



**Board of Trustees Meeting
Monday September 8, 2025 6:00 pm
Board Room**

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

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

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

Library Mission Statement

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.

Agenda

- **Call to order**
- **Public participation**
- **Review of previous meeting minutes (p. 2-5)**
 - **Financial report (p. 6-14)**
 - **Treasurer's update (p. 6)**
- **Personnel report (p. 15)**
 - **Personnel actions**
- **Director's report (p. 16-25)**
- **UHLS report**
- **Friends report**
- **New business**
 - **Boiler replacement project resolutions (p. 26-40)**
 - **Property history (p. 38-50)**
 - **PILOT update**
 - **Other new business**
- **Old business**
 - **Staff handbook (p. 51-157)**
 - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**

Next board meeting: October 14, 2025 6:00 pm (Tuesday meeting)

Next Friends of the Library meeting: October 20, 2025 6:30 pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
Monday August 11, 2025

PRESENT: Jill Adams
Caroline Brancatella
Mark Kissinger (remote)
Sarah Patterson
Gail Sacco
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, public information specialist

EXCUSED: Michelle Walsh
Laura DiBetta

GUESTS: Phil Berardi, assistant director/head of operations
Tanya Choppy, accounts clerk
Jennifer Crawford, confidential secretary
Robert McDonnell

President C. Brancatella called the meeting to order at 6:00pm.

PUBLIC PARTICIPATION

One member of the public spoke during the public comment period. A recording of the meeting is available on YouTube.

REVIEW OF PREVIOUS MEETING MINUTES

K. Roberts noted a mistake that would be corrected in the final version.

On a MOTION by J. Adams with a SECOND by G. Sacco the board unanimously approved the minutes from the Monday July 14 regular board meeting.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report.

- She noted that the auditors were in the library in July for some preliminary work and will back later this month to finish up. She said staff have been getting them the requested information and the process was going smoothly.
- The finance committee has been looking into automating checks from the H fund to make it more secure. The system won't allow two signatures on the check, which has been a past practice, but the finance committee is comfortable with dropping that practice because the checks are still reviewed by multiple people. C. Brancatella asked if that would raise any questions with the auditors. S. Whiting said she does not foresee it being a problem.

On a MOTION by S. Patterson with a SECOND by J. Adams the board unanimously approved the Financial Statement dated 31 July 2025 (Checks disbursed in July 2025 based on pre-approval \$53,606.17; Checks disbursed in July 2025 relating to payroll \$214,967.58; Checks being submitted for approval \$43,518.66; CapProject Fund Checks \$4,537.50; Total: \$316,629.91).

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said he was requesting to refill a library page at some future time when needed. He also noted that he would be moving some of the hours around to even them up for all of the pages.

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

- Library Page, part-time, permanent, 11.4 hours/week, \$15.50/hour

DIRECTOR'S REPORT

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

- The squeaky motor on the rooftop HVAC unit is being addressed.
- The scope of work and SEQR for the boiler project will be presented at the September board meeting.
- Longtime volunteers from gardening arm of the Progress Club will be stepping back and discussions have begun on how the library will move forward with landscaping planning. G. Kirkpatrick said he was very grateful for the contributions of these longtime volunteer. G. Sacco asked if there was some kind of certification of appreciation that they could be presented with. G. Kirkpatrick said he may put together a resolution of recognition for the next board meeting.
- G. Sacco asked if any progress had made on acquiring a new fish tank for the Children's Place. G. Kirkpatrick said the glass would be arriving the next day, with the cabinet and lights coming at a later time. G. Sacco asked about the plaque noting the donation. C. Brancatella said the topic needed further discussion.
- G. Sacco noted that the self checkout station in the Children's Place really enhances a child's library experience.

UHLS REPORT

M. Kissinger said the Upper Hudson board does not meet in August. He will provide a board update after they reconvene.

FRIENDS REPORT

J. Adams said she will not be able to attend the upcoming Friends meeting. G. Kirkpatrick said that the Friends and HILL have launched a new websites hosted on outside servers that can be managed solely by them. He said their first sponsored trip to Tanglewood was a success, and they will likely do more in the future.

NEW BUSINESS

Meeting Room Access and Use Policy

G. Kirkpatrick presented the proposed updates to the policy. C. Brancatella noted that the board has committed to continue reviewing the policy, and many of the updates are changes based on how the policy is working in in real life.

One change would allow the acknowledgement form to be completed online as part of the signup process. The publicity requirement has been dropped as it was not enforceable. G. Kirkpatrick said the library is still requiring room applicants to provide information about any speakers being brought in and note that their program is not affiliated with the library. The board discussed the possibility of signage to indicate that those programs are not library-sponsored events.

Updates would also raise the number allowed in a room checkout event in the Community Room to 30. The training requirement for room use will also no longer expire.

C. Brancatella said that community groups are required to meet one of three conditions that are legally defined, and political groups that meet that definition are permitted to use library meeting spaces, but the library wanted to further define what type of activities those political groups are allowed to conduct on library grounds. That language would be included in an update to the Solicitation and Distribution Policy. G. Sacco asked if the board could further explore whether or not to allow a 501c(4) designation as eligibility for room use.

On a MOTION by J. Adams with a SECOND by S. Patterson, the board unanimously approved updates to the Meeting Room Access and Use Policy.

Solicitation and Distribution Policy

M. Kissinger asked how the library currently defines a political group. G. Kirkpatrick said it was primarily defined by activities described in the Solicitation and Distribution Policy. C. Brancatella said the policy outlines what political activities are permitted or not and is based on legal guidelines.

The board agreed the addition was needed to the policy but asked for some clarification from an attorney about what constitutes a political activity and where the line is between partisan and non-partisan.

G. Kirkpatrick said the board could pass the updates to the policy in the current form and revise as needed pending additional legal guidance.

On a MOTION by G. Sacco with a SECOND by J. Adams the board unanimously approved updates to the Solicitation and Distribution Policy.

Communications Committee – update

C. Brancatella said the purpose of the committee is to strengthen and expand communications about board issues.

- The committee made a note of current communication methods and areas where to expand.
- Library staff would be putting together an opt-in email group for neighbors in the immediate vicinity of the library to communicate activities like tree cutting, paving, etc. that could have an impact on them.
- C. Brancatella proposed that after each board meeting one of the trustees would provide a short video highlight of the main discussions. She said she will film the first one, but welcomed other trustees to take part.
- The committee plans to meet again in September.

- G. Sacco asked if the committee could add a discussion item at the next meeting about creating a small printable that can be handed out to people while out and about in the community.

Staff Handbook

C. Brancatella said that attorneys have gone through the staff handbook to make sure it meets all the legal requirements, and because of that, it is not the most reader-friendly document. G. Sacco had suggested that it be paginated to make it easier to search, and staff is currently working on that.

G. Kirkpatrick said that at one time, the library had a dress code, but it was suspended during the pandemic, and during that time dress expectations have changed across all industry. He said the library is still trying to figure out the appropriate thing to say about clothing and has suggested that nothing torn, ripped or dirty be allowed, along with non BPL graphic T-shirts (promoting concerts, movies, etc.). The board discussed what would be considered a “graphic T-shirt” and suggested additional guidance in the wording in the handbook.

G. Kirkpatrick said the revised handbook would likely come before the board in September.

Other new business

G. Kirkpatrick presented a proposal for attendance at the upcoming NYLA conference in Saratoga Springs. He was looking to get approval to lock in early bird rates.

On a MOTION by G. Sacco with a SECOND by S. Patterson the board unanimously approved the attendance of six employees at the November 2025 NYLA conference at a cost of \$1,571.50 to include registration and incidentals.

OLD BUSINESS

Trustee training

G. Kirkpatrick said he would start polling trustees to see when they would like to watch the ALA training videos to complete their required 2 hours of yearly board training.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

There was no future business discussed.

PUBLIC PARTICIPATION

There was no public comment at this time.

ADJOURNMENT

On a MOTION by S. Patterson with a SECOND by J. Adams, the board unanimously voted to adjourn the regular meeting at 7:18pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
C. Brancatella, board president

Treasurer's Report

September 8, 2025

Revenue and Expense Report

On the revenue side, we have received \$24,290 in state aid, or about 92% of the budget for state aid. The remainder is typically received in November. Expenses are consistent with last year at this time.

The auditors are at the library this week, Sept 8-11, finishing up field work. We expect to have the audited financial statements for review at the November board meeting.

Fund Balance

As of June 30, 2024, the fund balance is \$3,928,140. After the audit is completed and we close the books on fiscal 2024-2025, we will add the surplus, which is expected to be around \$345,000, to this balance. Of this amount, approximately \$1.35 million is needed to fund operations for the first quarter of the year, until tax revenue is received.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 8/31/25

	BALANCE					BALANCE
	7/31/2025	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	8/31/2025
TD Bank General Fund	123,628.50	31,138.42	(205,760.13)	(449.34)	201,679.55	150,237.00
TD Bank Payroll	0.00		(148,320.45)	-	148,320.45	0.00
TD Bank Money Market	1,275,980.85	-		1,926.80	(350,000.00)	927,907.65
TD Bank Treasury Bill	502,227.60		-	2,111.40	-	504,339.00
TD Bank Capital Project Fund	43,581.74	-	(4,537.50)		-	39,044.24
Metropolitan Bank Opened 7/03/25	1,505,225.70	-	-	5,196.18	-	1,510,421.88
Key Bank Checking	5,313.47	2,506.74	(203.13)		-	7,617.08
TOTAL:	4,480,756.18	33,645.16	(358,821.21)	11,705.01	-	4,167,285.14

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$18,632* of Storch Fund money

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

2 MONTHS ENDED 8/31/25

FISCAL YEAR 2025-2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 2 MO. ENDED 8/31/2025	Percent YTD 8/31/2025	ANNUAL BUDGET 2024-2025	YTD PRIOR 2 MO. ENDED 8/31/2024	Percent YTD 8/31/2024
Real Property Taxes	4,711,910	-	0.0%	4,592,100	-	0.0%
PILOT	225,000	-	0.0%	239,000	-	0.0%
Fines	3,000	562	18.7%	3,000	508	16.9%
Interest on Deposits	121,500	14,199	11.7%	90,000	15,998	17.8%
Lost Book Payments	11,500	2,739	23.8%	8,500	2,855	33.6%
Friends of BPL Contributions	10,000	4,640	46.4%	7,000	4,158	59.4%
Gifts and Donations	10,000	200	2.0%	8,000	260	3.3%
Photocopier	10,500	2,477	23.6%	8,000	2,106	26.3%
State Aid	26,500	24,290	91.7%	26,000	23,726	91.3%
Grants	-	500	0.0%	-	240	0.0%
Miscellaneous Income	800	240	30.0%	500	-	0.0%
Total Revenue	5,130,710	49,849	1.0%	4,982,100	49,851	1.0%
EXPENSES						
Salaries	2,783,914	396,015	14.2%	2,547,087	378,680	14.9%
Retirement	376,102	-	0.0%	324,242	-	0.0%
Health Insurance	430,000	69,812	16.2%	398,000	65,877	16.6%
Other Benefits	240,194	55,621	23.2%	238,965	46,775	19.6%
Subtotal Salaries & Benefits	3,830,210	521,448	13.6%	3,508,294	491,332	14.0%
Library Materials - Print	290,000	10,347	3.6%	294,000	29,765	10.1%
Library Materials - Electronic & Audio	290,500	27,503	9.5%	281,000	22,518	8.0%
Subtotal Library Material	580,500	37,850	6.5%	575,000	52,282	9.1%
Operations	633,000	123,165	19.5%	643,900	105,627	16.4%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	25,000	-		35,000	-	
Total Expenses	5,168,710	682,463	13.2%	4,862,194	649,241	13.4%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

2 MONTHS ENDED 8/31/25

FISCAL YEAR 2025 - 2026

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 2 MO. ENDED 8/31/2025	Percent YTD 8/31/2025	ANNUAL BUDGET 2024-2025	YTD PRIOR 2 MO. ENDED 8/31/2024	Percent YTD 8/31/2024
Salaries & Benefits						
Salaries-Librarians	1,378,299	204,386	14.8%	1,252,089	191,666	15.3%
Salaries-Support Staff	1,206,163	163,168	13.5%	1,226,399	159,777	13.0%
Salaries-Custodians	199,452	28,460	14.3%	188,505	27,237	14.4%
Subtotal Salaries	2,783,914	396,015	14.2%	2,666,993	378,680	14.2%
Retirement	376,102	-	0.0%	324,242	-	0.0%
Health Ins.	430,000	69,812	16.2%	398,000	65,877	16.6%
SocSec/Medicare	212,694	30,835	14.5%	206,465	29,280	14.2%
Worker's Comp.	20,000	23,330	116.7%	20,000	16,002	80.0%
Unemployment	5,000	-	0.0%	10,000	-	0.0%
Disability Ins.	2,500	1,456	58.2%	2,500	1,493	59.7%
Subtotal Salaries & Benefits	3,830,210	521,448	13.6%	3,628,200	491,332	13.5%
Library Materials						
Adult books	171,000	7,134	4.2%	171,000	20,583	12.0%
Periodicals	14,000	-	0.0%	18,000	-	0.0%
YS Books	85,000	2,557	3.0%	85,000	7,807	9.2%
Special Collections	20,000	655	3.3%	20,000	1,374	6.9%
Subtotal Print Materials	290,000	10,347	3.6%	294,000	29,765	10.1%
Audiobooks	15,000	2,135	14.2%	20,000	3,624	18.1%
E-Collections	201,000	24,537	12.2%	201,000	15,592	7.8%
Electronic Resources	50,000	-	0.0%	31,000	-	0.0%
YS Audiobooks	4,500	-	0.0%	4,500	1,098	24.4%
YS Media	-	-	0.0%	2,500	282	11.3%
AS Media	20,000	832	4.2%	22,000	1,921	8.7%
Subtotal Electronic & Audio	290,500	27,503	9.5%	281,000	22,518	8.0%
Subtotal Library Materials	580,500	37,850	6.5%	575,000	52,282	9.1%
Operations						
Copiers and supplies	14,000	2,501	17.9%	15,000	859	5.7%
Office supplies	17,000	1,160	6.8%	20,000	1,043	5.2%
Custodial supplies	22,000	1,044	4.7%	20,000	2,229	11.1%
Postage	22,000	4,210	19.1%	22,000	1,697	7.7%
Printing & Marketing	35,000	251	0.7%	43,200	4,564	10.6%
Van lease & oper.	2,500	52	2.1%	4,000	62	1.5%
Gas and Electric	65,000	16,510	25.4%	75,000	10,349	13.8%
Telecom & Cloud Svcs	25,000	3,869	15.5%	24,000	3,210	13.4%
Water	3,000	-	0.0%	3,000	-	0.0%
Taxes-sewer & water	3,500	-	0.0%	3,500	-	0.0%
Refund property taxes	5,000	119	2.4%	5,000	2,485	49.7%
Prof. Services	30,000	3,438	11.5%	40,000	108	0.3%
Contract Services	50,000	455	0.9%	50,000	634	1.3%
Insurance	36,000	39,127	108.7%	35,000	33,451	95.6%
Bank Fees	2,500	1,291	51.6%	1,700	1,137	66.9%
Travel/Conference	10,000	120	1.2%	3,500	65	1.9%
Memberships	3,000	-	0.0%	3,000	50	1.7%
Special Programs	45,000	4,768	10.6%	42,000	5,024	12.0%
Furniture & Equipment	30,000	372	1.2%	30,000	3,726	12.4%
IT Hardware & Software	55,000	7,179	13.1%	50,000	57	0.1%
Bld & Grnd. Repair	40,000	695	1.7%	40,000	-	0.0%
Furn/Equip Repair	4,000	622	15.6%	3,000	265	8.8%
Miscellaneous	6,500	353	5.4%	6,500	887	13.6%
Audit Service	25,000	-	0.0%	25,000	-	0.0%
Accounting Service	22,000	20,328	92.4%	22,000	19,723	89.7%
UHLAN fees	60,000	14,703	24.5%	57,500	14,003	24.4%
Subtotal Operations	633,000	123,165	19.5%	643,900	105,627	16.4%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	25,000	-	0.0%	35,000	-	0.0%
TOTAL	5,168,710	682,463	13.2%	4,982,100	649,241	13.0%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN AUGUST 2025 BASED ON PRE-APPROVAL	\$	91,905.06
CHECKS DISBURSED IN AUGUST 2025 RELATING TO PAYROLL	\$	218,656.86
CHECKS BEING SUBMITTED FOR APPROVAL	\$	53,912.27
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 5: PREAPPROVED CASH DISB (AUG 25) For Dates 8/1/2025 - 8/31/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43023	08/01/2025	1831	CDPHP UNIVERSAL BENEFITS, INC.		34,785.05
43024	08/01/2025	720	MVP HEALTH PLAN, INC.		7,885.08
43025	08/01/2025	1607	VERIZON BUSINESS FIOS	260001	169.79
43026	08/01/2025	1607	VERIZON BUSINESS FIOS	260001	124.99
43027	08/01/2025	1607	VERIZON BUSINESS FIOS	260001	169.79
43029	08/04/2025	2340	T-MOBILE	260032	975.70
43030	08/04/2025	1581	UNITED STATES POSTAL SERVICE	260011	1,680.00
43031	08/04/2025	1607	VERIZON BUSINESS FIOS	260001	199.99
43032	08/04/2025	1607	VERIZON BUSINESS FIOS	260001	89.00
43069	08/11/2025	1710	CHRISTINE MCGINTY	260077	75.00
43070	08/11/2025	2137	WEX BANK	260015	41.17
43071	08/28/2025	1424	AFLAC NEW YORK		220.04
43072	08/28/2025	2395	CSEA EMPLOYEE BENEFIT FUND		163.74
43073	08/28/2025	2426	JPMORGAN CHASE BANK NA	260097	317.98
43074	08/28/2025	2536	MAVERICK FARMS LLAMAS LLC	260039	125.00
43075	08/28/2025	2385	MICHAEL BRUNK	260098	124.79
43076	08/28/2025	1570	NATIONAL GRID		8,172.75
43077	08/28/2025	2061	UNITED HEALTHCARE INSURANCE CO		158.79
43078	08/28/2025	2011	UTICA NATIONAL INSURANCE GROUP	260099	36,426.41

Number of Transactions: 19**Warrant Total: 91,905.06****Vendor Portion: 91,905.06****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 - 6: PAYROLL (AUG 25) For Dates 8/1/2025 - 8/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43028	08/08/2025	712	CIVIL SERVICE EMPL ASSOC INC.		978.80
43068	08/22/2025	712	CIVIL SERVICE EMPL ASSOC INC.		941.07
101028	08/08/2025	709	BPL SPECIAL PAYROLL ACCOUNT		73,524.54
101029	08/08/2025	710	NYS INCOME TAX BUREAU		4,358.84
101030	08/08/2025	1946	IRS - PAYROLL TAX PMT		24,069.59
101031	08/08/2025	2003	NEW YORK STATE DEFERRED		3,419.90
101032	08/22/2025	709	BPL SPECIAL PAYROLL ACCOUNT		74,795.91
101033	08/22/2025	710	NYS INCOME TAX BUREAU		4,404.42
101034	08/22/2025	730	NYS EMPLOYEES RETIREMENT SYSTE		4,452.31
101035	08/22/2025	1946	IRS - PAYROLL TAX PMT		24,344.56
101036	08/22/2025	2003	NEW YORK STATE DEFERRED		3,366.92
Number of Transactions: 11				Warrant Total:	218,656.86
				Vendor Portion:	218,656.86

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 - 10: BILL SCHEDULE (SEPT 25) For Dates 9/9/2025 - 9/9/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43085	09/09/2025	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	35.00
43086	09/09/2025	1550	ALLEGION ACCESS TECHNOLOGIES LLC	260100	931.89
43087	09/09/2025	2420	AMAZON CAPITAL SERVICES INC	260093	4,074.70
43088	09/09/2025	2531	ANNA LAROSE	260041	100.00
43089	09/09/2025	2531	ANNA LAROSE	260041	100.00
43090	09/09/2025	2457	AQUATIC ALLIES	260012	180.93
43091	09/09/2025	77	BAKER & TAYLOR , INC.	*See Detail Report	10,634.99
43092	09/09/2025	103	BRODART INC	260071	78.17
43093	09/09/2025	2111	COMMUNITY MEDIA GROUP	260080	104.00
43094	09/09/2025	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	260005	414.21
43095	09/09/2025	1220	DEMCO, INC	260068	252.17
43096	09/09/2025	1981	DUDLEY OBSERVATORY	260085	200.00
43097	09/09/2025	1463	EAST GREENBUSH COMM LIBRARY	260075	16.95
43098	09/09/2025	1991	EASTERN MANAGED PRINT NETWORK LLC	260003	393.46
43099	09/09/2025	2118	FASNY MUSEUM OF FIREFIGHTING	260083	100.00
43100	09/09/2025	1264	FENIMORE ART MUSEUM SHOP	260088	135.00
43101	09/09/2025	1986	FIRSTLIGHT FIBER	260072	195.86
43102	09/09/2025	2201	LANE PRESS OF ALBANY	260009	2,245.00
43103	09/09/2025	1024	MIDWEST TAPE LLC	*See Detail Report	1,095.04
43104	09/09/2025	2313	MMB+CO ACCOUNTING	260104	4,000.00
43105	09/09/2025	404	NEW YORK LIBRARY ASSOC	260087	1,165.00
43106	09/09/2025	1823	OVER DRIVE INC.	*See Detail Report	17,199.25
43107	09/09/2025	450	PHILLIPS HARDWARE INC	260007	99.91
43108	09/09/2025	2430	PLAYAWAY PRODUCTS LLC	250712	249.96
43109	09/09/2025	1661	RCS COMMUNITY LIBRARY	260076	30.99
43110	09/09/2025	1490	REPEAT BUSINESS	260073	23.24
43111	09/09/2025	2503	ROCHESTER MUSEUM & SCIENCE CENTER	260082	135.00
43112	09/09/2025	1767	SCHOLASTIC, INC.	250677	294.46
43113	09/09/2025	2421	SETRON ASSOCIATES INC.	260010	618.68
43114	09/09/2025	2251	SPECTRUM/CHARTER COMMUNICATIONS	260101	164.00
43115	09/09/2025	2154	STERICYCLE, INC.	260014	23.09
43116	09/09/2025	2340	T-MOBILE	260032	964.33
43117	09/09/2025	2535	TERRY MCMASTER	260037	50.00
43118	09/09/2025	1161	TOWN OF BETHLEHEM	260105	1,019.10
43119	09/09/2025	2538	TOWN OF BETHLEHEM PARKS & RECREATION DEPT	260078	2,500.00
43120	09/09/2025	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	260091	8.98
43121	09/09/2025	1607	VERIZON BUSINESS FIOS	260001	89.00
43122	09/09/2025	1968	VERIZON WIRELESS	260004	100.49
43123	09/09/2025	645	W W GRAINGER INC	*See Detail Report	1,764.42
43124	09/09/2025	2405	WARREN SIEME	260042	125.00
43125	09/09/2025	2341	LIBRARY MARKET	260108	2,000.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 10: BILL SCHEDULE (SEPT 25) For Dates 9/9/2025 - 9/9/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 41				Warrant Total:	53,912.27
				Vendor Portion:	53,912.27

*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

September 8, 2025 - Board of Trustee Meeting											
											15
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
<u>Previously Approved to Fill</u>											
<u>Action Requested</u>											
None											
<u>Positions Held</u>											
Library Page PT	Collection Maintenance	11.4 hrs/wk		\$15.50/hour	A. Glass	8/18/2025					

Director's Report September 2025

Building and Grounds

The boiler replacement project continues to progress, and there were several meetings of the design team this month. Estimated project costs are included in the board packet for this month along with the required resolutions for the Board's consideration.

Youth Services

Bluey Ice Cream Social (8/6) – We celebrated all things Bluey on August 8 at the Bluey Ice Cream Social. Participants decorated their own ice cream sundaes (with blue sprinkles) and enjoyed some of their favorite episodes of Bluey. Responsible staff: Alex D., Lauren K. Attendance: 59

Bouncing and Bending Light (8/21) – Steve “The Dirtmeister” Tomacek gave an informative, interactive, and entertaining presentation about how light works and how humans see color; tying in with the summer reading theme of Color Our World. Responsible staff: Shannon M. Attendance: 41

Bug Bites (8/13) – Children and caregivers had the chance to create their own edible, and nutritionally sound, bug creations using fresh fruit. At the end of the program everyone showed their creations to their peers. Responsible staff: Elnora B. Attendance: 13

DIY Backpack Bling (8/25) – Everyone enjoyed getting to make a snazzy keychain. We had enough supplies to allow for several walk-ins and to accommodate those that showed up halfway through the program. Responsible staff: Mary D. Attendance: 32

Let Your Yoga Dance (8/28) – Kids and adults had fun with a circus-themed yoga session. Attendees imitated various animals through movement and with scarves and ribbons. Responsible staff: Shannon M. Attendance: 17

Little Bird Watchers (8/20) – This program was originally supposed to take place on the Green but was moved to the Children's Place due to rain. Kids had loads of fun looking around the Children's Place for our hidden paper birds. Responsible staff: Shannon M. Attendance: 39



Messy Art (8/14) – Children and caregivers could explore the use of unconventional painting instruments to create their art during this casual afternoon craft program. Using different fruits, vegetables, flowers, sponges and pipettes as their tools, participants created some fun and interesting pieces of art. Responsible staff: Elnora B. Attendance: 32

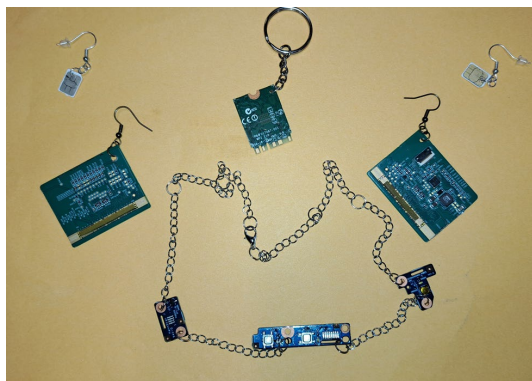
Pet Parade (8/12) – We had a good crowd of spectators for the 3rd Annual Pet Parade. There were six dogs, a cat, and a gecko. Three of the dogs showed off their moves and tricks in the center circle and kids also had fun with the ring toss and Velcro target. Responsible staff: Shannon Attendance: 40

Story Romp (8/7, 8/14) – This program is a mash up of traditional story time, Music & Movement, and free play. It gives children and caregivers a chance to connect during the summer months while we focus on family programs rather than regular weekly story times. Attendance for the August sessions was great, and feedback has been solid. Responsible staff: Alex D. Attendance: 48, 90

Unicorn Party (8/22) – We closed out our summer reading program with a morning party that celebrated all things unicorn. Participants had the chance to make their own unicorn headband and bookmark. Next, they had the opportunity to go to our dress up station and use any props they wanted to take some selfies with their caregivers. What end of summer reading party would be complete without ice cream? Each child could choose their own toppings for their ice cream from the sundae bar. Responsible staff: Elnora B., Lauren K. Attendance: 38



Upcycled Jewelry Making Workshop (8/22) – Teens and adults took the stripped-out guts of defunct electronics and turned them into wearable art. This was the best attended instance of this program. Each participant created unique and stylish items all made with reusable components to cut down on waste. Responsible staff: Alex D. Attendance: 13



Adult Services

Graduate School Intern – Our UAlbany graduate student and librarian-to-be, Cyndee, completed her internship with us this month. During her internship, she observed and assisted with several library programs and community outreach events, assisted patrons at the adult and youth reference desks, worked on a weeding and ordering project, created themed book displays, and developed and

presented two programs, including a Tape Resist Painting program for children and a Sourdough for Beginners program for adults and teens.

Women's Equality Day (8/26) – We partnered with the League of Women Voters of Albany County to celebrate Women's Equality Day with a display. The League set up a display in our hallway the last week of August to celebrate and asked us to collaborate, so we created a corresponding sister display of library materials on the service floor.



Accessing Digital Newspapers (8/19) – We took a look at some of the most interesting and useful collections of digitized newspapers and local history collections that you can access for free online. This included the Spotlight Archive, NYS Historic Newspapers, Fulton History, New York Times (including the Times Machine), Times Union, and others.

Responsible Staff: Luke. Attendance: 6

Adult Summer Reading Challenge, Color Our World (6/27-8/22) – Participation in the adult component of our annual Summer Reading Challenge increased significantly. We had 283 adults register this year. Adult registration over time:

2018	2019	2020	2021	2022	2023	2024	2025
79	149	178	179	197	184	193	283

This year, participants logged 1,287 activities and earned 248 raffle tickets toward the chance of winning 1 of 5 raffle prize baskets; 26 out of the 283 registrants also completed all 16 activities in the Challenge. Thanks to the Friends of Bethlehem Public Library for generously funding the purchase of our prize baskets.

Responsible Staff: Sarah. Attendance: 283

Albany County Historical Association: Digital Collections and Initiatives (8/5) – Kathryn Kosto, Executive Director of the ACHA, discussed their community digitization initiatives, presented an overview of ACHA's digitized collections, and provided some training in reading historic handwriting.

Responsible staff: Luke. Attendance: 13

Day Books: “The Book of Charlie” (8/4) – We discussed “The Book of Charlie: Wisdom from the Remarkable American Life of a 109-Year-Old Man” by David von Drehle at the August edition of our monthly afternoon book discussion series. Previously, Day Books went on hiatus during the summer months, but the group expressed interest in continuing over the summer, so we gave it a try this year with great success.

Responsible Staff: Erin. Attendance: 19

French Conversation Club (8/7 & 8/21) – We offered two sessions of this interactive program again this month. This open-ended program is for folks looking to practice speaking French in a casual setting, and we continue to have strong interest and good turnout.

Responsible staff: Robert. Attendance: 17, 16

Inclusive Gaming (8/25) – We hosted our regular gaming event for adults of all ages and abilities again this month. In addition to having some fun playing familiar games, the program is designed to bring people together by creating a space with activities suitable for the inclusion of those with learning differences, special circumstances, or special needs. This month, we had several different groups join us, giving us our best attendance yet.

Responsible staff: Robert. Attendance: 21

Painting Birches on Tea Bags with Ruby Silvius (8/9) – We invited the community to Color their World in August at a special painting workshop with local artist Ruby Silvius. Participants learned how to paint birches on used tea bags using watercolor, gouache, and fine-point pens.

Responsible staff: Sarah. Attendance: 9



Sourdough for Beginners (8/2) – Budding bread bakers were invited to a program on everything sourdough. They learned the history of sourdough, how to make and care for sourdough starter, and how to bake sourdough bread.

Responsible staff: Cyndee. Attendance: 17



Spanish Conversation Club (8/6 & 8/20) – With the popularity of our French Club, we began offering an equivalent program for those interested in Spanish back in May and scheduled two sessions this month. Turnout has been more modest for this series.

Responsible staff: Robert. Attendance: 7, 6

Circulation and Technical Services

The library's Toniebox collection has been a highly successful addition to our circulating materials. These kid-friendly audio players and their companion figures have been consistently popular with families. Building on this success, the library has recently expanded into a complementary format: Yoto players and cards. Similar to Tonieboxes, Yoto devices provide children with an engaging and age-appropriate way to listen to audiobooks, music, and educational content. The card-

based system offers content appealing to a wider age range, from early childhood through middle grades.

In August, circulation staff attended four programs. In order to facilitate the team's support of outreach programs the mobile outreach kit was updated for greater portability and efficiency.

Farmers Market (8/23): 1 new library card issued, 13 checkouts

Thursdays in the Park (8/28): 3 new cards issued, 12 checkouts

Princess Party: 3 new cards issued, 22 checkouts, 3 returns

Thursdays in the Park (8/14): 2 checkouts

Outreach

Pop-Up Library at the Delmar Farmer's Market (8/23) – We brought the pop-up library to the market for the second time this summer to promote library services and upcoming programs, sign people up for library cards, and check out books.

Responsible Staff: Robert & Chris O. Interactions: 139

National Night Out (8/5) – Staff had a fun time attending this year's National Night Out. We brought various giveaways. The most popular items were bubbles, magnet clips, and snap bracelets. We also handed out free book coupons, summer reading game cards, and copies of Footnotes. We received many "We love the library" comments. We brought Gerald the Giraffe, and many kids recognized him or simply enjoyed seeing such a big stuffed animal. Responsible staff: Shannon M. Attendance: 200

Thursdays in the Park (8/7, 8/14, 8/28) – The Thursdays in the Park series continued to have strong numbers throughout August. Reference and circulation staff attended each August session. We brought the pop-up library to all three August dates.

Fantasy First Character Entertainment (8/7) Participants were transported into a magical evening of music and adventure as Princess Tiana, Moana, Ariel, and Elsa brought favorite Disney songs to life. Families enjoyed singalongs, took photos with characters, and experienced the wonder of live character entertainment in an unforgettable night of family fun. Responsible staff: Mary D. Attendance: 700

Nisky Dixie Cats (8/14) This 7-piece ensemble from the Capital Region played a family-friendly set of tuneful, Dixieland-style jazz. They put on an

impressive performance which covered the songs of Jelly Roll Morton and other greats of America's original jazz. Responsible staff: Mary D. Attendance: 106

Bubble Trouble with Jeff Boyer (8/28) Mixing comedy, music and interactive magic, Jeff created an engaging show for the entire family. This was the final installment of Thursdays in the Park for 2025. Responsible staff: Mary D. Attendance: 250



Information Technology

UHLS has launched a new mobile app that allows each library to customize the user interface. When a patron downloads the app and enters their card number, they are directed to our library's view and functions.

We have configured the app so that it mirrors our website and provides access in the most commonly spoken languages in the school district.

The Library continues to strengthen its cybersecurity practices to safeguard information, staff accounts, and library technology. We are currently in the process of implementing multi-factor authentication (MFA) for staff accounts. Looking ahead, we intend to expand our efforts in 2025 by reviewing and updating cybersecurity practices to align with current best practices and standards.

Meetings and Miscellany

Bethlehem Public Library has completed the UHLS Diversity Challenge, a system-wide initiative designed to evaluate and strengthen library services through the lens

of diversity, equity, inclusion, and accessibility. The challenge consisted of eight focus areas with task-based assessments. Each area required the library to document current practices, identify opportunities for growth, and outline action steps. This process provided a valuable opportunity for reflection, benchmarking, and planning. The upcoming long-range plan process will be an excellent opportunity to ensure that the core areas of the Equity Challenge are included in our future plans.

Geoffrey Kirkpatrick, Library Director

Library Collection				2024-25	Current Total
Adult fiction				28,103	27,792
Adult non-fiction				28,974	27,697
Adult audio				4,748	4,444
Adult video				7,685	6,652
Young adult fiction				5,030	5,053
Young adult nonfiction				664	666
Young adult audiobooks				295	295
Children's fiction				30,514	29,855
Children's non-fiction				15,416	15,375
Children's audiobooks				1,528	1,437
Children's video				1,055	967
OverDrive - UHLS Shared				161,068	164,768
e-magazines				5,934	6,202
Electronic (games, ereaders)				398	399
Total				291,412	291,602
Library Programs	Aug-25	Aug-24	% change	2024-25	F-Y-T-D
Programs	56	62	-9.7%	860	117
Program attendance	1,752	1,560	12.3%	24,760	2,967
Outreach Programs	5	10	-50.0%	71	9
Outreach Attendance	1,395	1,103	26.5%	12,569	2,015
Circulation	Aug-25	Aug-24	% change	2024-25	F-Y-T-D
Adult fiction	15,170	15,209	-0.3%	151,877	30,442
Adult non-fiction	6,979	7,132	-2.1%	75,666	14,298
Adult audio	6,913	6,194	11.6%	70,190	13,727
Adult video	5,211	5,416	-3.8%	58,933	10,723
Magazines	3,268	1,823	79.3%	29,371	6,097
Young adult fiction	1,660	2,001	-17.0%	16,405	3,440
Young adult nonfiction	167	114	46.5%	1,049	318
Young adult audiobooks	274	347	-21.0%	3,129	543
Children's fiction	12,217	13,084	-6.6%	135,923	25,115
Children's non-fiction	2,980	2,915	2.2%	34,053	6,358
Children's audiobooks	1,494	1,536	-2.7%	15,159	2,973
Children's video	269	468	-42.5%	4,398	567
Electronic (games, ereaders)	513	664	-22.7%	6,325	1,144
Total	57,115	56,903	0.4%	602,478	115,745
Interlibrary Loan	Aug-25	Aug-24	% change	2024-25	F-Y-T-D
Borrowed from others	5,801	6,030	-3.8%	62,096	11,878
Loaned to others	4,069	4,742	-14.2%	52,037	8,527
Miscellaneous	Aug-25	Aug-24	% change	2024-25	F-Y-T-D
Visits to our home page	38,375	27,521	39.4%	361,097	75,970
Public use of meeting rooms	22	24	-8.3%	376	38
Public meeting attendance	99	171	-42.1%	3,973	287
Staff use & library programs	50	70	-28.6%	757	108
Study room sessions	410	420	-2.4%	4,767	840
Tech room/ Studio use	9	14	-35.7%	85	16
Door count	18,076	19,015	-4.9%	209,786	37,729
Registered BPL borrowers	124	117	6.0%	1,187	246
Computer signups	1,433	1,480	-3.2%	14,914	2,700
Museum Pass use	258	199	29.6%	1,365	516
E-book use	6,716	6,422	4.6%	72,557	13,476
E-audiobook use	6,680	5,838	14.4%	65,776	13,272
E-magazine use	3,017	1,617	86.6%	27,000	5,606
Streaming video use	1,676	1,836	-8.7%	19,281	3,483
BCSD use via Overdrive	44	104	-57.7%	2,654	127
Equipment	530	469	13.0%	4,304	1,145
Wireless Use	9,743	9,716	0.3%	106,181	21,184

BETHLEHEM PUBLIC LIBRARY
BOILER REPLACEMENT PROJECT

September 6, 2025
CSArch Documents Dated July 31, 2025

OPINION OF CONSTRUCTION COSTS BY BID PACKAGE

Description	%	General Construction	Mechanical & Plumbing Construction	Electrical Construction	Totals By Area / Building
BoilerReplacement Scope		\$ 34,800.00	\$ 71,200.00	\$ 17,300.00	\$ 123,300.00
Subtotal of Hard Construction Costs		\$ 34,800.00	\$ 71,200.00	\$ 17,300.00	\$ 123,300.00
Escalation - Labor	4.0%	\$ 700.00	\$ 1,500.00	\$ 400.00	\$ 2,600.00
Escalation - Materials	9.0%	\$ 1,600.00	\$ 3,300.00	\$ 800.00	\$ 5,700.00
General Conditions / General Requirements	15%	\$ 5,600.00	\$ 11,400.00	\$ 2,800.00	\$ 19,800.00
Opinion of Probable Construction Cost		\$ 42,700.00	\$ 87,400.00	\$ 21,300.00	\$ 151,400.00
Combined Bid/Construction Contingency	10.0%				\$ 16,000.00
Field Directed Allowance					\$ 25,000.00
Opinion of Probable Project Cost					\$ 192,400.00

Capital Project - Budget Summary	
Construction Budget	\$192,400.00
Incidental Budget Hold	\$70,000.00
Construction Contingency	\$37,600.00
TOTAL PROJECT AMOUNT	\$300,000.00

BETHLEHEM PUBLIC LIBRARY
BOILER REPLACEMENT PROJECT

July 8, 2025

Account	Description	Amount
2.0A	Existing Conditions - Abatement	\$12,000.00
2.0B	Existing Conditions - General	\$5,200.00
3.0	Concrete	\$4,750.00
4.0	Masonry	\$4,000.00
5.0	Metals	\$650.00
6.0	Woods & Plastics	\$1,500.00
7.0	Thermal/Moisture Protection	\$3,000.00
8.0	Openings	\$0.00
9.0	Finishes	\$3,700.00
22.0	Plumbing	\$6,000.00
23.0	HVAC	\$65,200.00
26.0	Electrical	\$17,300.00
TOTAL THIS SCOPE		\$123,300.00

Account	Description	Quantity	Unit	Unit Cost	Amount
2A	<u>Existing Conditions - Abatement</u>				
	Postings, permits, variances	1	ls	\$2,500.00	\$2,500.00
	Critical barriers	1	allow	\$2,000.00	\$2,000.00
	Abate existing flue piping from boiler, up through roof and legally dispose	1	ls	\$5,000.00	\$5,000.00
	Tear downs, testing, clean up	1	ls	\$2,500.00	\$2,500.00
					\$0.00
	TOTAL				\$12,000.00
2B	<u>Existing Conditions - General</u>				
	Saw cut concrete flooring, demolish existing slab area for sanitary work (2 men-1 day plus equipment)	2	man days	\$1,500.00	\$3,000.00
	Pre-abatement - open up existing roof area to allow removal offlue piping through roof - includes removal of a portion of lightweight concrete fill	1	ls	\$1,000.00	\$1,000.00
	Create new rough opening through exterior masonry wall	1	ea	\$1,200.00	\$1,200.00
					\$0.00
	TOTAL				\$5,200.00
3.0	<u>Concrete</u>				
	Drill and pin slab edge to receive nreinforcing for concrete slab patch	1	ls	\$500.00	\$500.00
	Install reinforcing, place and finish concrete slab patch following install of new floor drain	1	ls	\$3,500.00	\$3,500.00
	Patch lightweight concrete fill on roof where flue was removed	1	ls	\$750.00	\$750.00
					\$0.00
	TOTAL				\$4,750.00
4.0	<u>Masonry</u>				
	Following install of new thru-wall flue, tooth out brick and block, patch back brick and block around penetration - incl. temp. work platforms, materials, labor	1	opng	\$4,000.00	\$4,000.00
					\$0.00
	TOTAL				\$4,000.00
5.0	<u>Metals</u>				
	Furnish new lintel sets to mason for new openings	1	opng	\$400.00	\$400.00
	Furnish reinforcing steel to concrete mason	1	pkg	\$250.00	\$250.00
					\$0.00
	TOTAL				\$650.00

Account	Description	Quantity	Unit	Unit Cost	Amount
6.0	<u>Wood and Plastics</u>				
	Allowance for misc. wood blocking at interior work and at roof	1	ls	\$1,500.00	\$1,500.00
					\$0.00
	TOTAL				\$1,500.00
7.0	<u>Thermal / Moisture Protection</u>				
	Patch back roof insulation and membrane	1	ls	\$1,500.00	\$1,500.00
	Firestopping new penetrations	1	ls	\$1,000.00	\$1,000.00
	Caulking and sealing package	1	ls	\$500.00	\$500.00
					\$0.00
	TOTAL				\$3,000.00
8.0	<u>Openings</u>				
	No Div 8 scope this area				\$0.00
	TOTAL				\$0.00
9.0	<u>Finishes</u>				
	Allowance for paint touch up due to demolition scope	1	ls	\$1,200.00	\$1,200.00
	Paint and label gas piping and other items within mechanical room	1	ls	\$2,500.00	\$2,500.00
					\$0.00
	TOTAL				\$3,700.00

29

Account	Description	Quantity	Unit	Unit Cost	Amount
22.0	Plumbing				
	hand excavate, remove existing floor drain. Furnish and set new floor drain and tie in to existing waste line - backfill area to receive new slab infill	1	ls	\$3,000.00	\$3,000.00
	Disconnect existing gas piping to existing boiler - pull back to nearest point on main	1	ls	500.00	\$500.00
	Furnish and install new gas piping, fittings, valves as shown to new boiler	1	ls	\$2,500.00	\$2,500.00
					\$0.00
					<u>\$6,000.00</u>
23.0	HVAC				
	Disconnect hydronic piping, controls, condensate, fuel supply to boiler and burner - remove boiler and burner - allows for rigging as necessary	1	ls	5,000.00	\$5,000.00
	Furnish and install new Lochinvar KBX00650N boiler - set on existing housekeeping pad - cost includes freight, rigging, setting of equipment (Boiler Cost- list \$31,000 net \$22,000)	1	unit	27,000.00	\$27,000.00
	Modify existing 2" HWS, HWR piping	1	ls	\$7,500.00	\$7,500.00
	1" chemical feeder piping and chemical feeder pot	1	ls	\$3,200.00	\$3,200.00
	1" piping at coupon rack	1	ls	\$2,500.00	\$2,500.00
	6" PVC exhaust piping and terminal fittings	20	lf	\$40.00	\$800.00
	4" PVC makeup Air piping & terminal fittings	20	lf	\$30.00	\$600.00
	F&I new circulation pump - 62 GPM	1	ea	\$2,100.00	\$2,100.00
	Pipe condensate, acid neutralizer, pressure relief piping from boiler to floor drain	1	ls	\$1,500.00	\$1,500.00
	Controls work	1	ls	\$12,000.00	\$12,000.00
	Water balancing, comissioning	1	ls	\$2,500.00	\$2,500.00
	Furnish and install new 2-way gas control valve on existing piping to existing water heater	1	ls	\$500.00	\$500.00
					\$0.00
					\$0.00
	TOTAL HVAC				<u>\$65,200.00</u>
26.0	Electrical				
	Disconnect power to existing boiler and related equipment - pull back circuits and make safe	1	ls	\$500.00	\$500.00
	Disconnect power to existing water heater and related equipment - pull back circuits and make safe	1	ls	\$500.00	\$500.00
	Demo existing emergency off systems and panels	1	ls	\$500.00	\$500.00
	Pull new circuits to hot water heater and boiler - 3/4" pathways and (2) #12 / (1) #12 Gnd.	2	ea	\$1,750.00	\$3,500.00
	Furnish and install new EPO Control panel with NEMA 12 enclosure	1	ls	\$4,500.00	\$4,500.00
	Furnish and install new EPO buttons in plexiglass enclosures	2	ea	\$400.00	\$800.00
	Energize control panel - new 15A circuits from existing panel - incl. pathways and conductors	2	ea	\$1,200.00	\$2,400.00
	Gas detector device - connect to existing life safety monitoring - run in conduit	1	ea	\$500.00	\$500.00
	CO detector device - connect to existing life safety monitoring - run in conduit	1	ea	\$500.00	\$500.00
	Combo Horn/strobe notification devices - - connect to existing life safety monitoring - run in conduit	4	ea	\$750.00	\$3,000.00
	Allow for cor drilling walls, sealing penetrations	6	opngs	\$100.00	\$600.00
					\$0.00
	TOTAL				<u>\$17,300.00</u>

31

Account	Description	Quantity	Unit	Unit Cost	Amount
Alternate	(20) 3-Way Valve replacement, including minor ceiling work at grid locations. No GWB patching and painting.	20	ea	\$2,500.00	\$50,000.00

BETHLEHEM PUBLIC LIBRARY

Resolution Finding that the Bethlehem Public Library Boiler Replacement Project Constitutes a Type II Action under SEQR

At a regular meeting of the Board of Trustees of the Bethlehem Public Library, located in Bethlehem, Albany County, New York, held, in said Town, on the 8th day of September, 2025, at 6:00 o'clock P.M., Prevailing Time.

The following resolution was offered by _____, seconded by _____, to wit;

WHEREAS, the Bethlehem Public Library (the “Library”) plans to reconstruct and replace its boiler in the existing Library building (the “Project”) located at 451 Delaware Avenue (Route 443), in Bethlehem, Albany County, New York that is designated as Town of Bethlehem tax parcel(s) SBL ##85.15-4-44, 85.15-4-45, 85.15-4-46, 85.15-4-48 (the “Project Site”); and

WHEREAS, the Project involves the removal of the existing end-of-life noncondensing boiler and associated flue with roof penetration, required abatement and roof patching, installation of a new condensing boiler, associated pump, piping, side wall flue, and intake, relocation of the existing boiler room floor drain to facilitate new boiler’s condensate drain, providing connection to existing building management system, and providing fire alarm upgrade to current code and connection to existing fire alarm system; and

WHEREAS, the Board of Trustees has completed a review of the Project depicted in a presentation by CS Arch, and an estimate of the Project prepared by Schoolhouse Construction Services LLC, dated August 28, 2025; and

WHEREAS, pursuant to Article 8 of the New York State Environmental Conservation Law, as amended, and the regulations of the New York State Department of Environmental Conservation promulgated thereunder (collectively “SEQR”), the Board of Trustees is required to make a determination with respect to the environmental impact of the Project (the “Action”); and

WHEREAS, the Board of Trustees, acting as Lead Agency, has completed a review of the Project plan pursuant to the State Environmental Quality Review Act (“SEQRA”) and has, on this date, concluded that the Project constitutes a Type II Action under the regulations promulgated under SEQR.

NOW, THEREFORE, BE IT

RESOLVED, that, based upon the criteria contained in 6 NYCRR §§ 617.5 (c)(2) and (10), the Board finds that the Project constitutes a **Type II** Action and that no further review under SEQR is required, and be it further

RESOLVED, that the President of the Board of Trustees and the Library Director are hereby authorized to enter into agreements and do all things necessary or, in the opinion of the President,

desirable to carry out the intent of this Resolution, and be it further

RESOLVED, that this resolution shall take effect immediately.

This question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Caroline Brancatella, President	VOTING	___
Jill Adams	VOTING	___
Laura DiBetta	VOTING	___
Mark Kissinger	VOTING	___
Sarah Patterson	VOTING	___
Gail Sacco	VOTING	___
Michelle Walsh	VOTING	___

Resolution: ___ PASSES

___ FAILS

STATE OF NEW YORK)
)
 COUNTY OF ALBANY) ss:

I, the Secretary of the Board of Trustees of the Bethlehem Public Library, located in the Town of Bethlehem and County of Albany, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a regular meeting of the Board of Trustees of the Bethlehem Public Library held on September 8, 2025, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees of the Library had due notice of said meeting, (ii) said meeting was in all respects duly held and (iii) pursuant to Article 7 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Article.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this ____ day of September 2025.

 Laura DiBetta
 Secretary

(SEAL)

BETHLEHEM PUBLIC LIBRARY**Resolution Approving The Scope of the
Bethlehem Public Library Boiler Replacement Project**

At a regular meeting of the Board of Trustees of the Bethlehem Public Library, located in Bethlehem, Albany County, New York, held, in said Town, on the 8th day of September, 2025, at 6:00 o'clock P.M., Prevailing Time.

The following resolution was offered by _____, seconded by _____, to wit;

WHEREAS, the Bethlehem Public Library (the “Library”) plans to reconstruct and replace its boiler in the existing Library building (the “Project”) located at 451 Delaware Avenue (Route 443), in Bethlehem, Albany County, New York that is designated as Town of Bethlehem tax parcel(s) SBL ##85.15-4-44, 85.15-4-45, 85.15-4-46, 85.15-4-48 (the “Project Site”); and

WHEREAS, the Project involves the removal of the existing end-of-life noncondensing boiler and associated flue with roof penetration, required abatement and roof patching, installation of a new condensing boiler, associated pump, piping, side wall flue, and intake, relocation of the existing boiler room floor drain to facilitate new boiler’s condensate drain, providing connection to existing building management system, and providing fire alarm upgrade to current code and connection to existing fire alarm system; and

WHEREAS, the Board of Trustees has completed a review of the Project depicted in a presentation by CS Arch, and an estimate of the Project prepared by Schoolhouse Construction Services LLC, dated August 28, 2025; and

WHEREAS, the Board of Trustees, acting as Lead Agency, has completed a review of the Project plan pursuant to the State Environmental Quality Review Act (“SEQRA”) and has, on this date, concluded that the Project constitutes a Type II Action under the regulations promulgated under SEQR; and

WHEREAS the Library intends to pay for the Project with funds on hand, being held for the purpose of capital improvements to the Library.

NOW, THEREFORE, BE IT

RESOLVED, that the Library Board of Trustees approves the scope of the Project as described in the presentation by CS Arch, and an estimate of the Project prepared by Schoolhouse Construction Services LLC, dated August 28, 2025, and authorizes and directs the Library Director to take such necessary and desirable steps to proceed with the project, and be it further

RESOLVED, that the Library Board of Trustees authorizes and directs the expenditure of an amount not to exceed \$300,000, from Library funds on hand, being held for the purpose of capital improvements to the Library, less any grant funds received to offset Project expenditures, to fund the Project, and be it further

RESOLVED, that the President of the Board of Trustees and the Library Director are hereby authorized to enter into agreements and do all things necessary or, in the opinion of the President, desirable to carry out the intent of this Resolution, and be it further

RESOLVED, that this resolution shall take effect immediately.

This question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Caroline Brancatella, President

VOTING ☐

Jill Adams

VOTING ☐

Laura DiBetta

VOTING ☐

Mark Kissinger

VOTING ☐

Sarah Patterson

VOTING ☐

Gail Sacco

VOTING ☐

Michelle Walsh

VOTING ☐

Resolution: ☐ PASSES

☐ FAILS

STATE OF NEW YORK)
)
 COUNTY OF ALBANY) ss:

I, the Secretary of the Board of Trustees of the Bethlehem Public Library, located in the Town of Bethlehem and County of Albany, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a regular meeting of the Board of Trustees of the Bethlehem Public Library held on September 8, 2025, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees of the Library had due notice of said meeting, (ii) said meeting was in all respects duly held and (iii) pursuant to Article 7 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Article.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this ____ day of September 2025.

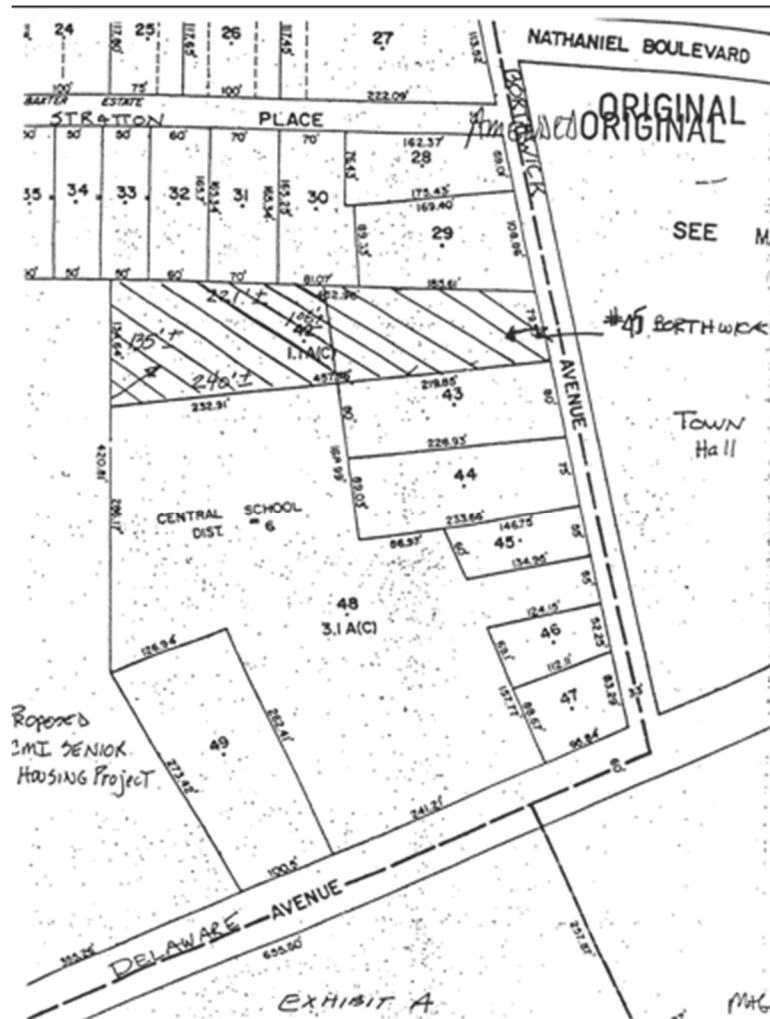
 Laura DiBetta
 Secretary

(SEAL)

Library Property History

Original Purchase

Properties on Delaware and Borthwick purchased as part of the original \$1.5M bond passed on November 18, 1969. Options on the properties were purchased in anticipation of the vote which was ultimately successful. Note: BCSD as property owner.



How It All Started

The building of a new library in Delmar will be the result of five years of work by the Board of Trustees. Two of these years have found the Board hunting for a site large enough for a modern building, located centrally and on a bus line, and having safe approaches.

A State survey on library services gave a chance at no cost to the library to find out what the community wanted in their library. After consultation with the Division of Library Development of New York State, the Board of Trustees found they had to have an architect since "more than \$10,000 would be spent in the construction." They also discovered they must have a library consultant and a site before seeking any official approval of the building.

With a program based on the survey and current usage of the present library an outline of the new building needs became apparent. A site was found at a price comparable to land values in the area. This is made up of three parcels of land on which the library currently holds option. One of the owners has reduced the asking price of his section because of civic mindedness and sentiment for the library. This site meets all requirements of central location, bus routes, safe approaches (sidewalk and vehicular) and proper setting, as well as adequate parking areas. Soil conditions are excellent for a solid foundation. Utilities are already at the site.

The firm of Geyer and Hollister, Associates, Architects, A.I.A. have designed a one story building with mezzanine book stacks so developed that future expansion is easily possible.

As you enter the building you will be able to go directly to the section you wish as there are no interior partitions or barriers reaching to the ceiling.

Mrs. Rau, head librarian, says, "The building has a most workable floor plan and will be convenient for the borrower with its wide aisles and shelving groups. There will be meeting areas and much-appreciated quiet areas."

**MR. BOOK AGAIN -
MY FAMILY AND I NEED
A BIGGER HOME BADLY.
GUESS WE BETTER ACT
NOW!**



The Board has expressed its pleasure at once more seeing the possibility of sponsoring services which have had to be curtailed because of lack of space in the current building. They urge you to come to the library and see the model of the new building as well as the preliminary plans.

According to law a public meet-



ARCHITECT'S model of proposed development for new Bethlehem Public Library.

The Spot

CONTROLLED CIRCULATION

VOL. XIV, NO. 46

\$2.00 PER YEAR

The Town Crier Winter Sports Sale

Hear Ye! Hear Ye! All Ye residents of the Tri-Village area.

The Bethlehem Lion's Club is a small part of the largest community service organization in the world. Their main objective is to take an active interest in the Civic, Social and Moral Welfare of the community, and to assist wherever possible.

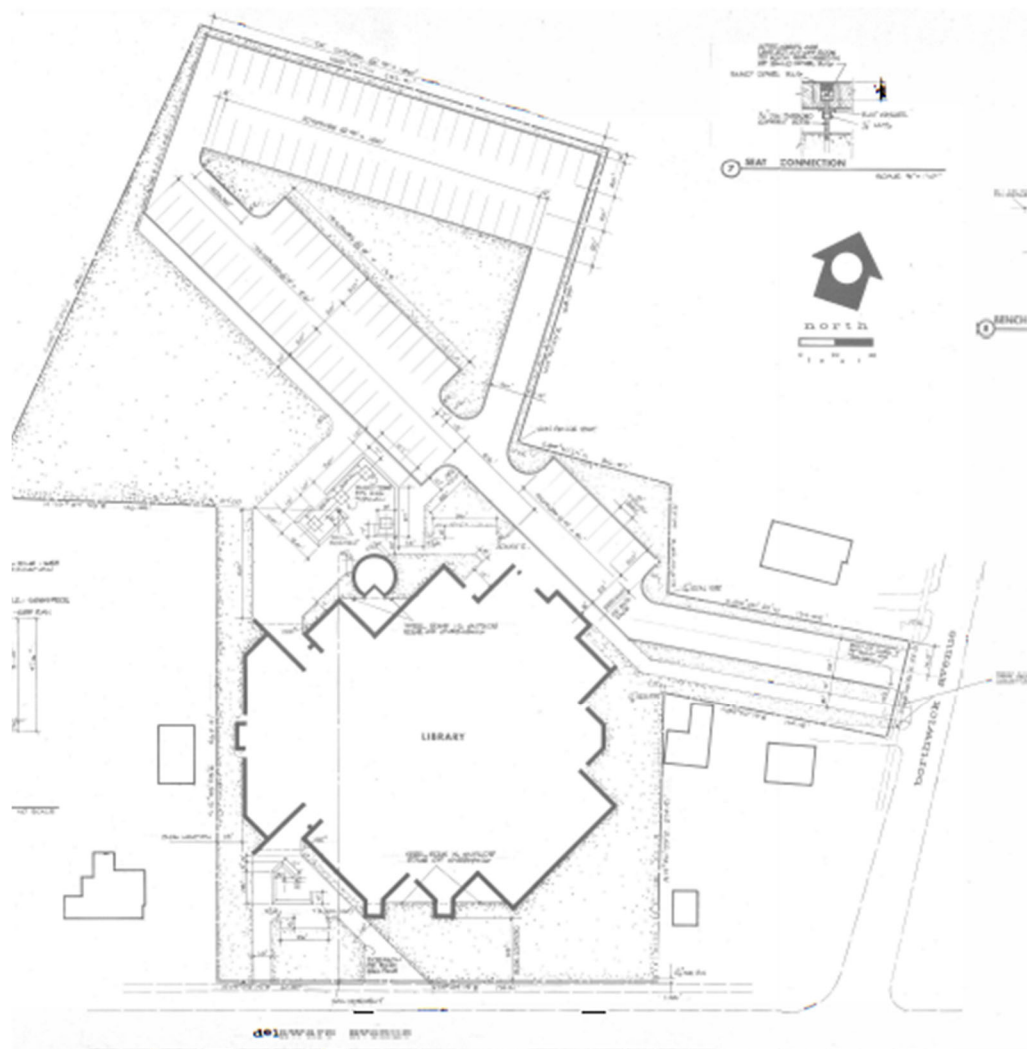
As you do or don't know, we did support the following activities this past year and hope to do more next year: Senior Citizens, Sight Conservation, Boy & Girl Scouts, Committee That Cares, Scholarship Gifts, Community Betterment, Delmar Community Orchestra, High School Jazz Concert, High School Chorus, High School Debate Club, Children's Christmas Party, Veteran's Hospital Gifts, American Legion Bldg. Fund, Assistance to Biafra.

All of you must realize, that the help and financial aid that we can give is limited by the cost of our activities and our source of funds.

This year we would like to do more, therefore, we need your assistance to provide an added source of income. We request the cooperation, consideration

ing must be held the night before voting on a referendum. Therefore, at the Bethlehem Public Library at 7:45 on Monday evening, Nov. 17, such a meeting will be held, open to the public. The Library Board of Trustees is anxious to answer any and all questions directed to them. The voting itself will be held day, Tuesday, Nov. 18, at the Library between the hours at 7 A.M. and 9 P.M.

1970 Library site plan



45 Borthwick Avenue 1980s-1990s

Parking Complaints -Mrs. Mladinov reported that the Library lot is often filled and patrons are being sent to the Town Hall to park. However, there are some evenings when the Town Hall parking lot is filled. The Board directed that Mrs. Mladinov contact Mr. Carlson and pursue the purchase of adjoining property to be used to expand the Library parking lot.

Board Member Dr. Theodore Wenzl purchases 45 Borthwick Ave and offers to donate it to the library as long as certain stipulations are met.

Museum gift proposed for library

Dr. Wenzl buys Borthwick house

By Tom McPheeters

Theodore C. Wenzl of Delmar, whose colorful career includes 10 years as president of the state Civil Service Employees Association and 36 years as a trustee of the Bethlehem Public Library, has proposed to give the library a museum to house his papers and memorabilia.

The gift of the VanDeloo house at 17 Borthwick Ave., opposite the town hall, would include land for the library to expand its cramped parking facilities.

Wenzl stunned his fellow library board members when he first made his proposal at a board meeting Aug. 12, and the plan has some neighbors of the Borthwick property concerned about parking and a possible change in the character of the area. If the library board accepts the gift with the conditions attached to it by Wenzl, it must also be approved by the Bethlehem Central Board of Education, which owns the library's physical plant, and probably would require a referendum on the May ballot.

The library board met Monday to hear the neighbors and to discuss the proposal. (See story, Page 6)

In an interview Monday, Wenzl said he is aware that "the vanity factor" will be held against him by some. But, he said, "there is so much history here" and it would be a shame to pass up the opportunity to develop a first-class home for it. The idea will also benefit the town, which needs a museum in the center of town, and the library, which is "bursting at the seams" and needs additional parking, he said.

"The library has always been my first love," Wenzl said.

Wenzl is offering to give the library the VanDeloo property, which he purchased this summer for \$150,000. He said he has already put in an additional \$7,000 for roof work and other repairs, and is prepared if necessary to put another \$150,000 into developing the museum on the first floor of the building.

"This is going to be a first-class job," Wenzl said. He plans to hire a museum architect to handle the renovations, he said. The second floor of the building, Wenzl said Monday, could be put to any use the library desires and would be the library's responsibility. He had originally proposed that the upstairs become the trustees meeting room, but access requirements may make that unfeasible, Wenzl said.



17 Borthwick Ave. has been purchased by Dr. Theodore Wenzl for use as a museum by the Bethlehem Public Library. Patricia Mitchell

The VanDeloo property includes a 230-foot strip of land approximately 134 feet wide that abuts the north end of the library's present parking lot. That land would accommodate an additional 35 to 40 cars while leaving an appropriate buffer for the houses to the north. The library would be required to bear the cost of developing the parking and would also have to commit to keeping up the museum for 25 years.

Wenzl's proposal contains several more unusual conditions. According to a letter to the board from his lawyer, Bernard Kaplowitz, Wenzl wants the downstairs fireplace lighted each year on Feb. 1, his birthday, and every year on the anniversary of the date of Wenzl's death tapes of *Chloe, Ah! Sweet Mystery of Life* and the "Going Home" theme from Dvorak's *New World Symphony* are to be played.

Wenzl said he would pay for a sign on the front lawn of the museum that said:

*"Bethlehem Public Library
Trustee-Administration Annex
Theodore C. Wenzl Museum"*

(Turn to Page 5)

Neighbors concerned about museum

By Patricia Mitchell

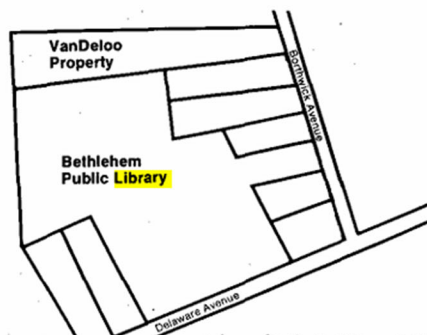
Concern for the neighborhood and suitability of a museum was brought before the Bethlehem Library Board of Trustees on accepting a gift of a house for a museum from one of its members.

The board has has taken no action on the proposal of Dr. Theodore Wenzl, a member of the board, to accept 17 Borthwick Ave. as a museum for a collection he has compiled during his work and as a Bethlehem resident. The board was originally eying part of the property for an additional parking area.

At Monday's meeting, the board was handed an architectural report on house, formerly the home of Joseph VanDeloo, and held discussion on the report until its next meeting.

About 25 residents of Borthwick Ave. and neighbors of the library turned out at the meeting, and several spoke against the donation.

Wenzl told a small group at the end of the meeting that the location of the museum could be the heart and pulse between Bethlehem Town Hall and the library. The town could not have a finer asset to the library than the type of museum he has proposed.



The VanDeloo property abuts the rear of the Bethlehem Public Library's parking lot, and could be used for expanded parking. Town officials say no variance or zone change would be required to convert the house on Borthwick Ave. to a museum, but some neighbors have objected to the plan.

Spotlight map

"The only thing we have to fear is fear itself," Wenzl said.

If the museum is successful, said Michael Ellis of 15 Borthwick Ave., then there would be more problems than solutions. He said the board should consider that the town already has a museum on Rt. 144; if a real need is seen for a museum, to house Wenzl's collections then place it at an alternative site in a non-residential neighbor-

hood, he said. If the library decides to add a second floor to the existing building, as was originally designed, a room could be set aside for the collections, he said. The collection could also be sent to the state archives or the Rockefeller College of the State University at Albany.

Parking problems seen at the library now are usually caused by special events at the library, and Ellis said the board should consider moving larger events to the town park or the schools.

Part of scheduling special events, said Joyce Strand, president of the board, is to bring people into the library.

The scope of the museum would include the town as only a small

part, and Ellis said he does not think public funds should finance a resident's collections. He suggested that the board hire an independent appraiser to determine if the collections are the same quality of other publicly-funded museums. With a rough estimate of expense of running the library set at \$47,000 a year, Ellis said in the next 25 years that could cost the library over \$1 million to run, and would tie up future boards.

"All that will be done," Wenzl said. "We have until April or May. This will be a first class job."

Ellis also said he saw a two-way street for Wenzl and the library board, and what could be seen as a conflict of interest. The library will benefit because it will have a museum, and Wenzl will benefit because he will have a 25-year museum.

Wenzl would be giving and not receiving, said his attorney, Bernard Kaplowitz, even though he may receive a tax benefit on the purchase.

The board will also have to submit details of the agreement to a Supreme Court judge for approval of the donation, and the judge would examine it for any conflict of interest. Kaplowitz said, "At least there would be a very thorough job."

Alan Hoffman, a 45-year resident of 19 Borthwick Ave., said the museum, with its parking and additional office space on the second floor of the home, won't fill the needs of the library.

"This is a neighborhood. This isn't a commercial area," Hoffman said, pointing out that it is one of the oldest residential streets in the town. "Now to have an office

building here. We just don't want it."

Because Wenzl is the donator and a member of the board, he should step down from the board during discussions of museum, said Steve Del Giacco, of 13 Borthwick Ave.

Larry Hackman, of 421 Delaware Ave., an archivist with the state museum in Albany, offered some advice to the board. He said the audience, the building, the staff's expertise, the collection, and what could happen in the community when considering the museum. The board should also look to a professional archivist to consider how important the museum and papers would be to Bethlehem.

The next meeting of the Bethlehem Library board is scheduled for 7:30 p.m., Monday, Dec. 12.

Night visitors

A Summitt Rd., Delmar, woman, woke to a noise in her house at 5:30 a.m. Thursday, and later found a window and a door in the house opened, Bethlehem Police said.

The woman told police she thought it was her cats, but when she got up at about 7:30 a.m. she found the house opened. Police said nothing is believed missing or damaged.

AARP luncheon

Member of the Bethlehem Tri-Village Chapter 1598 of the American Association of Retired Persons will have a Christmas luncheon at noon on Thursday, Dec. 18, 1982.

Reservations may be placed for \$10.50 by calling 439-3305.

Correction

Democrat Richard J. Connors was reelected in the Nov. 4.

FOWLER'S LIQUOR STORE

From All Of Us At Fowler's

Happy Thanksgiving

REMEMBER
We will be Open
Thanksgiving Day
from 10:00-12:00

BATH SHEETS
36" x 70"
ROYAL FAMILY
BY

Imperial®
WALLCOVERINGS
SALE

Ultimately, the board declines the gift and the next Spring Dr. Wenzl sells the property.

1987 offer to purchase back lot from the new owners of 45 Borthwick Ave.

Surveys, appraisals, appeals to sell, negotiations for the parcel. This goes on for years.



Proposal to purchase property at 45 Borthwick

Referendum May 1998 to purchase property for \$200,000, budget increase of \$250,000, proposal defeated. Lots of public comment about purchase of this property. Tentative parking lot design plans were drawn up including separate entrance and exits. Property not purchased

Library neighbor voices concerns over lot plan

By Peter Hanson and Katherine McCarthy

At the Bethlehem school board's Feb. 11 meeting, a woman who lives on Borthwick Avenue in Delmar criticized the board for approving a Bethlehem Public Library proposal to expand its parking lot.

Anne P. Moore said the proposed new entrance to the parking lot, which would be built on the 45 Borthwick Ave. lot where a house currently stands, would decrease property value on the residential street and create intrusive traffic. The new entrance would be next door to Moore's house.

The board approved the library's proposal in its Feb. 4 meeting, but the approval was a formality. The board is tangentially involved in the process because the library is part of the

Bethlehem Central school district, but the school board does not authorize library expenditures.

Residents will vote on the library's request for a one-time budget increase of \$250,000 May 19. Most of that money, \$150,000, is allocated for the purchase of the house and land at 45 Borthwick, and the rest will pay for construction of a parking lot expansion that will add about 36 spaces.

In addition to naming concerns she has about the proposed expansion, Moore criticized the board's methods. "I cannot tell you how disappointed I am that (the board) made this expensive decision, which will affect immediate residents greatly and the parking lot minimally, without input from residents," she said.

Susan Birkhead, president of the

LIBRARY/page 19

Library

(From Page 1)

library board of trustees, said Monday, Feb. 16, that Moore expressed her concerns to the wrong body. "The arena for discussion is with the library board," Birkhead said, adding that the library board has made itself available to hear residents' concerns.

Moore and Birkhead were both present at a Feb. 5 meeting at the library where about 15 Borthwick Ave. residents met with library officials and at which Moore outlined her reservations about the parking lot project. These concerns include possible reductions in property value and privacy, trespassing, litter and increased noise, light and chance of accidents. In addition to these possible hazards, Moore said the proposed expansion raises issues of historic preservation.

Regarding privacy issues, Birkhead said, "We had planned for evergreens (to screen the parking lot). The residents asked for a fence and we intend to incorporate that into our plans." As for traffic, Birkhead said it will be the same. The only difference is where on Borthwick Avenue cars will

enter the library parking lot.

"We talked about light at the meeting," Birkhead said. "There were those who wanted more light (on the lot), and there were those who didn't... The overhead lights in the parking lot could have directed lighting."

As Delmar resident Russ DeYoe did last week in a letter to *The Spotlight*, Moore questioned the financial wisdom of the project. But whereas DeYoe said the project was too expensive at \$250,000, Moore claimed the project's costs might balloon to half a million dollars.

Moore said her estimate arose after she asked library officials whether they had factored in several peripheral expenses (asbestos removal, fencing, drainage, etc.); the officials said they had not. Also, Moore said her group includes members of the construction industry who said the library's estimate for road surfacing was "very low."

Birkhead feels the \$250,000 is a justified expense. "(Additional parking) is extremely valuable and worthwhile," she said. "That's what the board thinks, but the voters are the people who can decide that."

At the conclusion of the two-

page statement she read to the school board, Moore asked the board to reconsider its approval. Board member Dennis Stevens agreed the board erred by not consulting residents about the proposal and asked the board if it could reconsider the approval.

Superintendent Leslie Loomis and board president Happy Scherer said it was not the board's role to do so.

Another meeting is planned between residents and library officials will take place at 7:30 p.m. Tuesday, March 17.

Birkhead added that residents will have another opportunity to discuss the parking lot expansion during a public budget hearing May 5.

Moore added that her group wants to reach a compromise with library officials that will allow the parking lot expansion to happen, but with modifications that reflect

the concerns residents have raised.

Birkhead expressed sympathy for Moore's concerns, but said, "We need to keep in mind the needs of the other 23,000 people that pay for this library (with their taxes)." Birkhead said the parking lot expansion addresses a longstanding concern of library patrons.

"We have to take advantage of the opportunity that we have (at 45 Borthwick Ave.)," she said. "We're trying to fix something that's been a problem. We have heard from patrons that they can't park when they need to."

Birkhead also responded to Moore's apparent concern that a parking lot expansion could lead to more growth of the library.

"If we do expand the parking (lot) now, will it expand the use of the facility?" she asked. "I guess you'd have to say we hope so." But

Birkhead said the board would rather build on the current facility than construct a branch, as Moore suggested.

"From a philosophical point of view," Birkhead said, "we believe the public wants this library in the center of town. It is a relatively new facility (that) was originally designed so that if necessary, it can be built upon."

Birkhead said the \$250,000 project won't solve the library's parking problems, but it's the best solution to present itself since parking became an issue. She said the board wants to show consideration for Borthwick Avenue residents, but must also respond to changing times.

"As to neighborhood integrity," she said, "the present library board is working with the effects of a decision made 30 years ago to place the library in (this) neighborhood."



Is library getting best value for cost? Residents should keep library in tip-top shape

Editor, The Spotlight:

The proposal for the library parking lot expansion poses some interesting questions. Fraser & Associates has designed this project with a budget of \$250,000. Was the project put out to bid, and if not, why not? If it was, was Fraser the only bidder? The lowest bidder.

Given the questionable quality of this firm's most recent work for the town, are we taxpayers to assume that Fraser can construct a parking lot better than a water system?

The director of the library said in *The Spotlight* that she was unfamiliar with the lawsuit and the water system issues. She must be the only person in the town who is not. I would hope that the persons involved in deciding and recommending such costly development projects at taxpayer expense would be aware of the total picture to ensure we are getting the best product for our dollars. What factors were considered in this decision?

For \$250,000, parking capacity is to increase from 93 to 129 vehicles, or 36 parking spaces. This amounts to more than \$6,900 for each additional parking space. Is this cost comparable to other similar parking expansions?

The CMI senior housing project seems to be uncertain at present. If that project should fail, there is the opportunity to acquire a vacant lot adjacent to the library. Would this lot prove suitable to the parking needs of the library?

Would it be a better value and more economical, leaving more tax-

Letters

payer money for other library improvements?

I support the need to expand access to the library and its services. My question is, is this project that goes before voters and taxpayers on May 19, the

best value to the community for the money?

Before I can support this particular proposal, I would like to have satisfactory answers to the above questions from the library board of trustees and/or the school board.

Floyd Henderson
Delmar

Library should stay within its budget

Editor, The Spotlight:

Bethlehem library is a beautiful, fully stocked place of reference for the community. According to an article in the *Times Union* last year, it is also the most expensive library to maintain in all of New York state and possibly the country.

The \$250,000 the library now wants for additional parking should come out of their existing

budget if they feel this large expense is necessary. Please don't ask the majority of people who seldom step foot in the library to foot the bill again.

We all have to live within our budget and that should include our very generous library budget which increases every year.

James Murray
Selkirk

Wrestling booster says thank you for support

Editor, The Spotlight:

The 13th annual JV wrestling tourney was very successful this year. The tourney has grown over the years, and this year 16 teams participated.

One of the reasons it was so successful was because of the support of local businesses.

The Bethlehem wrestlers and Booster Club thank Andriano's Pizzeria, Bruegger's, Delmar Marketplace, Dunkin' Donuts, Freihofer's, Grand Union, Hannaford, Mr. Subb, Price Chopper, Pranzo's Bakery and Stewart's.

Rose Menneto
Bethlehem Booster Club

Editor, The Spotlight:

I just read Russ DeYoe's letter concerning the proposed parking lot expansion at Bethlehem Public Library, and I agree that he is indeed "having some problems with the math."

Adding 36 spaces to the current 93 is a 38.7 percent increase (about 40 percent), not the 28 percent that it "seems to him."

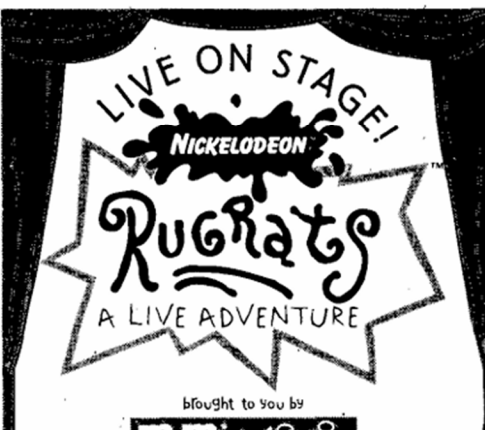
Perhaps if there were more parking spaces, he would be able to get to the library more and read some books to learn to calculate percentages!

The library is one of this town's greatest assets, and I applaud the

move to make it more accessible. For once, I would like to see this community's support, rather than attack a project that enhances Bethlehem's quality of life.

We shouldn't be afraid to spend the money to maintain such a beautiful community. We have a wonderful home here — let's learn to appreciate it and take good care of it.

Rick Ryther
Glenmont



Early 2000s

Board understood that parking was a major issue. Patrons would routinely fill library lot, overflow at Verstandigs, Town Hall Parking lot, and up and down both sides of Borthwick. Lots of complaints about parking on Borthwick. Trustees increasingly desperate for a solution.

51 Borthwick

Library purchased 51 Borthwick Avenue on 1/12/2000 for \$113,400. Used for offsite storage.

Renovation Proposals

Major building renovation proposition defeated in 2000, Library facelift project for \$1.25 M passed in a referendum, construction in 2003/04. New carpet, furniture, reorganize interior spaces, some electrical and network improvements.

53 Borthwick

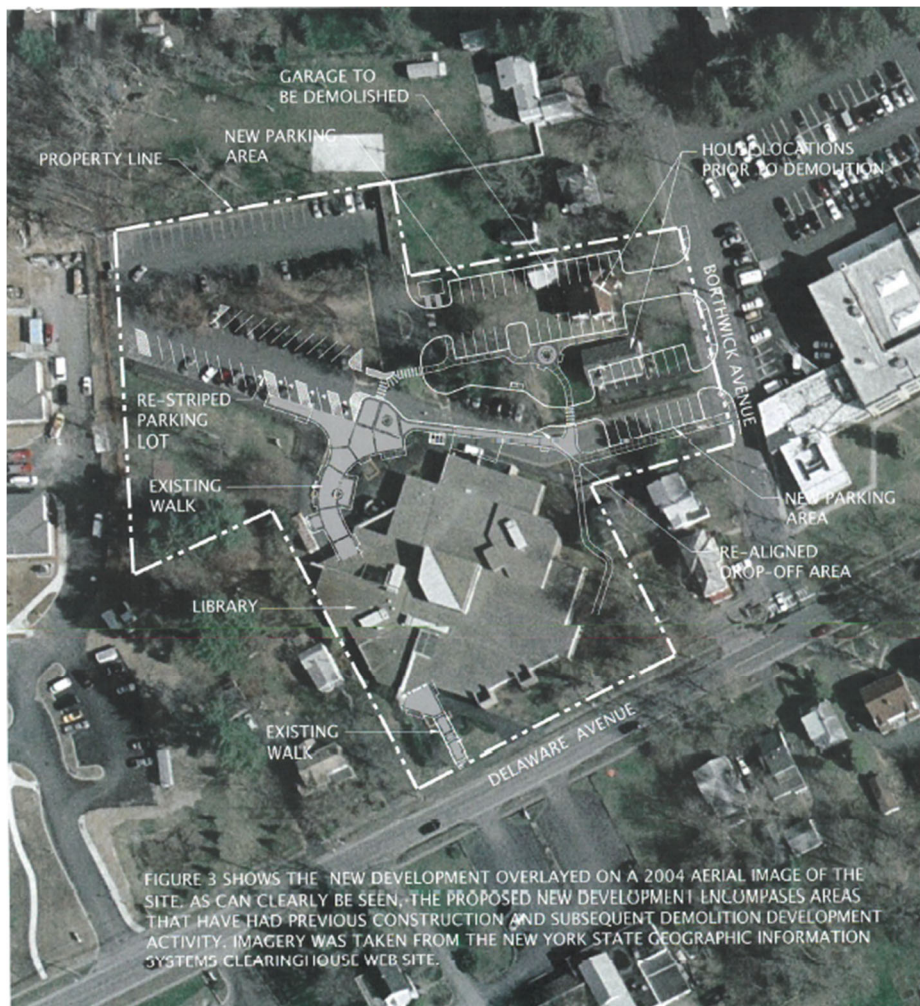
Library purchased 53 Borthwick Avenue on 11/9/2005 for \$167,500. Used for offsite storage.

Demolition 2006

Houses and structures on 51 and 53 Borthwick properties demolished. Lots grassed over and left as green space. Purchases were specifically aimed towards helping alleviate the parking situation but formal plans were not commissioned at that time.

Project PARC

2009 Project PARC parking lot redesign included the addition of two parking lots, one-way travel, and separate exit and entrance. Bus shelter added and curbside book drop area redesigned.



59 Borthwick

Library purchased 59 Borthwick Avenue on 7/19/2017 for \$200,000, original asking price \$215,000.

From the Minutes of the June 2017 Library Trustee's Meeting

G. Kirkpatrick told the board the property adjacent to the library at 59 Borthwick recently went on the market for \$215,000. The board discussed potential uses for the space were it to be acquired and noted that property adjacent to the library rarely comes up for sale. They said that if the library were to acquire the property, it would not necessarily be something they made use of right away. B. Sweeney asked about public reaction to a potential purchase. H. Narang noted that any new structure would cost significantly less per square foot than an addition to the existing library building. M. Kissinger said that the library does have a space issue, which would be a compelling reason to add to the footprint of the library property. The board agreed to discuss the potential acquisition of the property in executive session.

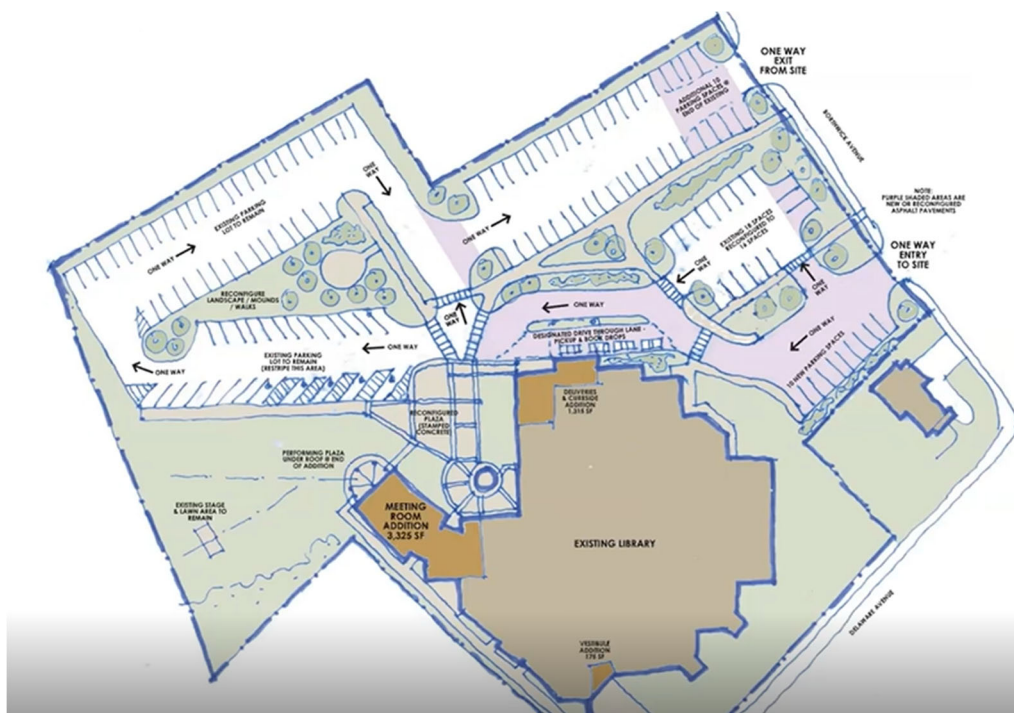
From the July 2017 Library Trustee's Meeting

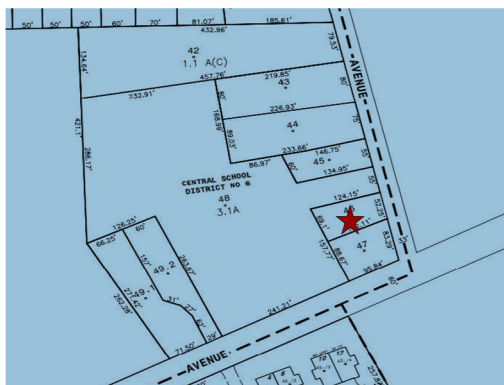
The board discussed the resolution to purchase property at 59 Borthwick Ave. H. Narang asked how the purchase would affect the library's insurance policy if it is not part of the library lot. G. Kirkpatrick said it would be covered under the library's insurance policy as a library-owned property, and the library can go through the process of having the lots combined at a later time. The structure would not be used for patrons. M. Kissinger asked about any post-purchase costs and was told they would include minimal water, electricity and gas fees. The board discussed the funding of the purchase and noted that a comfortable cushion remains in the budget reserve. On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board of trustees unanimously voted to authorize the library director to execute a contract for the purchase of 59 Borthwick Ave. for the price of \$200,000 subject to the approval of the school district and contingent upon any school district requirements, as applicable.

Butler Rowland Mays Master Planning Survey 2020

"The adjacent house on Borthwick Avenue was purchased by the Library for future use of the property. It is currently being used for storage, but is not an asset to the Library as a structural building. The best use of the property is likely demolition and future utilization of the property for building or parking expansion, or better access to the library's existing parking, curbside pickup, or a new drive-up service window. The flexibility afforded by this property will allow for the redesign of site flow and safety, intuitive patron usage, and staff access."

Design scheme from a potential phase 1

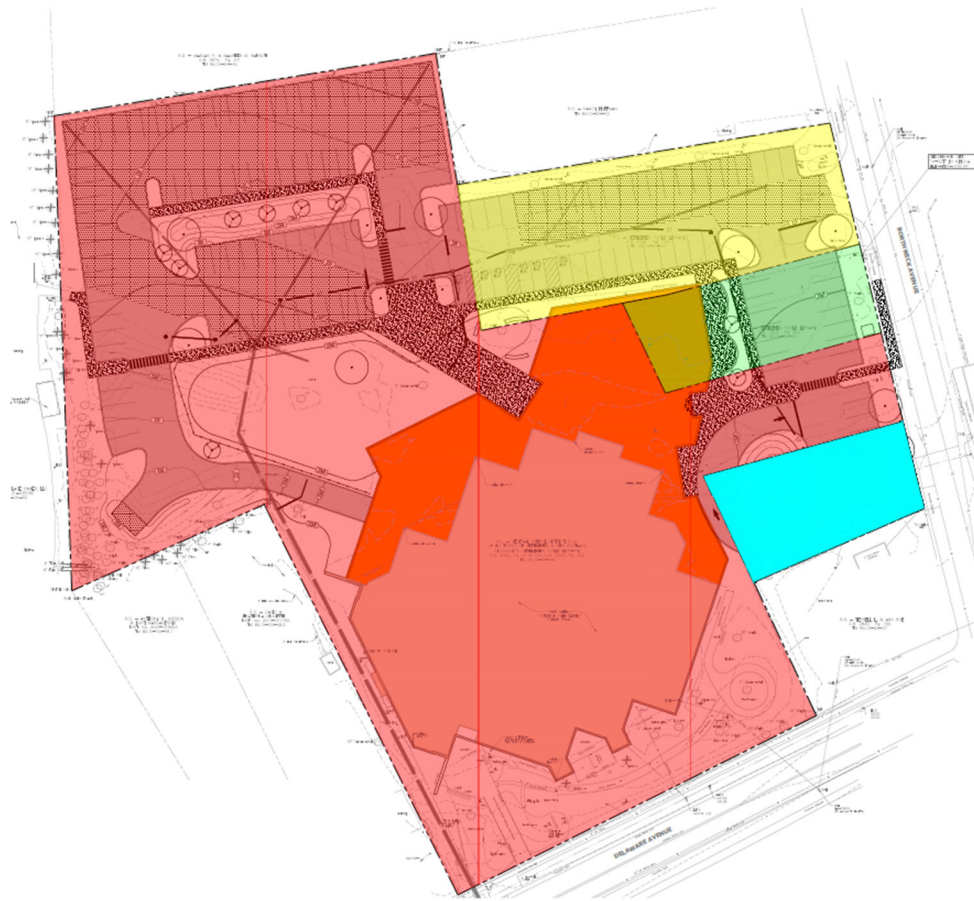




Aerial photo 2006 (shows houses demolished and lots grassed over)



Ashley McGraw image with different parcels highlighted





Staff Handbook

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I. Introduction

- Welcome
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I. Introduction

Welcome to Bethlehem Public Library!

Welcome to the staff of the Bethlehem Public Library. We believe that each employee contributes directly to the Library's success.

Bethlehem Public Library is a school district library chartered by the Board of Regents of the State of New York. A seven-member elected Board of Trustees serves as its governing body. The Library's operating budget of \$ 5,168,710 (FY 2025-2026) is voted on by the Bethlehem Central School District residents, separately from the school budget.

In addition to an immediate school district population of 28,631 (2020 Census), Bethlehem Public Library serves Albany and Rensselaer Counties as part of the Upper Hudson Library System, a consortium of 29 libraries that share materials and services. The collections of the UHLS libraries share a common online catalog.

The library is open for in-person browsing 72 hours per week. Monday through Friday 9am-9pm, Saturday 10am-5pm and Sunday 12pm-5pm (except in July and August).

The purpose of this Handbook is to briefly describe the expectations of our employees, outline policies, programs, and benefits available to eligible employees, and provide other valuable information to employees about our policies, practices, and procedures. Employees should read this Handbook and familiarize themselves with its content. This Handbook will provide many answers to questions you may have about employment with the Library and serve as a valuable resource as you continue your employment with us.

We sincerely hope that your employment with us is a fulfilling and productive part of your life.

Welcome!

About This Handbook

This Handbook is designed to answer practical questions about day-to-day operations of the Library and the expectations of staff and management. This Handbook will be reviewed regularly to ensure its continued relevancy and fairness.

This Handbook supersedes all previous employee handbooks, including any previous versions.

The policies contained in this Handbook are guidelines only. The Library reserves the right to amend, modify, revise, remove, and add any policies to this Handbook, with or without notice. You may receive updated information about changes.

If you have any questions about any of the policies or information contained in this Handbook, please contact your supervisor or the Personnel Administrator.

This Handbook is not a contract, express or implied, and it does not guarantee your employment for any specific duration.

This Handbook in no way supersedes the collective bargaining agreement ("CBA") between the Library and CSEA (Civil Service Employees Association) and is intended to augment the CSEA contract with respect to procedures, practices, and work rules. In the event of a conflict between this Handbook and the CBA, the terms of the CBA shall control bargaining unit employees. Additionally, nothing in this Handbook is intended or should be construed to limit, restrict, restrain, coerce, or interfere with an employee's rights under applicable law.

In addition to the policies contained in this Handbook and on the Library's Intranet page (<https://bethpl.sharepoint.com/sites/IntranetResources>), postings required under federal, state, and local law will be available on an employee bulletin board.

II. Employment

- Employment At-Will
- Open Door Policy
- Equal Opportunity Employer
- Reasonable Accommodations
- Civil Service
- Civil Service Employee's Association (CSEA)
- Employee Definitions
- Job Specifications
- Probationary Employment
- Employee Evaluations
- Reporting Changes to Personal Information
- Employment of Relatives and Significant Others
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II. Employment

Employment-At-Will

Although we hope that your employment relationship with us will be long term, you are an at-will employee, and the Library may terminate your employment at any time, for any reason, with or without cause or notice. Similarly, you may terminate your employment at any time, for any reason, with or without cause or notice.

Please understand that no one other than the Library's Board of Trustees has the authority to enter into any agreement with you for employment for any specified period of time or to alter or change the policies contained in this Handbook.

Any employment agreement or deviation from any policy reported in this Handbook shall not be effective unless reduced to a writing that is signed by the Library's Board of Trustees.

Open Door Practice

The Library is committed to maintaining a work environment free from elements that would deter you from doing your best work. The Library maintains this policy so that you feel comfortable raising and discussing any workplace issues you may have. You are encouraged to report any issues or problems in the workplace to your immediate supervisor or the Personnel Administrator. Your supervisor or the Personnel Administrator will take appropriate steps to address the issue, including conducting an investigation, where appropriate, or taking any other remedial action. The Library values your feedback and input, so if you have a recommendation or otherwise wish to express a concern or area for improvement, the Library welcomes and encourages you to speak with your supervisor. The Library does not tolerate retaliation against employees who use this "open door" procedure. Employees will not be penalized for raising a problem or issue in a reasonable manner pursuant to the procedure in this practice. However, nothing in this policy or procedure is intended to prevent, limit, or delay the Library from taking disciplinary action against any employee.

If at any time an employee feels they have any reason for concern and or a complaint, with any part of the Library's operations or policies, they must immediately notify their supervisor

(including verbally, if necessary to effectuate an immediate remedy due to situational circumstances). Every attempt shall be made to address such concerns quickly, effectively and professionally.

Equal Opportunity Employment

The Library is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race (including traits historically associated with race), color, creed, sex/gender (including pregnancy), age, disability, religion, national origin, citizenship, military/veteran status, marital status, familial status, prior arrest/conviction record, sexual orientation, gender identity, gender expression, status of being transgender, ancestry, domestic violence victim status, predisposing genetic characteristics or carrier status, reproductive health decision making, or any other basis prohibited by law. This policy applies to all terms and conditions of employment including, but not limited to, recruitment (including advertising), hiring, placement, selection for training (including apprenticeship, pre-apprenticeship, and/or on-the-job training), promotion, demotion, pay rate or other forms of compensation, benefits, transfer, leaves of absence, disciplinary action, layoff, recall and termination.

This policy applies to all employees of the Library and anyone providing services to the Library. The Library will not tolerate unlawful discrimination or harassment against its employees by other employees, customers, vendors, suppliers, and other non-employees.

If an employee believes that this policy is being, or has been violated, they must report the suspected violation to the Personnel Administrator as soon as possible. The Library will promptly, thoroughly, and fairly investigate suspected violations of this policy and take remedial action, including disciplinary action, up to and including termination of employment, if it has found that a violation of this policy has occurred. The Library will not retaliate against any employee that reports alleged violations of this policy, or that opposes a discriminatory practice. For more information on the Library's policies and procedures regarding sexual harassment and other unlawful harassment and discrimination, please refer to the Library's Sexual Harassment and Other Unlawful Harassment Prevention Policy.

Reasonable Accommodations

Medical Accommodations

In accordance with federal, state, and where applicable, local law, the Library will attempt to provide individuals with known disabilities, including pregnancy-related conditions, with reasonable accommodation(s) necessary to perform the essential functions of their job, unless doing so would create an undue hardship on the Library, or pose a direct threat to the safety and health of the employee or others. Qualified applicants or employees with a disability who require an accommodation in order to perform the essential functions of their job should notify their supervisor or the Personnel Administrator to request an accommodation. The Library will engage in an interactive process with the applicant or employee to determine how the individual may be accommodated. The Library may request the employee or applicant to provide documentation from their medical provider in order to evaluate the request for an accommodation. Any medical information received will be maintained as confidential in accordance with applicable laws and regulations.

Religious Accommodations

The Library will accommodate sincerely held religious beliefs of employees to the extent such accommodation does not impose an undue hardship on the Library's operations. An employee or applicant in need of an accommodation should notify their supervisor or the Personnel Administrator. Upon doing so, the Library may ask for the employee's or applicant's input on the type of accommodation that may be necessary and documentation supporting the request.

Accommodations for Victims of Domestic Violence

An employee who is a victim of domestic violence, sex offenses, or stalking will be provided with leave for a reasonable period of time for any of the following qualifying reasons:

- To seek medical attention for injuries caused by domestic violence, including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator of the domestic violence against the child;
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence;
- To obtain psychological counseling related to an incident or incidents of domestic violence, including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator of the domestic violence against the child;
- To participate in safety planning and taking other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- To obtain legal services, assisting in the prosecution of the offense, or appearing in court in relation to the incident or incidents of domestic violence.

Employees requesting time off for qualifying reasons under this policy are required to provide the Library with reasonable advance notice of their need to take leave, unless advance notice is not feasible. If advance notice is not feasible, the employee must provide the Library with certification for the accommodation as soon as practicable after the returning to work from the absence.

A certification may be any of the following:

- Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional service provider from whom the employee (or the employee's family or household member) has sought assistance in addressing domestic violence, sex offenses, or stalking and the effects of the violence or stalking;
- A police report indicating that the employee or their child was a victim of domestic violence;
- A court order protecting or separating the employee or their child from the perpetrator of

an act of domestic violence;

- Other evidence from the court or prosecuting attorney that the employee appeared in court;
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the employee or his or her child was undergoing counseling or treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence; or
- Other corroborating evidence.

Employees requesting to take leave under this accommodation are required to use all accrued benefit leave available, such as vacation, personal, or sick leave where permissible, prior to taking unpaid leave.

An employee with a physical or mental disability resulting from domestic violence can request reasonable accommodations and will be treated in the same manner as any other employee with a disability.

The Library will maintain all information received in the strictest confidence, except to the extent the employee requests or consents to disclosure in writing, or where otherwise required by federal, state, or local law. Employees will not be discriminated or retaliated against for exercising their rights under this policy.

Civil Service

All Library positions are classified under the Albany County Department of Civil Service.

Civil Service Employee's Association (CSEA)

Civil Service Employee's Association (CSEA) is the exclusive employee representative for most full-time and part-time employees. CSEA participates in collective negotiations with the Library with respect to salaries, wages, hours and terms and conditions of employment for most full-time and part-time employees. The Library and CSEA form Local Unit #801.

The Library and CSEA meet periodically to negotiate a collective bargaining agreement (CSEA Contract). The Library is committed to complying with all provisions of the CSEA Contract and all federal and state laws, rules, and regulations.

New bargaining unit employees will receive access to the CSEA Contract, a membership application, and a welcome letter from the Unit President. Membership is not required as a condition of employment. The terms and conditions outlined in the CSEA Contract apply to you regardless of your membership choice. The Library will in no way limit, restrict, restrain, coerce, or interfere with employees' right to become a member of CSEA. Employees will not be discriminated against based on union membership, or lack thereof.

Employee Definitions

In order to determine eligibility for overtime, minimum wage, and certain employee benefits, the Library classifies its employees based on the following definitions:

Full-Time Employee – An employee who is regularly scheduled to work a 35-hour week. Full-time employees are eligible for benefits.

Part-Time Employee – An employee who is regularly scheduled to work less than 25 hours per week. Part-time, non-benefited employees are ineligible for health insurance.

Probationary – The status afforded to an employee during the probationary or retraining period.

Temporary Employee – An employee who holds a non-contractual, non-benefited position of no more than twelve months' duration. Substitute employees are considered temporary employees.

Permanent Employee – A non-temporary employee.

Provisional Employee – An employee who is hired pending Civil Service Examination.

Management/Confidential Employee – An employee whose title is excluded from CSEA representation.

Exempt Employee - For purposes of this Handbook, the term "exempt employee" will mean an employee who is paid on a salaried basis or as otherwise permitted under applicable law and whose job assignment qualifies for an exemption from the minimum wage and overtime provisions of the Fair Labor Standards Act. Exempt employees are not entitled to overtime pay.

Non-Exempt Employee - For purposes of this Handbook, the term "non-exempt employee" will mean an employee who is not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Non-exempt employees are entitled to overtime at 1.5 times their regular rate of pay for all hours worked in excess of forty (40) hours in a workweek.

Employees will be informed of their initial employment classification during the hiring process. If an employee changes positions during their employment as a result of promotion, transfer, or otherwise, the Library will inform that employee if a status change is applicable.

Job Specifications

Job specifications are included in each job posting. Albany County Civil Service is responsible for maintaining and updating these job specifications. These documents are available to any staff member upon request. Please contact the Personnel Administrator for more information.

Probationary Employment

New Employees

Every new employee serves a probationary period as provided by Civil Service rules and regulations, during which the employee is trained, and their performance is monitored. An evaluation is conducted before the probationary period ends.

A successful probationary period will result in a change in the employee's status from a probationary to a permanent employee, as defined above. An unsuccessful probationary period will result in either an extended probationary period or termination.

During the probationary period, benefited employees may use accrued sick leave, holidays, personal time, and any earned compensatory time. Vacation time accrues but may not be taken during the probationary period.

Absence up to, or more than, 10 work days, may extend the probationary term.

Promotions

The probationary period for promotions is outlined in the Civil Service rules and regulations.

Employees may use accrued sick, vacation and personal leave. Absence up to, or more than, 10 work days, may extend the probationary period accordingly.

Employee Evaluations

Employee evaluations are conducted annually and consist of a written evaluation, an employee self-appraisal, and a face-to-face discussion between the employee and supervisor or designee. Evaluations will be carried out in the following manner: The Board of Trustees evaluates the Library Director. The Library Director or designee evaluates Administration Department staff. Supervisors or designee evaluate assigned Staff.

Once completed, employee evaluations will be stored and maintained as part of the employee's personnel file.

Reporting Changes to Personal Information

Employees are responsible for notifying the Personnel Administrator as soon as possible of any changes in their legal name, home address, phone number(s), emergency contacts, income tax withholding information, and, if applicable, any information which may impact insurance coverage (ie: marriage, birth, dependent reaching age 26).

Employment of Relatives and Significant Others

Bethlehem Public Library is committed to employment based on qualifications and merit that follows Albany County Civil Service regulations. Accordingly, in order to maintain a system of fairness and consistent treatment to employees and potential employees, as well as to avoid actual or perceived conflict of interest, applicable Library personnel shall consider conflicts related to any familial relationship of a potential employee to any current Library employee or member of the Library Board of Trustees in making a hiring decision for a paid position at the Library.

(see Appendix, Anti-Nepotism Policy)

Reproductive Health Decision Making

The Library is committed to complying with the requirements of Section 203-e of the New York Labor Law, which protects employees on the basis of reproductive health decision making. For purposes of this policy, reproductive health decision making includes, but is not limited to, the decision to use or access a particular drug, device, or medical service.

Access to Personal Information

The Library will not access an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, without prior informed affirmative written consent from the employee.

Discrimination and Retaliation

Discrimination and retaliation on the basis of an employee's or an employee's dependent's reproductive health decision making is unlawful. Employees have a right to be free from discrimination and retaliation with respect to compensation, terms, conditions, or privileges of employment, because of or on the basis of their own or their dependent's reproductive health

decision making.

For purposes of this policy, an act of retaliation includes discharge, suspension, demotion, or otherwise penalizing an employee for: (i) making or threatening to make a complaint to an employer, co-worker, or to a public body alleging a violation of their rights under this law; (ii) causing any proceeding under or related to this law to be instituted; or (iii) providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into any such violation of a law, rule or regulation by the Library.

Waiver

The Library will not require employees to sign a waiver or any other document which appears to deny employees the right to make their own reproductive health care decisions.

Remedies

Employees who believe that their rights under this policy or the law have been violated are encouraged to make a report to the Personnel Administrator as soon as practicable. The Library will promptly investigate any reports and take appropriate remedial action. Any employee who violates this policy, including supervisors and managers, will be subject to discipline, up to and including termination of employment.

Employees may also bring a civil action alleging a violation of their rights and seek remedies (including, but not limited to, reinstatement, injunctive relief, back pay, benefits, attorneys' fees, costs, liquidated damages, etc.).

Separation of Employment

Resignation

If an employee decides to resign, the employee should notify their supervisor and the Personnel Administrator. The Library expects at least two (2) weeks' notice to allow time for

the Library to begin the recruitment process and to train a replacement. Written notice is preferred and will be requested for voluntary separations.

Employees are obligated to return all Library property and information upon separation. The Library reserves the right to recover any property belonging to the Library that has not been returned to the fullest extent possible under the law.

Final Paycheck

An employee's final paycheck will be available at the end of the next regularly scheduled pay day for that pay period.

Payout of Accrued, Unused Vacation Leave

Upon separation from service, an employee, or the employee's estate, shall be paid for all accrued, unused vacation leave not to exceed 154 hours.

III. Timekeeping and Payment of Wages

- Hours of Work
- Time Clock
- Meals and Breaks
- Break Time for Nursing Mothers
- Salary Schedules
- Longevity Pay
- Paydays
- Method of Payment
- Payroll Deductions

III. Timekeeping and Payment of Wages

Hours of Work

The Library is usually open for business 72 hours per week, seven (7) days a week:

Monday through Friday 9am to 9pm

Saturdays 10am to 5pm

Sundays 12pm (noon) to 5pm (except during July and August)

Changes to the hours and days the Library is open are at the discretion of the Director and Board of Trustees.

The work week runs from Friday to Thursday.

Full-time employees are scheduled to work 35 hours per work.

Staff schedules, including evening and weekend hours, are determined based on the needs of the Library.

Employees will be notified of their schedule upon hire and any changes afterward by their supervisor.

Time Clock

Part-time, non-exempt employees are required to use a time clock to keep track of their hours and submit bi-weekly time reports. Time reports will be approved by a designated supervisor and signed by the employee verifying the hours worked.

Full-time, non-exempt employees may be asked to use a time clock.

More information on the use of time clocks will be provided at orientation.

Meals and Breaks

Full-time employees are entitled to an unpaid 60-minute meal break. The meal break may be taken at a time mutually agreed upon by the employee and their supervisor.

Part-time employees entitled to a meal break may be taken at a time mutually agreed upon by the employee and supervisor.

Staff members are entitled to one fifteen (15) minute break for every three (3) hours of continuous work. Break schedules may vary according to the Service Desk schedule and the needs of the Library. Whenever possible, employees should notify a supervisor or a co-worker before going on break. Employees are expected to promptly return from breaks to allow other employees to take their breaks.

Employees are welcome to use the staff breakroom and are expected to assist with keeping the area clean and in good order after use. Items left in the break room and in the refrigerator will be removed periodically.

Break Time for Nursing Mothers

The Library provides thirty (30) minutes of paid break time for employees to express breast milk. Employees are permitted to use existing paid break or mealtime if they need additional time for breast milk expression beyond the paid thirty (30) minutes. An employee remains entitled to utilize this leave time for up to three years following childbirth.

Employers must provide paid break time as often as an employee reasonably needs to express breast milk. The number of paid breaks an employee will need to express breast milk is unique to each employee and employers must provide reasonable break times based on the individual.

If an employee requires a different break schedule, the employee should notify their supervisor who will work with them to accommodate their needs. The Library will make available a private location, other than a restroom, for the purpose of expressing breast milk.

An employee's request should provide reasonable advance notice, generally before returning

to the workplace, if the employee is on leave.

Employers are prohibited from discriminating in any way against an employee who chooses to express breast milk in the workplace. It is acknowledged that not all nursing employees identify as female.

Labor Law § 206-c.

Salary Schedules

Salaries are a matter of public record. Salary schedules for CSEA-represented employees are established by collective bargaining and can be found in the CSEA Contract. Salary schedules for Management/Confidential employees are on file in the Director's office.

Longevity Pay

Full-time eligible employees are entitled to receive longevity payments as provided in the CSEA Contract.

Paydays

Employees are paid on a bi-weekly basis every other Friday. Paychecks or paystubs are distributed by means of employee mailboxes or by e-mail at the start of the business day. If payday falls on a bank holiday, employees will be paid on the preceding Thursday. Part-time employees are paid on a two (2)-week delay.

Method of Payment

Employees may elect to have their paycheck automatically deposited into an account at a bank, savings institution, or credit union. Deposits into multiple accounts can be arranged.

Authorization forms and instructions for direct deposit are available on the Library's Intranet.

Employees are responsible for notifying the Business Office of any changes in banking information. An employee who wishes to cancel their direct deposit arrangement must provide a written and signed notice to the Business Office. Notice must be provided no later than the scheduled payday before the desired cancellation date.

Although direct deposit is strongly encouraged, employees may also receive their wages through checks. Employees must notify the Business Office in writing of any changes in address, to request a mailed check upon separation of service, or to authorize another person to pick up an employee's check. If a payday occurs during an employee's vacation, written notice is also required for the Business Office to hold the check in the Library safe until the employee returns. Employees are urged to cash their checks promptly upon receipt.

A delayed opening means paychecks and paystubs may be distributed when the library opens. Direct deposit is encouraged.

Payroll Deductions

The Library is committed to complying with all federal and state wage and hour laws. Deductions from employees' paychecks will be made for certain types of permissible purposes to the extent permitted by law. Mandatory deductions include FICA (Social Security), Medicare, Federal withholding, and New York State withholding. New York State & Local Retirement System deductions are mandatory for full-time staff.

Voluntary deductions include but are not limited to health, specified disease, accident, disability, dental insurance, tax-sheltered annuity (TSA/403b), New York State Deferred Compensation Plan, flexible spending plan, and CSEA dues.

To ensure that employees are properly paid for all the time worked and that no improper deductions are made, each employee should review their paystub to verify that it is correct. If an employee believes an improper deduction has been made or has any questions regarding

their pay, they should bring this to the attention of the Business Office as soon as practicable. Every report will be investigated, and any corrective action will be taken when appropriate.

The Business Office must be notified of any wage garnishments.

IV. Benefits

- Holidays
- Other Religious Holidays
- Employee Assistance Program (EAP)
- Sick Leave
- Long-Term Leaves of Absence for Benefitted Employees
 - Family Medical Leave Act (FMLA)
 - Extended Sick Leave for Employee Illness
 - Extended Sick Leave for Family Illness
 - Child Rearing Leave
- Health Insurance While on a Long-Term Leave of Absence
- Personal Leave
- Bereavement Leave
- Compensatory Leave
- Vacations
- Paid Time Off (PTO) for Part-Time, Non-benefitted Employees
- Jury Duty
- Other Leaves of Absence
 - Blood Donation Leave
 - Bone Marrow Donation Leave
 - Cancer Screening Leave
 - Crime Victim and Witness Leave
 - Military Leave
 - Military Spouse Leave
 - Voluntary Emergency Responder Leave
 - Voting Leave
- Recording Benefit Leave
- Medical Certification

IV. Benefits

Holidays

The library provides 13 paid holidays per year to eligible benefited personnel:

New Year's Day

Martin Luther King, Jr. Day

Presidents Day

Easter Sunday

Memorial Day

Juneteenth

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

One floating holiday which must be taken within the fiscal year.

On holidays when the Library is open (Martin Luther King, Jr. Day, Presidents Day, Columbus Day and Veterans Day), full-time employees have the option of either taking the day off or working. Employees who choose to work will receive compensatory time. The compensatory day should be taken within 30 calendar days.

If Juneteenth (June 19) falls on a weekend day, full-time employees are entitled to a "floating

holiday” and is to be used within 30 calendar days.

Part-time employees who are normally scheduled to work on a holiday on which the Library is closed may elect to make up any time lost within 30 calendar days of the holiday. Scheduling of such hours will be subject to the approval of the employee's supervisor and the Director, or the Director's designee. Any hours that are not made up will either be unpaid or will, at the employee's option, be deducted from the employee's PTO time.

Other Religious Holidays

Employees may use leave time in order to observe religious holidays not listed above.

(see Appendix, Holidays and Closings)

Employee Assistance Program (EAP)

The Library provides Capital Employee Assistance Program (EAP) services to all staff. Regardless of benefit eligibility, all employees, as well as eligible family members, may use these services for help in coping with stress, alcoholism, drug abuse, marital and family issues, legal and financial issues, and other personal issues. For employee welfare and effective business operations, the Library encourages employees to take advantage of this valuable benefit. Participation in all services is confidential.

Sick Leave

Full-time employees accumulate sick leave from their benefited date at a rate of 1.25 days per month credited on the last day of each month. Part-time benefited employees accumulate sick leave on a pro-rated basis from the benefited date. Sick leave may be accumulated up to 200 working days or its pro-rated equivalent. Accumulated but unused sick leave may be carried over to a maximum of 200 days.

Sick leave must be accrued before it may be used. Sick leave may be taken in half hour

increments and may be used for the employee's own illness or injury, medical appointments, or to care for an immediate family member who is ill or injured.

Employees must notify their supervisor or the supervisor's designee of the need to take sick leave as soon as possible, but no later than the start of the employee's work shift.

The Library provides service credit benefits per section 41(j) of the New York State Employees Retirement System. However, no unused sick leave will be reimbursed upon separation from service.

Long-Term Leaves of Absence for Benefited Employees

Benefited employees are entitled to four different types of long-term leaves of absence, which include:

- Family Medical Leave Act (FMLA)
- Extended Sick Leave for Employee Illness
- Extended Leave for Family Illness
- Childrearing leave

Each type of leave is addressed below and in the CSEA Contract.

Family Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA), as amended, requires employers with 50 or more employees to provide eligible employees with unpaid leave. There are two types of leave available:

- basic 12-week leave entitlements (Basic FMLA Leave)
- military family leave entitlements (Military Family Leave)

(see Appendix, FMLA)

Extended Sick Leave for Employee Illness

Employees with less than three (3) years of benefited service who are absent from work because of a long-term illness or injury are entitled to take a combination of paid and unpaid leave equal to one (1) month for every year of benefited service.

Employees with three or more years of benefited service are entitled to a maximum of twelve (12) months of a combination of paid and unpaid leave of absence.

During this leave, employees must exhaust their accrued sick, vacation and personal leave credits before unpaid leave will be granted. Benefit leave which accumulates while on extended paid leave may be reserved for future need. Leaves are limited to the period of the illness or injury.

Non-benefited employees may be granted an unpaid leave of absence for illness or injury based on the Library needs and scheduling requirements and at the discretion of the Director.

Extended Sick Leave for Family Illness

In the event an employee needs to care for a parent, spouse, or dependent child during extended illness, the Library will grant up to six (6) months of leave to benefited employees, concurrent with FMLA leave, which may be extended to a year at the discretion of the Director.

During this leave, employees must exhaust their accrued sick, vacation and personal leave credits before unpaid leave will be granted. Benefit leave which accumulates while on extended paid leave may be reserved for future need. While on non-pay status, employees are entitled to health coverage as detailed below.

Upon return from such leave, employees will be restored to the same or equivalent position.

Child Rearing Leave

In the event of the birth or adoption of a child, the Library will grant up to six (6) months of leave to benefited employees, concurrent with FMLA, which may be extended to a year at the discretion of the Director.

Employees may take this leave in a single interval, any time within the 12-month period following the birth or adoption of a child.

Employees shall use available sick leave, vacation, and other personal leave credits to supplement their pay during their approved leave of absence. Any accrued vacation and personal leave credits must be exhausted before going on unpaid status. Benefit leave which accumulates while on extended paid leave may be reserved for future need. While on non-pay status, employees are entitled to health coverage as detailed below.

Upon return from such leave, employees shall be returned to the same or equivalent position.

Health Insurance While on a Long-Term Leave of Absence

An employee's health insurance coverage will continue one (1) month for every year of service while on a long-term leave of absence detailed above.

An employee on extended sick leave for employee illness or childrearing who does not return to work must reimburse the Library for health insurance premiums paid while on leave.

Personal Leave

Eligible full-time benefited employees accrue personal leave at the rate of 2.33 hours per month, credited on the last day of each month. Eligible part-time benefited employees accrue personal leave on a pro-rated basis from their benefited date. The equivalent of four (4) workdays of personal leave is credited on July 1 for benefited employees. Personal leave is pro-rated for eligible newly hired benefited employees hired mid-fiscal year.

Personal leave is to be used for important personal business that cannot be attended to outside of an employee's regular work schedule. Personal leave may be taken in multiples of half-hour increments. Except for emergencies, any request for personal leave which is submitted with less than one week's notice will be granted in accordance with the operating needs of the Library, and at the supervisor's discretion.

At the end of the fiscal year, unused personal leave will be added to an employee's sick leave accumulation. Personal leave may be taken at any time during the fiscal year, however, employees who separate from the Library must reimburse the Library for any personal leave taken before it would have accrued. Employees are not paid for accrued, unused personal leave upon separation from service.

Bereavement Leave

Employees are allowed paid leave of absence not to exceed five (5) days total for the death of an immediate family member. Employees are not required to use bereavement leave on a consecutive basis and may use their allotted leave within one (1) year of the date of death for purposes of attending services and other necessary matters.

Immediate family members include an employee's spouse, sibling, child, parent, grandparent, grandchild, mother-in-law, father-in-law, or domestic partner. For other relatives not considered an immediate family member, employees are entitled to leave with pay for one (1) day to attend the funeral or bereavement services.

New York Civil Rights Law § 79-n also mandates that bereavement leave cover an employee's committed same-sex partner or the child, parent, or other relative of the committed partner.

Bereavement leave may be extended at the discretion of the Director. In addition, personal leave and vacation leave may be used to extend the bereavement period or to attend funeral services for non-family members.

Compensatory Leave

Full-time employees who work a weekend in departmental rotation will receive the preceding Friday as compensation for working the Saturday, and one (1) other day, to be taken within the next 30 calendar days, for working the Sunday. Benefited staff who work on Saturday only are entitled to take the preceding Friday off, except where mutually agreed upon. Partial weekend work or Sunday-only work will be compensated on an hour-for-hour basis.

Full-time employees whose regular weekly schedule includes Saturday shifts are not entitled to the preceding Friday off.

Full-time employees whose regular weekly schedule includes Sunday will not be compensated on an hour-for-hour basis.

Benefited employees scheduled to work a weekend are expected to submit an online benefit leave request for 7 hours if they call in sick on a Saturday after taking the previous Friday as a compensatory day.

Occasionally, other "stand-alone" compensatory time may be logged. Arrangements and approval must be made in advance with the employee's supervisor as to when compensatory leave may be earned and taken. As with all other leaves of absence, adequate notice is expected. Approval of compensatory leave will depend on the needs of the library.

Vacations

Eligible benefited employees accrue vacation from their benefit date. Eligible part-time benefited employees earn vacation on a pro-rated basis from their benefit date. Vacation time is credited on July 1, the beginning of the fiscal year. All full-time eligible benefited employees earn vacation as follows:

0-3 years of employment = 15 vacation days (1.25 days / month)

after 3 years of employment = 20 vacation days (1.67 days / month)

after 10 years of employment = 22 vacation days (1.83 days / month)

While vacations may be taken at any time during the fiscal year, employees who separate from service must reimburse the Library for any vacation leave taken before it would have accrued. Up to twenty-two (22) days or 154 hours of accrued, unused vacation leave will be paid upon an employee's separation from the Library and will be included in their final paycheck. New York State & Local Retirement System will apply this amount in the calculation of final average salary upon retirement.

Vacation leave may be used in half-hour increments. Up to thirty (30) days or 210 hours of vacation leave may be carried over from fiscal year to fiscal year. Vacation time earned in excess of thirty (30) days will be forfeited as of July 1.

Newly hired eligible benefited employees accrue vacation upon hire but cannot use accrued vacation time until after they have successfully completed their probationary period.

Benefited employees with permanent job status who are appointed to a part-time, non-benefited position without a break in service will be paid for any accrued, unused vacation within thirty (30) days of the appointment and retain their seniority and original date of hire.

Employees are strongly encouraged to submit vacation leave requests with as much advance notice as possible so that alternative scheduling may be arranged. Requests for vacation leave or cancellation submitted with less than one week's notice will be granted in accordance with scheduling and operating requirements and at the discretion of the supervisor and Director.

Vacation leave requests for CSEA Bargaining Unit employees will be made on the basis of seniority for up to two (2) vacation periods, and approval will be provided according to scheduling and operating requirements. Except for those vacation periods where seniority prevails, leave is granted on a first-come, first-served basis.

The Library shall have the authority to determine reasonable staffing levels and, accordingly, the number of employees in total and within each department who may be on vacation at any one time.

If a holiday falls within the employee's vacation period, it will not be counted as a vacation day. Advance requests for vacations that encompass holidays must be made sixty (60) days prior to that holiday and will be granted according to the needs of the Library. Requests for vacations

that encompass holidays made with less than sixty (60) days' notice will be granted according to the needs of the Library.

Previously approved vacation leave may be changed to sick leave if documented and for not less than three (3) days.

Paid Time Off (PTO) for Part-Time, Non-benefitted Bargaining Unit Employees

Eligible, Non-benefitted CSEA bargaining unit employees earn PTO according to years of service as follows:

After 1 year – 8 hours of PTO or pay

After 5 years – 12 hours of PTO or pay

After 10 years – 24 hours of PTO or pay

After 15 years – 32 hours of PTO or pay

The employee has the option of PTO or pay. Employees who choose pay will be paid via a single check in the first paycheck in December. If an employee elects PTO, the employee must obtain supervisor approval in advance of use. PTO is to be used in a minimum of four-hour blocks. Employees must elect by June 1 of each year for the next fiscal year their choice of PTO or pay.

Jury Duty

The Library encourages employees to fulfill their civic obligations when they are called for jury duty. Full-time employees are entitled to time off with pay for time actually spent on jury service and reasonable travel time. Part-time employees will be paid only for scheduled time. Compensation received by the employee for jury duty, except for parking and mileage fees, shall be turned over to the Library upon receipt by the employee.

Employees who receive notice of jury duty must notify their supervisor as soon as possible.

Arrangements will be made to cover any expected absence. Employees must report to work if at least one hour of scheduled work time is available at the beginning of the workday and return to work if one or more hours remain at the end of their workday. Employees should work with their supervisor to make any necessary scheduling arrangements.

At the end of the employee's jury service, a benefit leave request must be submitted for any missed hours and/or days. A voucher form available from the courthouse must be submitted to the Personnel Administrator as verification of jury duty attendance. The employee must provide documentation of jury duty attendance.

Other Leaves of Absence

Employees may be eligible for other leave time pursuant to New York law including but not limited to:

Blood Donation Leave

In accordance with New York Labor Law Section 202-j, employers with 20 or more employees must provide eligible employees with unpaid leave to donate blood. An employee who works an average of 20 or more hours per week and wants to donate blood may take up to three (3) hours of unpaid leave to do so within any 12-month period. The amount of leave available to an employee will be calculated by looking backward at the amount of blood donation leave taken within the 12-month period immediately preceding the date of the most recently requested absence.

Although the employee can determine how to allocate the amount of available leave, employees should give as much notice as possible in scheduling time away from work to donate blood so that the Library may schedule work and plan for business requirements. Employees should request leave to donate blood in writing to their supervisor. In addition, a note confirming attendance at the blood donor center or clinic is required upon return to work. Generally, leave taken under this policy is unpaid, but employees may use available benefit leave in lieu of unpaid time. The Library prohibits retaliation against any employee who

exercises their rights under this policy, including requesting or taking time off to donate blood in accordance with this policy and applicable law.

Bone Marrow Donation Leave

In accordance with New York Labor Law Section 202-a employers with 20 or more employees must provide eligible employees with unpaid leave to donate bone marrow. An employee who works an average of 20 or more hours per week and wants to donate bone marrow may take an unpaid leave of absence up to 24 hours in duration for the purposes of bone marrow donation. Although this leave of absence is unpaid, the employee may, at their own option, use any accrued unused benefit leave time in lieu of unpaid leave.

An employee who wants time off to donate bone marrow should request the leave in writing to their supervisor. The employee may determine how to allocate the amount of available leave but should give as much notice as feasibly possible so that the Library may schedule work and plan for business requirements. The Library requires verification by a physician for the purpose and length of each leave requested for bone marrow donation. The Library prohibits retaliation against any employee who exercises their rights under this policy, including requesting or taking time off to donate bone marrow in accordance with this policy and applicable law.

Cancer Screening Leave

Employees are entitled to up to four (4) hours of paid leave per year for screening for all types of cancer. The four (4) hours allowed under this policy includes any travel time. Leave beyond four (4) hours for this purpose must be charged to accruals, or for part-time employees, is unpaid. Employees will not be granted compensatory time off for such screening that occurs (or has occurred) on a scheduled day off, compensatory day, or a holiday. Employees who undergo such screening outside their regular work schedule do so on their own time. Leave for cancer screening is not cumulative and will expire at the end of each calendar year.

Approval of cancer screening leave depends on the needs of the library. Documentation is required.

Crime Victim and Witness Leave

The Library will provide eligible employees with time off from work, without pay, for any of the following reasons:

- To comply with a subpoena to testify in a criminal proceeding (including time off to consult with the district attorney)
- To give a victim impact statement at a pre-sentencing proceeding
- To give a statement at a sentencing proceeding; or
- To give a statement at a parole board hearing

Employees are eligible for time off under this policy if they are:

- The victim of the crime at issue in the proceedings
- The victim's next of kin
- The victim's representative if the victim is deceased as a result of the offense
- A "Good Samaritan"
- Pursuing an application or the enforcement of an order of protection as provided under relevant law

For purpose of this leave:

Good Samaritan means a person who acts in good faith to apprehend a person who has committed a crime in his or her presence, to prevent a crime or an attempted crime from occurring, or to aid a law enforcement officer in effecting an arrest.

Victim's representative means a person who represents or stands in the place of another person, including but not limited to, an agent, attorney, guardian, conservator, executor, heir, or parent of a minor.

If required to attend a criminal proceeding either as a witness or as a crime victim (or a close family member of a crime victim), the employee must notify their supervisor as soon as possible and at least one day before taking leave to make scheduling arrangements. The Library reserves the right to require employees to provide proof of the need to attend the criminal proceedings to the extent authorized by law. The Library will not retaliate against

employees who request or take leave in accordance with this policy.

Military Leave

The Library will provide military leaves of absence and reinstatement for qualifying employees in accordance with applicable law. Leaves of absence for members of the military will be unpaid, unless otherwise required by law. Employees may use any available paid time off in lieu of unpaid leave to the extent permissible by law. If an employee needs to take military leave, they should contact their supervisor as soon as their need to take such leave arises.

Military Spouse Leave

In accordance with New York Labor Law Section 202-i, employers with 20 or more employees must provide eligible employees with unpaid military spouse leave. Employees who work a minimum of twenty (20) hours per week and are a spouse of an active-duty military, National Guard or Reserve person are eligible to take up to ten (10) days of unpaid leave while the military spouse, deployed during a period of military conflict to a combat theater or zone, is home on leave. Notice should be given as soon as possible. Employees will not be discriminated or retaliated against for taking leave pursuant to this policy.

Voluntary Emergency Responder Leave

Employees who serve as members of volunteer fire departments and volunteer ambulance squads will be permitted to take time off from work when the Governor declares a state of emergency, unless granting such leave would impose an undue hardship on the Library. In general, the leave will be unpaid, but employees may choose to use any form of paid leave to which they would be entitled, in lieu of unpaid time off.

To be eligible for leave under this policy, employees must provide prior written documentation regarding their volunteer status or their duties as a volunteer firefighter or member of a volunteer ambulance service must be related to the declared emergency.

Following an employee's return from such leave, the Library may request a notarized statement from the head of the volunteer fire department or volunteer ambulance service,

certifying the period of time(s) that the employee responded to an emergency.

Voting Leave

The Library encourages employees to fulfill their civic duties. Employees who do not have sufficient time outside of their working hours to vote are eligible for leave necessary to vote in certain elections. For purposes of this leave, an employee who has four (4) consecutive hours between the opening of the polls and the start of their shift, or the end of their shift and the closing of the polls has sufficient time to vote outside of working hours and is not entitled to leave time under this policy.

Employees who do not have sufficient time to vote outside of their working hours are entitled to up to two (2) hours of paid leave to go vote. Any time required to vote beyond the two (2) hours will be unpaid. The leave must be taken at the beginning or the end of an employee's shift, unless otherwise agreed to by the Library and the employee. Employees seeking to take leave to vote are required to notify their supervisor at least two (2) working days prior to the election.

Recording Benefit Leave

Benefit Leave Requests

All requests for vacation, personal, sick, bereavement leave, jury duty leave, and the annual floating holiday must be submitted through the Library's online benefit leave system. The Personnel Administrator is responsible for overseeing the online benefit leave system.

Some compensatory or holiday leave must also be submitted through the online benefit leave system. Employees should see their supervisor for department specific procedures.

Leave requests will be considered for approval by the employee's designated supervisor.

Medical Certification

All employees must provide the Library with a complete and clear doctor's certification in the following instances:

- As advance notice for a medical leave of absence that will result in an absence in excess of one week.
- For periodic reports and updates during leave for extended illness or injury in excess of one week.
- To verify the employee's fitness for duty when an employee returns to work from injury or medical leave in excess of one week or if the employee returns to work from injury or medical leave and is placed on restrictions.
- When the impact from an injury or illness would be prolonged, the employee must provide medical certification indicating that the employee is able to work but with restrictions. When accrued personal, vacation or unpaid leave must be used to replace exhausted sick leave.

Certifications detailing an employee's work restrictions should be explicit in what the restrictions are in relation to the employee's job tasks and the temporary timeframe involved. Work restrictions and the need for accommodations will be evaluated and approved at the discretion of the Director.

The Library's Medical Certification Form is available on the Library's Intranet. All medical documentation provided to the Library will remain confidential.

V. Insurance and Other Benefits

- Workers' Compensation Insurance
- Short-Term Disability Insurance
- Health Insurance
- New York State & Local Retirement System (NYSLRS)

V. Insurance and Other Benefits

Workers' Compensation Insurance

All employees are eligible to submit a claim for workers' compensation insurance. Any on-the-job injury, no matter how slight, must be recorded on an Incident Report Form and submitted to the Director in a timely manner. The Incident Report Form is available on the Library's Intranet. An employee's failure to report an injury may be grounds for disciplinary action.

Short-Term Disability Insurance Benefit

The Library provides statutory short-term disability benefits (partial wage replacement) to employees who are unable to work because of a qualifying disability due to a non-work-related injury or illness.

An employee must notify the Library in the event the employee becomes disabled. The Library will supply the employee with information about their rights. Short-term disability claims are processed, approved/denied, and administered by the Library's insurance carrier.

All staff are eligible to apply for statutory disability benefits.

Employees are responsible for paying all their payroll deductions while out of work on disability leave.

Employees do not accrue vacation or personal time while out on disability leave.

Health Insurance

The Library offers health insurance benefits for eligible employees. Details regarding the Library's plans and other health insurance are available through the Personnel Administrator.

New York State & Local Retirement System (NYSLRS)

Participation in the New York State & Local Retirement System (NYSLRS) is mandatory for all full-time employees, current members, and vestees. Participation is optional for part-time, provisional and temporary employees.

Notice of retirement to the employer must follow the same process as resignation as detailed above. Retirement from NYSLRS is separate and has its own guidelines. Please contact NYSLRS for more information.

VI. Employee Conduct

- Punctuality and Attendance
- Dress and Personal Appearance
- Nametags
- Conflicts of Interest
- Patron Confidentiality
- Phone Calls
- Publicity, Social Media, and Statements Made to the Media
- Solicitation and Distribution Rules
- Drug- and Alcohol-Free Workplace
- Smoking
- Violence
- Weapons
- Whistleblower

VI. Employee Conduct

The library provides excellent service to all its patrons. Employees are expected to treat all patrons with respect and empathy.

Employees should effectively communicate with patrons and Library staff in a respectful, courteous manner. Conduct that interferes with Library operations or is offensive to patrons or employees will not be tolerated. Verbal or physical conduct by an employee, which harasses, disrupts, or interferes with another employee's work performance, or which creates an intimidating, offensive or hostile environment, will not be tolerated. Staff members should be courteous towards each other and respectful of their functions and duties.

Punctuality and Attendance

Attendance is an important part of the Library's performance. Poor attendance can have a substantial impact on the Library's operations, productivity, and efficiency, including providing services to patrons. Unscheduled absences, late arrivals, early departures, and excessive leave requests can often cause productivity problems, are disruptive, and place a burden on other employees to pick up the workload.

Employees are responsible for attendance and punctuality. Excessive unexcused absenteeism, tardiness, or failure to comply may subject an employee to discipline, up to and including termination of employment.

If an employee cannot come to work, the employee's supervisor or alternate must be notified personally as soon as possible before the start of the shift. Notification can be a text, phone call, or as mutually agreed upon with the supervisor. Additionally, if an employee leaves work early, the appropriate supervisor or alternate must be notified. Minor emergencies that will result in late arrival must also be reported to the supervisor or designated alternate.

Unavoidable tardiness of up to a half-hour may be made up at the discretion of the supervisor and within the needs of the Library. Up to a half-hour of a full hour meal break may be used to make up the time, however, 15-minute breaks may not be used.

Dress and Personal Appearance

Basic elements for appropriate and professional attire include clothing that is in neat and clean condition. Employees' dress, personal hygiene and grooming should be appropriate for work. The nature of library work may involve climbing, bending, reaching, and pushing book trucks. Employees' clothing and footwear should permit these tasks to be performed in a safe, comfortable, and non-revealing manner.

Employees should wear clothing that is comfortable and practical for work but not distracting or offensive to others. Appropriate workplace dress does not include clothing that is too tight or revealing; clothing with rips, tears or frays. Visible non-library graphic T-shirts or hats are not allowed. Employees should be aware that some staff may be sensitive to excessive fragrances.

Supervisors are responsible for monitoring and enforcing this dress code. If questionable attire is worn, the supervisor will meet with the employee to counsel them regarding the inappropriateness of the attire and may ask the employee to address this situation. Repeated violations may result in disciplinary action.

Nametags

The library provides identification nametags for all employees. Nametags should include the employee's preferred first name and Library role. Nametags may include last names. Employees may ask for their preferred pronouns to be included.

All employees are required to wear their nametags at all times. Staff who lose their nametags should contact the Personnel Administrator.

Conflicts of Interest

The Library depends on the trust of the community to achieve its mission. It is therefore crucial for all Library officers and employees to strive to maintain the highest ethical standards when conducting business on behalf of the Library. The standard of behavior at the Library is that all Library officers and employees, including all Board of Trustees members, shall avoid any conflict of interest between the interests of the Library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual and perceived conflicts of interest.

When an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Library's business, there may be an actual or potential conflict of interest. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Library does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Library.

Employees must disclose any actual or potential conflicts of interest to their supervisor. Please contact the Director for more information or questions about conflicts of interest.

(see Appendix, Conflict of Interest Policy)

Patron Confidentiality

The Library complies with New York law regarding the confidentiality of library records. It is the ethical responsibility of all employees to protect the privacy of all Library users. Records related to the circulation of library materials, the patron database, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and Library employees shall not disclose such information except to the extent necessary for the proper operation of the Library, upon request or consent of the user, pursuant to subpoena or court order, or where otherwise required by law.

Library employees are entrusted to protect patron privacy and are in the unique position of

having to uphold this policy for patrons and staff alike. Confidentiality must be maintained, even in casual conversation.

(see Appendix, Confidential Records Policy)

Phone Calls

Personal telephone calls should be kept to a minimum during work hours to respect other employees in the shared workspaces.

Staff shall refrain from using personal cell phones at the service desks.

Publicity, Social Media, and Statements to the Media

Events involving or affecting the Library may occur that will draw immediate attention from the news media. The Library is committed to responding to these situations in a way that is transparent and will minimize disruption to the Library and workplace.

To best serve these objectives, the Library will communicate officially to the news media through designated individuals. Interviews with news media on behalf of the Library, such as discussing Library policies and services, are the express responsibility of the Board of Trustees and the Director. Director's approval is required for all interviews.

If approached, employees should respond that they are not authorized to comment and direct any media or reporters to the Director.

Occasionally, a news media representative may contact the Library for more information about a Library program, service, or more provided in an official press release. These requests should be referred to the Public Information Specialist. All written material about library programs, policies and services is the primary responsibility of the Public Information Specialist.

The Library's social media posts and comments are moderated by designated library staff.

Solicitation and Distribution Rules

In the interest of maintaining a professional working environment and to minimize distraction and inconvenience to others, printed materials for staff-initiated solicitations for non-profit fundraisers or charitable donations may only be left in the staff break room. Any offers must have a removal date of one week. Beyond this date, the item will be discarded by maintenance staff.

Staff should not approach other staff members in person for purposes of solicitation.

For-profit solicitations are not allowed.

Any unsolicited items left in the designated spot will be discarded by the Maintenance Department.

Drug- and Alcohol-Free Workplace

The Library is committed to providing and maintaining a safe and healthy workplace. Consistent with that commitment, the Library has adopted this alcohol and drug-free workplace policy.

The use, influence of, or impairment by alcohol or drugs in the workplace presents a risk to the safety and security of employees, patients, and all others. Moreover, use of or impairment by drugs or alcohol can directly impact productivity and efficiency of our operations. Therefore, it is Library's policy to prohibit the use, sale, manufacture, transfer, distribution, possession, dispensation, consumption, cultivation, or impairment by alcohol or drugs, including other intoxicating substances, on Library property, during working hours (including meal periods/rest breaks), while otherwise engaged in Library business, or with the use of or while using Library equipment or property.

The unlawful manufacture, distribution, dispensation, formulation, possession, sale, transfer or use of illegal drugs, controlled substances, other illegal substances or non-prescribed prescription drugs is not permitted on Library property (including the parking area) or while on duty in the employment of Library. Such conduct is also prohibited during non-working time to

the extent that, in the opinion of Library, it impairs an employee's ability to perform on the job and/or threatens the reputation or integrity of the Library.

Employees are prohibited from reporting for duty while under the influence of alcohol, drugs, or other intoxicating substances. Employees may not consume alcohol, use drugs or other intoxicating substances, or otherwise be impaired by alcohol or drugs or other intoxicating substances on Library property or while on duty in the employment of the Library. This includes while otherwise engaged in Library work even if the work performed is not on Library owned property.

(see Appendix, Drug- and Alcohol- free Workplace Policy)

Medical Marijuana

The Library recognizes that New York's Compassionate Care Act legalizes a physician's prescription of marijuana for individuals with certain medical conditions. An employee who qualifies as a patient under the laws and complies with its regulations may be entitled to a reasonable accommodation. An employee who believes that they qualify for these protections and needs a reasonable accommodation should contact the Personnel Administrator. The Library may request supporting documentation including but not limited to a copy of the individual's medical marijuana card, documentation from an employee's medical provider, including an assessment of what, if any accommodations may be appropriate and necessary.

The Library will not discriminate against a qualified individual with a medical marijuana prescription with regards to any terms or conditions of employment. Employees are reminded, however, that use of, possession of, or impairment by marijuana during working time and on Library premises or while engaged in Library business is still generally prohibited.

Adult Use of Recreational Marijuana (NY Employees)

The Library recognizes that effective March 31, 2021, New York legalized adult recreational use of marijuana (cannabis). In accordance with state law, the Library will not refuse to hire, employ, or discharge an employee, or otherwise discriminate against an individual in terms, conditions, or privileges of employment because of an individual's lawful off-duty use of consumable cannabis products or for engaging in lawful off-duty cannabis related recreational activities, in accordance with state law.

However, the following conduct is still explicitly prohibited:

- Possession, purchase, sale, cultivation, or use of marijuana (cannabis) during work hours (including during meal or break periods), on Library premises, and/or while using Library equipment or Library-owned property (including Library-owned vehicles or vehicles used while conducting Library business).
- Working while impaired by the use of marijuana (cannabis), meaning the employee manifests specific articulable symptoms while working, which may include a decrease or decline in the employee's performance of the duties or tasks of their position, or which interfere with the Library's obligation to provide a safe and healthy workplace.
- Driving while impaired by the use of marijuana (cannabis) while engaged in Library business.
- Smoking marijuana (cannabis) in any location where smoking tobacco is prohibited.
- Engaging in conduct that otherwise endangers others.

The Library reserves the right to require employees who exhibit articulable symptoms to submit to a drug test, in accordance with applicable law. The Library may take appropriate action, including discipline up to and including termination, based on a violation of this policy in compliance with applicable law and regulations.

Nothing in this policy prohibits or limits the Library from taking action as required by state or federal statute, regulation, ordinance, or other governmental mandate. Moreover, nothing in this policy requires the Library to commit any act that would cause it to be in violation of federal law, or which would result in the loss of a federal contract or federal funding.

Lawful Use of Prescription Drugs and/or Over the Counter Medication

This policy does not prohibit an employee from possessing or using prescription drugs which are lawfully prescribed to them by their health care provider and used in accordance with the prescribing health care provider's instructions ("as prescribed"), provided that the prescription drugs do not adversely affect the employee's job performance or create a threat to the health and safety of the employee, co-workers, or others in the workplace, patrons, or in the course of performing the employee's duties.

Prescription drugs and other over-the-counter medications must be contained in the original prescription container and kept in the possession of the employee for whom the medication was prescribed.

Employees must ascertain whether using a prescription or over-the-counter medication would, will, or does affect their ability to perform the essential functions of their position or create any risk of harm (e.g., drowsiness, impaired reflexes, reaction time, etc.). Employees should check with their medical provider to determine if such impairment is likely. Any employee taking medication that is likely to or does impair their ability to safely perform their job or affect the safety or wellbeing of others must notify the Personnel Administrator if the use of a prescription drug affects or could affect their job performance and/or create a threat to health and safety before reporting to work or engaging in any such job functions where safety could be jeopardized by the use of such substances.

NOTE: Employees do not need to identify the specific medication they are taking or the underlying medical condition for which the medication is being taken. Absent undue hardship, the Library will reasonably accommodate an employee's lawful use of prescription drugs as required by applicable federal, state, and local law. An employee seeking an accommodation should contact the Personnel Administrator. The Library may require submission of additional supporting information from the employee's health care provider, including an assessment of what, if any accommodations may be appropriate and necessary.

Employees should report any suspected violations of this policy to the Personnel Administrator. Violations of this policy may result in disciplinary action, up to and including termination.

Smoking

In compliance with New York law, the library is a smoke-free building and smoking is prohibited within 100 feet of any of the entrances, exits, or outdoor areas. Violations of this policy may result in disciplinary action, up to and including termination.

Smoking includes the use of smokeless tobacco (chew, dip, snuff), electronic cigarettes, and vaporizers.

Violence

The Library is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard to library staff and will not be tolerated.

The Library will not tolerate threats, acts, or incitement of violence. Any employees who threaten, commit, or incite acts of violence will be subject to disciplinary action, up to and including termination.

All incidents must have a completed incident report identifying all persons involved, including witnesses. Employees should report any suspected violations to the Director as soon as possible.

Weapons

Possession of weapons in the Library workspace is prohibited.

This also applies to hazardous materials that are intended or could cause harm to people (e.g., explosives, chemicals, etc.).

Employees must report any suspected violations of this policy to their supervisor as soon as possible. Violations of this policy may result in disciplinary action, up to and including termination.

Whistleblower

Employees have a responsibility to report known or suspected violations of library policies, finances, or governance. "Known or suspected violations" include but are not limited to the following:

- incorrect financial reporting
- unlawful activity
- activities that are inconsistent with Bethlehem Public Library policies
- activities which otherwise amount to serious improper conduct

Employees should promptly report alleged violations to the Compliance Officer using the Whistleblower Reporting Form, which is available on the Intranet. Except a person's report of their own violation, the reporter shall not be required to provide their name on the form.

Reports will be kept confidential to the extent possible, consistent with federal and state law and the need to conduct an adequate investigation and prevent or correct suspected action(s).

An employee who reports known or suspected violation(s) in good faith shall not suffer intimidation, harassment, discrimination or other retaliation or, in the case of an employee, adverse employment action.

The Library Board of Trustees shall monitor the compliance of the Whistleblower Policy.

(see Appendix, Whistleblower Policy and Whistleblower Reporting Form)

VII. Sexual Harassment and Other Unlawful Harassment Prevention Policy

VII. Sexual Harassment and Other Unlawful Harassment Prevention Policy

The Library prohibits all forms of unlawful harassment including sexual harassment and will take appropriate and immediate action regarding complaints or knowledge of violations of this policy.

The Library is committed to maintaining a work environment free from unlawful harassment and discrimination, including but not limited to sexual harassment, which is one form of employment discrimination.

This policy is one component of the Library's commitment to a discrimination-free work environment.

This policy applies to all Library employees and applicants for employment. It also applies to individuals who are not Library employees, but are employees of contractors, subcontractors, vendors, consultants, and other persons who provide services in the Library's workplace, such as volunteers, interns (paid or unpaid), and temporary employees.

Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile work environment, even if the complaining individual is not the intended target of the sexual harassment;

- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment can consist of threats, derogatory comments, signs, jokes, pranks, intimidation, physical contact, violence, or other conduct which is of a sexual nature, or which is directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is called "quid pro quo" harassment.

The following is a list of some of the types of acts that may constitute sexual harassment:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employees' body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Written conduct such as authoring threatening, derogatory or offensive letters, e-mails, text messages, or social media posts.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or

pornographic. This includes sexual displays on workplace computers or cell phones in the workplace.

- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or the status of being transgender, which may include:
 - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York law protects, employees, paid or unpaid interns, and non-employees, including volunteers, independent contractors, and those employed by companies to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone else in the workplace, including an independent contractor, contract worker, vendor, customer, or visitor.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur at Library-sponsored events, or other occasions outside work. Calls, texts, emails, and social media usage by employees containing inappropriate messages, language, or graphics may also constitute or contribute to unlawful workplace harassment, even if they occur away from the workplace, on personal devices, or during non-work hours.

Other Types of Unlawful Harassment

As provided above, the Library also prohibits harassment or discrimination on the basis of race (including traits associated with race), color, creed, ethnicity, disability, religion, national origin, age, pregnancy (including childbirth and related medical conditions), prior conviction, arrest record, military status, veteran status, marital status, familial status, status as a victim of domestic violence, citizenship, genetic predisposition or carrier status, genetic information, reproductive health decision making, and any other category protected by law. Harassment is unlawful when it: (a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities.

Examples of other types of unlawful harassment or discrimination based on protected characteristics may include, but are not limited to:

- Verbal or written conduct such as offensive or discriminatory jokes, threats, epithets, derogatory comments or slurs
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures
- Physical conduct such as assault, unwanted touching, or blocking normal movement
- Negative stereotyping
- Retaliation for reporting harassment or threatening to report harassment

This policy prohibits not only behavior that constitutes unlawful harassment, but also other inappropriate or unprofessional behavior that may reasonably be considered offensive or otherwise inappropriate. Conduct prohibited by this policy is prohibited in the workplace, at Library functions whether on or off Library premises, and in situations that may impact the work environment, including business meetings, social events, on calls, texts, emails, and social media, even if it occurs away from the workplace, on personal devices, or during non-work hours.

Please note: The Library reserves the right to issue discipline for conduct that, while it may not rise to the level of unlawfulness, is found to be nevertheless inappropriate or unprofessional by the Library.

What is "Retaliation"?

Retaliation includes any conduct, whether or not in the workplace or employment-related, which might deter a reasonable person from making or supporting a charge of discrimination or harassment and is directed at someone who engages in protected activity. Retaliation is unlawful under federal, state, and where applicable, local law. New York law protects any individual who has engaged in protected activity. Protected activity includes opposing a discriminatory practice, making a good faith report of a suspected violation of this policy, filing a harassment complaint, participating in an investigation or proceeding of such a report or complaint, or encouraging a fellow employee to make a report. Even if the harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if that person had a good faith belief that the practices were unlawful. However, this retaliation provision does not protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee or other person covered by this policy, who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to the Compliance Officer as set forth below. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the Compliance Officer.

Complaints of sexual harassment must be submitted to the Compliance Officer: Geoffrey Kirkpatrick. In the event that the Compliance Officer is the subject of the complaint, complaints must be made to the President, Board of Trustees. If an employee makes such a report and believes the person is not taking appropriate action, the employee should report this inaction to another supervising person.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is available at the end of this employee handbook (*see Appendix, Sexual Harassment Complaint Form*), the Intranet or from the Personnel Administrator and all employees are encouraged to use this complaint form, but using the form is not required.

Employees who report sexual harassment on behalf of another person should state clearly that the complaint is made on another person's behalf.

The availability of this reporting procedure does not preclude individuals who believe they are being harassed from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Supervisory Responsibilities

All managerial and supervisory personnel of the Library shall be responsible for enforcing this policy and shall have a particular responsibility for ensuring that the work environment under their supervision is free from sexual harassment and retaliation. Any supervisor or manager who receives a complaint or information about suspected harassment or discrimination or observes conduct that may be discriminatory or harassing is **required** to take appropriate steps to address the conduct and **required** to report it to the Compliance Officer.

In addition to being subject to discipline if they engaged in harassing or discriminatory behavior or retaliation themselves, supervisors and managers will be subject to discipline for failing to report suspected harassment or discrimination, or otherwise knowingly allowing such conduct to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Investigation of Sexual Harassment

All reports, complaints or other information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely and thorough manner commensurate with the nature of the complaint and will be confidential to the extent possible.

An investigation of any complaint will be prompt and thorough, commenced immediately, and completed as soon as possible. Although each investigation may vary from case to case, in conducting a fair and impartial investigation, in accord with the "due process" mandate of the

applicable NY Sexual Harassment Law, the Library will: (i) provide appropriate notice of the allegations to anyone who is the subject of a harassment complaint; (ii) provide an opportunity to respond to the allegations; and (iii) provide complainants and witnesses an appropriate opportunity to present relevant information including documents relevant to the investigation. The Library may adapt and modify the investigatory procedure, in its discretion, based on the nature of the complaint and the conduct at issue.

All employees and other individuals covered under this policy are required to cooperate, as needed, in an investigation of suspected sexual harassment. Employees and other individuals who participate in any investigation are protected from retaliation.

All persons involved in the reporting and investigation of harassment are obligated to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to allow the Library to conduct an objective and fair investigation.

If the Library determines that this policy has been violated, it will take effective remedial action commensurate with the circumstances. Any employee who has been found by the Library to have harassed another employee will be subject to corrective action, up to and including discharge where appropriate. If it is concluded that a non-employee has subjected an employee or other person protected by this policy to conduct in violation of this policy, prompt and effective action will be taken to stop the harassment and deter any future harassment.

Please Note: The Library reserves the right to discipline individuals for conduct that it deems inappropriate or unprofessional, even if the behavior does not rise to the level necessary to violate the law.

The Library will notify the individual who was subject to the reported conduct and the person who filed the complaint, if different, of the conclusion of its investigation, and will follow up with that individual as appropriate under the circumstances. The Library will also notify the individual(s) about whom the reported conduct was made regarding the investigation outcome and, where applicable, implement corrective action(s). Information about the Library's responsive action(s) may or may not be provided, depending on the circumstances. Any person who experiences or witnesses further harassing conduct, or any retaliation should make an additional report pursuant to this policy.

Legal Protections and External Remedies Regarding Sexual Harassment

Sexual harassment is not only prohibited by the Library but is also unlawful under state, federal, and, where applicable, local law. In addition to the procedures described in this policy, individuals may choose to pursue legal remedies with the following governmental entities:

The New York State Division of Human Rights (DHR) enforces the Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., which prohibits sexual harassment in employment in New York State, and protects employees, and other individuals working in an employer's workplace. A complaint alleging a violation of the Human Rights Law may be filed either with the DHR, subject to a one-year statute of limitations (three years for allegations involving sexual harassment starting after August 12, 2020), or in New York State Supreme Court, subject to a three-year statute of limitations.

If unlawful discrimination is found after a hearing, the DHR or the court may award relief, which may include requiring the employer to take action to stop the harassment, to redress the damage caused, including reversing an unlawful employment action, and paying monetary damages, attorneys' fees, and civil fines.

The DHR can be contacted at (888) 392-3644 or at www.dhr.ny.gov. Call the DHR sexual harassment hotline at 1(800) HARASS3 for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An employee must file a complaint with the EEOC within 300 days from the conduct giving rise to the complaint. The EEOC investigates complaints and may pursue a claim in federal court on behalf of the complaining party, or issue a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred. The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY 1-800-669-6820), or at their website: www.eeoc.gov or via email at info@eeoc.gov.

If an individual files an administrative complaint with the DHR, the DHR will file the complaint with the EEOC to preserve the individual's right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime, and it may be appropriate to report such conduct to the local police department.

This Sexual Harassment and Other Unlawful Harassment Prevention Policy and other details regarding annual sexual harassment training requirements can be found on the Library's Intranet.

(see Appendix, Sexual Harassment Prevention Policy, Sexual Harassment Complaint Form, and Harassment Policy)

VIII. Other Library Specific Information

- Staff Development Day
- Continuing Education and Professional Associations
- Meeting and Conference Attendance
- Staff Borrowing

VIII. Other Library Specific Information

Staff Development Day

The Library is closed to the public while employees congregate for theme-oriented programs and workshops.

Continuing Education and Professional Associations

Employees are encouraged to participate in continuing education opportunities and professional associations that promote employee development and professional enhancement.

A long-term commitment to a local, state or national professional committee is subject to prior approval of the supervisor and the Director. The Library does not reimburse for expenses incurred because of such commitments.

Meeting and Conference Attendance

Prior supervisory approval is required to participate in meetings, programs, workshops, seminars and conferences on work time. Attendance request forms are available on the Library's Intranet. When release time is used, a written report to the supervisor may be expected.

Staff Borrowing

Library cards are available without charge to Library staff, regardless of whether they live in the Bethlehem Central School District. Local fines will be waived for current library employees, but not for friends, family or former employees. Any lost and damaged items must be paid for.

All lost payments and removal of blocks must be completed by the Circulation Department. Fine waivers may be performed by the Circulation Department or other authorized employees. The rights of Library users and of other UHLS libraries and their patrons must be respected in that employees are prohibited from overriding renewal limits, extending due dates, or violating other Library circulation policies.

Returned materials must be left in the designated returns bin to be checked in by the Circulation Department only.

IX. Emergency Procedures

- Librarian in Charge
- Emergency Contacts
- Safety Data Sheets – Right to Know
- Incident Reports
- Delayed Openings and Emergency Closings
- Medical Emergencies
 - 1st Aid
 - Blood Pathogen Kits
 - Automated External Defibrillator (AED)
- Fire
- Public Health Emergency
- Other Emergencies

IX. Emergency Procedures

(see Appendix, Fire Alarms, First Aid, Exits, and Fire Extinguisher Locations)

Librarian in Charge

In-charge designation falls in the following order:

- 1) Director
- 2) Assistant Directors
- 3) Supervising Librarians
- 4) Librarians on duty at Service Desks

Emergency Contacts

All employees are asked to provide the telephone number of a family member or close acquaintance whom the Library can contact in case of an emergency. Emergency contact information and any changes to such information should be provided to the Personnel Administrator.

Safety Data Sheets (SDS) - Right to Know

Right to Know training is offered on an annual basis. The SDS binders are located in the maintenance office.

More information is available on the Library's Intranet page.

Incident Reports

Any employee who is injured on the job or who witnesses an incident, accident, deals with an emergency, or calls for emergency services must fill out an Incident Report Form and submit it to the Library Director and designees. Any incident or accident, no matter how slight, must be reported. The Incident Report Form is available on the Library's Intranet.

In the event of an accident or emergency, all employees are encouraged and authorized to call 911.

(see Appendix, Incident Report)

Delayed Openings and Emergency Closings

The Library Director, Assistant Director, or designees will make a good faith effort to contact and notify employees of delayed openings and emergency closings affecting the Library's hours and days of operation. The Library offers an opt-in texting notification system to inform employees of any delays or closings. Phone message, social media, and the Library's website may also be used.

If an employee is uncertain about whether the Library will have a delayed opening, early closure or full closure, they should check for text message(s) from the Library (if they're enrolled in the notification system) or call the Library's main phone number for an updated message. For more information regarding delayed openings and emergency closures, please contact your supervisor.

Inclement Weather

The Library will delay opening, close early or close completely when weather conditions warrant. When the Bethlehem Central Schools are closed or have a delayed opening, the Library will open at 10 am. If the weather is severe, employees will be notified of any further changes.

The Library Director, Assistant Director, or designees will record a temporary message on the Library's voice mail system to inform the public of the delayed opening time or that the Library is closed.

Evenings and Weekends

The Librarian in Charge should make an effort to speak to the Library Director, Assistant Director, or supervisor to close the Library. The Librarian in Charge is authorized to decide to close.

Power Failure

If a power failure occurs during daylight hours, employees will remain in the Library at least one hour for the power to return or to declare an emergency closing. If a power failure occurs after dark, employees will wait for a half-hour for the return of power before declaring an emergency closing. The Librarian in Charge will declare the emergency closing. Employees should refer to emergency procedures during these instances.

Leave Issues

Leave may be used by employees who choose not to travel or prefer to leave early during inclement weather. However, employees will not be offered make-up hours. Employees who are scheduled to be off when there is a delayed opening or emergency closing will not be granted additional leave.

Paycheck Issues

Benefited employees who are affected by a delayed opening or early closing will be paid.

In case of a delayed opening, part-time employees will be paid for the delay overlapping their scheduled shift.

Non-benefited staff who are on duty when the library closes early for an emergency will be paid for their scheduled shift.

Medical Emergencies

- Assess the situation.
- Call 911.
- Provide basic first aid until emergency responders arrive.
 - Designate an employee to meet the emergency responders.
- Contact the Maintenance Department to clean up any human biohazard waste.
- Designate an employee to document the emergency by filling out an Incident Report, including getting any witnesses.

First Aid and Blood Pathogen Kits

All service desks and community rooms are equipped with First Aid and Blood Pathogen Kits.

Automated External Defibrillator (AED)

A fully automatic AED device is available for trained employees or the public to use as needed until emergency responders arrive. CPR masks are available with the AED device and at each service desk.

Do not handle the AED unless you have been properly trained.

AED training videos and instructions are available on the Intranet. The Library has a trainer version of the AED for training purposes. Employees should see their supervisor to use the

trainer AED.

Fire

The fire alarm controller is located in the maintenance office. In the event of a fire, the fire alarm controller will automatically call the fire department and pinpoint the location of the fire.

There are three annunciators, which will point to the location of the fire. The annunciators are located at:

- public entrance – Delaware Ave.
- public entrance – parking lot
- staff entrance

These alarms will stay on until the fire department arrives and turns them off.

When the fire alarm is sounded:

- All employees shall begin an immediate orderly exit without stopping to take coats or personal belongings.
- The public should be politely but firmly directed to the nearest accessible exit.
- Insist that everyone leaves the building.
- Do not use the elevators.
- Do not handle fire extinguishers unless trained.
- Library employees will congregate on the green between parking lots one (1) and four (4) (behind the bookdrop) during an evacuation.

Emergency evacuation procedures are posted at every service desk and throughout the Library.

Public Health Emergency

Should a local, state, or national public health emergency be called, the Library as a place of public assembly, may be closed to the public for a period of time.

The Library will communicate with employee throughout a public health emergency situation.

Library services and operations may be restructured to accommodate a prolonged closure and to assist with alleviating the emergency situation when possible. Employee schedules may be temporarily rearranged.

Other Emergencies

During an emergency, an employee should attempt to notify other staff and the public of the emergency, as long as the employee's personal safety is not put in jeopardy.

An Emergency Procedure Manual is located on the Library's Intranet.

X. Library Building and Grounds

- Employee Parking
- Employee Entrance
- Keys
- Lockers
- Before and After Hours
- Personal Property
- Visitors
- Trespassing
- Maintenance Work Requests
- Housekeeping
- Security Cameras

X. Library Building and Grounds

Employee Parking

In general, employees must try to reserve the parking spots closest to the Library's main entrance for the public. Employees may use the Town Hall parking lot, if the Library's parking lot is filled.

Staff Entrance

Employees should use the designated staff door attached to the garage to enter or exit the building. The door access code is changed regularly. Employees will receive notification of the updated code and the date it will be put into effect. Employees should not share the access code with those not employed by the Library without prior approval of the Library Director.

Keys

Newly hired employees will receive keys as necessary. Employees who lose their keys must immediately contact the Building and Grounds supervisor or the Personnel Administrator.

An elevator key is available at the main Information Desk. If an employee needs regular access to an elevator key, they should speak with their supervisor.

Lockers

Part-time employees without a desk may be provided with a locker for their personal belongings. Employees are responsible for providing a lock. The library is not responsible for any loss or damage to an employees' personal property.

Before and After Hours

The hours before the Library opens and after it closes are reserved for custodial staff to perform essential building maintenance. Other employees are generally not permitted in the building during these hours. All employees are to vacate the building promptly at closing time. The Librarians on duty are responsible for ensuring that all patrons and employees have left the Library at closing time.

Personal Property

The library is not responsible for any loss or damage to an employees' personal property.

Visitors

Employees should entertain visitors on personal time (i.e., during their breaks) away from the work areas.

Trespassing

Any available Library personnel are authorized and expected to question strangers in staff areas. Non-employees using the staff entrance must be accompanied by an employee or have prior authorization by the Library Director or designees.

Maintenance Work Requests

An online form to report a problem to the Buildings and Grounds Department is located on the Library's Intranet.

For large maintenance work request projects, approval of the Library Director is needed.

Housekeeping

If an employee wishes to clean their own workspace, spray bottles of cleaner and paper towels are available in the Buildings and Grounds Department.

Please see the IT Department for instructions on how to properly clean electronic equipment.

Security Cameras

Security cameras are located in the Library's hallways, studio, and outdoor space; not in the Library proper.

XI. Library Property, Computers and Related Equipment

- Operation of Library Vehicle
- Use of Library Equipment and Office Supplies
- Acceptable Use of IT Resources
- Internet Use

XI. Library Property, Computers and Related Equipment

Operation of Library Vehicle

Employees must have a valid driver's license in order to drive the Library van. Employees authorized to drive the Library van are expected to drive in a safe manner at all times. Typically, the van is used for outreach programs, Library errands and regular Books to People deliveries. The van may also be used for transportation to meetings and conferences.

Use of Library Equipment and Office Supplies

Personal use of Library equipment such as copiers, computers, and fax machines during scheduled work hours is not appropriate. The fax machine located in the personnel office is reserved for administrative business only.

Library letterhead is to be used only for official Library business.

A variety of office supplies are stored in the supply room for business use. Employees are asked to keep these areas organized, and not to take more than needed in the short term. Please inform Procurement when removing the last of a particular item so that it may be restocked.

Acceptable Use of IT Resources

The Library provides employees with access to computers, printers, internet, phones, networks and systems, and other related equipment ("IT Resources") to perform their job responsibilities. This equipment is to generally be used for the business activities of the Library only. Use of Library computers, printers or other equipment for commercial purposes are prohibited unless directly related to the Library's business or has been previously approved by the Library Director in writing. For example, an employee may not use Library computers or equipment to manage or run a personal side business.

Employees must maintain their computers and related equipment in good working order. If any

equipment needs service, repair or maintenance, employees should complete the online Work Request Form located on the Library's Intranet.

Employees may not use Library systems to violate any local, state, federal or international laws. Computer games and personal software may not be installed on Library owned equipment. Only properly licensed software may be installed on Library computers and equipment. Employees are not permitted to download any software (free or otherwise) without permission from the Library Director or designee. Violations of this policy may result in disciplinary action, up to and including termination.

The Library reserves the right to monitor, intercept, access, and disclose any documents, files, communications, or other information created, stored, saved, downloaded, accessed, sent, received, transmitted, on or using any IT Resources, including but not limited to computers, internet (including WiFi), databases, accounts, email, phones, phone systems, printers, scanners, or any other similar resources, with or without notice. Employees should have no expectation of privacy while using any IT Resources. Use of IT Resources constitutes consent to the Library's monitoring, interception, access, review, and disclosure, of any and all information, documents, communications, and data created, stored, saved, downloaded, accessed, sent, received, transmitted, on IT Resources or that engaged or otherwise used IT Resources.

Internet Use

Employees may use Library computers or equipment during their breaks to access appropriate internet sites. A website is not appropriate if it display images or other content depicting violence, sexually explicit material, racially offensive material, or any other material which is offensive to the Library's patrons, employees, vendors, volunteers, or guests or disruptive to the Library's business. Employees may not allow any third party to use Library provided computers or internet services for any reason.

While accessing the internet, employees should be fully aware of the global reach of this medium. Employees must maintain a high level of dignity and be mindful that they represent the Library to the world at large while online. When conducting Library business on the

internet, employees must follow all guidelines and policies for conducting business in conventional settings and may not violate any federal, state or local laws or regulations.

There are security measures on the system for protection of the network and information of the Library. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

The Library may comply with any law enforcement requests regarding an employee's internet activities. The Library reserves the right to use content management tools to monitor or block content on its computer system and internet. The Library also maintains the right to limit or prohibit internet access at any time for any reason or no reason.

XII. Staff Communications

- E-Mail
- Mailboxes
- Intranet

XII. Staff Communications

E-Mail

Some employees have Library provided e-mail accounts to facilitate communication for business purposes. Employees are expected to check e-mail messages regularly and are encouraged to use an automatic reply (Out of Office) to notify others when not available to respond to email messages.

As mentioned under the Acceptable Use of IT Resources, employees should be aware that Library email accounts are not a secure method of communication and may be monitored.

Library provided email accounts should be strictly used for Library business only and employees should be aware that all communications on work e-mail are recorded and are the property of the Library.

Mailboxes

Each employee is assigned a mailbox to receive library communication. Employees should check and clean out assigned mailboxes on a regular basis.

Intranet

As stated, throughout this Handbook, the Library's Intranet contains valuable and important information for employees, including but not limited to, personnel, payroll, forms, meeting minutes, staff directory, training opportunities, department procedures, and hazard communication program. Employees are encouraged to check the Intranet regularly.

XIII. In Closing

XIII. In Closing

Thank you for taking the time to review this Handbook.

If you have any questions or need more information, please contact your supervisor or the Personnel Administrator.

We ask that you acknowledge that you have received and read this Handbook, including all appendices by signing the following Handbook Acknowledgement Form.

XIV. Acknowledgement and agreement

XIV. Acknowledgement and agreement

I acknowledge that I have received a copy of the Bethlehem Public Library Staff handbook.

I understand and agree that it is my responsibility to read this handbook and abide by its rules, policies and standards.

This handbook is not intended to create a contract between the library and its employees, nor is it intended to create any guarantee of continued employment between the library and its employees.

This handbook may be modified at any time and at the discretion of the library, except as limited by the collective bargaining agreement between the library and CSEA.

Date: _____

Employee Name (print): _____

Employee Signature: _____

This acknowledgement form will be placed in the employee's personnel file.

XV. Appendix

XV. Appendix

1. Anti-nepotism Policy
2. Holidays and Closings
3. Family Medical Leave Act (FMLA)
4. Conflict of Interest Policy
5. Confidential Records Policy
6. Drug- and Alcohol-free Workplace Policy
7. Whistleblower
8. Whistleblower Reporting Form
9. Sexual Harassment Prevention Policy
10. Sexual Harassment Complaint Form
11. Harassment Policy
12. Incident Report
13. Fire Alarms, First Aid, and Fire Extinguisher Locations