



Board of Trustees Meeting

Monday April 12, 2021 6:00 pm (Virtual Meeting)

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

Agenda

- Call to order
- Public participation
 - Communications can be directed to the following link prior to and during the meeting: <http://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>
- Treasurer's oath of office (p. 2)
- Review previous meeting minutes (p. 3-9)
- Financial report (p. 10-18)
 - Treasurer's update (p. 10)
- Personnel report (p. 19)
 - Personnel actions
- Director's report (p. 20-27)
- UHLS report
- New business
 - Pandemic response plan
 - NYS budget update
 - Other new business
- Old business
 - Long range plan steering committee – update
 - Other old business
- Future business
- Public Participation
- Executive session
- Adjournment

Next board meeting: May 10, 2021 6:00pm - Budget Presentation (Virtual)

Next Friends of the Library meeting: April 19, 2021



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 Board Treasurer

name (please print)

residential address (please print)

signature

Sworn and subscribed before me this _____ day of _____ , _____ .

name and title of subscribing officer (please print)

signature of subscribing officer

beginning date of subscribing officer's term

MINUTES OF THE BOARD OF TRUSTEES MEETING
 BETHLEHEM PUBLIC LIBRARY **DRAFT**
 Monday March 8, 2021

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

Geoffrey Kirkpatrick, director
 Kristen Roberts, recording secretary

EXCUSED:

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

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

President M. Kissinger called the meeting to order at 5:59pm.

PUBLIC PARTICIPATION

There was no public participation.

M. Kissinger said that the board would need to reaffirm L. Scoons role as a trustee on the UHLS board if she was interested in continuing. L. Scoons said that she would be pleased to maintain her role as UHLS trustee.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board voted to reaffirm L. Scoons as a trustee on the UHLS board.

MINUTES

Minutes of the 8 February 2021 board meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh.

Minutes of the 5 March 2021 Long Range Plan Committee meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report and noted the library is still tracking under budget by about 6 percent. She said the library has received some donations recently totaling around \$9,000. She also said the financial report has been expanded to easily show the calculation of percentages. Board members said they liked the new format.

L. Scoons asked if there was a plan for the donations. G. Kirkpatrick said that a large portion of the amount came in support of continuing curbside pickup. He said the library has been planning to continue that service post-pandemic and had been moving in that direction – including adding it to the Long Range Plan. He said they are looking at ways to how to use that donated money to appropriately support that mission. M. Redmond asked if the donated money had come with any restrictions. G. Kirkpatrick said it was unentailed but he felt an obligation to use it as intended. He noted that many new expenditures have been related to the service, including signage and the new texting service. M. Kissinger said it would be nice to be able to demonstrate how the money was used. G. Kirkpatrick said it was the plan to recognize the gifts in a more formal way the following month.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 28 February 2021 (Manual Disbursements \$25,027.60; Cash Disbursements/Accounts Payable \$60,303.62; Trust & Agency Disbursements/Salaries \$185,580.69; CapProject Fund/Hand-Drawn Checks \$0; Total: \$270,911.91).

PERSONNEL REPORT

G. Kirkpatrick asked for permission to backfill a part-time clerk position that became vacant when the employee moved into an available full-time position.

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

- Library clerk, part-time, permanent, 15 hours/week, \$13.89/hour or per contract.

DIRECTOR'S REPORT

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

- G. Kirkpatrick said he hopes the board is enjoying the colorful pictures that he includes in the director's report but to let him know if they are distracting.
- The Kindness Matters project has really resonated with the community. G. Kirkpatrick said the library has received a number of unsolicited positive comments. He said the program is wrapping up, but staffers are still including some treats in the book and media bundles as inventory allows.
- This year's Seed Library is set to launch shortly with a new online form that lets you choose seeds for curbside pickup.
- The library is starting to learn more about what people want in an online program, such as crafting programs that allow people to pick up kits and then get together virtually for instruction. He also noted that there are some valuable lessons learned that could be useful post-pandemic, such as the number of people that can be accommodated for a virtual cooking demo, which would be more limited if it were in-person only.

- The new texting pickup system is working well with about 28 percent of pickups initiated via text. Circulation staff has been busy working out the process for responding to the texts.
- Turning billing back on while still forgoing fines has been a major trigger to get people to return books. C. Wijeyesinghe asked if there was an amount that triggered the bill. G. Kirkpatrick said it was not an amount but a timeframe; the third overdue notice is a bill for the full retail price of the item.
- M. Redmond said that there was discussion when the HVAC system was installed about K. Coffey receiving additional training to support long-term maintenance. She said she wanted to reiterate her support for such training. M. Kissinger said he supported additional staffers being trained as well.
- L. Scoons asked if there had been many complaints about digital audiobooks that are only available through the paid service Audible versus OverDrive. G. Kirkpatrick said that he knows that some titles are not available on OverDrive because of publisher/author agreements, but he hasn't heard a lot of complaints.
- M. Walsh asked if UHLS was going to reduce its recommended quarantine time. G. Kirkpatrick said the Directors Association had met and were recommending a 48-hour quarantine. He said they would be talking about that more later on when discussing re-opening plans.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said there is a plan to do UHLS annual celebration virtually on Wednesday, June 9. She said they were going to look at awards for creative pandemic programs, and Bethlehem library should have a lot of contenders. She said that it sounds like the 20 percent cut from the 2020 budget will be paid.

Library Advocacy Day went well, with G. Kirkpatrick and M. Kissinger attending. G. Kirkpatrick said he talked about the library's WiFi in public places and its expansion to create awareness about how the library is serving the community during the pandemic.

NEW BUSINESS

Proposed budget

S. Whiting said that the draft budget presented to the board was in the format that it goes out to the public in. She noted it had additional public disclosures and a zero percent increase. There is additional fund balance information at the bottom.

M. Redmond asked if there could be additional wording after the revenue lines that explain the projected decreases in fines and interest income. K. Roberts said that elements of the graphic could be moved to another part of the publication to accommodate the additional explanations. She also said the budget letter could include additional explanations.

M. Walsh asked if there should be adjustments made under income from gifts considering the donations that were recently received. S. Whiting said it was a conservative estimate based on past years. G. Kirkpatrick said that the library is not allowed to fundraise but received a larger than usual number of donations this year because of the pandemic. H. Narang, M. Kissinger and M. Walsh said they would like to see a line in the budget letter thanking donors for their generosity.

H. Narang asked if the notation indicating the 0.006 percent decrease was necessary. S. Whiting said it was a calculation made to balance out the income in order to present a 0 percent tax levy increase and that the notation was not necessary for the final draft.

C. Wijeyesinghe asked what would happen to the budget if the board made a decision to go fine free during the budget year. S. Whiting said there would likely be enough give in other lines, including the contingency line, to make up the difference.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved the 2021-22 draft budget as written for public presentation. The budget proposes a levy of \$4,172,563, an increase of 0%.

C. Wijeyesinghe asked when the official list of trustee candidate would be available. K. Roberts said that the petitions are due to the clerk the third week in April, and after that the official candidate list becomes available, at which time she works quickly to get the profiles assembled and made available to the public.

Phased reopening plan discussion

G. Kirkpatrick said the phased reopening plan of the library is tied to a couple of things: when library employees are eligible to get vaccinated and the continuing decline of infection rates. He noted that some neighbor libraries have begun the reopening process and said that after discussing it with M. Walsh and M. Kissinger, he is recommending the library aim to reopen March 22 with a limit of 10 browsers at a time. He said the infection rate is not as low as it was in September, but it was lower that when the library closed in December and he believed reopening could be implemented in a safe way. He said the March 22 target would give the library some time to prepare some of the internal spaces that have been used to help staff maintain social distance while at work, as well as see if a new phase of vaccine eligibility would include library staff.

G. Kirkpatrick reiterated that the Director's Association have approved a 48-hour quarantine for items, and the library is planning to move in that direction.

M. Redmond said she supported G. Kirkpatrick's plan for reopening. She asked if there could be signage to indicate that masks are allowed regardless of vaccination status and outlining the types of masks allowed.

C. Brancatella asked if there are plans to move some of the summer programming outside. G. Kirkpatrick said that was the plan, and the library had been in talks with its town partners about what types of spaces might be available. He noted that one positive of this pandemic time has been the increased collaboration with our community partners and other libraries.

UHLS board representative

L. Scoons was reaffirmed as UHLS board representative earlier in the meeting.

Other new business

There was no other new business.

OLD BUSINESS

Long range plan steering committee - update

H. Narang said the committee met with library architect Paul Mays the previous week and reviewed the latest round of sketches. He said they were narrowing in on three areas of change: a large space for programs, an accommodation for curbside pickup and parking lot improvements, and reconstruction of the entrance area with a combined circulation and information desk. P. Mays is currently putting together some cost estimates so the committee can think about phasing.

C. Wijeyesinghe asked when the sketches and estimates would come before the full board. H. Narang said he was thinking it would be the first board meeting after the estimates were received.

NYS annual report

The board reviewed the New York State annual report numbers. G. Kirkpatrick noted that they covered the fiscal year ending in June 2020 so they did not provide a full picture of pandemic effects, and next year's numbers might paint a broader picture. He also said that because of the pandemic closure in the spring, it was the first time the library did not meet the minimum hours requirement, something libraries will not be penalized for this year.

On a MOTION by C. Wijeyesinghe and a SECOND by M. Redmond, the board unanimously voted to accept the information in the annual state report as accurate for filing.

Other old business

M. Redmond said the Finance Committee should meet later in the month to talk about the fund balance and how should be set aside for future emergencies and what could be available for projects.

C. Wijeyesinghe asked if there were any new policies for the Policy Committee to review. G. Kirkpatrick said that new 2021 standards require that policies are reviewed a minimum of very five years. He said he is getting that process set up currently.

FUTURE BUSINESS

There was no discussion of future business.

PUBLIC PARTICIPATION

There was no public participation.

EXECUTIVE SESSION

On a MOTION by M. Redmond with a SECOND by C. Brancatella, the board adjourned to executive session at 7:07pm to discuss contact negotiations pursuant to Article Fourteen of the Civil Service Law

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board adjourned executive session at 7:50pm; no action was taken.

ADJOURNMENT

On a MOTION by M. Redmond with a SECOND by H. Narang, the board adjourned the regular meeting at 7:51pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES
LONG-RANGE PLANNING COMMITTEE MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Friday, March 19, 2020

PRESENT: Mark Kissinger
Harmeet Narang
Lisa Scoons
Michelle Walsh

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director
Catherine Stollar Peters, assistant director
Kristen Roberts, public information specialist
Paul Mays, library architect

*All present via Zoom broadcast live on YouTube.

The meeting to order at 4:00pm.

LONG RANGE SERVICES PLAN DISCUSSION

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

ADJOURNMENT

The meeting was adjourned at 5pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report April 2021

The revenue and expense report through March continues to show underspending in most categories, with expenses currently tracking at about 7% underbudget. The detailed report of expenditures through March 31 is also included in the packet.

Banking and Investments

Tanya and I had a very productive meeting with our new relationship manager at TD Bank. We reviewed our accounts and the analysis statement which shows charges and earnings credits. We also discussed the rate environment. Below are some bullet points from that discussion.

- We have an irrevocable line of credit for \$8 million through the Bank of Pittsburgh, collateralizing our deposits. Since we never have more than \$5 million on deposit, it was suggested that we lower it when the LOC renews.
- Upon review of the analysis statement, there are opportunities for some savings by closing inactive accounts, getting the analysis statements online, getting e-statements, etc.
- Rate Environment
 - NYCLASS is .0451%
 - Fed Funds Rate (0.00%-0.25%) with the True Fed Funds rate at .08%
 - 30 Day Libor is 0.109% (A rate some banks use in their own rate calculations)
 - 90 Day T-Bill is .02%
 - 120 Day T-Bill is .04%
 - 1 Year T-Bill is .06%
 - 3 Month/6 Month/12 Month CD's are all at .05%
 - The total Fed Funds rate cut for the last 20 months has been 2.25%.
- Our current interest rate has dropped from .2% to .15% effective April 1.

Given where rates are right now, I don't recommend any changes. I will monitor the rate environment at least quarterly to determine if changes are warranted and will bring any recommendations to the Finance Committee.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 3/31/21

SUMMARY OF CASH ACTIVITY

ACCOUNT	CASH BALANCE	RECEIPTS	DISBURSEMENTS	TRANSFERS	CASH BALANCE
	2/28/2021				3/31/2021
TD Bank General Fund	1,369,874.81	6,424.15	(191,194.01)	170,937.83	1,356,042.78
TD Bank Payroll	-		(129,062.17)	129,062.17	-
TD Bank Money Market	3,625,243.90	564.84	-	(300,000.00)	3,325,808.74
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	5,000.00	-	-	-	5,000.00
TOTAL:	<u>5,000,118.71</u>	<u>6,988.99</u>	<u>(320,256.18)</u>	<u>-</u>	<u>4,686,851.52</u>

INVESTMENTS

None

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$ 18,050.00 of Storch Fund money

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

9 MONTHS ENDED 3/31/21

FISCAL YEAR 2020-2021

	ANNUAL BUDGET 2020-2021	YTD ACTUAL 9 MO. ENDED 3/31/2021	Percent YTD 3/31/2021	ANNUAL BUDGET 2019-2020	YTD PRIOR 9 MO. ENDED 3/31/2020	Percent YTD 3/31/2020
REVENUE						
Real Property Taxes	4,172,563	4,051,336	97.1%	4,065,152	3,969,004	97.6%
PILOT	211,637	213,581	100.9%	203,162	205,515	101.2%
Fines	28,000	928	3.3%	30,000	23,294	77.6%
Interest on Deposits	30,000	5,579	18.6%	10,000	36,059	360.6%
Lost Book Payments	-	1,454	0.0%	-	2,156	0.0%
Sale of Books	5,000	-	0.0%	5,000	3,815	76.3%
Gifts and Donations, Misc	1,000	9,270	927.0%	1,000	3,240	324.0%
Photocopier	7,500	-	0.0%	8,000	5,769	72.1%
State Aid	24,000	17,571	73.2%	24,000	25,050	104.4%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	-	0.0%	-	250	0.0%
Total Revenue	4,479,700	4,299,718	96.0%	4,346,314	4,274,152	98.3%
EXPENSES						
Salaries	2,363,565	1,613,206	68.3%	2,333,137	1,681,584	72.1%
Retirement	291,089	287,751	98.9%	279,232	283,977	101.7%
Health Insurance	310,433	233,983	75.4%	308,660	212,280	68.8%
Other Benefits	201,213	143,510	71.3%	202,885	144,173	71.1%
Subtotal Salaries & Benefits	3,166,300	2,278,451	72.0%	3,123,914	2,322,014	74.3%
Library Materials - Print	302,500	161,885	53.5%	292,500	170,503	58.3%
Library Materials - Electronic & Audio	284,000	215,491	75.9%	252,500	179,096	70.9%
Subtotal Library Material	586,500	377,376	64.3%	545,000	349,600	64.1%
Operations	601,900	351,638	58.4%	552,400	338,128	61.2%
Capital Expenditures	125,000	20,398	16.3%	125,000	26,265	21.0%
Total Expenses	4,479,700	3,027,862	67.6%	4,346,314	3,036,007	69.9%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

9 MONTHS ENDED 3/31/21

FISCAL YEAR 2020-2021

Account Name	ANNUAL BUDGET 2020-2021	YTD ACTUAL 9 MO. ENDED 3/31/2021	Percent YTD 3/31/2021	ANNUAL BUDGET 2019-2020	YTD PRIOR 9 MO. ENDED 3/31/2020	Percent YTD 3/31/2020
Salaries & Benefits						
Salaries-Librarians	1,197,064	787,280	65.8%	1,158,186	871,309	75.2%
Salaries-Clerical	996,099	709,922	71.3%	1,014,578	694,099	68.4%
Salaries-Custodians	170,402	116,004	68.1%	160,373	116,175	72.4%
Subtotal Salaries	2,363,565	1,613,206	68.3%	2,333,137	1,681,584	72.1%
Retirement	291,089	287,751	98.9%	279,232	283,977	101.7%
Health Ins.	310,433	233,983	75.4%	308,660	212,280	68.8%
SocSec/Medicare	180,813	120,244	66.5%	178,485	124,725	69.9%
Worker's Comp.	19,000	16,449	86.6%	23,000	18,141	78.9%
Unemployment	-	5,495	0.0%	-	-	0.0%
Disability Ins.	1,400	1,322	94.4%	1,400	1,307	93.3%
Subtotal Salaries & Benefits	3,166,300	2,278,451	72.0%	3,123,914	2,322,014	74.3%
Library Materials						
Adult books	171,000	110,269	64.5%	171,000	101,563	59.4%
Periodicals	24,000	12,564	52.3%	21,000	22,184	105.6%
YS Books	85,000	35,187	41.4%	85,000	39,194	46.1%
Special Collections	22,500	3,865	17.2%	15,500	7,562	48.8%
Subtotal Print Materials	302,500	161,885	53.5%	292,500	170,503	58.3%
Audiobooks	30,000	20,632	68.8%	33,000	18,952	57.4%
E-Collections	156,000	146,155	93.7%	122,000	101,028	82.8%
Electronic Resources	28,000	14,336	51.2%	28,000	18,224	65.1%
YS Audiobooks	5,000	5,254	105.1%	4,500	3,268	72.6%
YS Media	7,000	3,754	53.6%	7,000	6,827	97.5%
AS Media	58,000	25,360	43.7%	58,000	30,797	53.1%
Subtotal Electronic & Audio	284,000	215,491	75.9%	252,500	179,096	70.9%
Subtotal Library Materials	586,500	377,376	64.3%	545,000	349,600	64.1%
Operations						
Copiers and supplies	20,000	3,037	15.2%	22,000	5,551	25.2%
Office supplies	14,000	15,183	108.4%	13,000	6,933	53.3%
Custodial supplies	22,000	11,556	52.5%	18,000	5,987	33.3%
Postage	20,000	11,579	57.9%	18,000	13,016	72.3%
Printing & Marketing	35,000	11,022	31.5%	30,000	17,789	59.3%
Van lease & oper.	4,000	203	5.1%	2,000	867	43.4%
Gas and Electric	60,000	36,255	60.4%	60,000	34,214	57.0%
Telecommunications	18,000	9,011	50.1%	17,000	8,680	51.1%
Water	2,700	1,665	61.7%	2,700	2,905	107.6%
Taxes-sewer & water	3,700	3,144	85.0%	3,700	3,177	85.9%
Refund property taxes	20,000	55	0.3%	20,000	9,250	46.2%
Prof. Services	30,000	19,900	66.3%	15,000	18,241	121.6%
Contract Services	42,000	8,926	21.3%	37,500	36,292	96.8%
Insurance	29,000	19,782	68.2%	29,000	26,621	91.8%
Travel/Conference	8,000	1,367	17.1%	10,000	9,885	98.8%
Memberships	3,000	2,012	67.1%	2,000	1,793	89.6%
Special Programs	43,000	9,181	21.4%	25,000	15,164	60.7%
Furniture & Equipment	50,000	32,021	64.0%	50,000	25,320	50.6%
IT Hardware & Software	42,000	39,069	93.0%	42,000	11,683	27.8%
Bld & Grnd. Repair	40,000	33,373	83.4%	40,000	13,309	33.3%
Furn/Equip Repair	2,000	1,307	65.3%	2,000	950	47.5%
Miscellaneous	3,500	9,369	267.7%	3,500	3,396	97.0%
Audit Service	24,000	21,620	90.1%	25,000	16,745	67.0%
Accounting Service	15,000	13,544	90.3%	15,000	13,627	90.8%
UHLAN fees	51,000	37,457	73.4%	50,000	36,733	73.5%
Subtotal Operations	601,900	351,638	58.4%	552,400	338,128	61.2%
Capital Expenditures	125,000	20,398	16.3%	125,000	26,265	21.0%
TOTAL	4,479,700	3,027,862	67.6%	4,346,314	3,036,007	69.9%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN MARCH 2021 BASED ON PRE-APPROVAL	\$	71,443.92
CHECKS DISBURSED IN JANUARY 2021 RELATING TO PAYROLL	\$	188,453.82
CHECKS BEING SUBMITTED FOR APPROVAL	\$	76,731.33
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 33: MANUAL DISB (MAR 21) For Dates 3/1/2021 - 3/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39398	03/01/2021	1424	AFLAC NEW YORK		363.32
39399	03/01/2021	1833	BLUESHIELD OF NORTHEASTERN NY		8,917.88
39400	03/01/2021	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,468.19
39401	03/01/2021	2061	UNITED HEALTHCARE INSURANCE CO		123.80
39402	03/01/2021	1607	VERIZON BUSINESS FIOS	210000	124.99
39403	03/01/2021	1607	VERIZON BUSINESS FIOS	210000	125.78
39440	03/10/2021	89	BETHLEHEM C OF C	210330	750.00
39441	03/10/2021	1918	HANCOCK SHAKER VILLAGE	210324	250.00
39442	03/10/2021	2358	LISA BARNAIK		16.99
39443	03/10/2021	1161	TOWN OF BETHLEHEM	210323	346.10
39444	03/10/2021	1954	USS SLATER DE 766	210325	130.00
39445	03/10/2021	1607	VERIZON BUSINESS FIOS	210000	102.29
39446	03/10/2021	1607	VERIZON BUSINESS FIOS	210000	202.99
39447	03/10/2021	2137	WEX BANK	210003	35.48
39448	03/18/2021	720	MVP HEALTH PLAN, INC.		4,325.79
39449	03/18/2021	1570	NATIONAL GRID		5,484.61
39450	03/18/2021	1865	NYS PUBLIC ENTITIES SAFETY GRP		44.90
39451	03/22/2021	1604	CHUBB & SON	210344	837.00
39452	03/22/2021	2087	CITIBANK	210329	1,071.30
39453	03/22/2021	2061	UNITED HEALTHCARE INSURANCE CO		123.80
39454	03/22/2021	1607	VERIZON BUSINESS FIOS	210000	120.78
39458	03/31/2021	1424	AFLAC NEW YORK		363.32
39459	03/31/2021	1833	BLUESHIELD OF NORTHEASTERN NY		8,917.88
39460	03/31/2021	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,553.07
39461	03/31/2021	1581	UNITED STATES POSTAL SERVICE	210349	1,392.89
39462	03/31/2021	1607	VERIZON BUSINESS FIOS	210000	124.99
39463	03/31/2021	1607	VERIZON BUSINESS FIOS	210000	125.78
Number of Transactions: 27				Warrant Total:	71,443.92
				Vendor Portion:	71,443.92

Certification of Warrant

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

Date
Signature
Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 35: TRUST & AGENCY (MAR 21) For Dates 3/1/2021 - 3/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39437	03/15/2021	712	CIVIL SERVICE EMPL ASSOC INC.		957.35
39438	03/15/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39439	03/15/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39455	03/30/2021	712	CIVIL SERVICE EMPL ASSOC INC.		976.26
39456	03/30/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39457	03/30/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100535	03/15/2021	709	BPL SPECIAL PAYROLL ACCOUNT		63,794.77
100536	03/15/2021	710	NYS INCOME TAX BUREAU		3,659.91
100537	03/15/2021	1946	IRS - PAYROLL TAX PMT		21,047.26
100538	03/15/2021	2003	NEW YORK STATE DEFERRED		2,239.51
100539	03/30/2021	709	BPL SPECIAL PAYROLL ACCOUNT		65,267.40
100540	03/30/2021	710	NYS INCOME TAX BUREAU		3,723.60
100541	03/30/2021	730	NYS EMPLOYEES RETIREMENT SYSTE		2,731.70
100542	03/30/2021	1946	IRS - PAYROLL TAX PMT		21,381.87
100543	03/30/2021	2003	NEW YORK STATE DEFERRED		2,134.19

Number of Transactions: 15

Warrant Total: 188,453.82

Vendor Portion: 188,453.82

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 37: CASH DISB (APR 21) For Dates 4/13/2021 - 4/13/2021**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39464	04/13/2021	2334	ALLEGRA MKTG C/O GLENN READ ENTERPRISES LLC	210320	554.26
39465	04/13/2021	1009	AMAZON CREDIT PLAN	210338	350.93
39466	04/13/2021	61	AQUASCAPE DESIGNS LLC	210008	101.40
39467	04/13/2021	77	BAKER & TAYLOR , INC.	210352	15,296.17
39468	04/13/2021	1186	BAKER AND TAYLOR ENTERTAINMENT	210318	141.18
39469	04/13/2021	2166	BERKSHIRE BOTANICAL GARDEN	210365	120.00
39470	04/13/2021	2167	BINGHAMTON ZOO AT ROSS PARK	210363	65.00
39471	04/13/2021	2346	BRAINFUSE ONLINE INSTRUCTION	210332	4,000.00
39472	04/13/2021	103	BRODART INC	210024	56.10
39473	04/13/2021	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	210346	553.13
39474	04/13/2021	2357	CENVEO WORLDWIDE LIMITED	210306	219.43
39475	04/13/2021	827	PHYLLIS CHAMBERS		445.50
39476	04/13/2021	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	210013	238.58
39477	04/13/2021	1434	DELL MARKETING L.P.	210147	16,860.50
39478	04/13/2021	1220	DEMCO, INC	210315	171.13
39479	04/13/2021	1991	EASTERN MANAGED PRINT NETWORK LLC	210017	363.84
39480	04/13/2021	2169	EMPIRE STATE AEROSCIENCES MUSEUM	210357	60.00
39481	04/13/2021	1532	ENVISION WARE, INC.	210322	595.00
39482	04/13/2021	2109	ERIC CARLE MUSEUM OF PICTURE BOOK ART	210366	125.00
39483	04/13/2021	1674	FINDAWAY	210328	1,529.68
39484	04/13/2021	1986	FIRSTLIGHT FIBER	210005	190.94
39485	04/13/2021	2272	GLOBAL EQUIPMENT COMPANY INC.	210340	318.00
39486	04/13/2021	745	MARY HARTMAN		445.50
39487	04/13/2021	2303	IRONFLOW TECHNOLOGIES INC.	210367	864.00
39488	04/13/2021	2212	IROQUOIS INDIAN MUSEUM	210358	35.00
39489	04/13/2021	2322	KANOPY INC.	210370	1,079.00
39490	04/13/2021	2261	LIBRARY IDEAS, LLC	210317	483.40
39491	04/13/2021	2359	LISA LEHMAN	210347	126.00
39492	04/13/2021	1024	MIDWEST TAPE LLC	210354	1,425.91
39493	04/13/2021	377	MOORE FIRE EXTINGUISHER	210334	354.50
39494	04/13/2021	1172	ANNE B MOSHER		445.50
39495	04/13/2021	809	NANCY PIERI		445.50
39496	04/13/2021	2314	NOLAN HELLER KAUFFMAN LLP	210343	212.00
39497	04/13/2021	412	NORTHEAST INFORMATN SYST	210321	2,962.72
39498	04/13/2021	2088	NYSID	210285	252.14
39499	04/13/2021	2121	NYSPSP	210159	650.82
39500	04/13/2021	1967	OFFICEMASTER	210295	241.80
39501	04/13/2021	2094	ORIENTAL TRADING COMPANY, INC.	210303	129.87
39502	04/13/2021	1823	OVER DRIVE INC.	210355	12,458.05
39503	04/13/2021	2054	PANGBURN LANDSCAPING	210210	1,600.00
39504	04/13/2021	458	PITNEY BOWES INC	210004	460.41
39505	04/13/2021	478	QUILL.COM	210327	583.92
39506	04/13/2021	2360	RACHEL SEYMOUR		81.90
39507	04/13/2021	505	ROEMER WALLENS GOLD & MINEAUX	210342	2,025.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 37: CASH DISB (APR 21) For Dates 4/13/2021 - 4/13/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39508	04/13/2021	2287	SCHENECTADY CO. HISTORICAL SOCIETY	210359	50.00
39509	04/13/2021	2038	**CONTINUED** STAPLES BUSINESS ADVANTAGE		0.00
39510	04/13/2021	2038	STAPLES BUSINESS ADVANTAGE	210219	1,049.32
39511	04/13/2021	2154	STERICYCLE, INC.	210002	20.51
39512	04/13/2021	2340	T-MOBILE	210016	266.00
39513	04/13/2021	2307	TRANE U.S. INC.	210256	2,716.00
39514	04/13/2021	2344	ULINE, INC.	210341	1,263.76
39515	04/13/2021	2328	UNIFIRST CORPORATION	210015	183.66
39516	04/13/2021	632	UPPER HUDSON LIBRARY SYSTEM	210333	12.00
39517	04/13/2021	1607	VERIZON BUSINESS FIOS	210000	199.99
39518	04/13/2021	1968	VERIZON WIRELESS	210001	209.26
39519	04/13/2021	645	W W GRAINGER INC	210372	596.62
39520	04/13/2021	1707	AUDREY WATSON		445.50

Number of Transactions: 57

Warrant Total: 76,731.33

Vendor Portion: 76,731.33

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

April 12, 2021 - Board of Trustee Meeting											
										19	
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
<u>Previously Approved to Fill</u>											
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 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		\$12.50/hour	E. Whalen	8/29/2020	9/14/2020				
Library Clerk PT	Public Services	19 hrs/wk		\$13.89/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Clerk PT	Circulation	11.67 hrs/wk		\$13.89/hour or per contract	N. Cammarata	11/28/2020	12/14/2020				
Library Page PT	Collection Maintenance	11.67 hrs/wk		\$12.50/hour	K. Smith	12/2/2020	12/14/2020				
Library Clerk PT	Collection Maintenance	15 hrs/wk		\$13.89/hour or per contract	E. Romero	2/28/2021	3/8/2021				
<u>Action Requested</u>											
Librarian II	Public Services	35 hrs/wk		\$61,968/annual or per contract	G. Noble	5/28/2021					
Librarian I	Public Services	9 hrs/wk		\$27.31/hour or per contract	A. Molineaux	4/30/2021					
<u>Positions Held</u>											
None											

Director's Report April 2021

Building and Grounds

The weather was a bit nicer to us this month. We were able to get a jump on the Spring clean-up on the library grounds.

High winds created some significant challenges for our signs. New wind resistant sign holders bend rather than break in high winds, and these have helped. We needed to add more sand than we initially thought necessary. New signs include both phone call and text numbers for curbside pickup.

We were invited to a meeting at town hall about nature-based gardening. Since I was out of the library, Catherine and Kevin went in my place. Good thing for everyone involved! Kevin was the one they really needed to speak with. This meeting laid the groundwork for future collaboration between the town and the library.

Public Services

Tori once again oversaw the organization of the Seed Library, including updating inventory, ordering additional seeds, and providing instruction for staff. New this year is an online shopping option for selecting seeds. A special thanks to IT for working with Tori to get this up and running. Bethlehem cardholders were able to put in their request for seeds in the middle of March. All non-Bethlehem cardholders had the option beginning April 1. Tori reports that while the Seed Library took up most of her month, we had already nearly matched the number of orders we had in all of 2019 in just the first three weeks of 2021.

The weather is beginning to get nice enough to start offering the Pop-Up Library. New book titles for the outreach collection have been ordered along with some new mobile shelving, which should help in making the setup and breakdown easier on staff. Once the new titles arrive, we will begin setting some event dates outdoors.

Frank digitized/edited another issue of a local magazine called Town Talk (1946), digitized/edited two photographs of the Delaware and Hudson Railroad Station and digitized/edited a collection of photographs featuring images of early rural schools and school children that was put together and exhibited by a local group in 1959. Lisa B. uploaded and tagged these new materials. Here are links:

Town Talk:

<https://cdm16694.contentdm.oclc.org/digital/collection/bpl/id/7249/rec/9>

Delaware and Hudson Railroad Station 3:

<https://cdm16694.contentdm.oclc.org/digital/collection/bpl/id/7282/rec/20>

Delaware and Hudson Railroad Station 4:

<https://cdm16694.contentdm.oclc.org/digital/collection/bpl/id/7283/rec/21>

Early Rural Schools in the Town of Bethlehem Exhibit 1959:

<https://cdm16694.contentdm.oclc.org/digital/collection/bpl/id/7284/rec/11>

We are ready to begin offering Unique Chat, a live chat system available through our website so patrons can talk with a librarian. We will be launching this in early April.

The Kindness Matters campaign has been extremely successful. Since the library is open to the public for in-person browsing again, we have stopped adding fun items into the bundle bags. We are also thinking of some other fun things to do over the next couple of months to promote Kindness. We will be giving out some of the reusable bags on Earth Day to patrons visiting in person.

Chris has been assisting a student at Syracuse University iSchool from the Library and Information Science program. The student needs to work with a partnering librarian to learn about their library so that they can compose a report that plans, markets and assesses a potential program for that library. Cathy met virtually with the student to discuss program planning for the student's project.

Programs and Outreach

March was a great month for virtual programming. The librarians were able to add several programs to the lineup to meet the increasing demand for programs that include a hands-on component. The e-newsletter provides an avenue for patrons to be notified when new programs are added and many programs fill up within days of the newsletter going out. The librarians are using the flexibility provided by this new publicity method to be more responsive to patron requests for events rather than waiting for the Footnotes printing cycle.

Kate provided the first in a series of STEM activities for children. They were able to pick up supplies via curbside and (optionally) watch Kate explain the activity on YouTube. The asynchronous nature of this program made it one of the most popular virtual programs the library has offered for children to date. When the original 20 spots were claimed early, Kate was able to supply an extra 10 kits. Participants who were not able to obtain the supplies from the library were still able to watch the video and learn the project later.

Anne brought in Amy Geffre, (Division of Biological Sciences, University of California, San Diego) to give a virtual talk about pollinators. This program was open to all ages, and it's wonderful to see kids and adults learning together.

Michelle brought back Albany County Cornell Cooperative extension for their Positive Discipline Strategies for Caregivers. This was in response to a patron request that the program be offered in the evening, and it was very well attended.

Tori hosted a new program for adults called Ultimate Gaming, where they could play a variety of games like trivia, bingo and scavenger hunts. Participants had a fun time.

Anne hosted her first virtual trivia night. Even though it was bragging rights only, she had a great turnout and the participants said they had tons of fun. In case anyone missed it, here's the bonus question: What is the name of the Roman goddess of crossroads and magic? (answer: *Trivia*)

Michelle brought in Albany County Cornell Cooperative Extension to provide a virtual Irish Cooking Class. It was exceptionally popular, and she received many compliments from patrons who enjoyed the class.

Cathy hosted musician/author Larry Kirwan on Zoom to talk about his new book *Rockaway Blue*. The registration for the event was excellent, but the beautiful weather lured some participants away. Larry kindly allowed his talk to be recorded, and Rene was able to edit it for posting within two days of the program. The video is on the library's YouTube channel.

Michelle offered two more adult crafting programs in which the supplies were provided via curbside pickup and guided the patrons through the project via zoom. Patrons continue to love this style of program and request more sessions in the future.

It has been six months since the new events calendar was launched. Public Services reports that they are very pleased with the new system. They continue to update and customize the features to get full benefit from the new software. Patrons can register and edit/cancel program participation completely online. Librarians use the automated system to contact participants and send out links and reminders, which are especially important for virtual events. While the library is not currently accepting public room bookings, Jennifer in reservations has used the automated system to contact patrons when cancelling previous bookings and finds it works well and that patrons have no trouble reaching her when they need to. The new setup diagrams and customizable options help maintenance keep track of what is happening in the library's physical space. Both departments report that technical support from Library Market has been excellent and the company is always willing to meet and assist when needed.

The librarians are working on plans for school outreach about the summer reading program that is flexible to meet the needs of the different schools in the district.

Librarians are planning for some outdoor in-person events for summer. A collaboration with the Town Parks for Thursday night family programs is underway. Evening on the Green is being worked on as well as an early literacy series. More on this to come.

This month we've got a new outdoor scavenger hunt has been put up on the library green. A new story will be up at the Pine Hollow Arboretum later in the month. The Civil War Coffee and Conversation series (grant funded by Humanities NY) still has some room to participants for register. The online poetry contest has begun. Poets can submit their entries online.

Circulation and Technical Services

Monday to Monday (no Sunday stats closed on Easter)

Date	Curbside		In Library	TOTAL Transactions
	Text	Phone	In Person	
3/29	22	76	119	217
3/30	22	67	105	194
3/31	26	92	98	216
4/1	25	57	101	183
4/2	32	85	129	246
4/3	8	41	106	155
4/5	17	58	96	171
TOTAL	152	476	754	1382
%Curbside	24%	76%		
%TOTAL	11%	34%	55%	

Text vs. phone transactions have remained fairly stable at about 25%. In-person browsing has more total transactions than all curbside pickups combined. We will continue to watch the curbside trends when the COVID-19 numbers subside and more patrons become vaccinated. More people should become comfortable coming into the library itself as pandemic conditions improve.

We are working with the Friends of the Library to set up a paper bag stamping process to brand the curbside paper bags with the Friends logo.

Circulation has been partnering with Public Services to assemble seed packet requests for the seed library.

Upper Hudson is implementing a 24-hour quarantine and some libraries will be moving to no quarantine at all. We are still following a 48-hour quarantine; transit bins from UHLS libraries quarantine for 24 hours.

Credit card processing software:

Installation rescheduled for April 9. Waiting on equipment.

Meetings and Miscellany

Catherine participated in a CDLC interest group meeting and (second follow up discussion) about New York Data Carpentries Library Consortium. The consortium is interested in forming a community of practice focused on building data skills among academic, public, and school libraries in New York State.

Catherine participated in an IMLS-sponsored qualitative research interview about experiences in RIPL 2020 (Research Institute for Public Libraries).

PS staff completed the annual Sexual Harassment training.

Michelle viewed a variety of webinars.

Kate participated in a Collaborative Summer Library Program Artwork committee to look at the final artwork for 2022. Kate felt the cool and inclusive artwork is the best artwork that CSLP has had in a while.

Kate took the course “Exploring STEAM Concepts Through Your Storytime” through Library Juice Academy this month. The course focused not on creating special STEAM-themed storytimes, but on recognizing the STEAM concepts that already exist in storytime and highlighting those concepts.

Frank participated in the CDLC Committee on Resource Sharing (CORS) to discuss the agenda and finalize details of the upcoming virtual CDLC Resource Sharing Symposium 2021 on April 14. The Symposium will focus on current issues in Resource Sharing.

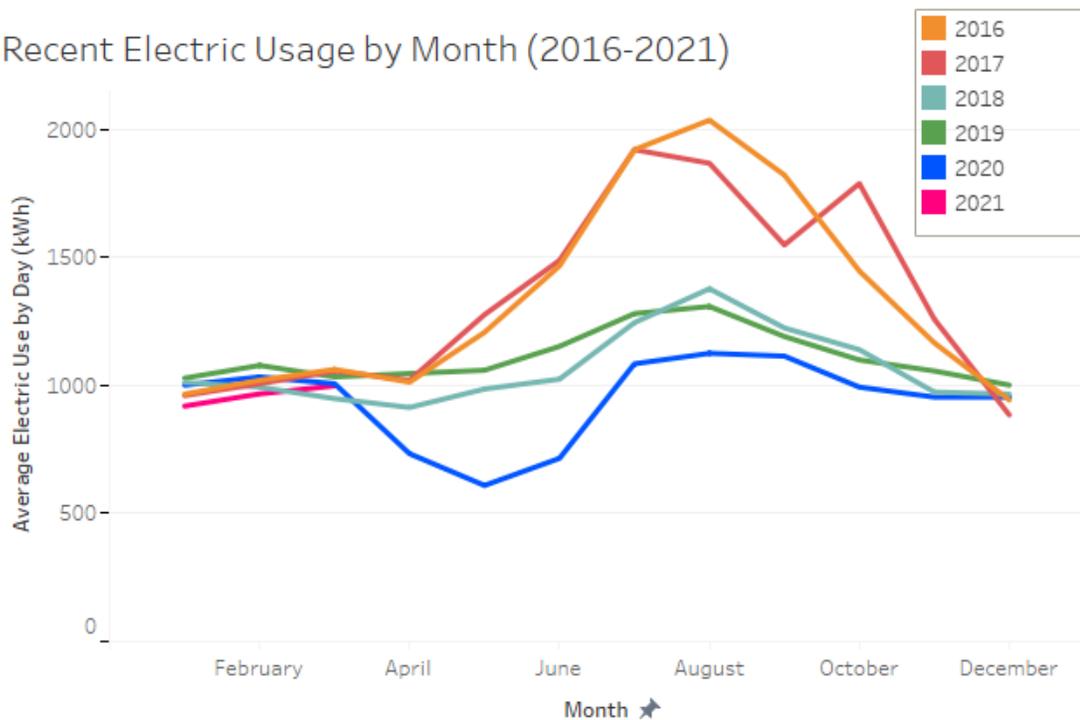
Frank continues to work towards completing the NYLA Developing Leaders Program, including meeting with this group on their capstone project and participating in a virtual session on Equity, Diversity, and Inclusion and another on Mentoring: Benefitting You, Benefitting Others.

Cathy attended a NYS webinar on early literacy and the UHLS YSAC meeting

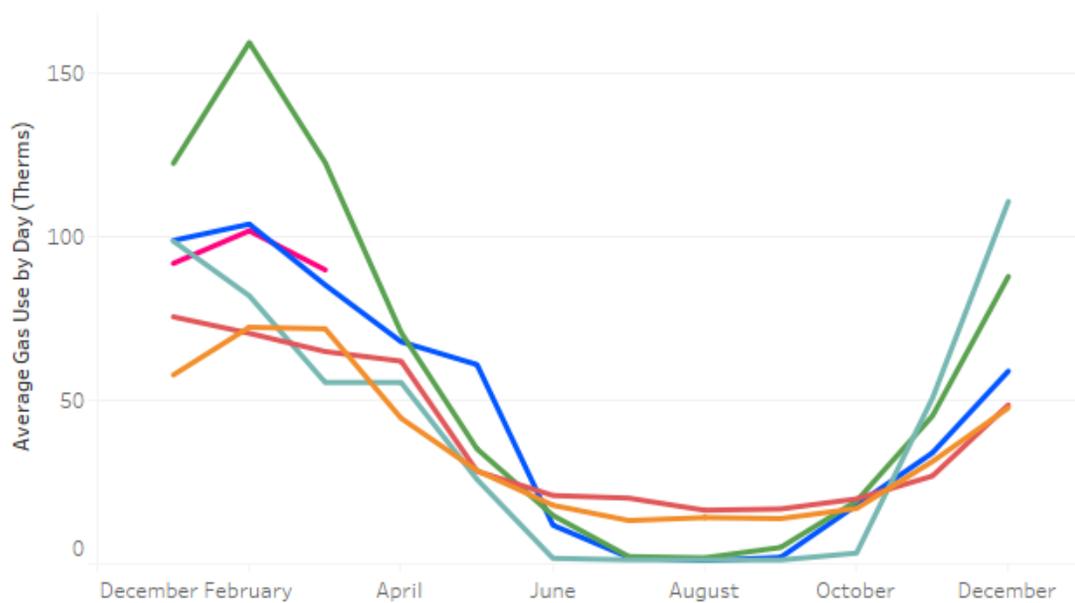
Geoffrey Kirkpatrick, Library Director

Library Collection				2019-20	Current Total
Adult fiction				26,385	27,657
Adult non-fiction				30,185	30,019
Adult audio				7,078	6,278
Adult video				8,470	8,445
Young adult fiction				5,532	5,422
Young adult nonfiction				544	638
Young adult audiobooks				383	400
Children's fiction				27,219	27,906
Children's non-fiction				15,431	15,867
Children's audiobooks				1,693	1,788
Children's video				1,968	1,991
OverDrive - UHLS Shared				83,237	94,920
e-magazines				133	3,582
Electronic (games, ereaders)				567	609
Total				208,825	225,522
Library Programs	Mar-21	Mar-20	% change	2019-20	F-Y-T-D
Programs	20	35	-42.9%	681	147
Program attendance	274	599	-54.3%	17,496	1,530
Outreach Programs	0	13	-100.0%	167	405
Outreach Attendance	0	223	-100.0%	6,519	475
Circulation	Mar-21	Mar-20	% change	2019-20	F-Y-T-D
Adult fiction	9,681	8,269	17.1%	129,442	89,916
Adult non-fiction	5,442	4,715	15.4%	76,015	45,098
Adult audio	3,904	2,642	47.7%	41,368	30,790
Adult video	4,062	5,677	-28.4%	82,500	39,026
Adult magazines	1,861	1,586	17.3%	20,008	14,680
Young adult fiction	1,371	982	39.5%	15,733	13,284
Young adult nonfiction	112	57	96.5%	1,125	947
Young adult audiobooks	218	109	100.8%	1,372	1,723
Young adult magazines	4	1	300.0%	42	18
Children's fiction	8,600	5,278	62.9%	103,223	77,016
Children's non-fiction	2,381	1,618	47.2%	26,793	17,204
Children's audiobooks	681	369	84.4%	5,909	5,775
Children's video	273	416	-34.4%	8,592	3,329
Children's magazines	2	5	-60.0%	156	46
Electronic (games, ereaders)	233	341	-31.7%	5,897	1,829
Total	38,825	32,065	21.1%	515,775	340,680
Interlibrary Loan	Mar-21	Mar-20	% change	2019-20	F-Y-T-D
Borrowed from others	9,104	3,367	170.4%	63,224	75,144
Loaned to others	5,875	2,636	122.9%	47,571	50,520
Miscellaneous	Mar-21	Mar-20	% change	2019-20	F-Y-T-D
Visits to our home page	118,268	53,641	120.5%	768,694	608,058
Public use of meeting rooms	0	64	-100.0%	408	0
Public meeting attendance	0	364	-100.0%	4,784	0
Staff use & library programs	0	99	-100.0%	847	0
Study room sessions	0	205	-100.0%	3,498	0
Tech room/ Studio use	0	6	-100.0%	289	0
Door count	3,945	11,031	-64.2%	216,914	18,090
Registered BPL borrowers	54	63	-14.3%	894	375
Computer signups	25	1,953	-98.7%	28,904	112
Museum Pass use	16	35	-54.3%	1,385	145
E-book use	6,053	5,213	16.1%	60,858	56,128
E-audiobook use	3,380	2,621	29.0%	32,118	28,156
E-magazine use	1,628	1,375	18.4%	14,069	12,647
Streaming video use	1,200	1,653	-27.4%	11,165	11,908
BCSD use via Overdrive	151	n/a	n/a	n/a	1,100
Equipment	174	230	-24.3%	3,612	870
Wireless Use	5,997	8,357	-28.2%	112,679	52,109

Recent Electric Usage by Month (2016-2021)

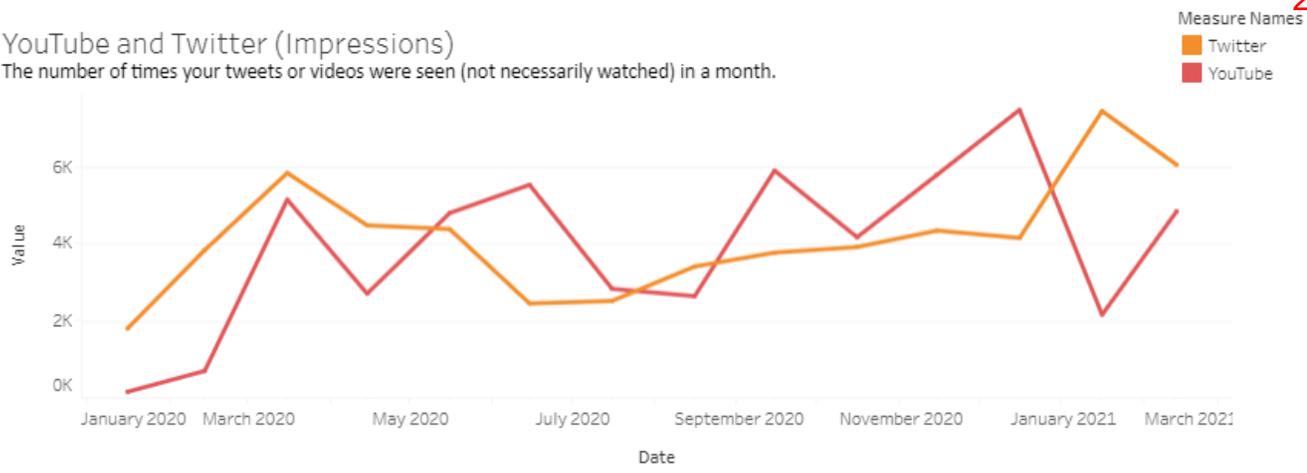


Recent Gas Usage by Month (2016-2021)



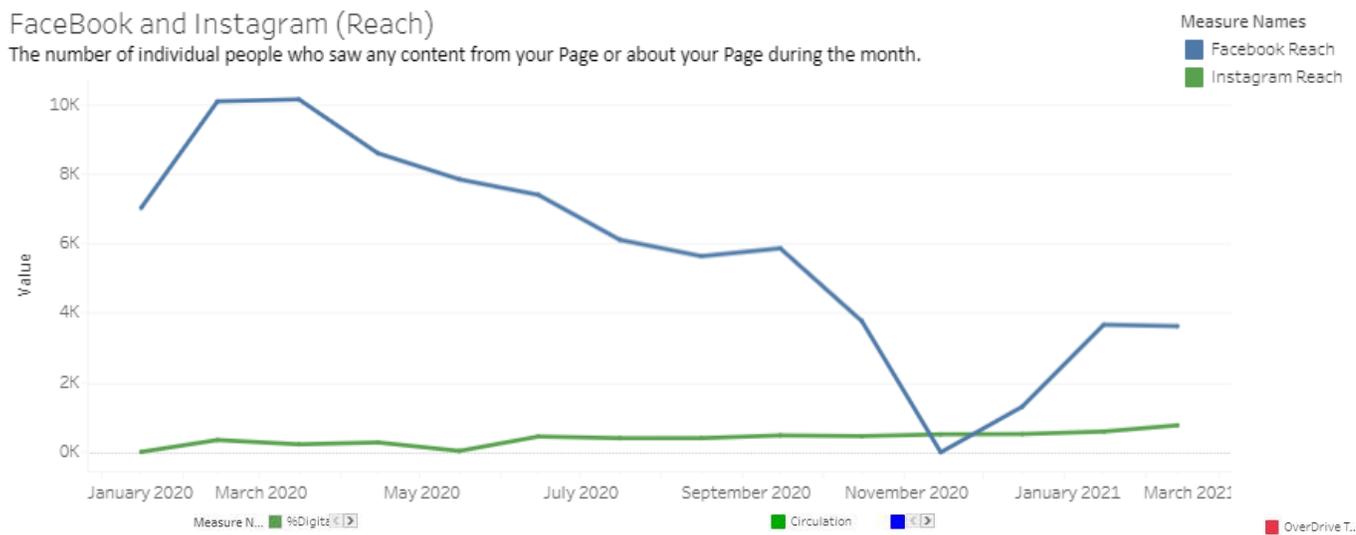
YouTube and Twitter (Impressions)

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

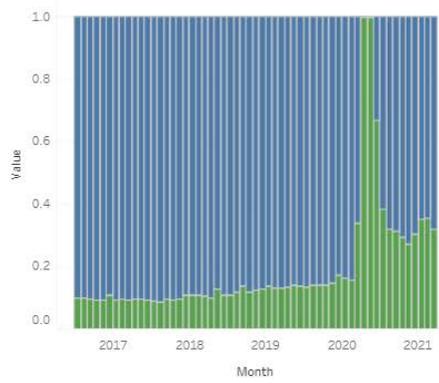


FaceBook and Instagram (Reach)

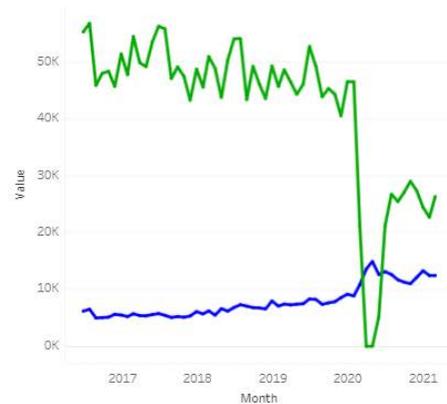
The number of individual people who saw any content from your Page or about your Page during the month.



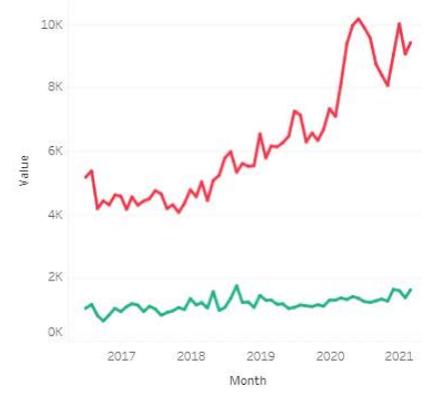
Circulation % Digital



Physical v. Digital Circulation



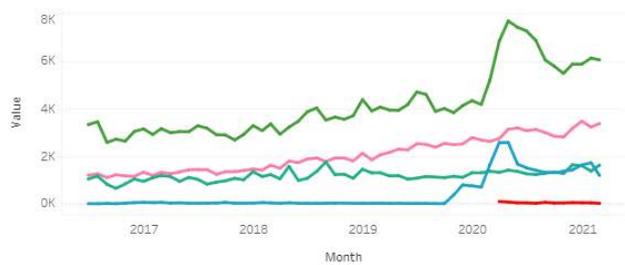
OverDrive and eMagazines



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

Digital Content Circulation by Format

Digital Content Circulation by Format



45,445 

Items picked up during curbside-only service

Database searches

29,812

Consumer Reports

7,125

Ancestry & HeritageQuest

3,435

Value Line & Morningstar

2,674

Novelist & CLCD

Items checked out

down 52%

books, CDs, DVDs, etc.

physical items

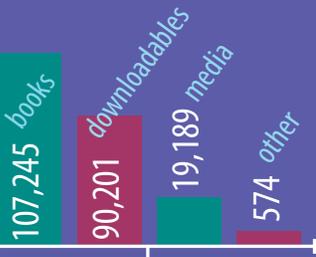
275,095 + 143,201 = 418,296

28

eBooks, eAudio, video, eMags, etc.

digital content

up 57%

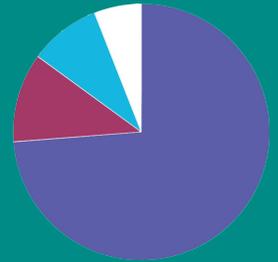


Total collection items

217,209

2020 ANNUAL REPORT BETHLEHEM PUBLIC LIBRARY

Digital checkouts



- OverDrive: 105,648
- Kanopy: 16,111
- Flipster: 12,920
- Hoopla: 8,522

1,111

Book/media bundles

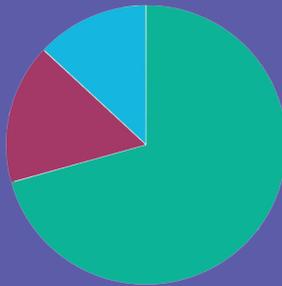


1,871

Pop-Up Library visits

\$4.48M

2020-2021 Budget



- Personnel: \$3,166,300
- Operations: \$726,900
- Materials: \$586,500

*view full budget online at www.bethlehempubliclibrary.org

384

Programs

245

182

In-person

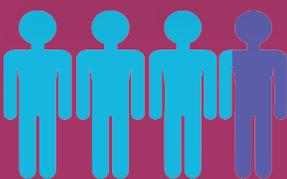
Virtual

8,595

Total program attendance

33,357
Questions answered

Population: 28,243



Cardholders: 22,415



4,698

Social media followers



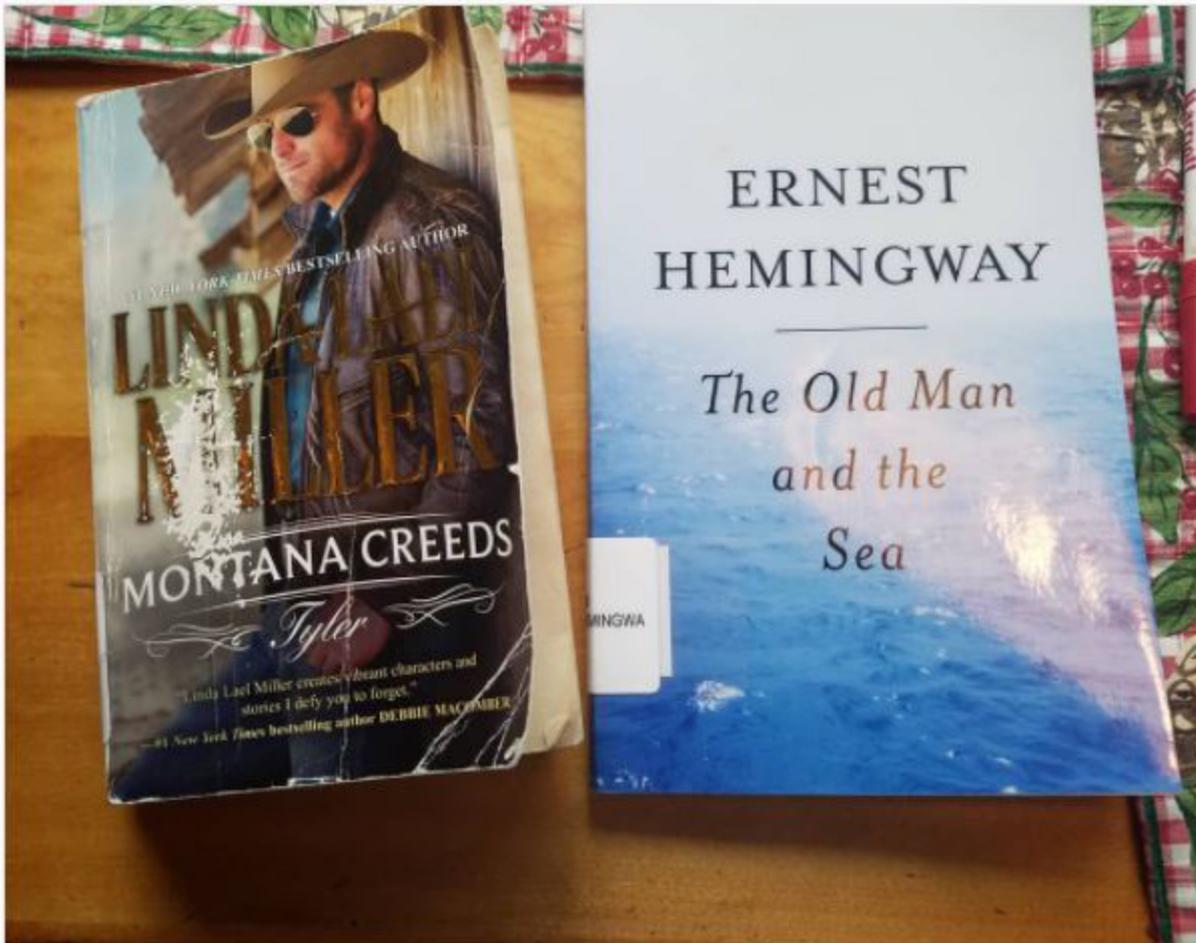
AND MORE ...

- A pandemic-related closure in spring meant the library needed to think about how to provide services in new ways.
- Hoopla gave on-demand access to eBooks, music, video and more.
- Dozens of video tutorials were produced by Bethlehem librarians.
- A new weekly e-newsletter reached more than 9,500 subscribers.
- Board meetings went virtual, streaming live on YouTube.
- More than 78,363 people tapped into the townwide WiFi network, and a new location at Town Hall was added.

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1
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New this year is an online "shopping" portal that makes it ea...

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Just ordered my seeds
from the public library!



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