



**Board of Trustees Meeting  
May 11, 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. 2-7)**
- **Financial report (p. 8-16)**
  - Treasurer's update (p. 8)**
- **Personnel report (p. 17)**
  - Personnel actions**
- **Director's report (p. 18-30)**
- **UHLS report**
- **New business**
  - Lynda.com subscription proposal (p. 31)**
  - Budget 2020-21/election process update**
  - Budget letter (p. 32)**
  - Primary voting**
  - Other new business**
- **Old business**
  - Phased reopening plan**
  - UHLS plan**
  - Libraries in NYS reopening phases**
  - Long range plan steering**
  - 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: June 8, 2020 6:00pm (Virtual Meeting)**
  - Next Friends of the Library meeting: June 15, 2020 (Virtual Meeting)**

MINUTES OF THE BOARD OF TRUSTEES MEETING (VIRTUAL)  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
April 20, 2020

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

Robert Khalife, treasurer

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, accounts clerk  
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. Redmond called the meeting to order at 5:59 pm.

#### PUBLIC PARTICIPATION

G. Kirkpatrick reminded viewers that they could submit public participation comments via email, and he would be monitoring the inbox throughout the meeting. There were no public participation comments submitted at this time.

#### LONG RANGE PLAN STEERING COMMITTEE UPDATE

P. Mays discussed the sketches that had been submitted to the Long Range Planning Committee earlier in the month. He said the sketches represented some of the constraints and opportunities in addressing the issues identified by the public during the listening sessions in late 2019 and early 2020. He noted that the sketches did not yet include a review of the Borthwick property or a conceptual sketch reworking the library space within the existing building footprint. He said he will do a walk-through of the Borthwick space later in the week. He noted the sketches represent concepts ranging from a minimal intrusion to a more dynamic approach to addressing programmatic needs, as well as how to phase in any potential work.

P. Mays said the existing library design lacks some flexibility because the stacks are constructed on posts that hold up the mezzanine and cannot be moved. The sketches included ways this could be addressed. The concepts presented by P. Mays also looked at decreasing the distance between parking and the library entrance, making public meeting space more available and creating appropriate spaces for teens and children. None of the concepts would result in decreased parking spaces.

M. Kissinger asked for clarification on the concepts for the Borthwick property as the sketch did not show an actual footprint. He said he had always envisioned that the building would come down and be replaced by a structure to be used by the library. P. Mays said he would have more of an idea of how the space could be used once he is able to look at it.

B. Sweeney said that one thing to be aware of is that any plan to move the Children's Space would have to include a discussion about what would happen with the donor-funded reading patio.

P. Mays said the sketches provide some ideas for the board to think about and for the committee to narrow down. He said when the board is ready, they might want to set aside some time for a lengthy discussion about the direction they are thinking about going in.

M. Redmond thanked P. Mays and the Long Range Planning Committee for all their work. P. Mays signed off at 6:33pm.

## MINUTES

Minutes of the 9 March 2020 board meeting were approved unanimously on a MOTION by M. Kissinger with a SECOND by M. Walsh.

Minutes of the 9 April 2020 Long-Range Planning Committee meeting (virtual) were approved unanimously on a MOTION by M. Walsh with a SECOND by M. Kissinger.

## FINANCIAL REPORT

R. Khalife said there was nothing unusual in terms of spending and income for the month of March. He said that the library received the remaining \$96,145.34 in property taxes in April. He noted that the library opened an account with Key Bank right before closing, and it has a balance of \$2,500. He said the library continues to get a competitive interest rate from TD Bank.

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 31 March 2020 (Manual Disbursements \$44,706.20; Trust & Agency Disbursements/Salaries for March \$186,264.52; Cash Disbursements/Accounts Payable for March \$82,258.29; CapProject Fund/Hand-Drawn Checks for February \$0.00).

## PERSONNEL REPORT

G. Kirkpatrick said the library would not be filling any of the open positions at this time. He added that he will seek reauthorization from the board when there is a need to fill previously approved positions.

M. Kissinger asked if the library has the staffing resources it needs as it goes to a more technology-based approach to providing services. G. Kirkpatrick said the IT department is down to one, and the library is looking at ways of shifting different tasks to others in a job-title appropriate way.

## DIRECTOR'S REPORT

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

- G. Kirkpatrick said the report was a little different because he really wanted to chronicle the work that has been done across the organization, as employees work hard to honor the board's decision to allow them to continue working from home.
- G. Kirkpatrick praised Upper Hudson for the speed with which they got the Hoopla streaming service up and running for all member libraries.
- He said the reworking of Footnotes was a way to get out information about what the library is doing and how we can be reached to those who do not interact with us online.
- E-materials are seeing record checkouts with a 30 percent increase since closing. The library continues to add new e-content all the time, so that even with the increase, wait times for Bethlehem patrons is down slightly.
- Videos featuring librarians reading stories and doing crafts help provide a sense of normalcy for our patrons.
- John Love has been producing headbands for face shields and working with SUNY Albany to get them to health care professionals. The library was also able to get 20 fully assembled face shields to the Delmar EMS. Staff is trying to procure parts to get a second 3D printer up and running.
- BCSD Superintendent Jodie Monroe mentioned the library's educational resources.
- People are using the WiFi out and about and away from the building. It was good that network was already in place so we are able to serve people in more spaces than just the parking lot.
- G. Kirkpatrick thanked the board and library staff for all their hard work during this time.
- M. Redmond asked if there had been any update on the budget and trustees vote. G. Kirkpatrick said there wasn't yet, but petitioning was halted and the vote has been delayed but not rescheduled. The library's vote is held by the school district. M. Redmond asked how the library moves forward in terms of the budget. G. Kirkpatrick said that in the absence of a vote, the library automatically receives the same dollar amount as the previous year's levy. He said the board did approve a 2020-21 budget, but there is still time to take a further look at it.
- M. Redmond thanked G. Kirkpatrick and library staff for all their hard work. M. Kissinger said he was in awe of the staff and all of the unbelievable things they are doing.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board met remotely. She noted that the state aid funding in the budget is \$94.1 million, and construction aid has been cut back to \$14 million, which will have an impact on the amount available for grants. The UHLS annual dinner has been canceled, but the awards are still going on. The UHLS board discussed what to do about the trustees that were cycling off their five-year term, and L. Scoons said she would be willing to serve another year.

## NEW BUSINESS

### *Phased reopening plan*

G. Kirkpatrick said the library has a plan in place that has been shared with staff and trustees, as well as the other directors in the Upper Hudson system. The document is getting updated all the time as the situation remains uncertain. It focuses on what services the library can safely provide at different phases of reopening and in concert with federal and state guidelines about transmission of COVID-19. It also looks at how the library connects with others in the system.

M. Walsh said she has heard a lot of people asking about curbside pick-up and would that happen before the library reopened. G. Kirkpatrick said that is a part of the beginning reopening phase, but there are logistical issues regarding what's available in the library and through the courier system. Safety equipment for staffers has already been ordered.

L. Scoons pointed out that there might be an issue of how to get all the books back that were checked out in a frenzy before closing. She asked how the library would handle intake. G. Kirkpatrick said those books that are out now will need to be sequestered and cleaned, but the details of how long are awaiting more information from health officials. He said there are a bunch of new book orders queued up and ready to go as soon as the vendors are up and running.

M. Redmond asked what the library was doing about room requests. G. Kirkpatrick said that no new request were being accepted but current bookings will remain pending until more is known about reopening guidelines.

### *Other new business*

G. Kirkpatrick said the library has been looking at new calendar software for a long time, but the library closure and cancellation of most events has made this a good time to transition. He said a library team had been looking at demos and have decided on Library Market, which has received high praise from library peers for its responsiveness. He said the first-year cost of \$5,500 includes set-up and data migration costs, with the annual fee being \$2,000 thereafter.

On a MOTION by H. Narang and a SECOND by L. Scoons the board unanimously approved the purchase of new calendaring software from Library Market in the total amount of \$5,500 dollars, which includes one-time set-up and data migration and the \$2,000 annual fee.

## OLD BUSINESS

### *Insurance payment policy*

The board noted the policy was passed at the March meeting.

### *Budget 2021*

The library did pass a 2021 budget with a levy increase before the pandemic took hold. A vote date has still not been established. M. Redmond asked if the board wanted to discuss changing the budget as submitted.

*Long range plan steering committee*  
*New committee chair*

B. Sweeney noted that with his term as trustee coming to an end, he would like to arrange for new leadership on the Long Range Planning Committee. H. Narang has agreed to take on the role of chairman. B. Sweeney also noted that with the uncertainty regarding the trustee vote, he would be willing to serve on the board longer if needed.

The board discussed when to schedule the next Long Range Planning Committee meeting. B. Sweeney said he got the sense that P. Mays is now just waiting for them to provide some feedback and that it would be good to find some time to discuss the sketches in detail. C. Brancatella asked if the committee has a general idea of the direction they'd like to move in. M. Redmond said it was her feeling that the direction should not be based on the current world situation. She said she would like to see use of the Borthwick property as an early priority. C. Brancatella agreed that she would like to see a plan that shows how the library could use the Borthwick property to align with public needs.

M. Walsh said she would like to know more about the range of costs for some of the concepts. M. Kissinger agreed.

L. Scoons said it would be useful for the committee to have a meeting before they next meet with P. Mays so they can really look into and discuss the sketches and come up with some concrete questions to ask him. G. Kirkpatrick said he will look at possible dates to set up a committee meeting sometime before the next full board meeting.

*HVAC update*

The project is closing out following some final accounting. M. Redmond noted that there would be some money returned from the DASNY account – around \$16,000. She said the charts in the board packet showing electricity use really highlight how the costs went down as the library started making modifications and tweaks to the system. G. Kirkpatrick asked if the board would like to continue receiving that information in a graph form, and they agreed but with the addition of one that represents costs.

*Other old business*

M. Redmond said she would like to continue moving forward with the investment policy.

G. Kirkpatrick said that he intended to allow some maintenance staff to return and work on the outdoor grounds in a way that complies with current regulations.

H. Narang asked how the spending has changed for the current budget. G. Kirkpatrick said some spending has shifted to e-materials as expected as far as budget this year. He said other ways the budget has been thrown askew will become more apparent in the next couple of months.

B. Sweeney asked if there was an update to contract negotiations. G. Kirkpatrick said things were paused for a time, C. Brancatella said she would be available to meet with G. Kirkpatrick and L. Scoons most evenings.

**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 7:43pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president

## **Treasurer's Report – Executive Summary May 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. During April, TD Bank lowered its interest rate on the Money Market account to be in line with the current interest rate environment. This was not unexpected, and we are grateful that TD Bank waited as long as they did to lower the rate.

### **Collection of Property Taxes**

As previously reported, cash receipts during the month of April include \$96,145.34 in property taxes, which represent the residual balance for the current fiscal year.



## BETHLEHEM PUBLIC LIBRARY

## CASH &amp; INVESTMENTS SUMMARY

AS OF 4/30/2020

CASH BALANCES	
TD Bank - Checking Account	1,846,449.13
TD Bank - Money Market	2,184,854.52
TD Bank - Payroll Account	-
TD Bank - Capital Project Fund	-
Key Bank - Checking	2,500.00
<b>TOTAL</b>	<b>4,033,803.65</b>

INVESTMENTS	None
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SUMMARY OF CASH ACTIVITY					
ACCOUNT	3/31/2020	RECEIPTS	DISBURSEMENTS	TRANSFERS	4/30/2020
TD Bank General Fund	1,779,216.09	106,567.63	(208,059.46)	168,724.87	1,846,449.13
TD Bank Payroll	-	-	(131,275.13)	131,275.13	-
TD Bank Money Market	2,484,392.55	461.97	-	(300,000.00)	2,184,854.52
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	2,500.00	-	-	-	2,500.00
<b>TOTAL:</b>	<b>4,263,608.64</b>	<b>107,029.60</b>	<b>(339,334.59)</b>	<b>-</b>	<b>4,033,803.65</b>

Checks outstanding greater than 90 days old: 1 check - stopped payment - awaiting contact from receiptant

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

## BETHLEHEM PUBLIC LIBRARY

## REVENUE &amp; EXPENSES REPORT

## 10 MONTHS ENDED 4/30/2020

FISCAL YEAR 2019-2020

REVENUE	ANNUAL BUDGET	YTD ACTUAL 10 MONTHS ENDED 4/30/2020	YTD PRIOR 10 MONTHS ENDED 4/30/2019	YTD VARIANCE OVER (UNDER)	MONTH OF APRIL 2020
Real Property Taxes	4,065,152	4,065,149	3,932,475	132,674	96,145
PILOT	203,162	205,515	197,034	8,482	-
Fines	30,000	23,294	28,351	(5,057)	-
Interest on Deposits	10,000	36,594	13,414	23,180	535
Lost Book Payments	-	2,156	-	2,156	-
Sale of Books	5,000	3,815	4,369	(554)	-
Gifts and Donations, Misc	1,000	3,240	1,050	2,190	-
Photocopier	8,000	5,769	7,160	(1,391)	-
State Aid	24,000	25,050	25,037	13	-
Grants	-	-	25,000	(25,000)	-
Miscellaneous Income	-	250	425	(175)	-
<b>Total Revenue</b>	<b>4,346,314</b>	<b>4,370,832</b>	<b>4,234,315</b>	<b>136,517</b>	<b>96,680</b>
<b>EXPENSES</b>					
Salaries	2,333,137	1,867,782	1,770,159	97,623	186,198
Retirement	279,232	283,977	283,682	295	-
Health Insurance	308,660	253,165	266,573	(13,408)	40,885
Other Benefits	202,885	155,291	147,789	7,502	11,118
Subtotal Salaries & Benefits	3,123,914	2,560,215	2,468,204	92,012	238,201
Library Materials - Print	277,000	176,359	195,107	(18,748)	13,418
Library Materials - Electronic & Audio	268,000	225,025	196,740	28,284	38,366
Subtotal Library Material	545,000	401,383	391,847	9,536	51,784
Operations	552,400	376,721	366,105	10,616	38,593
Capital Expenditures	125,000	26,265	6,740	19,526	-
<b>Total Expenses</b>	<b>4,346,314</b>	<b>3,364,585</b>	<b>3,232,896</b>	<b>131,689</b>	<b>328,577</b>

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

10 MONTHS ENDED 4/30/2020

FISCAL YEAR 2019-2020

2019-20 Budget Line Balances					
Account Name	ANNUAL BUDGET	YTD ACTUAL 10 MONTHS ENDED 4/30/2020	YTD PRIOR 10 MONTHS ENDED 4/30/2019	YTD VARIANCE OVER (UNDER)	MONTH ACTUAL
<b>Salaries &amp; Benefits</b>					
Salaries-Librarians	1,158,186	964,946	905,089	59,857	93,637
Salaries-Clerical	1,014,578	773,445	743,924	29,521	79,345
Salaries-Custodians	160,373	129,391	121,146	8,244	13,215
Retirement	279,232	283,977	283,682	295	-
SocSec/Medicare	178,485	138,519	133,616	4,903	13,794
Worker's Comp.	23,000	13,128	12,907	221	(5,013)
Unemployment	-	2,338	-	2,338	2,338
Health Ins.	308,660	253,165	266,573	(13,408)	40,885
Disability Ins.	1,400	1,307	1,266	41	-
<b>Library Materials</b>					
Adult books	171,000	109,561	119,539	(9,979)	7,997
Audiobooks	33,000	20,136	16,518	3,618	1,184
Ebooks	122,000	133,371	107,361	26,010	32,343
Electronic Resources	28,000	20,458	19,286	1,172	2,234
Periodicals	21,000	22,279	19,804	2,474	95
YS Books	85,000	44,520	55,763	(11,244)	5,325
YS Audiobooks	4,500	3,452	3,014	437	184
YS Media	7,000	6,926	8,922	(1,997)	99
Special Collections	15,500	8,091	10,970	(2,879)	529
AS Media	58,000	32,590	30,669	1,922	1,793
<b>Operations</b>					
Copiers and supplies	22,000	6,218	9,626	(3,409)	667
Office supplies	13,000	9,047	6,117	2,931	2,114
Custodial supplies	18,000	7,128	8,220	(1,092)	1,141
Postage	18,000	13,476	12,904	572	460
Printing & Marketing	30,000	18,710	16,236	2,475	921
Van lease & oper.	2,000	867	345	522	-
Gas and Electric	60,000	38,533	46,699	(8,166)	4,318
Telecommunications	17,000	9,702	11,230	(1,528)	1,022
Water	2,700	2,905	3,094	(189)	-
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	23,775	4,353	19,422	5,534
Contract Services	37,500	41,209	18,486	22,723	4,918
Insurance	29,000	23,167	24,157	(991)	(3,455)
Travel/Conference	10,000	15,006	5,401	9,605	5,121
Memberships	2,000	1,793	569	1,223	-
Special Programs	25,000	15,191	15,915	(725)	27
Furniture & Equipment	50,000	25,560	31,873	(6,313)	240
IT Hardware & Software	42,000	21,625	32,730	(11,105)	9,943
Bld & Grnd. Repair	40,000	16,967	28,356	(11,389)	3,657
Furn/Equip Repair	2,000	1,019	868	151	68
Miscellaneous	3,500	4,427	(1,964)	6,391	1,031
Audit Service	25,000	16,745	19,375	(2,630)	-
Accounting Service	15,000	14,491	13,932	559	864
UHLAN fees	50,000	36,733	36,554	180	-
Capital Expenditures	125,000	26,265	6,740	19,526	-
<b>TOTAL</b>	<b>4,346,314</b>	<b>3,364,585</b>	<b>3,232,896</b>	<b>131,689</b>	<b>328,577</b>

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

CHECKS DISBURSED IN APRIL 2020 BASED ON PRE-APPROVAL	\$	63,662.72
CHECKS DISBURSED IN APRIL 2020 RELATING TO PAYROLL	\$	193,413.58
CHECKS BEING SUBMITTED FOR APPROVAL	\$	70,321.92
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 38: MANUAL DISB (APRIL 20) For Dates 4/1/2020 - 4/30/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38697	04/15/2020	2324	**VOID** BRIGHTSIDE UP, INC.	200347	-150.00
38706	04/15/2020	2330	**VOID** DOUGHERTY, LISA E.	200384	-50.00
38728	04/15/2020	2323	**VOID** PORT, ANNA MARIA	200370	-151.00
38758	04/15/2020	2139	**VOID** KIORPES, KAREN	200383	-100.00
38766	04/15/2020	2337	**VOID** WIND, DIANE L.	200494	-100.00
38778	04/02/2020	1424	AFLAC NEW YORK		415.92
38779	04/02/2020	1833	BLUESHIELD OF NORTHEASTERN NY		5,228.50
38780	04/02/2020	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,102.35
38781	04/02/2020	2303	IRONFLOW TECHNOLOGIES INC.		864.00
38782	04/02/2020	412	NORTHEAST INFORMATN SYST	200551	2,962.72
38783	04/02/2020	2061	UNITED HEALTHCARE INSURANCE CO		111.91
38784	04/02/2020	1607	VERIZON BUSINESS FIOS	200001	127.77
38785	04/02/2020	1607	VERIZON BUSINESS FIOS	200001	126.98
38835	04/10/2020	2087	CITIBANK	200509	5,105.42
38836	04/10/2020	1570	NATIONAL GRID		1,210.30
38837	04/10/2020	2340	T-MOBILE		45.73
38838	04/10/2020	1607	VERIZON BUSINESS FIOS	200001	201.98
38839	04/16/2020	2087	CITIBANK	200570	1,301.28
38840	04/16/2020	1607	VERIZON BUSINESS FIOS	200001	102.77
38844	04/23/2020	1424	AFLAC NEW YORK		415.92
38845	04/23/2020	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,102.35
38846	04/23/2020	720	MVP HEALTH PLAN, INC.		4,107.53
38847	04/23/2020	1570	NATIONAL GRID		3,108.11
38848	04/23/2020	423	NYS UNEMPLOYMENT INS		2,337.50
38849	04/23/2020	2061	UNITED HEALTHCARE INSURANCE CO		111.91
38850	04/23/2020	1607	VERIZON BUSINESS FIOS	200001	122.77

**Number of Transactions: 26**

**Warrant Total: 63,662.72**

**Vendor Portion: 63,662.72**

**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 - 39: TRUST & AGENCY (APR 20) For Dates 4/1/2020 - 4/30/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38832	04/08/2020	712	CIVIL SERVICE EMPL ASSOC INC.		966.74
38833	04/08/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38834	04/08/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
38841	04/30/2020	712	CIVIL SERVICE EMPL ASSOC INC.		966.74
38842	04/30/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38843	04/30/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100436	04/15/2020	709	BPL SPECIAL PAYROLL ACCOUNT		62,509.84
100437	04/15/2020	710	NYS INCOME TAX BUREAU		3,475.11
100438	04/15/2020	1946	IRS - PAYROLL TAX PMT		20,717.00
100439	04/15/2020	2003	NEW YORK STATE DEFERRED		2,431.03
100440	04/30/2020	709	BPL SPECIAL PAYROLL ACCOUNT		68,765.29
100441	04/30/2020	710	NYS INCOME TAX BUREAU		3,891.32
100442	04/30/2020	730	NYS EMPLOYEES RETIREMENT SYSTE		2,977.06
100443	04/30/2020	1946	IRS - PAYROLL TAX PMT		23,344.55
100444	04/30/2020	2003	NEW YORK STATE DEFERRED		2,828.90

**Number of Transactions: 15**

**Warrant Total: 193,413.58**

**Vendor Portion: 193,413.58**

### 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 - 41: CASH DISB (MAY 20) For Dates 5/12/2020 - 5/12/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38855	05/12/2020	1531	A-J LAWN SPRINKLER CO., INC.	200579	228.50
38856	05/12/2020	1009	AMAZON CREDIT PLAN	200553	1,466.65
38857	05/12/2020	84	BAY STATE ELEVATOR CO.	200560	2,803.32
38858	05/12/2020	2302	BUTLER ROWLAND MAYS ARCHITECTS, LLP	200576	5,130.00
38859	05/12/2020	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	200025	238.58
38860	05/12/2020	1434	DELL MARKETING L.P.	200541	14,886.90
38861	05/12/2020	1991	EASTERN MANAGED PRINT NETWORK LLC	200279	219.19
38862	05/12/2020	1986	FIRSTLIGHT FIBER	200005	185.97
38863	05/12/2020	277	INFOGROUP	200571	2,653.00
38864	05/12/2020	2201	LANE PRESS OF ALBANY	200011	1,567.00
38865	05/12/2020	2301	MATT VIA PRUNING	200561	281.25
38866	05/12/2020	380	MORNINGSTAR	200567	1,732.00
38867	05/12/2020	1823	OVER DRIVE INC.	200580	22,342.31
38868	05/12/2020	450	PHILLIPS HARDWARE INC	200006	29.99
38869	05/12/2020	505	ROEMER WALLENS GOLD & MINEAUX	200563	650.00
38870	05/12/2020	2154	STERICYCLE, INC.	200564	33.70
38871	05/12/2020	632	UPPER HUDSON LIBRARY SYSTEM	200575	15,559.44
38872	05/12/2020	1968	VERIZON WIRELESS	200002	146.87
38873	05/12/2020	645	W W GRAINGER INC	200004	167.25

Number of Transactions: 19

**Warrant Total: 70,321.92**

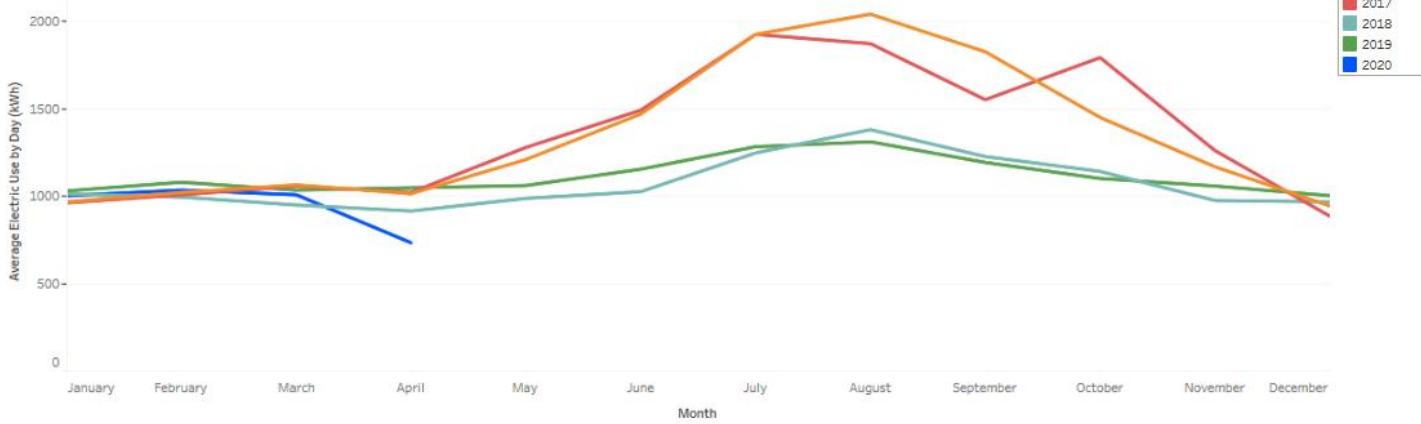
**Vendor Portion: 70,321.92**

### Certification of Warrant

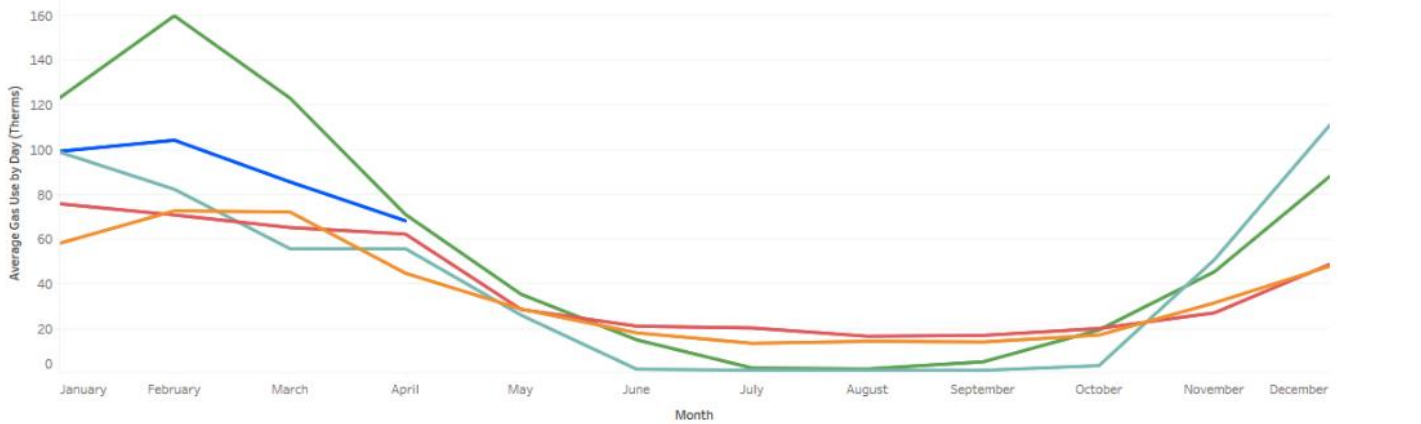
To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

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

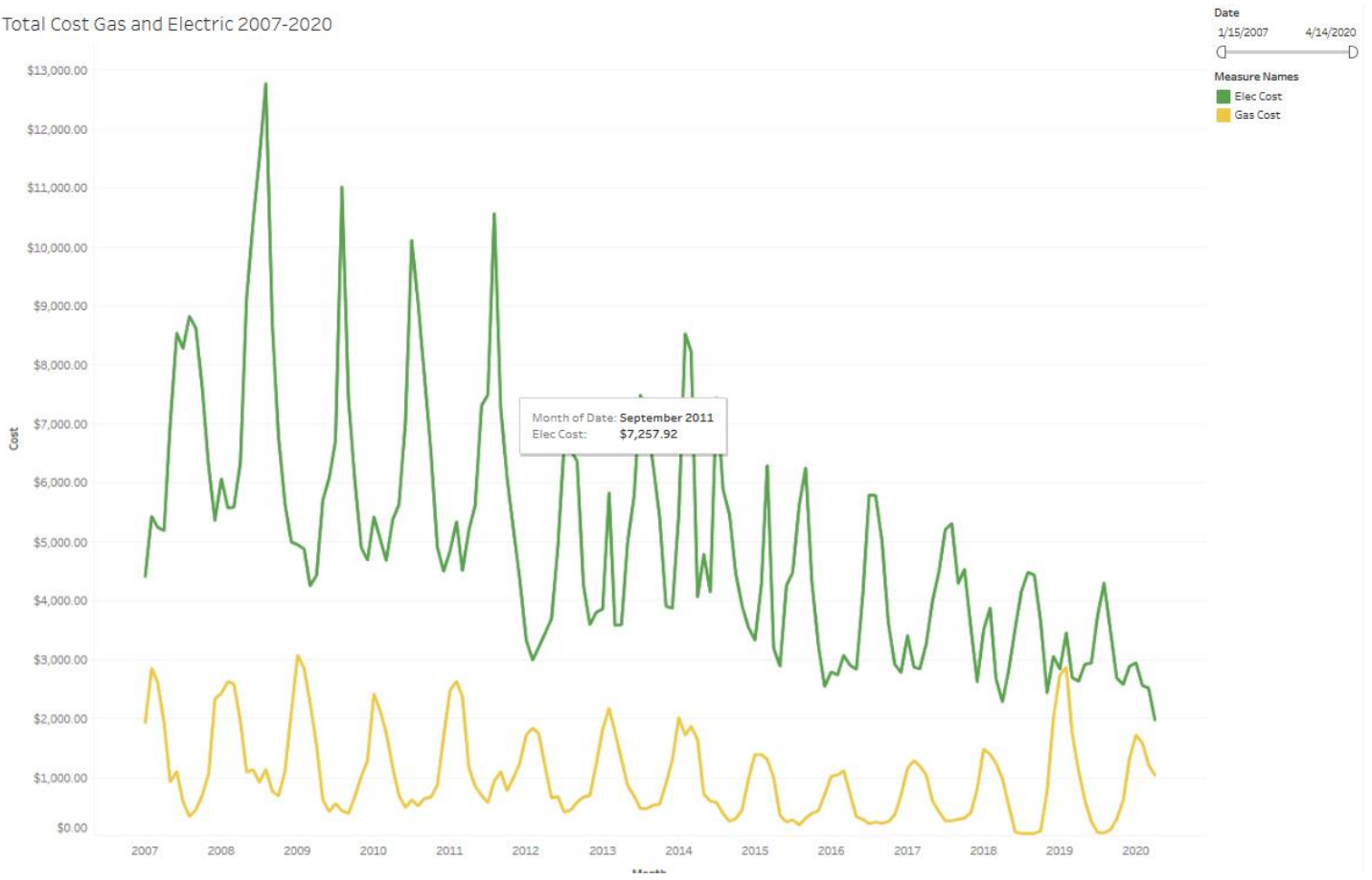
Recent Electric Usage by Month (2016-2020)



Recent Gas Usage by Month (2016-2020)



Total Cost Gas and Electric 2007-2020





May 11, 2020 - Board of Trustee Meeting  
 Job Status Report

Previously Approved to Fill

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
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Previously Approved to Fill & Currently Recruiting

Technology Assistant FT*	35 hrs/wk		\$33,307 annual or per contract	A. Khlyapov	1/30/2020	2/10/2020				
<u>Or fill as</u>										
Library Clerk FT	35 hrs/wk		\$28,995 annual or per contract	N/A		2/10/2020				
Library Clerk PT	16.57 hrs/wk		\$13.75/hour or per contract	B. Tiernan	2/14/2020	2/10/2020				
Librarian 1 FT**	35 hrs/wk	19 hrs/wk; \$27.04/hr	\$52,845 annual or per contract	F. Waldman	2/6/2020	2/10/2020				
		16 hrs/wk; \$28.45/hr		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

District Library Treasurer	Part-Time, Flexible		Flexible - per experience	R. Khalife	5/7/2020					
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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 May 2020**

### **Building and Grounds**

Tracey forwarded training focused on best practices for cleaning and sanitizing for COVID-19, and general ways to reduce the risk of spreading infection while cleaning. There were some good guidelines from OSHA about cleaning and PPE use. The staff have been reviewing the written information and watching webinars on cleaning procedures.

Kevin has been going through the building and doing a full dusting of the hanging lights. He is also going through section by section to do a hard cleaning of all the tile surfaces with the floor scrubber. He is doing daily checks on the HVAC system and flushing all the valves and faucets daily to prevent water from stagnating and to keep the valves in working order.

### **Programs and Outreach**

#### **Programs**

The state has not yet released guidance on how to track virtual programs. For the interim we are classifying a virtual program as an activity that includes patron participation and/or a live or recorded presentation by staff or a guest presenter. We are not including usual social media postings, informational postings, or postings that entice engagement.

The public services librarians have been creating a great deal of content on topics that are usually popular at in-person events. They are experimenting with new technology, different platforms and trying to find the best ways to reach our community. We're finding that the community likes to see familiar faces and connect what we are doing now to the familiar services they are used to.

We put out 28 virtual programs in April, eight of which were "live." Due to restrictions on copyright materials, some programs can only be done in a closed environment like a Zoom meeting. Additionally, we are trying to follow guidelines on keeping the online events safe and not open to hackers.

The planning for the Summer Reading Program is ongoing. Patrons will be able to register online and participate fully in the activities. There is a plan in place deliver prizes via pick-up or mail and ensure that the community can participate fully and safely.

#### **Outreach**

The librarian liaisons to our public schools have reached out to school librarians, principals and parent groups to illustrate library services and offer our support.

Michelle began a collaboration with teachers from some of the third-grade classes (Eagle, and possibly Glenmont) to "publish" the Fairy Tale stories the students are writing on the library's website/social media.

Michelle collaborated on an Earth Day program with the Mohawk Hudson Land Conservancy and they co-sponsored/co-promoted an Earth Day video she made instead of the live program she was originally planning to have.

Mary reached out to the high school to possibly collaborate on projects for the graduating seniors. She created a how-to video for Kristen to share on our social media.

Librarians have been in contact with the Town and Town Parks to continue collaborating and making plans for postponing or changing shared projects.

We have been in contact with the Delmar Farmer's Market. We aren't currently allowed by law to participate, but we are monitoring the situation and maintaining contact with the market organizers.

## **Public Services**

Chris is reviewing and updating the Patron Conduct, Meeting Room, and Program policies for the Policy Committee to consider, in addition to creating an Emergency Policy that involves an extended closing and a work from home clause. The revisions would address current topics such as social distancing, virtual programming and implementation of the new room reservation system.

The Public Service staff are revamping the Summer Reading Challenge and all of the previously planned summer programs. It has been decided that there will not be a Teen Summer Volunteer program this year.

The librarians continue to provide assistance to the community through emails and phone messages received at the Information desk. Many of the inquiries received are some sort of technology support, such as getting e-materials onto their devices.

We have received numerous comments from patrons expressing their appreciation of the quick responses they have received from the staff. One person even mentioned that he was happy to have been contacted four times in a single day by different staff to address numerous inquiries. People in our community are interested in having an opportunity to engage with others. We have tried to come up with ways to do this.

Dorothy continues to stay in touch on a weekly basis with the Books to People participants.

Frank has reached out to his two volunteers who assist with our digitization projects. We have reached out to several organizations, town departments, school employees, school PTO/PTAs to remind them of the resources we provide and to offer assistance when possible.

We are also offering Community Chat sessions on Zoom in May. These chats will be facilitated by a librarian and have a short topic of discussion before the session is open to other topics that the community would like to discuss. Engaging with our community is the best way for us to really know what they want and need from us at this time.

Ann Marie, Luke, Frank and Mary have been working on the Workforce Development project. Tori contacted Albany One Stop about collaborating on workforce development programming; she is still waiting for a response. Frank purchased resume/interview/job search material in Overdrive in an effort to meet the anticipated demand for workforce development resources. The team is currently reviewing several databases and online services to consider making available to the public, which may include resume assistance, study guides, and other vocational assistance.

Anne collaborated with Frank to create a poll to choose titles for a future virtual book discussion program. The titles are available on Hoopla so that multiple people can check out the same title without the hassle of being put on a wait list.

Tori set up a TikTok account for teens and has been posting some content there.

Tori held a live virtual BreakoutEDU for tweens and teens, planning to hold more for teens and possibly other ages as well

The National Poetry Month poetry contest ended in April. There were 21 entries. Seven adults, 12 kids and two teens participated in the contest. Winners were announced the first week of May and poems posted online to the library's website and social media accounts. Frank did a nice job overseeing this, including working with John to make it available online and with select team members to judge the entries

## **Circulation and Technical Services**

### **Circulation**

Staff registered 63 new library card holders and updated their accounts to allow immediate access to most Bethlehem e-content. In addition to new cardholders, we reached out to BCSD faculty and staff to share they were eligible for library cards that provided access to Bethlehem Public Library cardholder-only content. Eighteen BCSD employees reached out to us to use this card. This includes Kanopy and new Pronunciator and ProCitzien databases as well as previously offered databases such as Morningstar Research Investment Center, Value Line, Reference USA.

In addition, over 743 users signed up for our newly launched Hoopla e-content service largely after our first email blast to Bethlehem cardholders.

We continue to craft 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 protocols and scripts for curbside service. Additionally, we are working to establish cohort schedules to minimize contact between staff members in case of a resurgence of COVID-19 cases once we reopen. We also watched a webinar offered by Innovative Interfaces, Inc. on re-opening using Sierra software to turn on the circulation functions that are currently suspended.

Staff transcribed and made available transcripts for two public virtual board meetings following new Open Meetings Law guidelines.

We reviewed library policies and our ever-expanding virtual offerings on our website including newly added e-resources.

Many staff also participated in the library's 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.

### **Technical Services**

Staff continued emergency supply procurement including parts for the MakerBot, hand sanitizer, masks and plexiglass dividers.

Submitted orders for popular physical materials with future release dates allowing patrons to keep their requests for popular titles including Midwest Tape, Baker and Taylor, Findaway, Vox Books. We are also ordering summer reading books through Book Depot and Scholastic.

Updated catalog records for newly ordered, popular materials which will reduce workload when the library reopens.

Worked in conjunction with Public Services and Public Information Officer to create new virtual storytime kits on our website.

Magazines and periodicals received during closure are being added to Sierra for immediate access when we return. Magazines are not usually requestable, but can be selected by staff and put on the holdshelf for library users for curbside pick-up when we return.

### **Collection Maintenance**

Part-time collection maintenance clerks were absorbed into the circulation department. Pages now report to the Assistant Director for daily work reports, and for scheduling and timecards.

### **Training**

In addition to encouraging staff to choose web-based training that they are most interested in, we directed staff to specific webinars for training including: Extreme Customer Service Everytime from Webjunction.org. Almost all staff, from pages to librarians in circulation, collection maintenance, and technical services are participating in training opportunities.

This week, circulation staff are reviewing a newly launched Trauma Informed Library LibGuide created by a team in the NYLA Developing Leaders program, including our own Cathy Brenner, to prepare us to return to the library and begin working with the public within post-COVID 19 realities.

Circulation staff are also creating customized training modules for patron registration, online registration, waiving fines and fees, library card types.

We are investigating the use of Lynda.com for training for staff and the public. So far, staff have enjoyed the quality of offerings (including courses on WordPress).

### **Meetings**

We continue to have weekly circulation meetings, and bi-weekly technical services meetings (with daily email updates between staff members).

Remote resources (including training links, director's daily updates, HR documents, and COVID-19 specific training) are available in one location on our Remote Working Resources SharePoint site. The site is updated daily. It can be accessed by all staff.

### **Administration Team**

Tracey attended several webinars on HR issues related to COVID-19. She relayed important information to the staff about ADA and EEOC impacts on staff and reopening. She also analyzed the impact of the CARES act on library 403(b) and 457 retirement plans and relayed the information to the staff. She continued to research and push out appropriate training, particularly for the maintenance staff and consulted with the New York State Insurance Fund about safety and cleaning related to our plans to reopen the library. She is working on a Return to Work guide for all staff that will integrate with the library-wide reopening plan.

Kristen launched our first e-newsletter and the numbers show a 53% open rate, and an 11% click-through rate. This indicates a high level of interest in library news. Further there was a marked increase in Hoopla use immediately following the new release of the newsletter that included an article on e-content offerings, including Hoopla. The link for Hoopla was clicked

more than 1,000 times. The newsletter is sent to just over 10,000 users so it will continue to be a valuable communication tool moving forward. She has created a new way to organize social media suggestions from staff and has built a marketing/social media calendar as a framework for organizing content. She wrote a tutorial for building Storytime Kits web pages on Wordpress which other staff were able to use to build those pages, helping further share the digital workload. Special thanks to Edra for her work on this project.

Jennifer continued to attend webinars, including a panel discussion on libraries and COVID-19 response, personal skills, and Excel skills. She assisted Kristen in some editing and social media projects. She continues to familiarize herself with the new online calendar and room booking software from Library Market. For now, we are holding off taking tentative room reservations but intend to start back up when the new software has launched.

Tanya continued to ensure that accounts payable and payroll run smoothly. Post-COVID processes have been implemented to allow for minimal time at the building while ensuring that business operations continue. She continued to help staff members move to direct deposit.

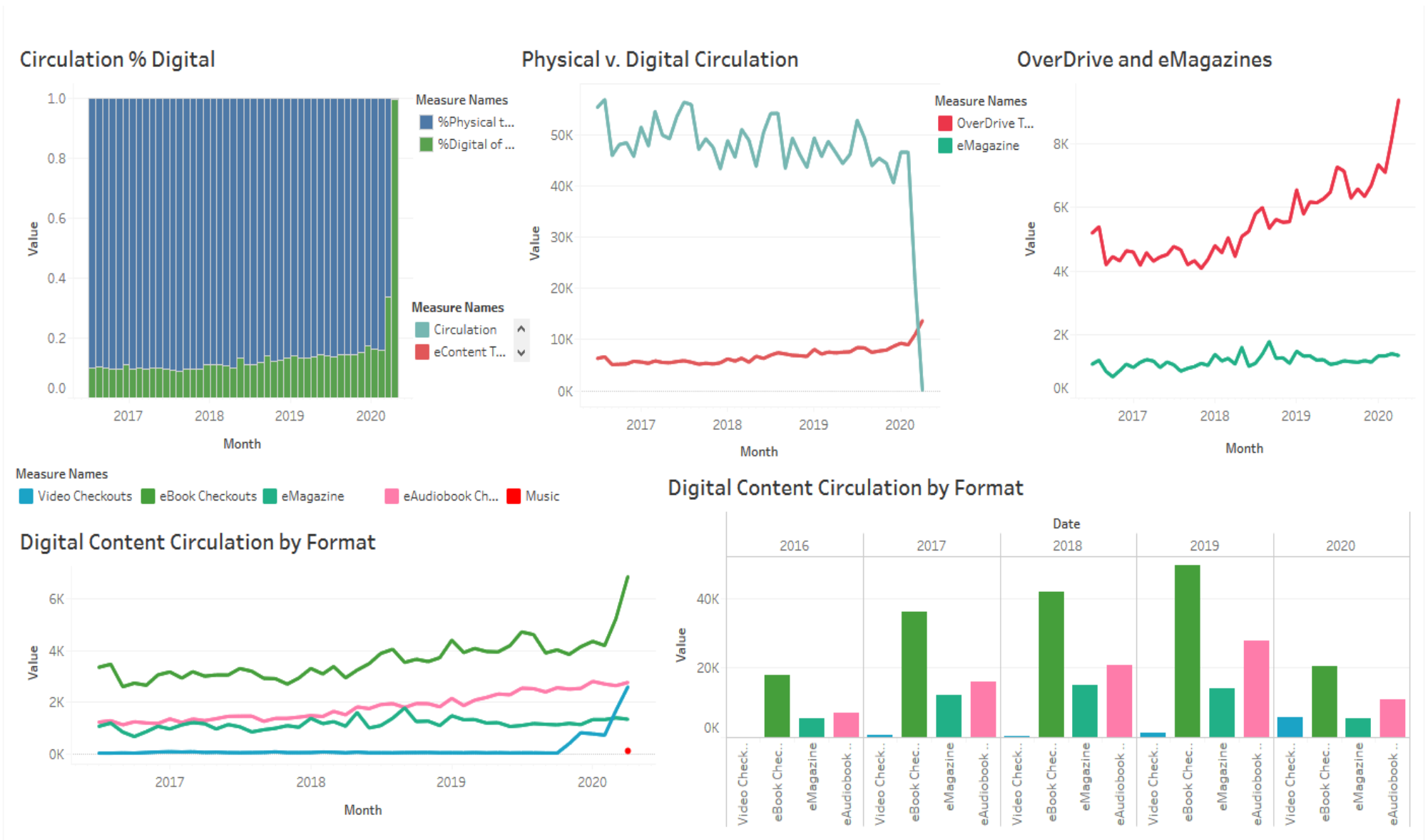
### **HVAC Executive Summary**

I communicated with the Division of Library Development to ensure that all appropriate paperwork had been submitted for the grant closeout process. Many operations have been interrupted by the COVID-19 crisis but we are in good shape. The final 10% payment will be released when possible.

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	Apr-20	Apr-19	% change	2018-19	F-Y-T-D
Programs	9	85	-89.4%	843	650
Program attendance	74	2,162	-96.6%	24,838	17,163
Outreach Programs	0	18	-100.0%	285	161
Outreach Attendance	0	602	-100.0%	9,929	6,476
Circulation	Apr-20	Apr-19	% change	2018-19	F-Y-T-D
Adult fiction	4,883	11,888	-58.9%	149,583	117,125
Adult non-fiction	1,481	8,268	-82.1%	97,179	72,028
Adult audio	2,089	4,075	-48.7%	49,601	36,374
Adult video	2,564	8,543	-70.0%	109,652	77,487
Adult magazines	1,322	1,815	-27.2%	21,596	17,215
Young adult fiction	433	1,642	-73.6%	19,610	14,629
Young adult nonfiction	0	128	-100.0%	1,476	1,106
Young adult audiobooks	111	114	-2.6%	1,331	1,133
Young adult magazines	0	6	-100.0%	74	42
Children's fiction	565	11,170	-94.9%	137,492	100,617
Children's non-fiction	31	3,696	-99.2%	38,616	26,419
Children's audiobooks	138	641	-78.4%	7,690	5,569
Children's video	9	1,079	-99.1%	14,997	8,510
Children's magazines	0	39	-100.0%	370	156
Electronic (games, ereaders)	0	690	-100.0%	6,966	5,855
Total	13,626	53,793	-74.7%	656,232	481,866
Interlibrary Loan	Apr-20	Apr-19	% change	2018-19	F-Y-T-D
Borrowed from others	3	7,470	-100.0%	86,393	60,081
Loaned to others	9	5,283	-99.8%	67,302	46,393
Miscellaneous	Apr-20	Apr-19	% change	2018-19	F-Y-T-D
Visits to our home page	47,094	93,608	-49.7%	849,506	670,961
Public use of meeting rooms	0	49	-100.0%	436	408
Public meeting attendance	0	560	-100.0%	6,867	4,784
Staff use & library programs	0	95	-100.0%	1,038	847
Study room sessions	0	433	-100.0%	5,267	3,498
Tech room/ Studio use	0	36	-100.0%	305	289
Door count	0	25,749	-100.0%	310,464	216,914
Registered BPL borrowers	63	61	3.3%	1,012	782
Computer signups	0	3,539	-100.0%	34,871	28,903
Museum Pass use	0	156	-100.0%	1,833	1,384
E-book use	9,369	6,129	52.9%	71,054	71,795
E-magazine use	1,172	1,174	-0.2%	12,415	11,791
Equipment	0	469	-100.0%	5,432	3,604
Wireless Use	3,719	10,465	-64.5%	172,258	103,284

# Virtual activity statistics

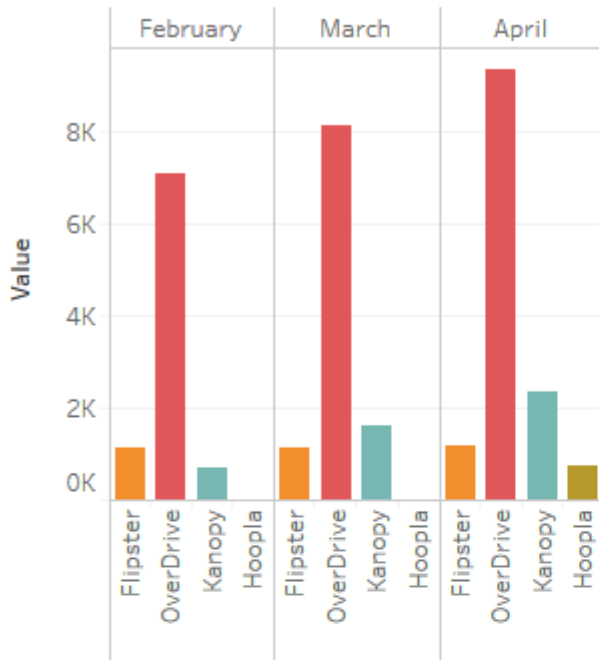


Digital Content Dashboard available at: <https://public.tableau.com/profile/catherine.stollar.peters#!/vizhome/DigitalContentDashboard/Dashboard>

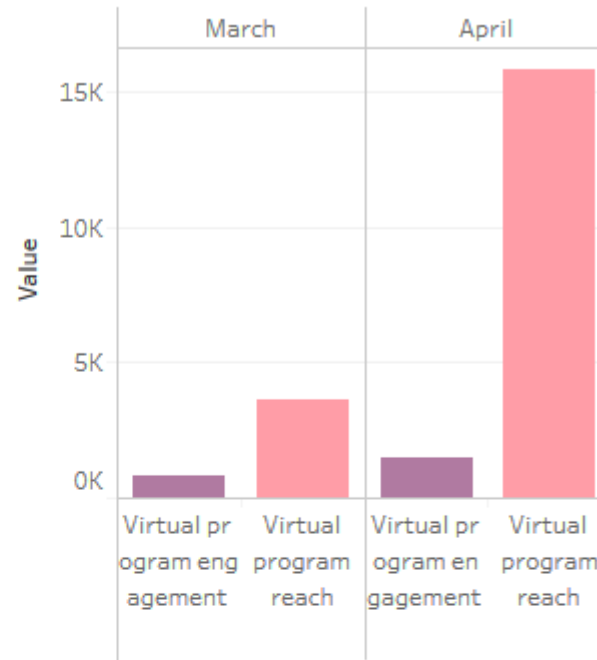
Virtual Programming and Content Dashboard available at: <https://public.tableau.com/profile/catherine.stollar.peters#!/vizhome/VirtualAnalytics/Dashboard>



## EContent Usage

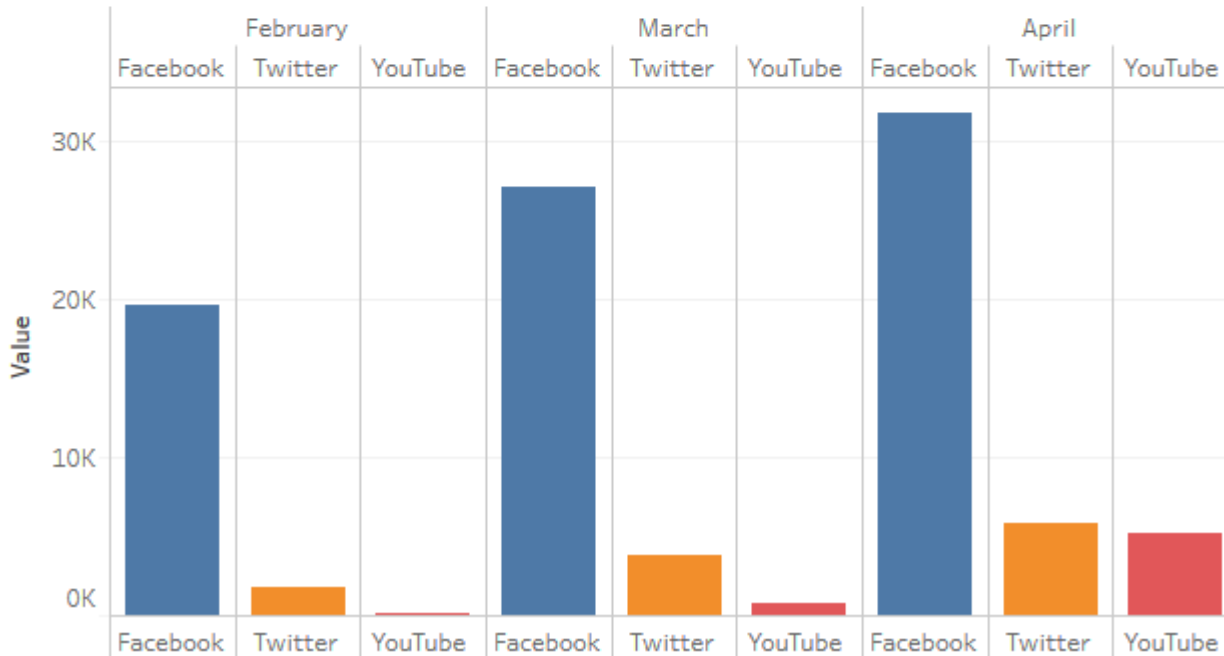


## Virtual Program Engagement



25

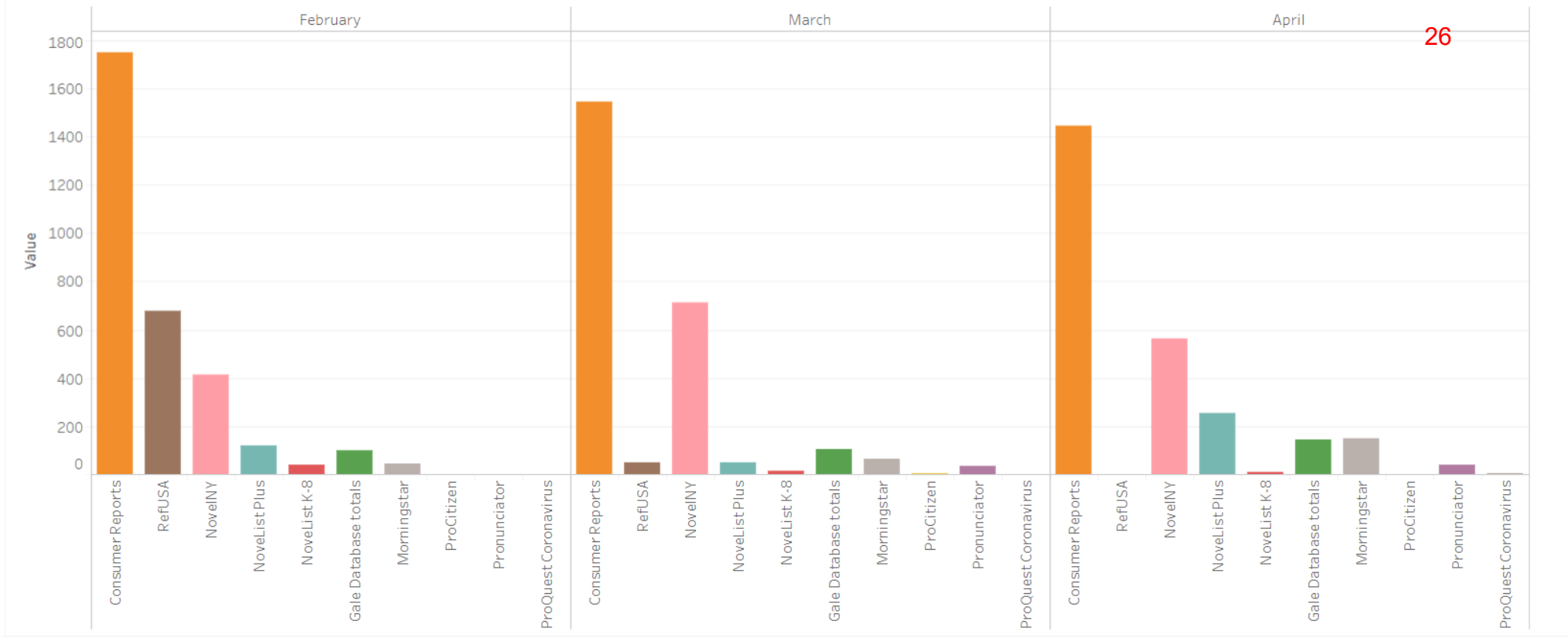
## Social Media Platforms

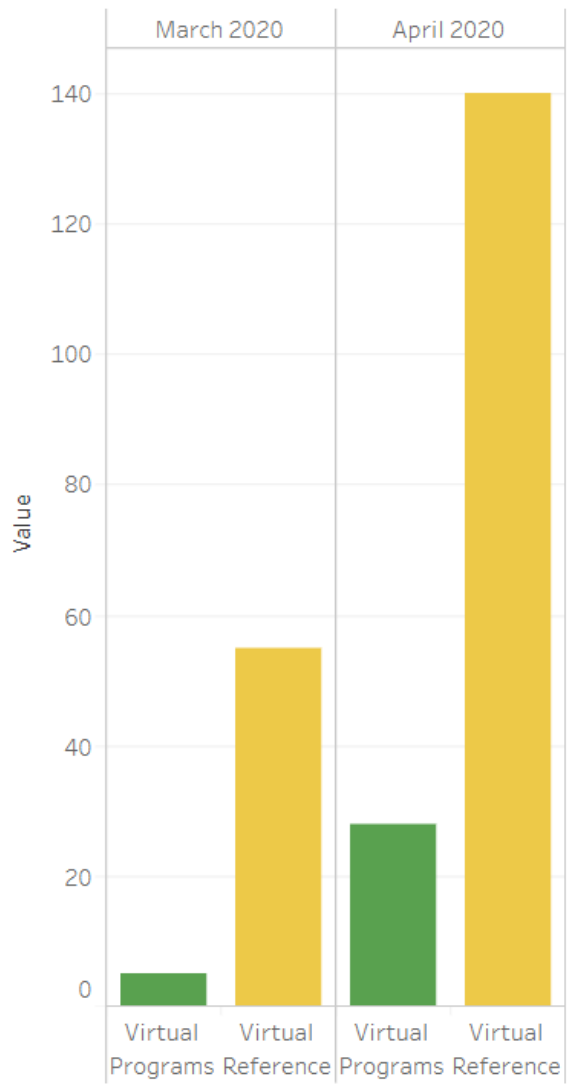


Marketing is being focused on Facebook and YouTube

- 1) Facebook has the largest cultivated library audience
- 2) YouTube is the best platform for recorded asynchronous programming
- 3) Social media trend analysts are showing that Instagram is not being used as much during pandemic as Facebook and Twitter.

# Database Usage





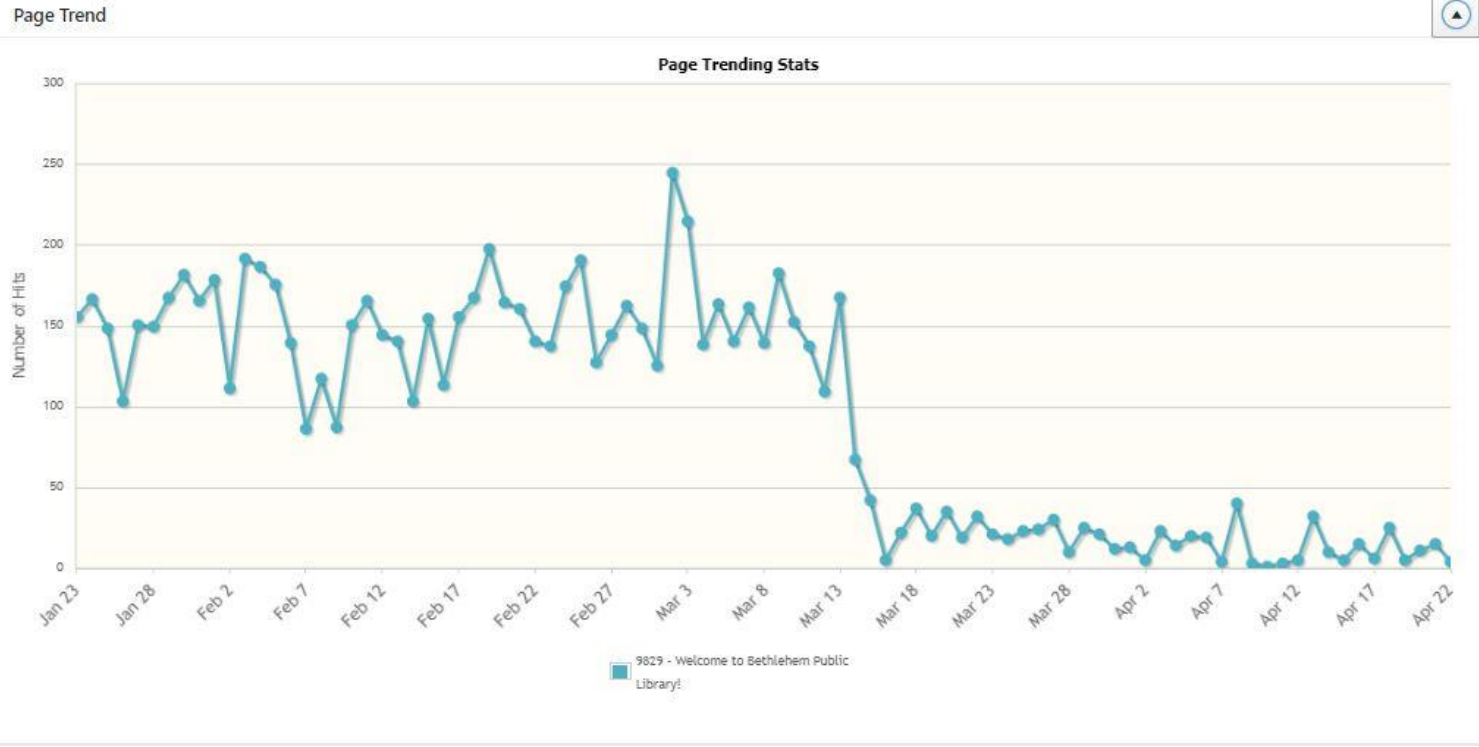
Website usages before and after temporary closure on March 13: Library website use is down partially because every public computer in the library lands on our home page when an internet browser is open.

### Page Trend for Post ID 9829 - Welcome to Bethlehem Public Library!

There is an update available for: [Cryout Serious Theme Settings](#).

[Begin updating plugin](#) | [Dismiss this notice](#)

10 Days | 20 Days | 30 Days | 2 Months | 3 Months | 6 Months | 9 Months | 1 Year | Time Frame:  to

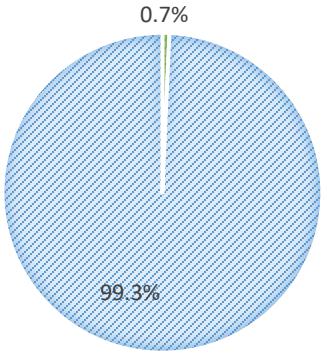


# Email Campaign

(two emails sent: Welcome (and first unsubscribe option) 4/22/2020 and Hoopla announcement 4/30/2020)

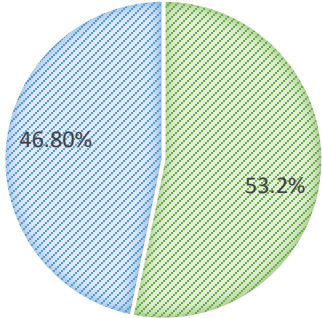
## BOUNCE RATE

■ Bounces ■ Correct Recipient



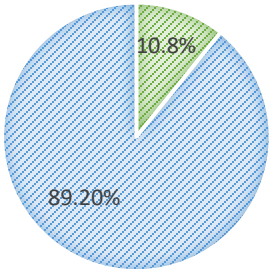
## OPENED RATE

■ Recipients Who Opened ■ Not Opened



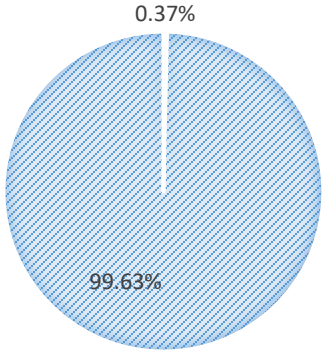
## CLICK THROUGH RATE (Mostly to Hoopla)

■ Recipients Who Clicked ■ Not clicked

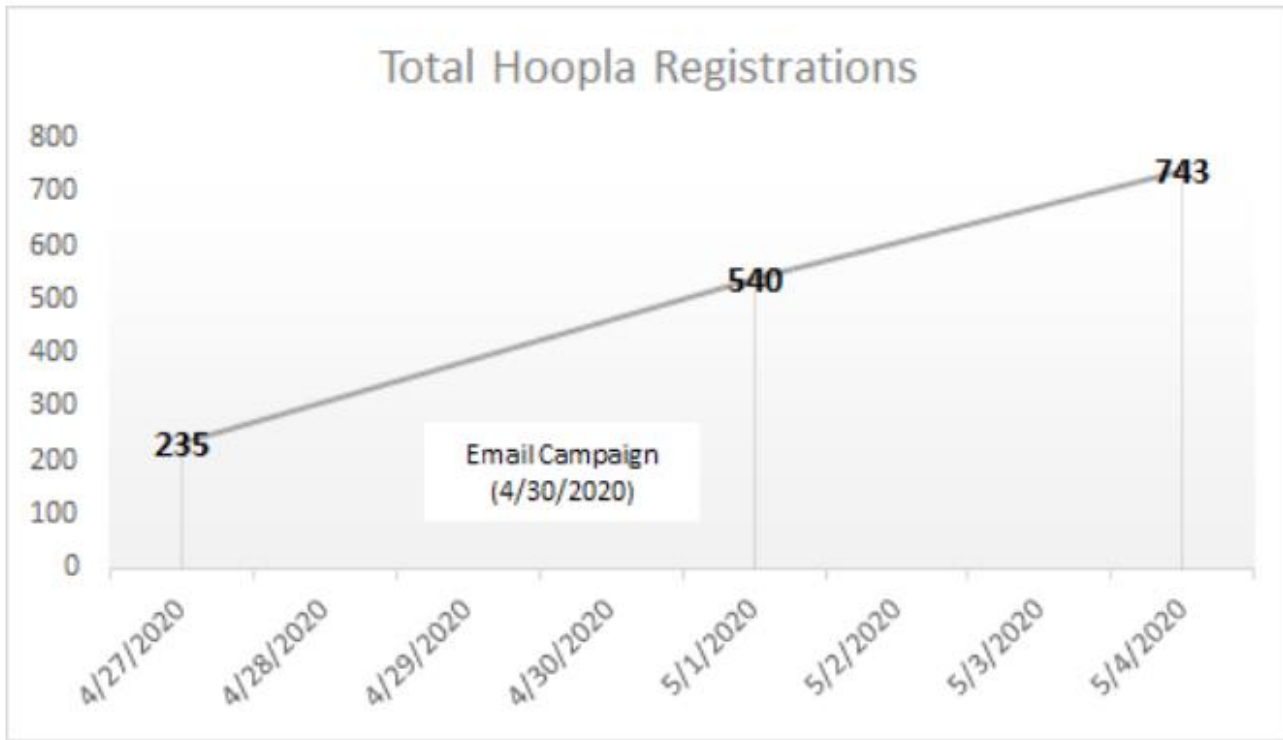


## UNSUBSCRIBE RATE

■ Total Unsubs: ■ Subscribed



With 1,097 (10.8%) users who clicked through the email most of which were to Hoopla (1081 website clicks).



Email to School district 4/29 also resulted in **18 new BPL** database/econtent library cards for BCSD faculty.

## Lynda.com from LinkedIN Learning

<https://www.lynda.com/>

Costs: \$7000

### Highlights

- **Training for every function, at all levels**  
Select from thousands of beginner-to-intermediate-to-advanced courses across core functional areas – including sales, marketing, finance, operations, IT, software and web development, customer service and more.
- **Hundreds of soft skill courses**  
Select from topics covering leadership skills, time management, problem solving, peer relationships, conflict management, project management, communication and presentation skills.
- **For staff and public use**
  - All the Microsoft products that the staff use, including the new Teams and SharePoint that the staff have been using from home
  - Adobe products that the staff use to support the public
  - Training software on Zoom and GoToMeeting that staff and public are both using
  - Video editing software such as Camtasia and Premier Elements.
  - Computer skills in Apple and Microsoft products
- There are courses and learning paths for different types of learning styles, including closed captioning on many of the courses.
- Courses on Train the Trainer
- Resources for teachers, such as Blackboard, Canvas and Zoom
- Popular software: AutoCad, Photoshop, Wordpress, Dreamweaver, HTML and so much more.

Lynda.com could be used in conjunction with BrainFuse. Patrons who have been downsized or laid off from their jobs would have the ability to obtain high quality training in a variety of technology skills. It is the most extensive online instruction courses for public libraries.

We are your library

The 2020-21 budget vote comes at a challenging time. During our budget planning just a few months back, we could never have imagined how much would change so quickly. What has not changed is Bethlehem Public Library's commitment to serving our community in ways that uplift in difficult times and provide the tools needed to help our friends and neighbors face what's ahead.

The 2020-21 budget, which comes in under the state-mandated cap, will allow us to continue serving you today as we prepare to take the necessary steps toward a time when we can safely be a community gathering place once again.

Looking ahead, we see Bethlehem Public Library playing a vital role in bolstering the resilience of this community as we all bounce back from the difficulties brought on by the coronavirus health crisis and subsequent stay-at-home order. As a library, we provide unbiased access to trusted informational resources, as well as educational, financial, technological and career tools that can help those hard-hit by the pandemic. Our Reference Desk remains a go-to for people seeking clarity amid the conflicting and confusing messages of our time.

In the absence of face-to-face interaction, our staff has been working hard to get this information out to those who need it by developing new ways of communicating with the public and providing opportunities for connection through virtual programming. Our widespread Wi-Fi network throughout town has helped bridge the digital divide for many residents who lack internet access and find themselves in an increasingly online world, and the 2020-21 budget continues to invest in this vital link for our community. We have seen interest soar in our online resources, including streaming services such as Kanopy and Hoopla, and we are doing everything we can to meet that need while nurturing the physical collection you have come to expect.

We know better times are ahead, and we would like to usher in those days with forethought. With that in mind, we are continuing our Long Range Planning discussion based on the public input we received earlier this year. This blueprint for the future is by no means locked into a timeline, allowing us the flexibility to tackle projects as the economy and our resources allow.

We also understand that a return to the way things were will not happen overnight. For this reason, we will carefully analyze spending and seek cost savings where possible until we can better gauge the economic impact of this unexpected challenge and how it will affect our budget in the future. It is important to us that we deliver the best library services at the greatest value to you. On the ballot is a levy 2.64% higher than last year, within the limit specified by New York State.

— Bethlehem Public Library Board of Trustees