



Board of Trustees Meeting

Monday December 13, 2020 6:00 pm (Virtual Meeting)

Watch here: <http://www.bethlempubliclibrary.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.bethlempubliclibrary.org/about-us/contact-us/contact-the-director/>
- **Review previous meeting minutes (p. 2-6)**
- **Financial report (p. 7-14)**
 - Treasurer's update (p. 7)
- **Personnel report (p. 15)**
 - Personnel actions
- **Director's report (p. 16-21)**
- **UHLS report**
- **New business**
 - Phased reopening plan – phase triggers (p. 22)
 - Building committee update – boiler replacement project
 - Harassment policy (p. 23-25)
 - Sexual Harassment policy (p. 26-33)
 - Collection development policy (p. 34-36)
 - Records and retention schedule (p. 37)
 - Jaeger and Flynn healthcare invoice (p. 38)
 - Emergency patron conduct policy (p. 39-40)
 - Other new business
- **Old business**
 - Long range plan steering committee – update
 - Other old business
- **Future business**
- **Public Participation**
- **Adjournment**

Next board meeting: January 11, 2021 6:00pm (Virtual Meeting)

Next Friends of the Library meeting: December 21, 2020 (Annual Meeting) - virtual

**MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday November 9, 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
Thomas Hosey, auditor with Marvin and Co.

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

President M. Kissinger called the meeting to order at 6:00pm.

PUBLIC PARTICPATION

There was no public participation.

AUDIT PRESENTATION

Thomas Hosey of Marvin and Co., auditors for the library, presented a series of slides that explained the draft audit report and required communications to the board. He noted that the financial statements present fairly, in all material respects, the financial position of the library, and an unmodified opinion has been expressed.

He stated that there is one management letter comment related to the calculation of the compensated absences liability. The recommendation is that the calculation includes FICA as per GSAB 16 requirements, and the maximum amount available to be paid to eligible participants per the contract should be considered.

He further discussed the library's net assets and liabilities, as well as the COVID-19 contingency footnote that notes that discusses the lack of clarity regarding the affect the pandemic will have on the library in the future.

In response to a question from H. Narang, T. Hosey explained that the swings in the net pension liability are based on actuarial calculations, which take into account a number of factors that can fluctuate from year to year.

C. Wijeyesinghe noted that the school district owns the library building, even though it appears on the library's books. T. Hosey said this was common among similar libraries, but if the library wanted to take the building off the books, it could be done using a prior period adjustment. M. Redmond said she didn't see any benefit to removing the building from the library's books since the costs to purchase and maintain it are borne by the library.

M. Redmond noted that a large portion of the fund balance covers the cost of operating the library from July 1 until tax money starts coming in around September.

T. Hosey closed his remarks by thanking the library, especially G. Kirkpatrick, S. Whiting and T. Choppy for their assistance during the audit process, and said it was noteworthy that it was a clean audit, done on time despite the pandemic.

T. Hosey exited the meeting at 6:44pm.

On a MOTION by C. Wijeyesinghe and a SECOND by M. Walsh, the board voted to accept the audit report and required communications as presented by Marvin and Co.

MINUTES

Minutes of the 13 October 2020 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe.

FINANCIAL REPORT

Treasurer's update

S. Whiting noted a few minor changes to the report. The revenue and expense report now includes percentages so board members can easily see where the library's finances stand. She noted that the library is under budget at this point, which is a third of the way through the fiscal year. In response to a question raised at the previous board meeting about where tax receipts are compared to the previous year, S. Whiting said the library had spoken to the school district and found that it is comparable to previous years. M. Redmond asked if there was any clarification received on how the library would receive its money if the entire amount is not collected from taxpayers. T. Choppy said that the state would make the school district whole, which would make the library whole.

The board discussed having a short written treasurer's update in future board packets, and asked that S. Whiting include one moving forward to highlight any important concepts. M. Redmond said she liked the new formatting of the financial report.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 October 2020 (Manual Disbursements \$48,402.14; Cash Disbursements/Accounts Payable \$82,188.27; Trust & Agency Disbursements/Salaries \$183,523.06; CapProject Fund/Hand-Drawn Checks \$0; Total: \$314,113.47).

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said he was requesting backfill of clerk position and two temporary part-time librarian positions in place of the full time librarian

position previously approved. He said the temporary positions will better help the library cover any increased weekend hours during the pandemic. The expectation is that once there is a return to normalcy, the library can remove the temporary positions and return to seeking someone full time. Civil service stipulates that temporary positions can last no longer than a year.

PERSONNEL ACTION

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

- Library clerk, part-time, permanent, 19 hours/week, \$13.89/hour or per contract.
- Librarian 1, part-time, temporary, up to 19 hours/week, \$27.31/hour or per contract.
- Librarian 1, part-time, temporary, up to 19 hours/week, \$27.31/hour or per contract.

DIRECTOR'S REPORT

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

- G. Kirkpatrick said C. Stollar Peters would provide an overview of the updated charts highlighting due dates and returns.
- The Friends book sale was very popular and may serve as a potential a model for future sales.
- The library had received some comments about recording programs where the audience discussion was a large part of the event. Staffers will continue to monitor the reaction and decide how they might edit the programs to avoid making people feel uncomfortable while still making valuable library content available to a wider audience.
- The statistical report has been modified slightly to better show e-content use across platforms.
- Circulation continues to be down 27.6% compared to last year, but G. Kirkpatrick said that considering the effects of the pandemic, those numbers were still pretty positive. He said interlibrary loan hold shelves are more active than last year, something he called the "curbside effect," and e-audio and e-book use is still high.
- The due date histograms originally presented in the packet have been updated to account for the quarantine period of four days. C. Stollar Peters noted that this unintentional fine-free "experiment" due to the pandemic has provided some valuable data and insight into patron behavior. She shared a histogram of how many items are returned in relation to the due date and she noted that, just as in previous years, the majority of items are returned before their due date. She said the data seems to suggest that the impetus to return items is not based on fines. The board thanked her for presenting the information, and G. Kirkpatrick said it was good background to have a discussion about how people behave in a fine-free scenario, as well as revenue loss versus staff time spent collecting fines.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said meetings have been scheduled to discuss library development aid and other financial issues. G. Kirkpatrick said state budget cuts have had a greater impact on Upper Hudson than larger individual libraries like Bethlehem.

NEW BUSINESS

New York State and Local Retirement System annual invoice

The library gets an invoice for ERS contributions every year. The yearly contribution amount is not the same as the pension liability discussed with the audit. This is a number that stays fairly constant from year to year. T. Choppy noted that last year's bill was approximately \$283,000.

On a MOTION by M. Redmond with a second by C Wijeyesinghe, the board unanimously authorized prepayment of the NYS Retirement System annual invoice for 2021, in the amount of \$287,751.

Bobcat quote

The walk-behind tractor would help with moving the book bins from the sheds to the garage in winter, as well as pallet deliveries, landscaping and smaller snow removal projects. The equipment would come from a local vendor, making it easier to rent attachments for less regular jobs.

On a MOTION by M. Redmond with a SECOND by C. Brancatella, the board unanimously voted to purchase a Bobcat Mini Track Loader and accessories to assist with book bin moving and other maintenance tasks at the quoted cost of \$20,397.84.

Boiler

G. Kirkpatrick said that a crack was recently discovered in the library's boiler, prompting library staff to look into the cost of replacing or fixing it. A proposal from Trane for the replacement and installation of a new hot water heater comes in at just over \$58,000, which is over the purchasing limit and would require bids. G. Kirkpatrick said the library is in the process of finding out how much of an emergency it is and what the options might be. Trane has suggested that there might be a way to purchase it on a government procurement contract, which would eliminate the need for multiple bids. The boiler was installed in 1995 and does not have any asbestos that would need to be abated. The money exists in the budget to pay for the replacement of the boiler. G. Kirkpatrick said he would like to have a conversation with the engineer brought in by library architect Paul Mays to see how urgent the situation is. H. Narang asked if a newer boiler system would result in any savings through added efficiencies. G. Kirkpatrick said the difference would likely be negligible. M. Redmond said that knowing the amount of lead time needed to fix the boiler would be an important part of the decision making process. M. Redmond and C. Brancatella suggested having a lawyer go over what the library's options are if it comes down to a bid process.

Emergency patron conduct policy

G. Kirkpatrick presented the revised policy that added additional masks types to the list of those that aren't acceptable face coverings in the library. M. Redmond asked if there needed to be any changes to the wording about public computers. G. Kirkpatrick said that Chromebooks are available to the public and the library was currently in the process of setting up an Internet-enabled computer to allow for printing.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously voted to update the current emergency patron conduct policy to include mesh masks and masks with vents among the face coverings not allowed inside the library.

Other new business

M. Redmond asked the board if they wanted to recognize the staff in some way since the annual Staff Development Day, where they traditionally provided dessert, had been canceled this year. The board agreed and said they would discuss via email some options.

OLD BUSINESS

Long range plan steering committee - update

H. Narang said he and G. Kirkpatrick met with Paul Mays to discuss the library's concept for phases and the priorities for each, with the intent that a first phase would include smaller projects, and the second phase would be larger. Some of the identified priorities for the first phase included demolition of the Borthwick house, a larger lawn-facing seating area, consolidating the reference desk area and covering the walkway. Another committee meeting is in the process of being scheduled.

Phase reopening plan – updates

G. Kirkpatrick shared a chart that represented what libraries across the state were doing to provide services during the pandemic. He said it provided some useful information as the board talks about what are the next services they would like to phase back in. He noted that very few currently offer onsite programs or meeting space. M. Kissinger asked fellow board members what they had been hearing from the community. M. Walsh said she has heard from some people that they would like a place to study. G. Kirkpatrick said that if the library can get the staffing in place, extending weekend hours would be ideal, and there has been some call for bringing back the public PCs, which could be partially addressed once the public printing station has been set up.

Other old business

C. Wijeyesinghe asked fellow board members to consider joining her on the personnel committee. The policy committee has some revisions that may be ready to go before the board soon. C. McGinty is also making some revisions to the staff handbook for the board to review.

FUTURE BUSINESS

There was no future business discussed at this time.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board adjourned the regular meeting at 8:03pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report
December 2020

The revenue and expense report through November continues to show underspending in most categories. Although we will be underbudget for the year for several smaller revenue lines such as fines, copier fees and interest income, savings in expense lines will more than compensate for this shortfall in income. Next month we will provide the detailed report of expenditures and we will begin working on the FY 2021-2022 budget.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 11/30/2020

SUMMARY OF CASH ACTIVITY

ACCOUNT	CASH BALANCE				CASH BALANCE
	10/31/2020	RECEIPTS	DISBURSEMENTS	TRANSFERS	
TD Bank General Fund	1,832,305.32	127,357.77	(457,986.60)	174,372.35	1,676,048.84
TD Bank Payroll	-		(125,627.65)	125,627.65	-
TD Bank Money Market	4,522,410.62	883.69	-	(300,000.00)	4,223,294.31
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	2,500.00	-	-	-	2,500.00
TOTAL:	6,357,215.94	128,241.46	(583,614.25)	-	5,901,843.15

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

5 MONTHS ENDED 11/30/2020

FISCAL YEAR 2020-2021

REVENUE	ANNUAL BUDGET 2020-2021	YTD ACTUAL 5 MONTHS ENDED 11/30/2020	Percent YTD 11/30/2020	YTD PRIOR 5 MONTHS ENDED 11/30/2019	Percent YTD 11/30/2019
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%	13,505	45.0%
Interest on Deposits	30,000	2,982	9.9%	19,194	191.9%
Lost Book Payments	-	722	0.0%	-	0.0%
Sale of Books	5,000	-	0.0%	2,389	47.8%
Gifts and Donations, Misc	1,000	1,470	147.0%	890	89.0%
Photocopier	7,500	-	0.0%	3,499	43.7%
State Aid	24,000	-	0.0%	22,545	93.9%
Grants	-	-	0.0%	-	0.0%
Miscellaneous Income	-	-	0.0%	175	0.0%
Total Revenue	4,479,700	4,269,620	95.3%	4,236,716	97.5%
EXPENSES					
Salaries	2,363,565	888,558	37.6%	924,633	39.6%
Retirement	291,089	287,751	98.9%	283,977	101.7%
Health Insurance	310,433	118,287	38.1%	124,118	40.2%
Other Benefits	201,213	86,742	43.1%	88,013	43.4%
Subtotal Salaries & Benefits	3,166,300	1,381,339	43.6%	1,420,741	45.5%
Library Materials - Print	302,500	96,082	31.8%	91,929	31.4%
Library Materials - Electronic & Audio	284,000	109,600	38.6%	81,327	32.2%
Subtotal Library Material	586,500	205,683	35.1%	173,256	31.8%
Operations	601,900	215,240	35.8%	211,134	38.2%
Capital Expenditures	125,000	-	0.0%	15,898	12.7%
Total Expenses	4,479,700	1,802,262	40.2%	1,821,028	41.9%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN NOVEMBER 2020 BASED ON PRE-APPROVAL	\$	317,486.01
CHECKS DISBURSED IN NOVEMBER 2020 RELATING TO PAYROLL	\$	183,939.97
CHECKS BEING SUBMITTED FOR APPROVAL	\$	84,178.35
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 19: MANUAL DISB (NOV 20) For Dates 11/1/2020 - 11/30/2020**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39217	11/10/2020	730	NYS EMPLOYEES RETIREMENT SYSTE	210175	287,751.00
39218	11/10/2020	1607	VERIZON BUSINESS FIOS	210000	100.78
39219	11/18/2020	1424	AFLAC NEW YORK		415.92
39220	11/18/2020	2087	CITIBANK	210181	3,039.83
39221	11/18/2020	720	MVP HEALTH PLAN, INC.		4,107.53
39222	11/18/2020	1570	NATIONAL GRID		3,307.32
39223	11/18/2020	1607	VERIZON BUSINESS FIOS	210000	63.07
39227	11/30/2020	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,544.89
39228	11/30/2020	2061	UNITED HEALTHCARE INSURANCE CO		123.80
39229	11/30/2020	1607	VERIZON BUSINESS FIOS	210000	2.40
39230	11/30/2020	1607	VERIZON BUSINESS FIOS	210000	29.47
Number of Transactions: 11				Warrant Total:	317,486.01
				Vendor Portion:	317,486.01

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 - 18: TRUST & AGENCY (NOV 20) For Dates 11/1/2020 - 11/30/2020**

Check #	Check Date	Vendor ID Vendor Name	PO Number	Check Amount
39214	11/13/2020	712 CIVIL SERVICE EMPL ASSOC INC.		934.82
39215	11/13/2020	1679 METLIFE-TSA CONTRIBUTIONS		100.00
39216	11/13/2020	711 SCHOOL SYSTEMS FED CREDIT UNION		170.00
39224	11/30/2020	712 CIVIL SERVICE EMPL ASSOC INC.		934.82
39225	11/30/2020	1679 METLIFE-TSA CONTRIBUTIONS		100.00
39226	11/30/2020	711 SCHOOL SYSTEMS FED CREDIT UNION		170.00
100499	11/13/2020	709 BPL SPECIAL PAYROLL ACCOUNT		60,950.22
100500	11/13/2020	710 NYS INCOME TAX BUREAU		3,480.47
100501	11/13/2020	1946 IRS - PAYROLL TAX PMT		20,344.80
100502	11/13/2020	2003 NEW YORK STATE DEFERRED		2,198.91
100503	11/30/2020	709 BPL SPECIAL PAYROLL ACCOUNT		64,677.43
100504	11/30/2020	710 NYS INCOME TAX BUREAU		3,640.63
100505	11/30/2020	730 NYS EMPLOYEES RETIREMENT SYSTE		2,633.74
100506	11/30/2020	1946 IRS - PAYROLL TAX PMT		21,353.55
100507	11/30/2020	2003 NEW YORK STATE DEFERRED		2,250.58
Number of Transactions: 15			Warrant Total:	183,939.97
			Vendor Portion:	183,939.97

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 - 21: CASH DISB (DEC 20) For Dates 12/15/2020 - 12/15/2020

Check #	Check Date	Vendor ID Vendor Name	PO Number	Check Amount
39231	12/15/2020	1630 AFSCO FENCE SUPPLY CO INC	210111	3,650.00
39232	12/15/2020	1009 AMAZON CREDIT PLAN	210195	3,832.17
39233	12/15/2020	61 AQUASCAPE DESIGNS LLC	210008	81.98
39234	12/15/2020	77 BAKER & TAYLOR , INC.	210172	16,544.12
39235	12/15/2020	719 BETHLEHEM CENTRAL SCHOOL DIST	210216	55.45
39236	12/15/2020	2245 BLUE 360 MEDIA	210179	62.75
39237	12/15/2020	2200 CCB TECHNOLOGY, INC.	210161	2,843.75
39238	12/15/2020	2078 COUNTY WASTE & RECYCLING SERVICE, INC.	210013	238.58
39239	12/15/2020	1991 EASTERN MANAGED PRINT NETWORK LLC	210017	91.36
39240	12/15/2020	195 EBSCO INFORMATION SERVICES	210212	9,981.07
39241	12/15/2020	2155 EDWARD C. MANGIONE LOCKSMITHS, INC.	210211	58.50
39242	12/15/2020	1674 FINDAWAY	210200	322.44
39243	12/15/2020	1986 FIRSTLIGHT FIBER	210005	197.14
39244	12/15/2020	2272 GLOBAL EQUIPMENT COMPANY INC.	210150	398.00
39245	12/15/2020	292 INDUSTRIAL APPRAISAL	210203	405.00
39246	12/15/2020	310 JANWAY COMPANY	210157	734.48
39247	12/15/2020	2322 KANOPIY INC.	210202	1,057.00
39248	12/15/2020	1839 LARRY KOT ELECTRICAL SVCS	210188	470.00
39249	12/15/2020	2261 LIBRARY IDEAS, LLC	210199	483.40
39250	12/15/2020	1914 MICROKNOWLEDGE	210174	424.00
39251	12/15/2020	1024 MIDWEST TAPE LLC	210205	6,254.74
39252	12/15/2020	387 MURPHY OVERHEAD DOORS	210127	1,740.00
39253	12/15/2020	2088 NYSID	210070	396.29
39254	12/15/2020	2121 NYSPSP	210159	29.28
39255	12/15/2020	1967 OFFICEMASTER	210165	1,378.00
39256	12/15/2020	2355 OMINCOR, INC. (WIKKI STIX)	210192	199.84
39257	12/15/2020	1823 OVER DRIVE INC.	210184	12,597.64
39258	12/15/2020	2054 PANGBURN LANDSCAPING	210210	1,600.00
39259	12/15/2020	450 PHILLIPS HARDWARE INC	210007	37.98
39260	12/15/2020	478 QUILL.COM	210152	51.99
39261	12/15/2020	505 ROEMER WALLENS GOLD & MINEAUX	210176	300.00
39262	12/15/2020	2092 SENSOURCE, INC	210183	1,040.00
39263	12/15/2020	1282 STANDARD COMMERCIAL INTERIORS	210166	248.04
39264	12/15/2020	2038 STAPLES BUSINESS ADVANTAGE	210130	632.19
39265	12/15/2020	2340 T-MOBILE	210016	133.00
39266	12/15/2020	2354 THE CLEANBLOCK (NOH RESEARCH LLC)	210191	114.45
39267	12/15/2020	1161 TOWN OF BETHLEHEM	210213	377.70
39268	12/15/2020	2307 TRANE U.S. INC.	210025	3,992.17
39269	12/15/2020	2349 TRAVELING LANTERN THEATRE COMPANY	210208	150.00
39270	12/15/2020	2344 ULINE, INC.	210180	2,119.90
39271	12/15/2020	2260 UNDERGROUND RAILROAD HISTORY PROJECT	210215	100.00
39272	12/15/2020	1607 VERIZON BUSINESS FIOS	210000	28.85
39273	12/15/2020	1968 VERIZON WIRELESS	210001	141.27
39274	12/15/2020	645 W W GRAINGER INC	210006	454.10
39275	12/15/2020	2017 WALDO	210198	2,630.79
39276	12/15/2020	1186 BAKER AND TAYLOR ENTERTAINMENT	210171	378.94

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 21: CASH DISB (DEC 20) For Dates 12/15/2020 - 12/15/2020**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39277	12/15/2020	2313	MARVIN AND COMPANY, P.C.	210218	5,120.00
Number of Transactions: 47					Warrant Total: 84,178.35
					Vendor Portion: 84,178.35

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

December 14, 2020 - 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											
Library Clerk PT	Circulation	16.57 hrs/wk		\$13.89/hour or per contract	B. Tiernan	2/14/2020	2/10/2020	Filled	K. Novko	12/17/2020	Hire Internal Provisional
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 PT	Circulation	11.67 hrs/wk		\$13.89/hour or per contract	S. Geitgey	9/10/2020	9/14/2020	Filled	D. Janse	11/19/2020	Hire
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				
Librarian 1 PT - Temporary	Public Services	up to 19 hrs/wk		\$27.31/hour or per contract			11/9/2020	Filled	E. Viscuso	12/2/2020	Hire
Librarian 1 PT - Temporary	Public Services	up to 19 hrs/wk		\$27.31/hour or per contract			11/9/2020	Filled	D. Dixon	12/7/2020	Hire
Action Requested											
Library Clerk PT	Circulation	11.67 hrs/wk		\$13.89/hour or per contract	N. Cammarata	11/28/2020					
Library Page PT	Collection Maintenance	11.67 hrs/wk		\$11.80/hour	K. Smith	12/2/2020					
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$11.80/hour	K. Novko	12/16/2020					
Positions Held											
None											

Director's Report

December 2020

Building and Grounds

The boiler repair was a success. Our mechanics were able to come in and perform the section replacement in less than one day. We were pleased that it went so smoothly.

Public Services

We've been messaging the start of fines through many channels (library due slips, mailed and e-newsletter, in library signage.) Printed bills for items over 31 days late will start again the second week in December. A total of 426 bills will be sent for Bethlehem items.

Rene created a video tutorial about using GoToMeeting that can be found on the library's YouTube channel.

Frank spent a considerable amount of time working on the NY Heritage project. He identified new materials to digitize, including a local periodical from the mid-1940's that serviced the Bethlehem area called Town Talk. Frank digitized 8 issues in November and finished digitizing and indexing the 1982-1983 Tri-Village Area directory, which was passed it on to Lisa who uploaded it to the New York Heritage site.

Programs

As virtual programming continues, the Public Services librarians are identifying trends to aid them in making decisions for more impactful programs and best utilization of resources. They examine topics, audiences, platforms, time slots, and formats. Thus far, adult programs that address very local topics or have local speakers do very well. Adults tend to look for events that have an interactive component so they can ask questions and engage with the speaker and other participants. Children's and teen programs work better when there is a hands-on or real-life component. Since most children and teens are attending school at least partially virtually, they look for safe activities that are not online. The librarians have been adjusting their children and teen offerings to add more real-life activities.

Several virtual program series concluded in November. Democracy in America was a great success, with a positive response from the participants. The Parenting series that Michelle partnered with Cornell Cooperative Extension to host was well received. The attendance was predictably on the lower end, but participants enjoyed the presentations and asked if we might consider offering them again in another time-slot. Michelle is currently working on that now. Our first virtual Coffee and Conversation series went well. Mary was able to find a balance between presenters who would draw interest and providing time for some socialization. She produced 9 programs with an attendance of 93 and a cost of \$150.

The Fall storytime season has finished. The librarians did an excellent job bringing some early literacy activities to the virtual format. Attendance picked up as the weather got colder and

several families were regular attendees. The librarians are starting a new series in the winter in hopes of bringing in more participants with different activities and varying time slots. Since we are finding that children's and teen programs do better with a real-life component the librarians have lined up some additional activities for the winter. The snowy stories contest, outdoor scavenger hunt, and one more storywalk for the Elm Ave park for winter. Librarians are also looking at options to provide craft materials via curbside pick-up that patrons can use to follow along with us online. Chris, Tori and Mary are working on getting a Teen Subscription box program ready for the new year.

Winter break has a variety of activities including a Jazz concert. Michael is working with the Albany Musicians Union to bring in a Jazz trio to see what kind of response we get to an online concert. *[The jazz trio's live performance will be held on Dec 26 on Zoom.]*

Outreach

Anne visited the Elsmere Kindergarten. She spoke about library services and shared books about the seasons.

Cathy provided a virtual tour for the Rotary club. She went over electronic resources and also gave them a tour of the inside of the library to show the new configuration. They were especially interested to hear about the book bundles and the increased Wi-Fi out in the parks.

Librarians continue to reach out to the schools to offer support and visits.

Circulation and Technical Services

Due to high demand, we added 3 more analog to digital video converters to our Library of Things collection. The converters were mentioned in our e-newsletter which attracted a lot of interest. We also ordered an 8mm reel to reel analog to digital video converter. It may be circulated or it may be available for use in the studio makerspace when it reopens depending on how sturdy the hardware is.

We loaned three telescopes to support a Town of Bethlehem hosted program in December. These telescopes were taken out of circulation to the public due to the delicateness of the equipment and issues with return and quarantine.

We are in the process of receiving our POS register and credit card processing software and hardware under state contact pricing with Key Bank. We hope to have fine payment and cash handling procedures in place for January 2021. We may also have a station set up for patrons to access the UHLS run ecommerce site through Encore in case our new software and hardware is installed after January 1.

Meetings and Miscellany

Frank attended the introductory session of NYLA's Developing Leaders Program, where he was provided an overview of program goals and introduced to fellow participants. Frank sends a big thank you to Library Directory Geoffrey K., Assistant Director Christine M., and the Board of Trustees for supporting his participation in this program.

Patti participated in the CALA Fall Webinar Workshop: Diversity Adds Value: A Safe Space for Everyone (11/17) – The guest speakers for this presentation were Ainsley Thomas, Chief Diversity Officer (HVCC) and Sandra McCarthy, Discipline Officer; Title IX Coordinator and Compliance Officer (HVCC). Mr. Thomas began the workshop with an in-depth conversation about what diversity and inclusion mean. He asked participants to share their thoughts, which he then followed up with official definitions and examples. He made sure to include terms such as engagement and equity, as well, defining the latter as fair access to opportunity. As library workers, we were encouraged to think of these concepts and make every effort to be open to others' narratives, accepting their truths without falling back on old biased beliefs or stereotypes. Ms. McCarthy's section was geared towards those working in a public school setting as she talked about Title IX and how it relates to gender identity and biases. She also referenced school librarians being mandated reporters when they see or hear about sexual abuse or misconduct. Overall, the webinar was interesting and informative, reminding us of the importance of these issues in today's world.

Catherine is looking forward to attending a three-day Research Institute for Public Libraries, a virtual conference December 14-16 drawing participants from across the country. This is a virtual version of the in-person institute I would have attended in July 2020.

NYLA Annual Conference was virtual this year and participated by Mary, Tori, Anne, and Chris. We would like to thank the Board and Geoff for once again giving us the opportunity to participate in the annual NYLA Conference. The event, held virtually, allowed us to view some of the live broadcasted programs as well as being able to fit in the recorded programs in as our schedule allows over the next several weeks until January 31, 2021.

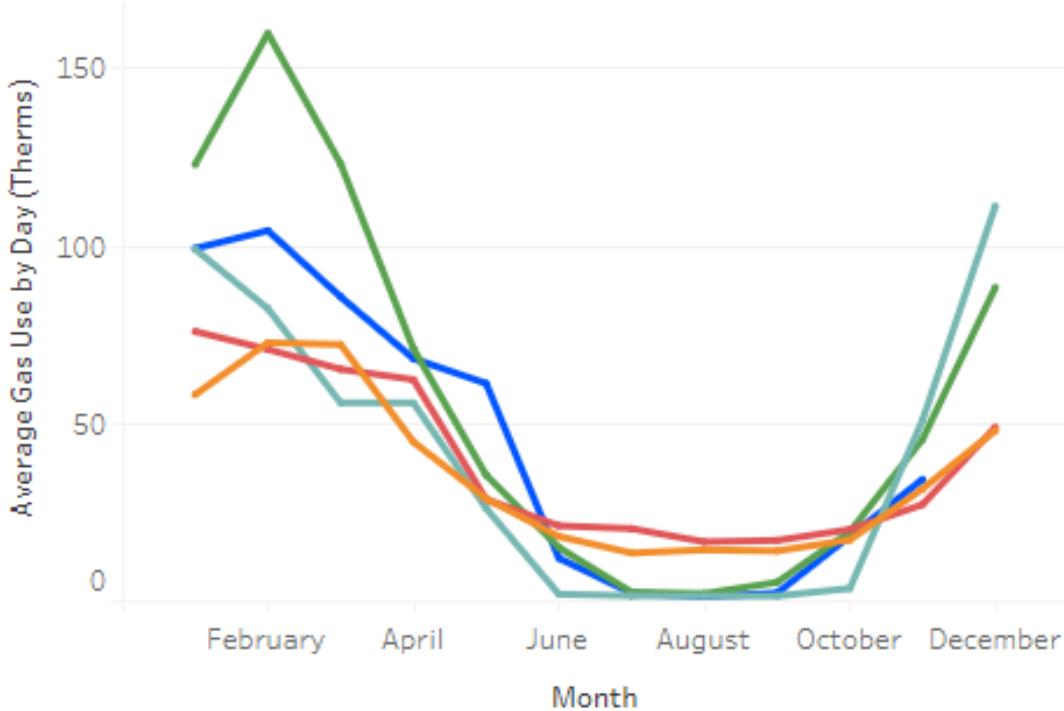
Discriminatory harassment training was conducted virtually for the first time. Our attorney was great, they worked with us to provide the training in the new format and allow us to provide the training asynchronously for those not able to attend live.

Geoffrey Kirkpatrick, Library Director

Recent Electric Usage by Month (2016-2020)



Recent Gas Usage by Month (2016-2020)



20

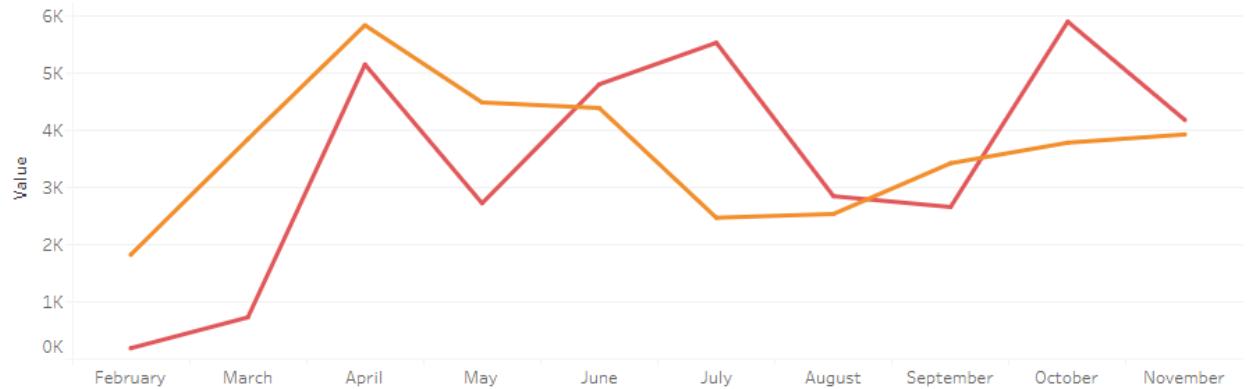
Measure Names

Twitter

YouTube

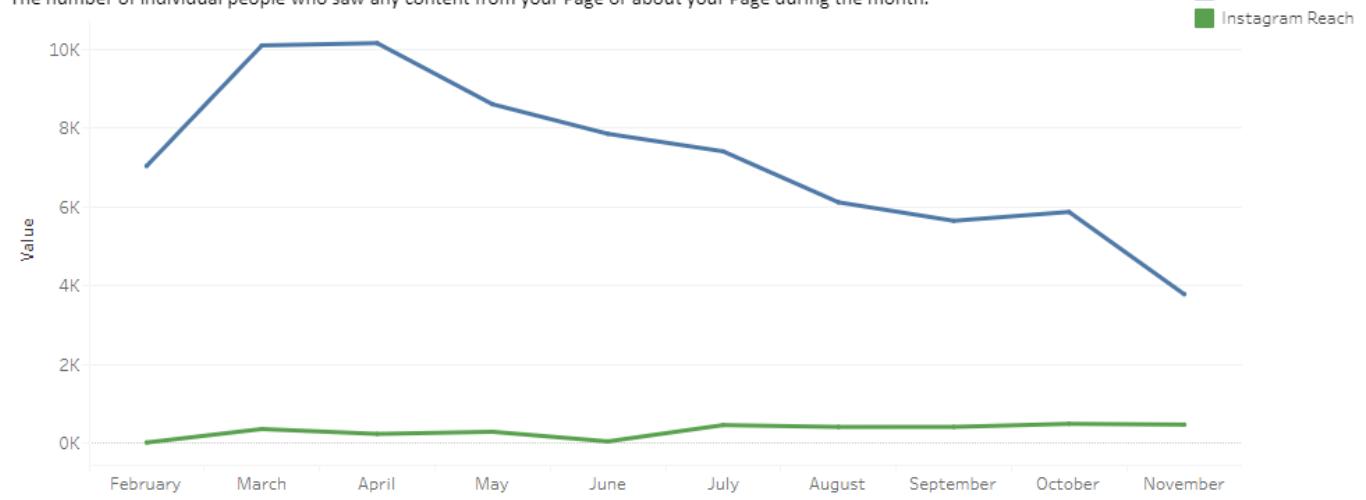
YouTube and Twitter (Impressions)

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



FaceBook and Instagram (Reach)

The number of individual people who saw any content from your Page or about your Page during the month.



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

Library Collection			2019-20	Current Total
Adult fiction			26,385	27,016
Adult non-fiction			30,185	29,949
Adult audio			7,078	6,499
Adult video			8,470	8,472
Young adult fiction			5,532	5,318
Young adult nonfiction			544	600
Young adult audiobooks			383	380
Children's fiction			27,219	27,907
Children's non-fiction			15,431	15,716
Children's audiobooks			1,693	1,842
Children's video			1,968	2,087
OverDrive - UHLS Shared			83,237	88,850
e-magazines			133	108
Electronic (games, ereaders)			567	564
Total			208,825	215,308
Library Programs			2019-20	F-Y-T-D
Programs	Nov-20	Nov-19	% change	2019-20
Programs	13	78	-83.3%	681
Program attendance	154	1,562	-90.1%	17,496
Outreach Programs	2	21	-90.5%	167
Outreach Attendance	23	810	-97.2%	6,519
Circulation			2019-20	F-Y-T-D
Adult fiction	Nov-20	Nov-19	% change	2019-20
Adult fiction	9,642	11,902	-19.0%	129,442
Adult non-fiction	4,930	7,381	-33.2%	76,015
Adult audio	3,305	3,859	-14.4%	41,368
Adult video	5,192	8,654	-40.0%	82,500
Adult magazines	1,723	1,733	-0.6%	20,008
Young adult fiction	1,348	1,487	-9.3%	15,733
Young adult nonfiction	123	142	-13.4%	1,125
Young adult audiobooks	206	94	119.2%	1,372
Young adult magazines	1	3	-66.7%	42
Children's fiction	9,635	11,480	-16.1%	103,223
Children's non-fiction	2,334	3,062	-23.8%	26,793
Children's audiobooks	738	655	12.7%	5,909
Children's video	539	1,090	-50.6%	8,592
Children's magazines	15	7	114.3%	156
Electronic (games, ereaders)	321	673	-52.3%	5,897
Total	40,052	52,221	-23.3%	515,775
Total	40,052	52,221	-23.3%	189,376
Interlibrary Loan			2019-20	F-Y-T-D
Borrowed from others	Nov-20	Nov-19	% change	2019-20
Borrowed from others	6,584	6,538	0.7%	63,224
Loaned to others	5,338	5,271	1.3%	47,571
Miscellaneous			2019-20	F-Y-T-D
Visits to our home page	Nov-20	Nov-19	% change	2019-20
Visits to our home page	50,487	63,766	-20.8%	768,694
Public use of meeting rooms	0	47	-100.0%	408
Public meeting attendance	0	639	-100.0%	4,784
Staff use & library programs	0	89	-100.0%	847
Study room sessions	0	420	-100.0%	3,498
Tech room/ Studio use	0	35	-100.0%	289
Door count	5,793	24,499	-76.4%	216,914
Registered BPL borrowers	37	52	-28.8%	894
Computer signups	42	3,161	-98.7%	28,904
Museum Pass use	14	137	-89.8%	1,385
E-book use	5,484	3,883	41.2%	60,858
E-audiobook use	2,850	2,488	14.5%	32,118
E-magazine use	1,274	1,159	9.9%	14,069
Streaming video use	374	1,365	-72.6%	11,165
Equipment	89	385	-76.9%	3,612
Wireless Use	6,859	10,601	-35.3%	112,679
Wireless Use	6,859	10,601	-35.3%	29,653

Examination Phase Initiators between phase 2 and phase 3 of reopening plan

Phase 2 – limited staff opening, curbside pickup only

Phase 3 (current phase) – limited public opening

The current board approved plan can be accessed on our Coronavirus response page here: [Coronavirus closure and building updates – Bethlehem Public Library](#) the direct link to the current plan is here: [Phased-Reopening-9012020.pdf \(bethlempubliclibrary.org\)](#) Please note this second link may change as the document is updated.

The phase initiators to move to phase 3 are in accordance with **best guidelines available** and in **coordination with UHLS and other regional libraries** as listed in our plan.

New York State recently re-evaluated the factors that dictate when a particular area is placed in yellow, orange, or red COVID micro-cluster status. Previously the major metric used was positive test rate. If the rate went over 3% for a certain time period an area would be placed in a yellow status, which increased rates dictating higher levels.

Recently New York State began using additional metrics to decide which areas had higher danger of public transmission of COVID, such as hospitalization rates and percentage of free ICU beds.

I recommend that under our existing plan, the library returns to curbside service if our area is moved into an orange status.

Other libraries have used alternative metrics in their phased reopening plans, test positivity being an example.

Other extenuating situation may move the library back to curbside service even if our area is not in a designated area, or designated yellow. Libraries adjacent to areas with red designations have closed or returned to curbside service. This has led to patrons from the area of higher designation visiting the other libraries that remained open.

The transition from yellow to orange status seems the easiest quantifiable guideline to base our movement in either direction between Phase 2 and Phase 3.

HARASSMENT POLICY

Policy adopted by Board of Trustees July 15, 2002

This policy supersedes the Sexual Harassment Policy adopted December 14, 1998

Policy revised September 13, 2004

Policy revised October 10, 2006

Policy revised November 10, 2008

Policy revised April 11, 2011

Policy revised December 10, 2012

Draft – to be reviewed at 12/14/2020 BOT Meeting

POLICY STATEMENT

It is the policy of the library to provide and maintain a work place environment free from discrimination based on sex, gender identity, gender expression, transgender status, race, color, religion, national origin, marital status, familial status, age, disability, sexual orientation, domestic violence victim status, genetic information or genetic predisposition, and any other class protected by law. Harassment based on these characteristics is a form of unlawful discrimination when submission to or rejection of this conduct affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Under this policy, prohibited discriminatory harassment is verbal or physical conduct that is offensive to or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability or marital status, familial status, domestic violence victim status, genetic information or genetic predisposition, or any other class or characteristic protected by law, and that (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace (including through e-mail) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group, based on an individual's protected class.

The library considers discriminatory harassment to be a form of employee misconduct and considers this type of misconduct to be a serious offense which will not be tolerated. Allegations of discriminatory harassment will be investigated thoroughly and if substantiated, will be met with appropriate corrective and/or disciplinary action commensurate with the seriousness of the offense(s), and in accordance with state and federal law.

This policy applies to all job applicants and employees of the library and prohibits harassment, discrimination, and retaliation whether engaged in by fellow employees, by a supervisor or manager, or by a non-employee (e.g., an outside vendor, consultant, or patron). This policy also applies to library-sponsored events.

SCOPE

Harassment on the basis of sex, sexual orientation, gender identity, gender expression, or transgender status is considered a form of sexual harassment and is covered separately under the Library's Sexual Harassment Policy. All other forms of discriminatory harassment are covered under this Policy.

COMPLAINT PROCEDURES

Employees who believe they have been subjected to discriminatory harassment have the right to file a written or verbal complaint with a supervisor, the personnel administrator or the library director. Telephone numbers for these staff members are on the Staff Telephone List. The supervisor or personnel administrator will immediately forward the written complaint or a summary memo of a verbal complaint to the library director, unless the library director is the alleged harasser, at which time the complaint will be forwarded to the board president. A prompt investigation of the allegations will be conducted and the findings will be documented. To the extent possible, this investigation will be conducted in a confidential manner that protects the identity of all parties. The complaining employee will be informed in writing of the outcome of the investigation.

INVESTIGATIONS

If, after investigation, an accused harasser is found to have violated the policy, appropriate remedial and/or disciplinary action will be taken against the offender. Discipline will be based on the facts and circumstances of each case.

If the library determines that an employee made an intentionally dishonest, malicious or knowingly false complaint, disciplinary action will be taken against the complainant. Any employee who knowingly assisted the complainant will also be disciplined.

RETALIATION

The library prohibits any form of retaliation against an employee who files a legitimate unlawful harassment complaint or assists in the investigation of a complaint. Retaliation is against the law and is considered to be a form of misconduct and will not be tolerated. Employees who retaliate against other employees who complain about harassment and/or participate in an investigation of harassment will be subject to disciplinary action.

RESPONSIBILITIES OF MANAGERS/SUPERVISORS

The library director is responsible for the administration of this policy. In the event there is a complaint against the director or a conflict of interest, a complaint shall be filed with the president of the board of trustees. The president may conduct an investigation or designate an individual to investigate and issue a report.

All managerial and supervisory personnel of Bethlehem Public Library shall be responsible for enforcing this policy and shall have particular responsibility for ensuring that the work environment under their supervision is free from discriminatory harassment and its effects.

Failure of a manager or supervisor to comply with this responsibility may result in disciplinary action.

All managerial and supervisory personnel who receive discriminatory harassment complaints will be responsible for immediately forwarding such complaints to the library director.

Bethlehem Public Library will conduct periodic training for managerial and supervisory personnel on the issues surrounding discriminatory harassment, its effects and its appearances, and the role and responsibility of managerial/supervisory personnel in preventing incidents of harassment complaints.

Bethlehem Public Library shall distribute this policy to all library employees and all others covered by its parameters. Copies of this policy will be distributed to new employees as they are hired.

Copies of this policy will be conspicuously posted.

OUTSIDE REMEDIES

This policy does not preclude the filing of discriminatory harassment complaints with either the New York State Division of Human Rights or the Federal Equal Employment Opportunity Commission, or the pursuing of any other remedies as permitted by law.

I. POLICY STATEMENT

Bethlehem Public Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment, which includes harassment on the basis of sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status, is a form of workplace discrimination. Sexual harassment is considered a serious form of employee misconduct. All employees, interns, volunteers, and non-employees are required to work in a manner that prevents sexual harassment in the workplace. Any employee, intern, volunteer, or non-employee in the workplace who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination. This Policy is one component of Bethlehem Public Library's commitment to a discrimination-free work environment.¹

Sexual harassment is against the law. All persons have a legal right to a workplace free from sexual harassment. This right can be enforced by filing a complaint internally with Bethlehem Public Library, and/or with a government agency or in court under federal, state or local antidiscrimination laws.

Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Bethlehem Public Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Those covered by this Policy who engage in sexual harassment, and managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be subject to remedial action or discipline in accordance with law or an applicable Collective Bargaining Agreement.

This Policy also prohibits retaliation against individuals who report or complain of sexual harassment or participate in the investigation of a sexual harassment complaint, as further described herein.

II. SCOPE

- A. Who is covered by this Policy?** This Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, volunteers, non-employees and persons conducting business with Bethlehem Public Library².
- B. Who can be a target of sexual harassment?** Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees who provide services in the workplace. This Policy also protects volunteers of the Bethlehem Public Library.
- C. Who can be a sexual harasser:** A harasser can be a superior, a subordinate, a coworker or any non-employees in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor, or anyone with whom the person interacts while conducting their job duties.

¹ Note that other forms of discrimination, as well as harassment based on protected classes or characteristics other than those covered under this policy are covered separately under Bethlehem Public Library's Harassment Policy.

² Non-employees, as defined by law, includes contractors, vendors and consultants or those who are employees of the contractor, vendor or consultant.

D. Where can sexual harassment occur? Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees, interns and/or volunteers are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage can constitute or contribute to unlawful workplace harassment, even if occurring away from the workplace premises or not during work hours.

III. DEFINITIONS OF PROHIBITED CONDUCT

A. What is sexual harassment?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; *or*
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, and/or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to offer job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Anyone subject to and/or covered by this Policy who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

B. Examples of sexual harassment

Sexual harassment under the law and prohibited by this Policy may include, but is not limited to, the following prohibited conduct:

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another person's body or poking another person's body; rape, sexual battery, molestation or attempts to commit these assaults (which should be reported to local authorities as promptly as is possible).

- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other employment benefits or detriments; subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate or treated negatively simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should look or act.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace or in a work-related gathering or setting.
- Hostile actions taken against an individual because of that individual's sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

C. Retaliation

In addition to sexual harassment, retaliation for opposing or complaining of sexual harassment or participating in investigations of sexual harassment is prohibited by law and prohibited under this Policy. No person covered by this Policy shall be subjected to such unlawful retaliation. Unlawful retaliation can be any adverse employment action, including being discharged, disciplined, discriminated against, or any action that would keep or discourage anyone covered by this Policy from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

The New York State Human Rights Law and this Policy protect any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under this Policy, the State Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to Bethlehem Public Library (including a supervisor or manager) or by simply informing a supervisor or manager of harassment;
- reported that another employee, intern, volunteer or non-employee covered by this Policy has been sexually harassed; or
- encouraged a fellow employee, intern, volunteer and/or non-employee covered by this Policy to report harassment.

Employees, interns, volunteers, and non-employees who believe they have been subjected to retaliation should report this conduct in accordance with the same reporting procedures as are outlined below. These complaints of retaliation will be investigated in accordance with the same procedures utilized to investigate

a complaint of sexual harassment. Individuals also may file complaints of retaliation with the federal or state enforcement agencies (EEOC or New York State Division of Human Rights.) Any individual found to have engaged in retaliation as defined in this Policy may be subject to disciplinary action up to and including termination, and/or other corrective or remedial action as necessary.

IV. REPORTING PROCEDURES AND RESPONSIBILITIES

A. Reporting Procedures

Preventing sexual harassment is everyone's responsibility. Bethlehem Public Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, intern, volunteer or non-employee who has been subjected to behavior that may constitute sexual harassment is strongly encouraged to report such behavior to the Compliance Officer set forth below. Anyone who witnesses or becomes aware of potential or perceived instances of sexual harassment should also report such behavior to the Compliance Officer.

Complaints of sexual harassment must be submitted to the Compliance Officer: Geoffrey Kirkpatrick. In the event that the Compliance Officer is the subject of the complaint, complaints must be made to President, Board of Trustees. Bethlehem Public Library will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever Bethlehem Public Library or its supervisory or managerial personnel receives a complaint about sexual harassment or retaliation, or otherwise knows of possible sexual harassment occurring. Bethlehem Public Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment or retaliation is found to have occurred. All persons covered by this Policy, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

All employees, interns, volunteers, and non-employees are to report any harassment or behaviors that violate this Policy. Bethlehem Public Library will provide a complaint form for the reporting of harassment and to file complaints. Managers and supervisors are **required** to report **any** complaint that they receive, or any harassment that they observe or become aware of in the workplace. Such reporting must be in written form to the Compliance Officer. Confronting the harasser is not required but is encouraged if the complainant feels it is possible and safe to do so. Anyone covered by this Policy has the right to file a good faith complaint without first communicating with the offender.

Although encouraged, note that neither this Policy nor state or federal law requires that an individual tell an alleged harasser to stop his/her actions. Failure to do so does not preclude the individual from filing a complaint of sexual harassment. Individuals should feel free to keep written records of any actions which may constitute sexual harassment, including time, date, location, names of others involved, witnesses (if any), and who said or did what to whom.

Reports of sexual harassment may be made verbally or in writing. If made verbally, the Complaint must be reduced to writing by the individual who it was reported to. The written report must be given to the Compliance Officer. A form for submission of a written complaint is attached to this Policy, and all employees, interns, volunteers, and non-employees conducting business in the workplace are encouraged to use this complaint form. Individuals who are reporting sexual harassment on behalf of other employees, interns, volunteers or non-employees should use the complaint form and note that it is on another person's behalf.

Employees, interns, volunteers or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

B. Supervisory Responsibilities

All managerial and supervisory personnel of Bethlehem Public Library shall be responsible for enforcing this Policy and shall have particular responsibility for ensuring that the work environment under their supervision is free from sexual harassment and retaliation. In addition to being subject to discipline or other remedial action if they engaged in sexually harassing conduct themselves, **all supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report same in writing, to the Compliance Officer.** Supervisors and managers will be subject to discipline (or other remedial and appropriate action) for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline or other appropriate remedial action for engaging in retaliation.

C. Bethlehem Public Library's Responsibilities

Bethlehem Public Library will be responsible for ensuring that this Policy is provided to employees, interns, and volunteers, and that training on this Sexual Harassment Prevention Policy is conducted annually.

V. INVESTIGATION AND RESPONSE PROCEDURES

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commencing immediately and completed as soon as possible. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded appropriate due process to protect their rights to a fair and impartial investigation.

Any employee, volunteer, intern or non-employee may be required to cooperate as needed in an investigation of suspected sexual harassment. As further set forth herein, Bethlehem Public Library will not tolerate retaliation against those who file complaints, support another's complaint, or participate in the investigation of a complaint.

All investigations will be conducted by the Compliance Officer or their designee. The nature of an investigation may vary on a case by case basis dependent upon the circumstances and extent of the allegations. Generally, investigations should be conducted by the Compliance Officer or their designee in accordance with the following steps:

- Upon receipt of complaint, the Compliance Officer or their designee will conduct an immediate review

of the allegations, and take interim actions, as appropriate. If the complaint is oral, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form or other write up of the complaint based on the oral reporting.

- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create (at a minimum) written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - Recommendation(s) for the final resolution of the complaint, together with any recommendations for corrective or remedial actions to be taken.
- Keep the written documentation and associated documents in the employer's records.

Once the investigation is completed, the Compliance Officer or their designee will make a Final Determination as to whether the Policy has been violated.

The Compliance Officer or their designee shall promptly notify the complainant of the Final Determination, and also inform the complainant of their right to file a complaint or charge externally as outlined below.³

If a complaint of sexual harassment or retaliation is determined to be founded, Bethlehem Public Library may take disciplinary and/or corrective action. The Compliance Officer will be responsible for overseeing the implementing of any corrective or remedial actions deemed necessary.

VI. REIMBURSEMENT

Any employee who has been subject to a judgement of personal liability for intentional wrongdoing in connection with a claim for sexual harassment shall reimburse the Bethlehem Public Library for any monies it paid to a complainant for what was found to be the employee's proportionate share of said judgement. These reimbursements must be made within ninety (90) days from payment by the Bethlehem Public Library to the Complainant. A failure to reimburse will result in the sum being withheld directly from the employee's compensation or through enforcement of a money judgement.

VII. FURTHER CONFIDENTIALITY AND DISCLOSURE

In recognition of the personal nature of discrimination complaints and the emotional impact of alleged discrimination, the Bethlehem Public Library shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreements, and other laws and regulations regarding employees and the workplace setting. For the protection of all individuals who make complaints or are accused of prohibited discrimination, every witness interviewed during an investigation under this Policy will

³ Where a complaint was filed regarding sexual harassment against an individual other than the person making the written complaint, the person against whom the harassment was directed will be treated as the complainant for purposes of this Policy.

be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation, or the persons involved. To the extent complaints made under this Policy implicate criminal conduct, the Bethlehem Public Library may be required by law to contact and cooperate with the appropriate law enforcement authorities.

The terms of any settlement or other resolution are subject to disclosure UNLESS the Complainant seeks confidentiality. This request for confidentiality may be revoked within a certain time period in accordance with State law.

VIII. FALSE REPORTS

Reporting of a false complaint is a serious act. In the event it is found that an individual bringing the complaint has knowingly made false allegations, Bethlehem Public Library may take appropriate remedial action and/or disciplinary action in accordance with the provisions of applicable collective bargaining agreement and/or state law

IX. LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Sexual harassment is not only prohibited by Bethlehem Public Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Bethlehem Public Library, individuals may also choose to pursue legal remedies with the following governmental entities **at any time**.

A. New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, Art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, interns and non-employees. A complaint alleging violation of the Human Rights Law may be filed either with Division of Human Rights or in New York State Supreme Court. Complaints with DHR may be filed any time **within three years** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Bethlehem Public Library does not extend the time for filing a complaint with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

An individual does not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate the complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to act to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

B. United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within **300 days** from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an individual believes that he/she has been discriminated against at work, he/she can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

C. Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

D. Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Bethlehem Public Library Collection Development and Maintenance Policy

Policy approved by the Board of Trustees, November 1989

Policy revised and approved by the Board of Trustees, March 1996

Policy revised and approved by the Board of Trustees, December 1999

Policy revised and approved by the Board of Trustees, June 2006

Policy revised and approved by the Board of Trustees, March 2012

Policy revised and approved by the Board of Trustees, xxxx 20xx

Bethlehem Public Library provides free, open and equal access to ideas and information for all members of the community. The library recognizes its responsibility to carefully select and maintain its print, non-print, ~~and~~ digital, and other collections in support of its mission to make its resources available to every patron regardless of characteristic or class as defined in the library's Nondiscrimination Policy. national origin, age, background or personal beliefs.

Expanding areas of knowledge, changing social values, technological advances and cultural differences changing demographics of a diverse and evolving community require flexibility, open-mindedness and responsiveness in the selection, evaluation and reevaluation of all library items and resources.

Access

Bethlehem Public Library affirms as part of this collection development policy the following documents of the American Library Association: *Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement*. These documents may be viewed on the ALA website www.ala.org.

Library items and resources defined

Library items and resources include but are not limited to: books, magazines, audiobooks, videos, electronic books, online databases, digitized pictures, digitized books and newspapers, digitized audio recordings, computers, Library of Things items, and museum passes.

Responsibility

Authority and responsibility for the selection of library items and resources are delegated to the library director by the board of trustees. The director may delegate related responsibilities to qualified staff. At the discretion of the director, qualified staff are assigned selection responsibilities.

Selection of library items and resources

Standard professional journals, authoritative online tools, as well as popular and local media sources, are used in the selection process. The library's acquisition of any item or resource does not constitute endorsement.

While a single standard cannot be applied, potential items and resources are judged by appropriate criteria:

- relevance to community needs, interests and demand
- balance with the current collection
- suitability to the intended audience of subject, style, format, interest and reading level
- reputation of the author, composer, filmmaker, publisher or producer
- quality of writing, design, illustration or production

Withdrawal of library items and resources from the library collection

Items and Resources are withdrawn from the collection in order to maintain its usefulness, currency, relevance and condition. Withdrawn items and resources may be, sold, offered to the Friends of Bethlehem Public Library, offered to other libraries or non-profit organizations, recycled, discontinued or discarded.

Reconsideration of library items and resources in the library collection

~~Bethlehem Public Library recognizes that some resources may be considered controversial and that any given item may offend some patrons. Selection will not be made on the basis of anticipated approval or disapproval, but solely on the basis of this policy's guidelines.~~

~~Library resources will not be marked or identified to show approval or disapproval of their contents.~~

Patrons requesting that an item or resources be withdrawn must complete the *Request for Reconsideration of Library Item or Resources* form and submit it to the library director. The matter will be given serious attention and a response will be made within a reasonable time. The request will be considered in light of the library's collection development policy, the principles of the ALA *Library Bill of Rights*, the opinions of the various reviewing sources, and any other appropriate source. The library director will notify the patron of the results of the reconsideration.

The director's decision may be appealed at the board level to the library Board of Trustees.

Statement on access

Responsibility for monitoring a ~~child's minor's~~ access to ~~items and~~ resources rests with the parent or legal guardian.

~~Patrons requesting that resources be withdrawn must complete the Request for Reconsideration of Library Resources form and submit it to the library director. The matter will be given serious attention and a response will be made within a reasonable time. The request will be considered in light of the library's collection development policy, the principles of the ALA Library Bill of Rights, the opinions of the various reviewing sources, and any other appropriate source. The library director will notify the patron of the results of the reconsideration.~~

~~The director's decision may be appealed at the board level.~~

Marking of library items and resources

Stickers or other markings may be applied to library items and resources by library staff to classify or catalog an item in order to improve ease of access to items and resources.

Library items and resources will not be marked or identified by library staff to show approval or disapproval of their contents.

Policy review

This collection development policy is available to the public at the library or on the library website. It will be reviewed by the library director and the board of trustees every five years.

RESOLVED, By the _____ [title of governing body] of _____ [local government name] that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.



INVOICE

BILL TO

Bethlehem Public Library
 Attn: Tracey McShane
 451 Delaware Ave.
 Delmar, NY 12054

INVOICE # 39271
DATE 01/01/2021
DUE DATE 01/11/2021

DESCRIPTION	QTY	RATE	AMOUNT
FSA/Dependent Care Account/Deductible Reimbursement Management Fee--2021	13	48.00	624.00
4.00pppm, 12 months. 4.00x12=48.00 per participant per year			
In-Patient Hospital Administration Fee	1	250.00	250.00
Employee Navigator Annual Fee	1	250.00	250.00
COBRA and Benefit Enrollment Administrative Services	1	100.00	100.00
2021 Flex & HRA Funding (\$6,936.24 FSA & \$5,000 HRA)	1	11,936.24	11,936.24
Retiree Fee Pre-funding (20 members * 12 months * 2.50/month)	240	2.50	600.00

Thank you for your business. Please remit the amount due by the date shown. Payment must be received by the end of each month in which invoiced in order to avoid interruption of services in the following month.

BALANCE DUE
\$13,760.24

BETHLEHEM PUBLIC LIBRARY

EMERGENCY PATRON CONDUCT POLICY

Policy adopted by the Library Board of Trustees January 13, 1997

Revised and approved September 9, 2002

Revised and approved February 11, 2008

Revised and approved October 11, 2016

EMERGENCY PUBLIC HEALTH UPDATES September 1, 2020; November 9, 2020; December 14

EMERGENCY UPDATES IN RESPONSE TO COVID-19 PANDEMIC

We have implemented the following emergency provisions to keep staff and patrons safe when visiting the library:

- Library patrons (over age 2) must wear a mask to enter the library building and in designated outdoor areas. Masks must remain in place at all times. No other face coverings will be allowed (e.g., face shield, gaiter, bandana, t-shirt, masks with valves, mesh masks)
- Library patrons ~~will be asked~~ **need** to sanitize hands before entering the building. **Patrons with rubber gloves may sanitize the gloves. Those with other gloves/mittens will be asked to remove them in order to sanitize their hands.**
- The number of members of the public allowed in the library at one time will be at the discretion of the library director.
- Public browsing hours will be limited
- Library patrons are encouraged to conclude their browsing activity within 30 minutes
- Library patrons must be twelve or older to enter the library building without adult supervision
- Public computer equipment will be provided at the director's discretion.
- Practice social distancing while in the library

If these emergency provisions cannot be met, please contact the information desk at information@bethpl.org or 518-439-9314 ext. 2 to find an alternative solution to meet your service needs.

Bethlehem Public Library values its responsibility to enhance the general welfare and quality of life in the community and region it serves. The library pursues excellence in its mission: to provide equal and uncensored access to resources and services that encourage lifelong learning, cultural enrichment, and professional growth.

Library patrons have the right to use library materials and services without being disturbed or impeded by other library users. Library staff have the right and obligation to conduct library business efficiently and without interference. Patrons and staff alike have the right to safety and comfort in the library and on the grounds.

The Board of Trustees is responsible for determining rules of behavior necessary to protect the rights, safety, and comfort of patrons and staff. Library staff have been entrusted to courteously, but firmly, enforce these rules.

Rules of Behavior

1. Children under the age of nine twelve must be accompanied by an adult. Staff cannot assume responsibility for the safety, care, supervision, or entertainment of unattended children. If a parent cannot be located at closing time or in an emergency, staff will request a police officer to escort the child to the Bethlehem Police Department (447 Delaware Avenue).
2. Conduct prohibited in the library includes but is not limited to:
 - a. public disturbance
 - b. loud, offensive or abusive language
 - c. sleeping
 - d. solicitation, selling, or distribution of leaflets within the library or impeding anyone's progress into or out of the library for such purposes
 - e. gambling
 - f. loitering
 - g. using, possessing or being under the influence of alcohol or illegal drugs
 - h. smoking
3. Patrons may not bring animals, except those specifically required for service purposes, into the library. Animals, including service animals, must be attended at all times. (See Animal Policy)
4. Appropriate attire, including shirts and shoes, must be worn at all times.
5. Activities such as skateboarding, in-line skating and bicycling are not permitted inside the library building.
6. Bicycles should be placed in bicycle racks provided for this purpose. Bicycles may not be left inside the library.
7. Cellular phone use must not disturb other patrons. Cell phone conversations should be conducted in the lobby whenever possible.
8. Patrons shall respect requests to examine materials that have activated the alarm when passing through the security system.
9. Patrons shall not deface, mar or in any way destroy or damage any materials, furnishings, equipment, or other library property.

Any patron not abiding by these or any other rules and regulations of the library may be asked to leave the library premises. Repeat offenders may be denied library privileges by the Library Board of Trustees on the recommendation of the library director. Library employees may contact local police if necessary.

Winter 2020 Break



Bethlehem Public Library

*Programs take place virtually.
Go to our online calendar at
bethlehem.librarycalendar.com to sign up!*

Snowy Stories Contest

From December 21 to January 29, we're inviting kids and teens in grades K-12 to write and submit an original short story by e-mailing it to us at contest@bethpl.org. Visit bethlempubliclibrary.org/snowy-stories-contest for more information.

December 24-25

• Library closed

December 26

• Pent-Up Jazz Project

Enjoy an hour of live jazz, 2pm. *For all ages.*



December 27-January 3

• Vacation Theater: The Caterpillar Hunter

Based on the beloved character of the late Steve Irwin, the Caterpillar Hunter shrinks himself and sets off to explore backyard terrain, all day. *For kids and families.*

December 30

• Name That Tune

Match your music knowledge against others, 2pm. *Grades 2-5.*

December 31

• Music and Movement: New Year's Eve

Celebrate the new year by dancing to some favorite tunes, then count down together to noon, 11:30am. *Ages 0-6.*

Winter Scavenger Hunt

Go on a self-guided scavenger hunt on library grounds as you look for a series of winter-themed items. Visit www.bethlempubliclibrary.org/winter-scavenger-hunt for details.

(518) 439-9314 • www.bethpl.org



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WINTER SCAVENGER HUNT

Stop by for a self-guided outdoor scavenger hunt on library grounds and see if you can find all of these winter-themed items:

ONE



Smiling Snowman

TWO



Pairs of Puffy Earmuffs

THREE



Precious Penguins

FOUR



Frolicking Foxes

FIVE



Mismatched Mittens

A Rainbow



Made of Snowflakes

BETHLEHEM PUBLIC LIBRARY
451 DELAWARE AVE., DELMAR



518-439-9314 • www.bethlehempubliclibrary.org

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