity training as a group as well as what some individual libraries might be planning on their own. She said it was probably a topic for the BPL board to discuss at a future meeting. L. Scoons said she also wanted to recognize the work that C. Wijeyesinghe had done in assisting Upper Hudson with their diversity training development. She also noted that Lobby Day was scheduled for March 2 and would be virtual. She said the East Greenbush Library had done some programming to support the Libby app, along with some videos, that have been popular with the public.

G. Kirkpatrick noted that redistricting has changed who will be representing the library in the Assembly in the future.

NEW BUSINESS

Personnel Committee recommendation

C. Wijeyesinghe noted that the personnel committee has met with administration and identified and outlined two additional library staff positions: a volunteer and supported employment coordinator, and an M/C administrative assistant. M. Kissinger noted the library had been talking about a volunteer coordinator for some time and have included it in the Long Range Plan. G. Kirkpatrick said that most libraries our size have an administrative assistant, and the role would become increasingly important as the library potential gears up for a construction project. M. Kissinger asked if there were civil service titles already available for both. G. Kirkpatrick said there wasn't a title yet for the volunteer coordinator, but the library could work with civil service to have one created. M. Kissinger said he didn't want that process to delay bringing in someone for the position. The board agreed to continue the discussion in conjunction with the draft budget, which includes the funding for those positions.

Fines Committee report

M. Kissinger said that during a recent ad hoc fines committee discussion, there was a difference of opinion despite a thoughtful and robust back and forth. C. Wijeyesinghe asked about the next steps in the absence of a committee recommendation. M. Kissinger said the agenda was open for a motion. He noted that the board has been discussing the topic of going fine free for more than a year, and it's not likely there will be any change of mind at this point.

M. Walsh said she views the issue differently than her fellow board members and opposes going fine free for the following reasons:

- She doesn't believe that fines restrict access because it was easier than ever to return books these days, with due date reminders, automatic renewals, night drop spots and the ability to return materials to any library in the Upper Hudson system.
- There is still a cost to housing the collection and employing staff. She said she can't in good faith as a steward of taxpayer money forgo revenue.
- She noted that every person, regardless of their financial situation, already has access to library's catalog, programs and services.

- She said that in 2018-2019 fine revenue was over \$35,000 and the library should consider not making any big policy changes while the area is still feeling the effects of the pandemic.

H. Narang said there are also costs involved in the handling of cash paid for fines. He said that with automatic renewals and other loan changes, the fine revenue would never likely return to the pre-pandemic amount.

M. Kissinger said he was not in favor of eliminating fines and doesn't believe it is an access issue. He said it would be pushing costs onto taxpayers.

On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board voted 4-3 to eliminate fines for overdue materials and have the process in place no later than Dec. 31, 2022.

In favor: L. Scoons, H. Narang, C. Brancatella and C. Wijeyesinghe

Opposed: M. Kissinger, M. Walsh and M. Redmond

L. Scoons said the board should begin discussion right away about what implementation would look like, including how long before items would be considered lost and billed. C. Wijeyesinghe said she would like the board to discuss the timeframe for implementation at March meeting. C. Brancatella said there should be significant effort made to communicate the change to the public, including a possible letter to the editor for The Spotlight and talking points. G. Kirkpatrick said there are a lot of examples out there from libraries that have previously gone fine-free.

M. Kissinger requested and M. Walsh agreed that the library should maintain data on access and revenue, and report on the effects of going fine free at regular intervals.

2022-23 Draft budget presentation

S. Whiting said the draft budget includes in the salaries line the two new positions discussed earlier, salary increases based on the contract negotiated last year, and an increase in minimum wage for pages, with a conservative 3.5% turnover allowance, which takes into account vacancies in positions throughout the year.

M. Redmond asked for clarification about health insurance reimbursements for retirees. T. Choppy said those expenses are part of the health insurance line and amounts to about \$85,000 per year. She said about 6 people receive some percentage of reimbursement for their Medicare Part B and 15 retirees not yet eligible for Medicare receive some or all of their insurance premium paid, depending on what was in the contract when they retired.

The \$40,000 increase in the e-collection line is in recognition that it's the area with the biggest circulation growth. It also includes a 5% bump in the UHLS consortium fee. M. Redmond noted that some e-resources like Kanopy and Hoopla are available to BPL cardholders exclusively, and additional OverDrive purchases go to BPL holds first. G. Kirkpatrick said that Hoopla and Kanopy are pay-per-use models, but monthly costs remain fairly stable. M. Kissinger asked how close the materials line was to the library's goal of 15% of the total budget. S. Whiting said it was at 13.6%. M. Kissinger asked if she could provide a chart detailing that increase over the past couple of years.

The budget also allocates an additional \$15,000 in the gas and electric line to cover rising costs.

H. Narang asked about the decrease in the budget line for the Library of Things items. At this time, the library isn't adding a lot of new things to the collection, but there are still some replacement costs.

The board discussed the contingency line. S. Whiting said that a contingency set at ¾% to 1% is a good rule of thumb. M. Redmond said the library also has a surplus to work with in the event of an unforeseen catastrophe. C. Wijeyesinghe asked that budget information presented to the public explain why the levy appears to be higher than 2% despite being under the tax cap. This is because the library did not ask for an increase last year. M. Kissinger noted that the messaging should also mention that the budget supports a full staff and reasonable allocation for materials that promote a robust library moving forward.

C. Wijeyesinghe asked the board to consider whether the income line for fines should be eliminated in the proposed budget in light of the fine free vote. The board will vote on the final draft of the budget at the March meeting.

NYS Annual Report Public Libraries - 2021

G. Kirkpatrick said the emergence from the pandemic is not reflected in the report because it covers the July-June fiscal year of 2020-21. He said there have been some category changes and COVID-specific questions about hours.

On a MOTION by M. Redmond with a SECOND by H. Narang, the board unanimously approved the numbers to be submitted in the New York State Annual Report.

Emergency Patron Conduct Policy - updates

G. Kirkpatrick said the library has had some mild pushback about the continued mask policy, but people generally end up putting a mask on. He said staff in general were in favor of continuing the mask policy at this time. G. Kirkpatrick said he was recommending that patrons be allowed to remove their masks inside the study rooms and studio space with the door closed. Air filters are currently in place in these areas.

G. Kirkpatrick asked the board if they were still comfortable with the staff contacting police if there is a person resisting the mask policy to the point of disruption. The board said they were in favor of bringing in police as a final resort and that generally by the time it escalates to that point, there are usually other issues at play that go against the patron conduct policy.

The board discussed which events might trigger the lifting of a mask policy. G. Kirkpatrick said he is watching the community spread in the area, which is still high, but other factors might come into play, including whether the policy gets lifted at the school district level. Board members said they would like signage to communicate these variables to the public, as well as the need to keep staff healthy in order to keep the doors open.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board unanimously approved the updates to the Emergency Patron Conduct Policy.

OLD BUSINESS

Long range plan - recommendation

On a MOTION by H. Narang with a SECOND by M. Walsh, the board unanimously approved the Long Range Services Plan for 2022-2024.

Building committee update

G. Kirkpatrick and the team met with an architect and have two more to interview before the board decides who they would like to handle the construct design. C. Wijeyesinghe noted that a willingness and ability of the selected architect to shepherd the process through the construction grant and SED process would be a bonus.

PUBLIC PARTICIPATION

Borthwick Avenue resident Anne Moore commented via email that it is her impression from the information shared that charging fines does not change behavior and is therefore unnecessary.

EXECUTIVE SESSION

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board adjourned to executive session at 7:55pm to discuss topics related to contact negotiations pursuant to Article Fourteen of the Civil Service Law.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board adjourned executive session at 8:34pm; no action was taken.

ADJOURNMENT

On a MOTION by H. Narang with a SECOND by L. Scoons, the board adjourned the regular meeting at 8:34pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES
LONG-RANGE PLAN COMMITTEE MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**

Thursday, January 20, 2022

PRESENT: Harmet Narang
Mark Kissinger
Lisa Scoons
Michelle Walsh
Charmaine Wijeyesinghe
Shari Whiting, board treasurer

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director
Catherine Stollar Peters, assistant director

*All present via Zoom broadcast live on YouTube.

The meeting was called to order at 5pm.

LONG-RANGE SERVICES PLAN DISCUSSION

The committee discussed topics related to the Long Range Services Plan.
No action was taken.

ADJOURNMENT

The meeting was adjourned at 5:43pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report March 2022

Revenue and Expense Report

Expenses are tracking close to 5% underbudget through February, comparable to last year at this time. We have turnover and vacancy savings and expect to be 3% to 4% underbudget in salaries at year end. Several other lines are underbudget, including library materials, which will likely catch up by year end, and operations, which includes capital expenditures and the contingency.

Proposed Budget

Included in the board packet is the final draft budget for approval. You will note that the budget for income from fines has been significantly reduced and a few other lines have been adjusted, so that the final impact of eliminating most fines is about \$4,000. The proposed levy increases by approximately \$135,500, or 3.25% over last year's levy, but still under the NYS cap limit. The proposed budget includes two new positions, a reasonable outlay for materials, resources for E-collections, and an accounting software upgrade. We believe that, along with the underlying assumptions, it presents a reasonable plan for the library for the 2022-2023 fiscal year.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 2/28/22

SUMMARY OF CASH ACTIVITY

ACCOUNT	CASH BALANCE	RECEIPTS	DISBURSEMENTS	TRANSFERS	CASH BALANCE
	1/31/2022				2/28/2022
TD Bank General Fund	1,519,439.35	2,173.99	(208,567.90)	171,032.55	1,484,077.99
TD Bank Payroll	-		(128,967.45)	128,967.45	-
TD Bank Money Market	4,228,985.47	307.98	-	(300,000.00)	3,929,293.45
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	9,518.06	2,598.47	(104.40)	-	12,012.13
TOTAL:	<u>5,757,942.88</u>	<u>5,080.44</u>	<u>(337,639.75)</u>		<u>5,425,383.57</u>

INVESTMENTS

None

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$ 20,050.00 of Storch Fund money

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

8 MONTHS ENDED 2/28/22

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 8 MO. ENDED 2/28/2022	Percent YTD 2/28/2022	ANNUAL BUDGET 2020-2021	YTD PRIOR 8 MO. ENDED 2/28/2021	Percent YTD 2/28/2021
REVENUE						
Real Property Taxes	4,172,563	4,101,158	98.3%	4,172,563	4,051,336	97.1%
PILOT	219,570	219,916	100.2%	211,637	213,581	100.9%
Fines	15,000	14,538	96.9%	28,000	928	3.3%
Interest on Deposits	7,500	2,729	36.4%	30,000	5,014	16.7%
Lost Book Payments	-	5,618	0.0%	-	1,436	0.0%
Sale of Books	5,000	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	2,000	5,548	277.4%	1,000	9,070	907.0%
Photocopier	7,500	3,477	46.4%	7,500	-	0.0%
State Aid	23,170	21,961	94.8%	24,000	17,571	73.2%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	154	0.0%	-	-	0.0%
Total Revenue	4,452,303	4,375,099	98.3%	4,479,700	4,298,936	96.0%
EXPENSES						
Salaries	2,344,152	1,468,475	62.6%	2,363,565	1,430,223	60.5%
Retirement	323,103	316,827	98.1%	291,089	287,751	98.9%
Health Insurance	307,889	215,078	69.9%	310,433	189,788	61.1%
Other Benefits	209,759	127,196	60.6%	201,213	130,075	64.6%
Subtotal Salaries & Benefits	3,184,903	2,127,575	66.8%	3,166,300	2,037,837	64.4%
Library Materials - Print	292,000	142,029	48.6%	302,500	143,349	47.4%
Library Materials - Electronic & Audio	269,000	150,118	55.8%	284,000	196,737	69.3%
Subtotal Library Material	561,000	292,148	52.1%	586,500	340,086	58.0%
Operations	571,400	325,141	56.9%	601,900	321,892	53.5%
Capital Expenditures	100,000	12,497	12.5%	125,000	20,398	16.3%
Contingency	35,000	-				
Total Expenses	4,452,303	2,757,361	61.9%	4,479,700	2,720,214	60.7%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

8 MONTHS ENDED 2/28/22

FISCAL YEAR 2020-2021

Account Name	ANNUAL BUDGET 2021-2022	YTD ACTUAL 8 MO. ENDED 2/28/2022	Percent YTD 2/28/2022	ANNUAL BUDGET 2020-2021	YTD PRIOR 8 MO. ENDED 2/28/2021	Percent YTD 2/28/2021
Salaries & Benefits						
Salaries-Librarians	1,203,711	758,064	63.0%	1,197,064	699,888	58.5%
Salaries-Support Staff	976,846	606,032	62.0%	996,099	627,655	63.0%
Salaries-Custodians	163,595	104,378	63.8%	170,402	102,680	60.3%
Subtotal Salaries	2,344,152	1,468,475	62.6%	2,363,565	1,430,223	60.5%
Retirement	323,103	316,827	98.1%	291,089	287,751	98.9%
Health Ins.	307,889	215,078	69.9%	310,433	189,788	61.1%
SocSec/Medicare	179,359	108,356	60.4%	180,813	106,809	59.1%
Worker's Comp.	19,000	16,845	88.7%	19,000	16,449	86.6%
Unemployment	10,000	-	0.0%	-	5,495	0.0%
Disability Ins.	1,400	1,995	142.5%	1,400	1,322	94.4%
Subtotal Salaries & Benefits	3,184,903	2,127,575	66.8%	3,166,300	2,037,837	64.4%
Library Materials						
Adult books	171,000	83,554	48.9%	171,000	95,812	56.0%
Periodicals	18,000	18,096	100.5%	24,000	12,564	52.3%
YS Books	85,000	34,143	40.2%	85,000	31,810	37.4%
Special Collections	18,000	6,237	34.6%	22,500	3,164	14.1%
Subtotal Print Materials	292,000	142,029	48.6%	302,500	143,349	47.4%
Audiobooks	25,000	11,077	44.3%	30,000	17,969	59.9%
E-Collections	156,000	103,376	66.3%	156,000	134,699	86.3%
Electronic Resources	28,000	13,252	47.3%	28,000	12,471	44.5%
YS Audiobooks	7,000	1,295	18.5%	5,000	5,189	103.8%
YS Media	5,000	2,173	43.5%	7,000	2,932	41.9%
AS Media	48,000	18,945	39.5%	58,000	23,478	40.5%
Subtotal Electronic & Audio	269,000	150,118	55.8%	284,000	196,737	69.3%
Subtotal Library Materials	561,000	292,148	52.1%	586,500	340,086	58.0%
Operations						
Copiers and supplies	18,000	6,170.63	34.3%	20,000	2,753	13.8%
Office supplies	20,000	12,935.69	64.7%	14,000	13,962	99.7%
Custodial supplies	26,000	8,548.56	32.9%	22,000	10,645	48.4%
Postage	20,000	9,965.25	49.8%	20,000	10,186	50.9%
Printing & Marketing	38,000	13,661.27	36.0%	35,000	8,185	23.4%
Van lease & oper.	4,000	341.73	8.5%	4,000	167	4.2%
Gas and Electric	50,000	48,544.36	97.1%	60,000	30,771	51.3%
Telecommunications	18,000	8,150.68	45.3%	18,000	7,616	42.3%
Water	3,000	1,464.57	48.8%	2,700	1,319	48.8%
Taxes-sewer & water	3,400	3,184.44	93.7%	3,700	3,144	85.0%
Refund property taxes	10,000	1,450.47	14.5%	20,000	55	0.3%
Prof. Services	30,000	16,767.04	55.9%	30,000	17,175	57.3%
Contract Services	42,000	29,898.75	71.2%	42,000	6,294	15.0%
Insurance	29,000	26,008.09	89.7%	29,000	23,502	81.0%
Bank Fees	-	858.92	0.0%	-	-	0.0%
Travel/Conference	3,000	2,317.59	77.3%	8,000	1,367	17.1%
Memberships	3,000	1,767.50	58.9%	3,000	2,012	67.1%
Special Programs	35,000	10,642.57	30.4%	43,000	6,011	14.0%
Furniture & Equipment	40,000	13,319.40	33.3%	50,000	31,623	63.2%
IT Hardware & Software	42,000	16,746.81	39.9%	42,000	38,580	91.9%
Bld & Grnd. Repair	40,000	17,520.61	43.8%	40,000	23,764	59.4%
Furn/Equip Repair	2,000	96.99	4.8%	2,000	1,307	65.3%
Miscellaneous	4,000	4,067.04	101.7%	3,500	8,835	252.4%
Audit Service	24,000	16,876.32	70.3%	24,000	21,620	90.1%
Accounting Service	15,000	14,010.00	93.4%	15,000	13,544	90.3%
UHLAN fees	52,000	39,826.12	76.6%	51,000	37,457	73.4%
Subtotal Operations	571,400	325,141	56.9%	601,900	321,892	53.5%
Capital Expenditures	100,000	12,497	12.5%	125,000	20,398	16.3%
Contingency	35,000	-	0.0%	-	-	0.0%
TOTAL	4,452,303	2,757,361	61.9%	4,479,700	2,720,214	60.7%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN FEBRUARY 2022 BASED ON PRE-APPROVAL	\$	50,353.97
CHECKS DISBURSED IN FEBRUARY 2022 RELATING TO PAYROLL	\$	185,827.67
CHECKS BEING SUBMITTED FOR APPROVAL	\$	43,571.70
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 30: MANUAL DISB (FEB 22) For Dates 2/1/2022 - 2/28/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39836	02/01/2022	1661	**VOID** RCS COMMUNITY LIBRARY	220094	-24.95
39932	02/01/2022	711	**VOID** SCHOOL SYSTEMS FED CREDIT UNION		-170.00
40011	02/08/2022	2170	**VOID** FRIENDS OF HILDENE	220217	-200.00
40139	02/01/2022	1661	RCS COMMUNITY LIBRARY	220094	24.95
40140	02/01/2022	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
40188	02/08/2022	2395	CSEA EMPLOYEE BENEFIT FUND		187.43
40189	02/08/2022	2170	FRIENDS OF HILDENE	220217	200.00
40190	02/08/2022	1833	HIGHMARK BSNENY		11,405.78
40191	02/08/2022	1581	UNITED STATES POSTAL SERVICE	220360	1,350.50
40194	02/15/2022	1424	AFLAC NEW YORK		363.32
40195	02/15/2022	1570	NATIONAL GRID		9,835.11
40196	02/15/2022	2087	CITIBANK	*See Detail Report	641.07
40197	02/15/2022	2399	LAUREN GRASSO	220374	14.99
40198	02/15/2022	2137	WEX BANK	220006	75.75
40201	02/24/2022	1831	CDPHP UNIVERSAL BENEFITS, INC.		20,911.69
40202	02/24/2022	720	MVP HEALTH PLAN, INC.		5,318.72
40203	02/24/2022	2061	UNITED HEALTHCARE INSURANCE CO		128.83
40204	02/24/2022	1607	VERIZON BUSINESS FIOS	220004	120.78
Number of Transactions: 18				Warrant Total:	50,353.97
				Vendor Portion:	50,353.97

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

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 31: TRUST & AGENCY (FEB 22) For Dates 2/1/2022 - 2/28/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40192	02/15/2022	712	CIVIL SERVICE EMPL ASSOC INC.		903.69
40193	02/15/2022	1679	METLIFE-TSA CONTRIBUTIONS		100.00
40199	02/28/2022	712	CIVIL SERVICE EMPL ASSOC INC.		928.35
40200	02/28/2022	1679	METLIFE-TSA CONTRIBUTIONS		100.00
100634	02/15/2022	709	BPL SPECIAL PAYROLL ACCOUNT		63,315.97
100635	02/15/2022	710	NYS INCOME TAX BUREAU		3,537.65
100636	02/15/2022	1946	IRS - PAYROLL TAX PMT		20,310.25
100637	02/15/2022	2003	NEW YORK STATE DEFERRED		1,767.14
100638	02/28/2022	709	BPL SPECIAL PAYROLL ACCOUNT		65,651.48
100639	02/28/2022	710	NYS INCOME TAX BUREAU		3,583.25
100640	02/28/2022	730	NYS EMPLOYEES RETIREMENT SYSTE		2,876.85
100641	02/28/2022	1946	IRS - PAYROLL TAX PMT		20,839.84
100642	02/28/2022	2003	NEW YORK STATE DEFERRED		1,913.20
Number of Transactions: 13				Warrant Total:	185,827.67
				Vendor Portion:	185,827.67

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 - 32: BILL SCHEDULE (MAR 22) For Dates 3/15/2022 - 3/15/2022**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40210	03/15/2022	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	35.99
40211	03/15/2022	2334	ALLEGRA MKTG C/O GLENN READ ENTERPRISES LLC	220359	821.54
40212	03/15/2022	1009	AMAZON CREDIT PLAN	*See Detail Report	2,732.15
40213	03/15/2022	77	BAKER & TAYLOR , INC.	*See Detail Report	8,521.03
40214	03/15/2022	1186	BAKER AND TAYLOR ENTERTAINMENT	220371	53.80
40215	03/15/2022	2166	BERKSHIRE BOTANICAL GARDEN	220389	120.00
40216	03/15/2022	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	220002	238.58
40217	03/15/2022	2168	CRAILO STATE HISTORIC SITE	220390	25.00
40218	03/15/2022	1220	DEMCO, INC	*See Detail Report	702.60
40219	03/15/2022	1463	EAST GREENBUSH COMM LIBRARY	220404	35.00
40220	03/15/2022	1991	EASTERN MANAGED PRINT NETWORK LLC	220009	147.79
40221	03/15/2022	2169	EMPIRE STATE AEROSCIENCES MUSEUM	220391	60.00
40222	03/15/2022	2109	ERIC CARLE MUSEUM OF PICTURE BOOK ART	220394	125.00
40223	03/15/2022	1674	FINDAWAY	*See Detail Report	685.87
40224	03/15/2022	1986	FIRSTLIGHT FIBER	220001	381.19
40225	03/15/2022	2272	GLOBAL EQUIPMENT COMPANY INC.	*See Detail Report	4,759.99
40226	03/15/2022	787	GUILDERLAND PUBLIC LIBRARY	220395	7.99
40227	03/15/2022	2363	JO-ANN STORES, LLC	220387	1,000.00
40228	03/15/2022	2322	KANOPY INC.	220398	1,069.00
40229	03/15/2022	2201	LANE PRESS OF ALBANY	220011	3,295.00
40230	03/15/2022	2261	LIBRARY IDEAS, LLC	220385	527.40
40231	03/15/2022	1024	MIDWEST TAPE LLC	*See Detail Report	3,494.91
40232	03/15/2022	1088	NASSAU FREE LIBRARY	220402	13.95
40233	03/15/2022	2121	NYSPSP	220046	39.50
40234	03/15/2022	1823	OVER DRIVE INC.	*See Detail Report	9,065.68
40235	03/15/2022	2054	PANGBURN LANDSCAPING	220216	1,650.00
40236	03/15/2022	450	PHILLIPS HARDWARE INC	220016	19.88
40237	03/15/2022	2339	PRONUNCIATOR LLC	220363	1,450.00
40238	03/15/2022	1661	RCS COMMUNITY LIBRARY	*See Detail Report	57.37
40239	03/15/2022	2289	RELYCO SALES INC.	220358	139.44
40240	03/15/2022	2287	SCHENECTADY CO. HISTORICAL SOCIETY	220392	50.00
40241	03/15/2022	2224	SCHUYLER MANSION STATE HISTORIC SITE	220393	25.00
40242	03/15/2022	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	162.19
40243	03/15/2022	2154	STERICYCLE, INC.	220013	20.51
40244	03/15/2022	1161	TOWN OF BETHLEHEM	*See Detail Report	416.14
40245	03/15/2022	2328	UNIFIRST CORPORATION	*See Detail Report	183.66
40246	03/15/2022	632	UPPER HUDSON LIBRARY SYSTEM	220396	992.25
40247	03/15/2022	1607	VERIZON BUSINESS FIOS	220004	47.14
40248	03/15/2022	1968	VERIZON WIRELESS	220003	100.45
40249	03/15/2022	645	W W GRAINGER INC	220007	4.71
40250	03/15/2022	1884	W.B. MASON CO., INC.	220366	294.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 32: BILL SCHEDULE (MAR 22) For Dates 3/15/2022 - 3/15/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 41				Warrant Total:	43,571.70
				Vendor Portion:	43,571.70

*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

March 14, 2022 - Board of Trustee Meeting											
										18	
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
<u>Previously Approved to Fill</u>											
Library Clerk PT	Public Services	19 hrs/wk		\$14.17/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Page PT	Collection Maintenance	9.8 hrs/wk		\$13.20/hour	K. Smith	12/2/2020	12/14/2020				
Librarian II FT	Public Services	35 hrs/wk		\$63,207/annual or per contract	C. Brenner	8/31/2021	8/9/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	6 hrs/wk		\$13.20/hour	S. Hamilton	12/12/2021	1/10/2022				
<u>Action Requested</u>											
<u>Positions Held</u>											
None											

Director's Report March 2022

COVID and Phased Reopening

In accordance with the updated CDC mask guidance the library has removed the mandatory mask policy.

Masks continue to be commonly used among both staff members and patrons. We continue to supply masks at the library entrance for those who choose to use them.

Updates to the Phased Reopening Plan and Emergency Patron Conduct Policy have been included in the packet. As we approach full operation these become simpler to implement.

Building and Grounds

Spring snowfalls have kept the maintenance staff on their toes. Several of these storms landed on the weekends making cleanup a bit more challenging.

Public Services

UHLS has entered into a reciprocal borrowing agreement with the Mid-Hudson Library System for OverDrive titles. This will allow our patrons to access additional e-content titles that are available in the MHLS OverDrive collection. Items would only be available for this "interlibrary loan" if it was not checked out and no patron in the home system had a request on the item. This is function is relatively new for OverDrive and many of the other public library systems will be watching our experience to see how it works. This does not apply to Kanopy or Hoopla items, only those available in Libby/OverDrive.

Overall circulation is returning to pre-pandemic levels though door count continues to lag. We have experienced a recent uptick in people using the library to study, read, and hang out. We have also noticed an increase in children using the library.

Programs and Outreach

The seed library is ready to launch on March 14. This year, patrons will be able to select seed packets in-house or request them online to be picked up at the checkout desk or via curbside pickup.

The Friends of the Library have scheduled a two-day Booksale Fundraiser. The sale will look much like those from the past year. The fundraiser will be on Saturday-Sunday, May 21-22, from noon to 4 p.m.

Kate arranged for a fantastic program on Lebanese cooking. Robert Khalife demonstrated how to cook a full Lebanese meal, including a main dish, two appetizers and two salads. There was a long waitlist for the program, but Robert allowed Kate to share all of his instructions and recipes

with people on the waitlist, and he also made a YouTube video on the main dish to share. Kate plans to have him back in the future for other cooking and baking programs.

Kate and Michelle wrapped up the Community Expedition this month, which ran Jan. 17-Feb. 25. We were pleased to be able to partner with the BCSD Middle School, Mohawk Hudson Land Conservancy, Helderberg-Hudson Rail Trail, and the Pine Hollow Arboretum. A total of 140 separate families picked up materials to participate in the expedition. The families included 106 people, 65 of which were children.

Michelle's book discussion program Check'em Out books highlighted "The Marginalized Majority: Claiming Our Power in a Post-Truth America." The group was joined virtually by the author Onnesha Roychoudhuri, who provided a brief reading from her book before engaging in discussion with the participants.

Macramé Heart Wall Hanging was offered by Sarah, who originally planned to have this as a small in-person program but decided to also offer an optional take home kit with the extra supplies. This allowed those on the waitlist a way to participate. Six people attended the program and 13 enjoyed the craft at home. Program feedback:

- *Hi Sarah, I really enjoyed the program last night- what a treat to learn a new craft! Thank you for your help, the great instructions and the below info! Looking forward to our next class!*
- *Thank you Sarah. I had such a good time and I love my macramé heart.*
- *Hi Sarah, You made an extra macramé heart kit for me. Here's a picture of my completed project. Thank you so much! I had a great time doing it and I'm pleased with the result.*



Circulation and Technical Services

Starting fine free borrowing is not as simple as flipping a switch. Staff have been working on an implementation and marketing plan as well as an evaluation rubric. Parameters will have to be changed at specific times so that we are ready for the go-live date. Recommended lending parameter decisions from the Fines Committee are included in the packet.

I had a conversation with the directors of the Guilderland and Altamont public libraries to discuss having all three libraries go fine free on the same day. The timing did not work as their libraries were a bit further ahead in their process. Guilderland's fine free effort received some press from WNYT and in the Times Union.

New bike locks and knitting needles have been added to the Library of Things collection.

We have requested that Baker and Taylor begin processing our items again. It appears that warehouse and processing delays from last fall and winter have improved. We will be monitoring the times for new fiction to determine if vendor processing causes delays in item deliveries.

Continuing Education and Committee Work

Michael

- NOVELIST Crash Course in Narrative Nonfiction webinar
- ASAC meeting

Sarah

- Creating Affirming Workplaces for Transgender & Nonbinary Employees with Lyndon Cudlitz offered by UHLS
- ASAC meeting

Kate

- YSS conference planning committee met to begin planning for the 2023 YSS conference
- Webinar: We Are NOT Okay: Library Worker Trauma Before and During COVID-19 and What Happens After

Luke

- The Books of Jacob: Nobel Prize Winner Olga Tokarczuk with translator Jennifer Croft & literary critic Ruth Franklin - live webinar sponsored by the Brooklyn Public Library
- Facebook and Data Privacy: How Facebook Mismanages Information and What it Means for Users – live webinar sponsored by METRO Events
- Copy That! Copyright Basics for Library Professionals, Part 2: Exceptions and Limitations – live webinar sponsored by the Metropolitan New York Library Council

Catherine

- Passing a Construction Bond: Dos & Don'ts for a Successful Campaign from LILRC March 4, 2022.
- In the Fabric of Our Methods: Examining the Role of Racist and Sexist Stereotypes in Survey Research from IRDL speaker series February 11, 2022.

Meetings and miscellany

Representative Antonio Delgado visited the library for a tour of the building. Next year our area will become part of the district he represents. He wanted to learn more about the library and the area. He was impressed with what the library had to offer. Special thanks to the board members who were able to attend the visit.

We had a conversation with a representative from a solar power reseller to see if there is a possibility that the library might be able to enter into a solar power agreement with one of the solar farms in the region.

Catherine and Mark represented Bethlehem at Library Advocacy Day. We chose to focus our efforts on library construction aid.

Geoffrey Kirkpatrick, Library Director

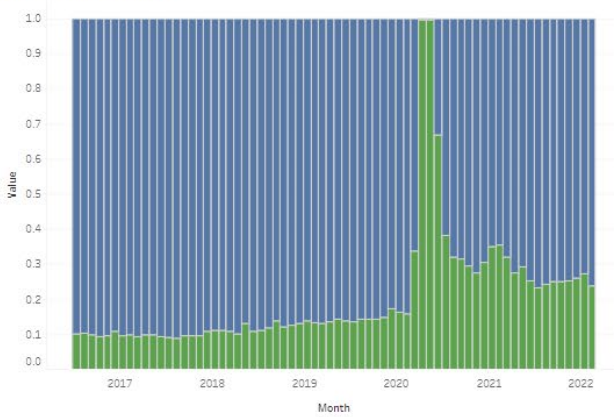
Library Collection				2020-21	Current Total
Adult fiction				27,576	27,157
Adult non-fiction				29,912	29,175
Adult audio				6,342	6,202
Adult video				8,146	8,460
Young adult fiction				5,372	5,270
Young adult nonfiction				492	550
Young adult audiobooks				418	440
Children's fiction				27,336	27,988
Children's non-fiction				15,910	16,063
Children's audiobooks				1,850	1,630
Children's video				1,961	1,466
OverDrive - UHLS Shared				100,026	109,237
e-magazines				3,582	3,487
Electronic (games, ereaders)				450	464
Total				229,373	237,589
Library Programs	Feb-22	Feb-21	% change	2020-21	F-Y-T-D
Programs	20	16	25.0%	211	246
Program attendance	227	391	-41.9%	2,531	5,232
Outreach Programs	1	0	und	450	12
Outreach Attendance	106	0	und	1,357	3,964
Circulation	Feb-22	Feb-21	% change	2020-21	F-Y-T-D
Adult fiction	11,627	8,812	31.9%	122,358	93,482
Adult non-fiction	6,438	4,795	34.3%	62,005	50,498
Adult audio	4,372	3,425	27.6%	43,240	35,461
Adult video	6,695	4,067	64.6%	54,329	50,908
Adult magazines	1,508	1,483	1.7%	19,130	12,178
Young adult fiction	1,402	1,273	10.1%	18,086	12,290
Young adult nonfiction	130	87	49.4%	1,303	947
Young adult audiobooks	190	205	-7.3%	2,364	1,723
Young adult magazines	0	0	und	25	0
Children's fiction	11,016	7,944	38.7%	106,794	86,914
Children's non-fiction	3,383	1,934	74.9%	24,559	21,672
Children's audiobooks	1,146	726	57.9%	8,160	8,223
Children's video	514	241	113.3%	4,734	4,767
Children's magazines	0	0	und	91	1
Electronic (games, ereaders)	545	178	206.2%	2,772	3,617
Total	48,966	35,170	39.2%	469,949	382,004
Interlibrary Loan	Feb-22	Feb-21	% change	2020-21	F-Y-T-D
Borrowed from others	6,574	8,616	-23.7%	95,316	50,685
Loaned to others	4,250	5,432	-21.8%	64,417	35,001
Miscellaneous	Feb-22	Feb-21	% change	2020-21	F-Y-T-D
Visits to our home page	28,308	27,446	3.1%	483,316	298,452
Public use of meeting rooms	28	0	und	0	202
Public meeting attendance	329	0	und	0	2,230
Staff use & library programs	14	0	und	0	77
Study room sessions	611	0	und	0	1,902
Tech room/ Studio use	1	0	und	0	6
Door count	11,586	0	und	41,521	98,443
Registered BPL borrowers	60	44	36.4%	562	583
Computer signups	731	0	und	860	5,690
Museum Pass use	55	17	223.5%	324	801
E-book use	5,506	6,131	-10.2%	73,602	45,757
E-audiobook use	3,448	3,227	6.8%	38,322	28,757
E-magazine use	1,285	1,378	-6.7%	16,380	10,127
Streaming video use	1,495	1,729	-13.5%	16,004	11,260
BCSD use via Overdrive	76	95	-20.0%	1,643	1,146
Equipment	40	107	-62.6%	1,379	1,215
Wireless Use	6,648	4,932	34.8%	75,484	65,090

Measure N... % Digital of total %F

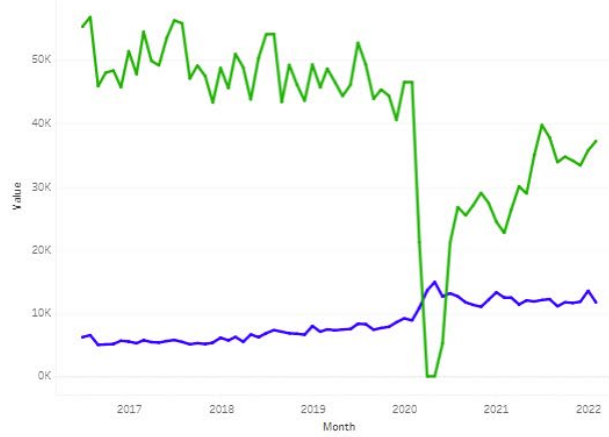
Circulation eContent Total

OverDrive Total eMagazine

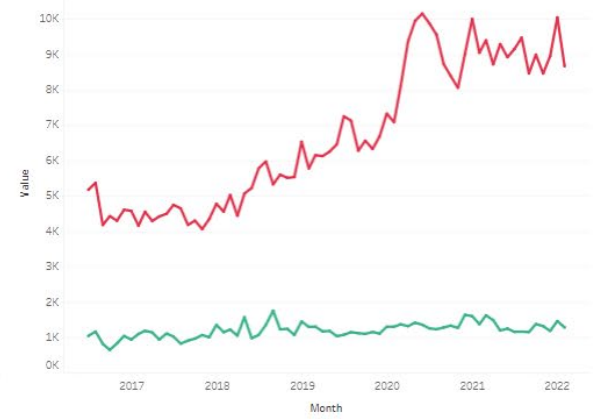
Circulation % Digital



Physical v. Digital Circulation

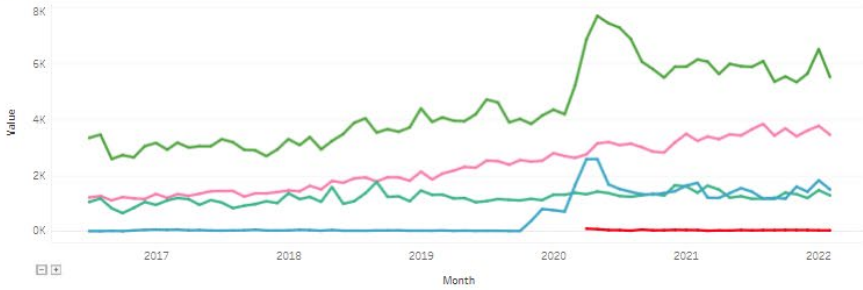


OverDrive and eMagazines

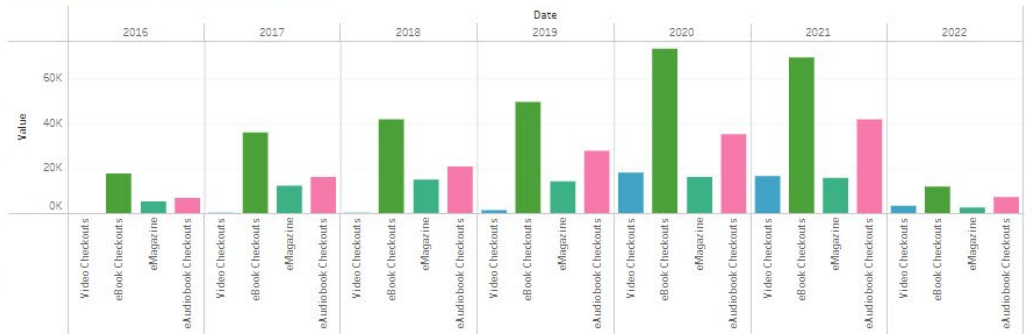


Measure Names
 Video Checkouts eBook Checkouts eMagazine eAudiobook Ch... Music

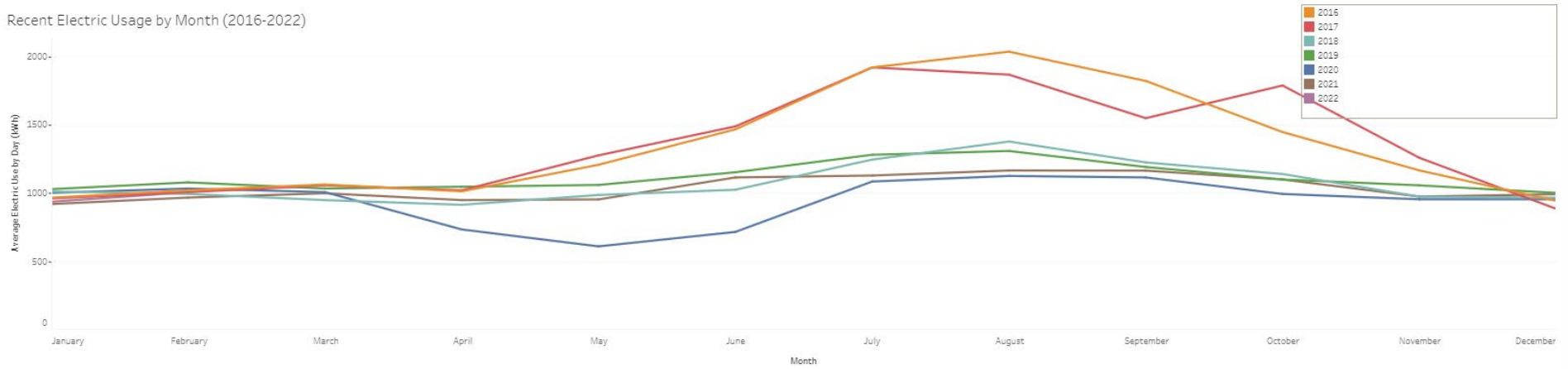
Digital Content Circulation by Format



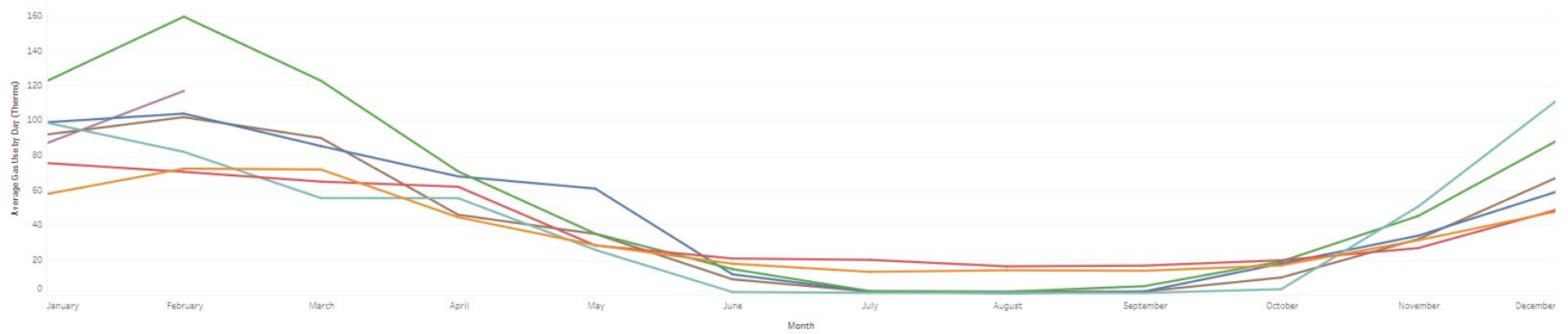
Digital Content Circulation by Format



Recent Electric Usage by Month (2016-2022)



Recent Gas Usage by Month (2016-2022)



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000113595034.1	Sales Rep	Patrick McGee
Total	\$9,755.80	Phone	(800) 456-3355, 6179287
Customer #	14122520	Email	Patrick_D_McGee@Dell.com
Quoted On	Mar. 02, 2022	Billing To	TONYA CHOPPY
Expires by	Apr. 01, 2022		BETHLEHEM PUBLIC LIBRARY
Contract Name	Dell National Cooperative Purchasing Alliance-NCPA Master Agreement		451 DELAWARE AVE
Contract Code	C000000005600		DELMAR, NY 12054-3042
Customer Agreement #	NCPA 01-42		
Solution ID	.		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you are ready to place an order. Thank you for shopping with Dell!

Regards,
Patrick McGee

Shipping Group

Shipping To	Shipping Method
JOHN LOVE BETHLEHEM PUBLIC LIBRARY 451 DELAWARE AVE DELMAR, NY 12054-3042 (518) 439-9314	Standard Delivery

Product	Unit Price	Quantity	Subtotal
OptiPlex 7090 Small Form Factor	\$975.58	10	\$9,755.80
Subtotal:			\$9,755.80
Shipping:			\$0.00
Environmental Fee:			\$0.00
Non-Taxable Amount:			\$9,755.80
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$9,755.80

A quote for your consideration

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To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000114169448.1	Sales Rep	Patrick Mcgee
Total	\$7,018.20	Phone	(800) 456-3355, 6179287
Customer #	14122520	Email	Patrick_D_McGee@Dell.com
Quoted On	Mar. 09, 2022	Billing To	TONYA CHOPPY
Expires by	Apr. 08, 2022		BETHLEHEM PUBLIC LIBRARY
Contract Name	Dell Standard Terms and Conditions		451 DELAWARE AVE
Contract Code	C000000006563		DELMAR, NY 12054-3042
Customer Agreement #	Dell Standard Terms and Conditions		
Solution ID	.		

Message from your Sales Rep

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Regards,
Patrick Mcgee

Shipping Group

Shipping To	Shipping Method
JOHN LOVE BETHLEHEM PUBLIC LIBRARY 451 DELAWARE AVE DELMAR, NY 12054-3042 (518) 439-9314	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Latitude 5400 Chromebook Enterprise	\$467.88	15	\$7,018.20
Subtotal:			\$7,018.20
Shipping:			\$0.00
Environmental Fee:			\$0.00
Non-Taxable Amount:			\$7,018.20
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$7,018.20



Racial Equity Training for Your Library from The McLean Group

Introduction

UHLS has contracted with [The McLean Group](#), a well-respected Capital Region firm, to offer training on racial equity for both boards and staff of our libraries. This effort is a direct result of requests from member libraries, and is part of the Racial Equity Committee. The training aims to foster understanding of how racism affects libraries and library services, to identify library-specific barriers to racial equity, and to stimulate positive change in library services at UHLS member libraries.

Racial equity training is a marathon rather than a sprint. With understanding of and respect for the value of both board and staff time, we have worked carefully to develop a curriculum and training schedule robust enough to meaningfully address this complex topic, and flexible enough for different levels of library engagement.

This training will be available through December 2023, while funding is available, at no direct cost to the library. UHLS fully subsidizes this unique training program from NYS Outreach Funds to make it available and accessible to all member libraries. UHLS is strongly encouraging all libraries to take advantage of this opportunity to evaluate your library through a new lens.

Training is available for two audiences: boards and staff.

Board training

Board training is offered in three options available through 12/31/23:

1. Board representative(s). Components:

- Six 90-minute in-person group sessions held at UHLS offices and attended by one or more trustees from your library, who will learn along with trustees from other libraries
- A summary of the training, presented by your attending trustee to your full board
- A 60-minute UHLS-led, in-person session for the full board where the context is made local and the board identifies actionable steps to improve library services.

2. Full board, smaller commitment. Components:

- Two 90-minute in-person sessions held at your library for the full board. In-person sessions are strongly preferred. Virtual sessions are possible.
- A 60-minute UHLS-led, in-person session for the entire board where the context is made local and the board identifies actionable steps to improve library services.

3. Full board, larger commitment. Components:

- Four 90-minute in-person sessions held at your library for the full board. In-person sessions are strongly preferred. Virtual sessions are possible.
- A 60-minute UHLS-led, in-person session for the full board where the context is made local and the board identifies actionable steps to improve library services.

This training will be most powerful, and most transformative, if the whole board participates in full-board sessions. We suggest that boards schedule training segments separate from their regular meetings to maximize members' energy and focus. Sessions may be spread out at intervals that work for the board, with the understanding that the same group of trustees working through all sessions is most beneficial.

The six-session in-person series at UHLS (Option 1 above) will begin the week of April 4th. Session dates will be developed taking into account the

schedules of the presenter and participants. It is expected that the sessions will be monthly, and that the exact dates will be determined by the group.

This training meets the requirement in recent legislation for each trustee to have two hours approved training annually.

Short description of content:

For participants in Option 1, the six-session training at UHLS offices led by The McLean Group, topics address:

1. Implicit bias and microaggressions
2. Race and ethnicity in society§
3. Racial categorizations and socialization
4. Courageous conversations
5. Systemic racism and historical context
6. White supremacy characteristics in the library

Followed by the UHLS-led session at your library for the full board.

For boards choosing Option 2, the two-session full-board training at your library led by The McLean Group, topics address:

1. Racial categorization and social organization
2. Race and ethnicity in society

Followed by the UHLS-led session at your library for the full board.

For boards choosing Option 3, the four-session full-board training at your library led by The McLean Group, topics address:

1. Unconscious bias and microaggressions
2. Racial categorization and social organization
3. Race and ethnicity society
4. Courageous conversations

Followed by the UHLS-led, in-person session at your library for the full board.

Staff training

Short description of content

The staff training is focused on exploration and education around the topics of equity, inclusion, unconscious bias, white supremacy as related to libraries, race and ethnicity in society, and other connected areas.

Options:

- 1 Three hour session
2. Four hour session
3. Five hour session
4. Six hour session

Group size

Maximum group size is 30 and minimum is six to keep learning effective. To meet the minimum, smaller libraries have the option of partnering with nearby member libraries or notifying UHLS of their interest in a multi-library session at UHLS.

Continuing Education (CE) credit will be awarded based on length of training.

About The McLean Group

Kathleen McLean is the principal of The McLean Group, which has worked with many Capital Region organizations including the North Colonie School District (board and staff), Hudson Valley Community College, New York Library Association, Envirospec Engineering, and many more. Kathleen is a years-long user of Colonie Town Library.

Next Steps for Curious or Interested Libraries

To ask questions, express interest, or begin scheduling, please contact UHLS



Phased Reopening Plan Bethlehem Public Library Working Document (v. 3/14/2022)

Increase in virus rates or positive tests and/or local, state and federal requirements can return the library reopening plan to a previous phase

Phase 0.5 – Outside access to the building and shed only

Potential phase initiators: school closures, community health and safety concerns, NYS PAUSE Executive Order

Building

- Library building remains closed to public and staff (except for essential maintenance and administration tasks) almost all staff

Staffing

- Some limited maintenance staff return to perform outside duties while maintaining social distancing
- Some administrative duties requiring access to building are allowed (business office, IT, director)

Duties

- Outside work such as spring cleanup_Maintenance (Kevin) may be in the building to accept deliveries
- Maintenance monitors HVAC system and building needs
- Shut off major deliveries
- Kevin picks up mail regularly, Geoff opens mail and reviews invoices for delivery to Tanya
- Fish tank cleaned at later date
- IT confirms wi-fi and server operation

Services

- Book drops remain closed
- Remote services continue
 - Monitoring of email and phone messages from public
 - Increased social media and virtual presence
 - Increased virtual meetings and internal communication practices
 - Increase purchase of digital content

Phase 1 – Limited staff return to the building (Pre-staff opening)

Potential phase initiators: Reduction in daily COVID-19 cases, state, local, and federal guidance

Building

- Library building remains closed to public and staff (except for essential maintenance and administration tasks)

Staffing

- Maintenance staff return to the building – limited hours: M-F 9-2
- Majority of staff continue to work from home

Duties

- Maintenance staff will focus on cleaning physical spaces and surfaces
- Maintenance staff will clean returned library materials based on CDC recommendations
- Turn on deliveries to the building (UPS, FedEx, Mail etc)

Services

- Book drops remain closed
- Remote services continue
- Marketing and publicize information to prepare for reopening

Phase 2 – Some physical services (Limited staff opening)

Potential phase initiators: CDC and federal, state and local guidance, NYS PAUSE executive order lifted, state reopening, NY Forward, coordination with other area libraries

Building

- Library building remains closed to public

Staffing

- Director in consultation with the Library Board will determine appropriate service hours based on staffing and guidelines
- Curbside pickup hours as appropriate to meet community needs and accommodate staffing
- Keep staff spaced to current social distancing guidelines
- Temporary workspaces set up in periodicals, meeting rooms, study rooms, breakroom, board room, community room, story hour room
- Phones to be used by individual staff members only per shift
- Percentage based reduction in the number of staff reporting to the
- Break room limited to 1 staff member at a time while eating/masks are off. Alternate/additional break room space created in the Board Room.
- Require safety training before all employees return
- Monitor and log entrance to building
- Add book drop sheds for isolation
- Books to people resumes mid-phase
- Books to people expands during phase - available to anyone that feels they cannot come to the library

Duties

- Circulation and public services staff will check in materials
- All staff shelve materials if necessary
- Chromebooks and wifi hotspots available for request and checkout to provide internet service
- All staff will support curbside hold pick up
 - Use area outside garage door for curbside pickup with designated spots marked
- Maintenance deep cleans surfaces each morning before work begins (7-11am)
- Maintenance cleans throughout day
- Equipment not shared between staff members without cleaning/sanitizing
- UHLS courier returns to building
- Work with vendors to ensure uninterrupted deliveries as much as possible
- Continue to allocate materials budget based on need and demand including increased spending on econtent
- Sequester returned materials for an appropriate amount time upon return according to the best guidance available

Services

- Contactless curbside pickup items on hold
- Book bundle service (curated materials selection for individual users)

- Phones are answered live during staffed hours
- Remote services continue
- Continue virtual programming using onsite and work from home resources
- Book drop sheds open
- Better world books donation bin open
- Pop up library outside of library building during limited days of the week weather permitting
- Masks are required around pop up library by public and staff
- Some library of things available for loan, some museum passes available for loan
- Photocopier available between inner and outer doors of the library
 - Self-service, no charge
- No fines during this phase

Phase 3 – Limited opening to the public (Limited public opening)

Potential phase initiators: Follow best guidelines available, coordinate with Upper Hudson Library System and member libraries, vaccine availability for staff

Building

- Limited public in building, hours based on staff availability and curbside pickup schedule
- Everyone entering building over the age of 2, including staff and members of the public, must wear a mask and practice social distancing
- Sanitizing stations placed throughout library
- Number of people in the building is limited; appropriate number of members of the public allowed determined by the director in consultation with the board, staff limited to no more than 30 at a time
- Members of the public must wait to enter building when capacity of library users is over the limit
- Children under twelve not allowed in the library without adult supervision
- Public water fountains not available
- Public restroom facilities provided
- Members of the public asked to efficiently use time in building to browse for and checkout materials; limited help from library staff will be provided
- Only plaza entrance open
- Seating, public computers, and public catalogs removed
- Self checkout provided
- Children's outdoor space remains closed
- No toys in the Children's area
- No studio or tech makerspace use, in-person assistance, or exam proctoring
- Genealogy and tech help offered virtually

Staffing

- Most staff returned to building
- Some staff rotation of work from home
- Staff work stations spread apart to allow social distancing
- Checkout stations spread out to allow social distancing
- Main Information Desk relocated to front of library
- Roaming librarians or supervisors increased, while limiting staff at service desks to allow for distancing

Duties

- Maintenance cleans surfaces each morning and evening
- Process new materials as they are delivered

Services

- Virtual programming continues
- Curbside service continues
- Pop-up library continues weather permitting

- Certain services are limited (there will be no in person technology help)
- Some items from the library collection will not be circulated when shared use, return, or isolation of materials is not possible (e.g, telescopes, binoculars)
- No indoor programs
- No indoor public meetings
- No study room use by the public (staff use)
- Public printing mediated by librarian
- Public copiers and fax machine used by public
- Outreach outside the library, in the park and other outdoor venues possible
- Fines re-instituted as determined by the board of trustees

Phase 4 – Increased opening to the public (Full public opening)

Potential phase initiators: Local, state, and federal guidance, vaccine is available for all staff, coordination with other local libraries

Building

- Everyone entering building over the age of 2, including staff and members of the public, must wear a mask and practice social distancing
- Increase in open public hours: extend hours - Weekend and evening hours resume
- Limit on the number of patrons in the building at one time - move towards official building capacity as guideline for total number of people allowed in the building at one time
- No toys in the Children's area
- Relocate door greeter desk. Mask guidelines enforced by staff in the library
- Ask patrons to use proper hand sanitizing procedures before and after equipment use

Staffing

- All staff routinely working from the library
- Work from home shifts assigned based on distancing guidelines, COVID-19 symptoms and exposure, or other factors as determined by state and federal law
- Maintain appropriate social distancing for staff workstations according to CDC, NYS, and Albany County Health Department guidelines

Duties

- Maintenance cleans high-touch surfaces each morning before work begins
- Move towards elimination of quarantine - continue to use return sheds as deemed appropriate
- Full service checkout over desk and curbside service offered

Services

- Continue virtual board meetings as allowed under Open Meetings Law executive order
- No indoor programs
- No indoor public meetings
- No study room use
- Certain services are limited (No one-on-one tech and genealogy help, makerspaces not available, no exam proctoring)
- Provide public PCs in as safe a manner as possible
- Phase in seating under CDC and NYS guidelines including current social distancing
- Outdoor programs begin adhering to current mask and social distance guidelines
- Fax, printing, copying, and scanning available

Phase 5 – Continued progress towards service normalization

Potential phase initiators: Local, state, and federal guidance; coordination with other local libraries; positivity rate and vaccination rate

Building

- Regular hours
- No toys in the Children's area
- Signs indicating proper hand sanitizing procedures before and after equipment use
- Masks are required in the library building
-
- Masks will not be required for staff or patrons at outdoor events
- No quarantine for returned items; indoor book drops used
- Studio available
- Water fountain available

Staffing

- All staff routinely working in the library – Work from home shift at the needs of the library (quarantine, COVID- related childcare needs, exposure, etc)
- In accordance with updated social distancing guidelines staff members return to traditional work spaces

Duties

- Enhanced cleaning protocols continue -- phase out more intense cleaning routines

Services

- Limited indoor programs
-
- Furniture limited Out of system interlibrary loan available
- Notary services available
- In person/virtual/hybrid Board Meetings following Open Meetings Law
- Curbside service continues indefinitely
- Some volunteer opportunities resume
- Reservations for public meeting rooms resume, potentially with capacity limits or mask requirements
 - Reservations may be limited in frequency or time until normal operations resume
- Study Rooms available
- Embargoed Library of Things items return to circulation
- Fees for printing/photocopying return
- Laptop checkout returns
- In person board/hybrid board meetings under Open Meetings Law
- Indoor adult programs resume

Current Phase

Phase 6 – Full operation

Potential phase initiators: Local, state, and federal guidance; coordination with other local libraries; positivity rate and vaccination rate

Building

- Masks are not required for staff or patrons; any staff member or member of the public may choose to wear a face mask
- No toys in children's area
 - Coloring materials and crafts may be available in the Children's Place
- Some furniture returns in the Children's Place
- Furniture begins to return to higher capacity layout
- Hand sanitizer continues to be made available for staff and public
- Masks are available for staff and public

Staffing

- Typical staffing levels and work schedules
- Work from home shifts at the needs of the library

Duties

- Staff practice good hand sanitizing procedures
- Cleaning products remain available for staff to sanitize workstations if desired

Services

- Only pre-packaged food (if at all) during programs
- In person/virtual/hybrid Board Meetings following Open Meetings Law
- Indoor children's programming resumes – phased in during phase 6
- Reservations for public meeting rooms available with no capacity limits or mask requirements
 - Reservations may be limited in frequency or time until normal operations resume

Phase 7 – Complete full operation

Potential phase initiators: Local, state, and federal guidance; coordination with other local libraries; positivity rate and vaccination rate

Building

- Toys return to Children's room
- Furniture layout for greater library occupancy

Staffing

- Typical staffing levels and work schedules

Duties

- Staff practice good hand sanitizing procedures
- Cleaning products remain available for staff to sanitize workstations if desired

Services

- Signs indicating handwash and handrub instructions
- All library services resume

BETHLEHEM PUBLIC LIBRARY

EMERGENCY PATRON CONDUCT POLICY

Policy adopted by the Library Board of Trustees January 13, 1997

Revised and approved September 9, 2002

Revised and approved February 11, 2008

Revised and approved October 11, 2016

EMERGENCY PUBLIC HEALTH UPDATES September 1, 2020; November 9, 2020; December 14, 2020; May 10, 2021; February 14, 2022; February 16, 2022; March xx, 2022

EMERGENCY UPDATES IN RESPONSE TO COVID-19 PANDEMIC

We have implemented the following emergency provisions to keep staff and patrons safe when visiting the library:

- Masks are not required for library patrons.
- Library patrons (over age 2) must wear a mask to enter the library building. Masks must remain in place at all times except in "mask free zones" as designated by library director and staff. The number of members of the public allowed in the library at one time will be at the discretion of the library director.
- Public computer equipment will be provided at the director's discretion.
- These procedures may be updated by the library director informed by the CDC, NYS and Albany County Health Departments. The Library board will be notified of changes via email and changes will be discussed at the following month's board meeting.
- The library staff may require patrons to leave library property if they are unwilling to comply with these safety guidelines.

If these emergency provisions cannot be met, please contact the information desk at information@bethpl.org or 518-439-9314 ext. 2 to find an alternative solution to meet your service needs.

Bethlehem Public Library values its responsibility to enhance the general welfare and quality of life in the community and region it serves. The library pursues excellence in its mission: to provide equal and uncensored access to resources and services that encourage lifelong learning, cultural enrichment, and professional growth.

Library patrons have the right to use library materials and services without being disturbed or impeded by other library users. Library staff have the right and obligation to conduct library business efficiently and without interference. Patrons and staff alike have the right to safety and comfort in the library and on the grounds.

The Board of Trustees is responsible for determining rules of behavior necessary to protect the rights, safety, and comfort of patrons and staff. Library staff have been entrusted to courteously, but firmly, enforce these rules.

1. Children under the age of nine must be accompanied by an adult. Staff cannot assume responsibility for the safety, care, supervision, or entertainment of unattended children. If a parent cannot be located at closing time or in an emergency, staff will request a police officer to escort the child to the Bethlehem Police Department (447 Delaware Avenue).
2. Conduct prohibited in the library includes but is not limited to:
 - a. public disturbance
 - b. loud, offensive or abusive language
 - c. sleeping
 - d. solicitation, selling, or distribution of leaflets within the library or impeding anyone's progress into or out of the library for such purposes
 - e. gambling
 - f. loitering
 - g. using, possessing or being under the influence of alcohol or illegal drugs
 - h. smoking
3. Patrons may not bring animals, except those specifically required for service purposes, into the library. Animals, including service animals, must be attended at all times. (See Animal Policy)
4. Appropriate attire, including shirts and shoes, must be worn at all times.
5. Activities such as skateboarding, in-line skating and bicycling are not permitted inside the library building.
6. Bicycles should be placed in bicycle racks provided for this purpose. Bicycles may not be left inside the library.
7. Cellular phone use must not disturb other patrons. Cell phone conversations should be conducted in the lobby whenever possible.
8. Patrons shall respect requests to examine materials that have activated the alarm when passing through the security system.
9. Patrons shall not deface, mar or in any way destroy or damage any materials, furnishings, equipment, or other library property.

Any patron not abiding by these or any other rules and regulations of the library may be asked to leave the library premises. Repeat offenders may be denied library privileges by the Library Board of Trustees on the recommendation of the library director. Library employees may contact local police if necessary.

Displays and exhibits

Policy adopted by Board of Trustees October 15, 1996
 Policy amended January 13, 1997
 Policy amended September 9, 1998
 Policy revised October 12, 2004
 Policy revised August 13, 2012
 Policy revised May 11, 2015

Displays and exhibits

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

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

~~Space is booked in advance; confirmation is provided one month prior to the exhibit.~~ **Lobby exhibit and display space may be reserved up to 24 12 months in advance on the library website. All applications will be considered pending until approved by the library.** Exhibitors are encouraged to provide information pertinent to their displays for the edification of viewers.

Wall space

Hallway wall space is available for hanging artwork: **one on the parking lot entrance and one on the Delaware Avenue side.** ~~Reservations may be made up to 24 months in advance.~~ Artists are limited to one individual show in a ~~24-~~**12-**month period. Group shows are limited to 2 per **calendar** year.

Floor space

Exhibits may be set up in front of the mural directly opposite the entrance to the library proper. ~~Available space is approximately 18-by-3 feet and will accommodate up to three exhibits, each 6-by-3 feet. A group may reserve only one 6-by-3-foot exhibit space at a time. Reservations must be booked 1-6 months in advance.~~ Groups will be limited to 1 such display in a calendar year.

Glass **exhibit** cases

The library provides ~~two~~ three locked exhibit cases suitable for display of small items and collections: ~~one~~ two in the lobby and one in the Children's Place entryway. ~~Reservations may be made up to a year in advance.~~ **The lobby exhibit cases may be reserved simultaneously.**

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

General rules and guidelines

- Residents and organizations within Bethlehem Central School District will be given priority over non-residents and organizations.
- All age groups use the library on a regular basis; ~~Proposed~~ exhibits should be suitable for viewing by all ages.
- Exhibits and displays must comply with all federal, state and local laws.
- The library does not charge for the use of display and exhibition space.
- The library reserves the right to review all materials to be displayed in advance. The library reserves the right to make final decisions on the content and scheduling of all exhibits and displays.
- ~~• In reviewing proposed exhibits, the library will endeavor to present a broad spectrum of opinion and a variety of viewpoints.~~
- The library does not accept responsibility for ensuring that all points of view are represented in any single display.
- ~~• The library will visibly post a notice near the exhibit stating that it does not advocate or endorse the viewpoints of exhibits and exhibitors.~~
- Exhibits advancing a **political campaign** cause, promoting hate speech, **providing harmful misinformation**, or advertising for a commercial entity are not permitted.
- ~~• Exhibit spaces cannot be used for political campaign purposes because it would not be possible to grant all candidates equal time/prominence.~~
- ~~• Exhibits may not be used for commercial or advertising purposes. Prices may not be attached to the artwork. Prices may not be included in any part of the exhibit on the community bulletin board in accordance of the Community Bulletin Board and Literature Rack policy. The library cannot engage in sales or referral for sales.~~
- Collection of donations for non-profit organizations will need prior approval by the Library Director.
- ~~• Priority is given to library-sponsored exhibits. The library reserves the right to pre-empt scheduled exhibits on 30 days' notice. Library sponsored or cosponsored exhibits take~~

precedence over other exhibits at all times and the library reserves the right to reschedule or cancel the use of the display areas by outside exhibitors with as much notice as possible.

- ~~• Exhibits of local origin and interest will be given priority consideration.~~
- ~~• Exhibitors must complete a reservation form and sign an indemnification agreement holding the library harmless from liability in case of damage, loss or theft.~~
- Displays must include signage indicating the name of the individual or the organization responsible for the exhibit. Signage must include preferred contact information of the exhibitor or the organization with the exception of any minors. This signage shall be provided by the exhibitor.
- ~~• Exhibitor's name, address and telephone number and contact information will be made available to any patron upon request with the exception of any minors.~~
- Exhibits and displays will normally be scheduled for a period of one (1) month. Exhibits may be set up on the first day of the month and must be removed by the last day of the month, during library hours. If the exhibit/display is not set up by the assigned period, the exhibit/display may be canceled by the library.
- If the exhibitor/collector must cancel a show, it is expected that the exhibitor contacts the library as soon as possible.
- ~~• Arrangements for use of tables, hanging rods, hangers or ladders should be made when exhibit space is reserved.~~
- Setup and takedown must be done by the exhibitor; library staff cannot help with setup or takedown. The library cannot provide storage space for display items.
- Exhibitors may load and unload exhibit items from the parking lot (nonreserved spaces) or from the designated loading/unloading zone to the right of the garage. Driving onto the brick walkway or grass is prohibited.
- Exhibits must present no fire, safety or personal hazard.

- Exhibitors may host a public reception in one of the meeting rooms during public hours, in accordance with the Public Meeting policy.
- The library reserves the right to take down an exhibit or display for any reason. Notification to the exhibitor will be made with all attempts to have them take down the display before the library intervenes. If staff must dismantle the exhibit or display after the scheduled removal date or for other purposes, they or the library will not be responsible for any damage.
- Exhibitors unconditionally and irrevocably agree to indemnify, defend, and hold harmless Bethlehem Public Library and its members, officers, trustees, and employees from and against all claims, actions, causes of action, costs, expenses, liabilities, or damages (including attorney's fees) of any kind or character suffered or incurred or removal of my/our exhibit/display.
- Bethlehem Public Library assumes no responsibility to protect or insure exhibit/display items and no liability for any damage to or loss or theft of exhibit/display items.
- Grievances regarding exhibits ~~policy decisions~~ and **displays** may be sent, in writing, to the library director ~~to be considered within 30 days of the decision.~~ **The matter will be given serious attention and a response will be made within a reasonable time.**

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Indemnification Agreement for exhibits on Bethlehem Public Library premises

~~I/We have read and understood Bethlehem Public Library's Display and Exhibit Policy and hereby unconditionally and irrevocably agree to indemnify, defend, and hold harmless Bethlehem Public Library and its members, officers, trustees, and employees from and against all claims, actions, causes of action, costs, expenses, liabilities, or damages (including attorney's fees) of any kind or character suffered or incurred or removal of my/our exhibit/display. I/We accept and realize that Bethlehem Public Library assumes no responsibility to protect or insure exhibit/display items and no liability for any damage to or loss or theft of exhibit/display items.~~

Signature

Name (print)

Organization

Title

Date

|                                  | 2021-22            | 2022-23            | Comments                                                                                                      |
|----------------------------------|--------------------|--------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Library materials</b>         |                    |                    |                                                                                                               |
| Books/audiobooks/ebooks          | \$444,000          | \$480,000          | ————— Maintains core collection and reflects increase in e-content usage                                      |
| Online services                  | 28,000             | 27,000             |                                                                                                               |
| Periodicals                      | 18,000             | 19,000             |                                                                                                               |
| Movies and music                 | 53,000             | 45,000             | ————— Decreased demand due to streaming                                                                       |
| Special collections              | 18,000             | 15,000             | ————— Decreased demand for the Library of Things                                                              |
| <b>Total materials</b>           | <b>\$561,000</b>   | <b>\$586,000</b>   |                                                                                                               |
| <b>Salaries and benefits</b>     | <b>\$3,184,903</b> | <b>\$3,266,500</b> | ————— Negotiated salary increases and estimated health-care costs                                             |
| <b>Operations</b>                |                    |                    |                                                                                                               |
| Utilities                        | \$71,000           | \$82,000           | ————— Increased costs for electricity and gas                                                                 |
| Photocopiers                     | 18,000             | 15,000             |                                                                                                               |
| Office and custodial supplies    | 46,000             | 47,400             |                                                                                                               |
| Equipment and furniture          | 40,000             | 40,000             |                                                                                                               |
| Postage                          | 20,000             | 20,000             |                                                                                                               |
| Insurance                        | 29,000             | 29,000             |                                                                                                               |
| Taxes (water and sewer)          | 3,400              | 3,400              |                                                                                                               |
| Conference and travel            | 3,000              | 3,000              |                                                                                                               |
| Memberships                      | 3,000              | 3,000              |                                                                                                               |
| Special programs                 | 35,000             | 32,000             | ————— Reduced in-person programming for the public                                                            |
| Building and equip. maint.       | 84,000             | 87,000             | ————— Increased operational costs                                                                             |
| Van operation                    | 4,000              | 4,000              |                                                                                                               |
| Financial services and auditing  | 39,000             | 54,000             | ————— Includes upgrade to financial services system                                                           |
| Printing and marketing           | 38,000             | 35,000             |                                                                                                               |
| Professional services            | 30,000             | 30,000             | ————— Attorney's fees for contract negotiations                                                               |
| Miscellaneous                    | 4,000              | 6,000              | ————— Incidentals                                                                                             |
| Online catalog/circ. system      | 52,000             | 53,000             | ————— Planned increase in library system fees                                                                 |
| IT/hardware and software         | 42,000             | 42,000             |                                                                                                               |
| Refund of real property taxes    | 10,000             | 7,500              | ————— Expected fewer tax refunds                                                                              |
| Capital improvements/contingency | 135,000            | 135,000            | ————— For building updates and other needs                                                                    |
| <b>Total operations</b>          | <b>\$706,400</b>   | <b>\$728,300</b>   |                                                                                                               |
| <b>TOTAL EXPENSES</b>            | <b>\$4,452,303</b> | <b>\$4,580,800</b> |                                                                                                               |
| <b>Income</b>                    |                    |                    |                                                                                                               |
| PILOT                            | 219,570            | 227,724            |                                                                                                               |
| State aid                        | 23,170             | 24,500             |                                                                                                               |
| Photocopiers                     | 7,500              | 6,500              |                                                                                                               |
| Interest                         | 7,500              | 6,000              |                                                                                                               |
| Lost book payments               | 0                  | 2,500              | ————— Charges for lost or damaged library items                                                               |
| Fines and fees                   | 15,000             | 2,000              | ————— Elimination of fines; overdue fees still apply for museum passes and Library of Things                  |
| Gifts and donations              | 2,000              | 3,500              |                                                                                                               |
| Book sale                        | 5,000              | 0                  | ————— Book sale now managed by the Friends                                                                    |
| <b>TOTAL INCOME</b>              | <b>\$279,740</b>   | <b>\$272,724</b>   |                                                                                                               |
| <b>BUDGET</b>                    | <b>\$4,452,303</b> | <b>\$4,580,800</b> | ————— 2.89% increase                                                                                          |
| Minus income                     | 279,740            | 272,724            |                                                                                                               |
| <b>Equals LEVY</b>               | <b>\$4,172,563</b> | <b>\$4,308,076</b> | ————— 3.25% increase — <b>under the state tax cap</b>                                                         |
| <b>Fund balance</b>              |                    |                    |                                                                                                               |
|                                  |                    | \$1,400,000        | ————— Funds operations from July until taxes received in October                                              |
|                                  |                    | 2,310,100          | ————— Designated for capital expenditure and building needs in conjunction with the library's Long Range Plan |
| <b>TOTAL FUND BALANCE</b>        |                    | <b>\$3,710,100</b> |                                                                                                               |

**Proposed levy increase: 3.25%**

For additional financial information, please see the audited financial statements of Bethlehem Public Library online at [www.bethlehempubliclibrary.org/about-us/board-of-trustees](http://www.bethlehempubliclibrary.org/about-us/board-of-trustees).



## Equity, education and connection

**THE 2022-23 BUDGET** comes on the heels of the library's Long Range Plan outlined in a pair of documents finalized earlier this year after months of thoughtful discussion and public input. The budget supports a number of goals in the plan, as well as the key components that drive our service: equity, education and connection.

**WE BELIEVE THIS BUDGET** represents a wise and judicious allocation of our financial resources as we dedicate an increased percentage of our budget to expand both our physical and electronic collections to reduce wait times for popular titles. In the coming year, we are planning a one-time upgrade to our financial services system, which will allow us to stay efficient when it comes to managing the library's business needs. The proposed budget will also allow us to accommodate expected significant increases in energy costs next year.

**AS A SERVICE-DRIVEN ORGANIZATION**, we've taken a close look at our staffing needs, and the 2022-23 budget provides for the addition of two new staff positions, with one dedicated to coordinating and supporting volunteer and accessible employment opportunities at the library.

**WE REMAIN MINDFUL** of our role in removing barriers to library access within our community and have made the necessary budget adjustments to move to a fine-free model later this year.

**THE BUDGET ALSO ADDRESSES** some of the building needs outlined in the Long Range Plan, as well as some of the noticeable wear and tear of spaces that have not been updated since 2004. The 2022-23 budget will let us stay on top of these everyday needs as we continue to discuss our vision for the future of the library building based on the public feedback we've received through forums and surveys.

**LAST YEAR**, recognizing the difficulties brought on by the pandemic, we put forth a budget with a 0% levy increase. During that time, we've been able to expand services such as curbside pickup while increasing our circulation to near pre-pandemic levels – without any layoffs. On the ballot this year is a levy 3.25% higher than last year, within the limit specified by New York State, and an amount that will allow us to deliver the best library services at the greatest value to you.

— Bethlehem Public Library Board of Trustees

### Meet the Candidates

Wednesday May 4 • 6pm

The candidates seeking a 5-year term on the library's Board of Trustees will introduce themselves and talk about why they are running.

### Budget review

Monday May 9 • 6pm

An introduction of the 2022-23 library budget will take place prior to the regular board meeting.

### Budget/trustee vote

Tuesday May 18 • 7am-9pm

Vote takes place at Bethlehem Central High School.

## footnotes

May/June 2022

Kristen Roberts, editor/staff writer

### Trustees

Mark Kissinger, *president*

Michelle Walsh, *vice president*

Caroline Brancatella, *secretary*

Lisa Scoons, *trustee, UHLS board*

Harmeet Narang, *trustee*

Mary Redmond, *trustee*

Charmaine Wijeyesinghe, *trustee*

Sharon Whiting, *board treasurer*

### Director

Geoffrey Kirkpatrick

### Library board

• Monday May 9 • 6pm

• Monday June 13 • 6pm

### Friends board

• Monday June 20 • 6:30pm

### Library hours

weekdays 9-9 • Saturdays 10-5

Sundays 12-5

### Holiday hours

• May 28-30 CLOSED: *Memorial Day Weekend*

• July 4 CLOSED *Independence Day*

### Contact us

• 518-439-9314

• information@  
bethlehempubliclibrary.org

• trustees@  
bethlehempubliclibrary.org

### Visit our website

[bethlehempubliclibrary.org](http://bethlehempubliclibrary.org)

The *footnotes* newsletter is published six times a year and mailed to all households in the Bethlehem Central School District.

 sign up online or call



518-439-9314 • [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org) • [www.bplteens.org](http://www.bplteens.org) • [www.bplkids.org](http://www.bplkids.org)

May/June 2022

## Recommended Fine Free Lending Parameters

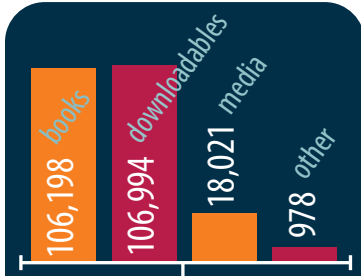
|                                                                 |                                                                                                                 |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Implementation date</b>                                      | July 1, 2022                                                                                                    |
| <b>Blocked threshold</b>                                        | Keep current \$5 block                                                                                          |
| <b>Items billed</b>                                             | Keep current 31 days billing period                                                                             |
| <b>Fines for unique items</b>                                   | Keep \$1 fines for ILL and Library of Things<br>Keep \$5 for museum passes                                      |
| <b>Waive existing fines for Bethlehem Library card holders?</b> | Total fines for all Bethlehem card holders: \$20,164.42<br>Active (not expired) card holders: <b>\$8,466.61</b> |

## Evaluation Rubric

|                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Month 3 after roll out (10/1/2022):</b>                                                                                                                                                                          |
| Items borrowed<br>New cards<br>Fine payments<br>Donation amounts<br>Average hold to item ratios                                                                                                                     |
| <b>Month 6 after roll out (1/1/2023):</b>                                                                                                                                                                           |
| Items borrowed<br>New cards<br>Fine payments<br>Donation amounts<br>Average hold to item ratios<br>Reduce time to billing from 31 to 14 days?                                                                       |
| <b>Year 1 and 2 after roll out (7/1/2023 and 2024):</b>                                                                                                                                                             |
| Statistical analysis: compare to benchmarks in fine-free binder<br>Blocked card amounts<br>Percentage of returned items<br>Histogram of days late<br>Donation amounts<br>Reduce time to billing from 31 to 14 days? |

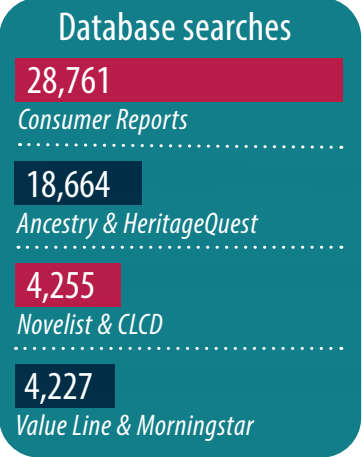
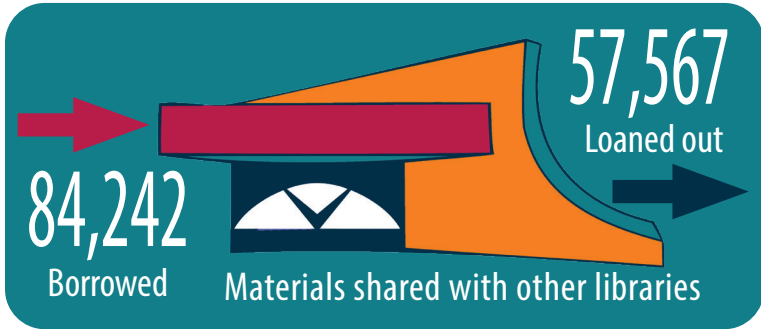
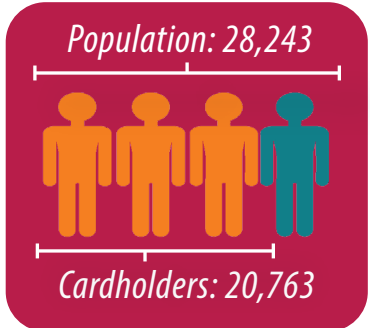
36,917 

Items picked up during curbside-only service

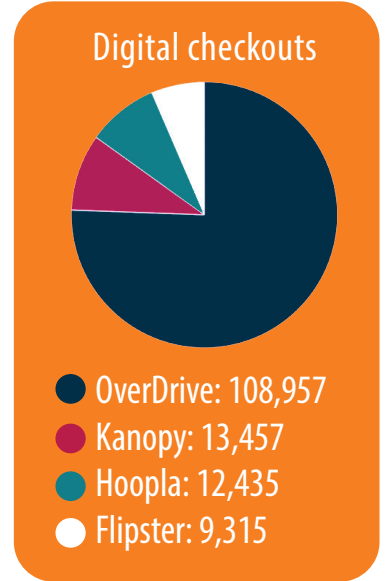
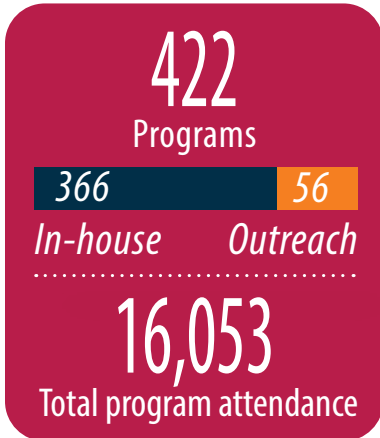
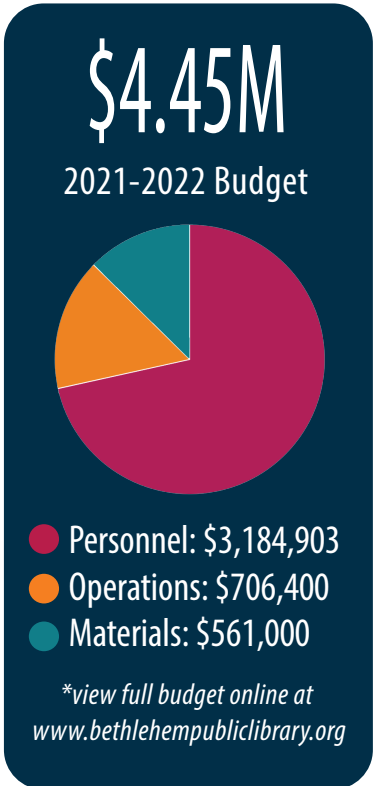


Total collection items

232,191



# 2021 ANNUAL REPORT BETHLEHEM PUBLIC LIBRARY



- ## AND MORE ...
- Kindness Matters campaign kicks off the new year with cheer.
  - Multiple outdoor Story Strolls are set up around town.
  - Curbside pickup adds a text option.
  - The Friends hold two outdoor book sale fundraisers.
  - The library partnered with the town to offer Thursdays in Park concerts and Trunk or Treat event.
  - A new mobile app lets users manage their account and check out books from their phones.