



Board of Trustees Meeting

Monday January 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/>
- Review previous meeting minutes (p. 2-7)
- Financial report (p. 8-16)
 - Treasurer's update (p. 8-9)
- Personnel report
 - Personnel actions (p. 17)
- Director's report (p. 18-27)
- UHLS report
- New business
 - Budget process update
 - Phased reopening plan discussion
 - Other new business
- Old business
 - Long range plan steering committee – update
 - Other old business
- Future business
- Public Participation
- Adjournment
 - Next board meeting: February 8, 2021 6:00pm (Virtual Meeting)
 - Next Friends of the Library meeting: February 15, 2021

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday December 14, 2020

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

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

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

President M. Kissinger called the meeting to order at 6:05pm.

PUBLIC PARTICIPATION

There was no public participation.

MINUTES

Minutes of the 9 November 2020 board meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh.

FINANCIAL REPORT

Treasurer's update

S. Whiting noted that the library is tracking under budget. M. Kissinger asked how far the library was underspent in the personnel line as the library held off on filling some open positions during the pandemic. S. Whiting said spending in that line is at 38 percent as of November where it would normally be expected at around 42 percent.

C. Wijeyesinghe asked if the money underspent in the salaries line carries over to the new fiscal year. S. Whiting said that money would be available for spending in future years. In response to another question from C. Wijeyesinghe, G. Kirkpatrick noted that while the library does not have

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the same requirement as the school districts do to keep the fund balance under a certain percentage of the budget, the Comptroller does want to know that there is a specific plan for that money.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 30 November 2020 (Manual Disbursements \$317,486.01; Cash Disbursements/Accounts Payable \$84,178.35; Trust & Agency Disbursements/Salaries \$183,939.97; CapProject Fund/Hand-Drawn Checks \$0; Total: \$585,604.33).

PERSONNEL REPORT

G. Kirkpatrick said he was seeking to fill three new positions. M. Kissinger asked if the library was actively recruiting the approved open positions. G. Kirkpatrick said the library was only filling the ones that were operationally necessary. He noted that the pandemic has created a more-than-usual amount of unexpected staff absences. C. Wijeyesinghe said the board had earlier discussed needing additional staff to expand weekend services and she asked if the hiring being done is based on current service levels or projected. G. Kirkpatrick said it was based on being flexible enough to maintain current levels of service.

PERSONNEL ACTION

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

- Library clerk, part-time, permanent, 11.67 hours/week, \$13.89/hour or per contract.
- Library page, part-time, permanent, 11.67 hours/week, \$11.80/hour or per contract.
- Library page, part-time, permanent, 12.8 hours/week, \$11.80/hour or per contract.

DIRECTOR'S REPORT

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

- As the library prepares to restart fines on Jan. 1, the billing cycle has been reinstated, with the hope that it will encourage people to bring those billed items in before fines start back up.
- In anticipation of fines coming back, the library is working with KeyBank to accept credit cards in order to reduce cash handling. Fine payment through Upper Hudson already exists, but this would make it more accessible to patrons.
- Circulation is down a little more than 20 percent compared to last November. G. Kirkpatrick that that he was very proud to have that many library materials going out into the community considering the constraints of the pandemic. He noted that many people are still opting for curbside pickup.
- The library continues to see major increases in the use of e-materials, so the investment in those services is paying off.
- L. Scoons asked if the release of new materials was returning to pre-pandemic levels. G. Kirkpatrick said it is not even close to returning to those levels yet as publishers and authors are still holding off on new releases. C. Stollar Peters also noted there have also been some delays at the vendor level that they are aware of and trying to address.
- G. Kirkpatrick said BPL patrons have always been big requesters of materials throughout the system, and those materials are more available through the courier system.
- C. Wijeyesinghe said she enjoyed the colorful program flyers included at the end of the board packet.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board does not meet in December.

NEW BUSINESS

Phased reopening plan – phase triggers

G. Kirkpatrick said it was a good time to revisit phased reopening plans in light of recent hospitalization and infection rate increases and with other libraries pulling back from some services. He said that the phased reopening plan indicates that the library may move among the phases based on the best guidelines available. He said he believed a state designation of an orange zone would be a good general guideline for going back to curbside-only service, but other factors may come into play, such as zone designations for neighboring communities. The board agreed. G. Kirkpatrick said staff have been diligent with sanitizing and mask-wearing, and so far had not experienced a positive case.

C. Wijeyesinghe asked if there have been times where people have to wait outside the building. G. Kirkpatrick said that generally only happens on weekends, and added that it is usually not a significant amount of time.

Building committee update – boiler replacement project

Although the boiler has been repaired, it will still eventually need to be replaced. G. Kirkpatrick said that would entail a full design and SED approval to move forward. He said the Building Committee had begun laying the groundwork for that and will be moving forward to find a design team and put together a proposal with estimated costs.

Harassment policy

On the agenda was a series of policies that had been reviewed by the Policy Committee. Additionally, the harassment policies had been vetted by the library's attorney.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously voted to adopt the draft of the harassment policy.

Sexual harassment policy

G. Kirkpatrick noted that the harassment policy had been split into two separate policies to better address new state guidelines.

On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board unanimously voted to adopt updates to the sexual harassment policy.

Collection development policy

G. Kirkpatrick said the updates to the collection development policy were mainly meant to reduce the library jargon and make it more understandable. When looking at the policy, M. Walsh asked if the library gets many requests from patrons to have an item withdrawn. G. Kirkpatrick said it has happened, and he will review the request and make a decision. That decision can be appealed to the board, but he said it has been a long time since a request has ever risen to that level.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously voted to adopt updates to the collection development policy.

Records and retention schedule

It is a New York state requirement that the library adopt the records and retention schedule, which dictates how long certain local government documents need to be kept. A copy of the schedule is available on the Board of Trustees page on the website.

On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board unanimously voted to adopt a resolution outlining the minimum retention periods for local governmental records.

Jaeger and Flynn healthcare invoice

The invoice from Jaeger and Flynn represent the prefunding amount of certain health savings accounts and flex savings account.

On a MOTION by H. Narang with a SECOND by C. Brancatella, the board unanimously voted to approve the payment of \$13,760.24 to Jaeger and Flynn to prefund the health savings and flex accounts administered by them.

Emergency patron conduct policy

The revision to the emergency patron conduct policy clarifies that patrons will be asked to sanitize gloved hands.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously voted to adopt the update to the emergency patron conduct policy.

Other new business

None

OLD BUSINESS

Long range plan steering committee - update

The Long Range Plan Steering Committee will be meeting with library architect Paul Mays later in the week to review updated schematics incorporating the board's suggestions, as well as a smaller-scale first phase. M. Kissinger noted that there was also a service component to the long-range plan. G. Kirkpatrick said that it was largely written, but will be reviewed with some aspects of the pandemic in mind. C. Wijeyesinghe said she thought that was a good idea as some of the effects of the pandemic are likely to linger awhile.

Other old business

M. Walsh said she loved the family scavenger hunt idea. G. Kirkpatrick said the librarians were working very hard to come up with creative ways to "interact" in the absence of face-to-face interaction.

C. Wijeyesinghe asked if the board had talked going fine free permanently in recent years and if that is something to revisit as part of a discussion about equity and inclusion, as well as who uses the library and how much they do so based on fines. M. Kissinger said that it has been a topic of discussion, but it would be good to keep on the future business agenda. C. Brancatella said that before, the discussion was mainly theoretical, but now the library has actual data from the past few months to see how that might affect patron behavior.

L. Scoons asked about the status of collective bargaining. G. Kirkpatrick said they are talking about restarting the conversation, and he expects things to move quickly once they do.

M. Kissinger wished everyone Happy Holidays and encouraged board members to check out the upcoming Friends meeting. G. Kirkpatrick said anyone interested could email him and he would get them signed up.

FUTURE BUSINESS

There was no future business discussed at this time.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

On a MOTION by M. Walsh with a SECOND by M. Redmond, the board adjourned the regular meeting at 6:51pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES
LONG-RANGE PLANNING COMMITTEE MEETING **DRAFT**
BETHLEHEM PUBLIC LIBRARY
Thursday, December 17, 2020

PRESENT: Mark Kissinger
Harmeet Narang
Lisa Scoons
Michelle Walsh

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director
Chris McGinty, assistant director
Catherine Stollar Peters, assistant director
Kristen Roberts, public information specialist
Paul Mays and Lisa Hayes, library architects

*All present via Zoom broadcast live on YouTube.

H. Narang called the meeting to order at 9am.

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 10am.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report January 2020

The revenue and expense report through December continues to show underspending in most categories. This month we received close to \$17,600 in state aid, or about 73% of the budgeted amount of \$24,000. The budget is tracking at about 3% underbudget as of December 31. Included in this month's report is the detailed report of expenditures through December 31.

I've also included a financial summary of the HVAC project which was completed in FY2020. The total cost of the project came in at \$871,935, a savings of about \$9,900 over the original budget. The library received a grant of \$289,467, therefore the total cost to the library, excluding feasibility study expenses, was \$582,468.

Sharon Whiting CPA
District Library Treasurer

**Bethlehem Public Library
HVAC Project
Summary
December 2020**

	<u>Total</u>	<u>Library Paid Directly</u>	<u>DASNY Paid/Incurred</u>
Gross Sources of Funds			
Library direct payments	76,254		
Advances to DASNY	94,000		
	691,790		
	19,803		
Interest earnings per PMA	6,345		
Total	<u>888,192</u>		
Uses of Funds			
Project design	72,042	72,042	
Mechanical	697,930		697,930
Gilbane- consultants	7,067	4,125	2,942
CHA Consultants- asbestos	11,735		11,735
Misc fees	2,511	87	2,424
DASNY fees	80,650		80,650
Total	<u>871,935</u>	<u>76,254</u>	<u>795,681</u>
Difference*	<u>16,257</u>		
<u>*Difference explained</u>			
Project savings	9,912		
Interest earnings per PMA	6,345		
Refund to library	16,257		
Total cost of project	871,935		
Grant revenue received	289,467		
Net Library cost	<u>582,468</u>		

Note:

Feasibility study costs of about \$11,500 are not included above

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 12/31/2020

SUMMARY OF CASH ACTIVITY

ACCOUNT	CASH BALANCE		RECEIPTS	DISBURSEMENTS	TRANSFERS	CASH BALANCE	
	11/30/2020					12/31/2020	
TD Bank General Fund	1,676,048.84		20,311.53	(181,896.71)	(139,322.44)	1,375,141.22	
TD Bank Payroll	-			(139,322.44)	139,322.44	-	
TD Bank Money Market	4,223,294.31		715.42	-	-	4,224,009.73	
TD Bank Capital Project Fund	-		-	-	-	-	
Key Bank Checking	2,500.00		-	-	-	2,500.00	
TOTAL:	<u>5,901,843.15</u>		<u>21,026.95</u>	<u>(321,219.15)</u>	<u>-</u>	<u>5,601,650.95</u>	

INVESTMENTS

None

Checks outstanding greater than 90 days old:

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

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

6 MONTHS ENDED 12/31/2020

FISCAL YEAR 2020-2021

	ANNUAL BUDGET 2020-2021	YTD ACTUAL 6 MONTHS ENDED 12/31/2020	Percent YTD 12/31/2020	YTD PRIOR 6 MONTHS ENDED 12/31/2019	Percent YTD 12/31/2019
REVENUE					
Real Property Taxes	4,172,563	4,051,336	97.1%	3,969,004	97.6%
PILOT	211,637	212,436	100.4%	205,515	101.2%
Fines	28,000	673	2.4%	15,214	50.7%
Interest on Deposits	30,000	3,749	12.5%	24,350	243.5%
Lost Book Payments	-	748	0.0%	-	0.0%
Sale of Books	5,000	-	0.0%	2,766	55.3%
Gifts and Donations, Misc	1,000	2,020	202.0%	2,940	294.0%
Photocopier	7,500	-	0.0%	3,964	49.5%
State Aid	24,000	17,571	73.2%	25,050	104.4%
Grants	-	-	0.0%	-	0.0%
Miscellaneous Income	-	-	0.0%	250	0.0%
Total Revenue	4,479,700	4,288,534	95.7%	4,249,052	97.8%
EXPENSES					
Salaries	2,363,565	1,087,017	46.0%	1,129,705	48.4%
Retirement	291,089	287,751	98.9%	283,977	101.7%
Health Insurance	310,433	140,741	45.3%	133,401	43.2%
Other Benefits	201,213	103,016	51.2%	103,278	50.9%
Subtotal Salaries & Benefits	3,166,300	1,618,525	51.1%	1,650,361	52.8%
Library Materials - Print	302,500	124,063	41.0%	115,209	39.4%
Library Materials - Electronic & Audio	284,000	133,170	46.9%	104,239	41.3%
Subtotal Library Material	586,500	257,233	43.9%	219,449	40.3%
Operations	601,900	249,850	41.5%	246,575	44.6%
Capital Expenditures	125,000	-	0.0%	20,885	16.7%
Total Expenses	4,479,700	2,125,608	47.4%	2,137,270	49.2%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

6 MONTHS ENDED 12/31/2020

FISCAL YEAR 2020-2021

Account Name	ANNUAL BUDGET 2020-2021	YTD ACTUAL 6 MONTHS ENDED 12/31/2020	Percent YTD 12/31/2020	YTD PRIOR 6 MONTHS ENDED 12/31/2019	ANNUAL BUDGET 2019-2020	Percent YTD 12/31/2019
Salaries & Benefits						
Salaries-Librarians	1,197,064	526,841	44.0%	582,951	1,158,186	50.3%
Salaries-Clerical	996,099	482,595	48.4%	469,818	1,014,578	46.3%
Salaries-Custodians	170,402	77,582	45.5%	76,937	160,373	48.0%
Subtotal Salaries	2,363,565	1,087,017	46.0%	1,129,705	2,333,137	48.4%
Retirement	291,089	287,751	98.9%	283,977	279,232	101.7%
Health Ins.	310,433	140,741	45.3%	133,401	308,660	43.2%
SocSec/Medicare	180,813	80,233	44.4%	83,869	178,485	47.0%
Worker's Comp.	19,000	15,989	84.2%	18,102	23,000	78.7%
Unemployment	-	5,472	0.0%	-	-	0.0%
Disability Ins.	1,400	1,322	94.4%	1,307	1,400	93.3%
Subtotal Salaries & Benefits	3,166,300	1,618,525	51.1%	1,650,361	3,123,914	52.8%
Library Materials						
Adult books	171,000	82,805	48.4%	73,486	171,000	43.0%
Periodicals	24,000	10,071	42.0%	9,495	21,000	45.2%
YS Books	85,000	28,327	33.3%	28,817	85,000	33.9%
Special Collections	22,500	2,860	12.7%	3,411	15,500	22.0%
Subtotal Print Materials	302,500	124,063	41.0%	115,209	292,500	39.4%
Audiobooks	30,000	14,367	47.9%	12,856	33,000	39.0%
E-Collections	156,000	88,298	56.6%	59,159	122,000	48.5%
Electronic Resources	28,000	2,631	9.4%	6,941	28,000	24.8%
YS Audiobooks	5,000	4,849	97.0%	2,073	4,500	46.1%
YS Media	7,000	2,667	38.1%	4,307	7,000	61.5%
AS Media	58,000	20,359	35.1%	18,903	58,000	32.6%
Subtotal Electronic & Audio	284,000	133,170	46.9%	104,239	252,500	41.3%
Subtotal Library Materials	586,500	257,233	43.9%	219,449	545,000	40.3%
Operations						
Copiers and supplies	20,000	2,224	11.1%	3,421	22,000	15.5%
Office supplies	14,000	12,089	86.3%	4,286	13,000	33.0%
Custodial supplies	22,000	7,824	35.6%	3,679	18,000	20.4%
Postage	20,000	7,730	38.7%	9,025	18,000	50.1%
Printing & Marketing	35,000	5,397	15.4%	9,716	30,000	32.4%
Van lease & oper.	4,000	119	3.0%	667	2,000	33.4%
Gas and Electric	60,000	16,746	27.9%	22,511	60,000	37.5%
Telecommunications	18,000	5,498	30.5%	5,774	17,000	34.0%
Water	2,700	1,319	48.8%	2,314	2,700	85.7%
Taxes-sewer & water	3,700	-	0.0%	-	3,700	0.0%
Refund property taxes	20,000	55	0.3%	9,250	20,000	46.2%
Prof. Services	30,000	15,650	52.2%	12,560	15,000	83.7%
Contract Services	42,000	3,613	8.6%	28,450	37,500	75.9%
Insurance	29,000	23,502	81.0%	25,846	29,000	89.1%
Travel/Conference	8,000	1,143	14.3%	5,843	10,000	58.4%
Memberships	3,000	2,012	67.1%	1,793	2,000	89.6%
Special Programs	43,000	5,954	13.8%	10,808	25,000	43.2%
Furniture & Equipment	50,000	30,928	61.9%	7,609	50,000	15.2%
IT Hardware & Software	42,000	27,808	66.2%	22,636	42,000	53.9%
Bld & Grnd. Repair	40,000	13,356	33.4%	8,896	40,000	22.2%
Furn/Equip Repair	2,000	-	0.0%	711	2,000	35.5%
Miscellaneous	3,500	7,895	225.6%	1,107	3,500	31.6%
Audit Service	24,000	21,620	90.1%	11,950	25,000	47.8%
Accounting Service	15,000	13,175	87.8%	13,444	15,000	89.6%
UHLAN fees	51,000	24,193	47.4%	24,281	50,000	48.6%
Subtotal Operations	601,900	249,850	41.5%	246,575	552,400	44.6%
Capital Expenditures	125,000	-	0.0%	20,885	125,000	16.7%
TOTAL	4,479,700	2,125,608	47.4%	2,137,270	4,346,314	49.2%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN DECEMBER 2020 BASED ON PRE-APPROVAL	\$	31,623.98
CHECKS DISBURSED IN DECEMBER 2020 RELATING TO PAYROLL	\$	205,416.82
CHECKS BEING SUBMITTED FOR APPROVAL	\$	46,391.67
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 23: MANUAL DISB (DEC 20) For Dates 12/1/2020 - 12/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39157	12/29/2020	645	**VOID** W W GRAINGER INC	210006	-2,091.57
39281	12/09/2020	1833	BLUESHIELD OF NORTHEASTERN NY		8,991.07
39282	12/09/2020	423	NYS UNEMPLOYMENT INS		1,629.35
39283	12/09/2020	1581	UNITED STATES POSTAL SERVICE	210206	1,340.71
39284	12/09/2020	1607	VERIZON BUSINESS FIOS	210000	66.95
39285	12/15/2020	1424	AFLAC NEW YORK		415.92
39286	12/15/2020	2087	CITIBANK	210182	1,093.95
39287	12/15/2020	1576	JAEGER & FLYNN ASSOCIATES, INC	210228	13,760.24
39291	12/29/2020	720	MVP HEALTH PLAN, INC.		4,325.79
39292	12/29/2020	645	W W GRAINGER INC	210006	2,091.57
Number of Transactions: 10				Warrant Total:	31,623.98
				Vendor Portion:	31,623.98

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 - 22: TRUST & AGENCY - DEC 20 For Dates 12/1/2020 - 12/31/2020**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39278	12/15/2020	712	CIVIL SERVICE EMPL ASSOC INC.		934.82
39279	12/15/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39280	12/15/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39288	12/30/2020	712	CIVIL SERVICE EMPL ASSOC INC.		923.43
39289	12/30/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39290	12/30/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100508	12/15/2020	709	BPL SPECIAL PAYROLL ACCOUNT		73,532.91
100509	12/15/2020	710	NYS INCOME TAX BUREAU		4,807.06
100510	12/15/2020	1946	IRS - PAYROLL TAX PMT		26,944.53
100511	12/15/2020	2003	NEW YORK STATE DEFERRED		2,192.36
100512	12/30/2020	709	BPL SPECIAL PAYROLL ACCOUNT		65,789.53
100513	12/30/2020	710	NYS INCOME TAX BUREAU		3,662.26
100514	12/30/2020	730	NYS EMPLOYEES RETIREMENT SYSTE		2,616.17
100515	12/30/2020	1946	IRS - PAYROLL TAX PMT		21,458.71
100516	12/30/2020	2003	NEW YORK STATE DEFERRED		2,015.04

Number of Transactions: 15**Warrant Total: 205,416.82****Vendor Portion: 205,416.82****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 - 25: CASH DISB - JAN 21 For Dates 1/12/2021 - 1/12/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39300	01/12/2021	1009	AMAZON CREDIT PLAN	210239	2,826.49
39301	01/12/2021	1632	BOURQUE MECHANICAL SYSTEMS	210204	4,200.00
39302	01/12/2021	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	210227	553.13
39303	01/12/2021	827	PHYLLIS CHAMBERS		433.80
39304	01/12/2021	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	210013	238.58
39305	01/12/2021	1434	DELL MARKETING L.P.	210121	9,441.95
39306	01/12/2021	1991	EASTERN MANAGED PRINT NETWORK LLC	210017	292.25
39307	01/12/2021	195	EBSCO INFORMATION SERVICES	210220	8,843.85
39308	01/12/2021	1674	FINDAWAY	210223	389.94
39309	01/12/2021	1986	FIRSTLIGHT FIBER	210005	188.35
39310	01/12/2021	745	MARY HARTMAN		433.80
39311	01/12/2021	297	INTERNATIONAL BUILT-IN SYSTEMS	210226	276.00
39312	01/12/2021	2322	KANOPY INC.	210241	1,306.00
39313	01/12/2021	1024	MIDWEST TAPE LLC	210236	5,084.10
39314	01/12/2021	1172	ANNE B MOSHER		433.80
39315	01/12/2021	809	NANCY PIERI		433.80
39316	01/12/2021	2148	NORTHEAST PEST CONTROL	210014	199.00
39317	01/12/2021	2088	NYSID	210070	188.67
39318	01/12/2021	2094	ORIENTAL TRADING COMPANY, INC.	210197	83.33
39319	01/12/2021	1823	OVER DRIVE INC.	210238	4,192.31
39320	01/12/2021	2054	PANGBURN LANDSCAPING	210210	1,600.00
39321	01/12/2021	450	PHILLIPS HARDWARE INC	210007	209.31
39322	01/12/2021	458	PITNEY BOWES INC	210004	460.41
39323	01/12/2021	505	ROEMER WALLENS GOLD & MINEAUX	210240	1,350.00
39324	01/12/2021	2038	STAPLES BUSINESS ADVANTAGE	210022	211.78
39325	01/12/2021	2340	T-MOBILE	210016	133.00
39326	01/12/2021	2328	UNIFIRST CORPORATION	210015	367.32
39327	01/12/2021	632	UPPER HUDSON LIBRARY SYSTEM	210224	932.22
39328	01/12/2021	1607	VERIZON BUSINESS FIOS	210000	199.99
39329	01/12/2021	1968	VERIZON WIRELESS	210001	141.27
39330	01/12/2021	645	W W GRAINGER INC	210006	313.42
39331	01/12/2021	1707	AUDREY WATSON		433.80

Number of Transactions: 32

Warrant Total: 46,391.67

Vendor Portion: 46,391.67

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
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January 11, 2021 - Board of Trustee Meeting											
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Librarian 1 FT**	Public Services	35 hrs/wk	19 hrs/wk; \$27.04/hr	\$53,373 annual or per contract	F. Waldman	2/6/2020	2/10/2020				
			16 hrs/wk; \$28.45/hr		J. Squadere	2/14/2020					
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$11.80/hour	L. Brusic	8/16/2020	8/10/2020				
Library Clerk PT	Collection Maintenance	15 hrs/wk		\$13.89/hour or per contract	E. Sullivan	8/24/2020	9/14/2020				
Library Page PT	Collection Maintenance	9.8 hrs/wk		\$11.80/hour	E. Whalen	8/29/2020	9/14/2020				
Library Clerk FT	Circulation	35 hrs/wk		\$29,285 annual or per contract	L. Seidel	9/27/2020	10/13/2020				
Library Clerk PT	Public Services	19 hrs/wk		\$13.89/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Clerk PT	Circulation	11.67 hrs/wk		\$13.89/hour or per contract	N. Cammarata	11/28/2020	12/14/2020				
Library Page PT	Collection Maintenance	11.67 hrs/wk		\$11.80/hour	K. Smith	12/2/2020	12/14/2020				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$11.80/hour	K. Novko	12/16/2020	12/14/2020				
Action Requested											
Positions Held											
None											

Director's Report January 2021

Building and Grounds

The water heater started leaking and has been replaced with a larger commercial model. This should make the hot water supply in the library work better.

The boiler continues to perform well with no issues noted.

Public Services

The web migration has been successful. The new website is faster than the old one that was hosted locally in the building. Staff members from Public Services have been going through the website checking links and looking for other areas that need updating. The final portion of the migration will include implementing a security certificate that will include us using https:// for our website. IT is working with our vendors now to complete this project.

We continue to expand our collection of digitized historical records. We upload these resources to the Empire State Library Network's software for public access. At the same time, copies of the original, higher quality scans are saved to the cloud. This helps protect all the volunteer and paid work that has gone into our decade-long digitizing projects.

We continue to pursue assistance from Facebook to regain control of the library's Facebook page. We are losing hope that they will provide any remedy. Kristen has come up with a procedure to move the library to a new Facebook page with increased security. Look for those changes to come in the next few weeks.

Programs

December is generally a slow month for program attendance, but the librarians managed to put together some events that drew in a nice response. There is definitely an impact from posting fewer Facebook reminders about programs and not being able to engage with patrons in person, but the online newsletter helps. Kristen created paper program flyers for Jan/Feb that will be in the curbside pick-up bags, which we hope will help promote our online offerings.

Anne brought in David Clark to talk about Fossil Science. They opened the program to families as well as adults and drew in a great intergenerational crowd. He shared pictures of some of the fossils as found in the field and after preparation, including fossils from New York. Clark also showed how he organizes his fossils so scientists can study them and showed the tools he uses to clean them. He fielded a large number of questions, including those from members of our own local "mineral club."

Kate held a New Year's at Noon on Zoom celebration for families. Twenty-two families were logged on at one point, and many families had two kids plus caregivers with a total number of 58 participants. She started by reading a movement book, then did normal Music and Movement songs until 11:59. They counted down to noon and watched a 20-second video clip of fireworks.

They then danced for one more fun song to celebrate, did a calm-down song, and said goodbye. She decorated the studio with shiny stars to make it more festive.

Michelle hosted two Name that Tune programs (one for adults and one for kids). Participants had a great time and several sent in thank you emails. Michelle and Kate put together a Luminaries for Hope program. They offered bags for patrons (of all ages) to pick up and decorate, which were then put on display outside the library. In December, 51 bags were picked up via curbside pickup, and patrons were very excited to have a hands-on activity to do. So far 24 bags have been returned, and the display will run Mondays and Wednesdays through January 13.

The jazz concert originally scheduled for December 26 had to be postponed at the presenter's request. The program was a collaboration with the Albany Musicians Union to bring a live music act to the library's virtual lineup. A new date will be announced once it has been agreed upon.

A photo of the new storywalk at the Elm Ave park is below. UHLS will be repeating the Storywalk Grant again this year, and we are exploring options for a new location. The outdoor scavenger hunt remains popular with families looking for a fun outdoor activity. A spring version is in the works so families can come back and look for new items then.

Outreach

Kate virtually visited two in-person fourth-grade classes at Elsmere simultaneously. She was asked to visit Elsmere to do the same activity that she did at Slingerlands in October related to the unit on the Iroquois Confederacy. They talked a bit about important historical wampum belts, made a beaded keychain, and designed their own wampum belts using common symbolism found in Haudenosaunee wampum belts. Kate drops off the supplies with the teachers ahead of time and is able to do the project in real-time with the students just like an in-person visit would go.

The librarians continue to reach out to their school contacts to offer support and virtual visits. The library also added the Educator Bundle option to the Book Bundle page so that teachers can make requests for classroom materials more easily.

Coming Soon

Starting 2021 off with Kindness.



While we may not be able to spend time with our community in the library or at programs, we will be engaging in a new initiative to express that we are thinking of them during this challenging time. In January, we will be spreading joy through acts of kindness.

The community will be encouraged to connect with others through kindness. They can pay it forward and share with the library all of the ways they are making someone happy in their own family, neighborhood, or even for a stranger.

Some examples starting soon:

- Books to People participants will receive a Boredom Buster kit, a zippered pouch filled with a variety of goodies such as coloring books, coloring pencils, large print word searches and crossword books, dry-erase clipboards, painting activities, and more. *(Co-sponsored by the Friends of the Library)*
- Children will be able to register for a kindness kit, which will include a free book to keep and one to give to a friend along with other craft activities and other goodies.
- Special surprises will be included in some book and media bundles for all ages. Handwritten notes will be added into the bags. All staff will be invited to write these little notes. Select bags will receive special goodies, such as a DVD bundle may get a bag of microwave popcorn, another type of bag may get a free book to keep or a mug. **The Board is invited to participate by writing notes to the community.** *(Co-sponsored by the Friends)*
- The Just for Me: Book Boxes for Teens. BCSD teens in grades 6-12 will be able to register to receive a personalized book box that is theirs to keep. Librarians will curate books and some treats for the teens to enjoy. This will be offered quarterly throughout 2021. One box per household for pickup at the library or home delivered. *(Co-sponsored by the Friends)*
- Invite the public to share acts of kindness by tagging the library on social media.

Circulation and Technical Services

You may notice a new statistical category in the circulation report. Several months ago, UHLS opened up the possibility of sharing our Overdrive e-collections with students from the school district. This required the school to allow the connection through a software called Sora. I am glad to say that BCSD was one of the first districts to jump on this. So far this year, 650 of our books have been checked out by BCSD students using their school accounts.

The library's monthly circulation numbers continue to be about 70-80% of circulation from prior years. We have one of the most robust curbside services in the system and our e-content usage continues to be one of the highest in the Upper Hudson Library System despite our relatively small population size. Thanks go out to all the departments in the library for taking on additional

circulation duties in recent months. Sharing these duties has strengthened our understanding of our coworkers' contributions and led to a greater appreciation for our collective efforts.

The library system recently turned on bill notices for long overdue library items. These bills had been turned off since just after the libraries closed in March. The total number of these long overdue items was reduced by 10%. We have discovered that due dates in conjunction with bill notices that go out 31 days after the due date are the most effective means to encourage patrons to return items.

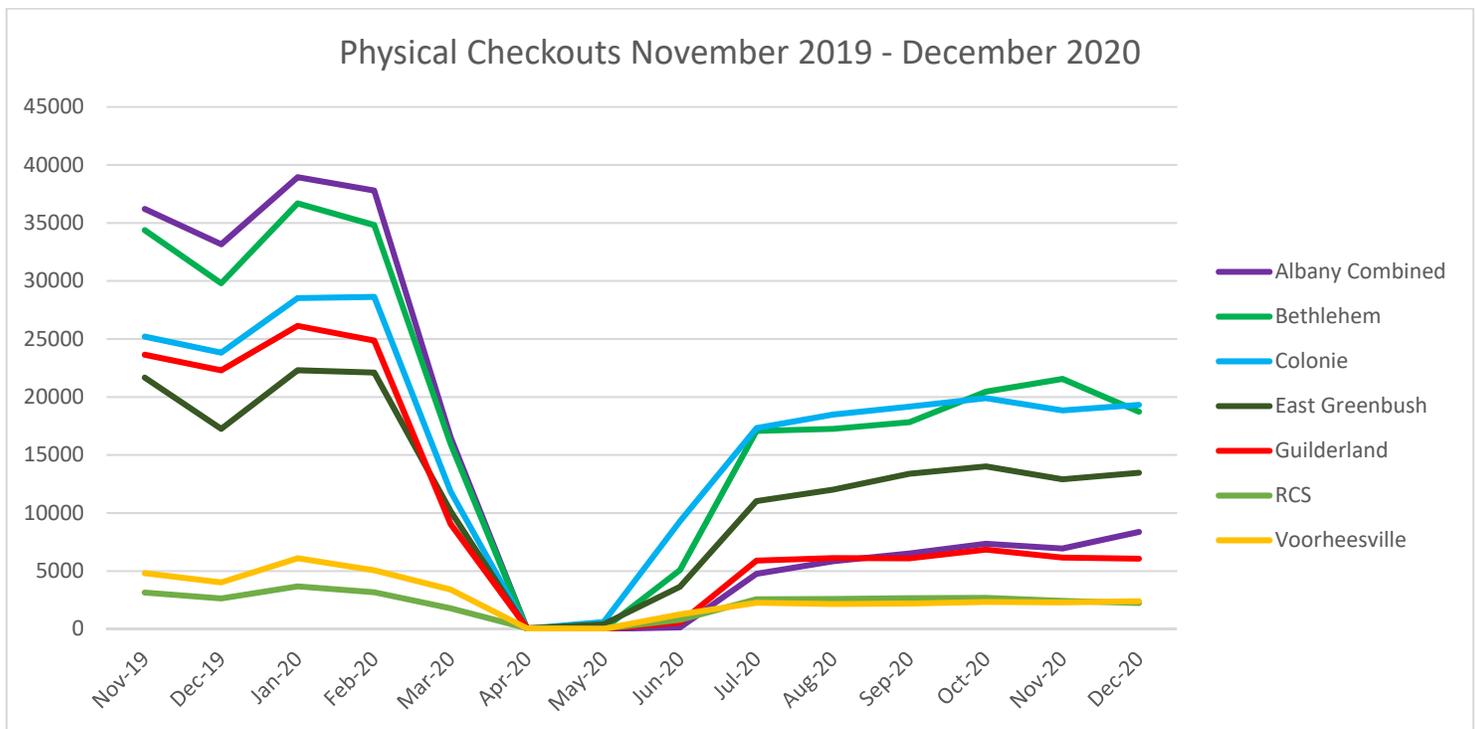
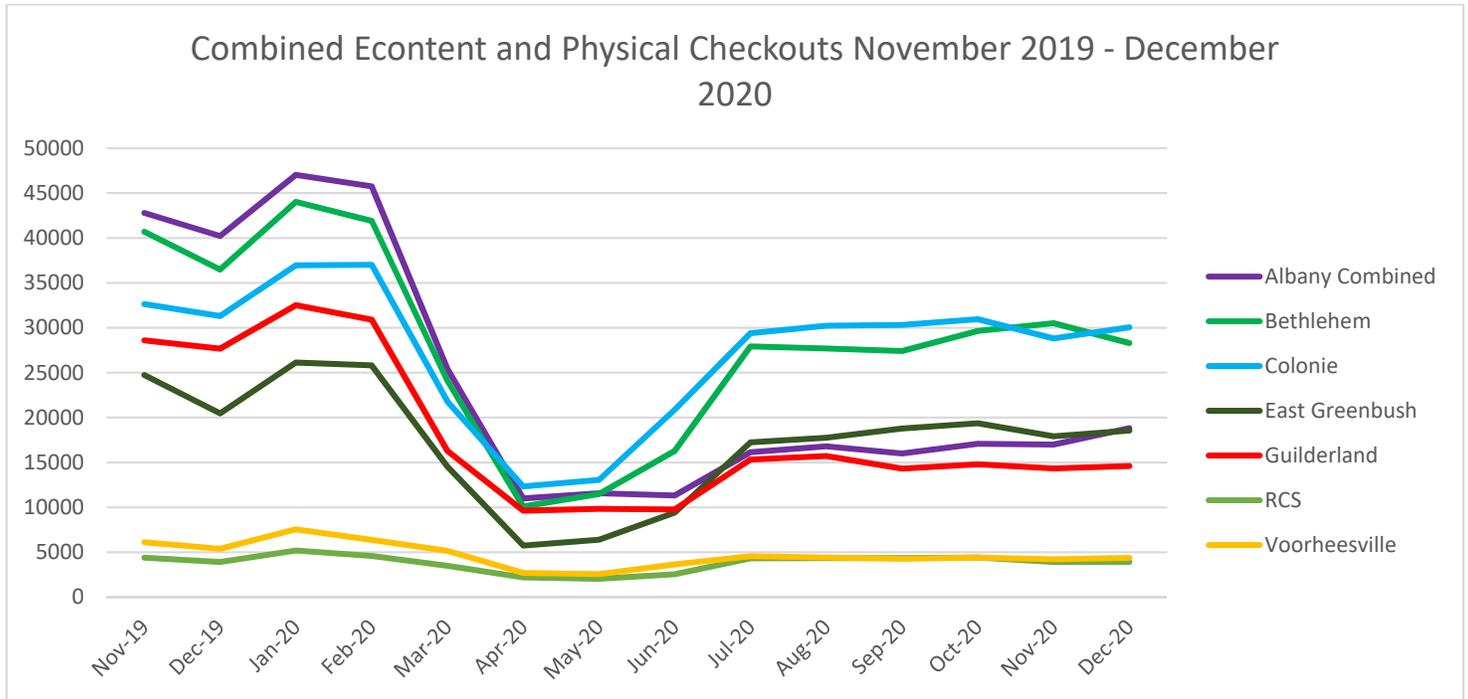
Meetings and Miscellany

A tentative date has been established to begin using a new credit card processing software and hardware. We are planning for future in-person payments for lost or damaged items via credit card. This system is in addition to the existing e-commerce online payment system integrated into our online catalog provided by the Upper Hudson Library System.

Geoffrey Kirkpatrick, Library Director



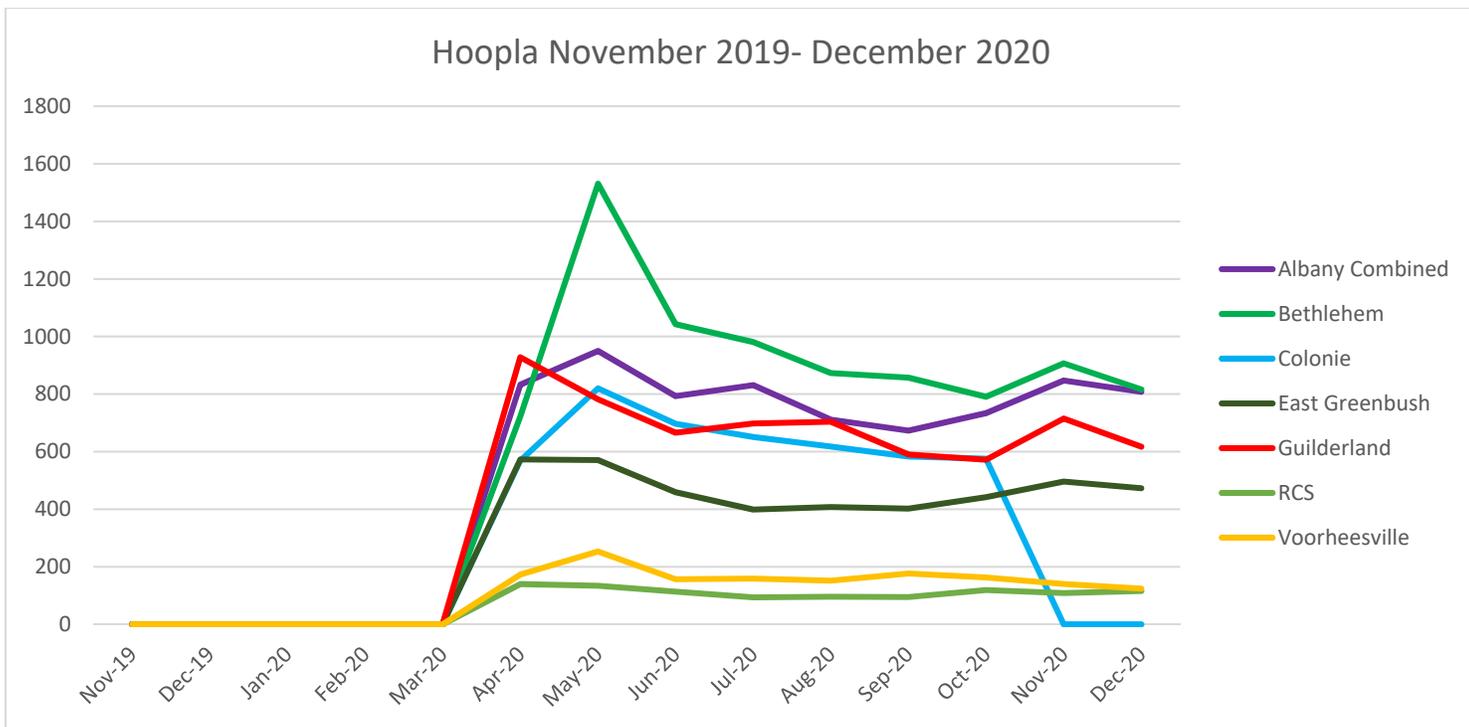
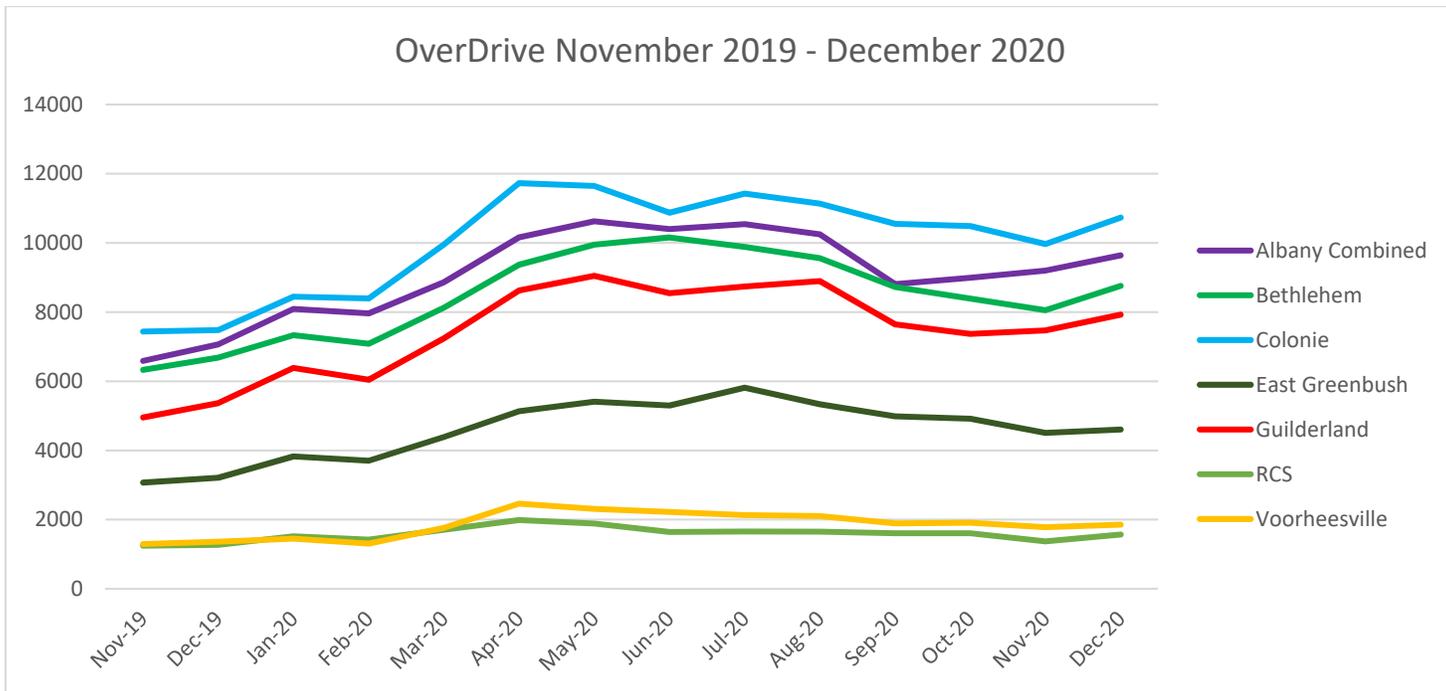
Throughout the pandemic Bethlehem has been meeting 70-80% of our average annual circulation and continues to be one of the most active circulating libraries in of UHLS. May to September and for part of December we ran curbside only material lending. September, October and November, and part of December we allowed some form of in-library lending. The Pop-Up Library ran from mid-July to mid-October.



Percentage change of physical checkouts at Bethlehem from September 2020 to December 2020: 5% increase

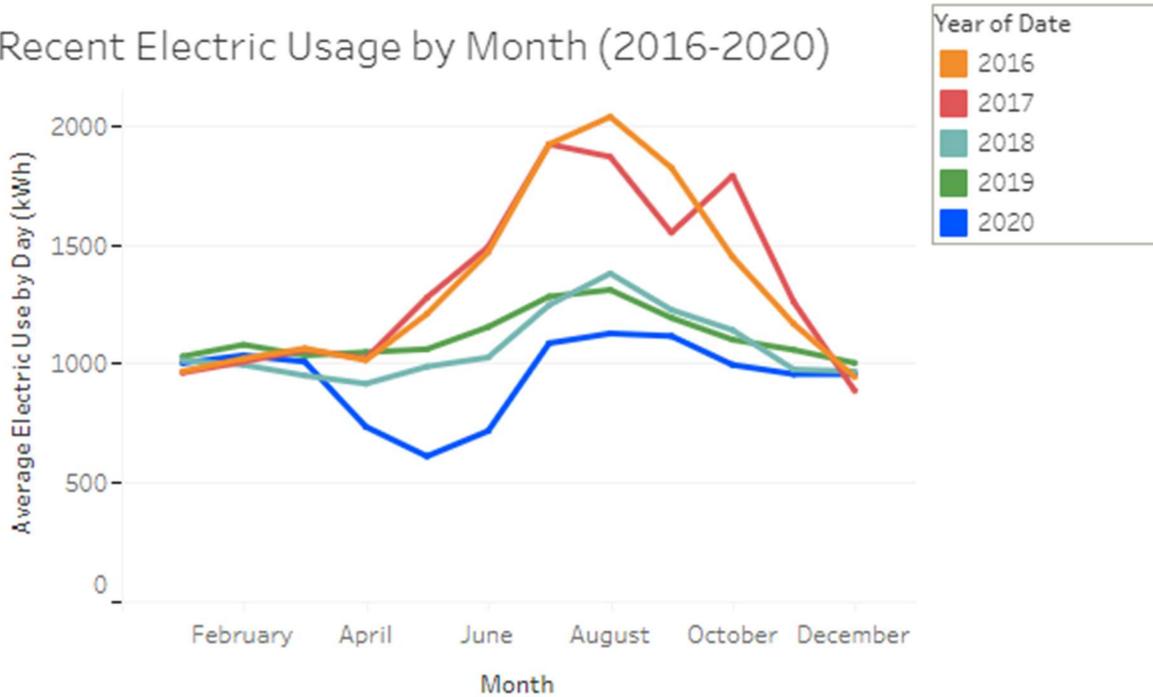
Percent change of physical checkouts at Bethlehem from October to December: 8.5% decrease

Percent change of physical checkouts at Bethlehem from November to December: 13.1% decrease

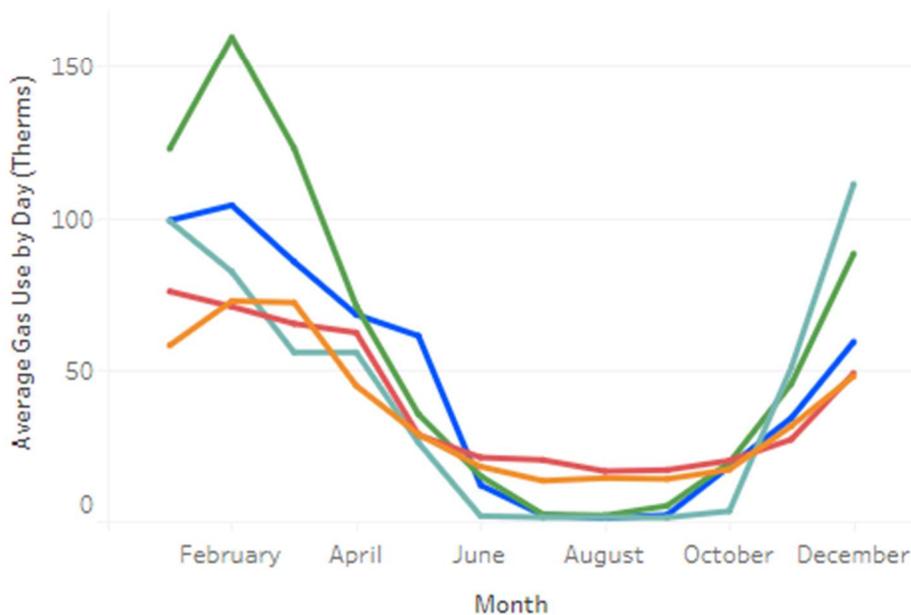


Library Collection				2019-20	Current Total
Adult fiction				26,385	27,270
Adult non-fiction				30,185	30,058
Adult audio				7,078	6,431
Adult video				8,470	8,601
Young adult fiction				5,532	5,487
Young adult nonfiction				544	629
Young adult audiobooks				383	387
Children's fiction				27,219	28,014
Children's non-fiction				15,431	15,787
Children's audiobooks				1,693	1,681
Children's video				1,968	2,089
OverDrive - UHLS Shared				83,237	90,561
e-magazines				133	108
Electronic (games, ereaders)				567	574
Total				208,825	217,677
Library Programs	Dec-20	Dec-19	% change	2019-20	F-Y-T-D
Programs	13	70	-81.4%	681	97
Program attendance	209	1315	-84.1%	17,496	1,071
Outreach Programs	1	9	-88.9%	167	14
Outreach Attendance	40	444	-91.0%	6,519	475
Circulation	Dec-20	Dec-19	% change	2019-20	F-Y-T-D
Adult fiction	10,063	11,902	-15.5%	129,442	61,577
Adult non-fiction	5,197	7,381	-29.6%	76,015	29,721
Adult audio	3,492	3,859	-9.5%	41,368	19,769
Adult video	5,269	8,654	-39.1%	82,500	26,719
Adult magazines	1,957	1,733	12.9%	20,008	9,640
Young adult fiction	1,400	1,487	-5.8%	15,733	9,209
Young adult nonfiction	118	142	-16.9%	1,125	648
Young adult audiobooks	235	94	150.1%	1,372	1,081
Young adult magazines	6	3	100.0%	42	14
Children's fiction	8,537	11,480	-25.6%	103,223	52,107
Children's non-fiction	1,761	3,062	-42.5%	26,793	10,982
Children's audiobooks	748	655	14.2%	5,909	3,614
Children's video	535	1,090	-50.9%	8,592	2,529
Children's magazines	8	7	14.3%	156	42
Electronic (games, ereaders)	203	673	-69.8%	5,897	1,254
Total	39,529	52,221	-24.3%	515,775	228,905
Interlibrary Loan	Dec-20	Dec-19	% change	2019-20	F-Y-T-D
Borrowed from others	8,491	6,587	28.9%	63,224	47,906
Loaned to others	6,122	5,141	19.1%	47,571	33,224
Miscellaneous	Dec-20	Dec-19	% change	2019-20	F-Y-T-D
Visits to our home page	35,616	55,813	-36.2%	768,694	291,681
Public use of meeting rooms	0	39	-100.0%	408	0
Public meeting attendance	0	394	-100.0%	4,784	0
Staff use & library programs	0	89	-100.0%	847	0
Study room sessions	0	293	-100.0%	3,498	0
Tech room/ Studio use	0	56	-100.0%	289	0
Door count	3,778	20,567	-81.6%	216,914	14,145
Registered BPL borrowers	28	65	-56.9%	894	233
Computer signups	0	2,669	-100.0%	28,904	87
Museum Pass use	9	137	-93.4%	1,385	105
E-book use	5,873	4,130	42.2%	60,858	37,333
E-audiobook use	3,175	2,517	26.1%	32,118	18,071
E-magazine use	1,644	1,112	47.8%	14,069	8,036
Streaming video use	1,432	795	80.1%	11,165	7,362
BCSD use via Overdrive	263	n/a	n/a	n/a	650
Equipment	122	382	-68.1%	3,612	493
Wireless Use	5,748	9,178	-37.4%	112,679	35,401

Recent Electric Usage by Month (2016-2020)



Recent Gas Usage by Month (2016-2020)



Gas and Electric Dashboard:

<https://public.tableau.com/profile/catherine.stollar.peters#!/vizhome/GasandElectricityUsageBoardReport/Dashboard>

Digital Content dashboard:

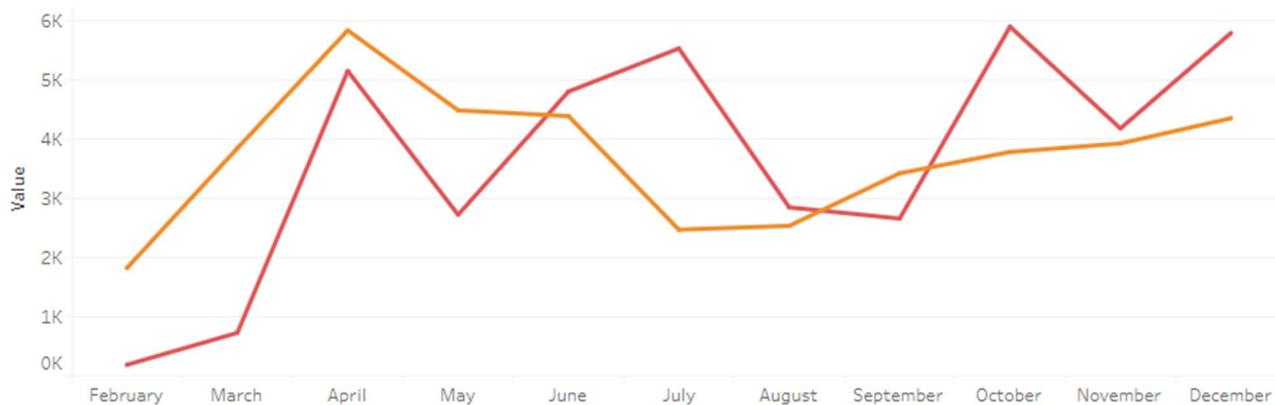
<https://public.tableau.com/profile/catherine.stollar.peters#!/vizhome/DigitalContentDashboard/Dashboard?>

EContent and Marketing Analytics:

<https://public.tableau.com/profile/catherine.stollar.peters#!/vizhome/VirtualAnalytics/EContent?>

YouTube and Twitter (Impressions)

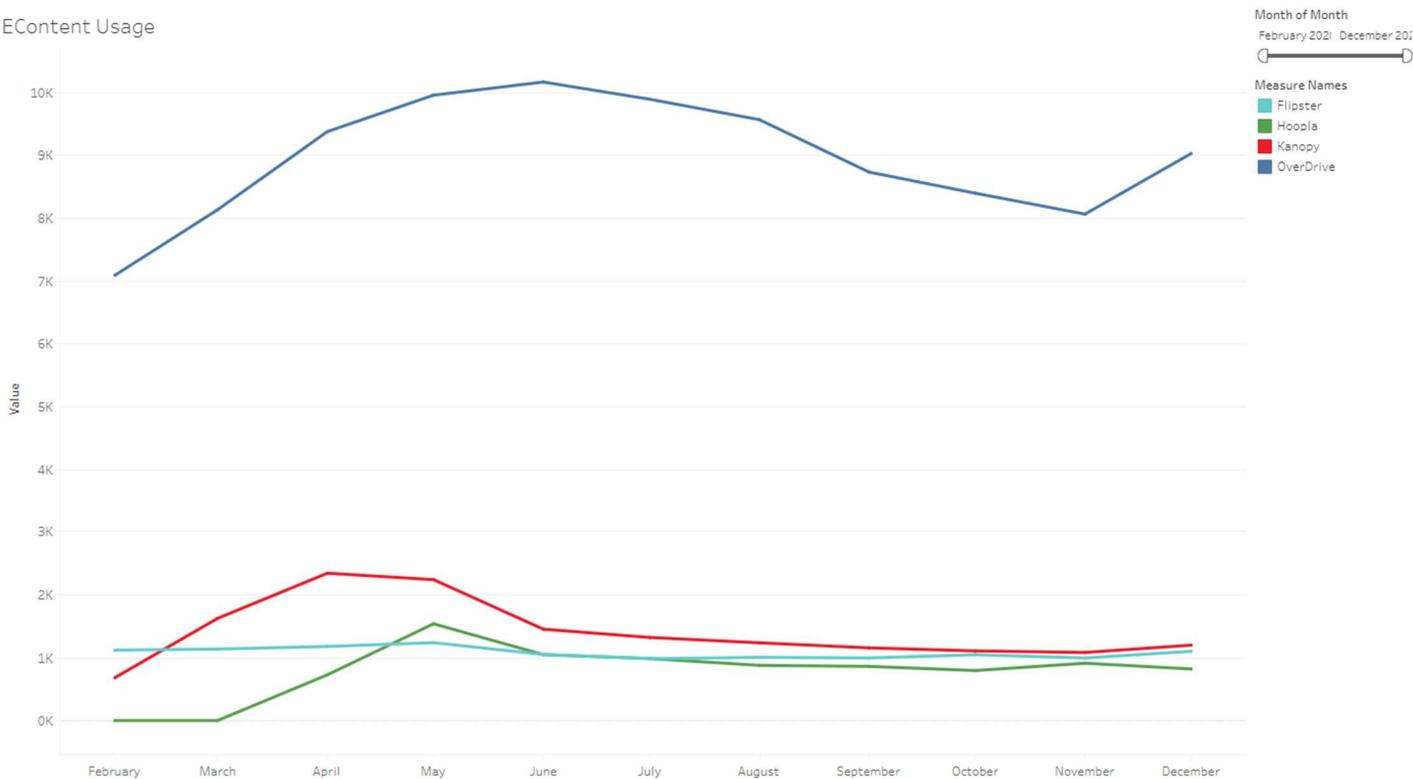
The number of times your tweets or videos were seen (not necessarily watched) in a month.



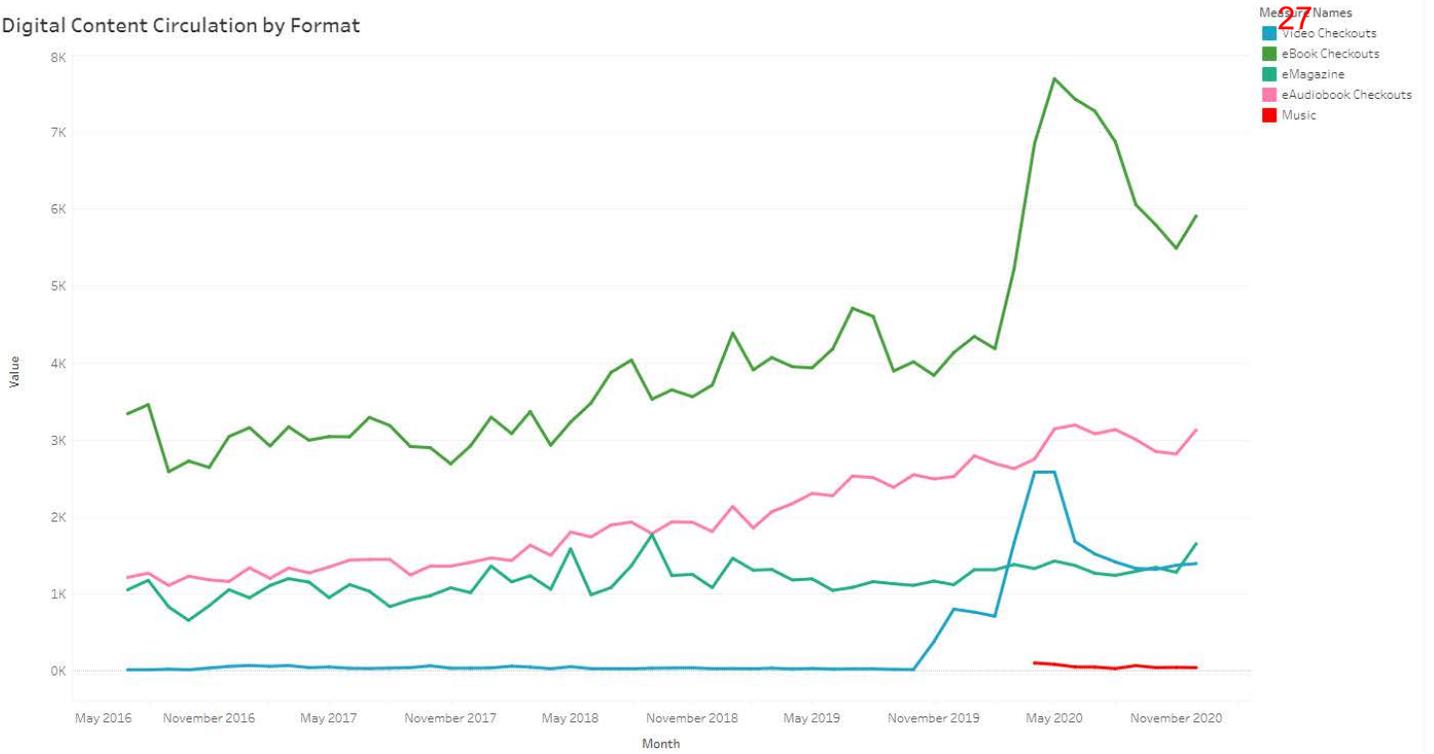
FaceBook and Instagram data not available yet

EContent Usage (below)

EContent Usage



Digital Content Circulation by Format



Available at: <https://public.tableau.com/profile/catherine.stollar.peters#!/vizhome/DigitalContentDashboard/Format>

Connect & Learn

LIBRARY PROGRAMS FOR ADULTS • JANUARY

*Virtual programs require registration. Sign up at bethlehem.librarycalendar.com.



Community Luminary Display

Mondays and Wednesdays • dusk until 7pm
Through Jan. 13

Stop by the library plaza during the designated hours and enjoy the lights and messages of hope from your Bethlehem neighbors that represent all the ways we are a community, even when we can't gather as one.

Book Discussion Groups*

Check 'Em Out Books:
Monday January 4 • 7pm

"13 Things Mentally Strong People Don't Do" by Amy Morin

Day Books: Monday January 11 • 1:30pm

"The Women of Copper Country" by Mary Doria Russell

Antiracist Book Group:

Wednesday January 27 • 6:30pm

"How to Be an Antiracist" by Dr. Ibram X. Kendi

Bring Your Own Books (and Brew):

Thursday January 28 • 7pm

A relaxed discussion to share opinions about books we've been reading, as well as recommendations.



Escape Room: Winter Wonderland*

Monday January 18 • 7pm

Can you decode the locks before time runs out?



Listening Parties: Pete Seeger*

Thursday January 21
2pm

Join fellow music lovers as you listen to and discuss the life and work of American folk singer Pete Seeger.



Connect & Learn²³

LIBRARY PROGRAMS FOR ADULTS • FEBRUARY

*Virtual programs require registration. Sign up at bethlehem.librarycalendar.com.

Book Discussion Groups*

Day Books: Monday February 8 • 1:30pm

"Running With Sherman" by Christopher McDougall

AfterDinner Books: Tuesday February 9 • 7pm

"Into the Planet: My Life as a Cave Diver"

by Jill Heinerth

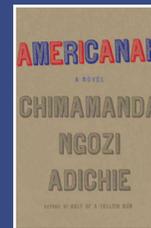
Antiracist Book Group: Wednesday February
24 • 6:30pm

"Americanah" by Chimamanda Ngozi Adichie

Bring Your Own Books (and Brew):

Thursday February 25 • 7pm

A relaxed discussion to share opinions about books we've been reading, as well as recommendations.



Listening Parties: John Abercrombie*

Thursday February 18 • 2pm

Join fellow music lovers as you listen to and discuss the life and work of jazz guitarist John Abercrombie.

Sew It Yourself: Ironing Board Organizer*

Monday
February 22
6:30pm

Sew a cute ironing board organizer to hold your sewing accessories. Basic sewing machine experience is required.



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WHAT'S NEW?

PROGRAMS FOR KIDS & TEENS

JANUARY 2021



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Sign up at bethlehem.librarycalendar.com



Community Luminary Display

Mondays and Wednesdays • dusk until 7pm through January 13

Stop by the library plaza and enjoy the illuminated messages of hope from your Bethlehem neighbors. *For all ages.*

Winter Potpourri*

This winter, you'll find some of your favorite storytime and early literacy programs on Zoom. Bring your *baby, toddler or preschooler* and join us for stories, music and activities. *Visit our online calendar for upcoming dates and times.*

KBA: Virtual Show and Tell*

Thursday January 7 • 3pm

The Kids Builder Association goes virtual! Bring something you made or are working on to show off! *For kids and families.*



Chill Out: Penguin Needlepoint Craft*

Monday January 18 • 2pm

Warm up with a cool craft as you hang out virtually over Zoom. Craft kits available for pickup prior to the program. *For ages 9 and up.*



Snowy Stories Contest

Open through January 29

Kids and teens in *grades K-12* are invited to submit an original short story at contest@bethpl.org. Visit bethlehempubliclibrary.org/snowy-stories-contest for details.



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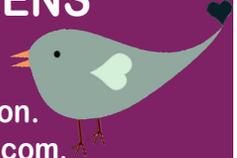
WHAT'S NEW?

PROGRAMS FOR KIDS & TEENS

FEBRUARY 2021



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Winter Potpourri*

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Virtual D&D: The City That Was*

Monday February 15 • 2pm

Join us for a virtual D&D campaign using Roll20. You'll need to have a free Roll20 account to join the game (roll20.net). Premade characters will be used. *For grades 6 and up.*

STEM Kit Project*

Tuesday February 16 • 1pm

Take part in a hands-on and interactive virtual STEM based-project. Kits will be ready for pickup beginning February 8. *For ages 6-12.*

Group Chat: Relax, Review and Recommend*

Tuesday February 16 • 3pm

Join us online to chat about what books you have been reading. Tell us what you liked and what you didn't. *For grades 3-5 and families.*

Comics Drawing for Tweens and Teens*

Wednesday February 17 • 11am

Join artist Kim Kauffman to learn the basics of drawing comics, practice drawing skills, and create a mini comic book! *For ages 9-14.*

Jungle Story and Yoga with Melissa Hurt*

Friday February 19 • 2pm

Bend, twist and pose like a jungle animal as Melissa Hurt reads her new book "I Am the Jungle: A Yoga Adventure" and leads us through some poses. *For kids and families.*

Shapes are Everywhere*

Tuesday February 23 • 2pm

It's all about shapes! Join us for a story time dedicated to shapes. We'll read stories and do a fun shape-themed craft. *For preschoolers and families.*



BETHLEHEM PUBLIC LIBRARY

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