



Board of Trustees Meeting

September 14, 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 and during the meeting: <http://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>**
- **Approval of previous meeting minutes (p. 2-8)**
- **Financial report (p. 9-14)**
 - Treasurer's update**
 - **H- fund transfer: NYS library construction grant funds**
- **Personnel report (p. 15)**
 - Personnel actions**
- **Director's report (p. 16-36)**
- **UHLS report**
- **New business**
 - Patron conduct policy**
 - Hoopla participation (p. 27-38)**
 - Chromebooks**
 - Committee discussion**
 - Other new business**
- **Old business**
 - Long range plan steering committee - update**
 - MERV filters for HVAC**
 - Reopening phase discussion**
 - Other old business**
- **Future business**
- **Public Participation**
- **Adjournment**
 - Next board meeting: TUESDAY October 13, 2020 6:00pm (Virtual Meeting)**
 - Next Friends of the Library meeting: September 19th, 2020 (Virtual Meeting)**

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday August 10, 2020

PRESENT: Mark Kissinger
Harmeet Narang
Mary Redmond
Lisa Scoons
Michelle Walsh
Charmaine Wijeyesinghe

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Caroline Brancatella

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

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

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

LONG RANGE PLAN PRESENTATION

Library architect P. Mays outlined where things are in the planning process and what the next steps are. He noted that the board has been given a variety of layout schemes – from those with extensive interventions to ones that work within the library’s existing footprint. He said that at the next Long Range Plan Committee meeting, they would be looking at coming up with a hybrid of the preferred concepts from all the schemes. Once those ideas were solidified, there would be a graphic presentation to the full board. P. Mays said he and L. Hayes hope to wrap up the master plan around October and start looking at the next step.

The board asked if the analysis of the Borthwick property would be ready for review. P. Mays said that it had been completed and would be amended to the overall master plan. He said the main takeaway is that the property may be useful in the short term as storage but that the land is more valuable than the structure. He noted that demolition is something that is eligible for state construction grants.

P. Mays signed off the meeting at 6:12pm.

REMAINING AUTHORIZATIONS

G. Kirkpatrick noted that the authorizations now include the board treasurer, along with the director and the business manager, as bonded for \$1 million.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board unanimously approved the revised board authorizations for 2020-21 as presented.

PUBLIC PARTICPATION

There was no public participation.

The board continued the Long Rang Plan discussion. There was some discussion about where the planning process stood and how to move forward without a cost estimate for some of the schemes. L. Scoons said she thought P. Mays' time estimates put them ahead of where she felt they were. G. Kirkpatrick said any decision being made was for a long-range planning concept for the building, not an actual project. C. Wijeyesinghe said she would like to be able to get a tour of the library spaces so she can better conceptualize the elements in the various schemes. G. Kirkpatrick said it could be done on a Saturday in a safe and socially distant way. The board expressed interest in doing so.

MINUTES

Minutes of the 13 July 2020 board meeting and the 15 July 2020 Long-Range Planning Committee meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh.

FINANCIAL REPORT

C. Wijeyesinghe asked if the library expected any issues with state aid due to the pandemic. G. Kirkpatrick said he has been told to expect the amount to be about 20 percent less than the approximately \$24,000 that was budgeted and that there could be some delays. He noted that the impact was greater for the library system than Bethlehem individually.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 31 July 2020 (Manual Disbursements for July \$37,495.04; Cash Disbursements/Accounts Payable for July \$127,541.96; Trust & Agency Disbursements/Salaries for July \$183,350.95; CapProject Fund/Hand-Drawn Checks for July \$0; Total: \$348,387.95).

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said the actions requested were changing the hourly salary of the board treasurer to \$50, which is what the previous treasurer made and replacing an open page position. M. Redmond said the financial committee has concluded interviews for the board treasurer and would like to offer a candidate the position, contingent upon a background check.

PERSONNEL ACTION

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

- District library treasurer, part-time, permanent, up to 12 hours/week at \$50/hour
- Library page, part-time, permanent, 11.67 hours/week at \$11.80/hour or per contract.

DIRECTOR'S REPORT

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

- Between curbside pickup, the Pop-Up Library and Book Bundles, last month was the first time physical circulation exceeded electronic circulation since the library closed in March. The Pop-Up Library now has set hours through the end of August, and the library is making note of new circulation patterns that are emerging from these services.
- Electronic materials had been dominating recent purchasing while the library was closed, but now that physical checkouts are happening, staff will seek to balance the need for new physical materials while maintain spending on electronic items.
- A curbside checkout graph illustrates how the service became more efficient as it went on.
- G. Kirkpatrick included some additional numbers of Hoopla, and said it is his recommendation that the library continue to offer the service beyond the expiration of the Upper Hudson group purchase. He said the numbers show it is very popular with BPL patrons and there would be outcry from the public if it were taken away.
- The library saw a huge month to month increase in the use of e-materials during the pandemic.
- Electric use has been lower this summer even though it has been a hot year. M. Redmond asked if those numbers factored in that the library is not open as much. G. Kirkpatrick said the settings have been tweaked to bring in as much outside air as possible, which means the humidity is higher, something the library is mitigating with dehumidifiers.
- H. Narang noted that circulation of DVDs has dropped off. G. Kirkpatrick said part of the reason is that it is more of a browseable collection. He noted that there are DVDs and binge boxes available at the Pop-Up Library. The board asked if DVDs requests could be made available through Book Bundles.
- H. Narang asked if there was some way that automatic overdue notices could be modified to note that there will be a delay before check in. G. Kirkpatrick said staff was looking into it, but notices go out systemwide, and with so many libraries operating in different ways, it is hard to have a uniform message.
- L. Scoons asked how quickly new materials were getting into circulation. G. Kirkpatrick said a lot of publishing has been kicked out to fall, but staffers have been busy processing the backlog of items that arrived while the library was closed. New materials go to fulfill BPL patron holds first. Book requests have remained steady compared to last year.
- H. Narang asked if there have been plans regarding how to maintain curbside services going into the cooler months. G. Kirkpatrick said staff have been looking at a tent and other modifications to the area.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board did not meet in August but the service committee did. She said they have nine applications for grants with the total amount to spend at around \$400,000.

NEW BUSINESS

Board committees

M. Kissinger encouraged the board to review the committee roster and see if there are other areas where members would like to serve. He said the time commitment is really up to the committee members. C. Wijeyesinghe asked if anyone else would be willing to serve on the personnel committee as it would be helpful to her as a new board member. The board noted that the committee memberships could be updated with a vote at any time.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved the following board committees for 2020-21:

Standing Committees in the bylaws:

Building Committee – H. Narang, C. Wijeyesinghe
 Finance Committee – M. Redmond, M. Kissinger
 Personnel Committee – C. Wijeyesinghe
 Nominating – as needed

Committees authorized each year:

Policy Committee – C. Brancatella, M. Kissinger, C. Wijeyesinghe
 Long Range Plan Committee – H. Narang, M. Kissinger, L. Scoons, M. Walsh
 Collections Committee – M. Kissinger, H. Narang

To authorize at need:

Negotiation Committee – L. Scoons, C. Brancatella

Fines

M. Kissinger said that at some point the library will have to turn fines back on, but he wanted to give people a lot of notice and set a target date. The board discussed what a reasonable target date would be and settled on November 1. They also talked about how to manage how the 72-96-hour quarantine period could affect the assessment of fines. G. Kirkpatrick said library staff was working on coming up with a procedure. He said having an actual date that fines will start back up will be reassuring to patrons, some of whom have expressed that they could be caught off guard by the fines switching back on.

M. Redmond asked that the topic of fines remains on the agenda each month so the board can revisit where they stand.

On a MOTION by M. Walsh with a SECOND by M. Redmond, the board unanimously voted to extend the no-fines provision through November 1.

Emergency authorizations

G. Kirkpatrick asked the board to extend the emergency resolution passed in June allowing the director/assistant directors to adjust as-needed some policies that could be affected by the need to respond to the current pandemic, such as waiving fines, adding mask-wearing to the patron conduct policy, etc.

On a MOTION by M. Redmond and a SECOND by H. Narang, the board unanimously agreed to give the library director discretion in suspending library operations and to adapt the following policies as needed: Collection Development Policy, Borrowing Policy, Patron Conduct Policy, Programming Policy, and the Displays and Exhibit Policy through the COVID-19 emergency to expire at the September board meeting.

WiFi at Bethlehem Town Hall

The board was presented with a quote for the installation of the necessary infrastructure to provide Free Library WiFi to the Town Hall playground area. It would be a one-time cost as the ongoing signal will be coming from the library. Board members indicated they would be interested in the town sharing the cost. G. Kirkpatrick said free WiFi throughout town was a library mission and incredibly popular with the community.

On a MOTION by M. Redmond with a SECOND C. Wijeyesinghe, the board unanimously approved spending \$5,925 with Adirondack Cabling Inc. to install the necessary wiring to provide WiFi at the Bethlehem Town Hall park.

Other new business

There was no other new business discussed at this time.

OLD BUSINESS

Long range plan steering committee - update

Discussed earlier.

MERV filters for HVAC

Discussed in the director's report.

Reopening phase discussion

G. Kirkpatrick presented an outline for plans to reopen to browsing, but said the board would have to weigh in on whether they felt the two-team staffing system should continue as is or if both teams be combined to add services. He said that once that was decided, there was a pretty clear path forward in planning to resume in-person browsing in the library.

The board discussed which services they felt were most important to resume. G. Kirkpatrick said there was a need for both the in-person browsing option, as well as computer use. Because computer use would be very staff intensive and bring patrons in for longer periods of time, the board agreed to phase in in-person browsing first with established limits.

G. Kirkpatrick noted that combining the teams would not necessarily mean everyone would be working at the building at any given time, and there was planning to be done in order to maintain adequate distancing, but additional staff would allow the library to expand the existing services, which are currently very labor intensive.

The board discussed what in-person browsing and staffing would look like. G. Kirkpatrick said there would be no chairs or areas to congregate, and the library would limit the number of people inside at any given time. The board wanted to make sure that the public was notified well in advance that the in-person experience would not be what they were used to in pre-pandemic times.

The board recognized that it is impossible to predict whether opening the library will decrease the demand for curbside service, but G. Kirkpatrick said staff would be watching the numbers closely to see any new patterns of use.

M. Redmond and M. Kissinger said they were strongly in favor of adding some Saturday service hours.

M. Kissinger said that there may be circumstances where the building would need to shut down once it has reopened, and it would need to be communicated to the public that this is a possibility.

The board discussed the timing of a reopening plan, and G. Kirkpatrick said he could start putting a strategy together right away. The board agreed to extend the director's emergency authorization power until the September meeting so that, if needed, re-opening plans could be implemented before that time.

Holidays and closings 2021 Board Meeting dates

The new holidays and closings calendar includes the addition of Juneteenth as a day the library is closed.

On a MOTION by M. Redmond with a SECOND M. Walsh, the board unanimously approved the 2021 holidays and closings and board meetings schedule.

M. Redmond asked if the library would be a polling place in November. G. Kirkpatrick said the library hadn't been asked yet, and he would look into it.

FUTURE BUSINESS

There was no future business discussed at this time.

PUBLIC PARTICIPATION

There was no public participation.

EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board adjourned to executive session at 8:44pm to discuss the employment history of a specific individual.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board adjourned executive session at 8:59pm.

ADJOURNMENT

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board adjourned the regular meeting at 9pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES
LONG-RANGE PLANNING COMMITTEE MEETING
BETHLEHEM PUBLIC LIBRARY
Wednesday, August 19, 2020

PRESENT: Mark Kissinger
Harmeet Narang
Lisa Scoons
Michelle Walsh

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director
Kevin Coffey, maintenance supervisor
Paul Mays and Lisa Hayes, library architects

*All present via Zoom broadcast live on YouTube.

H. Narang called the meeting to order at 10am.

LONG RANGE SERVICES PLAN DISCUSSION

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

ADJOURNMENT

The meeting was adjourned at 11am.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 8/31/2020

CASH BALANCES

TD Bank - Checking Account	1,797,599.15
TD Bank - Money Market	1,002,360.43
TD Bank - Payroll Account	-
TD Bank - Capital Project Fund	28,947.00
Key Bank - Checking	2,500.00
TOTAL	<u>2,831,406.58</u>

INVESTMENTS

None

SUMMARY OF CASH ACTIVITY

ACCOUNT	<u>7/31/2020</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>TRANSFERS</u>	<u>8/31/2020</u>
TD Bank General Fund	1,855,554.08	2,391.76	(234,429.70)	174,083.01	1,797,599.15
TD Bank Payroll	-	-	(125,916.99)	125,916.99	-
TD Bank Money Market	1,302,137.98	222.45	-	(300,000.00)	1,002,360.43
TD Bank Capital Project Fund	-	28,947.00	-	-	28,947.00
Key Bank Checking	2,500.00	-	-	-	2,500.00
TOTAL:	<u>3,160,192.06</u>	<u>31,561.21</u>	<u>(360,346.69)</u>	<u>-</u>	<u>2,831,406.58</u>

Checks outstanding greater than 90 days old:

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

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSES REPORT

2 MONTHS ENDED 8/31/2020

FISCAL YEAR 2020-2021

REVENUE	ANNUAL BUDGET	YTD ACTUAL 2 MONTHS ENDED 8/31/2020	YTD PRIOR 2 MONTHS ENDED 8/31/2019	YTD VARIANCE OVER (UNDER)	MONTH OF JUNE 2020
Real Property Taxes	4,065,152	-	-	-	-
PILOT	203,162	-	-	-	-
Fines	30,000	237	4,364	(4,127)	-
Interest on Deposits	10,000	706	5,689	(4,983)	321
Lost Book Payments	-	59	-	59	-
Sale of Books	5,000	-	874	(874)	-
Gifts and Donations, Misc	1,000	660	200	460	400
Photocopier	8,000	-	1,350	(1,350)	-
State Aid	24,000	-	22,545	(22,545)	-
Grants	-	-	-	-	-
Miscellaneous Income	-	-	50	(50)	-
Total Revenue	4,346,314	1,662	35,073	(33,411)	721

EXPENSES					
Salaries	2,333,137	354,452	368,033	(13,581)	177,631
Retirement	279,232	-	-	-	-
Health Insurance	308,660	44,027	49,310	(5,283)	24,298
Other Benefits	202,885	47,404	46,308	1,096	16,981
Subtotal Salaries & Benefits	3,123,914	445,883	463,651	(17,768)	218,911
Library Materials - Print	277,000	40,040	36,602	3,438	40,040
Library Materials - Electronic & Audio	268,000	45,346	31,282	14,064	45,346
Subtotal Library Material	545,000	85,386	67,884	17,502	85,386
Operations	552,400	70,780	103,849	(33,068)	58,122
Capital Expenditures	125,000	-	5,480	(5,480)	-
Total Expenses	4,346,314	602,049	640,864	(38,814)	362,419

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN AUGUST 2020 BASED ON PRE-APPROVAL	\$	48,578.15
CHECKS DISBURSED IN AUGUST 2020 RELATING TO PAYROLL	\$	184,226.58
CHECKS BEING SUBMITTED FOR APPROVAL	\$	48,434.00
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 10: CASH DISB (SEPT 20) For Dates 9/15/2020 - 9/15/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39059	09/15/2020	2334	ALLEGRA MKTG C/O GLENN READ ENTERPRISES LLC	200601	648.69
39060	09/15/2020	1009	AMAZON CREDIT PLAN	210078	2,796.04
39061	09/15/2020	77	BAKER & TAYLOR , INC.	210085	13,711.86
39062	09/15/2020	2342	BOOK DEPOT	200586	1,803.96
39063	09/15/2020	103	BRODART INC	210024	497.66
39064	09/15/2020	2302	BUTLER ROWLAND MAYS ARCHITECTS, LLP	210084	4,050.00
39065	09/15/2020	2293	COMMERCIAL INVESTIGATIONS LLC	210082	127.30
39066	09/15/2020	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	210013	477.16
39067	09/15/2020	1220	DEMCO, INC	210023	4,669.32
39068	09/15/2020	1991	EASTERN MANAGED PRINT NETWORK LLC	210017	79.26
39069	09/15/2020	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	210077	194.94
39070	09/15/2020	1674	FINDAWAY	210060	322.44
39071	09/15/2020	1986	FIRSTLIGHT FIBER	210005	183.31
39072	09/15/2020	2272	GLOBAL EQUIPMENT COMPANY INC.	210076	977.98
39073	09/15/2020	310	JANWAY COMPANY	210029	1,519.52
39074	09/15/2020	2201	LANE PRESS OF ALBANY	210012	1,597.00
39075	09/15/2020	1359	LEXIS NEXIS MATTHEW BENDER	210049	530.00
39076	09/15/2020	1024	MIDWEST TAPE LLC	200662	1,936.19
39077	09/15/2020	2088	NYSID	210027	44.62
39078	09/15/2020	1823	OVER DRIVE INC.	210074	1,546.30
39079	09/15/2020	450	PHILLIPS HARDWARE INC	210007	46.42
39080	09/15/2020	478	QUILL.COM	210069	104.98
39081	09/15/2020	505	ROEMER WALLENS GOLD & MINEAUX	210075	425.00
39082	09/15/2020	1951	S & S WORLDWIDE INC.	200614	76.77
39083	09/15/2020	2129	SOLUTIONS BY DESIGN, INC.	200639	3,337.49
39084	09/15/2020	2038	STAPLES BUSINESS ADVANTAGE	210022	562.74
39085	09/15/2020	2340	T-MOBILE	210016	133.00
39086	09/15/2020	2344	ULINE, INC.	210046	3,216.78
39087	09/15/2020	1968	VERIZON WIRELESS	210001	141.23
39088	09/15/2020	645	**CONTINUED** W W GRAINGER INC		0.00
39089	09/15/2020	645	W W GRAINGER INC	210006	2,676.04

Number of Transactions: 31

Warrant Total: 48,434.00

Vendor Portion: 48,434.00

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: TRUST & AGENCY (AUG 20) For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39035	08/14/2020	712	CIVIL SERVICE EMPL ASSOC INC.		934.82
39036	08/14/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39037	08/14/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39042	08/28/2020	712	CIVIL SERVICE EMPL ASSOC INC.		934.82
39043	08/28/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39044	08/28/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100472	08/14/2020	709	BPL SPECIAL PAYROLL ACCOUNT		60,669.69
100473	08/14/2020	710	NYS INCOME TAX BUREAU		3,428.39
100474	08/14/2020	1946	IRS - PAYROLL TAX PMT		20,012.79
100475	08/14/2020	2003	NEW YORK STATE DEFERRED		2,338.23
100476	08/28/2020	709	BPL SPECIAL PAYROLL ACCOUNT		65,247.30
100477	08/28/2020	710	NYS INCOME TAX BUREAU		3,609.07
100478	08/28/2020	730	NYS EMPLOYEES RETIREMENT SYSTE		2,517.33
100479	08/28/2020	1946	IRS - PAYROLL TAX PMT		21,305.34
100480	08/28/2020	2003	NEW YORK STATE DEFERRED		2,688.80

Number of Transactions: 15

Warrant Total: 184,226.58

Vendor Portion: 184,226.58

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 7: MANUAL DISB (AUG 20) For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39038	08/07/2020	1833	BLUESHIELD OF NORTHEASTERN NY		6,743.30
39039	08/07/2020	2340	T-MOBILE	210016	133.00
39040	08/07/2020	1607	VERIZON BUSINESS FIOS	210000	201.98
39041	08/07/2020	1581	UNITED STATES POSTAL SERVICE	210057	1,259.00
39045	08/21/2020	1424	AFLAC NEW YORK		415.92
39046	08/21/2020	2087	CITIBANK	210063	6,378.95
39047	08/21/2020	1532	ENVISION WARE, INC.	210068	727.60
39048	08/21/2020	1570	NATIONAL GRID		3,511.00
39049	08/21/2020	1607	VERIZON BUSINESS FIOS	210000	122.77
39050	08/21/2020	1607	VERIZON BUSINESS FIOS	210000	102.77
39051	08/21/2020	2137	WEX BANK	210003	29.32
39052	08/28/2020	1831	CDPHP UNIVERSAL BENEFITS, INC.		17,395.75
39053	08/28/2020	2341	LIBRARY MARKET	200573	3,500.00
39054	08/28/2020	720	MVP HEALTH PLAN, INC.		4,107.53
39055	08/28/2020	423	NYS UNEMPLOYMENT INS		3,842.93
39056	08/28/2020	2061	UNITED HEALTHCARE INSURANCE CO		106.33
Number of Transactions: 16				Warrant Total:	48,578.15
				Vendor Portion:	48,578.15

Certification of Warrant

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

Date Signature Title

Director's Report September 2020

Building and Grounds

We sought a proposal for a permanent awning-like structure outside the garage to help enable us to provide curbside services into the winter. The area outside the garage has been extremely useful during curbside, but it is one of our major slipping-prone areas outside the library and is experiencing a large increase in foot traffic. If curbside continues into the fall and winter, it is important that we keep staff as safe as possible. The area already gets slick in the rain. We have mitigated this situation with grip-tape and rubber mats in the areas where water collects on the floor. These will not be sufficient for the winter months. The proposal we have in hand has an estimated price of \$10,388 with a five to six week lead time.

A lot of staff time was dedicated to rearranging the library in preparation for in-person browsing which started on September 2. Staff workspaces needed to be moved along with furniture for the public and some collections. A new Information Desk has been created using tables and shields. Checkout has relocated to the info desk for the browsing period each day.

Programs and Outreach

Programs

Programming continues virtually. The librarians are experimenting with different topics and event styles to entice more participants. Attendees continue to be very complimentary and happy with the library's offerings.

Some highlights:

UHLS arranged a speaker on some Workforce Development topics under the Adult Literacy grant. We hosted one program on Digital Organization and another on Facebook for Business. The speaker had asked the participants to mention where they were from or how they heard about the program. The Bethlehem participants said they were really happy to have had access to the programs through the library.

Frank hosted an environmental educator from the NYS DEC to talk about the Fish of the Hudson River. The program was pretty evenly split between families and adults and everyone really enjoyed the great presentation.

Kate partnered with a dance teacher from a local studio to offer a combination storytime and movement class. The participants really enjoyed this special collaboration. Kate uploaded an edited version of the event to the [library's YouTube page](#) (she edited out copyrighted materials) so more folks can continue to enjoy.

Michael has brought his Listening Parties live online and created a [blog page](#) on our site for participants. He has been getting new members and lots of interest. He invests a lot of care in these programs, and patrons really enjoy participating.

The storywalk at Elm Avenue Park continues to get a lot of use, and the librarians are working on preparing additional stories to keep it fresh. The Pine Hollow Arboretum location is moving forward as well.

The Great Give Back project this year is an outdoor art show. Participants can request a canvas from the library to create some art that thanks a group or people or the community. The art show will run in the month of October around the library grounds.

The new events calendar launched September. The staff are really excited to utilize the new features to make our events look more dynamic and easier for the public to find and register.

Summer Reading

We used the state-sponsored ReadSquared software for the first time. The entire program including prizes and raffles were done electronically.

The adult registration and participation was up significantly. We believe the increase is partially due to the email newsletter and partially because the ReadSquared software makes it easy for parents to register at the same time as their children in a single account.

While registration for children and teens was low compared to a normal year, the engagement was excellent. In 2019, a participant in the PreK-12 program averaged about five activities per account. In 2020, they averaged seven.

In 2019 approximately 8% of PreK-12 participants completed the entire activity set. In 2020, 18% completed the entire set.

358 prize books were requested online and picked up through curbside pickup for children and teens.

Obviously, Covid-19 and the library's closure deeply impacted sign-ups, participation and program attendance. The ability to change the program at the last minute and provide a summer reading experience for almost 450 people is a testament to how hard the librarians worked to provide a quality program for our patrons. It was not the summer we hoped to have, but it was still a successful summer reading program.

Outreach

Mary visited the Elm Avenue Park to be a guest during the Albany County Recreation camp week. She saw people in person! Mary talked about summer reading, provided a scratch art craft and gave away free books to all 40 participants.

BCSD notified the library that 270 elementary students and many middle and high school students had elected to learn virtually this year. We created a Virtual Learning page on our website to help students and parents access materials to assist with their learning. The Public Services librarians are working to curate additional materials to be added to the site in the near future. [Find the site here.](#)

Public Services

The Pop-Up library continues to be popular. It is now offered three days a week (Wednesday, Thursday and Friday from 2-6 weather permitting). In August, 630 people visited the outdoor library. We will be monitoring attendance as in-person browsing begins. There are still many people that comment that they feel safer browsing outside at this point.

346 Book Bundles were filled in August and included 3,460 items. The librarians complete an average of 15 per day. We did have one media bundle request which was filled. We are creating a form for media bundles now. Adult bundles continue to be the most popular.

The new events calendar and room reservation system has launched. At this point the only items appearing on the calendar are library events and programs. We have not yet begun to accept new room reservations from the public at this time. I cannot foresee us opening up the rooms to public meeting in 2020 absent the successful distribution of a vaccine.

The Quarantine Memory Project involved a lot more work that was originally expected. There was a lot of work to be done organizing the submissions. Michael and Lisa met with the regional archivist from the Capital District Library Council, and she was impressed by the amount of material we had. She indicated that most libraries are just starting to contemplate a project like this. She invited Michael to speak at a statewide conference later in the year to discuss the project and how we handled it.

Frank has been working to upload our materials to NYHeritage.org. While working on the site, he came across a page from a local magazine called Suburbia that included highlights from an Evening on the Green program at BPL in 1969!

Circulation and Technical Services

This month we circulated 70% of the August 2019 numbers. Part of that was due to a bump in e-materials circulation, but most of the circulation gains were from a robust curbside, Pop-Up Library, and Book Bundle services during the month. September statistics will show if limited in-person browsing increased our total items loaned.

Circulation staff continue to create detailed transcripts of the Board Meetings. As those staff members return to their regular schedules and duties, we should consider whether we add some hours to part-time circulation staff members, accept reduced quality transcripts created by YouTube, or assign this task to any staff member working from home.

We currently have no holds on Chromebooks. There are 12 extended loan Chromebooks available in the library for checkout. We have advertised the Chromebooks to library users in the weekly newsletters twice, and each time individuals have responded by putting them on hold. Only one hold exists for our 30 WiFi hotspots and a few devices are available on a first come, first served basis in the library.

Our virtual usage chart shows a little bit of a decrease in our e-content usage of videos and e-books as physical circulation picks up. We continue to see a steady increase in e-audiobook

circulation. We experienced a decrease in engagement with our online content via YouTube and Facebook, this is likely due to the increasing physical services offered at the library.

The backlog of materials to catalog and process has been eliminated. There was a change to our magazine procedure, current issues are now available for loan. With no in-library use of magazines currently there was no reason not to circulate them to the public. We will evaluate this change and would like to continue it as things normalize if possible. We are working to suspend daily newspaper subscriptions because they are not available in the library at this time.

Four new projectors have been purchased for the Library of Things. We expect these to continue to be popular for backyard movie screenings.

HVAC Executive Summary

This will be my final HVAC project summary. We received the final 10% of the NYS Library Construction Grant for the HVAC project. This completes the final aspect of the project. I am pleased that this is finally complete.

Meetings and Miscellany

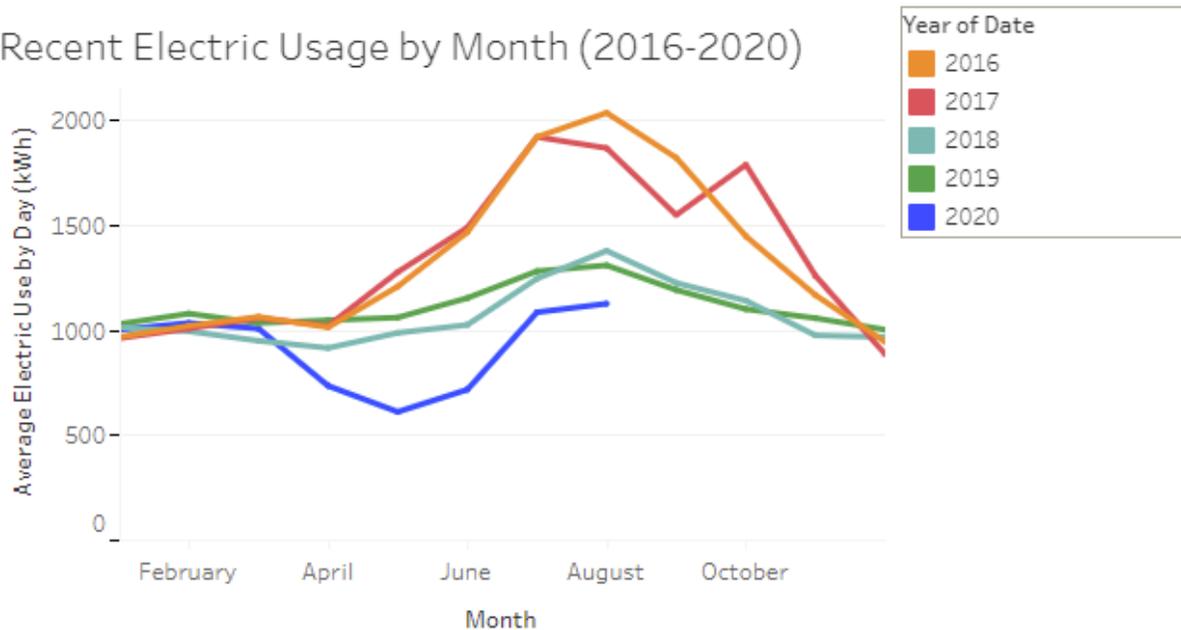
The emergency Patron Conduct Policy has been posted to the website. There is no end date for this policy, but the expectation is that this policy and the NYS reopening plan documents will continue to be updated as we add or reduce services in the building.

The library received updated pricing for the insurance policy through Amsure for the period of Sept. 1, 2020 through Sept. 1, 2021.

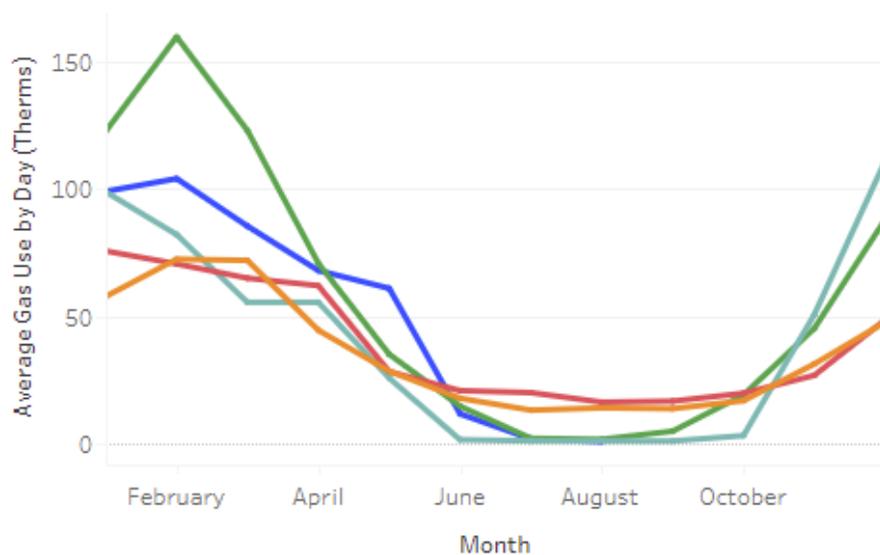
I feel compelled to thank the staff for their continued willingness to adapt to a rapidly changing work situation. I'd also like to thank the Board on behalf of myself and the staff for your continued support. Finally, I'd like to thank our users for the overwhelmingly positive comments and words of encouragement. We are here for the public and knowing that they recognize how hard the staff are working for them means worlds.

Geoffrey Kirkpatrick, Library Director

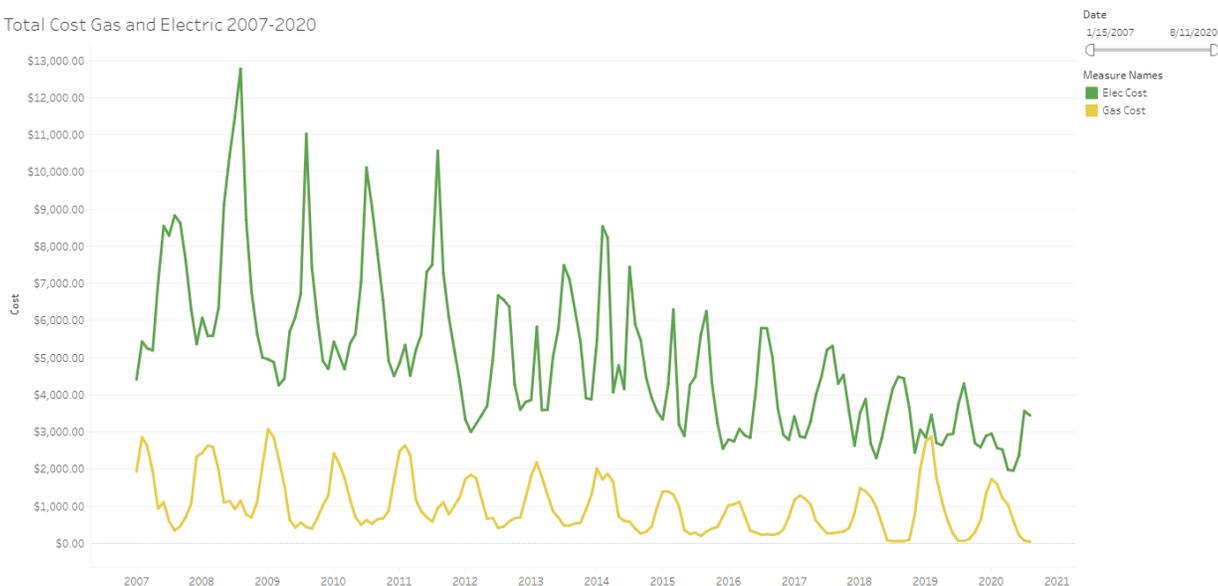
Recent Electric Usage by Month (2016-2020)



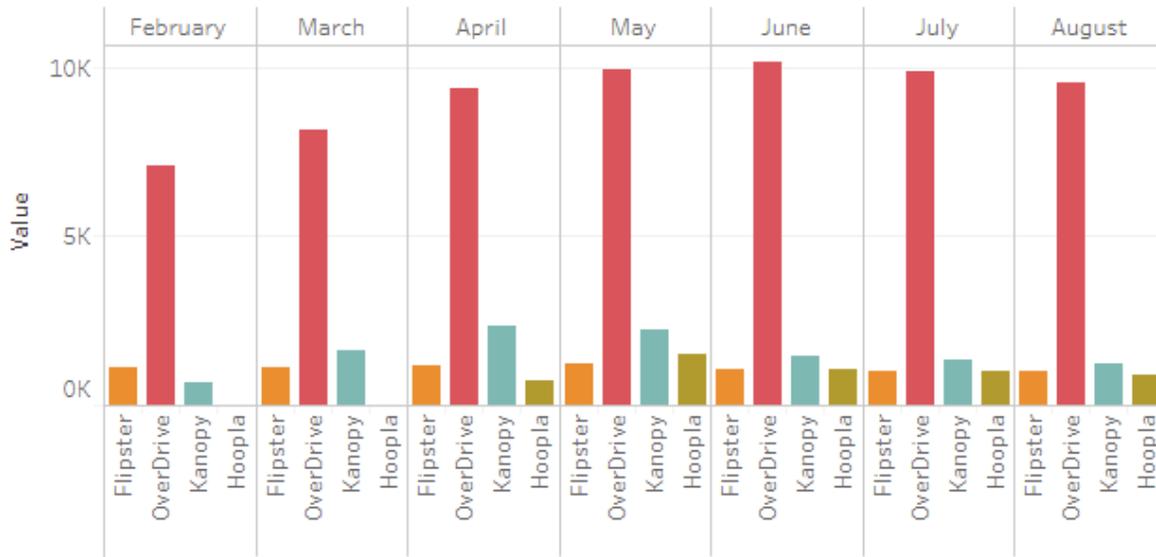
Recent Gas Usage by Month (2016-2020)



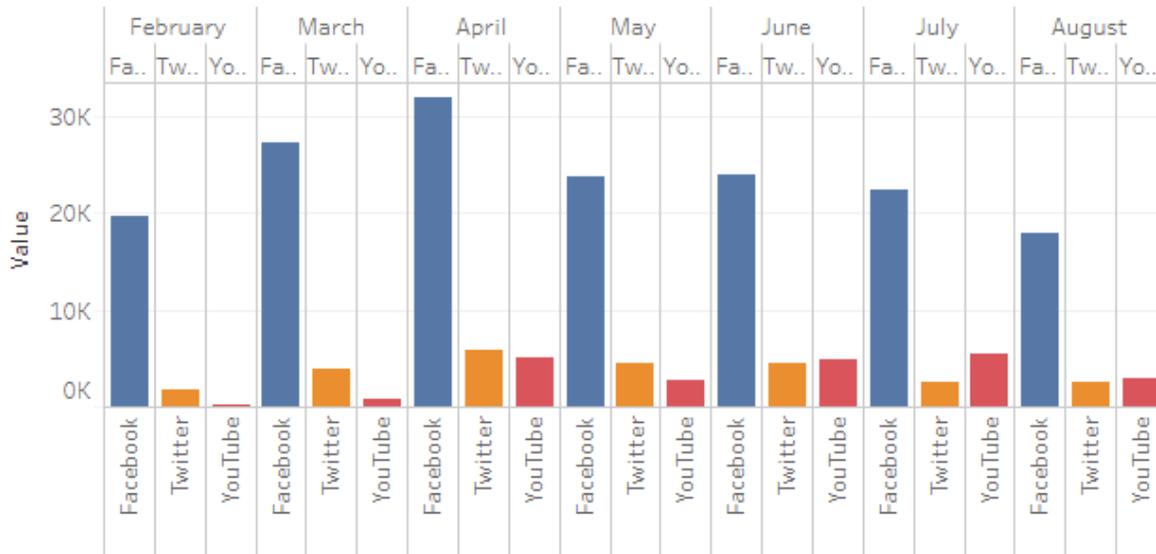
Total Cost Gas and Electric 2007-2020

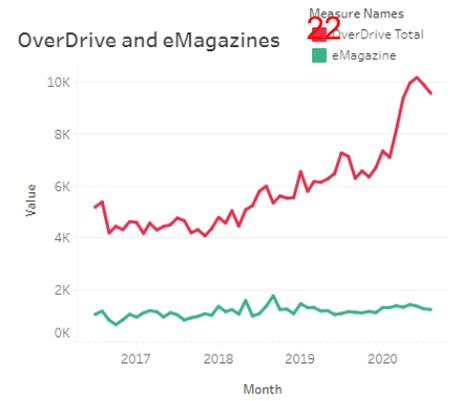
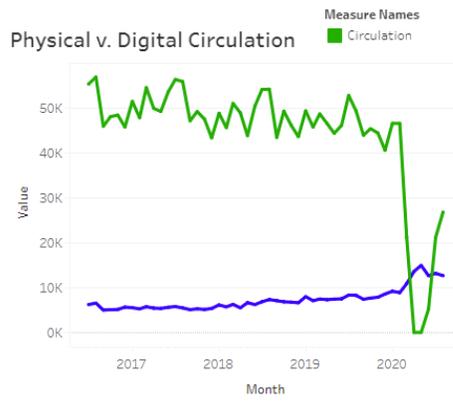
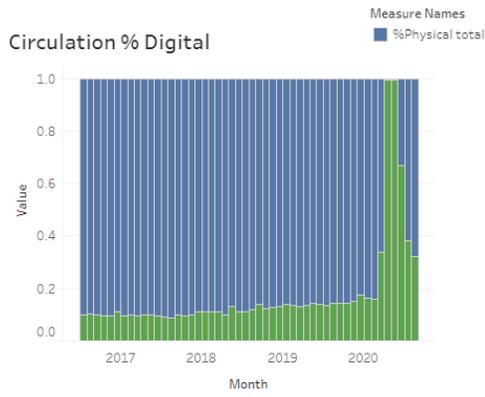


EContent Usage



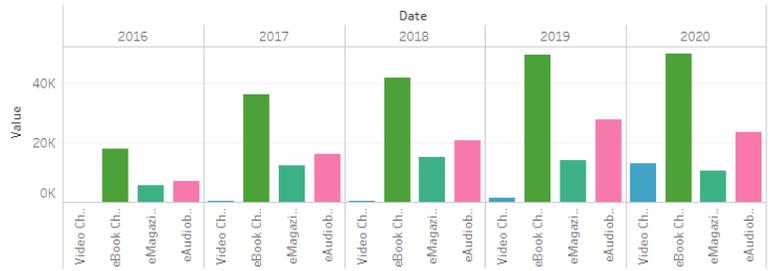
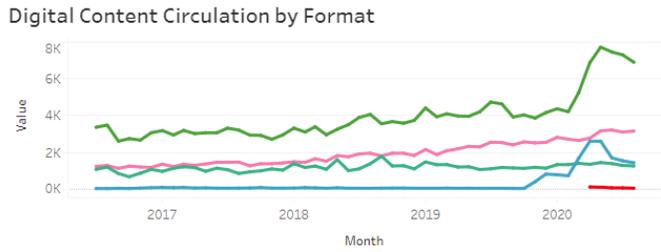
Social Media Platforms





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

Digital Content Circulation by Format



All charts available at: <https://public.tableau.com/profile/catherine.stollar.peters#!/>

Library Collection				2019-20	Current Total
Adult fiction				26,385	27,311
Adult non-fiction				30,185	30,190
Adult audio				7,078	7,174
Adult video				8,470	8,709
Young adult fiction				5,532	5,882
Young adult nonfiction				544	593
Young adult audiobooks				383	403
Children's fiction				27,219	28,120
Children's non-fiction				15,431	15,713
Children's audiobooks				1,693	1,792
Children's video				1,968	2,087
OverDrive - UHLS Shared				83,237	84,804
e-magazines				133	79
Electronic (games, ereaders)				567	602
Total				208,825	213,459
Library Programs	Aug-20	Aug-19	% change	2019-20	F-Y-T-D
Programs	17	83	-79.5%	681	29
Program attendance	154	2,941	-94.8%	17,496	299
Outreach Programs	1	9	-88.9%	167	1
Outreach Attendance	40	847	-95.3%	6,519	40
Circulation	Aug-20	Aug-19	% change	2019-20	F-Y-T-D
Adult fiction	11,599	14,040	-17.4%	129,442	22,010
Adult non-fiction	5,386	8,324	-35.3%	76,015	10,242
Adult audio	3,070	4,156	-26.1%	41,368	6,179
Adult video	4,048	8,622	-53.1%	82,500	7,861
Adult magazines	1,303	1,745	-25.3%	20,008	2,593
Young adult fiction	1,983	1,904	4.2%	15,733	3,663
Young adult nonfiction	126	145	-13.1%	1,125	211
Young adult audiobooks	146	146	0.3%	1,372	279
Young adult magazines	0	6	-100.0%	42	0
Children's fiction	8,986	12,962	-30.7%	103,223	15,830
Children's non-fiction	1,774	2,797	-36.6%	26,793	3,029
Children's audiobooks	456	794	-42.6%	5,909	828
Children's video	385	1,055	-63.5%	8,592	686
Children's magazines	2	37	-94.6%	156	5
Electronic (games, ereaders)	189	825	-77.1%	5,897	347
Total	39,452	56,406	-30.1%	515,775	73,762
Interlibrary Loan	Aug-20	Aug-19	% change	2019-20	F-Y-T-D
Borrowed from others	8,693	7,193	20.9%	63,224	16,940
Loaned to others	5,557	5,284	5.2%	47,571	10,510
Miscellaneous	Aug-20	Aug-19	% change	2019-20	F-Y-T-D
Visits to our home page	50,601	88,732	-43.0%	768,694	104,924
Public use of meeting rooms	0	25	-100.0%	408	0
Public meeting attendance	0	356	-100.0%	4,784	0
Staff use & library programs	0	90	-100.0%	847	0
Study room sessions	0	439	-100.0%	3,498	0
Tech room/ Studio use	0	9	-100.0%	289	0
Door count	0	26,850	-100.0%	216,914	0
Registered BPL borrowers	48	119	-59.7%	894	96
Computer signups	4	3,896	-99.9%	28,904	4
Museum Pass use	8	269	-97.0%	1,385	16
E-book use	10,865	7,127	52.4%	91,900	22,064
E-magazine use	1,261	1,152	9.5%	14,069	2,522
Equipment	45	483	-90.7%	3,612	90
Wireless Use	5,196	12,883	-59.7%	112,679	10,392



A PROPERTY & CASUALTY INSURANCE PROGRAM

FOR

BETHLEHEM PUBLIC LIBRARY

POLICY PERIOD

9/1/20 to 9/1/21

**PROPERTY
CRIME
INLAND MARINE
GENERAL LIABILITY
AUTOMOBILE
UMBRELLA**

**PREPARED BY FERNANDO GOMES, CPCU
ACCOUNT EXECUTIVE**



AMSURE

**P.O. BOX 15044 - 12 COMPUTER DRIVE WEST
ALBANY, NY 12212
(518) 458-1800 FAX (518) 458-8390**

www.amsureins.com
AMSURE ACCOUNT SERVICE TEAM

Amsure is dedicated to providing the best insurance services to

BETHLEHEM PUBLIC LIBRARY

Commercial Lines - Amsure's commercial lines staff consists of Service Representatives (AMs) and the Marketing Department. The AM is responsible for providing day to day service for the detailed aspects of your insurance program.

Primary Contact: Fernando Gomes, CPCU
Account Executive
fgomes@amsureins.com

Service Representative: Mike McBride
Account Manager
mmcbride@amsureins.com

Marketing Representative: John Garrant
Marketing Specialist
jgarrant@amsureins.com

Claims Department - Amsure has a full staff whose sole responsibility is to process and monitor clients' claims. This service is available 24 hours a day in order to ensure that your claims are settled in a timely and accurate manner.

Claims Contact: Jeanine Giroux
jgiroux@amsureins.com

Servicing Office:

AMSURE
12 Computer Drive West
P.O. Box 15044
Albany, NY 12212
518-458-1800
518-458-8390 (FAX)
www.amsureins.com

CARRIER PROFILE

Amsure is pleased to present the following Risk Management and Property & Casualty insurance proposal from **Utica National Insurance Group**. They have been reviewed and rated by AM Best and received a rating of **A-** ("Excellent") and are in the **XII** financial size category (\$1 Billion to \$1.25 Billion).

Utica National enjoys a reputation of providing the highest quality insurance service to libraries and is endorsed by the *New York Library Association*. The insurance program is designed specifically for libraries and includes specific coverages such as errors and omissions made by the library, bookmobiles, rare books, and volunteer workers.

With their regional underwriting, claims, and loss control offices located in Utica, NY, this carrier is poised to provide **Bethlehem Public Library** with the services that support your organization.

Utica National Insurance Co. of Ohio

UTICA NATIONAL NORTHEAST LIBRARY DIVIDEND PROGRAM DIVIDEND % HISTORY TO BETHLEHEM PUBLIC LIBRARY

{**Dividends are not guaranteed**}

2018-2019	15%
2017-2018	10.6%
2016-2017	15%
2015-2016	9.90%
2014-2015	6.60%
2013-2014	15%
2012-2013	15%
2011-2012	15%
2010-2011	10%
2009-2010	15%
2008-2009	15%
2007-2008	12.20%
2006-2007	15%

COMMERCIAL PROPERTY INSURANCE PROGRAM

LOCATION

451 Delaware Avenue, Delmar, NY 12054
59 Borthwick Ave, Delmar, NY 121054

COVERAGE & LIMITS

1. Special Causes of Loss Form and Including Equipment Breakdown; Subject to the Standard Policy Exclusions
2. Blanket Building & Your Business Personal Property Limit Based on 100% Coinsurance and Agreed Amount Valuation (coinsurance waived)
3. Replacement Cost applies to Building & Your Business Personal Property
4. \$1,000 Property Deductible Included unless otherwise noted in the Coverage Form
5. Business Income & Extra Expense Coverage - 72 Hour Waiting Period Deductible
6. Library Protector Property Enhancement Endorsement Included

Blanket Building & Your Business Personal Property Limit	\$8,878,050
Business Income and Extra Expense	Actual Loss Sustained up to 12 months
(as per Library Protector enhancement endorsement)	
Backup of Sewers or Drains (not Flood - related)	\$ 50,000
Flood Aggregate Coverage (\$250 deductible; Building, BPP)	\$ 100,000

COMMERCIAL CRIME

COVERAGE & LIMITS

Employee Theft	\$ 35,000
Excess Employee Theft for Specified Positions (Director, Account Clerk II, Board Treasurer)	\$1,000,000
Computer Fraud & Funds Transfer Fraud	\$ 30,000
Deductible	\$ 500
Library Protector Crime Enhancement Endorsement	Included
Money & Securities Inside	\$ 15,000
Money & Securities Outside	\$ 5,000
Employee Theft	\$ 25,000
Forgery or Alteration	\$ 25,000
Deductible	\$ 500

STATEMENT OF VALUES
EFF. 9/1/20

LOCATION**LIMITS**451 Delaware Avenue, Delmar, NY 12054

Public Library

Building

\$7,853,046

Personal Property

\$ 656,802

Yard and Outside

Building

\$ 176,031

Personal Property

\$ 9,005

Garage/Equipment

Building

\$ 9,005

Personal Property

\$ 7,861

59 Borthwick Avenue, Delmar, NY 12054

Storage

Building

\$ 156,000

Personal Property

\$ 10,300

Blanket Building & Your Business Personal Property Library

\$8,878,050

*Above Limits Represent 100% Values.

*Agreed Valuation Applies- coinsurance waived.

Signed _____ Title _____ Date _____

COMMERCIAL INLAND MARINE**COVERAGE & LIMITS****LIBRARY PROPERTY FLOATER**

Circulation/Reference Material Total Limit		\$3,031,774
Adult Fiction	\$660,661	
Adult non-Fiction	\$809,897	
Juvenile Materials	\$789,259	
Reference Books	\$ 38,992	
Magnetic & Electronic Media	\$702,953	
Periodicals	\$ 21,012	
E-Readers	\$ 9,000	
Deductible		\$ 250

MISCELLANEOUS PROPERTY FLOATER

Audio Visual Software	\$259,449
Audio Visual Hardware	\$ 46,136
Deductible	\$ 250

FINE ARTS FLOATER

Japanese Prints	\$ 10,000
Deductible	\$ 250

DATA PROCESSING

Hardware Limit (90% coinsurance applies)	\$ 299,899
Media Limit	\$ 50,349
Extra Expense	\$ 50,349
Replacement Cost Valuation	Included
Deductible for Hardware, Media	\$ 250
Breakdown Deductible	\$ 500
Waiting Period for Business Income	72 hours

COMMERCIAL GENERAL LIABILITY

COVERAGE & LIMITS

General Aggregate		\$2,000,000
Products - Completed Operations Aggregate		\$2,000,000
Personal and Advertising Injury		\$1,000,000
Each Occurrence Limit		\$1,000,000
Fire Damage Limit		\$ 500,000*
Medical Expense Limit		\$ 15,000*
*General Liability Extension Endorsement		Included
Employee Benefits Liability (Claims-Made)	Each Loss	\$1,000,000
	Aggregate	\$3,000,000
Deductible		\$ 1,000
Retro Date		3/1/2000
Legal Liability E&O Insurance (Claims-Made)		\$1,000,000 Each Loss
		\$1,000,000 Annual Aggregate
Retro Date		3/1/2000
Additional Defense Coverage for Suits Seeking Non-Monetary Relief		\$100,000
Blanket Waiver of Subrogation		Included
Volunteers, Board of Trustees and Board of Directors as Insureds		- Included

CLASSIFICATION BASIS

Libraries (based on square footage)	33,361 sqft.
Storage Building (based on square footage)	2,100 sqft.

Subject to standard exclusions and the following notable exclusions:

Employment Related Practices, Discrimination, War, Pollution, Asbestos, Silica, Internal Revenue Code violations, Wrongful Termination, Coercion, Demotion, Reassignment, Discipline, or Harassment (Employee Benefits), Nuclear, Abuse & Molestation

**ABUSE OR MOLESTATION LIABILITY
(INCLUDING SEXUAL MISCONDUCT OR SEXUAL MOLESTATION)**

COVERAGE & LIMITS

Each Loss	\$1,000,000
Annual Aggregate	\$1,000,000
Occurrence Based form	Included
Payment of Damages	Pay on Behalf of
Defense Limits	Outside the Limit
Who is an Insured Includes	Named Insured
	Directors, Officers or Trustees
	Employees
	Volunteer Worker

Subject to standard exclusions

COMMERCIAL AUTOMOBILE**COVERAGE & LIMITS**

Combined Single Limit Liability	\$1,000,000
Statutory Personal Injury Protection	\$ 50,000
Optional Basic Economic Loss	\$ 25,000
Additional Personal Injury Protection	\$ 100,000
Auto Medical Payments	\$ 10,000
Uninsured/Underinsured Motorists	\$1,000,000
Hired & Non-Owned Auto	\$1,000,000
Physical Damage Comprehensive as specified	Included
Physical Damage Collision as specified	Included
Hired Auto Physical Damage (\$100 Ded. Comp./ \$500 Ded. Coll.)	\$50,000
Blanket Waiver of Subrogation per Written Contract	Included
Commercial Auto Extension Endorsement	Included
Library Auto Extension Endorsement	Included

AUTO SCHEDULE

	<u>Comp. /</u>	<u>Coll. Deductibles</u>
1. 2014 Dodge Caravan – vin #2C4RDGBG7ER312232	\$500	\$500

Subject to standard exclusions

COMMERCIAL UMBRELLA / EXCESS LIABILITY**LIMITS OF LIABILITY**

\$2,000,000 - Each Occurrence Limit

\$2,000,000 - Aggregate Limit

\$10,000 Self Insured Retention

UNDERLYING POLICIES

Commercial Auto

Commercial General Liability

Employee Benefits Liability

Employers Liability

Legal Liability

Abuse or Molestation Liability

SUBJECT TO STANDARD EXCLUSIONS AND THE FOLLOWING NOTABLE EXCLUSIONS

Abuse & Molestation

Asbestos

Pollution

Employment Practices Liability

Uninsured Motorist, Personal Injury Protection

Property Damage to Personal Property in Care, Custody and Control of the insured

Personal Injury

Professional Liability

Occupational Disease

Commercial Auto Spousal Liability

Lead

Nuclear

Year 2000 Computer Related and Other Electronic Problems

War

Silica

Underlying Additional Defense

Violation of Statutes That Govern emails, fax, phone calls

Exclusion- Underlying Additional Defense Coverage

PREMIUM SUMMARY EXHIBIT

	<u>2019-20</u>	<u>2020-21</u>
PROPERTY	\$ 5,611	\$ 5,611
CRIME	\$ 282	\$ 282
INLAND MARINE	\$ 4,565	\$ 4,565
GENERAL LIABILITY	\$10,150	\$ 10,150
AUTOMOBILE	\$ 2,594	\$ 2,571
UMBRELLA	\$ 2,644	\$ 2,894
<u>TOTAL</u>	<u>\$25,846</u>	<u>\$26,073</u>

BILLING PLAN

Premium payable Direct to Utica in 10 equal installments – 25% down and 9 equal installments

TERMS AND CONDITIONS

The coverage presented in this proposal is not an insurance contract. We have summarized important details to provide you with a convenience overview. The policies issued by the insurance company contain the actual coverage terms, conditions and limitations. Final determination as to whether or not coverage applies to specific loss situations can only be performed by the Insurer with any coverage disputes adjudicated by a court of law.

We have attempted to be concise without sacrificing accuracy and clarity. However, because of the limitations of time and space, our explanation of the coverage provided under the various policies is necessarily brief and is intended to provide only a general explanation of the nature of the coverage. Specific policy provisions must be examined to determine the exact limitations in coverage. The explanations contained in this summary do not in any way modify the coverage of the policies themselves. This form is for illustration purposes only. Please read your policy for specific details.

The following disclosure is provided pursuant to Insurance Department Regulation No. 194 (11 NYCRR 30.1 et seq.): Adirondack Trust Company Financial Services, Inc., Amsure Division, ("the producer") is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities. Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation. The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

August 2020 Hoopla Circulation and Cost

Name	Newly Registered Patrons	Total Registered Patrons	Audiobook Circs	Comic Circs	eBook Circs	Movie Circs	Music Circs	Television Circs	Total Spending	Total Circs
Albany Public Library	57	952	204	53	194	131	29	100	\$1,408.85	711
Altamont Free Library	0	49	14	1	8	4	0	3	\$64.45	30
Arvilla E. Diver Memorial Library	2	14	3	1	5	3	0	0	\$24.62	12
Berlin Free Town Library	1	11	0	0	0	0	0	0	\$0.00	0
Berne Public Library	0	31	6	1	3	0	0	8	\$27.92	18
Bethlehem Public Library	54	1422	305	109	274	94	23	68	\$1,758.66	873
Brunswick Community Library	6	72	13	18	14	4	0	0	\$99.12	49
Castleton Public Library	3	46	11	2	7	3	0	0	\$59.02	23
Cheney Library	2	43	11	1	4	10	2	3	\$64.73	31
Cohoes Public Library	6	47	12	3	12	1	2	0	\$60.05	30
East Greenbush Community Library	34	608	79	70	136	71	33	19	\$712.81	408
Grafton Community Library	2	14	3	0	1	0	2	3	\$19.51	9
Guilderland Public Library	50	841	225	53	228	93	22	83	\$1,347.25	704
Menands Public Library	3	9	2	2	2	0	2	0	\$11.12	8
Nassau Free Library	4	42	1	3	5	5	0	11	\$43.70	25
North Greenbush Public Library	12	79	17	0	16	11	3	23	\$141.41	70
Petersburgh Public Library	0	15	3	0	3	0	0	0	\$9.99	6
Poestenkill Library	3	35	3	1	4	0	0	1	\$19.56	9
RCS Community Library	14	137	25	0	49	9	8	5	\$166.02	96
Rensselaer Public Library	2	28	3	2	8	2	0	0	\$27.74	15
Rensselaerville Library	5	27	8	1	1	0	0	1	\$24.54	11
Sand Lake Town Library	6	78	16	3	13	5	6	15	\$104.71	58
Stephentown Memorial Library	2	28	5	2	9	1	0	5	\$41.23	22
Troy Public Library (NY)	18	213	52	11	51	41	7	38	\$410.77	200
Upper Hudson Library System	6	71	8	1	10	1	0	0	\$27.30	20
Valley Falls Free Library	2	29	5	0	6	3	8	1	\$43.12	23
Voorheesville Public Library	7	243	44	13	56	25	1	13	\$313.09	152
Watervliet Public Library	5	37	13	1	5	6	3	8	\$80.94	36
Westerlo Public Library	1	40	4	0	14	13	2	5	\$63.97	38
William K Sanford Town Library	77	843	161	51	237	81	27	61	\$1,142.84	618

Estimated Cost Projections for Hoopla October 2020-September 2021

Libraries	Projected Cost at 6 months	Projected Cost at 12 months
ALTM	\$346.18	\$694.25
APL	\$9,414.61	\$18,880.96
BERN	\$299.78	\$601.21
BETH	\$11,742.91	\$23,550.35
BRLN	\$72.90	\$146.20
BRUN	\$607.87	\$1,219.07
CAST	\$230.32	\$461.90
COHS	\$395.68	\$793.53
COLN	\$7,309.60	\$14,659.36
EGRN	\$4,724.53	\$9,475.02
GRAF	\$132.59	\$265.90
GUIL	\$8,148.91	\$16,342.59
HOOF	\$434.72	\$871.83
MEND	\$49.69	\$99.65
NASS	\$221.66	\$444.55
NGRN	\$595.15	\$1,193.58
POES	\$171.08	\$343.10
PTRB	\$85.84	\$172.16
RCSC	\$1,248.17	\$2,503.20
RENS	\$188.41	\$377.86
RVLL	\$118.49	\$237.63
SCHG	\$123.83	\$248.34
SNLK	\$648.71	\$1,300.99
STEP	\$220.35	\$441.91
TROY	\$2,256.80	\$4,526.00
UHLS	\$457.61	\$917.74
VAFL	\$302.57	\$606.80
VOOR	\$1,995.98	\$4,002.92
WSTR	\$405.15	\$812.53
WTVT	\$237.41	\$476.12

WELCOME!

GOT YOUR MASK?



DID YOU SANITIZE YOUR HANDS?

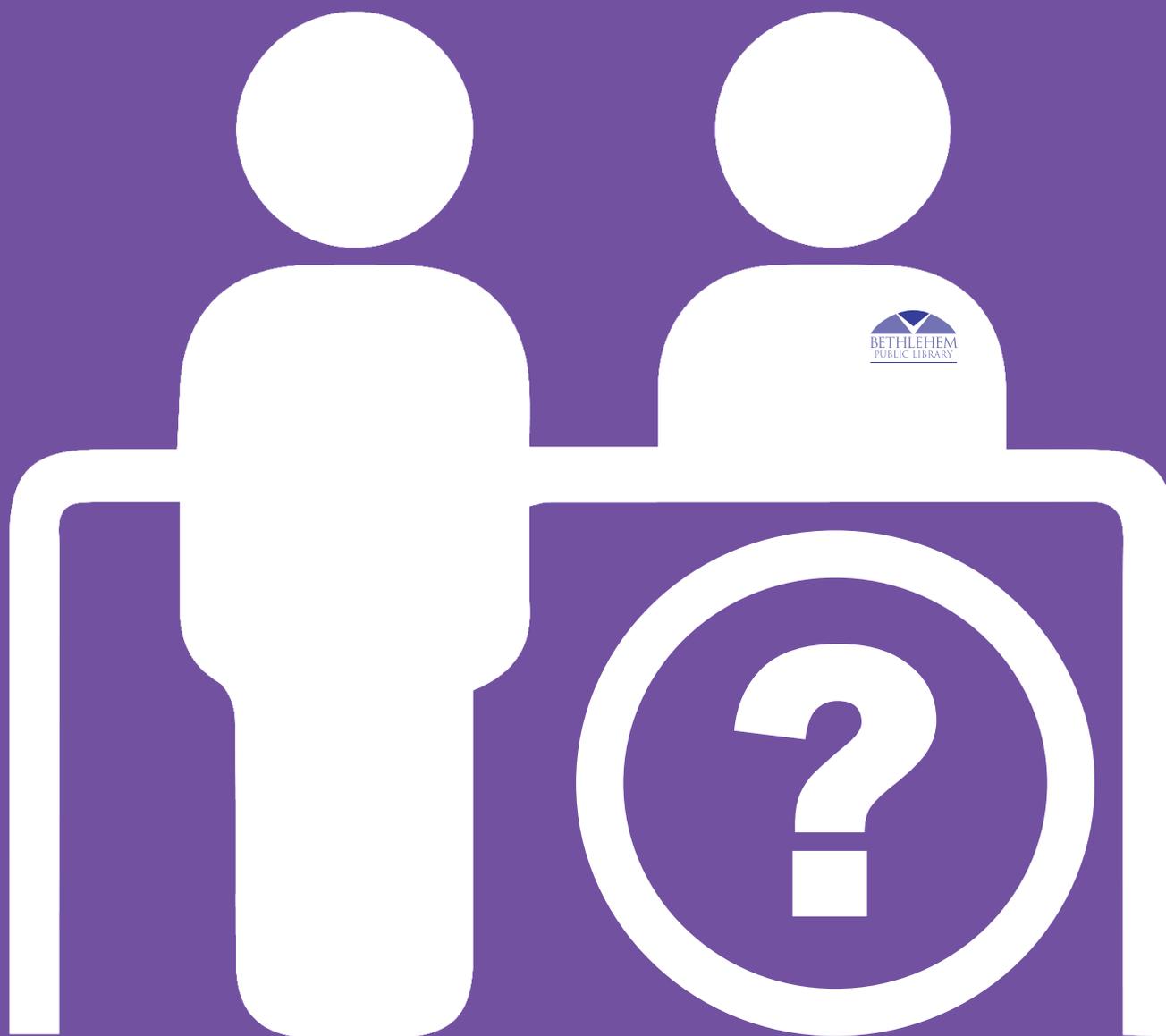


ENJOY BROWSING!

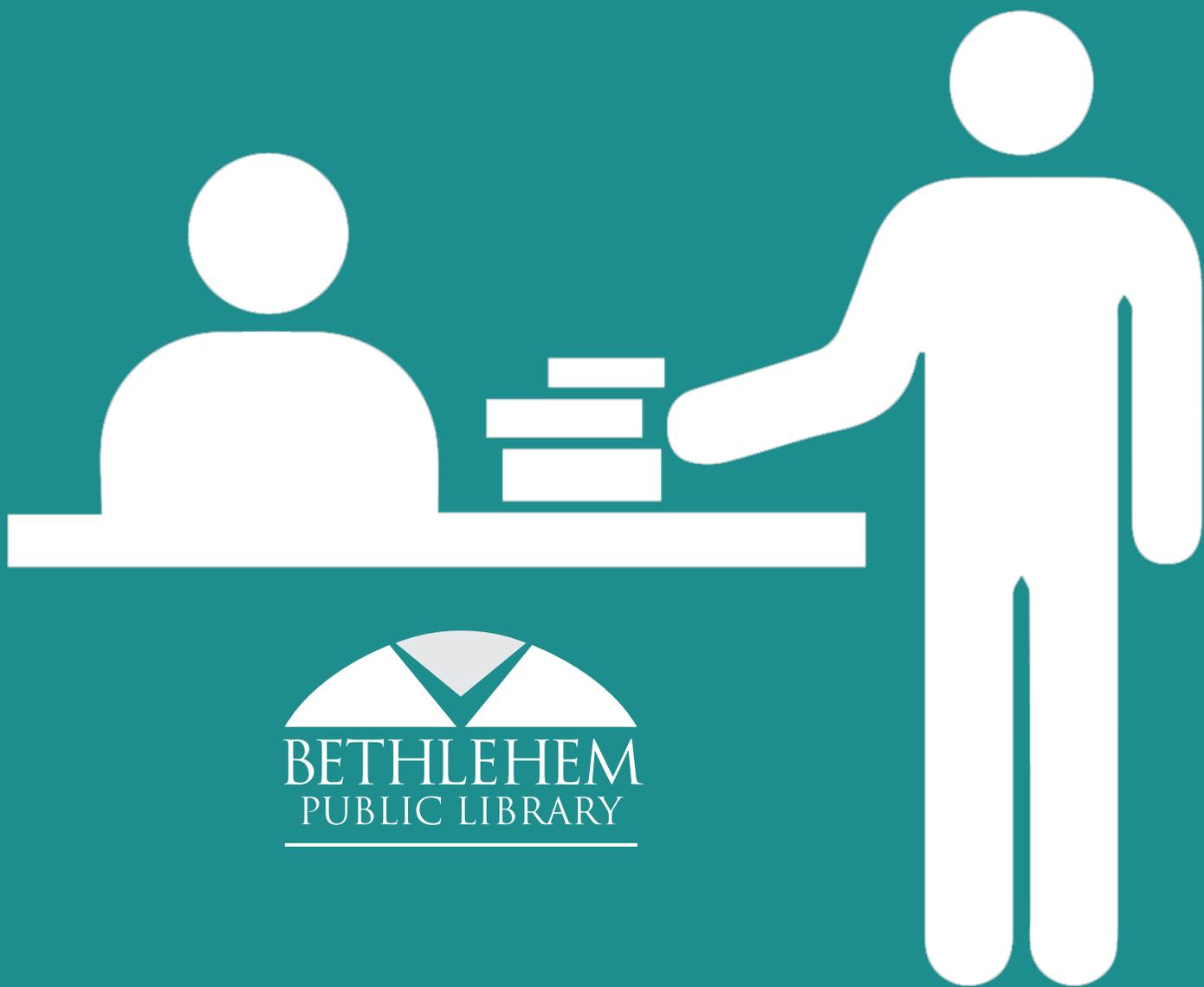
- Please limit your time to selecting and checking out materials.
- Practice social distancing and stay 6 feet apart.



INFORMATION



CHECK OUT




BETHLEHEM
PUBLIC LIBRARY

ONE LIBRARY, MANY OPTIONS

Get your library items in these ways:

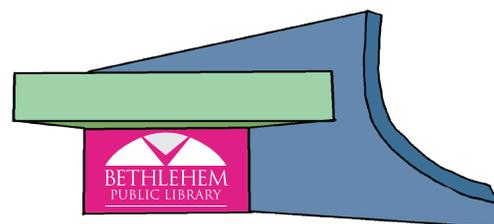
- 1 Curbside pickup available
1-7pm Mon-Thurs & 1-6pm Fri.
.....
- 2 Limited in-person browsing
9:30am-12:30pm Mon-Fri.
.....
- 3 Pop-Up Library on the Plaza.
See website for hours.
.....
- 4 Books to People delivery service
for the homebound.
.....
- 5 Download eBooks and audiobooks,
and stream video online anytime.
.....

YOU decide how much contact you're comfortable with!

Bethlehem Public Library

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This four-part series presented by Giacomo Calabria will examine our Puritan-founded history, our Constitution, our representative democracy, and the tyranny of the majority as captured by Alexis de Toqueville's titular book.

**Virtual program; sign up online.*

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