



Board of Trustees Meeting

Monday April 11, 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. 2-6 and p. 7)
- Financial report (p. 9-16)
 - Treasurer's update (p. 8)
- Personnel report (p. 17)
 - Personnel actions
- Director's report (p. 18-26)
- UHLS report
- New business
 - Personnel committee report
 - Director evaluation process (p. 27-36)
 - Chairs (p. 37)
 - Naming rights - makerspace
- Old business
 - Borrowing policy (p. 38-39)
 - Building committee
 - Report
 - Next steps discussion
 - Fines committee
 - Existing overdue fines (p. 40-43)
- Future business
- Public participation
- Executive Session
- Adjournment
 - Next board meeting: May 9th, 2022 6:00pm (Budget Presentation and Board Meeting)
 - Next Friends of the Library meeting: April 18, 2022

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (VIRTUAL) **DRAFT**
Monday March 14, 2022

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang

GUESTS: Catherine Stollar Peters, assistant director
Chris McGinty, assistant director
Tanya Choppy, accounts clerk

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

President M. Kissinger called the meeting to order at 6:02pm.

PUBLIC PARTICIPATION

None

MINUTES

Minutes of the 14 February 2022 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe.

Minutes of the 20 January 2022 long-range plan committee meeting were approved unanimously on a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe.

FINANCIAL REPORT

Treasurer's update

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

- The budget is expected to be 3-4% under in salaries by year end. Other budget lines are likely to break even. That surplus would be added to the fund balance at the end of the fiscal year.
- C. Wijeyesinghe noted that some amount of the fund balance is maintained to fund operations until taxes are received in October but can also be considered to finance any planned renovations or repairs to lessen costs for taxpayers. M. Redmond asked C. Wijeyesinghe, as a former school board member, if she had any insight into how much of the fund balance the board might consider using on a potential capital project and how much to hold onto for emergencies. C. Wijeyesinghe said that if the board moves forward on a project, the first step would be to get a cost estimate and then look at the library's resources to decide how much they would be comfortable using.

- S. Whiting said that some adjustments had been made to the 2022-23 budget to accommodate the fine-free decision made at the previous board meeting. The board noted that they would be discussing the budget later in the meeting.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 28 February 2022 (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; CapProject Fund/Hand-Drawn Checks \$0; Total: \$279,753.34).

PERSONNEL REPORT

There were no requested actions at this time.

DIRECTOR'S REPORT

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

- Approximately half of the staff and half of the patrons are wearing masks now that the library has moved to a mask-optional policy based on CDC guidance.
- Door count is still not at pre-pandemic levels, but people are staying longer on average during their visits.
- A recent weekend storm forced the library to close on Saturday. It is more difficult to manage snowfall on a weekend because there are fewer maintenance staffers working then.
- The UHLS and Mid-Hudson will be exploring reciprocal borrowing in order to expand the number of digital titles available to patrons. This is a new type of agreement, and a lot of other systems will be watching to see how the process works.
- The Seed Library launched the morning of the board meeting, and over 100 seed packets had been picked up in the first demand. There was even a line to browse the seeds when the library opened. This hybrid online and in-person model is new this year.
- The Friends book sale will take place in May and run for two days barring any weather issues. The Friends are stressing that it is more fundraiser than transactional.
- The number of area libraries going fine-free continues to increase, with Schenectady County libraries recently voting to eliminate fines.
- The library continues to investigate ways to participate in solar energy without putting panels up.
- About 28 groups totaling 329 people have met in our public meeting rooms. It seems more groups are feeling comfortable coming back to library. Recently, a local Girls Scout troop practiced properly raising and lowering the flag on the library's flagpole.

UHLS REPORT

L. Scoons said UHLS is offering racial equity training with varying time commitments and is encouraging library boards to complete it as a group. The training discussion would be continued later under new business.

She also noted that of the 29 libraries in the Upper Hudson system, only five are keeping fines in place, and most of those are very small or municipal libraries.

NEW BUSINESS

Public PC and Chromebook purchase

GK presented two quotes for computer replacement. The first would replace the public PCs used inside the library. The current computers are aging and no longer eligible for the free Windows 11 upgrade. The quote is on state contract from Dell and with computers experiencing some shortages, the library wanted to get an order out ASAP. The second quote is to replace the 15 Chromebooks that can be checked out to the public for two weeks at a time, which were originally purchased in 2016. The library has some Chromebooks that are used to fulfill extended loans and are not being replaced at this time. The money for the purchases has been budgeted and will be charged to the IT Hardware and Software budget line.

On a MOTION by M. Redmond with a SECOND by C. Brancatella, the board unanimously approved the purchase of 10 desktop computers at a total of \$9,755.80 and 15 Chromebooks at a total of \$7,018.20, both through state contract from Dell.

UHLS racial equity training for trustees

G. Kirkpatrick presented the UHLS racial equity training menu available to the board. M. Kissinger noted that there would be a required trustee training element beginning in 2023, and these free sessions would fulfill that. L. Scoons said she recommended the board schedule the trainings as close together as possible for the most impact. She asked the board if they had a preference for any of the options. M. Walsh suggested that since the trainings were available into 2023, it might make sense to schedule then so it would satisfy the trustee training benchmark. The board agreed that would make sense and expressed an interest in the option with two 90-minute sessions with McClean to be completed in January and February. The idea would be to have the training during the regular board meeting schedule following a quick meeting to manage regular library business. C. Wijeyesinghe said the board should be mindful that there are some larger general discussions coming up and combining that with training could be a big time commitment. G. Kirkpatrick said he would share the board's preferences with Upper Hudson.

Phased reopening plan and Emergency Conduct Policy

G. Kirkpatrick presented the updates to the reopening plan and noted that the library is currently in the second-to-last phase. He said that while the library wasn't ready to bring back the toys in the Children's Place, it did make sense to put out some coloring and craft projects. More furniture is also returning as people start spending more time inside the library. The current phase also involves re-implementing indoor children's programs in a safe way. The emergency patron conduct policy has omitted the mask requirement. At some point there will be a discussion about whether the emergency policy can be dropped altogether. The phased reopening plan will stay in the event that the library needs to dial back on the phases.

The board discussed the logistics behind rolling out indoor children's programming. G. Kirkpatrick said it was likely the library would be holding them in the larger space of the community room and limit attendance at first. Outdoor programs are also an option in warmer weather. C. Brancatella said she brought her daughter to the library for the first time the other day and she was delighted. She said that she tends to be more cautious than most but would feel comfortable bringing her daughter to in-person programs and wanted to help get the word out that the library is bringing those events back in a safe and thoughtful way.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board unanimously approved updates to the library's phased reopening plan and Emergency Conduct Policy.

Displays and Exhibits Policy

G. Kirkpatrick presented a minor update to the displays and exhibits policy that reduces from 24 to 12 the months out that one can reserve space, as well as prioritizing people within the library district. Board members asked if the library expected any pushback from groups outside of Bethlehem. G. Kirkpatrick said it could happen. M. Redmond asked if the library could prepare some ready response based on what other libraries are doing in the area.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board unanimously approved updates to the library's Displays and Exhibits Policy.

OLD BUSINESS

2022-23 draft budget

S. Whiting presented the final draft of the budget with the fines line modified following the fine-free vote in February. She noted that the levy was \$4,000 more in this revision and that fine income had been reduced to \$2,000 while other savings were found in the photocopies and refund of real property taxes lines. She said the levy ask is still about \$45,000 under the cap. The levy represents a 3.2% increase, but there was no levy increase the previous year. C. Wijeyesinghe asked if there is ever confusion about the levy increase and the 2% cap. G. Kirkpatrick said the budget letter and graph include notes that the levy is under the cap.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved the 2022-23 budget to be put before the public at the May election.

Building committee update

The building committee has interviewed two additional architectural firms and have one more scheduled. They are hoping to have a recommendation to the board by the April meeting. So far, each has had certain strengths the board might consider. Once an architect is decided on, the board can begin discussing the design phase based on what is feasible and public input. Once the architect is in place, there will be additional efforts made to inform the public who might want to follow the process more closely. The funds to pay for the architect's services have already been budgeted. C. Brancatella asked if any of the candidates has offered a standard contract so there could be a general idea of the costs and stipulations involved. M. Redmond suggested that the board have a lawyer review any contract for this service.

Fines committee – recommendations for implementation

The board discussed some of the details that could have an effect on the rollout, including implementation date, card block threshold, billing period, fines for specialty items and whether or not to waive existing fines for Bethlehem cardholders. M. Kissinger noted that any of the decisions made could be revisited as part of the evaluation process. Board members asked if there was a way to find out the number of active users there are who currently have outstanding fine. C. Stollar Peters said she could get that information.

C. Wijeyesinghe MOVED and L. Scoons SECONDED the motion to approve the following fine-free lending parameters:

- Implementation date of July 1, 2022
- Keeping the current \$5 threshold to block accounts
- Keeping the current 31-day billing period
- Maintaining \$1/day fines on LOT and \$5/day fines on museum passes

The board decided to table the discussion until the April meeting so they could think about it further before making a final decision on the parameters.

FUTURE BUSINESS

C. Wijeyesinghe asked if a discussion of the timeline for a performance evaluation for the director could be a part of the upcoming agenda.

PUBLIC PARTICIPATION

There was no public participation at this time.

EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board adjourned to executive session at 7:50pm to discuss the employment history of a particular individual.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board adjourned executive session at 8:30pm; no action was taken.

ADJOURNMENT

On a MOTION by L. Scoons with a SECOND by M. Redmond, the board adjourned the regular meeting at 8:31pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

DRAFT

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

Monday March 24, 2022

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

Geoffrey Kirkpatrick, director

EXCUSED: Harmeet Narang
Michelle Walsh

GUESTS: Tracey McShane, personnel administrator
Chris McGinty, assistant director
Elena Pablo, library attorney

*All present via Zoom broadcast live on YouTube.

President M. Kissinger called the meeting to order at 6:00pm.

PUBLIC PARTICIPATION

None

EXECUTIVE SESSION

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board voted unanimously to adjourn to executive session at 6:01pm to discuss the employment history of a particular individual.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond the board voted unanimously to allow G. Kirkpatrick to enter into discussions with CSEA.

On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board voted unanimously to adjourn the executive session at 6:46pm.

ADJOURNMENT

On a MOTION by M. Redmond with a SECOND by C. Brancatella, the board voted unanimously to adjourn the regular meeting at 6:47pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report April 2022

Revenue and Expense Report

The revenue and expense report through March continues to show underspending in most categories, with expenses currently tracking at about 7% underbudget, consistent with last year at this time. We received the final state aid payment for the year and expect to receive the final payment for taxes in April.

Interest Rates

The interest rate on our money market account has increased slightly, from 0.15% to 0.16%. CD rates remain very low at 0.05%, however Treasury Bill rates have increased over the last month to 0.6% for a three-month T-Bill and 1% for a six-month T-Bill. I recommend purchasing a \$1 million six month T-Bill. Below is an illustration of the cash we will have available after the purchase and before we begin receiving tax revenues in September/October.

Fund balance at 6/30/21	\$3,710,000
Expected surplus FY2022	\$ 300,000
Monthly draw for operating expenses (Apr. through Sept. - \$300,000 x 6)	<u>(\$1,800,000)</u>
Funds available for investment	\$2,210,000
Invest in 6 month \$1 million T-Bill	<u>\$ 990,000</u>
Remainder	\$1,220,000

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 3/31/22

SUMMARY OF CASH ACTIVITY

ACCOUNT	<u>CASH BALANCE</u> <u>2/28/2022</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>TRANSFERS</u>	<u>CASH BALANCE</u> <u>3/31/2022</u>
TD Bank General Fund	1,484,077.99	4,319.79	(159,256.34)	173,772.25	1,502,913.69
TD Bank Payroll	-	-	(126,227.75)	126,227.75	-
TD Bank Money Market	3,929,293.45	314.82	-	(300,000.00)	3,629,608.27
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	12,012.13	2,562.19	(109.25)	-	14,465.07
TOTAL:	<u>5,425,383.57</u>	<u>7,196.80</u>	<u>(285,593.34)</u>	<u>-</u>	<u>5,146,987.03</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

9 MONTHS ENDED 3/31/22

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 9 MO. ENDED 3/31/2022	Percent YTD 3/31/2022	ANNUAL BUDGET 2020-2021	YTD PRIOR 9 MO. ENDED 3/31/2021	Percent YTD 3/31/2021
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	15,949	106.3%	28,000	928	3.3%
Interest on Deposits	7,500	3,059	40.8%	30,000	5,579	18.6%
Lost Book Payments	-	6,207	0.0%	-	1,454	0.0%
Sale of Books	5,000	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	2,000	5,576	278.8%	1,000	9,270	927.0%
Photocopier	7,500	4,105	54.7%	7,500	-	0.0%
State Aid	23,170	24,401	105.3%	24,000	17,571	73.2%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	179	0.0%	-	-	0.0%
Total Revenue	4,452,303	4,380,550	98.4%	4,479,700	4,299,718	96.0%
EXPENSES						
Salaries	2,344,152	1,647,339	70.3%	2,363,565	1,613,206	68.3%
Retirement	323,103	316,827	98.1%	291,089	287,751	98.9%
Health Insurance	307,889	248,262	80.6%	310,433	233,983	75.4%
Other Benefits	209,759	140,202	66.8%	201,213	143,510	71.3%
Subtotal Salaries & Benefits	3,184,903	2,352,631	73.9%	3,166,300	2,278,451	72.0%
Library Materials - Print	292,000	152,910	52.4%	302,500	161,885	53.5%
Library Materials - Electronic & Audio	269,000	166,940	62.1%	284,000	215,491	75.9%
Subtotal Library Material	561,000	319,851	57.0%	586,500	377,376	64.3%
Operations	571,400	352,373	61.7%	601,900	351,638	58.4%
Capital Expenditures	100,000	12,497	12.5%	125,000	20,398	16.3%
Contingency	35,000	-		-	-	
Total Expenses	4,452,303	3,037,351	68.2%	4,479,700	3,027,862	67.6%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

9 MONTHS ENDED 3/31/22

FISCAL YEAR 2020-2021

Account Name	ANNUAL BUDGET 2021-2022	YTD ACTUAL 9 MO. ENDED 3/31/2022	Percent YTD 3/31/2022	ANNUAL BUDGET 2020-2021	YTD PRIOR 9 MO. ENDED 3/31/2021	Percent YTD 3/31/2021
Salaries & Benefits						
Salaries-Librarians	1,203,711	847,543	70.4%	1,197,064	787,280	65.8%
Salaries-Support Staff	976,846	682,341	69.9%	996,099	709,922	71.3%
Salaries-Custodians	163,595	117,456	71.8%	170,402	116,004	68.1%
Subtotal Salaries	2,344,152	1,647,339	70.3%	2,363,565	1,613,206	68.3%
Retirement	323,103	316,827	98.1%	291,089	287,751	98.9%
Health Ins.	307,889	248,262	80.6%	310,433	233,983	75.4%
SocSec/Medicare	179,359	121,362	67.7%	180,813	120,244	66.5%
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	2,352,631	73.9%	3,166,300	2,278,451	72.0%
Library Materials						
Adult books	171,000	89,779	52.5%	171,000	110,269	64.5%
Periodicals	18,000	18,096	100.5%	24,000	12,564	52.3%
YS Books	85,000	37,186	43.7%	85,000	35,187	41.4%
Special Collections	18,000	7,849	43.6%	22,500	3,865	17.2%
Subtotal Print Materials	292,000	152,910	52.4%	302,500	161,885	53.5%
Audiobooks	25,000	12,296	49.2%	30,000	20,632	68.8%
E-Collections	156,000	113,511	72.8%	156,000	146,155	93.7%
Electronic Resources	28,000	15,702	56.1%	28,000	14,336	51.2%
YS Audiobooks	7,000	1,531	21.9%	5,000	5,254	105.1%
YS Media	5,000	2,228	44.6%	7,000	3,754	53.6%
AS Media	48,000	21,672	45.1%	58,000	25,360	43.7%
Subtotal Electronic & Audio	269,000	166,940	62.1%	284,000	215,491	75.9%
Subtotal Library Materials	561,000	319,851	57.0%	586,500	377,376	64.3%
Operations						
Copiers and supplies	18,000	6,612	36.7%	20,000	3,037	15.2%
Office supplies	20,000	14,534	72.7%	14,000	15,183	108.4%
Custodial supplies	26,000	9,009	34.7%	22,000	11,556	52.5%
Postage	20,000	10,800	54.0%	20,000	11,579	57.9%
Printing & Marketing	38,000	17,118	45.0%	35,000	11,022	31.5%
Van lease & oper.	4,000	408	10.2%	4,000	203	5.1%
Gas and Electric	50,000	56,315	112.6%	60,000	36,255	60.4%
Telecommunications	18,000	9,551	53.1%	18,000	9,011	50.1%
Water	3,000	1,881	62.7%	2,700	1,665	61.7%
Taxes-sewer & water	3,400	3,184	93.7%	3,700	3,144	85.0%
Refund property taxes	10,000	1,450	14.5%	20,000	55	0.3%
Prof. Services	30,000	16,767	55.9%	30,000	19,900	66.3%
Contract Services	42,000	31,992	76.2%	42,000	8,926	21.3%
Insurance	29,000	26,845	92.6%	29,000	19,782	68.2%
Bank Fees	-	968	0.0%	-	-	0.0%
Travel/Conference	3,000	2,318	77.3%	8,000	1,367	17.1%
Memberships	3,000	1,997	66.6%	3,000	2,012	67.1%
Special Programs	35,000	11,953	34.2%	43,000	9,181	21.4%
Furniture & Equipment	40,000	13,421	33.6%	50,000	32,021	64.0%
IT Hardware & Software	42,000	16,894	40.2%	42,000	39,069	93.0%
Bld & Grnd. Repair	40,000	18,695	46.7%	40,000	33,373	83.4%
Furn/Equip Repair	2,000	3,683	184.1%	2,000	1,307	65.3%
Miscellaneous	4,000	4,276	106.9%	3,500	9,369	267.7%
Audit Service	24,000	16,876	70.3%	24,000	21,620	90.1%
Accounting Service	15,000	14,010	93.4%	15,000	13,544	90.3%
UHLAN fees	52,000	40,818	78.5%	51,000	37,457	73.4%
Subtotal Operations	571,400	352,373	61.7%	601,900	351,638	58.4%
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	3,037,351	68.2%	4,479,700	3,027,862	67.6%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

9 MONTHS ENDED 3/31/22

CHECKS DISBURSED IN MARCH 2022 BASED ON PRE-APPROVAL	\$	59,262.10
CHECKS DISBURSED IN MARCH 2022 RELATING TO PAYROLL	\$	182,650.29
CHECKS BEING SUBMITTED FOR APPROVAL	\$	69,410.62
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 33: MANUAL DISB (MAR 22) For Dates 3/1/2022 - 3/31/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40205	03/01/2022	1424	AFLAC NEW YORK		363.32
40206	03/01/2022	2395	CSEA EMPLOYEE BENEFIT FUND		187.43
40207	03/01/2022	1833	HIGHMARK BSNENY		10,665.71
40208	03/01/2022	1607	VERIZON BUSINESS FIOS	220004	125.78
40209	03/01/2022	1607	VERIZON BUSINESS FIOS	220004	124.99
40253	03/14/2022	2087	CITIBANK	*See Detail Report	1,129.63
40254	03/14/2022	2400	STEVEN A. ROHL	220411	250.00
40255	03/14/2022	1607	VERIZON BUSINESS FIOS	220004	199.99
40256	03/14/2022	2137	WEX BANK	220006	30.51
40257	03/17/2022	1604	CHUBB & SON	220421	837.00
40258	03/17/2022	1607	VERIZON BUSINESS FIOS	220004	120.78
40259	03/22/2022	1424	AFLAC NEW YORK		363.32
40260	03/22/2022	1831	CDPHP UNIVERSAL BENEFITS, INC.		20,911.69
40261	03/22/2022	720	MVP HEALTH PLAN, INC.		4,653.88
40262	03/22/2022	1570	NATIONAL GRID		7,770.59
40263	03/22/2022	2061	UNITED HEALTHCARE INSURANCE CO		145.57
40266	03/29/2022	2395	CSEA EMPLOYEE BENEFIT FUND		187.43
40267	03/29/2022	1833	HIGHMARK BSNENY		10,665.71
40268	03/29/2022	1607	VERIZON BUSINESS FIOS	220004	124.99
40269	03/29/2022	1607	VERIZON BUSINESS FIOS	220004	125.78
40270	03/31/2022	1656	TRACEY MCSHANE	220444	229.00
40271	03/31/2022	1607	VERIZON BUSINESS FIOS	220004	49.00

Number of Transactions: 22

Warrant Total: 59,262.10
Vendor Portion: 59,262.10

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

Certification of Warrant

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

 Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 35: TRUST & AGENCY (MAR 22) For Dates 3/1/2022 - 3/31/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40251	03/15/2022	712	CIVIL SERVICE EMPL ASSOC INC.		928.35
40252	03/15/2022	1679	METLIFE-TSA CONTRIBUTIONS		100.00
40264	03/30/2022	712	CIVIL SERVICE EMPL ASSOC INC.		962.51
40265	03/30/2022	1679	METLIFE-TSA CONTRIBUTIONS		100.00
100643	03/15/2022	709	BPL SPECIAL PAYROLL ACCOUNT		62,315.10
100644	03/15/2022	710	NYS INCOME TAX BUREAU		3,481.95
100645	03/15/2022	1946	IRS - PAYROLL TAX PMT		20,127.45
100646	03/15/2022	2003	NEW YORK STATE DEFERRED		1,843.45
100647	03/30/2022	709	BPL SPECIAL PAYROLL ACCOUNT		63,912.65
100648	03/30/2022	710	NYS INCOME TAX BUREAU		3,535.06
100649	03/30/2022	730	NYS EMPLOYEES RETIREMENT SYSTE		2,986.57
100650	03/30/2022	1946	IRS - PAYROLL TAX PMT		20,572.46
100651	03/30/2022	2003	NEW YORK STATE DEFERRED		1,784.74
Number of Transactions: 13				Warrant Total:	182,650.29
				Vendor Portion:	182,650.29

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 - 37: BILL SCHEDULE (APR 22) For Dates 4/12/2022 - 4/12/2022**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40272	04/12/2022	1963	3N DOCUMENT DESTRUCTION	220380	26.00
40273	04/12/2022	30	ALBANY PUBLIC LIBRARY-MAIN BR	220437	30.00
40274	04/12/2022	1009	AMAZON CREDIT PLAN	*See Detail Report	3,691.62
40275	04/12/2022	61	AQUASCAPE DESIGNS LLC	220000	70.00
40276	04/12/2022	77	BAKER & TAYLOR , INC.	*See Detail Report	15,993.41
40277	04/12/2022	1186	BAKER AND TAYLOR ENTERTAINMENT	*See Detail Report	94.64
40278	04/12/2022	90	BETHLEHEM CENTRAL HIGH SCHOOL	220448	60.00
40279	04/12/2022	2346	BRAINFUSE ONLINE INSTRUCTION	220409	4,000.00
40280	04/12/2022	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	220427	553.13
40281	04/12/2022	697	CAPITAL REGION BOCES	220014	232.40
40282	04/12/2022	827	PHYLLIS CHAMBERS		510.30
40283	04/12/2022	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	220002	238.58
40284	04/12/2022	1220	DEMCO, INC	*See Detail Report	509.18
40285	04/12/2022	1991	EASTERN MANAGED PRINT NETWORK LLC	*See Detail Report	175.82
40286	04/12/2022	1674	FINDAWAY	*See Detail Report	778.35
40287	04/12/2022	1986	FIRSTLIGHT FIBER	220001	188.92
40288	04/12/2022	2090	FRS SPECTRA INC. DBA XSTAMPERSONLINE	*See Detail Report	121.25
40289	04/12/2022	2361	FUN EXPRESS, LLC	220430	226.43
40290	04/12/2022	1965	PATRICIA GEROU		510.30
40291	04/12/2022	2174	GREENE COUNTY HISTORICAL SOCIETY	220443	25.00
40292	04/12/2022	745	MARY HARTMAN		510.30
40293	04/12/2022	2171	HISTORIC CHERRY HILL	220420	25.00
40294	04/12/2022	2303	IRONFLOW TECHNOLOGIES INC.	220453	864.00
40295	04/12/2022	2322	KANOPY INC.	220454	1,050.00
40296	04/12/2022	1024	MIDWEST TAPE LLC	*See Detail Report	4,332.02
40297	04/12/2022	377	MOORE FIRE EXTINGUISHER	220415	317.00
40298	04/12/2022	1172	ANNE B MOSHER		510.30
40299	04/12/2022	809	NANCY PIERI		510.30
40300	04/12/2022	2148	NORTHEAST PEST CONTROL	*See Detail Report	796.00
40301	04/12/2022	2088	NYSID	*See Detail Report	129.81
40302	04/12/2022	2121	NYSPSP	*See Detail Report	183.50
40303	04/12/2022	2356	OTIS ELEVATOR COMPANY	220282	1,200.00
40304	04/12/2022	1823	OVER DRIVE INC.	*See Detail Report	9,469.78
40305	04/12/2022	2054	PANGBURN LANDSCAPING	220216	1,650.00
40306	04/12/2022	450	PHILLIPS HARDWARE INC	220016	49.97
40307	04/12/2022	458	PITNEY BOWES INC	220012	99.00
40308	04/12/2022	1721	POESTENKILL LIBRARY	220447	16.99
40309	04/12/2022	478	QUILL.COM	*See Detail Report	419.48
40310	04/12/2022	2058	RENSELAER PUBLIC LIBRARY	220417	24.99
40311	04/12/2022	505	ROEMER WALLENS GOLD & MINEAUX	*See Detail Report	325.00
40312	04/12/2022	1951	S & S WORLDWIDE INC.	220429	89.61
40313	04/12/2022	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	146.39
40314	04/12/2022	2154	STERICYCLE, INC.	*See Detail Report	42.05
40315	04/12/2022	2347	SYSTEMS TECHNOLOGY GROUP INC.	220455	100.00
40316	04/12/2022	2307	TRANE U.S. INC.	220435	11,778.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 37: BILL SCHEDULE (APR 22) For Dates 4/12/2022 - 4/12/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40317	04/12/2022	2328	UNIFIRST CORPORATION	*See Detail Report	275.49
40318	04/12/2022	632	UPPER HUDSON LIBRARY SYSTEM	220434	4,000.00
40319	04/12/2022	1607	VERIZON BUSINESS FIOS	220004	199.99
40320	04/12/2022	1968	VERIZON WIRELESS	220003	100.45
40321	04/12/2022	645	W W GRAINGER INC	*See Detail Report	1,649.57
40322	04/12/2022	1707	AUDREY WATSON		510.30
Number of Transactions: 51				Warrant Total:	69,410.62
				Vendor Portion:	69,410.62

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

Certification of Warrant

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

Date Signature Title

April 11, 2022 - Board of Trustee Meeting											
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
Previously Approved to Fill											
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				
Action Requested											
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.17/hour or per contract	B. Griffith	4/1/2022					
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.17/hour or per contract	D. Janse	5/14/2022					
Positions Held											
None											

Director's Report April 2022

COVID and Phased Reopening

The library continues in the same reopening phase, at near-normal service levels. We have noted a recent uptick in infection numbers in the community.

Free COVID-19 at-home test kits are available for the public. These are supplied through the Town of Bethlehem Emergency Management Office. Last week Sen. Neil Breslin's office called to offer additional test kits, which were accepted.

There is an ample supply of test kits for staff, also supplied by the emergency management office. Staff members are encouraged to test as frequently as they feel is necessary. Early detection is one of our first lines of defense.

Building and Grounds

Spring cleanup for the library property continues. The maintenance staff are preparing the Green and the stage to host outdoor programs.

Public Services

The seed library continues to be popular. A total of 516 people took seeds – about 4,500 packets so far. Seeds are supplied by the Hudson Valley Seed Company which sells only non-GMO and open-pollinated seeds. They provided the library with a donation pack along with a discount on our first order. A second and final order of seeds was placed to restock items in high demand. We have approximately 2,100 packets remaining.

A patron complimented the new picture books and expressed their happiness about how diverse and inclusive the new picture books are.

Frank scanned a number of photographs previously owned by the library architect to be used in celebrating the 50th anniversary of the library building this year. He is currently assembling a new collection of images in New York Heritage to celebrate the anniversary. Kristen is working on a "Then and Now" series of pictures to highlight the changes to the building over the last 50 years.

We signed a contract with the Library Speakers Consortium. This new service will provide 2-3 virtual author talks per month that are available to Bethlehem patrons. The service model groups multiple small/medium sized libraries together to provide programs from noted authors whose speaker's fee would be far too high for the libraries to afford individually. We joined for one year with the option to participate for two more years at the same price. We will evaluate the programs towards the end of the subscription before renewing.

Computer access has returned to the Children's Place and the Teen area.

We have begun offering exam proctoring again. We are doing so on a case-by-case basis as staffing allows. We proctored two exams in March.

Changes at the Colonial Acres park required that the library's WiFi equipment be moved to a different building. The IT staff worked with Town of Bethlehem Parks and Recreation staff to coordinate the project with Verizon. The end result will be an expanded WiFi footprint at the park. We have two other requests for expansion of existing WiFi access in the community. Five Rivers has asked if the signal could be brought to different areas of the park including the outdoor classroom. The Town of Bethlehem would like to see signal expanded to cover some of the new pavilion areas. We continue to seek grants to cover the significant costs associated with these expansions.

Programs

March was the third month for the *Community Sketchbook*, a collaborative art project that library users of all ages and skill levels can participate in. The Sketchbook was checked out four times in March and currently has three active holds.

- Catalog Record: https://catalog.uhls.org/iii/encore/record/C__Rb1929144

Luke and Sarah continue to offer technology classes to the public, such as Crash Course: Transitioning from Overdrive to Libby, Introduction to Google Maps, and Introduction to Streaming Video.

Transcendent Kingdom by Yaa Gyasi was the featured title of the Own Voices book discussion group led by Kate. A new person joined the group and she said that she really enjoyed the discussion and planned to come back regularly.

Anne once again offered a Virtual Trivia Night, which had a larger number of participants than the past few months. She received lots of positive feedback from the group.

Sarah provided a Macramé Keychains program for participants to learn several macramé knots to use in creating two keychains. Many have expressed an interest in more macramé programs, which will be scheduled for the summer. A few photos are included below.

Kate has added a new book to the Story Stroll located around the library grounds. The book is *Turtle Walk* by Matt Phelan.

Just for Me Teen Book Boxes continue to be popular. These boxes are tailored specifically for each teen and include a couple of books, activities, and other goodies. The boxes, sponsored by the Friends of the Library, are offered quarterly for those in grades 6-12 within our service area. As soon as these boxes were available to the teens, Mary received an email from one of the parents stating:

Just wanted to let you know my 10th grade daughter says the goodies in the book box this time are "the best ever." Each of the books have piqued her interest and the additional treats (especially the diamond dots craft) are really great. Thanks for this program! We really enjoy it.

Outreach

Luke presented a 20-minute discussion about identifying and avoiding email scams, phishing, malware, and ransomware to a meeting of the Delmar Progress Club. Other panelists included Detective Cobb from the Bethlehem Police Department and Jennifer Casale from Bethlehem Senior Services.

The library has submitted a proposal to participate in the We Are Bethlehem StoryBoard Project. StoryBoards are designed to share stories and spark discussions about equity and justice with members of the Bethlehem community. Luke drafted the StoryBoard, proposal and accompanying webpage that explores the life of Caesar [Nicol], who was believed to be the last enslaved person in New York State.

Upcoming Programs:

Mary has scheduled 5 performers for the **Thursdays in the Park** series we are collaborating on with Bethlehem Parks and Recreation. The series will run from June 16-August 18. The performers will be a mix of musical groups and performers geared towards children and families. The majority of the events will be held at the Elm Ave Park but a couple of dates are set to be held at the Henry Hudson and South Bethlehem Parks. This series is also co-sponsored by the Friends of the Library and Friends of Parks and Recreation.

The Friend's book sale fundraiser is scheduled for Saturday, May 21, and Sunday, May 22. Michael has arranged for two musical performances on Saturday, Warren Sieme (singer/guitarist) at noon and Steve Lambert (jazz trumpeter in a duo with guitarist Joe Finn) at 2 p.m.

Michael has finalized the Evenings on the Green lineup for July. As with last year, concerts will be on Tuesdays in July at 7 p.m. Rain dates are the following Wednesday at the same time.

July 5 (6) Zan & The Winter Folk
 July 12 (13) Narrow North
 July 19 (20) The Lustre Kings
 July 26 (27) Musicats Quartet

Early literacy storytimes and other preschool programs will be back in person beginning in April. *The first Family Storytime held outdoors on April 5, had 62 participants!*

Circulation and Technical Services

Security cases are being removed from the CD collection. This will reduce staff work during both the check in and checkout processes. The CD collection is being assessed, worn or broken cases will be replaced.

Continuing Education and Committee Work

Lisa B attended: “NY Heritage Digital Collections” webinar from Empire State Library Network Services (ESLN) on Friday, March 25.

All of Technical Services attended a presentation about a new cataloging service from Baker & Taylor (BTCAT) March 9. A similar presentation was given at the UHLS cataloging advisory council meeting April 7.

Annual NYS required sexual harassment training was provided for all staff. Special thanks to the staff for completing this so quickly.

Frank viewed the Empire State Library Network – Introduction to the Affordable Connectivity Program webinar.

Sarah viewed the *ReadSquared* Training webinar provided by the NYS Library and the Core Training Intensive: De-escalation Skills presented by Ryan Dowd.

Patti participated in the virtual training Intro to Google Workspace sponsored by UHLS.

Luke viewed the webinar Analog Ailments: How to Diagnose and Treat Your Magnetic Media (METRO Events / XFR Collective).

Kate participated in the NYLA YSS Conference Planning Committee Meeting.

Meetings and miscellany

A relatively small cyberliability coverage has been added to our general liability insurance. The premium increase was less than \$500 per year. A pre-review of our IT infrastructure brought up some questions from the insurer, which we will work through. At this time, we are not eligible for a more comprehensive policy. The IT department is consulting with the network staff from UHLS about the situation.

Catherine attended a UHLS Automation Advisory Committee meeting. The AAC is developing a toolkit for fine free implementation for libraries in UHLS to guide them through the implementation process.

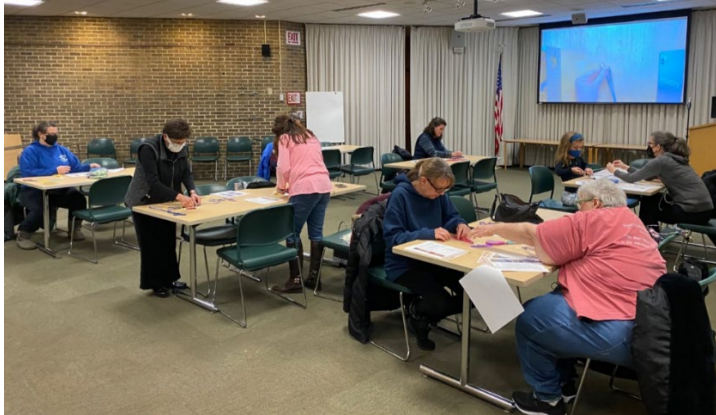
Geoff worked with the NYLA Civil Service Committee to discuss some desired changes. Recent conversations indicate some willingness on the part of NYS Senate leadership to help libraries by exploring some legislative changes about how Civil Service is applied to public libraries in New York.

Geoff met with Joe Storch. He and his family are the donors of the Krakower-Storch Fund. He is interested in expanding their relationship with the library and had some great ideas about ways the library could better serve young families. This was a timely discussion as more families with children return to the library.

Geoff attended a webinar hosted by the NYS Division of Library Development about NYS Historic Preservation Office review for capital projects.

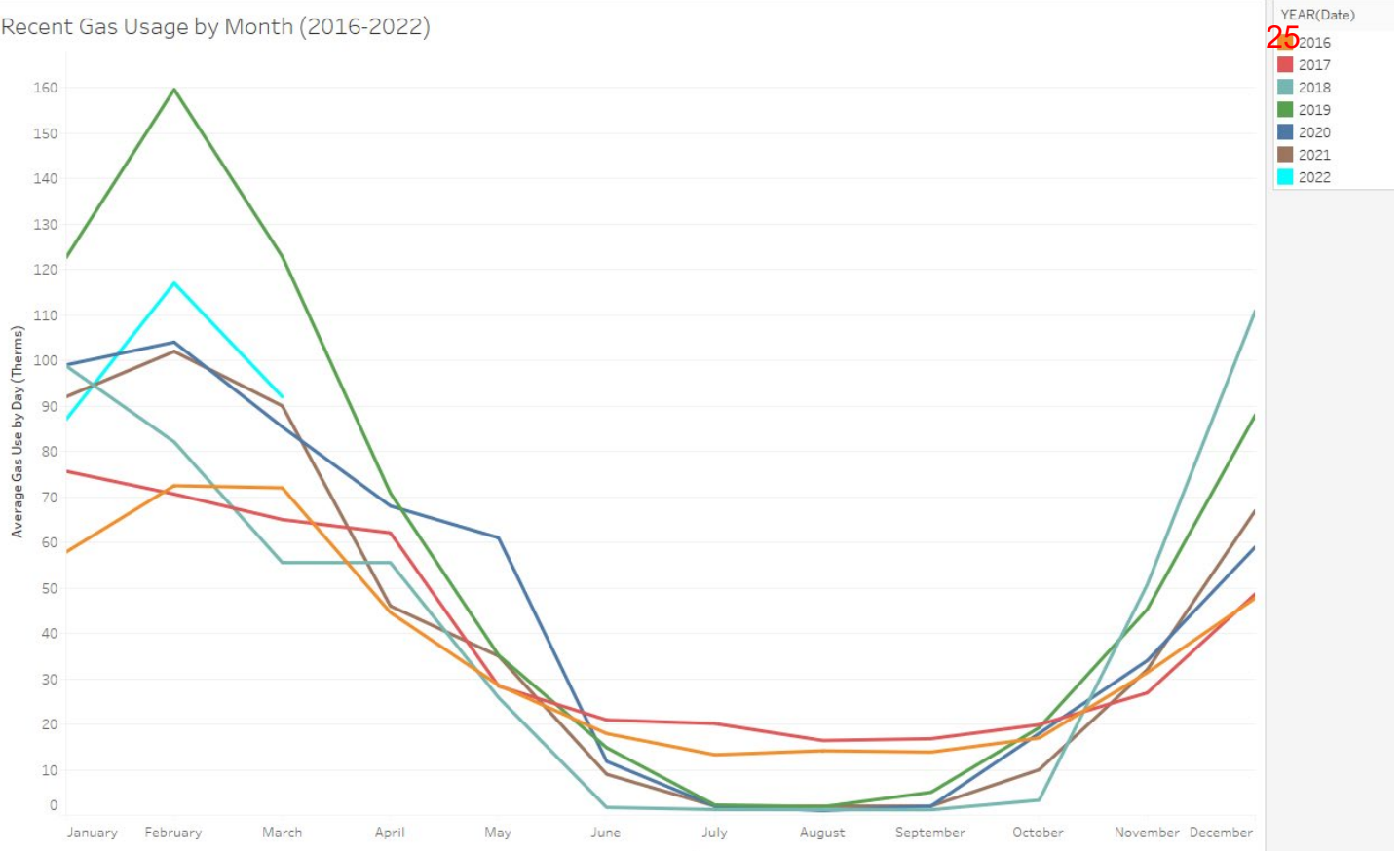
Geoffrey Kirkpatrick, Library Director

Photos from Macramé Keychain program:

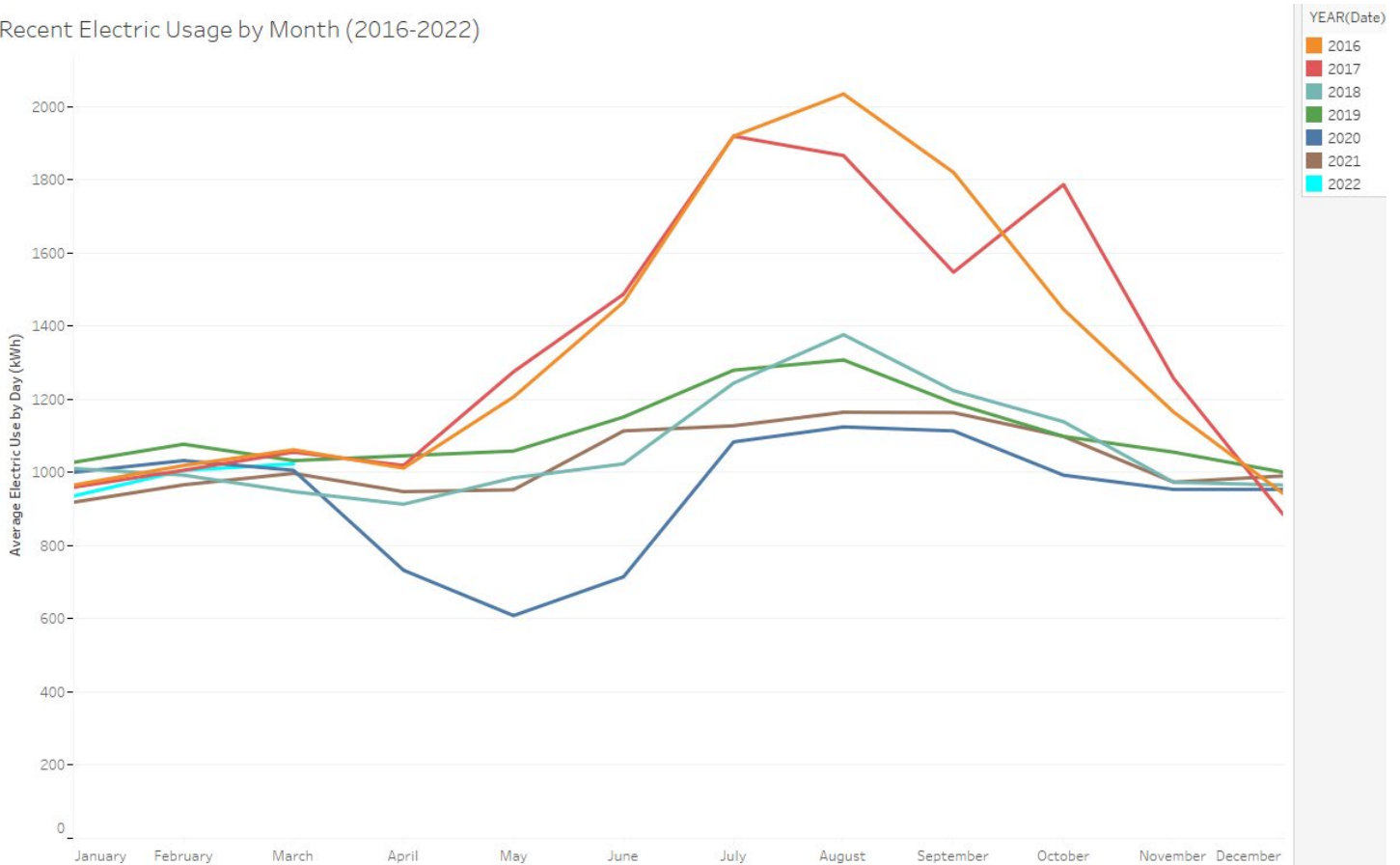


Library Collection				2020-21	Current Total
Adult fiction				27,576	26,956
Adult non-fiction				29,912	29,234
Adult audio				6,342	6,150
Adult video				8,146	8,576
Young adult fiction				5,372	5,269
Young adult nonfiction				492	549
Young adult audiobooks				418	451
Children's fiction				27,336	27,839
Children's non-fiction				15,910	16,099
Children's audiobooks				1,850	1,640
Children's video				1,961	1,640
OverDrive - UHLS Shared				100,026	110,981
e-magazines				3,582	3,487
Electronic (games, ereaders)				450	428
Total				229,373	239,299
Library Programs	Mar-22	Mar-21	% change	2020-21	F-Y-T-D
Programs	31	20	55.0%	211	277
Program attendance	311	274	13.5%	2,531	5,543
Outreach Programs	1	0	und	450	13
Outreach Attendance	23	0	und	1,357	3,987
Circulation	Mar-22	Mar-21	% change	2020-21	F-Y-T-D
Adult fiction	12,692	9,681	31.1%	122,358	106,174
Adult non-fiction	7,381	5,442	35.6%	62,005	57,879
Adult audio	4,953	3,904	26.9%	43,240	40,414
Adult video	7,144	4,062	75.9%	54,329	58,052
Adult magazines	1,534	1,861	-17.6%	19,130	13,712
Young adult fiction	1,483	1,371	8.2%	18,086	13,773
Young adult nonfiction	143	112	27.7%	1,303	1,090
Young adult audiobooks	223	218	2.3%	2,364	1,946
Young adult magazines	0	4	-100.0%	25	0
Children's fiction	13,079	8,600	52.1%	106,794	99,993
Children's non-fiction	3,814	2,381	60.2%	24,559	25,486
Children's audiobooks	1,262	681	85.3%	8,160	9,485
Children's video	721	273	164.1%	4,734	5,488
Children's magazines	0	2	-100.0%	91	1
Electronic (games, ereaders)	764	233	227.9%	2,772	4,381
Total	55,193	38,825	42.2%	469,949	437,197
Interlibrary Loan	Mar-22	Mar-21	% change	2020-21	F-Y-T-D
Borrowed from others	7,761	9,104	-14.8%	95,316	58,446
Loaned to others	4,688	5,875	-20.2%	64,417	39,689
Miscellaneous	Mar-22	Mar-21	% change	2020-21	F-Y-T-D
Visits to our home page	36,469	30,473	19.7%	483,316	334,921
Public use of meeting rooms	42	0	und	0	244
Public meeting attendance	507	0	und	0	2,737
Staff use & library programs	17	0	und	0	94
Study room sessions	341	0	und	0	2,243
Tech room/ Studio use	1	0	und	0	7
Door count	14,544	3,945	268.7%	41,521	112,987
Registered BPL borrowers	84	54	55.6%	562	667
Computer signups	958	25	3732.0%	860	6,648
Museum Pass use	58	16	262.5%	324	859
E-book use	5,642	6,053	-6.8%	73,602	51,399
E-audiobook use	3,769	3,380	11.5%	38,322	32,526
E-magazine use	1,155	1,628	-29.1%	16,380	11,282
Streaming video use	1,258	1,200	4.8%	16,004	12,518
BCSD use via Overdrive	147	151	-2.6%	1,643	1,293
Equipment	334	174	92.0%	1,379	1,549
Wireless Use	8,139	5,997	35.7%	75,484	73,229

Recent Gas Usage by Month (2016-2022)

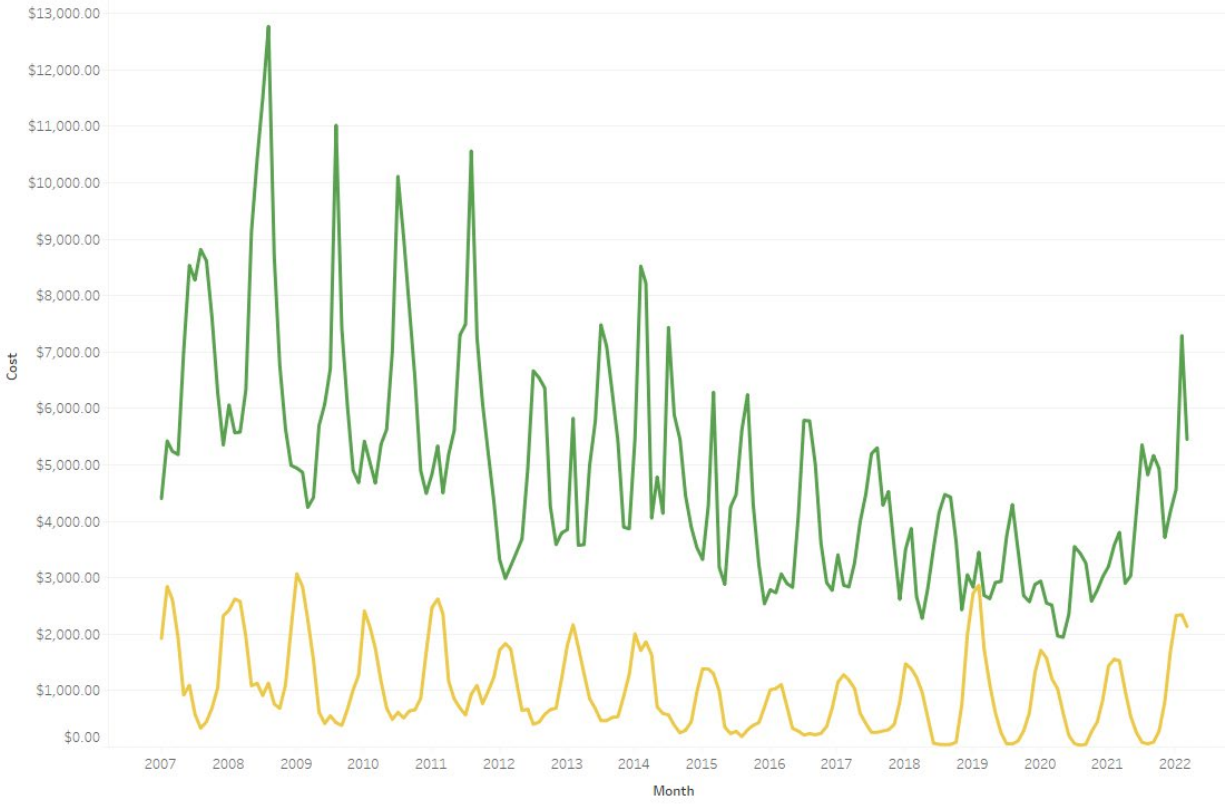


Recent Electric Usage by Month (2016-2022)



Total Cost Gas and Electric 2007-2022

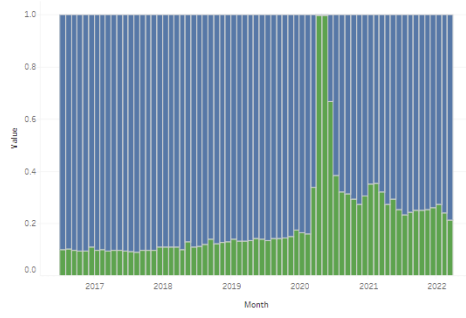
Date
1/15/2026 3/11/2022



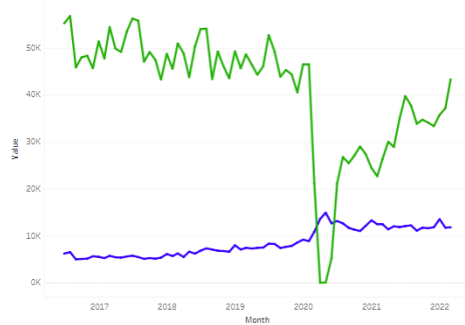
Measure Names
■ Elec Cost
■ Gas Cost

Measure N. ■ %Digital of total ■ %RIL (X) ■ Circulation ■ #Content Total ■ OverDrive Total ■ eMagazine

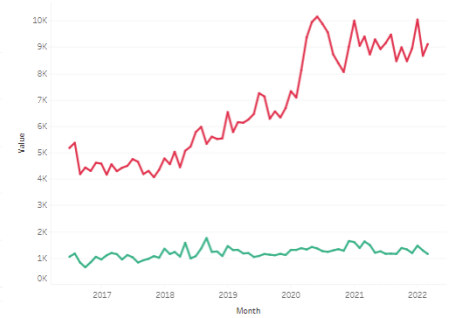
Circulation % Digital



Physical v. Digital Circulation

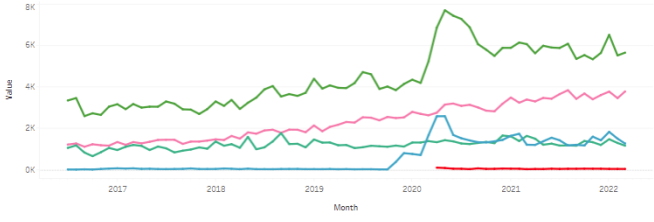


OverDrive and eMagazines

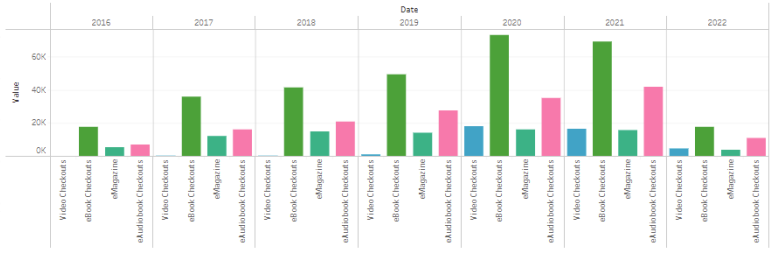


Measure Names
■ Video Checkouts ■ eBook Checkouts ■ eMagazine ■ eAudiobook Ch... ■ Music

Digital Content Circulation by Format



Digital Content Circulation by Format



BPL PERSONNEL COMMITTEE

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

April, 2022	Trustees receive draft timeline, evaluation instrument, and staff survey questions
May, 2022	Trustees provide feedback on draft timeline, evaluation instrument, and staff survey questions Meeting with outgoing trustee to gain evaluation of director
June, 2022	Timeline, evaluation instrument, and staff survey questions finalized
October 2022	Evaluation process begins
January, 2023	Evaluation process ends for 2022 calendar year

Steps and Timeline for Annual Director Evaluation

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

DRAFT for April, 2022 BOT meeting and review

Search the catalog



► [Home](#) » Protected: Director Evaluation Form

Protected: Director Evaluation Form

Name: Geoffrey Kirkpatrick

Position Title: Library Director III

Start Date: July 15, 2011

Reviewers: Board of Trustees

Date of Review: 1/2020 to 4/2022

Instructions:

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

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

VISIONARY LEADERSHIP AND ORGANIZATIONAL PLANNING

29

The Director provides leadership in developing and implementing strategic plans that address both immediate and future needs of the library and the community that the library serves. The Director facilitates the development, articulation, implementation and stewardship of a vision and strategic plan that addresses immediate and future needs of the library and the community it serves. The Director effectively promotes this shared vision and plan with library staff and throughout library programs and services.

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

E S N U

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

E S N U

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

E S N U

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

E S N U

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

E S N U

COMMENTS:

/

Overall leadership and planning totals:

E S N U

COMMUNITY RELATIONS, RESPONSIVENESS, AND COMMUNICATIONS

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

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

E S N U

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

E S N U

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

E S N U

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

E S N U

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

E S N U

COMMENTS:

//

Overall community relations totals:

E S N U

LIBRARY SERVICE CREATION AND DELIVERY

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

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

E S N U

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

E S N U

3. Services reflect the Director’s knowledge of significant developments and

trends in the field.

E S N U

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

E S N U

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

E S N U

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

E S N U

COMMENTS:

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Overall library services totals:

E S N U

MANAGEMENT AND ADMINISTRATION

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

BUDGET AND RESOURCE MANAGEMENT

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

E S N U

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

E S N U

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

E S N U

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

E S N U

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

E S N U

COMMENTS:

//

Budget and resource management totals:

E S N U

HUMAN RESOURCE MANAGEMENT

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

E S N U

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

E S N U

3. Library culture attracts and retains highly qualified staff.

E S N U

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

E S N U

COMMENTS:

//

Human resource management totals:

E S N U

POLICY AND GOVERNANCE

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

E S N U

2. The Director serves as a resource to the board and its officers in areas of

meeting protocol and management, and other areas of governance related to the BOT.

E S N U

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

E S N U

COMMENTS:

//

Policy and governance totals:

E S N U

BOARD OF TRUSTEES COMMUNICATION AND RELATIONS

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

E S N U

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

E S N U

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

E S N U

4. Trustee training opportunities are offered and explained to BOT members. 36

E S N U

COMMENTS:

//

BOT communication and relations totals:

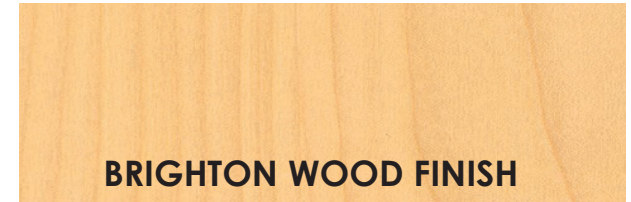
E S N U

ADDITIONAL COMMENTS:

//

Name of trustee filling out this form:

Send



ITEM	COST	QTY.	EXT. COST
TIZELLE CHAIR WITH ARMS	\$510.72	10	\$5,107.20
TIZELLE CHAIR WITHOUT ARMS	\$503.58	20	\$10,071.60
LABOR TO RECEIVE, DELIVER, AND INSTALL (18% NET PER NYS CONTRACT)	\$2,732.18	1	\$2,732.18
TOTAL			\$17,910.98

BETHLEHEM PUBLIC LIBRARY

BORROWING POLICY

Policy adopted by the Board of Trustees March 12, 2001

Policy revised November 12, 2002

Policy revised April 7, 2004

Policy revised January 14, 2008

Policy revised December 13, 2010

Policy revised August 8, 2011

Policy revised December 14, 2015

Policy revised January 9, 2017

[Policy revised xxxxx 2022](#)

Bethlehem Public Library cards are issued to residents of the Bethlehem Central School District. All other borrowers residing in Albany and Rensselaer Counties are issued an Upper Hudson Library [Access Network System \(UHLANUHLS\)](#) card. Refer to the library card- policy for details.

Borrower's Responsibilities

Borrowers are responsible for all materials borrowed on their cards.

Parents and guardians of minors are responsible for materials borrowed on their children's cards.

Change of address or lost/stolen cards must be reported immediately. Materials charged out to an unreported lost or stolen card are the responsibility of the cardholder.

Suspension of Privileges for Health and Safety Reasons

The library may restrict a user's ability to borrow materials and/or visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections and users.

Should it become necessary to suspend a **borrower's** library **borrowing** privileges in order to protect library collections, facilities or other **users**, the library patron **wouldwill** be notified of the suspension. Borrowing privileges **wouldwill** be restored when the suspended **patron** demonstrates that the situation causing the loss of privileges has been remediated.

Account Information

New York State confidentiality law prevents the library from disclosing information about the status of an account to anyone but the **cardholder**.

Lost and Damaged Materials

Replacement cost is charged for all lost or irreparably damaged materials. [Previously lost items that are found and returned will not be charged a replacement cost.](#)

Renewals

Library materials [that are renewable and](#) not on reserve for other patrons may be renewed twice. [Items are automatically renewed when possible.](#)

Fines

The library follows a fine free lending policy for most materials except for high-demand unique items. Exceptions to fine free lending are as follows:

, including but not limited to:

- ~~• Books, audio books, music CDs, DVDs~~ \$0.10 per day
- ~~Video games, interlibrary loan items, other electronics~~ Library of Things collections
\$1.00 per day
- Museum passes \$5.00 per day
- Maximum fine per item \$5.00

The library may suspend borrowing privileges for physical items for patrons owing \$105.00 or more in fines. lose their borrowing privileges.

Loan Periods

Museum passes	3 days
New and Popular DVDs, video games, electronics , and 7-day Express.....	7 days
New books, and magazines, <u>and Library of Things ...</u>	14 days
<u>Audiobooks and Playaways.....</u>	<u>28 days</u>
Other items.....	14 or 28 days

Electronic Materials

Electronic materials never accrue fines. Loan periods and checkout limits for electronic materials are specific to each lending platform. Electronic materials are not subject to fines or replacement costs.

FINE FREE FAQ

Bethlehem Public Library is going fine free in July 2022. We will no longer charge fines for overdue books and other media. Here you'll find information about this new policy and how it affects you.

WHY GO FINE FREE?

- It's good for our community. Our community is stronger and healthier when people have access to the programs, services and materials they need to pursue their educational, career, family and life goals. We hope this will encourage prior users to come back to the library and attract new users to experience what we offer.
- During the pandemic, the library stopped charging fines for a number of months. We found that it had only a nominal impact on whether or not materials were returned on time.
- Due to increasing use of electronic materials (which do not accrue late fines) and other factors, fines are no longer a sustainable form of revenue for the library. Money collected from fines and fees has gone down steadily for the past ten years, especially with our new auto-renewal service.
- Going fine free optimizes library staff time and efficiency by reducing small financial transactions at the Circulation Desk.

WHAT THIS MEANS FOR YOU

- You will no longer receive daily fines on overdue books and media.
- You are still responsible for returning your items. We do want all items back!
- The library will send you reminders to return your items.
- Materials that are more than 30 days overdue are assumed lost, and you will be billed for the replacement costs. However, if you return the items, the replacement costs will be cleared from your account.
- Replacement fees and charges for lost or damaged items still apply.
- Fines of \$1/day for Library of Things items and Inter Library Loans, as well as \$5/day for museum passes, will remain.

FREQUENTLY ASKED QUESTIONS

Fines have been waived, so why does my account still have a balance?

While the library is doing away with most overdue fines, fees for lost or damaged materials remain. Fines will still be charged for overdue museum passes, Library of Things items and Inter Library Loans.

Will I be charged fines if I borrow items from another UHLS library that hasn't gone fine free?

No. When you check out at Bethlehem Public Library, all items checked out fall under our loan rules. If you borrow materials at other libraries that charge fines, you will be responsible for paying them.

How will the library get people to return borrowed materials?

"No fines" does not mean "no responsibility." Materials that are more than 30 days overdue are assumed lost, and you will be billed for the replacement costs. If you bring back the item, those charges will be dropped. Please remember that other people may want the item you borrowed, so don't hesitate to return it.

Will I still receive reminders about returning materials?

NOTICE	METHODS	WHEN
Reminder	Email only	2 days before item is due
Overdue	Patron preference	5 days overdue
Overdue	Patron preference	15 days overdue
Bill	Mail	30 days overdue Patron billed for replacement

How is the Library budget affected by the loss of fine income?

Overdue fines on average make up less than one quarter of one percent of the library's annual budget. The library has been able to shift other budget lines to make up for the lost revenue.

I've always thought of paying my fines as my donation to the library. Can I still donate?

Yes! Now and in the future, donations to the library can be made through the Friends of Bethlehem Public Library. Your donation will support critical Library programs and services.

What is the difference between a fine and a fee?

Daily small charges called fines are "compliance charges" used to incentivize material returns, but research has shown those small fines do not significantly contribute to those returns. Fees are charged for library services and products such as copying, printing and damaged material replacement costs.

Are there some library items that are not fine free?

Museum passes will still accrue fines at a rate of \$5/day. Library of Things items will accrue fines of \$1/day. The maximum fine you will be charged per item is \$5.

Will fines or fees prevent me from using my library card?

Cardholders owing \$10 or more will have their accounts blocked until the amount is paid down.

What about e-books and digital materials?

As always, e-content never accrues any fines and will automatically be returned at the end of the lending period. E-content is always accessible to Bethlehem cardholders regardless of fines or fees on a cardholder's account.

Fine free means judgement free. If you've been avoiding the library because you're worried about paying fines, we are happy to welcome you back! Register for your new card in person or online (www.bethlehempubliclibrary.org/borrow/online-library-card-application), or give us a call at (518) 439-9314 or e-mail us at info@bethpl.org to check if you already have a card.

Judgement FREE

Barrier FREE

Stress FREE

... perfectly **FINE FREE**
@ Bethlehem Public Library

Begins
JULY 2022

The FINE print:

- Lost/damaged fees still apply
- Due dates still assigned at checkout
- Fines remain for Library of Things and museum passes

