



**Board of Trustees Meeting  
April 20, 2020 6:00 pm (Virtual Meeting)**

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

**Agenda**

- **Call to order**
- **Public participation**
  - **Communications can be directed to the following link prior to the meeting:**  
<http://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>
- **Long range plan committee update (20 minutes)**
- **Approval of previous meeting minutes**
- **Financial report**
  - Treasurer's update**
- **Personnel report**
  - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
  - Phased reopening plan**
  - Other new business**
- **Old business**
  - Insurance payment policy**
  - Budget 2020-21**
  - Long range plan steering**
    - New committee chair**
  - HVAC Update**
  - Other old business**
- **Future business**
  - Background checks**
  - Plaza feasibility – to be included in the long range plan**
  - Policy updates/schedule**
  - Resource sharing**
  - Fines and Fees**
- **Public Participation**
- **Adjournment**
  - Next board meeting: May 11, 2020 6:00pm (Virtual Meeting)**
  - Next Friends of the Library meeting: June 15, 2020 (Virtual Meeting)**

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
Monday March 9, 2020

PRESENT: Mark Kissinger  
Harmeet Narang  
Mary Redmond  
Lisa Scoons  
Brian Sweeney  
Michelle Walsh

Robert Khalife, treasurer

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED: Caroline Brancatella

GUESTS: Tanya Choppy, accounts clerk  
Chris McGinty, assistant director  
Tracey McShane, personnel administrator  
Nicole Salinas, guest

President M. Redmond called the meeting to order at 5:59 pm.

#### PUBLIC PARTICIPATION

Nicole Salinas introduced herself and said she was interested in observing the meeting.

#### MINUTES

M. Walsh said she surprised and pleased to see the high response rate of the in-house dot survey regarding library spaces and services

Minutes of the 10 February 2020 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by M. Kissinger.

K. Roberts noted there was a correction to the list of attendees at the Long-Range Planning Committee meeting.

Minutes of the 6 March 2020 Long-Range Planning Committee were approved with correction unanimously on a MOTION by M. Kissinger with a SECOND by L. Scoons.

## FINANCIAL REPORT

R. Khalife said the financial report included nothing unusual in terms of revenue and spending. He said he was proposing a resolution to open an account at Key Bank, which has a local branch. He noted that after the deposits at Key Bank exceed a certain amount, the plan would be to transfer the funds to the library's account at TD Bank. H. Narang asked that the Finance Committee come up with rule regarding the parameters of how much would be allowed to accumulate in the account before transfer.

On a MOTION by M. Walsh with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 29 February 2020 (Manual Disbursements for \$12,511.13; Cash Disbursements/Accounts Payable for March \$58,725.73; Trust & Agency Disbursements/Salaries for February \$193,960.25; CapProject Fund/Hand-Drawn Checks for February \$0.00).

On a MOTION by B. Sweeney with a SECOND by L. Scoons, the board unanimously approved a resolution authorizing the opening of a new bank account at Key Bank, subject to the guidelines contained in the investment policy adopted by the Board of Trustees on November 12, 2019.

## PERSONNEL REPORT

G. Kirkpatrick said the library is seeking approval to fill the position of a senior library clerk. M. Kissinger asked about whether the library was still trying to fill the IT Assistant position. G. Kirkpatrick said that those on the available list have been canvassed but declined. T. McShane has reached out the Hudson Valley to see if any new graduates might be interested, but if there is no response, the library may move forward with filling the position as a full-time clerk.

On a MOTION by L. Scoons with a SECOND by M. Walsh, the board unanimously approved a new hire for the following vacancies, pending Civil Service approval:

- Sr. Library Clerk, 35 hours/week, full-time permanent, \$34,714/annual or per contract

## DIRECTOR'S REPORT

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

- The Seed Library has returned and is already seeing a lot of use.
- The library is moving closer to automatic renewals, but there have been some setbacks in the rollout, and it has been postponed a month to see if there can be better coordination with the other libraries in the system. In response to a question by M. Walsh, G. Kirkpatrick said automatic renewals have been discussed in the past, especially in regard to the impact they will have on fines. He said it is meant primarily as a service to patrons, similar to the renewal reminders currently in place. The automatic renewal will happen on the last day the item can be renewed. Board members asked if having materials out longer would impact the browsing experience. G. Kirkpatrick said the idea was to have more items circulating in order to open up more shelf space for materials, so staff would keep an eye on genres like cookbooks, art books and travel books that tend to be bigger with browsers to make sure the shelves are sufficiently full. B. Sweeney asked if there was an option to include a reminder a couple days earlier if there are materials that can't be renewed. H. Narang asked if there were any other actions that the library might take with checkout periods of non-requested items essentially changing to 12 weeks. G. Kirkpatrick said the library would be looking at beefing up the new and popular fiction collection.

- Collections are still being shifted to make space for more movies and audiobooks. This means the library is now using some bottom shelf space, which is not ideal for browsing and accessibility. There is a plan to use angled bottom shelves in the future, but a number of size and cost logistics must be figured out first.
- Library staff have made a number of presentations in the community recently to get out the word about the Long Range Planning process.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board is gearing up to review applications for construction grants among other tasks.

## NEW BUSINESS

### *Insurance payment policy*

G. Kirkpatrick said this policy applies to a limited number of people who pay the library for healthcare through COBRA or as retirees. He noted that the language clarifies who to pay and how, and removes a specific address in the event that it changes. The board discussed allowable payment methods, and suggested the wording include “other library-approved payment methods” in the event that someone would want to pay via cash or credit card.

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board unanimously approved as amended the updates to the Insurance payment policy as presented.

### *Laptop lab*

G. Kirkpatrick said that the 5-year-old laptops used for public tech training and programs are very slow even with hardware updates, so he is proposing the purchase of 10 new laptop computers. M. Walsh said that she took an Intro to Excel class and was very happy to find out that it included actual hands-on instruction.

On a MOTION by L. Scoons with a second by B. Sweeney, the board unanimously approved payment of \$14,886.90 to Dell for the purchase of 10 laptop computers.

### *Other new business*

M. Walsh said she was interested in C. Stollar Peters’ PLA report about a library that has started doing curbside book pickups.

The board discussed the need for a new outdoor book drop. G. Kirkpatrick said staffers are currently looking into the options available.

G. Kirkpatrick presented a list of off-cycle checks that he was requesting preapproval for as the April board meeting would be taking place a week later than usual. The checks represent the renewal of a number of museum passes and payment for spring break program presenters.

On a MOTION by M. Kissinger and a SECOND by L. Scoons, the board unanimously approve the payment of off cycle checks prior to the April 20 board meeting in the amount of \$1,190.

## OLD BUSINESS

### *Draft budget*

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board unanimously approved the 2020-21 draft budget as written for public presentation. The budget proposes a levy of \$4,172,563, an increase of 2.64% or \$107,411.

### *Long range plan steering committee report*

B. Sweeney reported that at the Friday, March 6, long range plan meeting, Paul Mays presented the existing conditions reports. He said there was some discussion of the timing and strategy of various long range planning tasks. He noted that the rest of the board have received copies of the documents and could pass on their comments or concerns to G. Kirkpatrick. M. Redmond said she did not see a report on the Borthwick property. G. Kirkpatrick said he was told that would be forthcoming. B. Sweeney said there was also some discussion of whether various funding options had been looked into.

At the committee meeting, P. Mays asked if anyone had looked into creating a library foundation that could fundraise on a large scale. R. Khalife said that it was his impression that the suggestion of a foundation was more as a concept as opposed to being related to the long range plan. G. Kirkpatrick said the library cannot ask the public for donations, but foundations can. L. Scoons said P. Mays was suggesting that the community of Bethlehem was a natural fit for such an entity as there may be people willing and able to give but unsure how.

M. Redmond said she believes the discussion of funding is premature as the board does not even have a list of projects or estimated costs in front of them. H. Narang said that he agrees it is too soon to talk about how to spend the money, but it still might be worthwhile to discuss what the board would be comfortable spending.

G. Kirkpatrick said P. Mays would be presenting multiple concepts in the next couple of months for the board to look at and decide what fits best with their 10-year priorities before a public presentation scheduled for September. Even then, it won't be a fixed plan as the community will have the opportunity to let the board know if their priorities align. M. Redmond said she believes public opinion is going to really drive the outcome.

### *HVAC update*

All of the HVAC papers have been signed and returned to the state to claim the last bit of grant money, and the library is close to officially closing out the project.

### *Infectious disease report*

G. Kirkpatrick said there has been much discussion of library response to the COVID-19 pandemic. He told the board the library's reaction would likely fall into the three phases below:

1. (Happening at this time.) Enhanced cleaning and sanitizing of surfaces. Increased availability of hand sanitizers, posted hygiene reminders and information available on the website.

2. Limiting large group meetings, programs and creating social distancing within the library on a temporary basis.

3. A mandated long-term closure.

G. Kirkpatrick said that the library would have to establish a procedure for a long-term closure of

this nature. B. Sweeney asked if the library would continue to pay part-timers affected by a long-term closure. The board agreed that part-time positions are budgeted for and would not represent additional costs so they were therefore in favor of compensating these employees in the event of a long-term emergency closure due to the Coronavirus. M. Redmond said this would be a one-time allowance and not intended as a precedence-setting event. The board said they would also support part-timers put under mandatory quarantine.

G. Kirkpatrick said there was still some discussion to be had about what level of service the library could maintain in the event of a forced closure, and who might be able to work from home.

The board also said this situation has brought to the forefront the issue of sick leave for part timers and the state's paid family leave, which the library currently does not participate in.

G. Kirkpatrick and C. McGinty have been investigating the digital service Hoopla as a way to serve patrons outside of the physical building. The pay-per service model features streaming video, e-books, e-audio and music with prices starting at 34 cents per use. The board decided they would like to look into the service further before moving forward with a decision.

*Other old business*

M. Kissinger said he would like to be ready to tackle 1-2 policy updates every meeting.

## FUTURE BUSINESS

*Background checks*

No further discussion at this time.

*Plaza feasibility – to be included in the long-range plan*

No further discussion at this time.

*Policy updates/schedule*

No further discussion at this time.

*Resource sharing*

No further discussion at this time.

*Fines and fees*

No further discussion at this time.

## PUBLIC PARTICIPATION

There was no public participation at this time.

## ADJOURNMENT

On a MOTION by B. Sweeney with a SECOND by M. Walsh, the board adjourned the regular meeting at 8:02pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president

MINUTES OF THE BOARD OF TRUSTEES  
LONG-RANGE PLANNING COMMITTEE MEETING  
BETHLEHEM PUBLIC LIBRARY  
Thursday, April 9, 2020 **DRAFT**

PRESENT: Mark Kissinger  
Harmeet Narang  
Lisa Scoons  
Brian Sweeney  
Michelle Walsh

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director  
Catherine Stollar Peters, assistant director  
Chris McGinty, assistant director  
Kristen Roberts, public information specialist  
Kevin Coffey, building and grounds supervisor  
Robert Khalife, board treasurer  
Paul Mays and Lisa Hayes, library architects

\*All present via Zoom broadcast live on YouTube.

B. Sweeney called the meeting to order at 7:59am.

LONG RANGE SERVICES PLAN DISCUSSION

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

ADJOURNMENT

The board adjourned the regular meeting at 9:06am.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president

## **Treasurer's Report – Executive Summary April 2020**

### **Cash & Investments**

As of this writing, the Library's funds are substantially with TD Bank, with a small balance of \$2,500 at Key Bank. TD Bank continues to provide the Library a competitive interest rate, and interest income was \$3,052.78 for the month of March.

### **Collection of Property Taxes**

As previously reported, as of March 31, 2020, the Library had collected \$4,174,518.81 in property taxes and PILOT. The remaining balance of \$96,145.34 was received in April for a total amount of property tax/PILOT collected of \$4,270,664.15 for the fiscal year.

## BETHLEHEM PUBLIC LIBRARY

## CASH &amp; INVESTMENTS SUMMARY

AS OF 3/31/2020

**CASH BALANCES**

TD Bank - Checking Account	1,779,216.09
TD Bank - Money Market	2,484,392.55
TD Bank - Payroll Account	-
TD Bank - Capital Project Fund	-
Key Bank - Checking	2,500.00
<b>TOTAL</b>	<u><u>4,266,108.64</u></u>

**INVESTMENTS**

None

**SUMMARY OF CASH ACTIVITY**

<b>ACCOUNT</b>	<b><u>2/29/2020</u></b>	<b><u>RECEIPTS</u></b>	<b><u>DISBURSEMENTS</u></b>	<b><u>TRANSFERS</u></b>	<b><u>3/31/2020</u></b>
TD Bank General Fund	1,253,465.79	15,559.01	(162,583.19)	672,774.48	1,779,216.09
TD Bank Payroll	-	-	(127,225.52)	127,225.52	-
TD Bank Money Market	3,281,339.77	3,052.78	-	(800,000.00)	2,484,392.55
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	-	2,500.00	-	-	2,500.00
<b>TOTAL:</b>	<u><u>4,534,805.56</u></u>	<u><u>18,611.79</u></u>	<u><u>(289,808.71)</u></u>	<u><u>-</u></u>	<u><u>4,266,108.64</u></u>

Checks outstanding greater than 90 days old: None

General Fund cash balance includes \$ 16,050.00 of Storch Fund money

## BETHLEHEM PUBLIC LIBRARY

## REVENUE &amp; EXPENSES REPORT

## 9 MONTHS ENDED 3/31/2020

FISCAL YEAR 2019-2020

REVENUE	ANNUAL BUDGET	YTD ACTUAL 9 MONTHS ENDED 3/31/2020	YTD PRIOR 9 MONTHS ENDED 3/31/2019	YTD VARIANCE OVER (UNDER)	MONTH OF MARCH 2020
Real Property Taxes	4,065,152	3,969,004	3,789,566	179,437	-
PILOT	203,162	205,515	197,034	8,482	-
Fines	30,000	23,294	26,244	(2,950)	616
Interest on Deposits	10,000	36,059	11,024	25,036	3,053
Lost Book Payments	-	2,156	-	2,156	497
Sale of Books	5,000	3,815	3,910	(95)	201
Gifts and Donations, Misc	1,000	3,240	1,050	2,190	-
Photocopier	8,000	5,769	6,300	(531)	318
State Aid	24,000	25,050	25,037	13	-
Grants	-	-	25,000	(25,000)	-
Miscellaneous Income	-	250	375	(125)	-
<b>Total Revenue</b>	<b>4,346,314</b>	<b>4,274,152</b>	<b>4,085,540</b>	<b>188,612</b>	<b>4,685</b>

EXPENSES					
Salaries	2,333,137	1,681,584	1,587,788	93,796	179,529
Retirement	279,232	283,977	283,682	295	-
Health Insurance	308,660	212,280	232,543	(20,263)	23,145
Other Benefits	202,885	144,173	140,218	3,955	13,283
Subtotal Salaries & Benefits	3,123,914	2,322,014	2,244,231	77,783	215,958
Library Materials - Print	277,000	162,941	180,098	(17,157)	7,659
Library Materials - Electronic & Audio	268,000	186,658	185,660	998	21,223
Subtotal Library Material	545,000	349,600	365,758	(16,159)	28,882
Operations	552,400	338,128	347,887	(9,759)	29,644
Capital Expenditures	125,000	26,265	6,740	19,526	-
<b>Total Expenses</b>	<b>4,346,314</b>	<b>3,036,007</b>	<b>2,964,616</b>	<b>71,391</b>	<b>274,483</b>

## BETHLEHEM PUBLIC LIBRARY

## EXPENSES REPORT - DETAIL

9 MONTHS ENDED 3/31/2020

FISCAL YEAR 2019-2020

## 2019-20 Budget Line Balances

Account Name	ANNUAL BUDGET	YTD ACTUAL 9 MONTHS ENDED 3/31/2020	YTD PRIOR 9 MONTHS ENDED 3/31/2019	YTD VARIANCE OVER (UNDER)	MONTH ACTUAL
<b>Salaries &amp; Benefits</b>					
Salaries-Librarians	1,158,186	871,309	813,260	58,049	93,499
Salaries-Clerical	1,014,578	694,099	666,179	27,920	72,956
Salaries-Custodians	160,373	116,175	108,349	7,827	13,074
Retirement	279,232	283,977	283,682	295	-
SocSec/Medicare	178,485	124,725	120,101	4,624	13,283
Worker's Comp.	23,000	18,141	18,851	(709)	-
Unemployment	-	-	-	-	-
Health Ins.	308,660	212,280	232,543	(20,263)	23,145
Disability Ins.	1,400	1,307	1,266	41	-
<b>Library Materials</b>					
Adult books	171,000	101,563	109,226	(7,663)	5,242
Audiobooks	33,000	18,952	15,282	3,670	2,134
Ebooks	122,000	101,028	105,362	(4,334)	8,655
Electronic Resources	28,000	18,224	16,976	1,248	2,800
Periodicals	21,000	22,184	19,804	2,379	-
YS Books	85,000	39,194	51,067	(11,873)	2,417
YS Audiobooks	4,500	3,268	2,710	558	648
YS Media	7,000	6,827	8,248	(1,421)	1,133
Special Collections	15,500	7,562	10,078	(2,515)	1,626
AS Media	58,000	30,797	27,006	3,792	4,227
<b>Operations</b>					
Copiers and supplies	22,000	5,551	8,613	(3,061)	978
Office supplies	13,000	6,933	5,812	1,121	1,123
Custodial supplies	18,000	5,987	7,235	(1,248)	829
Postage	18,000	13,016	11,656	1,359	2,271
Printing	30,000	17,789	13,132	4,657	3,941
Van lease & oper.	2,000	867	345	522	145
Gas and Electric	60,000	34,214	42,851	(8,637)	2,636
Telecommunications	17,000	8,680	10,303	(1,623)	872
Water	2,700	2,905	3,094	(189)	591
Taxes-sewer & water	3,700	3,177	3,114	63	-
Refund property taxes	20,000	9,250	17,914	(8,664)	-
Prof. Services	15,000	18,241	3,853	14,388	5,467
Contract Services	37,500	36,292	12,051	24,241	1,634
Insurance	29,000	26,621	26,750	(128)	775
Travel/Conference	10,000	9,885	5,247	4,638	1,610
Memberships	2,000	1,793	569	1,223	-
Special Programs	25,000	15,164	14,128	1,036	2,285
Furniture & Equipment	50,000	25,320	39,119	(13,799)	12,692
IT Hardware & Software	42,000	11,683	28,942	(17,259)	(11,995)
Bld & Grnd. Repair	40,000	13,309	26,455	(13,146)	2,715
Furn/Equip Repair	2,000	950	692	258	-
Miscellaneous	3,500	3,396	(2,041)	5,437	223
Audit Service	25,000	16,745	19,375	(2,630)	670
Accounting Service	15,000	13,627	13,068	559	183
UHLAN fees	50,000	36,733	35,609	1,125	-
Capital Expenditures	125,000	26,265	6,740	19,526	-
<b>TOTAL</b>	<b>4,346,314</b>	<b>3,036,007</b>	<b>2,964,616</b>	<b>71,391</b>	<b>274,483</b>

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

CHECKS DISBURSED IN MARCH 2020 BASED ON PRE-APPROVAL	\$	44,706.20
CHECKS DISBURSED IN MARCH 2020 RELATING TO PAYROLL	\$	186,264.52
CHECKS BEING SUBMITTED FOR APPROVAL	\$	82,258.29
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 34: MANUAL DISB (MAR 20) For Dates 3/1/2020 - 3/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38740	03/04/2020	1833	BLUESHIELD OF NORTHEASTERN NY		7,719.73
38741	03/04/2020	2083	CATHERINE PETERS	200512	69.16
38742	03/04/2020	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,059.91
38743	03/04/2020	2087	CITIBANK	200469	1,406.23
38744	03/04/2020	1161	TOWN OF BETHLEHEM	200508	591.39
38745	03/04/2020	1607	VERIZON BUSINESS FIOS	200001	126.98
38746	03/04/2020	1607	VERIZON BUSINESS FIOS	200001	127.77
38750	03/11/2020	2166	BERKSHIRE BOTANICAL GARDEN	200527	120.00
38751	03/11/2020	2167	BINGHAMTON ZOO AT ROSS PARK	200525	65.00
38752	03/11/2020	116	CAPITAL DISTRICT LIBRARY	200515	30.00
38753	03/11/2020	2168	CRAILO STATE HISTORIC SITE	200524	25.00
38754	03/11/2020	2169	EMPIRE STATE AEROSCIENCES MUSEUM	200519	60.00
38755	03/11/2020	2109	ERIC CARLE MUSEUM OF PICTURE BOOK ART	200526	125.00
38756	03/11/2020	1918	HANCOCK SHAKER VILLAGE	200522	250.00
38757	03/11/2020	2212	IROQUOIS INDIAN MUSEUM	200521	35.00
38758	03/11/2020	2139	KIROPES, KAREN	200383	100.00
38759	03/11/2020	1710	CHRISTINE MCGINTY	200542	104.32
38760	03/11/2020	2224	SCHUYLER MANSION STATE HISTORIC SITE	200518	25.00
38761	03/11/2020	2211	STORM KING ART CENTER	200523	125.00
38762	03/11/2020	1954	USS SLATER DE 766	200520	130.00
38763	03/11/2020	1607	VERIZON BUSINESS FIOS	200001	102.77
38764	03/11/2020	1607	VERIZON BUSINESS FIOS	200001	201.98
38765	03/11/2020	2137	WEX BANK	200008	44.02
38766	03/11/2020	2337	WIND, DIANE L.	200494	100.00
38767	03/11/2020	1973	BETHLEHEM PUBLIC LIBRARY		2,500.00
38768	03/13/2020	1581	UNITED STATES POSTAL SERVICE		1,271.00
38772	03/25/2020	1604	CHUBB & SON		775.00
38773	03/25/2020	2087	**CONTINUED** CITIBANK		0.00
38774	03/25/2020	2087	CITIBANK	200537	2,963.23
38775	03/25/2020	720	MVP HEALTH PLAN, INC.		4,694.32
38776	03/25/2020	1570	NATIONAL GRID		2,635.62
38777	03/25/2020	1607	VERIZON BUSINESS FIOS	200001	122.77

Number of Transactions: 32

**Warrant Total: 44,706.20**

**Vendor Portion: 44,706.20**

### Certification of Warrant

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

\_\_\_\_\_  
Date Signature Title

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 35: TRUST & AGENCY (MAR 20) For Dates 3/1/2020 - 3/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38747	03/13/2020	712	CIVIL SERVICE EMPL ASSOC INC.		966.74
38748	03/13/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38749	03/13/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
38769	03/30/2020	712	CIVIL SERVICE EMPL ASSOC INC.		966.74
38770	03/30/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38771	03/30/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100427	03/13/2020	709	BPL SPECIAL PAYROLL ACCOUNT		62,158.16
100428	03/13/2020	710	NYS INCOME TAX BUREAU		3,447.30
100429	03/13/2020	1946	IRS - PAYROLL TAX PMT		20,394.95
100430	03/13/2020	2003	NEW YORK STATE DEFERRED		2,482.99
100431	03/30/2020	709	BPL SPECIAL PAYROLL ACCOUNT		65,067.36
100432	03/30/2020	710	NYS INCOME TAX BUREAU		3,572.70
100433	03/30/2020	730	NYS EMPLOYEES RETIREMENT SYSTE		2,638.50
100434	03/30/2020	1946	IRS - PAYROLL TAX PMT		21,408.73
100435	03/30/2020	2003	NEW YORK STATE DEFERRED		2,620.35

**Number of Transactions: 15**

**Warrant Total: 186,264.52**

**Vendor Portion: 186,264.52**

### Certification of Warrant

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

\_\_\_\_\_  
Date Signature Title

**BETHLEHEM PUBLIC LIBRARY****Check Warrant Report For A - 37: CASH DISB (APR 20) For Dates 4/21/2020 - 4/21/2020**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38786	04/21/2020	2334	ALLEGRA MKTG C/O GLENN READ ENTERPRISES LLC	200538	632.52
38787	04/21/2020	1009	AMAZON CREDIT PLAN	200489	1,854.53
38788	04/21/2020	61	AQUASCAPE DESIGNS LLC	200003	82.99
38789	04/21/2020	64	ARM PRINTING & GRAPHICS	200461	310.00
38790	04/21/2020	77	BAKER & TAYLOR , INC.	200491	12,736.76
38791	04/21/2020	1186	BAKER AND TAYLOR ENTERTAINMENT	200490	197.05
38792	04/21/2020	103	BRODART INC	200440	96.30
38793	04/21/2020	2302	BUTLER ROWLAND MAYS ARCHITECTS, LLP	200535	5,534.24
38794	04/21/2020	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	200550	553.13
38795	04/21/2020	827	PHYLLIS CHAMBERS		433.80
38796	04/21/2020	1315	CITY GLASS COMPANY	200517	600.00
38797	04/21/2020	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	200025	238.58
38798	04/21/2020	1434	DELL MARKETING L.P.	200368	9,942.61
38799	04/21/2020	1220	DEMCO, INC	200444	476.59
38800	04/21/2020	1991	EASTERN MANAGED PRINT NETWORK LLC	200279	553.76
38801	04/21/2020	195	EBSCO INFORMATION SERVICES	200547	784.13
38802	04/21/2020	2215	ELM USA, INC	200437	47.20
38803	04/21/2020	1674	FINDAWAY	200504	344.18
38804	04/21/2020	1986	FIRSTLIGHT FIBER	200005	193.02
38805	04/21/2020	1965	PATRICIA GEROU		433.80
38806	04/21/2020	745	MARY HARTMAN		433.80
38807	04/21/2020	2261	LIBRARY IDEAS, LLC	200505	483.40
38808	04/21/2020	2301	MATT VIA PRUNING	200516	152.50
38809	04/21/2020	1024	MIDWEST TAPE LLC	200492	2,614.72
38810	04/21/2020	1698	MOHAWK VALLEY LIBRARY SYSTEM	200514	16.00
38811	04/21/2020	377	MOORE FIRE EXTINGUISHER	200497	245.00
38812	04/21/2020	1172	ANNE B MOSHER		433.80
38813	04/21/2020	809	NANCY PIERI		433.80
38814	04/21/2020	2088	NYSID	200086	197.91
38815	04/21/2020	2094	ORIENTAL TRADING COMPANY, INC.	200477	44.09
38816	04/21/2020	1823	OVER DRIVE INC.	200548	32,343.21
38817	04/21/2020	2054	PANGBURN LANDSCAPING	200301	1,600.00
38818	04/21/2020	450	PHILLIPS HARDWARE INC	200006	218.26
38819	04/21/2020	458	PITNEY BOWES INC	200009	460.41
38820	04/21/2020	2339	PRONUNCIATOR LLC	200558	1,450.00
38821	04/21/2020	478	QUILL.COM	200506	341.96
38822	04/21/2020	487	RAVENA NEWS HERALD	200533	70.00
38823	04/21/2020	2038	STAPLES BUSINESS ADVANTAGE	200503	530.25
38824	04/21/2020	2154	STERICYCLE, INC.	200513	33.70
38825	04/21/2020	2056	SUPERIOR PRESS	200552	131.44
38826	04/21/2020	587	THE EVANGELIST	200534	25.00
38827	04/21/2020	2307	TRANE U.S. INC.	200549	2,567.88
38828	04/21/2020	2328	UNIFIRST CORPORATION	200327	92.03
38829	04/21/2020	1968	VERIZON WIRELESS	200002	146.87

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 37: CASH DISB (APR 20) For Dates 4/21/2020 - 4/21/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38830	04/21/2020	645	W W GRAINGER INC	200004	713.27
38831	04/21/2020	1707	AUDREY WATSON		433.80
<b>Number of Transactions: 46</b>				<b>Warrant Total:</b>	<b>82,258.29</b>
				<b>Vendor Portion:</b>	<b>82,258.29</b>

### Certification of Warrant

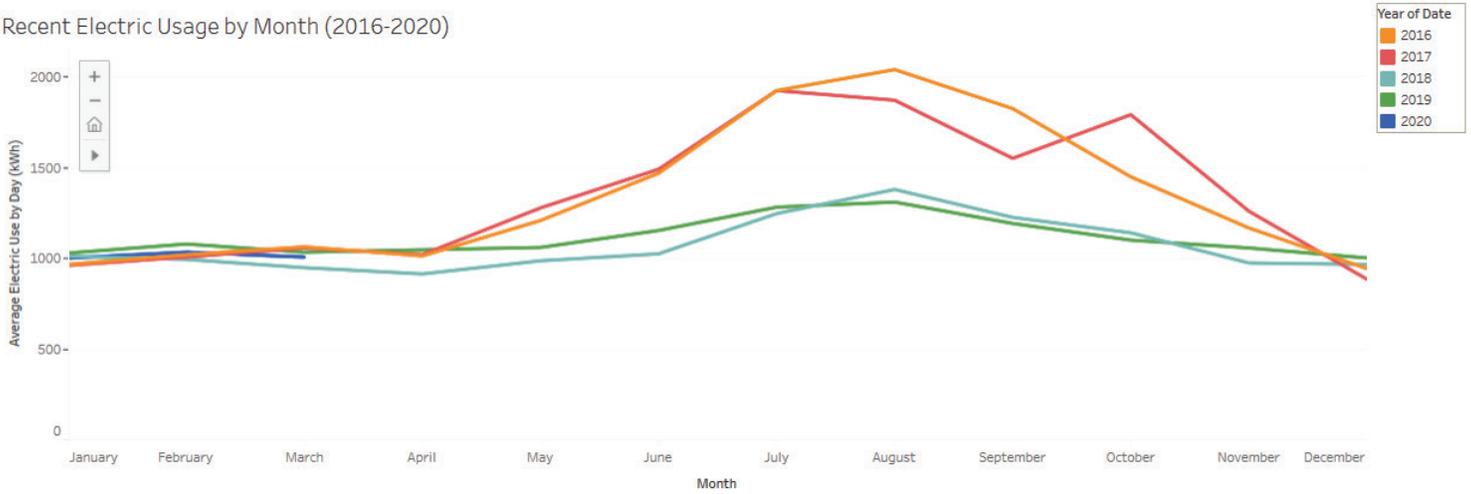
To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_

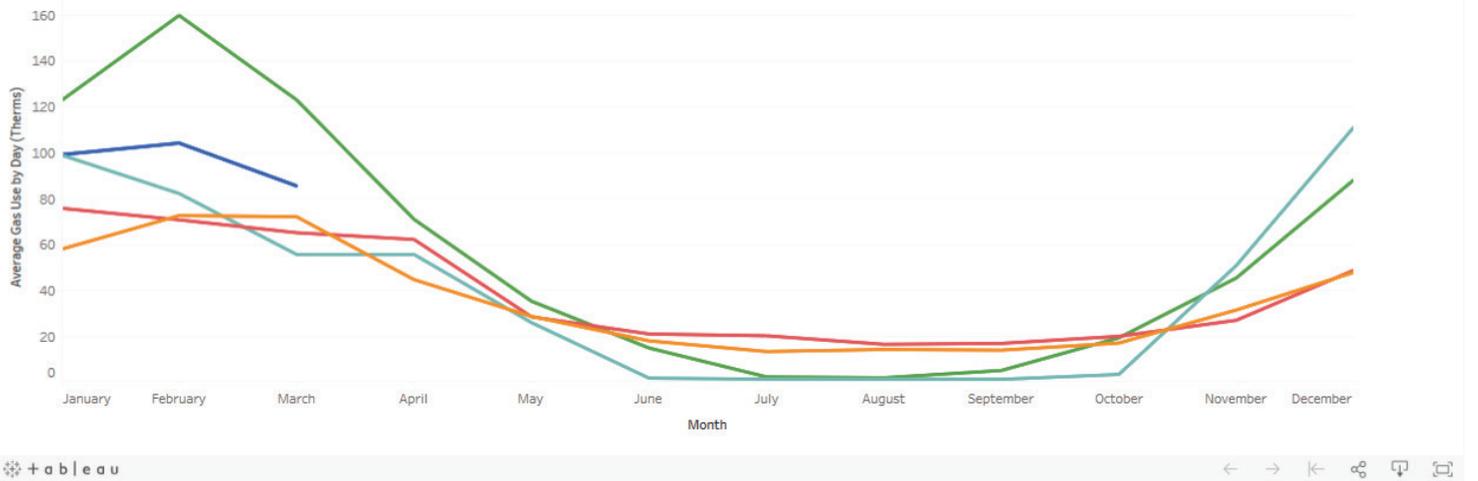
Date Signature Title

Monthly Gas and Electric Comparisons													
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh	
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09	
10/11/2018	30	99	3	\$86.02	\$2.87	\$0.87	30	34,176	1,139	\$3,643.09	\$121.44	\$0.11	
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10	
11/8/2018	28	1,420	51	\$754.30	\$26.94	\$0.53	28	27,264	974	\$2,432.22	\$86.87	\$0.09	
12/12/2017	33	1,606	49	\$798.17	\$24.19	\$0.50	33	29,184	884	\$2,618.16	\$79.34	\$0.09	
12/11/2018	33	3,661	111	\$1,993.69	\$60.41	\$0.54	33	31,872	966	\$3,051.82	\$92.48	\$0.10	
1/11/2018	30	2,964	99	\$1,474.51	\$49.15	\$0.50	30	30,336	1,011	\$3,501.04	\$116.70	\$0.12	
1/11/2019	31	3,801	123	\$2,727.32	\$87.98	\$0.72	31	31,872	1,028	\$2,832.86	\$91.38	\$0.09	
2/9/2018	29	2,380	82	\$1,388.85	\$47.89	\$0.58	29	28,800	993	\$3,871.09	\$133.49	\$0.13	
2/11/2019	31	4,947	160	\$2,863.48	\$92.37	\$0.58	31	33,408	1,078	\$3,451.77	\$111.35	\$0.10	
3/13/2018	33	1,833	56	\$1,238.17	\$37.52	\$0.68	32	30,336	948	\$2,672.72	\$83.52	\$0.09	
3/12/2019	29	3,562	123	\$1,746.64	\$60.23	\$0.49	29	29,952	1,033	\$2,687.90	\$92.69	\$0.09	
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09	
4/10/2019	29	2,054	71	\$1,102.54	\$38.02	\$0.54	29	30,336	1,046	\$2,629.48	\$90.67	\$0.09	
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10	
5/13/2019	33	1,161	35	\$607.54	\$18.41	\$0.52	33	34,944	1,059	\$2,915.97	\$88.36	\$0.08	
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10	
6/12/2019	30	445	15	\$250.06	\$8.34	\$0.56	30	34,560	1,152	\$2,935.52	\$97.85	\$0.08	
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12	
7/12/2019	30	67	2	\$57.96	\$1.93	\$0.87	30	38,400	1,280	\$3,737.61	\$124.59	\$0.10	
8/10/2018	29	35	1	\$44.40	\$1.53	\$1.27	29	39,936	1,377	\$4,473.49	\$154.26	\$0.11	
8/13/2019	32	59	2	\$55.18	\$1.72	\$0.94	32	41,856	1,308	\$4,294.98	\$134.22	\$0.10	
9/11/2018	32	38	1	\$46.65	\$1.46	\$1.23	32	39,168	1,224	\$4,428.29	\$138.38	\$0.11	
9/12/2019	30	151	5	\$109.19	\$3.64	\$0.72	30	35,712	1,190	\$3,473.94	\$115.80	\$0.10	
10/11/2018	30	99	3	\$86.02	\$2.87	\$0.87	30	34,176	1,139	\$3,643.09	\$121.44	\$0.11	
10/11/2019	29	558	19	\$289.40	\$9.98	\$0.52	29	31,872	1,099	\$2,681.35	\$92.46	\$0.08	
11/8/2018	28	1,420	51	\$754.30	\$26.94	\$0.53	28	27,264	974	\$2,432.22	\$86.87	\$0.09	
11/8/2019	28	1,268	45	\$609.93	\$21.78	\$0.48	28	29,568	1,056	\$2,573.81	\$91.92	\$0.09	
12/11/2018	33	3,661	111	\$1,993.69	\$60.41	\$0.54	33	31,872	966	\$3,051.82	\$92.48	\$0.10	
12/11/2019	33	2,902	88	\$1,321.32	\$40.04	\$0.46	33	33,024	1,001	\$2,882.77	\$87.36	\$0.09	
1/11/2019	31	3,801	123	\$2,727.32	\$87.98	\$0.72	31	31,872	1,028	\$2,832.86	\$91.38	\$0.09	
1/13/2020	33	3,261	99	\$1,714.16	\$51.94	\$0.53	33	33,024	1,001	\$2,940.08	\$89.09	\$0.09	
2/11/2019	31	4,947	160	\$2,863.48	\$92.37	\$0.58	31	33,408	1,078	\$3,451.77	\$111.35	\$0.10	
2/11/2020	29	3,016	104	\$1,579.16	\$54.45	\$0.52	29	29,952	1,033	\$2,551.49	\$87.98	\$0.09	
3/12/2019	29	3,562	123	\$1,746.64	\$60.23	\$0.49	29	29,952	1,033	\$2,687.90	\$92.69	\$0.09	
3/11/2020	29	2,476	85	\$1,210.30	\$41.73	\$0.49	29	29,184	1,006	\$2,514.49	\$86.71	\$0.09	

Recent Electric Usage by Month (2016-2020)



Recent Gas Usage by Month (2016-2020)



April 20, 2020 - Board of Trustee Meeting  
 Job Status Report

Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
<b>Previously Approved to Fill &amp; Currently Recruiting</b>										
Technology Assistant FT*	35 hrs/wk		\$33,307 annual or per contract	A. Khlyapov	1/30/2020	2/10/2020				
<b>Or fill as</b>										
Library Clerk FT	35 hrs/wk		\$28,995 annual or per contract \$13.75/hour or per contract	N/A		2/10/2020				
Library Clerk PT	16.57 hrs/wk			B. Tiernan	2/14/2020	2/10/2020				
Librarian 1 FT**	35 hrs/wk	19 hrs/wk; \$27.04/hr 16 hrs/wk; \$28.45/hr	\$52,845 annual or per contract	F. Waldman	2/6/2020	2/10/2020				
				J. Squadere	2/14/2020					
Sr. Library Clerk FT	35 hrs/wk		\$34,714 annual or per contract	M. Frone	4/29/2020	3/9/2020				

**Action Requested**

**Positions Held**

None

\* Request to backfill the Technology Assistant FT position as is or as a Library Clerk FT position

\*\* Request to combine two (2) Librarian 1 PT position into one (1) Librarian 1 FT position

## Director's Report April 2020

### Building and Grounds

Access to the building has been extremely restricted. Only essential tasks that cannot take place remotely are allowed. We recently turned mail delivery back on. We will also be accepting UPS and FedEx deliveries going forward. This will allow us to order products that are essential for us to reopen. We expect shipments of physical materials (books, DVDs) to begin in the future as our vendors begin to restart their operations. The librarians have been preparing orders but not submitting them. We will send orders in batches as we get ready to open so we are not overwhelmed with boxes of books. We will be as stocked up as we can when allowed to restart circulation.

The Building and Grounds staff have been training and reviewing cleaning guidelines and procedures, participating in training and preparing procedures for cleaning and sanitizing when we reopen. They are integrating guidelines on proper use of PPE for cleaning. When it is safe to do so, we hope to have some staff return for outside yard work.

Kevin has deep cleaned the entire main area of the library, wiping down all surfaces and vacuuming everywhere. He is moving to the hallways and that side of the building next. He has kept up on the lights and running the plumbing systems to keep them working properly. The van was started and run around the parking lot to keep from getting flat spots in the tires. The snow blowers have been prepped for storage, and he was able to complete a large amount of pruning on the few nice days so far. He has also been directing his staff toward training and other work that can be completed remotely.

### Programs and Outreach

#### Before closing:

March saw the opening of the seed library with a program on Germination Boxes. We also had a great concert with the Musicians of Ma'alawyck, a packed Succulent Wreath program, and an informative lecture on the Battle of Bennington.

Tori co-presented the BCMS book club. They discussed "The Steep" and "Thorny Way" by Cat Winters. We were happy to have two new students join us at book club this month. Our next title will be "Truly Devious" by Maureen Johnson.

Mary provided an after-school enrichment at Glenmont.

Frank provided an after-school enrichment at Hamagrael with his popular chess club.

Michelle visited two classes at Circle of Friends.

Tori visited the third Hamagrael 5th grade class with the Ozobots after seeing the first two in February. The class learned how the Ozobots work and some beginning coding to program them with markers. Students were very interested in checking them out from the Library of Things, and one student came in the next day to check a set out.

Tori saw all three 5th grade classes at Glenmont. They did a BreakoutEDU game on digital citizenship, which the students had just started working on in library class last week. They had never done BreakoutEDU before and had a lot of fun solving puzzles while reviewing digital citizenship topics.

Tori and Frank visited The Pit – it was very full with many teens playing Super Smash Bros the first two weeks of March

### **Post-closing:**

The librarians have been working on different options to provide programming content to our public with distance and digital materials.

Several videos were immediately created and posted for youth and families. Our patrons seemed very pleased to see “their” librarians online and still at work.

The BOU, Bethlehem Opportunities Unlimited, had agreed to sponsor an author for our teen kick-off, since that event will need to be rescheduled, we will be speaking to them about maintaining the relationship for the future.

The adult book discussions moved online to Goodreads. We will provide some stats on Goodreads next month.

The Digital Scavenger Hunt was put together quickly and is a fun and informative activity. We got a shout out at the ASAC meeting about it.

Librarians are curating content and exploring distance technology. We will be providing different content over different platforms as we try to determine what will work best for us and our public.

### **Public Services**

The team has been fabulous adapting to our current work situation and has been working hard trying to restructure as many of the in-person services and programs that we offered. The whole library staff has been very supportive of each other and appreciative of the opportunity to continue working from home and being paid.

Gordon has been answering the email and phone messages that have been received by the information desks. While he has not been inundated with these, some technology assistance has resulted in numerous email conversations to get the results sought for.

We continue to work toward obtaining a new events calendar and room booking system. Cathy, Patti, Jennifer, Catherine and Chris had an online meeting on the Assabet calendar and room reservation software modules. We currently have a demo of LibraryMarket and SpringShare’s LibCal softwares.

Many staff are utilizing their time to view a variety of webinars, ranging on topics like COVID-19, collection development, embracing diversity and customer service. The librarians are also learning new technology, such as Zoom for live programs and Camtasia for recording Tech Help videos.

Michelle, Anne, Mary and Luke created an Emergency Relief Resources to be made available on the library’s website.

We added Pronunciator for patrons to learn new languages, and Hoopla is now available to our patrons through UHLS.

Frank and Cathy have ordered approximately \$55,000 in new materials on Overdrive. Frank has continued to focus on purchasing multiple items needed to fulfill patron requests.

The librarians have completed their suggested reading lists that are made available at the beginning of the summer. The library assistants and library clerk have finished tagging each title in Encore for easier searching.

Dorothy has continued to be in contact with the Books to People participants on a regular basis. Since we have suspended this service, she has mostly been calling them to see how they are doing and letting them know that the library continues to think of them.

The librarians have been spending a lot of time refocusing in-person programs to virtual engagements.

The Summer Teen Volunteer program is being restructured for teens to be able to volunteer virtually, at home, or at the library while allowing for physical distancing from others. Tasks will include reviewing books, packaging take and go craft activities, creating a library 'zine, and producing craft and STEM demos for virtual viewing. The program will also be reduced to only accept 40 teens (normally closer to 150-175) and require a minimum of four hours from the normal six hours.

Michael has been working on re-introducing the Listening Party on a WordPress blog and researching how to eventually have the Listening Party on Zoom so people can attend in real time.

Kate has created an online scavenger hunt and several activities-based virtual programs.

Michelle has provided several virtual STEM programs.

Michael created a video aimed for kids featuring a song and stuffed animals/puppets, which will be continued.

Frank oversaw the implementation of an online National Poetry Month poetry contest for all ages during the month of April.

Frank, Anne, Michael and Anne are working with Goodreads to offer online book discussions.

The library's storytime webpage has been updated to include a variety of virtual storytimes and resources on other sites. Anne created numerous storytime kits for parents and caregivers to utilize at home, which is also available on this webpage.

## **Circulation and Technical Services**

During this month we completely relearned what it is like to "be a library." We created ad hoc teams, acquired new technology skills, started new streams of communication, and we trained, oh, how we trained.

In one month, we explored remote working tools such as Microsoft Teams, Zoom, GoToMeeting, SharePoint (and personally Google Hangouts and Google Hangouts Meet.) We learned (and are learning) how to access Wi-Fi, conference call etiquette, pitfalls of free software, privacy implications, ways to prevent hacking, social interactions through remote working, and how physical proximity shapes our social interactions. One of my proudest accomplishments isn't my accomplishment at all, but the rapid adoption of new technologies across our organization by staff at all levels.

We reconfigured library circulation processes during social isolation to extend checkouts, remove late fees, keep items on the hold shelf until re-opening, extended library card expiration dates, and stopped all notices sent to library card holders while still keeping access to online circulation software through Encore to enable continued circulation of e-materials and requests for future pickups.

We registered around 40 new library card holders and updated their accounts to allow immediate access to most Bethlehem e-content. Daily checks of our online library card registrations allowed us to immediately spot fraudulent card sign ups and cancel them manually without interfering with access to our e-resources.

We created library training videos using Camtasia to support computer-based training for circulation and collection maintenance staff.

We developed a phased re-opening plan for the library-wide reopening and a secondary plan for circulation, collection maintenance, and technical services planning. We shared our plans with UHLS for use and modification by other libraries.

We developed process maps and suggested process improvements for all functions in circulation, collection maintenance and technical services. Some staff found new software to create aesthetically pleasing and accurate maps.

We redesigned tags and circulation processes for all Library of Things items. We also created a working list of new Library of Things items to add to our existing collections.

We continued emergency supply procurement including parts for the MakerBot, new Flipster titles, face masks, and additional training materials for staff without access to or interest in internet resources.

We submitted orders for popular physical materials with future release dates allowing patrons to keep their requests for popular titles.

We acquired additional wi-fi hotspots for staff use in the future on the T-Mobile network.

We created two new webpages on the library website called “Organizing your Home Library” and “Citizen Archivists” to provide advice and opportunities for library engagement with the public.

We created a process and template for transcribing all public virtual board meetings.

Reviewed library policies and our ever-expanding virtual offerings on our website including

Many staff also participated in the library social media presence including contribution of photos, comments, suggestions, linked resources, as well as attending storytimes and viewing library programs on Zoom, FaceBook or YouTube.

And we answered messages left by library patrons over the phone, through email, or forwarded from FaceBook.

We participated in a plethora of online training from organizations such as:

- Web Junction
- Lynda.com/Linked In training
- Microsoft (Teams, Office, SharePoint)
- Coursera
- American Library Association and Public Library Association
- CDC and IMLS joint training on COVID-19 preparation (and many other COVID-19 response webinars)
- Library 2.0
- Mental health and wellness training
- A multi-part training on homelessness by Ryan Dowd (with many applications to customer service for all users)
- Ted Talks
- Library-related podcasts
- New York Documentary Heritage Program

## **Administration Team**

The admin team has been working hard to support the staff while we are working from home. The team has continued with the regular day-to-day tasks, performed in different ways. With some help from IT, Tanya in the Business Office was able to set up all of the essential financial functions remotely. She worked with Robert to put our business continuity plans into place and perform payroll, tax reporting, and purchase orders remotely. Essential supplies and equipment for the library are being ordered as part of our phased reopening plan.

Jennifer worked to contact community groups to inform them about changes and cancellations for meeting room bookings for April through June. She updated the calendar to reflect the cancellations in a way that is clear for both staff and the public. She has worked with other team members to review and evaluate room booking software. She proofread the Footnotes that was ready to launch but was ultimately pulled from printing when it became clear that in-person programs and meetings for May and June were not feasible.

Kristen worked quickly to rebuild the Footnotes newsletter from the bottom up. The redesigned issue has mailed and will highlight our digital presence and online offerings. She coordinated our increased social media presence to market our digital services and programs. She organized new website content and rebuilt several parts of the site to promote digital services and make them easier to find. She has branded and promoted new online program series as well as worked with local media to provide out regular weekly columns and press releases. She proposed and is now implementing an email newsletter for our patrons.

Much of the communication to the staff from Tracey in the HR office has been COVID-19 related. She is keeping us informed about the changes to state and federal leave, pay provisions due to COVID. Advising staff about resources available to them (local, state, and federal), changes to benefits, and the NYS retirement system. Lots of training on COVID related impacts on employers and the resulting legal issues.

## **HVAC Executive Summary**

DASNY communicated that they were ready to officially close the HVAC project. I sent the approval and forms necessary for them to issue a refund of the unexpended amount. I have not received the official final accounting but expect it shortly.

Geoffrey Kirkpatrick, Library Director in exile

Library Collection				2018-19	Current Total
Adult fiction				26,708	25,842
Adult non-fiction				29,506	29,898
Adult audio				7,216	6,996
Adult video				7,964	8,330
Young adult fiction				5,607	5,391
Young adult nonfiction				543	522
Young adult audiobooks				364	383
Children's fiction				25,716	26,920
Children's non-fiction				15,034	15,393
Children's audiobooks				1,462	1,673
Children's video				1,989	1,957
OverDrive - UHLS Shared				69,231	77,575
e-magazines				107	133
Electronic (games, ereaders)				482	567
Total				191,929	201,580
Library Programs	Mar-20	Mar-19	% change	2018-19	F-Y-T-D
Programs	35	81	-56.8%	843	641
Program attendance	599	1,952	-69.3%	24,838	17,089
Outreach Programs	13	24	-45.8%	285	161
Outreach Attendance	223	430	-48.1%	9,929	6,476
Circulation	Mar-20	Mar-19	% change	2018-19	F-Y-T-D
Adult fiction	8,269	12,228	-32.4%	149,583	112,242
Adult non-fiction	4,715	8,793	-46.4%	97,179	70,547
Adult audio	2,642	4,236	-37.6%	49,601	34,285
Adult video	5,677	9,375	-39.4%	109,652	74,923
Adult magazines	1,586	1,976	-19.7%	21,596	15,893
Young adult fiction	982	1,591	-38.3%	19,610	14,196
Young adult nonfiction	57	127	-55.1%	1,476	1,106
Young adult audiobooks	109	105	3.6%	1,331	1,023
Young adult magazines	1	3	-66.7%	74	42
Children's fiction	5,278	11,665	-54.8%	137,492	100,052
Children's non-fiction	1,618	3,475	-53.5%	38,616	26,388
Children's audiobooks	369	559	-34.0%	7,690	5,431
Children's video	416	1,238	-66.4%	14,997	8,501
Children's magazines	5	29	-82.8%	370	156
Electronic (games, ereaders)	341	705	-51.6%	6,966	5,855
Total	32,065	56,106	-42.8%	656,232	468,240
Interlibrary Loan	Mar-20	Mar-19	% change	2018-19	F-Y-T-D
Borrowed from others	3,367	7,764	-56.6%	86,393	60,078
Loaned to others	2,636	5,702	-53.8%	67,302	46,384
Miscellaneous	Mar-20	Mar-19	% change	2018-19	F-Y-T-D
Visits to our home page	53,641	81,323	-34.0%	849,506	623,867
Public use of meeting rooms	64	51	25.5%	436	408
Public meeting attendance	364	598	-39.1%	6,867	4,784
Staff use & library programs	99	88	12.5%	1,038	847
Study room sessions	205	489	-58.1%	5,267	3,498
Tech room/ Studio use	6	21	-71.4%	305	289
Door count	11,031	27,302	-59.6%	310,464	216,914
Registered BPL borrowers	63	85	-25.9%	1,012	719
Computer signups	1,953	3,597	-45.7%	34,871	28,903
Museum Pass use	35	124	-71.8%	1,833	1,384
E-book use	8,126	6,154	32.0%	71,054	62,426
E-magazine use	1,131	1,310	-13.7%	12,415	10,619
Equipment	230	508	-54.7%	5,432	3,604
Wireless Use	8,357	9,903	-15.6%	172,258	99,565

# LIBRARY **CALENDAR**

## EVENT AND ROOM MANAGEMENT SYSTEM

**IMPLEMENTATION** **\$2,000.00**

*Installation, configuration, and customization*

**ADVANCED DATA MIGRATION** **\$1,500.00**

*Hosting, maintenance, upgrades, and support*

**ANNUAL SUBSCRIPTION (1 Year)** **\$2,000.00**

*Hosting, maintenance, upgrades, and support*

### **1-YEAR CONTRACT**

**\$5,500.00**

## **SERVICE LEVEL AGREEMENT** *for use of LibraryCalendar*

This Agreement is effective as of date of signing (“Effective Date”) by and between:

Licensor:

*Library Solutions, LLC (doing business as Library Market)*  
*225 S. Main St., Ste. 101*  
*Jonesboro, AR 72401*

and

Licensee:

*Bethlehem Public Library*  
*451 Delaware Ave.*  
*Delmar, NY 12054*

Whereas,

1) the Licensee wishes to obtain and the Licensor wishes to grant a nonexclusive, nontransferable license to use Library Calendar (hereinafter “Asset”) for the term and specific purpose set forth in this Agreement, and

2) each Party represents and warrants that it has the right and authority to enter into this agreement and that doing so will not violate, conflict with, or cause a material default under any other contract, agreement, indenture, decree, judgment, undertaking, conveyance, lien, or encumbrance to which it is a party or by which any of its property is or may become subject or bound, the Parties agree as follows:

### **SECTION 1. CONTRACT PERIOD**

This Agreement will begin on the Effective Date and continue for an initial term of one year. The Agreement will automatically renew for additional terms of one year each unless either Party gives notice of cancellation at least 30 days prior to the expiration of the original term or any

renewal thereof.

### **SECTION 2. BILLING AND PAYMENT**

Payments are due to the Licensor in advance annually. Service will not start until the payment is received. If payment is not received within these terms, the Licensor will serve a 7-day notice via email, after which the Licensor will terminate services.

### **SECTION 3. LICENSES**

The Licensor hereby grants to the Licensee a personal, nonexclusive, nontransferable license during the term of this Agreement to use, in object code form, all software and related documentation provided by the Licensor furnished to the Licensee under this Agreement. The Licensee agrees to use commercially reasonable efforts to ensure that its employees and users of the Asset hereunder comply with the terms and conditions set out in this Agreement. The Licensee agrees to refrain from any attempts to derive a source code equivalent, such as reverse assembly or reverse compilation, of the Asset. All material furnished to the Licensee under this Agreement shall be used for the Licensee’s internal business purposes only, shall not be reproduced or copied in whole or in part, and shall not be removed from the United States.

### **SECTION 4. LEGAL COMPLIANCE**

Each Party shall, at its own expense, comply with all laws, regulations, or other legal requirements that apply to it and this Agreement, including copyright, privacy, and communications decency laws. The Licensee represents and warrants it shall undertake any responsibilities and expenses incurred should any consent, approval, or authorization via designation, declaration, or filing with any government authority be required in connection with the valid execution, delivery, and performance of this Agreement.

### **SECTION 5. WARRANTIES**

#### *5.1. Acceptable Use*

The Licensee is solely responsible for the content of any postings, data, or other

transmissions or uses of the Asset by any person or entity the Licensee permits to access the Asset. The Licensee represents and warrants that it will:

- a. Not use the Asset in a manner which:
  - (i) is prohibited by any law or regulation,
  - (ii) facilitates the violation of any law or regulation, or (iii) disrupts any third parties' similar use of the Asset, and
- b. Not violate or tamper with the security of any of the Licensor's computer equipment or programs.

If the Licensor has reasonable grounds to believe that the Licensee is utilizing the Asset for any such illegal or disruptive purpose, the Licensor retains the right to suspend the Asset immediately with or without notice to the Licensee. The Licensor may terminate the Agreement as outlined in Section 12 if the Licensee fails to adhere to these acceptable use standards.

### *5.2. Disclaimer*

THE WARRANTIES SET FORTH IN THIS SECTION 5 ARE THE ONLY WARRANTIES MADE BY THE LICENSOR. THE LICENSOR MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE ASSET AND ANY RELATED SERVICES OR SOFTWARE. THE LICENSOR HEREBY EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR IMPLIED WARRANTIES ARISING FROM A COURSE OF DEALING OR COURSE OF PERFORMANCE. NO ORAL OR WRITTEN INFORMATION GIVEN BY THE LICENSOR, ITS EMPLOYEES, OR THE LIKE WILL CREATE A WARRANTY.

## **SECTION 6. LIMITATION OF LIABILITY**

### *6.1. Damages*

EXCLUDING THE LIABILITY UNDER THE SECTION ENTITLED "NO INFRINGEMENT" BELOW, UNDER NO CIRCUMSTANCES WILL THE LICENSOR OR ANYONE ELSE INVOLVED IN ADMINISTERING, DISTRIBUTING, OR PROVIDING THE SERVICES BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT RESULT

FROM THE USE OF OR INABILITY TO USE THE SERVICES, INCLUDING, BUT NOT LIMITED TO: LOSS OF REVENUE, LOSS OF PROFITS, OR DAMAGES THAT RESULT FROM MISTAKES, OMISSIONS, INTERRUPTIONS, DELETION OF FILES OR EMAIL, ERRORS, DEFECTS, VIRUSES, DELAYS IN OPERATION OR TRANSMISSION, FAILURE OF PERFORMANCE, THEFT, DESTRUCTION, OR UNAUTHORIZED ACCESS TO THE LICENSOR'S RECORDS, PROGRAMS, OR SERVICES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT OF ANY BREACH BY THE LICENSOR OF THIS AGREEMENT, THE LICENSOR'S LIABILITY TO THE LICENSEE WILL NOT EXCEED THE AMOUNT PAID TO THE LICENSOR BY THE LICENSEE DURING THE PREVIOUS THREE MONTHS.

### *6.2. No Infringement*

The Licensor warrants that the Asset will not infringe any patents, trademarks, copyrights, or any other proprietary rights of a third party or constitute a misuse or misappropriation of a trade secret ("Infringement"). The Licensee shall notify the Licensor promptly in writing of any known action brought against the Licensee based on an allegation that the Licensee's use of the Asset constitutes Infringement. The Licensor will defend, indemnify, and hold the Licensee harmless from any such action at the Licensor's sole expense, provided that the Licensor shall have sole control of the defense of any such action and all negotiations and/or settlements and that the Licensee reasonably cooperates with the Licensor in such defense. In the event that a final injunction is obtained against the Licensee's use of the Asset by reason of an Infringement or the Licensee is otherwise prohibited from using the same, the Licensor shall, to the extent possible and at its expense, either (a) procure for the Licensee the right to continue to use the services that are infringing, or (b) replace or modify the services to make their use non-infringing while being capable of performing the same function within 60 days. If neither option is available to the Licensor, then the Licensee may terminate this Agreement without penalty or further payment other than payment of fees for use of the Asset

prior to termination.

## **SECTION 7. CONFIDENTIAL INFORMATION**

### *7.1. Definition*

For purposes of this Agreement, “Confidential Information” shall mean information including, without limitation, all data, computer programs, code, algorithms, names and expertise of employees and consultants, know-how, formulas, processes, ideas, inventions (whether patentable or not), schematics and other technical, business, financial and product development plans, forecasts, strategies and information marked “Confidential,” or, if disclosed verbally, is identified as confidential at the time of disclosure. In addition to the foregoing, Confidential Information shall include third party software, if any, that may be provided to Customer under this Agreement, including any related source or object codes, technical data, data output of such software, documentation, or correspondence owned by the applicable licensor.

Confidential Information excludes information that:

- a. Was or becomes publicly known through no fault of the receiving Party;
- b. Was rightfully known or becomes rightfully known to the receiving Party without confidential or proprietary restriction from a source other than the disclosing Party;
- c. Is independently developed by the receiving Party without the participation of individuals who have had access to the Confidential Information;
- d. Is approved by the disclosing Party for disclosure without restriction in a written document which is signed by a duly authorized officer of such disclosing Party; and
- e. The receiving Party is legally compelled to disclose; provided, however, that prior

to any such compelled disclosure, the receiving Party will: (i) assert the privileged and confidential nature of the Confidential Information against the third party seeking disclosure and (ii) cooperate fully with the disclosing Party in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information. In the event that such protection against disclosure is not obtained, the receiving Party will be entitled to disclose the Confidential Information, but only to the extent necessary to legally comply with such compelled disclosure.

### *7.2. Nondisclosure*

During this the term of this Agreement and for a period of 2 years thereafter, each Party agrees to use Confidential Information only as permitted under this Agreement; Each Party agrees to only disclose the other Party’s Confidential Information to its employees: (a) on a need-to-know basis in order to further permitted uses of such information; and (b) who are informed of the nondisclosure/non-use obligations imposed by this Agreement. Both parties shall take steps each determines appropriate to implement and enforce such non-disclosure/non-use obligations.

### *7.3. Agreement*

Each of the Parties agrees not to disclose to any third party the terms of this Agreement, including pricing, without the prior written consent of the other Party except to advisors, investors, and others on a need-to-know basis under circumstances that reasonably ensure the confidentiality thereof, or to the extent required by law.

### *7.4. Injunctive Relief*

In the event of an actual or threatened breach of the above confidentiality provisions, the non-breaching Party will have no adequate legal remedy and will be entitled to immediate injunctive and other equitable relief without bond and without the necessity of showing actual money damages.

## **SECTION 8. LICENSEE RESPONSIBILITY**

Under the terms of this Agreement, the Licensee guarantees that it will:

- a. Accept sole responsibility for the content of any communications the Licensee transmits using the Asset and shall defend, indemnify, and hold harmless the Licensor from and against all liabilities and costs (including reasonable attorney's fees) arising from any and all third-party claims based on the content of such communications.
- b. Make no attempts to resell the Asset.
- c. Use the Asset only for lawful purposes.
- d. Implement and maintain security procedures necessary to limit access to the Asset to the Licensee's authorized users.
- e. Implement and maintain external procedures for reconstruction of lost or altered files, data, or programs.
- f. Establish designated points of contact for interfacing with the Licensor.

## **SECTION 9. LICENSEE DATA**

All data is owned by the Licensee and is to be held in strict confidentiality. The Licensor will delete and destroy all copies of data once the Agreement is terminated with or without default as outlined in Section 12. The Licensee has the option to receive backup data prior to deletion as per Section 11. All rights, titles, and interests in and to the Asset and all copyrights, patents, trademarks, service marks, or other intellectual property or proprietary rights relating thereto belong exclusively to the Licensor. Any modification to the Asset performed by the Licensee that directly or indirectly extends the current capabilities shall be the property of the Licensor, and all copyrights and other rights are hereby assigned to the Licensor.

## **SECTION 10. SERVICE PERFORMANCE GUARANTEES**

### *10.1. Hosting and Service Outages*

The Licensor guarantees 99.9% availability of the hosting services required to use the Asset. In the event of a service outage, the duration will be determined by totaling the amount of time trouble tickets are open with Licensor Customer Support for service. The time begins when Licensor Customer Support opens a trouble ticket and ends when Licensor Customer Support notifies the Licensee of service restoration. All service outage claims are subject to review and verification by the Licensor, who reserves the right to change or modify the foregoing rules or discontinue this limited guarantee program with 30 days' prior written notification to the Licensee.

### *10.2. Credit Requests*

All credit requests should be sent to the Licensor via U.S. Postal Mail. The Licensor will acknowledge all requests for credit within 10 business days of receipt and inform the Licensee via email or U.S. Postal Mail within 30 days whether the request is approved or denied. Credits will be issued within 30 days from credit approval.

### *10.3. Customer Service*

Customer service requests are handled through a support ticket system. Hours for customer service are Monday-Friday, 8 a.m. to 5 p.m. CST.

## **SECTION 11. BACKUP DATA**

The Licensor will deliver a full backup of customer data in .TAR format on a flash drive via U.S. Priority Mail provided the Licensee agrees to pay a charge of \$50.00 per backup copy.

## **SECTION 12. TERMINATION**

### *12.1. Termination Procedures*

If any Party fails to perform or observe any material term or condition of this Agreement and such failure continues without remedy for 30 days after receipt of written notice: 1) the other Party may terminate this Agreement, or 2) where the

failure is nonpayment by Licensee of any charge when due, the Licensor may, at its option, terminate or suspend services if the Licensee does not cure said breach within 7 days following a notice of delinquency.

### *12.2. Insolvency*

This Agreement may be terminated immediately upon written notice by either Party if the other Party becomes insolvent or involved in a liquidation or termination of business, files a bankruptcy petition, has an involuntary bankruptcy petition filed against it (if not dismissed within 30 days of filing), becomes adjudicated bankrupt, or becomes involved in an assignment for the benefit of its creditors.

### *12.3. Charges*

The Licensee shall be responsible for payment of all charges under a terminated Agreement incurred as of the effective date of termination. If the Licensee terminates this Agreement or elects to reduce the number of authorized end users, then, in addition to amounts due for use of the Asset and Support Services actually rendered prior to the termination of this Agreement or reduction of users, there shall be immediately due and payable by the Licensee an amount equal to 50% of the fees that would have been paid for the remainder of the term.

## **SECTION 13. GENERAL PROVISIONS**

13.1. This Agreement, including any amendments and attachments that are incorporated herein, constitute the entire agreement between the Parties and shall be binding when accepted by the Licensee. No modification, termination, or waiver of any provisions of this Agreement shall be binding unless in writing and signed by authorized officers of the Parties. No provision of any purchase order or other document issued by the Licensee shall be binding or effective for any purpose unless accepted by the Licensor in writing. It is further expressly understood and agreed that, there being no expectations to the contrary between the Parties, no regular practice or method of dealing between

Parties or their respective industries shall be used to modify, interpret, supplement, or alter in any manner the express terms of this Agreement or any part thereof.

13.2. Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the Parties, nor shall either Party have the right, power, or authority to create any obligation or duty, express or implied, on behalf of the other.

13.3. The Asset or any associated materials shall not be exported or re-exported in violation of any export control provisions of the United States or any other applicable jurisdiction.

13.4. This Agreement may not be assigned, sublicensed, or transferred in whole or in part by the Licensee without the prior written consent of the Licensor. Any attempted assignment, subletting, or transfer shall be void.

13.5. If any provision(s) of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not be in any way affected or impaired thereby.

13.6. No delay or failure either Party in exercising any right(s) herein and no partial or single exercise thereof shall be deemed in itself to constitute a waiver of such right(s) or any other rights herein. Any waiver by either Party of any breach of the provisions of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach.

13.7. In the event that either Party is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of natural disaster, terrorism, fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of god, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies, actions or decrees of governmental bodies or communication

line failure not the fault of the affected Party or other causes beyond such Party's reasonable control (a "Force Majeure Event"), the Party has been so affected shall immediately give notice to the other Party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds 7 days from the receipt of notice of a Force Majeure Event, the Party whose ability to perform has not been so affected may, by giving written notice, immediately terminate this Agreement as provided in Section 12.

13.8. The Licensee shall furnish, at the Licensor's request but no more frequently than annually, a signed certification:

- 1) verifying that the Asset is being used pursuant to the terms of this Agreement
- and 2) listing the locations where the Asset is being used.

13.9. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and each of which together shall constitute a single instrument.

13.10. This Agreement shall be governed by and construed under the laws of the State of Arkansas applicable to contracts made in and wholly to be performed in the State of Arkansas without regard to conflicts of law.

# ACCEPTANCE OF QUOTE

Bethlehem Public Library  
451 Delaware Ave.  
Delmar, NY 12054  
(518) 439-9314

**Proposal Date:**  
April 16, 2020

PROJECT FEES	
■ Library <b>Calendar</b> - Implementation	\$ 2,000.00
■ Library <b>Calendar</b> - Evanced Data Migration	\$ 1,500.00
■ Library <b>Calendar</b> - Annual Subscription	\$ 2,000.00
<b>Total</b>	<b>\$ 5,500.00</b>

## PAYMENT METHOD

Make checks payable to:

Library Market  
225 S. Main St., Ste. 101  
Jonesboro, AR 72401

## TERMS

SERVICES

- Implementation due upon signing
- Subscription due at launch

Client Name	Position
Date	Signature of Approval
Ben Bizzle	CEO
Library Market	Position
April 16, 2020	
Date	Signature of Approval



## PROJECT PROPOSAL

# Library**Calendar** *event & room management*

## Anticipated Board Projects

### March

#### Schedule for 2020

- December
  - ~~Trustees for contract negotiation team~~
  - ~~UHLAN contract~~
- January 2020
  - ~~Architect Long Range Plan Presentation @ Board Meeting~~
  - ~~Deliver director evaluation~~
  - ~~Preliminary budget discussions~~
- February 2020
  - ~~Discuss finance systems with school district~~
  - ~~Hallway furniture~~
  - ~~Budget discussion~~
  - ~~Library advocacy day~~
- March 2020
  - Footnotes budget letter approved - postponed
  - ~~Election packets are ready~~
- Spring 2020
  - Contract negotiations
- June 2020
  - Trustee election and budget vote (date TBD)
- Summer 2020
  - Revisit specialized attorneys
  - Long Range Plan (including capital plan) completed



## Bethlehem Public Library

Published by Kristen Roberts (P) · April 11 at 2:38 PM · 🌐



For now, all is quiet inside Bethlehem Public Library, but our MakerBot 3D printer has a big job to do. It is currently working overtime churning out the pieces that are a key component to the protective face shields that health care workers are using to protect themselves during the Coronavirus pandemic.

36



6,034  
People Reached

1,202  
Engagements

[Boost Post](#)

268

18 Comments 38 Shares

Like

Comment

Share



APRIL 6-30, 2020

# NATIONAL POETRY MONTH CONTEST



For all ages!  
Be creative!  
Enter online!



**FOR DETAILS ON HOW TO ENTER VISIT:  
[WWW.BETHLEHEM PUBLIC LIBRARY.ORG](http://WWW.BETHLEHEM PUBLIC LIBRARY.ORG)**

# Your Best Shot

Doing what they can

April 16, 2020 | Updated: April 16, 2020 6:55 p.m.



1 of 3



Bethlehem Public Library staff tell the community that they are missed through a series of outdoor signage. Like other libraries in the region, Bethlehem Public Library in Delmar is closed until further notice in response to the coronavirus emergency and physical distancing guidelines issued by the state. While the doors are closed, staffers have been busy stepping up the online resources available to cardholders, such as additional e-books, digital magazines, streaming services, as well as research and learning tools. Librarians have also

[...more](#)



**zoom**  
**STORYTIMES**  
**WITH KATE**