



**Board of Trustees Meeting
July 13, 2020 6:00 pm (Virtual Meeting)**

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

Agenda

- **Call to order**
- **Elected trustees – oaths of office (p. 2)**
- **Ethics statements (p. 3)**
- **Election of Board officers**
- **Annual authorizations (p. 4)**
- **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. 5-9)**
- **Financial report (p. 10-17)**
Treasurer's update
- **Personnel report (p. 18)**
Personnel actions
- **Director's report (p. 19-28)**
- **UHLS report**
- **New business**
 - CSEA contract memo of agreement (p. 29)
 - M/C salaries FY 20/21
 - OPEB semiannual valuation/BPAS proposal (p. 30-36)
 - Merv filters for HVAC
 - Reopening phase report and discussion
 - Holidays and closings 2021/Board Meeting dates (p. 37-38)
 - Other new business
- **Old business**
 - Long range plan steering
 - Other old business
- **Future business**
 - Background checks
 - Policy updates/schedule
 - Resource sharing
 - Fines and Fees
- **Public Participation**
- **Adjournment**
 - Next board meeting: August 10th, 2020 6:00pm (Virtual Meeting)
 - Next Friends of the Library meeting: August 17th, 2020 (Virtual Meeting)



ELECTED AND APPOINTED LIBRARY OFFICERS' OATH

I do solemnly swear (affirm) that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the office of

Bethlehem Public Library Trustee

name (please print)

residential address (please print)

signature

Sworn and subscribed before me this 13 day of July , 2020 .

Mary Redmond, president

name and title of subscribing officer (please print)

signature of subscribing officer

July 10, 2017

beginning date of subscribing officer's term



ETHICS STATEMENT FOR LIBRARY TRUSTEES

- Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all functions of library trustees.

I agree to abide by this ethics statement.

name (please print) _____

signature _____ date _____

*Adopted by the Board of Directors of the American Library Trustee Association, July 1985
 Adopted by the Board of Directors of the Public Library Association, July 1985
 Amended by the Board of Directors of the American Library Trustee Association, July 1988
 Amendment approved by the Board of Directors of the Public Library Association, January 1989*

Association for Library Trustees and Advocates (ALTA)
a division of the American Library Association

Board Authorizations 2020-21 DRAFT**Library Attorneys**

Roemer, Wallens, Gold & Mineaux, LLP
Nolan Heller Kauffman, LLP
Whiteman Osterman and Hanna, LLP

Library Insurance Broker

Amsure Associates
Marshall and Sterling

Library Auditors

Marvin and Company (*Last RFP 2019 – contract started July 2019*)

Official Bank Depositories for Library Funds

TD Bank (*Last RFP 2014 – contract started July 2014*)
M&T Bank
Key Bank
NBT Bank
Pioneer Bank

Official Newspapers

The Spotlight

Board Meeting Dates

Official business – generally the second Monday of the month
Special meetings – called as needed

Authorizations

The Treasurer of the Board is to verify payrolls for the library.

A petty cash fund of \$100 is established.

The Treasurer, Account Clerk II and Director are authorized to enter into an agreement with TD Bank for electronic transfers of funds between library accounts effective July 1, 2014.

The following payroll-related transactions may be transferred electronically: IRS, NYS Tax, NYS Deferred Comp.

The Board authorizes payment of some time-sensitive bills by hand-drawn check between Board meetings.

Wire transfers between authorized financial institutions are allowed.

Bonding

The Director and Account Clerk II are bonded for \$1,000,000.

The Staff Assistant who prepares bank deposits is bonded for \$35,000.

The Messengers are bonded for \$35,000.

MINUTES OF THE BOARD OF TRUSTEES MEETING (VIRTUAL)
BETHLEHEM PUBLIC LIBRARY **DRAFT**
June 8, 2020

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

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

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

President M. Redmond called the meeting to order at 6pm.

PUBLIC PARTICIPATION

There were no public participation comments submitted at this time.

RESOLUTION RECOGNIZING BRIAN SWEENEY'S TERM OF SERVICE

G. Kirkpatrick read the resolution recognizing B. Sweeney's service to the board of trustees as trustee, treasurer and vice president. B. Sweeney said his time on the board has been one of the most enjoyable experiences of his. M. Redmond thanked him for all of his hard work on the library board.

M. Redmond said she also wanted to recognize G. Kirkpatrick and the library staff for everything they have done to get the library ready for its phased reopening, including curbside pickup. She said the board is well aware of all the work that has been done behind the scenes, of which the director's report is just a short summary.

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board unanimously approved the resolution recognizing B. Sweeney's service on the library board of trustees.

MINUTES

Minutes of the 11 May 2020 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by Mark Kissinger.

FINANCIAL REPORT

G. Kirkpatrick noted that the financial report remains in the format that was established previously. He said the library will be under budget as it comes into the new fiscal year.

M. Kissinger asked if the financial resolution closes out the HVAC project. M. Redmond said it represents the return of the balance from DASNY and returns the H Fund to a zero balance. T. Choppy said the library is still waiting for the final balance of the state construction grant received for the project. M. Redmond asked if there was a final status report from DASNY. She said the library would need that piece of the project for the record.

On a MOTION by B. Sweeney with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 May 2020 (Manual Disbursements \$35,094.35; Trust & Agency Disbursements/Salaries for May \$184,063.74; Cash Disbursements/Accounts Payable for June \$53,988.58; CapProject Fund/Hand-Drawn Checks for May \$0.00.)

On a MOTION by M. Kissinger with a SECOND by M. Walsh, the board unanimously authorized the transfer of \$16,257.02 from the H Fund (Capital Projects Account #3642) the A Fund Money Market Account (#3808), which represents the balance of funds returned from DASNY for the HVAC project. The balance in the project and H Fund will be \$0.00.

PERSONNEL REPORT

G. Kirkpatrick said that although there is no change from last month, he did want to let the board know he would like to actively pursue filling the previously approved IT position with a full-time clerk. He said that he would like to provide some redundancy to the department as it currently has only one person in it. The new employee would help with software updates and scheduling on BCN-TV. M. Redmond said she is very much in favor of getting a second person in place for that department.

M. Redmond asked where the library was at in the process of filling the treasurer's positions. L. Scoons said she thought the board was ready to advertise for the position but push out the interview and proposed start date. T. McShane said she has gotten a quote from the TU to advertise the position. M. Redmond asked that T. McShane provide a recommendation of the best timing for advertising the position and a deadline for replies.

DIRECTOR'S REPORT

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

- G. Kirkpatrick thanked the Public Services for all the work they've done to create virtual programs. He noted that they keep evaluating what people enjoy and are responding to and moving forward with that. He noted that the library is collaborating with the town to host a Storywalk at Elm Avenue Park, which will be a program with a physical component.

- G. Kirkpatrick noted that, as expected, electrical use has been way down. OverDrive and e-content use continues to grow. Consumer Reports is still the most-used database, with the language learning database Pronunciator gaining users.
- The first week of returns was a success. G. Kirkpatrick thank M. Walsh for helping out one day. He said the public response has been overwhelmingly positive, and it was a good opportunity for people to ask questions.
- M. Redmond asked if there had been any feedback from the public about the five-uses-per-month limit on Hoopla. G. Noble responded by text that there had been some. Hoopla expenses are expected to be around \$11,000 by the six-month mark, and the service has been tremendously popular with Bethlehem patrons.
- G. Kirkpatrick said the library is prepared to launch a COVID-19 Memory project that allows people to submit their experiences during this time for posterity. It is based on a similar project by the Brooklyn Public Library. B. Sweeney said he understood the challenges in getting participation, but the project was worth the effort.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the services committee met to select Youth and Adult program awards, which have not been announced. She said the next step would be working on grant proposals, but there is nothing currently scheduled.

NEW BUSINESS

NYS Safety plan

G. Kirkpatrick said an approved safety plan allows an organization to resume in-person operations. Once approved, a copy would be posted along with the library's phased reopening plan, which is getting updated all the time with new information and guidance.

On a MOTION by M. Walsh and a SECOND by C. Brancatella, the board unanimously adopted the NYS Safety plan so that the library could resume in-person operations.

Nominating committee

The board discussed putting a nominating committee in place so they could prepare a slate of officers to vote on for the July meeting. M. Redmond said she would be stepping down as president for the coming fiscal year and would be available to serve on the nominating committee. M. Walsh said she would also volunteer.

Although the election deadline has been extended to June 16, the board was hopeful they would have the names of the trustee-elects in time for a decision.

Chromebook purchase

G. Kirkpatrick said the library was considering buying more Chromebooks following a discussion initiated at the previous meeting by H. Narang regarding how to get digital access into the hands of those in need. G. Kirkpatrick said the Chromebooks would be circulated for a longer time than other items in the Library of Things. Some student in the school district are being required to turn in their school-issued Chromebooks at the end of the school year. C. Brancatella said it might be wise to start with a smaller number of Chromebooks for the initial purchase and then buy more if there is demand. The board agreed. L. Scoons asked if the library could let the school district know that the

library would have Chromebooks available. The board also discussed the circulation time and noted that a two-month loan might leave some people out. They agreed that a one-month loan period was good.

On a MOTION by H. Narang and a SECOND by M. Kissinger, the board unanimously agreed to purchase 35 Chromebooks at \$255.49 each, which will be loaned on a one-month basis.

Emergency resolution

G. Kirkpatrick asked the board for permission to adjust as-needed some policies that could be affected by the need to respond to the current pandemic, such as waiving fines, etc. This authorization would sunset at the August board meeting.

On a MOTION by M. Walsh and a SECOND by M. Kissinger, the board unanimously agreed to give the library director discretion in suspending library operations and to adapt the following policies as needed: Collection Development Policy, Borrowing Policy, Patron Conduct Policy, Programming Policy, and the Displays and Exhibit Policy through the COVID-19 emergency to expire at the August 10 board meeting.

Other new business

There was no other new business at this time.

OLD BUSINESS

Phased reopening plan

There as a placeholder. G. Kirkpatrick said the latest version of the phase reopening plan will be posted on the website. He noted that it and the safety plan may change based on any new information or guidance that comes up, and he asked the board to allow a group made up of him T. McShane, C. Stollar Peters and C. McGinty to amend those plans as needed.

On a MOTION by M. Kissinger and a SECOND by B. Sweeney, the board unanimously voted to allow G. Kirkpatrick, T. McShane, C. Stollar Peters and C. McGinty as a group to amend the safety and phased reopening plans as needed.

Long range plan steering committee

H. Narang said that a meeting with P. Mays had been delayed, but the plan is to update him on the committee's comments and get him scheduled for the July board meeting. L. Scoons asked if P. May and L. Hayes had done their evaluation of the Borthwick property. G. Kirkpatrick said they had, and he expected the official comments soon.

HVAC update

M. Redmond suggested the board leave this on the agenda until the rest of the grant money has been received. G. Kirkpatrick said the library had purchased a bunch of dehumidifiers to help with humidity issue in the lobby and community rooms.

Other old business

There was no other old business at this time.

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.

EXECUTIVE SESSION

On a MOTION by C. Brancatella with a SECOND by H. Narang, the board adjourned to executive session at 6:59pm to discuss future contract negotiations pursuant to Article Fourteen of the Civil Service Law

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board adjourned executive session at 7:26pm; no action was taken.

ADJOURNMENT

On a MOTION by B. Sweeney with a SECOND by M. Walsh, the board adjourned the regular meeting at 7:26pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

BETHLEHEM PUBLIC LIBRARY**CASH & INVESTMENTS SUMMARY****AS OF 6/30/2020****CASH BALANCES**

TD Bank - Checking Account	1,862,324.48
TD Bank - Money Market	1,601,847.97
TD Bank - Payroll Account	-
TD Bank - Capital Project Fund	-
Key Bank - Checking	2,500.00
TOTAL	<u>3,466,672.45</u>

INVESTMENTS

None

SUMMARY OF CASH ACTIVITY

ACCOUNT	<u>5/31/2020</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>TRANSFERS</u>	<u>6/30/2020</u>
TD Bank General Fund	1,859,153.32	2,769.53	(175,146.32)	175,547.95	1,862,324.48
TD Bank Payroll	-	-	(124,452.05)	124,452.05	-
TD Bank Money Market	1,885,259.78	331.17	-	(283,742.98)	1,601,847.97
TD Bank Capital Project Fund	16,257.02	-	-	(16,257.02)	-
Key Bank Checking	2,500.00	-	-	-	2,500.00
TOTAL:	<u>3,760,670.12</u>	<u>3,100.70</u>	<u>(299,598.37)</u>	<u>0.00</u>	<u>3,466,672.45</u>

Checks outstanding greater than 90 days old:

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

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSES REPORT

12 MONTHS ENDED 6/30/2020

FISCAL YEAR 2019-2020

REVENUE	ANNUAL BUDGET	YTD ACTUAL 12 MONTHS ENDED 6/30/2020	YTD PRIOR 12 MONTHS ENDED 6/30/2019	YTD VARIANCE OVER (UNDER)	MONTH OF JUNE 2020
Real Property Taxes	4,065,152	4,065,149	3,932,475	132,674	-
PILOT	203,162	205,515	197,034	8,482	-
Fines	30,000	23,767	35,471	(11,705)	473
Interest on Deposits	10,000	37,490	19,872	17,618	404
Lost Book Payments	-	2,486	-	2,486	330
Sale of Books	5,000	3,815	5,396	(1,581)	-
Gifts and Donations, Misc	1,000	3,240	1,750	1,490	-
Photocopier	8,000	5,769	8,470	(2,701)	-
State Aid	24,000	25,050	25,037	13	-
Grants	-	-	25,000	(25,000)	-
Miscellaneous Income	-	250	600	(350)	-
Total Revenue	4,346,314	4,372,530	4,251,105	121,425	1,207

EXPENSES					
Salaries	2,333,137	2,220,587	2,150,396	70,191	175,451
Retirement	279,232	283,977	283,755	222	-
Health Insurance	308,660	301,080	307,379	(6,299)	26,840
Other Benefits	202,885	183,081	174,592	8,489	14,673
Subtotal Salaries & Benefits	3,123,914	2,988,725	2,916,122	72,603	216,963
Library Materials - Print	277,000	197,498	254,939	(57,441)	20,742
Library Materials - Electronic & Audio	268,000	327,765	267,314	60,451	72,520
Subtotal Library Material	545,000	525,263	522,253	3,010	93,262
Operations	552,400	484,865	442,439	42,426	62,494
Capital Expenditures	125,000	26,265	6,740	19,526	-
Total Expenses	4,346,314	4,025,118	3,887,554	137,564	372,719

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

12 MONTHS ENDED 6/30/2020

FISCAL YEAR 2019-2020

2019-20 Budget Line Balances

Account Name	ANNUAL BUDGET	YTD ACTUAL 12 MONTHS ENDED 6/30/2020	YTD PRIOR 12 MONTHS ENDED 6/30/2019	YTD VARIANCE OVER (UNDER)	MONTH ACTUAL
Salaries & Benefits					
Salaries-Librarians	1,158,186	1,151,798	1,095,081	56,717	93,428
Salaries-Clerical	1,014,578	913,214	908,704	4,509	68,887
Salaries-Custodians	160,373	155,575	146,610	8,965	13,136
Retirement	279,232	283,977	283,755	222	-
SocSec/Medicare	178,485	164,607	160,419	4,189	12,971
Worker's Comp.	23,000	14,829	12,907	1,922	1,701
Unemployment	-	2,338	-	2,338	-
Health Ins.	308,660	301,080	307,379	(6,299)	26,840
Disability Ins.	1,400	1,307	1,266	41	-
Library Materials					
Adult books	171,000	124,147	162,503	(38,356)	14,190
Audiobooks	33,000	20,470	24,347	(3,877)	334
Ebooks	122,000	225,775	151,350	74,426	66,599
Electronic Resources	28,000	28,946	22,063	6,883	4,406
Periodicals	21,000	22,363	20,108	2,255	84
YS Books	85,000	50,988	72,328	(21,340)	6,468
YS Audiobooks	4,500	3,452	5,963	(2,511)	-
YS Media	7,000	7,541	10,285	(2,744)	282
Special Collections	15,500	8,371	14,827	(6,456)	280
AS Media	58,000	33,210	38,479	(5,269)	620
Operations					
Copiers and supplies	22,000	6,561	13,739	(7,179)	124
Office supplies	13,000	12,422	9,558	2,864	3,005
Custodial supplies	18,000	13,310	10,463	2,847	5,919
Postage	18,000	15,535	15,252	283	738
Printing & Marketing	30,000	26,602	19,910	6,691	6,086
Van lease & oper.	2,000	980	556	424	112
Gas and Electric	60,000	43,781	53,552	(9,771)	2,613
Telecommunications	17,000	12,295	13,437	(1,143)	1,323
Water	2,700	3,289	3,729	(440)	384
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	31,943	7,814	24,129	2,388
Contract Services	37,500	62,915	21,165	41,750	18,630
Insurance	29,000	23,167	24,157	(991)	-
Travel/Conference	10,000	14,976	6,022	8,954	-
Memberships	2,000	1,793	594	1,198	-
Special Programs	25,000	15,111	18,634	(3,524)	(804)
Furniture & Equipment	50,000	32,378	40,508	(8,130)	6,818
IT Hardware & Software	42,000	45,571	41,993	3,578	9,059
Bld & Grnd. Repair	40,000	20,904	37,607	(16,703)	3,397
Furn/Equip Repair	2,000	1,019	1,832	(814)	-
Miscellaneous	3,500	6,832	(1,969)	8,801	1,709
Audit Service	25,000	16,745	19,970	(3,225)	-
Accounting Service	15,000	14,491	14,094	397	-
UHLAN fees	50,000	49,822	48,795	1,027	992
Capital Expenditures	125,000	26,265	6,740	19,526	-
TOTAL	4,346,314	4,025,118	3,887,554	137,564	372,719

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JUNE 2020 BASED ON PRE-APPROVAL	\$	63,733.04
CHECKS DISBURSED IN JUNE 2020 RELATING TO PAYROLL	\$	181,876.75
CHECKS BEING SUBMITTED FOR APPROVAL	\$	89,619.82
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 46: MANUAL DISB - JUN (20) For Dates 6/1/2020 - 6/30/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38669	06/11/2020	1784	**VOID** GEORGE STEELE	200369	-425.00
38703	06/11/2020	1137	**VOID** CORNELL COOPERATIVE EXTENSION	200409	-60.00
38705	06/11/2020	2329	**VOID** DIANE EDGECOMB	200385	-725.00
38721	06/11/2020	2331	**VOID** NANCY M. PAYNE	200408	-100.00
38722	06/11/2020	2336	**VOID** NEW YORK NEWSPAPERS FOUNDATION	200449	-400.00
38738	06/11/2020	2337	**VOID** WIND, DIANE L.	200450	-100.00
38739	06/11/2020	2337	**VOID** WIND, DIANE L.	200458	-100.00
38914	06/02/2020	1833	BLUESHIELD OF NORTHEASTERN NY		6,743.30
38915	06/02/2020	1080	COMMISSIONER OF MOTOR VEHICLES		98.50
38916	06/02/2020	2340	T-MOBILE	200581	153.50
38920	06/09/2020	1865	NYS PUBLIC ENTITIES SAFETY GRP	200615	1,701.40
38921	06/09/2020	1161	TOWN OF BETHLEHEM	200617	383.60
38922	06/09/2020	1581	UNITED STATES POSTAL SERVICE	200619	1,379.14
38923	06/10/2020	1986	FIRSTLIGHT FIBER	200005	173.75
38924	06/10/2020	2113	NYSIF DISABILITY BENEFITS		1,307.54
38925	06/10/2020	559	STATE INSURANCE FUND		15,988.82
38926	06/10/2020	1607	VERIZON BUSINESS FIOS	200001	102.77
38927	06/10/2020	1607	VERIZON BUSINESS FIOS	200001	201.98
38928	06/10/2020	2137	WEX BANK	200008	13.65
38932	06/22/2020	1424	AFLAC NEW YORK		415.92
38933	06/22/2020	2087	CITIBANK	200645	4,473.84
38934	06/22/2020	1570	NATIONAL GRID		2,613.18
38935	06/22/2020	1607	VERIZON BUSINESS FIOS	200001	122.77
38936	06/26/2020	1831	CDPHP UNIVERSAL BENEFITS, INC.		5,713.30
38937	06/26/2020	720	MVP HEALTH PLAN, INC.		4,107.53
38938	06/26/2020	2061	UNITED HEALTHCARE INSURANCE CO		100.75
38939	06/26/2020	1607	VERIZON BUSINESS FIOS	200001	126.98
38940	06/26/2020	1607	VERIZON BUSINESS FIOS	200001	127.77
38941	06/30/2020	1040	ALBANY COUNTY CLERK	200664	10.00
38942	06/30/2020	1833	BLUESHIELD OF NORTHEASTERN NY		6,743.30
38943	06/30/2020	1831	CDPHP UNIVERSAL BENEFITS, INC.		12,689.75
38944	06/30/2020	2349	TRAVELING LANTERN THEATRE COMPANY	200663	150.00

Number of Transactions: 32

Warrant Total: 63,733.04

Vendor Portion: 63,733.04

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 - 47: TRUST & AGENCY (JUN 20) For Dates 6/1/2020 - 6/30/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38917	06/15/2020	712	CIVIL SERVICE EMPL ASSOC INC.		934.82
38918	06/15/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38919	06/15/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
38929	06/30/2020	712	CIVIL SERVICE EMPL ASSOC INC.		934.82
38930	06/30/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38931	06/30/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100454	06/15/2020	709	BPL SPECIAL PAYROLL ACCOUNT		59,433.73
100455	06/15/2020	710	NYS INCOME TAX BUREAU		3,324.75
100456	06/15/2020	1946	IRS - PAYROLL TAX PMT		19,479.09
100457	06/15/2020	2003	NEW YORK STATE DEFERRED		2,470.51
100458	06/30/2020	709	BPL SPECIAL PAYROLL ACCOUNT		65,018.32
100459	06/30/2020	710	NYS INCOME TAX BUREAU		3,532.23
100460	06/30/2020	730	NYS EMPLOYEES RETIREMENT SYSTE		2,530.38
100461	06/30/2020	1946	IRS - PAYROLL TAX PMT		20,987.20
100462	06/30/2020	2003	NEW YORK STATE DEFERRED		2,690.90

Number of Transactions: 15

Warrant Total: 181,876.75

Vendor Portion: 181,876.75

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 - 2: CASH DISB (JUL 20) For Dates 7/14/2020 - 7/14/2020**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38945	07/14/2020	2334	ALLEGRA MKTG C/O GLENN READ ENTERPRISES LLC		3,118.65
38946	07/14/2020	1009	AMAZON CREDIT PLAN		3,217.51
38947	07/14/2020	77	BAKER & TAYLOR , INC.		3,891.22
38948	07/14/2020	1186	BAKER AND TAYLOR ENTERTAINMENT		14.98
38949	07/14/2020	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	200625	553.13
38950	07/14/2020	827	PHYLLIS CHAMBERS		433.80
38951	07/14/2020	2078	COUNTY WASTE & RECYCLING SERVICE, INC.		238.58
38952	07/14/2020	1154	CRISAFULLI BROTHERS		184.75
38953	07/14/2020	1434	DELL MARKETING L.P.		4,999.56
38954	07/14/2020	1991	EASTERN MANAGED PRINT NETWORK LLC		76.87
38955	07/14/2020	195	EBSCO INFORMATION SERVICES		406.00
38956	07/14/2020	1532	ENVISION WARE, INC.		595.00
38957	07/14/2020	1986	FIRSTLIGHT FIBER		173.75
38958	07/14/2020	745	MARY HARTMAN		433.80
38959	07/14/2020	310	JANWAY COMPANY		783.00
38960	07/14/2020	2201	LANE PRESS OF ALBANY		1,577.00
38961	07/14/2020	1024	MIDWEST TAPE LLC		923.60
38962	07/14/2020	1172	ANNE B MOSHER		433.80
38963	07/14/2020	1921	MOTION PICTURE LICENSING CORP.		187.96
38964	07/14/2020	809	NANCY PIERI		433.80
38965	07/14/2020	2314	NOLAN HELLER KAUFFMAN LLP		662.50
38966	07/14/2020	2088	NYSID		637.48
38967	07/14/2020	1823	OVER DRIVE INC.		32,235.16
38968	07/14/2020	458	PITNEY BOWES INC	210004	460.41
38969	07/14/2020	478	QUILL.COM		200.96
38970	07/14/2020	1767	SCHOLASTIC, INC.		819.20
38971	07/14/2020	2038	STAPLES BUSINESS ADVANTAGE		143.06
38972	07/14/2020	2154	STERICYCLE, INC.	210002	67.40
38973	07/14/2020	2347	SYSTEMS TECHNOLOGY GROUP INC.		145.00
38974	07/14/2020	2340	T-MOBILE	210016	95.98
38975	07/14/2020	2348	TECHSMITH CORPORATION		1,014.00
38976	07/14/2020	2307	TRANE U.S. INC.		17,886.67
38977	07/14/2020	2344	ULINE, INC.		2,953.11
38978	07/14/2020	2328	UNIFIRST CORPORATION		91.83
38979	07/14/2020	632	UPPER HUDSON LIBRARY SYSTEM		6,857.59
38980	07/14/2020	1968	VERIZON WIRELESS		146.53
38981	07/14/2020	645	W W GRAINGER INC		2,092.38
38982	07/14/2020	1707	AUDREY WATSON		433.80

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 2: CASH DISB (JUL 20) For Dates 7/14/2020 - 7/14/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 38				Warrant Total:	89,619.82
				Vendor Portion:	89,619.82

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

July 13, 2020 - Board of Trustee Meeting												
Job Status Report												
<u>Previously Approved to Fill</u>												
Title	Dept.	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Technology Assistant FT*	Admin.	35 hrs/wk		\$33,307 annual or per contract	A. Khlyapov	1/30/2020	Separation	2/10/2020				
<u>Or fill as</u>												
Library Clerk FT	Admin.	35 hrs/wk		\$28,995 annual or per contract	N/A			2/10/2020				
Library Clerk PT	Circulation Services	16.57 hrs/wk		\$13.75/hour or per contract	B. Tiernan	2/14/2020	Resignation	2/10/2020				
Librarian 1 FT**	Public Services	35 hrs/wk	19 hrs/wk; \$27.04/hr	\$52,845 annual or per contract	F. Waldman	2/6/2020	Separation	2/10/2020				
			16 hrs/wk; \$28.45/hr		J. Squadere	2/14/2020	Resignation					
Sr. Library Clerk FT	Collection Maintenance	35 hrs/wk		\$34,714 annual or per contract	M. Frone	4/29/2020	Separation	3/9/2020				
District Library Treasurer	Board of Trustees	up to 12 hours/wk		\$40/hour	R. Khalife	5/7/2020		5/11/2020				
<u>Action Requested</u>												
None												
<u>Positions Held</u>												
None												

Director's Report July 2020

Building and Grounds

The sheds assembled last month by the maintenance staff are working very well for library returns. Each day we change which shed is being used for returns. This helps with the 72-hour sequestering of returned library items. I am extremely pleased with the efforts of our hardworking maintenance staff. They often receive praise from the rest of the staff during our staff meetings. They are working diligently to keep everything operating smoothly and to keep the library as clean as possible.

It is with a great deal of sadness that I report our ionizing cleaner has stopped working. It served us well for several years. Orders for new equipment is backed up until the fall. We are pursuing if there is service or parts available that could help.

Programs and Outreach

Programs

Summer reading has officially begun. The public services team worked really hard to change the program so that it is possible to do completely online and virtual. Tori and Frank adjusted the actual programs and set up the new software. Michelle and Anne spearheaded the creation of promotional videos since traditional visits were not possible. Mary arranged a virtual kick-off show. Cathy and Tori changed the kids' and teens' prizes so that they are available in curbside pickup. The entire department learned new software and new processes in a short time period so that the community could still enjoy and benefit from a summer reading program.

We offered 16 virtual programs and 6 virtual outreach events (with 306 attendance) in addition to the content produced for the library's website and YouTube channel. The librarians are continuing to experiment with the types of events that our patrons are looking for remotely. The children's programming seems more popular with the pre-recorded flexible timing. Our adult programs are picking up interest steadily, and participants are getting used to the online formats. Adults seem to enjoy the live formats where they can participate in real time. The participants also take advantage of discussion time during programs to ask questions about library services since they have a librarian right there. The librarians are also working on generating more recordings on programs that can be shared out on social media for those who cannot participate.

A couple of notable highlights.

The summer reading kick-off was an online theater performance that was available for a week. Approximately 200 people watched the show.

Tori (with an assist by Kate) offered a BreakoutEdu for adults. The signup was so large that she was able to split the program into two groups. The adults had a great time and really enjoyed the events.

The book discussion programs have become so popular that the librarians are continuing to offer them through the summer. They are utilizing titles available on Hoopla for simultaneous borrowing. Anne's Daybooks held another vote to choose the title and patrons are really positive about getting involved in the whole process. One patron posted a nice note on the library's Instagram showing her excitement.

Michael and his team have done a lot of great work on the Quarantine Memory project. They've received over 20 submissions, some of which are really touching and others are hilarious. Michael had an interview with the Times Union to talk about the project. The end result is going to be interesting.

Outreach

Anne "visited" the Elsmere library classes to promote summer reading on Google Meets. She saw students from the K, 1 and 2nd grade classes.

Mary "visited" the Glenmont library classes to promote summer reading on Google Meets. She saw students from the K, 1 and 2nd grade classes.

Cathy attended the Job Corps Community Relations Council. She talked about the library's current service offerings and heard updates from other organizations.

Public Services

The critical task was getting staff back into the building and acclimated to the new procedures for curbside pickup. The Public Services team has been extremely helpful in taking on tasks from other departments to make sure that all necessary tasks are completed. This has included checking in materials, shifting items on the hold shelves, shelving library materials, unpacking new items, and cataloging. The libraries that were "off team" working remotely have been responsible to answering phone messages and emails from the public.

Next week the pop-up library and book bundle request service should begin. The Book Bundle involves the librarians selecting 10 items for patrons based on their preferences. The patron will receive an email or phone call one they ready. The bundles can be picked up through the curbside system just like holds.

Pre-packaged craft and activity kits have been purchased and will be distributed through curbside pickup. Activity kits will be compiled and delivered through our Books to People homebound service as a way for participants to know we are thinking about them. Several new people have signed up for Books to People recently. These kits were sponsored by the Friends of the Library.

Kate and Anne are collaborating on an Anti-Racist book discussion group. The program is dedicated to reading and discussing books by diverse authors in order to gain a better understanding of race and racism. Each month participants will read a nonfiction or #OwnVoices fiction book. The first program scheduled for July has so many participants that a second session has been added.

Circulation and Technical Services

Circulation

This month the circulation team registered 69 new library card holders and updated their accounts to allow immediate access to most Bethlehem e-content.

There were 139 new Hoopla registrations with a total of 1272 registered Hoopla users in Bethlehem.

Our curbside checkout patterns are included in the graph for the board. There has been a continued increase in use of curbside, our busiest hours skew early. We checked out 70 items on

our busiest curbside day 7/1/2020. On 7/1/2019 we checked out 1,770 items making curbside about 35% of last year's numbers. Considering the amount of labor included in each curbside checkout, hovering near 40% of typical circulation through curbside delivery is amazing.

There are still about 11,000 items checked out since before March. Most of these items are due around July 17. We anticipate increasing returns as we approach this date.

Technical Services

Our team started adding new physical materials to the collection this month meeting patron requests for new large print and traditional fiction and nonfiction. We have quite a backlog of items to add, but they received help from the Public Services department to unpack boxes and catalog items. The interdepartmental collaboration has been outstanding.

Collection Maintenance

The staff have been busy re-shelving items, running curbside materials out to patrons, and receiving and cleaning non-traditional library items.

Administration Team

Jennifer has continued to work on configuring our new Library Calendar software. She's run a few trial requests and reservations. Data is being gathered from the current calendar software to prepare for migration. She has also been tracking library hours. This number is requested as part of the NYS Annual Report for Public Libraries. Normally an easy number to calculate, it is going to be more complicated this year.

Kristen has included several clippings from the coverage the library received for the quarantine memories project. The Spotlight is working on an article about our Anti-Racist book club.

Tracey organized and facilitated a presentation by the New York State and Local Retirement System for the staff. The staff from NYSLRS were able to complete this training session online which was great. She also developed the employee screening mechanism and protocols for building entry. She also completed functions necessary for the end of the fiscal year rollover and data entry for staff. She arranged with BPAS for our required semiannual OPEB valuation, the quote is included in the board packet. In addition to these human resources tasks she assisted with curbside pickup with other members of the team in the library.

Tanya continues to work on necessary end of the fiscal year tasks preparing for the rollover to the new budget year. She has arranged to meet with necessary staff outside to complete when she is not "on team" to complete purchase orders and invoices for payment.

HVAC Executive Summary

As requested by the NYS, I have resubmitted the request to close our Library Construction Grant electronically. The Division of Library Development will continue to work remotely for the foreseeable future so they are unable to retrieve the hard copies that were submitted in March. I have received confirmation that the electronic version has been received.

There has been a lot of discussion about building filtration (MERV and HEPA) for addressing airborne particles and may contain viruses. Our system was not designed to work with HEPA filters, but I approved a proposal from our building system contractor to switch to MERV-13 filters and to complete some work with the system to ensure they will function properly. Simply stated, the higher level of filtration, the harder it is to push air through the system and the more often filters need to be changed. MERV-13 seems to be our system's optimum balance between filtration and airflow. We can explore ultraviolet systems in the future as part of the Long Range Plan process.

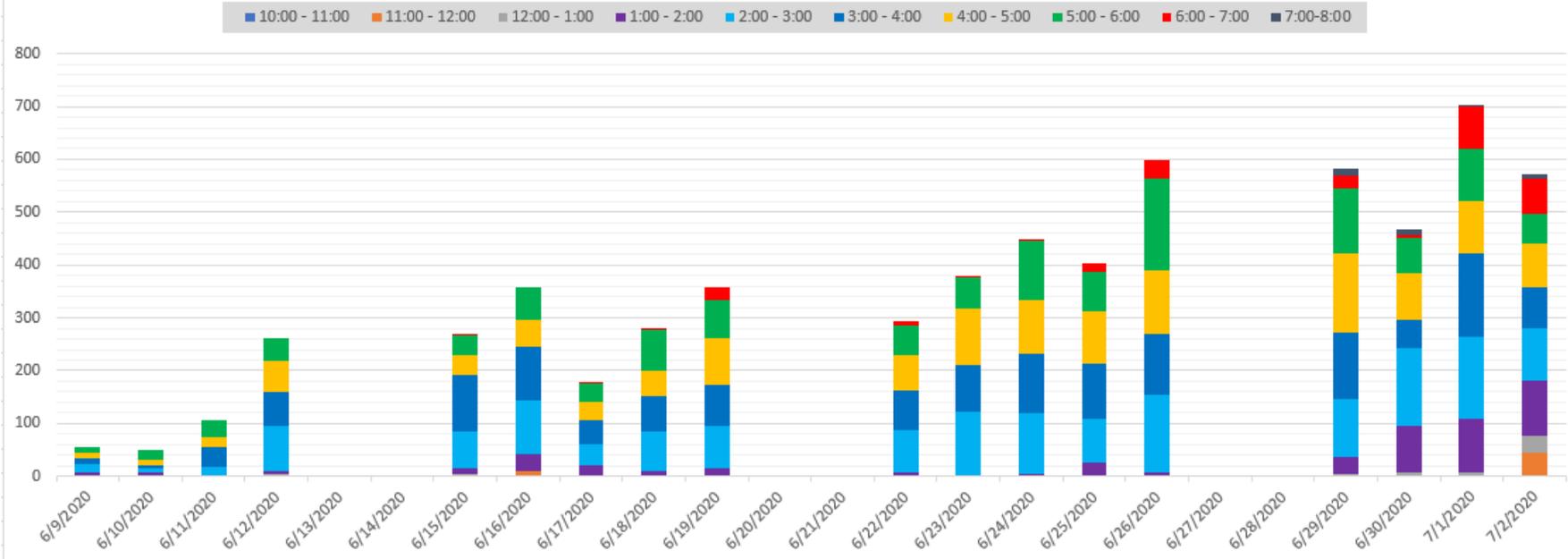
Meetings and Miscellany

The executive order that allows the library to conduct public meetings online has been extended through August 5. This means that currently the August meeting would have to be conducted in person. I see no reason to expect that the date will not be extended again, so we are currently planning to have that meeting virtually. I will give the trustees as much notice as possible if that executive order is not extended to the August 10 board meeting.

I am receiving a lot of feedback about our services from the public in person, over the phone and via email. Overwhelmingly, the sentiment from our public is one of gratitude for our work on curbside, virtual and phone reference one-on-one, and for our electronic offerings including Hoopla, Kanopy, and OverDrive. I have received a few comments from the public not understanding why the library has not yet reopened for normal business operations or having the opinion that the staff are not working for the benefit of the community. I will continue to inform the board about all of the feedback. I always end my shift working outside on the curbside pickup with a huge smile because of the positivity from the public. That feedback is so important for us, and I sincerely appreciate it.

Geoffrey Kirkpatrick, Library Director in residence

Curbside Checkout By Hour

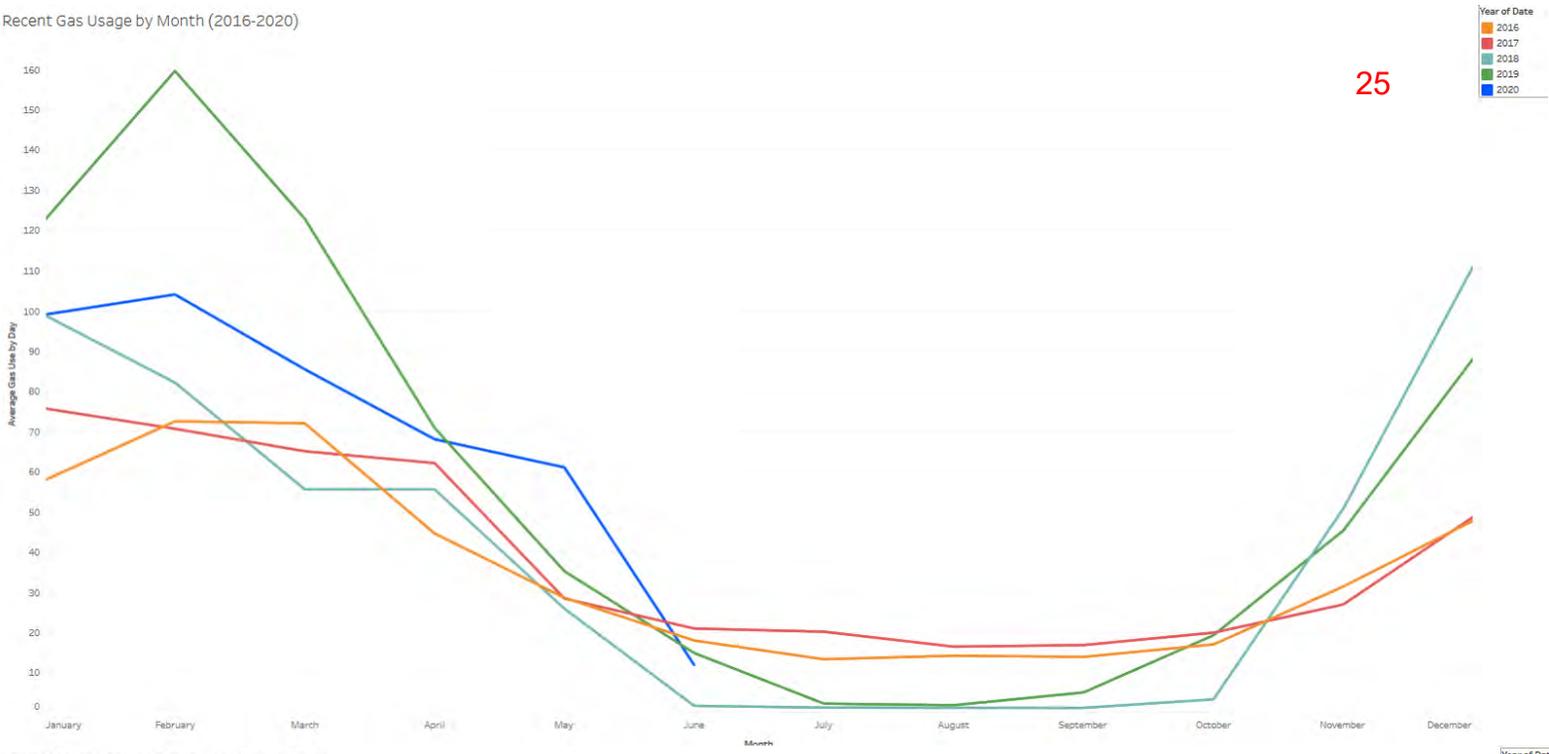


Total Daily Checkouts

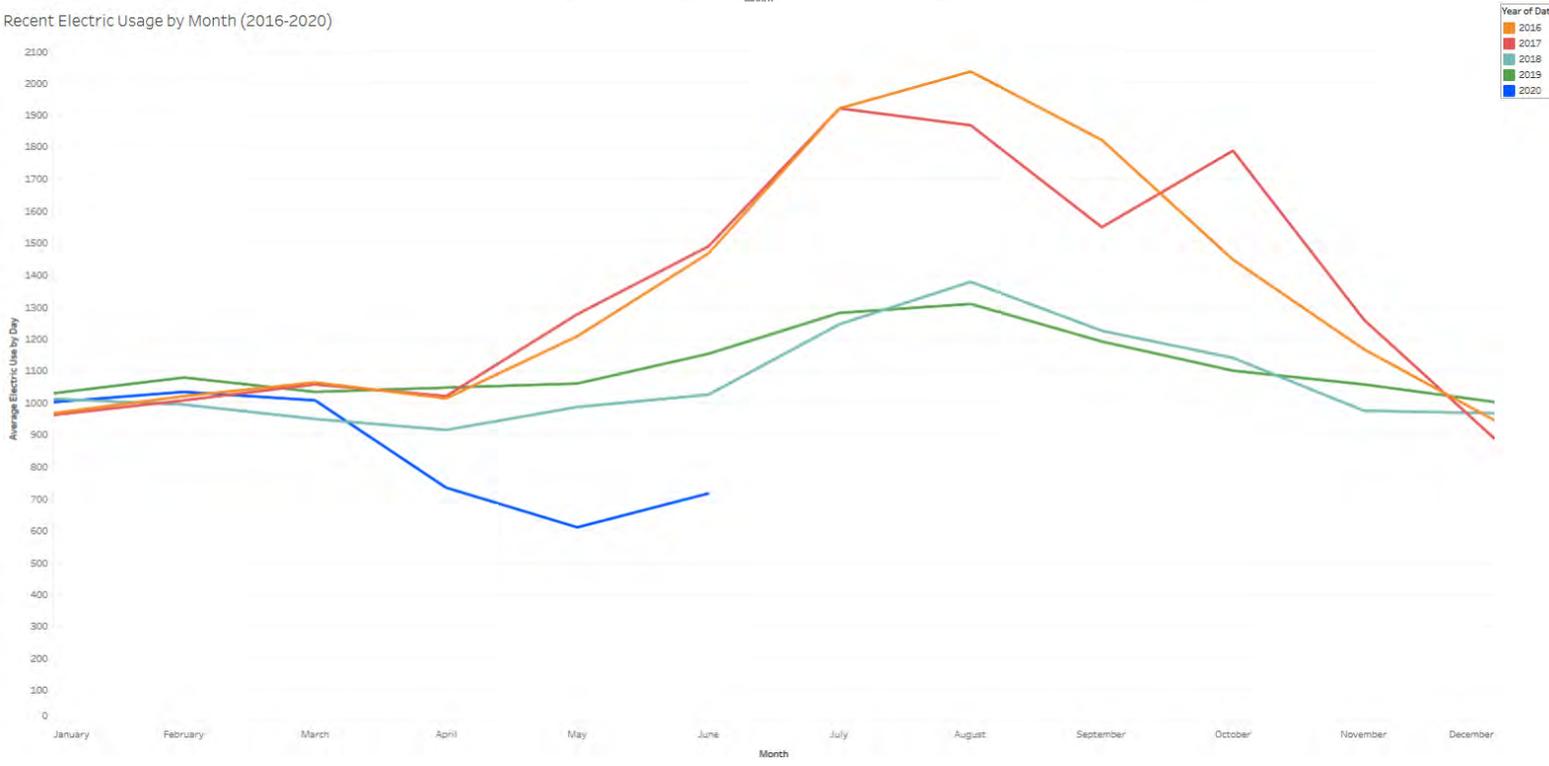
6/9/2020	6/10/2020	6/11/2020	6/12/2020	6/15/2020	6/16/2020	6/17/2020	6/18/2020	6/19/2020	6/22/2020	6/23/2020	6/24/2020	6/25/2020	6/26/2020	6/29/2020	6/30/2020	7/1/2020	7/2/2020	Grand Total
56	49	105	261	270	359	178	278	358	294	379	450	402	598	582	467	700	571	6357

Library Collection				2018-19	Current Total
Adult fiction				26,708	26,385
Adult non-fiction				29,506	30,185
Adult audio				7,216	7,078
Adult video				7,964	8,470
Young adult fiction				5,607	5,532
Young adult nonfiction				543	544
Young adult audiobooks				364	383
Children's fiction				25,716	27,219
Children's non-fiction				15,034	15,431
Children's audiobooks				1,462	1,693
Children's video				1,989	1,968
OverDrive - UHLS Shared				69,231	83,237
e-magazines				107	133
Electronic (games, ereaders)				482	567
Total				191,929	208,825
Library Programs	Jun-20	Jun-19	% change	2018-19	F-Y-T-D
Programs	16	49	-67.3%	843	681
Program attendance	261	1,500	-82.6%	24,838	17,496
Outreach Programs	6	95	-93.7%	285	167
Outreach Attendance	43	2,593	-98.3%	9,929	6,519
Circulation	Jun-20	Jun-19	% change	2018-19	F-Y-T-D
Adult fiction	6,704	12,677	-47.1%	149,583	129,442
Adult non-fiction	2,401	8,306	-71.1%	97,179	76,016
Adult audio	2,587	3,979	-35.0%	49,601	41,368
Adult video	2,416	7,844	-69.2%	109,652	82,499
Adult magazines	1,373	1,759	-21.9%	21,596	20,008
Young adult fiction	645	1,974	-67.3%	19,610	15,733
Young adult nonfiction	19	111	-82.9%	1,476	1,125
Young adult audiobooks	122	117	4.7%	1,331	1,372
Young adult magazines	0	14	-100.0%	74	42
Children's fiction	2,002	11,787	-83.0%	137,492	103,223
Children's non-fiction	344	2,861	-88.0%	38,616	26,793
Children's audiobooks	193	690	-72.1%	7,690	5,908
Children's video	72	860	-91.7%	14,997	8,592
Children's magazines	0	36	-100.0%	370	156
Electronic (games, ereaders)	42	581	-92.8%	6,966	5,897
Total	18,919	53,595	-64.7%	656,232	515,775
Interlibrary Loan	Jun-20	Jun-19	% change	2018-19	F-Y-T-D
Borrowed from others	3,129	7,159	-56.3%	86,393	63,224
Loaned to others	1,083	4,859	-77.7%	67,302	47,571
Miscellaneous	Jun-20	Jun-19	% change	2018-19	F-Y-T-D
Visits to our home page	51,039	82,574	-38.2%	849,506	768,694
Public use of meeting rooms	0	34	-100.0%	436	408
Public meeting attendance	0	452	-100.0%	6,867	4,784
Staff use & library programs	0	113	-100.0%	1,038	847
Study room sessions	0	500	-100.0%	5,267	3,498
Tech room/ Studio use	0	14	-100.0%	305	289
Door count	0	25,725	-100.0%	310,464	216,914
Registered BPL borrowers	69	103	-33.0%	1,012	894
Computer signups	1	3,370	-100.0%	34,871	28,904
Museum Pass use	1	145	-99.3%	1,833	1,385
E-book use	10,157	6,463	57.2%	71,054	91,900
E-magazine use	1,045	1,039	0.6%	12,415	14,069
Equipment	8	475	-98.3%	5,432	3,612
Wireless Use	5,137	13,732	-62.6%	172,258	112,679

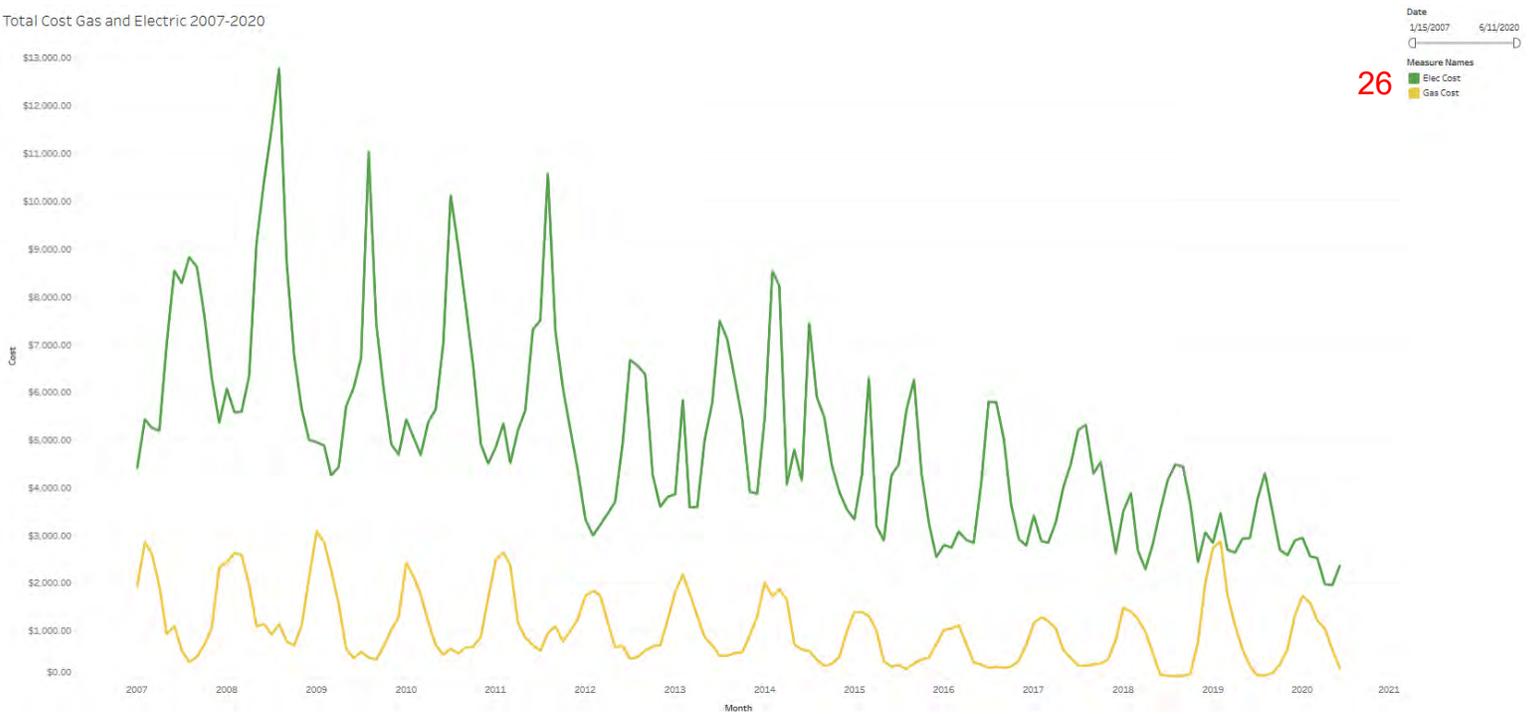
Recent Gas Usage by Month (2016-2020)



Recent Electric Usage by Month (2016-2020)



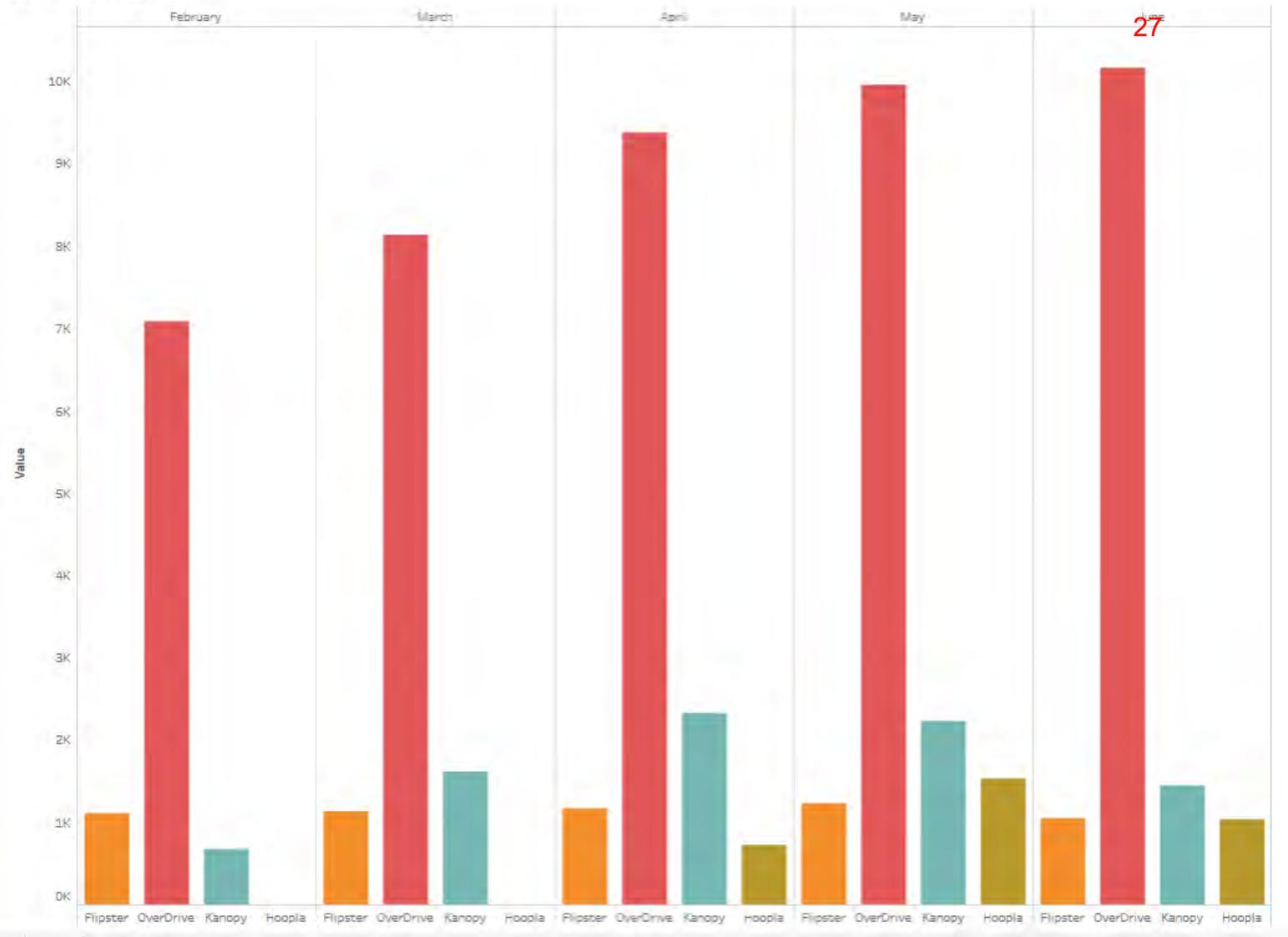
Total Cost Gas and Electric 2007-2020



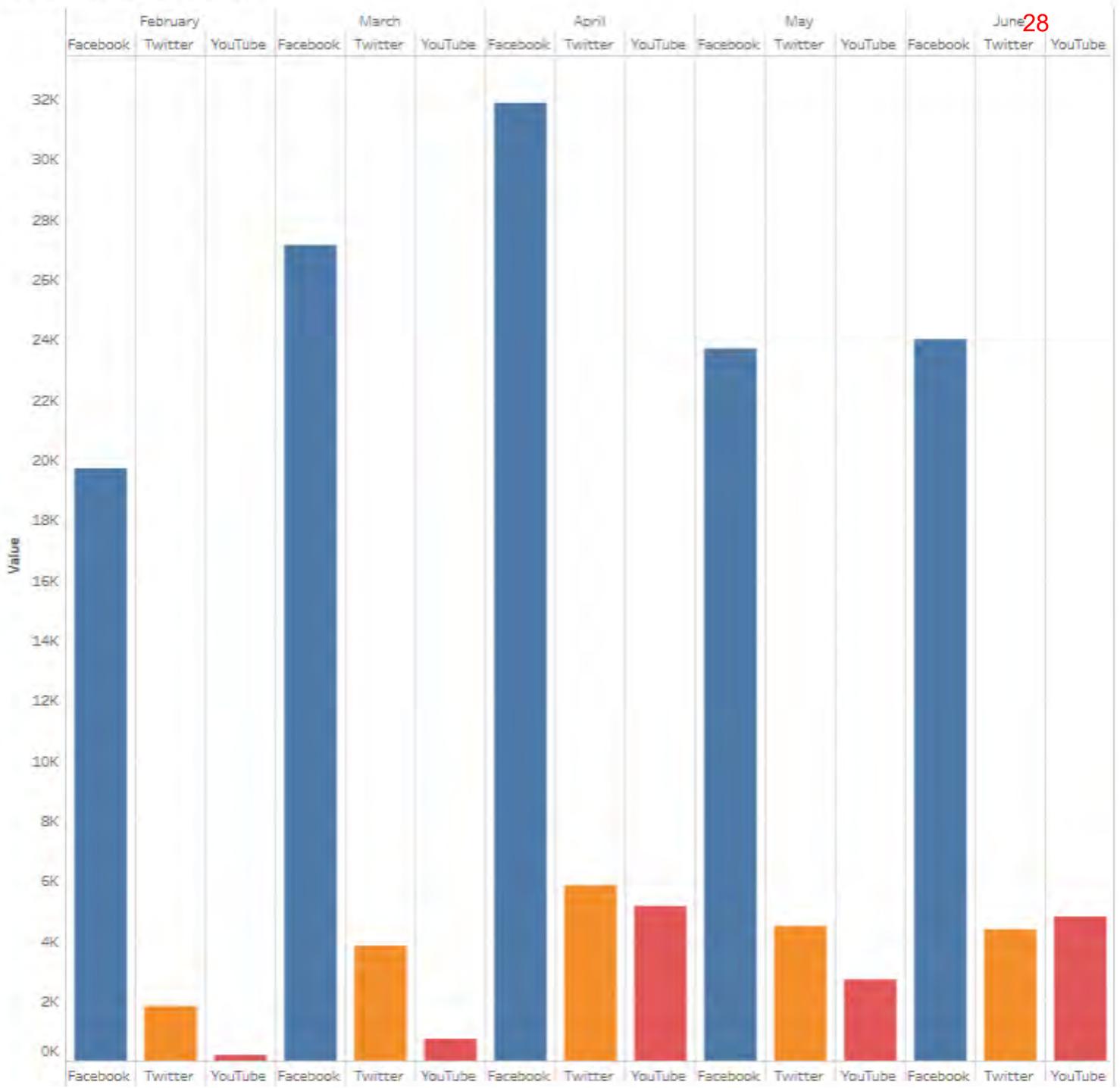
Available at:

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

EContent Usage



Social Media Platforms



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

MEMORANDUM OF AGREEMENT

By and Between

The Bethlehem Public Library

and

*The Civil Service Employees Association, Inc.,
Local 1000, AFSCME, AFL-CIO,
Bethlehem Public Library Unit*

The July 1, 2017 through June 30, 2020 Collective Bargaining Agreement by and between the parties is hereby modified as follows. All other provisions remain unchanged except modification of dates where applicable. This Memorandum of Agreement is subject to ratification/approval by the union and the Board of Trustees.

1. *Term of Agreement.*

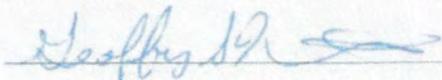
July 1, 2020 through June 30, 2021.

2. *Article 15.1: Compensation.*

Effective July 1, 2020, the salary schedule for all employees shall be increased by 1.00%.

Dated: June 10, 2020

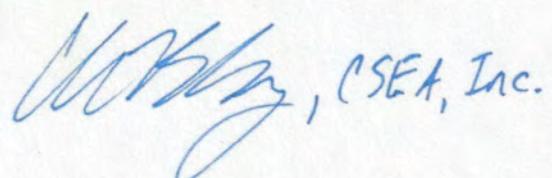
BETHLEHEM PUBLIC LIBRARY

By: 

Dated: June 11, 2020

**CIVIL SERVICE EMPLOYEES
ASSOCIATION, INC., LOCAL 1000,
AFSCME, AFL-CIO,
BETHLEHEM PUBLIC LIBRARY UNIT**

By: 

, CSEA, Inc.



706 N. Clinton St. | Suite 200 | Syracuse, NY 13204

P 866.401.5272 W bpas.com**Private & Confidential**

June 8, 2020

Ms. Tracey McShane
 Personnel Administrator
 Bethlehem Public Library
 451 Delaware Avenue
 Delmar, New York 12054

RE: Service Agreement for Bethlehem Public Library GASB 75

Dear Tracey:

Enclosed you will find our service agreement for the GASB 75 Alternative Measurement Valuation. If you would like us to proceed with the engagement, please return one signed copy to us for our files and retain for your files.

The following is the contact information for your engagement team.

Name	Title	Telephone Number	Email Address
Nicholas R. Mark	Senior Consultant	(315) 703-8974	nmark@bpas.com
Kelsey A. West	Senior Analyst	(315) 703-8936	kwest@bpas.com

Please review this service agreement carefully, and if you have any questions please do not hesitate to call me at (315) 703-8974.

Sincerely,

Nicholas R. Mark F.S.A., M.A.A.A.
 Senior Consultant
 BPAS Actuarial & Pension Services

Solving Tomorrow's Benefit Challenges Today

BPAS Services: Plan Administration & Recordkeeping | TPA | Actuarial & Pension | VEBA & HRA/HSA | Fiduciary | AutoRollovers & MyPlanLoan
 Healthcare Consulting | Transfer Agency | Fund Administration | Custody | Collective Investment Trusts

BPAS Subsidiaries: Hand Benefits & Trust | BPAS Trust Company of Puerto Rico | NRS Trust Product Administration | Global Trust Company



Service Agreement

Agreement

This Service Agreement ("Agreement") is between Bethlehem Public Library (the "Sponsor") and BPAS Actuarial and Pension Services, LLC ("BPAS").

Purpose

The Sponsor maintains the following Plan for the benefit of its employees.

- ❖ Bethlehem Public Library Retiree Group Health Benefits Program

The Sponsor desires BPAS to provide actuarial and consulting services, in accordance with generally accepted actuarial principles and practices, with respect to the Plan for the Fiscal Year ending June 30, 2020 ("Fiscal Year").

- **The GASB 75 Valuation of Postretirement Healthcare Benefits will be calculated under the GASB 75 Alternative Measurement Method. As in accordance with the Alternative Measurement Method, the report will not be an actuarially signed report, rather, completed in accordance with actuarial practices outlined in the GASB 75 Standard. Services will include:**
 - Determination of Total OPEB Liability (TOL)
 - Determination of Actuarially Determined Contribution and OPEB Expense
 - 10 year projection of benefit payment cash-flow
- **Alternative contribution/benefit design scenarios can be reviewed (billed at separate hourly rates)**

Responsibilities of the Sponsor

The Sponsor will provide BPAS, as requested in a specified format and timely manner, information regarding the Plan(s) (i.e. plan provisions, plan participants, plan assets, benefit payments, etc.) in order to complete the services outlined herein. The Sponsor will take full responsibility for ensuring that the data provided is reasonable and appropriate. While BPAS will take all necessary steps in compliance with Actuarial Standards of Practice to ensure the reasonableness of the information provided, we will not perform an audit or independent verification of the information.

Assumptions

Economic and demographic assumptions and methods must be determined in order to complete the services outlined herein. The Sponsor will determine all assumptions and methods not prescribed by the GASB 75 Alternative Measurement Method, and assume all responsibility for ensuring those assumptions and methods are reasonable and appropriate. BPAS will provide the Sponsor with guidance and information necessary to assist in the determination of all assumptions and methods required. BPAS recommends Bethlehem Public Library's auditors be consulted regarding the GASB 75 measurement and assumptions.



706 N. Clinton St. | Suite 200 | Syracuse, NY 13204

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Service Agreement

Report

The information contained in our report(s) will be prepared for the use of the Sponsor and its auditors in connection with our actuarial valuation(s). It is not intended, nor necessarily suitable, for other purposes. BPAS has no responsibility to update the report(s) for events and circumstances occurring after the date of the report(s).

Fees

The specific services and associated professional service fees for each of the benefit plans are outlined below. BPAS reserves the right to amend the fee schedule from time to time. The Sponsor will receive prior notification of such changes.

❖ Annual Alternative Measurement Method Fee for Fiscal Year 2020	\$6,000
❖ Interim Valuation Fee for Fiscal Year 2021	\$1,500*

**Interim valuation fee includes calculations to reflect updated actuarial assumptions as of the interim measurement date. Additional fees may apply if plan amendments or changes are made during the interim fiscal year.*

The associated fees above for the services outlined are based on the time required to perform the services. With regard to the expected time and our fee, we assume the following:

- Receipt of complete and accurate data in the format requested by the due date required, in order to staff the engagement appropriately and complete the work in the mutually agreed upon timeframe. Please refer to the cover page for details regarding your BPAS engagement team. If complete and accurate data is not received in the format requested or by the due date required to appropriately staff the engagement and complete the work in the mutually agreed upon timeframe, our fee will be adjusted to reflect the additional time spent and allocated resources.
- There will be no changes in any areas, including current law, regulations, accounting standards or plan provisions that would impact our deliverables. If however, there are changes that would impact the scope of our services, we will notify you and get approval for the revised fee before proceeding.
- Fees include telephone conference calls as needed with Bethlehem Public Library. Should Bethlehem Public Library require on-site meetings for other items including review of the final report, an additional fee of for \$1,000 per meeting applies.

In the event that the scope of the project changes, we will notify you promptly and obtain your concurrence regarding the revised scope and the payment of any additional monies/fees before proceeding. Our fee estimate does not encompass additional work that the Sponsor may ask us to complete.



706 N. Clinton St. | Suite 200 | Syracuse, NY 13204

P 866.401.5272 W bpas.com

Service Agreement

Terms of Engagement

Entire Agreement

These Terms of Engagement and the Service Agreement letter to which they are attached (collectively, the "Agreement") constitute the entire agreement between the client to whom such engagement letter is addressed and any other legal entities referred to therein ("Client" or "you") and BPAS Actuarial and Pension Services, LLC, a New York limited liability company ("BPAS Actuarial and Pension Services," "we" or "us"), regarding the services described in the engagement letter. No modification, variation, amendment or supplement to this Agreement shall be effective for any purpose whatsoever unless reduced to writing and signed by each party.

Responsibilities of the Client

In circumstances where the Client is a business entity, the Client agrees to identify those individuals authorized to request services from BPAS Actuarial and Pension Services under the terms of this Agreement. Individuals authorized to request services agree to identify the purpose of the services, and identify for whom the services are to be performed (e.g., the corporation, an employee, a director) at the time the services are requested.

A fundamental term of this Agreement is that the Client will provide us with all information relevant to the services to be performed and to provide us with any reasonable assistance as may be required to properly perform the engagement. The Client agrees to bring to our attention any matters that may reasonably be expected to require further consideration to determine the proper treatment of any relevant item. The Client also agrees to bring to our attention any changes in the information as originally presented as soon as such information becomes available. Client acknowledges that it retains all management responsibilities related to judgments and decisions regarding the Client's financial or business matters.

Unless otherwise indicated, any returns, reports, letters, written opinions, memoranda, etc. delivered to the Client as part of the services ("Deliverables") are solely for the Client and are not intended to nor may they be relied upon by any other party (each, a "Third Party").

Responsibilities of BPAS Actuarial and Pension Services

We will perform our services on the basis of the information you have provided and in consideration of the applicable federal, foreign, state or local tax laws, regulations and associated interpretations relative to the appropriate jurisdiction as of the date the services are provided. Laws and regulations are subject to change at any time, and such changes may be retroactive in effect and may be applicable to advice given or other services rendered before their effective dates. We do not assume responsibility for such changes occurring after the date we have completed our services. Client acknowledges that BPAS Actuarial and Pension Services does not practice law and our services do not constitute legal advice.

Some of the matters on which we may be asked to advise the Client may have implications to other persons or entities. However, we have no responsibility to these persons or entities unless we are specifically engaged to address these issues to such persons or entities, and we agree to do so in writing.

We will discuss with Client any issues of which we are aware that we believe may subject the Client to penalties and discuss with Client possible courses of action to avoid the imposition of any penalty. We are not responsible for any penalties imposed for positions that have been discussed with Client where we recommended a course of action to avoid penalties and the Client elected not to pursue such course.



706 N. Clinton St. | Suite 200 | Syracuse, NY 13204

P 866.401.5272 W bpas.com

Service Agreement

BPAS Actuarial and Pension Services is not responsible for any penalties assessed against the Client as the result of the Client's failure to provide us with all the relevant information relative to the issue under consultation. Furthermore, the Client agrees to defend, indemnify and hold BPAS Actuarial and Pension Services harmless for any penalties imposed on BPAS Actuarial and Pension Services or its staff, as the result of the Client's failure to provide such information.

Electronic Communications

In performing services under this Agreement, BPAS Actuarial and Pension Services and/or Client may wish to communicate electronically either via facsimile, electronic mail or similar methods (collectively, "E-mail"). However, the electronic transmission of information cannot be guaranteed to be secure or error free and such information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete or otherwise be adversely affected or unsafe to use. Unless you notify us otherwise, your acceptance of this Agreement constitutes your consent to use E-mail. All risks related to your business and connected with your use of E-mail are borne by you and are not our responsibility.

Both parties will carry out procedures to protect the integrity of data. In particular, it is the recipient's responsibility to carry out a virus check on any attachments before launching or otherwise using any documents, whether received by E-mail or on disk or otherwise.

Engagement Limitations

Except as may be specified in this Agreement, we will not audit or otherwise verify the information supplied to us, from whatever source, in connection with this engagement.

As you are aware, tax returns and filings with taxing and regulatory authorities may be subject to audit. We will be available to assist the Client in the event of an audit of any issue for which we have provided services under this Agreement. However, unless otherwise indicated, our fees for these additional services are not included in our fee for the services covered by this Agreement.

We will not be prevented or restricted by anything in this Agreement from providing services for other clients.

We are not responsible for auditing or verifying the work performed by previous service providers and are in no way liable for errors or omissions caused by such service providers.

In the course of our engagement, certain communications between Client and BPAS Actuarial and Pension Services may be subject to a confidentiality privilege. Client recognizes that we may be required to disclose such communications to federal, state and international regulatory bodies; a court in criminal or other civil litigation; or to other Third Parties, including Client's independent auditors, as part of our professional responsibilities. In the event that we receive a request from a Third Party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify you to the extent we are allowed to disclose the request for information. We agree to cooperate with Client in any effort to assert any privilege with respect to such information, provided Client agrees to hold BPAS Actuarial and Pension Services harmless from and be responsible for any costs and expenses resulting from such assertion.

Disassociation or Termination of Engagement

Either party may terminate this Agreement upon written notice to the other party. In the event of termination, Client will be responsible for fees earned and expenses incurred through the date the termination notice is received.

Limitation of Liability

All services will be rendered by and under the supervision of qualified staff in accordance with the terms and conditions set forth in this Agreement. BPAS Actuarial and Pension Services makes no other representation or warranty regarding either the



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Service Agreement

services to be provided or any Deliverables; in particular, and without limitation of the foregoing, any express or implied warranties of fitness for a particular purpose, merchantability, warranties arising by custom or usage in the profession, and warranties arising by operation of law are expressly disclaimed.

In no event, unless it has been finally determined by a court of competent jurisdiction that BPAS Actuarial and Pension Services was grossly negligent or acted fraudulently, shall BPAS Actuarial and Pension Services be liable to the Client or any of its officers, directors, employees or shareholders or to any other third party, whether such claim is based in tort, contract or other law for any amount in excess of the total professional fee paid by you to us under this Agreement for the particular service to which such claim relates.

IN NO EVENT SHALL BPAS ACTUARIAL AND PENSION SERVICES BE LIABLE TO YOU OR ANY THIRD PARTY UNDER OR IN CONNECTION WITH THIS AGREEMENT FOR ANY LOSS OF PROFIT, LOSS OF REVENUE, OR FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, PUNITIVE OR OTHER INDIRECT DAMAGES OF ANY NATURE, OR FOR ANY REASON, INCLUDING WITHOUT LIMITATION, THE BREACH OF THIS AGREEMENT OR ANY EXPIRATION OR TERMINATION OF THIS AGREEMENT, WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY) OR OTHERWISE, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Resolution of Differences

In the unlikely event that differences concerning this Agreement should arise that are not resolved by mutual agreement, to facilitate judicial resolution and save time and expense of both parties, BPAS Actuarial and Pension Services and the Client agree not to demand a trial by jury in any action, proceeding or counterclaim arising out of or relating to this Agreement.

Other Provisions

Neither party shall be liable to the other for any delay or failure to perform any of the services or obligations set forth in this Agreement due to causes beyond its reasonable control. All terms and conditions of this Agreement that are intended by their nature to survive termination of this Agreement shall survive termination and remain in full force, including but not limited to the terms and conditions concerning payments, warranties, limitations of liability, indemnities, and resolution of differences. If any provision of this Agreement, including the Limitation of Liability clause, is determined to be invalid under any applicable law, such provision will be applied to the maximum extent permitted by applicable law, and shall automatically be deemed amended in a manner consistent with its objectives to the extent necessary to conform to any limitations required under applicable law.

Collection of Fees

In the event that Client fails to remit to BPAS Actuarial and Pension Services the fees covered under this Agreement within 90 days of the invoice date for *any* covered recurring service described herein or, if earlier, within 60 days of the delivery of *all* covered annual recurring services described herein, the Client authorizes BPAS Actuarial and Pension Services to directly invoice the above referenced Plan's Trustee or Custodian for the payment of any outstanding amounts attributable to this Agreement to the extent such fees are eligible to be paid from Plan assets. Furthermore, the above authorization shall also immediately apply if Client is a party to any bankruptcy proceeding that limits its ability to pay BPAS Actuarial and Pension Services the agreed upon fees within the above time limits. Client acknowledges that this Agreement shall serve as its only necessary authorization to the Plan's Trustee or Custodian to pay such outstanding invoiced amounts from Plan assets in accordance with the above and agrees to indemnify and hold harmless the Plan's Trustee or Custodian for its compliance with this authorization when presented by BPAS Actuarial and Pension Services to the Plan's Trustee or Custodian with an outstanding invoice covered by the terms described herein. BPAS Actuarial and Pension Services shall be held harmless in the event it exercises these provisions of this Agreement.



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Service Agreement

This Agreement will be governed by the laws of the State of New York. The sole jurisdiction and venue for actions related to the subject matter hereof shall be the state and federal courts sitting in the State of New York.

Reference Authorization

By agreeing to the terms of this Agreement and signing below, you also authorize BPAS to use the Sponsor as a reference (*either written or verbal*) with respect to this Agreement, unless you specifically request otherwise.

Acceptance of Agreement

We agree with the terms set forth in this Agreement; including the use of the Sponsor as a reference for BPAS unless otherwise noted below:

BPAS Actuarial and Pension Services, LLC

	Vice President	June 8, 2020
Signature	Title	Date

Bethlehem Public Library

	Title	Date
Authorized Representative Signature	Title	Date

_____ Initial here if you do NOT want BPAS to use the Sponsor as a reference for this engagement.

HOLIDAYS AND OTHER CLOSINGS **DRAFT**

2020

Wednesday, January 1	New Year's Day	Closed
Monday, January 20	MLK, Jr. Day	Open 9-9
Monday, February 17	Presidents' Day	Open 9-9
Sunday, April 12	Easter Sunday	Closed
Saturday, May 23		Closed
Sunday, May 24		Closed
Monday, May 25	Memorial Day	Closed

CLOSED SUNDAYS IN JULY AND AUGUST

Friday, July 3	Independence Day (observed)	Closed
Saturday, July 4	Independence Day	Closed
Saturday, September 5		Closed
Sunday, September 6		Closed
Monday, September 7	Labor Day	Closed

Sunday, September 13: SUNDAY HOURS RESUME

Monday, October 12	Columbus Day	Open 9-9
Wednesday, November 11	Veterans Day	Open 9-9
Wednesday, November 25		Open 9-5
Thursday, November 26	Thanksgiving	Closed
Friday, November 27		Open 9-5
Friday, December 4	Staff Development Day	Closed
Thursday, December 24	Christmas Eve	Closed
Friday, December 25	Christmas Day	Closed
Thursday, December 31	New Year's Eve	Open 9-3
Friday, January 1, 2021	New Year's Day	Closed

2021 proposed

Friday, January 1	New Year's Day	Closed
Monday, January 18	MLK, Jr. Day	Open 9-9
Monday, February 15	Presidents' Day	Open 9-9
Sunday, April 4	Easter Sunday	Closed
Saturday, May 29		Closed
Sunday, May 30		Closed
Monday, May 31	Memorial Day	Closed

CLOSED SUNDAYS IN JULY AND AUGUST

Sunday, July 4	Independence Day	Closed
Monday, July 5	Independence Day (observed)	Closed
Saturday, September 4		Closed
Sunday, September 5		Closed
Monday, September 6	Labor Day	Closed

Sunday, September 12: SUNDAY HOURS RESUME

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Wednesday, November 24		Open 9-5
Thursday, November 25	Thanksgiving	Closed
Friday, November 26		Open 9-5
Friday, December 3	Staff Development Day	Closed
Friday, December 24	Christmas Eve	Closed
Saturday, December 25	Christmas Day	Closed
Friday, December 31	New Year's Eve (observed)	Closed
Saturday, January 1, 2022	New Year's Day	Closed

Red indicates days that are part of the union contract.

Bethlehem Public Library Board Meetings 2021
(start time 6pm) DRAFT

January 11

February 8

March 8

April 12

May 10

June 14 (Flag Day)

July 12

August 9

September 13

October 12 (Tuesday – moved from
Columbus Day)

November 8

December 13



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- Sign up for a library card.
- Request and renew materials online.
- Use our databases to do research and read magazine articles.
- Explore services that offer live career coaching and job search help.
- Send questions to “Ask a Librarian.”
- See what’s new for kids, teens and adults.
- Download audiobooks, eBooks, digital magazines and stream video.
- Check the library calendar for upcoming events.
- Participate in virtual programming.
- Get library news, board minutes and policies.

YOUR LIBRARY OUT & ABOUT

FREE LIBRARY WI-FI

The library offers free WiFi available 24 hours a day, 7 days a week at the following locations: outside the library building, at the Elm Avenue park, at Five Rivers Environmental Education Center and at Colonial Acres Park.

[bethlehempubliclibrary.org/
services/wifi-out-and-about](http://bethlehempubliclibrary.org/services/wifi-out-and-about)

BOOKS TO PEOPLE

If you live in the Bethlehem Central School District and are unable to visit the library because of a temporary or permanent condition, you are eligible for our **Books to**



People delivery service. Call (518) 439-9314 for information.

[bethlehempubliclibrary.org/
services/books-to-people](http://bethlehempubliclibrary.org/services/books-to-people)

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YOUR LIBRARY ONLINE

Your guide to eBooks, programs, learning resources and more available on the library's website.



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eBooks, eAudiobooks, movies and music on demand ▶



◀ dozens of popular eMagazine titles

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◀ even more eContent through Upper Hudson Library System

PROGRAMS & MORE

Check out the library's online calendar to learn more about upcoming programs and to sign up.

bethlehempubliclibrary.org

Go to the "Calendar" tab to search by month, or click on the "Programs" tab to see the types of programs offered, along with links to virtual and past programs.



LIBRARY NEWS

For library news and program updates, visit our website, follow us on social media or sign up for our e-newsletter:

bit.ly/311wdya



RESEARCH & LEARNING ⁴⁰

Access dozens of databases and learning resources.

bethlehempubliclibrary.org/webapps/research.asp



genealogy research



census & history info



compiled sources



auto repair guides



product reviews



health information



financial & investing



market research



language learning



school help & tutoring



job search & coaching



reader's advisory

AND: academic journals, newspapers, educational sources, investing, tax info, reference, citizenship help and more.



Search the catalog



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The library is closed, but curbside pickup is available Monday-Friday, 2-6pm.



Anti-Racist Book Group



Summer Reading 2020

Imagine Your Story

for all ages!

Storytime online

Got a question?

E-mail us

Book discussions

now on GoodReads

Information

CORONAVIRUS COVID-19

and aid resources

Online research

and learning

Sign up online

for a library card

kanopy

eContent

SUMMER READING CHALLENGE



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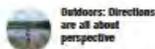


Remondino school board votes to cut sports funding

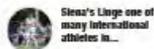
Diversity official said she will stay in post...



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NEWS

Capital Region Gives: Bethlehem Public Library collecting quarantine memories for archive



Rebecca Carhallo

June 21, 2020 | Updated: June 21, 2020 6 a.m.



2 of 4

Sign for the curbside pickup of Bethlehem Public Library on Friday, June 19, 2020, in Bethlehem, N.Y. Librarians at the library are collecting an archive of quarantine memories. (WUWakron/Times Union)

WUWakron/Times Union

Most Popular

1. Saratoga deli to customers: Stop hitting on the staff
2. Saratoga County announces potential virus exposure at Clifton Park restaurant
3. Bars or entertainment: Strip clubs caught in a regulatory middle
4. Deck collapse injures children, adult in Saratoga
5. Secret documents posted on Saratoga Springs website reveal conflict at homeless shelter

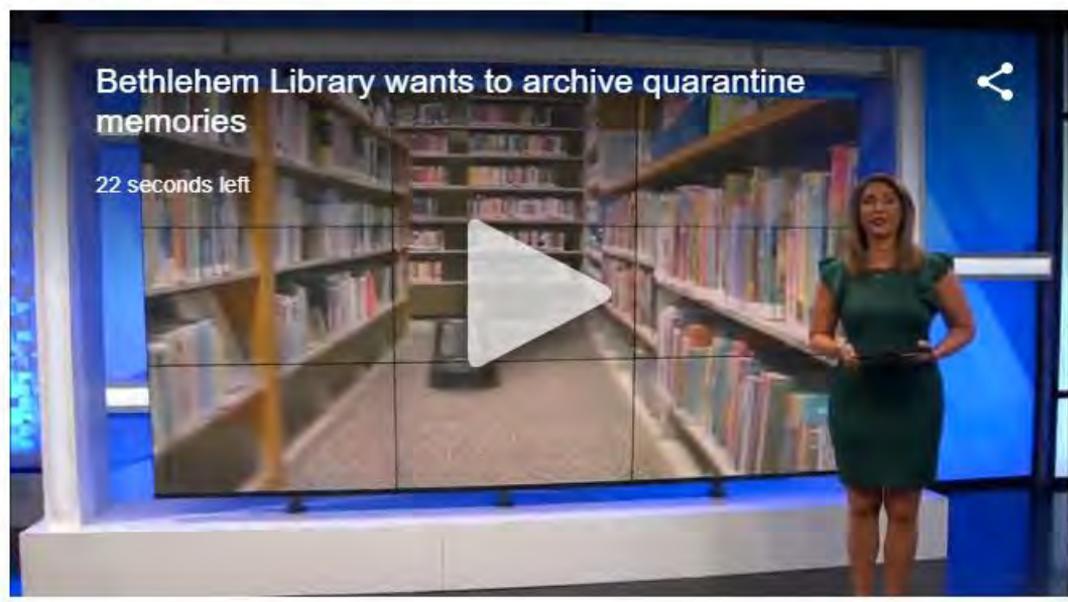
BETHLEHEM — Michael Farley clearly remembers his last day at work before the pandemic in March. It was Friday the 13th when he was sent home early from his job at Bethlehem Public Library.

Over the weekend he watched the world slowly begin to close down. He can remember walking through the grocery store and seeing the bare shelves where there used to be paper products and cleaning supplies.

School buildings were closed and his children were at home with him during the day. He turned to them and said, "One day your kids are going to ask you, 'what was it like living through the pandemic of 2020?'"

"It then occurred to me that this really is a historic time. It's global, it affects everyone," Farley said. "I was thinking we should all document what daily life is like because everything has changed dramatically."

Bethlehem Public Library collecting quarantine memories for archive



by: Jack Summers
Posted: Jun 17, 2020 / 12:24 PM EDT / Updated: Jun 17, 2020 / 05:30 PM EDT

BETHLEHEM, N.Y. (NEWS10) – The Bethlehem Public Library is collecting recent memories of life during quarantine in order to share and express community member’s voices that reflect their personal experiences during the coronavirus pandemic.

The Library says this is a unique historical opportunity for new generations who ask “What was living through the pandemic like?”

Community members are encouraged to submit their thoughts, along with images, video or audio clips, including interviews with others. The Library is looking for personal experiences with details that are meaningful, even if it is just one instance or moment. An example could include something such as, “Everything still seemed normal to me until I went down the paper goods aisle in the grocery store, and

NEWS 10 abc
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HOW TO CHANGE YOUR TIME WARNER SPECTRUM POWER ON CHANNEL

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Share quarantine memories for regional archive

Jun 24, 2020 Jim Franco Covid-19 Updates, News



What will you remember about quarantine? Michael Hallisey / The Spot 518

BETHLEHEM — Our community is experiencing a historic moment of the 21st century.

Although many may be eager to put the coronavirus pandemic behind us, we have a unique opportunity to share recent memories, express our voices and listen to one another. It won't be long before a new generation will ask, "What was living through the pandemic like?"

Bethlehem Public Library is collecting recent memories of life during quarantine. Community members are encouraged to submit their thoughts, along with images, video or audio clips, including interviews with others.



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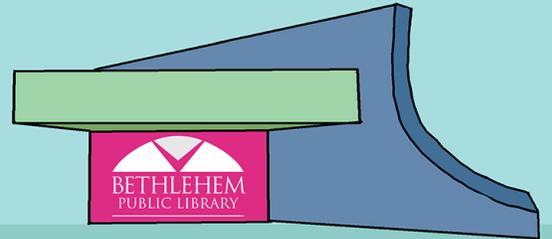
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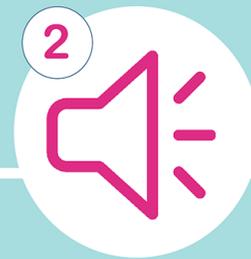
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Once you receive a notice that your items are ready, come to the library during pickup hours.

4



A staffer will bring your items out. Please stay in your vehicle until the pickup area is clear.

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www.bethlehempubliclibrary.org



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