



Board of Trustees Meeting

Tuesday October 12, 2021 6:00 pm (Community Room)

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

Agenda

- **Call to order**
- **Public participation**
 - Communications can be delivered in person or electronically via the library's website <https://www.bethpl.org>
- **Review previous meeting minutes (p. 2-3)**
- **Financial report (p. 4-11)**
 - Treasurer's update
- **Personnel report (p. 12)**
 - Personnel actions
- **Director's report (p. 13-20)**
- **UHLS report**
- **New business**
 - Emergency patron conduct policy (p. 21-23)
 - NYLA conference attendance (p. 24)
 - November board meeting - location
- **Old business**
 - Long range plan
 - Facility report
 - Building committee
 - Long range service plan committee (p. 25-28)
- **Future business**
 - Annual Audit Presentation in November
 - Fines – ad hoc committee?
- **Public participation**
- **Adjournment**
 - Next board meeting: November 8, 2021 6:00pm (location TBD)
 - Next Friends of the Library meeting: October 18, 2021

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday September 13, 2021

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Caroline Brancatella
Lisa Scoons

GUESTS: Kate Lambert, CSEA Local 6015 president
Chris McGinty, assistant director

President M. Kissinger called the meeting to order at 5:27pm.

PUBLIC PARTICIPATION

There was no public participation.

MINUTES

Minutes of the 9 August 2021 board meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond.

FINANCIAL REPORT

Treasurer's update

S. Whiting said the library has received almost 95 percent of budgeted state aid. She noted that in the previous year, the bulk of the state aid was received in December. She noted that the interest rates at TD Bank had dropped to 0.1% and with interest rates elsewhere similarly low, there isn't any real opportunity to do much better than TD at this time.

C. Wijeyesinghe asked if the state aid amount is typical for a given year. S. Whiting said it is within the same range as previous years. G. Kirkpatrick said the library tries to estimate each year what will be included in the state budget.

C. Wijeyesinghe asked about a \$1,306.94 check that was sent to the school district. G. Kirkpatrick said that it was the library's portion of an adjustment to a property tax that had gone through the grievance process. He said those expenses were bigger when the town first went through an assessment but have dwindled recently.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 August 2021 (Manual Disbursements \$74,620.93; Cash Disbursements/Accounts Payable \$84,147.48; Trust & Agency Disbursements/Salaries \$187,173.18; CapProject Fund/Hand-Drawn Checks \$0; Total: \$345,941.59).

PERSONNEL REPORT

The board reviewed the personnel report. There were no actions requested. G. Kirkpatrick said that the library is waiting to hire a Librarian II until Civil Service has been able to certify the list. M. Kissinger asked if there was any idea how long that process might take. G. Kirkpatrick said he didn't know but that the list exists and it is not a matter of waiting for a test to be given.

C. Wijeyesinghe asked how salaries for the advertised library positions were set. G. Kirkpatrick said that all of the salaries, excluding management confidential, are outlined in the contract.

OTHER BUSINESS

G. Kirkpatrick noted there were two off-cycle invoices included in the board packet. One was for tree service and the other was for a five-year service plan with Solutions by Design for Internet firewall and WiFi hardware services.

M. Walsh said she had used the new book return and was very happy with it. G. Kirkpatrick said that it is open 24 hours because it is much bigger than the original and can hold more items. The drop-off slot by the garage is also now open.

G. Kirkpatrick said a chart included in the board packet illustrates how curbside pickup transactions have dropped off in recent month. The library will continue to monitor that number to see if it goes up for the winter. He noted that many people who are using that service seem to be doing so out of convenience. Another chart shows the income from fines since they have been reinstated, as well as replacement costs.

G. Kirkpatrick noted that there was a recent negative interaction with a visitor who did not agree with the library's mask policy.

M. Kissinger thanked the library for putting together the COVID-19 health information.

G. Kirkpatrick said that with increasing COVID-19 infection rates the library was evaluating programming moving forward, and would not be moving events inside in the case of inclement weather. Some programs may be moved virtually or canceled. C. Wijeyesinghe asked if a discussion about vaccine requirements would be on an upcoming agenda. G. Kirkpatrick said that there has been no guidance on the issue, but it is an important discussion to have.

ADJOURNMENT

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board adjourned the regular meeting at 5:50pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 9/30/21

SUMMARY OF CASH ACTIVITY

ACCOUNT	CASH BALANCE 8/31/2021	RECEIPTS	DISBURSEMENTS	TRANSFERS	CASH BALANCE 9/30/2021
TD Bank General Fund	1,475,497.11	2,672,649.47	(207,463.62)	(2,131,987.89)	1,808,695.07
TD Bank Payroll	-		(131,987.89)	131,987.89	-
TD Bank Money Market	1,827,360.35	136.77	-	2,000,000.00	3,827,497.12
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	6,821.10	2,903.56	(107.81)	-	9,616.85
TOTAL:	3,309,678.56	2,672,786.24	(339,451.51)	(0.00)	5,645,809.04

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

3 MONTHS ENDED 9/30/21

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 3 MO. ENDED 9/30/2021	Percent YTD 9/30/2021	ANNUAL BUDGET 2020-2021	YTD PRIOR 3 MO. ENDED 9/30/2020	Percent YTD 9/30/2020
REVENUE						
Real Property Taxes	4,172,563	2,670,000	64.0%	4,172,563	1,734,548	41.6%
PILOT	219,570	-	0.0%	211,637	195,452	92.4%
Fines	15,000	4,261	28.4%	28,000	237	0.8%
Interest on Deposits	7,500	717	9.6%	30,000	1,034	3.4%
Lost Book Payments	-	2,161	0.0%	-	82	0.0%
Sale of Books	5,000	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	2,000	714	35.7%	1,000	1,410	141.0%
Photocopier	7,500	1,385	18.5%	7,500	-	0.0%
State Aid	23,170	21,961	94.8%	24,000	-	0.0%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	154	0.0%	-	-	0.0%
Total Revenue	4,452,303	2,701,354	60.7%	4,479,700	1,932,763	43.1%
EXPENSES						
Salaries	2,344,152	535,391	22.8%	2,363,565	513,150	21.7%
Retirement	323,103	-	0.0%	291,089	-	0.0%
Health Insurance	307,889	73,880	24.0%	310,433	66,948	21.6%
Other Benefits	209,759	58,857	28.1%	201,213	60,535	30.1%
Subtotal Salaries & Benefits	3,184,903	668,128	21.0%	3,166,300	640,633	20.2%
Library Materials - Print	292,000	36,606	12.5%	302,500	55,264	18.3%
Library Materials - Electronic & Audio	269,000	33,328	12.4%	284,000	48,926	17.2%
Subtotal Library Material	561,000	69,935	12.5%	586,500	104,191	17.8%
Operations	571,400	136,297	23.9%	601,900	130,349	21.7%
Capital Expenditures	100,000	-	0.0%	125,000	-	0.0%
Contingency	35,000	-				
Total Expenses	4,452,303	874,360	19.6%	4,479,700	875,173	19.5%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

3 MONTHS ENDED 9/30/21

FISCAL YEAR 2020-2021

Account Name	ANNUAL BUDGET 2021-2022	YTD ACTUAL 3 MO. ENDED 9/30/2021	Percent YTD 9/30/2021	ANNUAL BUDGET 2020-2021	YTD PRIOR 3 MO. ENDED 9/30/2020	Percent YTD 9/30/2020
Salaries & Benefits						
Salaries-Librarians	1,203,711	282,787	23.5%	1,197,064	251,478	21.0%
Salaries-Support Staff	976,846	215,295	22.0%	996,099	224,215	22.5%
Salaries-Custodians	163,595	37,309	22.8%	170,402	37,457	22.0%
Subtotal Salaries	2,344,152	535,391	22.8%	2,363,565	513,150	21.7%
Retirement	323,103	-	0.0%	291,089	-	0.0%
Health Ins.	307,889	73,880	24.0%	310,433	66,948	21.6%
SocSec/Medicare	179,359	40,248	22.4%	180,813	39,381	21.8%
Worker's Comp.	19,000	16,615	87.4%	19,000	15,989	84.2%
Unemployment	10,000	-	0.0%	-	3,843	0.0%
Disability Ins.	1,400	1,995	142.5%	1,400	1,322	94.4%
Subtotal Salaries & Benefits	3,184,903	668,128	21.0%	3,166,300	640,633	20.2%
Library Materials						
Adult books	171,000	24,216	14.2%	171,000	42,243	24.7%
Periodicals	18,000	100	0.6%	24,000	90	0.4%
YS Books	85,000	10,245	12.1%	85,000	11,949	14.1%
Special Collections	18,000	2,045	11.4%	22,500	983	4.4%
Subtotal Print Materials	292,000	36,606	12.5%	302,500	55,264	18.3%
Audiobooks	25,000	3,478	13.9%	30,000	10,785	36.0%
E-Collections	156,000	22,877	14.7%	156,000	18,126	11.6%
Electronic Resources	28,000	-	0.0%	28,000	-	0.0%
YS Audiobooks	7,000	364	5.2%	5,000	4,179	83.6%
YS Media	5,000	1,430	28.6%	7,000	2,185	31.2%
AS Media	48,000	5,179	10.8%	58,000	13,650	23.5%
Subtotal Electronic & Audio	269,000	33,328	12.4%	284,000	48,926	17.2%
Subtotal Library Materials	561,000	69,935	12.5%	586,500	104,191	17.8%
Operations						
Copiers and supplies	18,000	1,675	9.3%	20,000	685	3.4%
Office supplies	20,000	1,968	9.8%	14,000	5,357	38.3%
Custodial supplies	26,000	1,597	6.1%	22,000	3,989	18.1%
Postage	20,000	2,346	11.7%	20,000	3,368	16.8%
Printing & Marketing	38,000	3,833	10.1%	35,000	3,134	9.0%
Van lease & oper.	4,000	79	2.0%	4,000	29	0.7%
Gas and Electric	50,000	15,718	31.4%	60,000	10,524	17.5%
Telecommunications	18,000	2,893	16.1%	18,000	2,947	16.4%
Water	3,000	1,017	33.9%	2,700	941	34.9%
Taxes-sewer & water	3,400	-	0.0%	3,700	-	0.0%
Refund property taxes	10,000	1,307	13.1%	20,000	-	0.0%
Prof. Services	30,000	7,278	24.3%	30,000	12,940	43.1%
Contract Services	42,000	20,164	48.0%	42,000	749	1.8%
Insurance	29,000	26,749	92.2%	29,000	23,502	81.0%
Bank Fees	-	299	0.0%	-	-	0.0%
Travel/Conference	3,000	837	27.9%	8,000	(1,150)	-14.4%
Memberships	3,000	1,363	45.4%	3,000	244	8.1%
Special Programs	35,000	3,252	9.3%	43,000	4,789	11.1%
Furniture & Equipment	40,000	1,837	4.6%	50,000	11,303	22.6%
IT Hardware & Software	42,000	4,213	10.0%	42,000	15,081	35.9%
Bld & Grnd. Repair	40,000	7,151	17.9%	40,000	1,200	3.0%
Furn/Equip Repair	2,000	-	0.0%	2,000	-	0.0%
Miscellaneous	4,000	2,289	57.2%	3,500	5,445	155.6%
Audit Service	24,000	-	0.0%	24,000	-	0.0%
Accounting Service	15,000	14,010	93.4%	15,000	13,175	87.8%
UHLAN fees	52,000	14,424	27.7%	51,000	12,096	23.7%
Subtotal Operations	571,400	136,297	23.9%	601,900	130,349	21.7%
Capital Expenditures	100,000	-	0.0%	125,000	-	0.0%
Contingency	35,000	-	0.0%	-	-	0.0%
TOTAL	4,452,303	874,360	19.6%	4,479,700	875,173	19.5%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN SEPTEMBER 2021 BASED ON PRE-APPROVAL	\$	63,113.44
CHECKS DISBURSED IN SEPTEMBER 2021 RELATING TO PAYROLL	\$	192,143.70
CHECKS BEING SUBMITTED FOR APPROVAL		
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	90,833.49

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 10: MANUAL DISB (SEPT 21) For Dates 9/1/2021 - 9/30/2021**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39846	09/07/2021	2381	DANIEL PURCELL	220114	250.00
39847	09/07/2021	2066	KEVIN COFFEY	220106	241.75
39848	09/07/2021	1161	TOWN OF BETHLEHEM	220104	1,017.35
39849	09/07/2021	1607	VERIZON BUSINESS FIOS	220004	125.78
39850	09/07/2021	1607	VERIZON BUSINESS FIOS	220004	124.99
39854	09/16/2021	2087	**CONTINUED** CITIBANK		0.00
39855	09/16/2021	2087	CITIBANK	220073	923.79
39856	09/16/2021	2113	NYSIF DISABILITY BENEFITS	220120	692.20
39857	09/16/2021	1607	VERIZON BUSINESS FIOS	220004	100.78
39858	09/16/2021	1607	VERIZON BUSINESS FIOS	220004	199.99
39859	09/16/2021	2137	WEX BANK	220006	30.38
39860	09/22/2021	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,896.07
39861	09/22/2021	2383	MARK POLI	220137	250.00
39862	09/22/2021	720	MVP HEALTH PLAN, INC.		4,943.76
39863	09/22/2021	1570	NATIONAL GRID		5,298.63
39864	09/22/2021	2061	UNITED HEALTHCARE INSURANCE CO		148.10
39865	09/22/2021	2011	UTICA NATIONAL INSURANCE GROUP	220131	26,749.09
39866	09/22/2021	1607	VERIZON BUSINESS FIOS	220004	120.78

Number of Transactions: 18**Warrant Total: 63,113.44****Vendor Portion: 63,113.44****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 - 11: TRUST & AGENCY (SEPT 21) For Dates 9/1/2021 - 9/30/2021**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39851	09/15/2021	712	CIVIL SERVICE EMPL ASSOC INC.		957.29
39852	09/15/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39853	09/15/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39867	09/30/2021	712	CIVIL SERVICE EMPL ASSOC INC.		887.41
39868	09/30/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39869	09/30/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100589	09/15/2021	709	BPL SPECIAL PAYROLL ACCOUNT		67,578.01
100590	09/15/2021	710	NYS INCOME TAX BUREAU		4,158.63
100591	09/15/2021	1946	IRS - PAYROLL TAX PMT		23,238.59
100592	09/15/2021	2003	NEW YORK STATE DEFERRED		1,398.70
100593	09/30/2021	709	BPL SPECIAL PAYROLL ACCOUNT		64,409.88
100594	09/30/2021	710	NYS INCOME TAX BUREAU		3,693.41
100595	09/30/2021	730	NYS EMPLOYEES RETIREMENT SYSTE		2,667.45
100596	09/30/2021	1946	IRS - PAYROLL TAX PMT		21,275.76
100597	09/30/2021	2003	NEW YORK STATE DEFERRED		1,338.57

Number of Transactions: 15**Warrant Total: 192,143.70****Vendor Portion: 192,143.70****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 - 13: CASH DISB (OCT 21) For Dates 10/12/2021 - 10/12/2021**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39876	10/12/2021	1009	AMAZON CREDIT PLAN	220130	1,867.43
39877	10/12/2021	61	AQUASCAPE DESIGNS LLC	220000	70.00
39878	10/12/2021	77	BAKER & TAYLOR , INC.	220141	22,570.01
39879	10/12/2021	1186	BAKER AND TAYLOR ENTERTAINMENT	220139	309.98
39880	10/12/2021	1887	BPAS - ACCOUNTS RECEIVABLE	220132	1,500.00
39881	10/12/2021	103	BRODART INC	220143	1,289.99
39882	10/12/2021	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	220133	553.13
39883	10/12/2021	827	PHYLLIS CHAMBERS		445.50
39884	10/12/2021	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	220002	238.58
39885	10/12/2021	2390	DAWN COLLINS	220159	125.00
39886	10/12/2021	1220	DEMCO, INC	220035	13,589.15
39887	10/12/2021	2388	DISCOVER ALBANY	220161	75.00
39888	10/12/2021	1991	EASTERN MANAGED PRINT NETWORK LLC	220009	178.78
39889	10/12/2021	2215	ELM USA, INC	220145	76.99
39890	10/12/2021	2382	EVELYN NEALE	220125	500.00
39891	10/12/2021	1674	FINDAWAY	220117	1,547.13
39892	10/12/2021	1986	FIRSTLIGHT FIBER	220001	194.23
39893	10/12/2021	2361	FUN EXPRESS	220127	475.17
39894	10/12/2021	745	MARY HARTMAN		445.50
39895	10/12/2021	2322	KANOPY INC.	220162	1,152.00
39896	10/12/2021	1155	LAKESHORE LEARNING MATERIALS	220091	33.84
39897	10/12/2021	2352	MALWAREBYTES INC.	220122	2,046.75
39898	10/12/2021	2389	MARILYN MILLER	220160	75.00
39899	10/12/2021	2313	MARVIN AND COMPANY, P.C.	220121	4,500.00
39900	10/12/2021	1024	MIDWEST TAPE LLC	210524	4,182.94
39901	10/12/2021	1172	ANNE B MOSHER		445.50
39902	10/12/2021	1328	MOVIE LICENSING USA	220155	209.00
39903	10/12/2021	809	NANCY PIERI		445.50
39904	10/12/2021	2148	NORTHEAST PEST CONTROL	220008	199.00
39905	10/12/2021	2088	NYSID	220115	159.73
39906	10/12/2021	2121	NYSPSP	220047	593.97
39907	10/12/2021	1823	OVER DRIVE INC.	220152	9,975.99
39908	10/12/2021	450	PHILLIPS HARDWARE INC	220016	24.57
39909	10/12/2021	458	PITNEY BOWES INC	220012	460.41
39910	10/12/2021	1661	RCS COMMUNITY LIBRARY	220148	16.95
39911	10/12/2021	984	RESERVE ACCOUNT	220146	1,000.00
39912	10/12/2021	505	ROEMER WALLENS GOLD & MINEAUX	220136	2,162.60
39913	10/12/2021	2282	ROGER HELD PIANO SERVICE	220126	120.00
39914	10/12/2021	1951	S & S WORLDWIDE INC.	220092	214.24
39915	10/12/2021	1767	SCHOLASTIC, INC.	220093	30.95
39916	10/12/2021	2129	SOLUTIONS BY DESIGN, INC.	220109	12,515.99
39917	10/12/2021	2038	STAPLES BUSINESS ADVANTAGE	220023	283.40
39918	10/12/2021	2154	STERICYCLE, INC.	220013	41.02
39919	10/12/2021	2056	SUPERIOR PRESS	220116	139.78
39920	10/12/2021	2340	T-MOBILE	220015	266.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 13: CASH DISB (OCT 21) For Dates 10/12/2021 - 10/12/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39921	10/12/2021	2117	THE HYDE COLLECTION	220163	100.00
39922	10/12/2021	2380	TROY GROUP, INC.	220107	1,290.53
39923	10/12/2021	2344	ULINE, INC.	220129	155.58
39924	10/12/2021	2328	UNIFIRST CORPORATION	220017	183.66
39925	10/12/2021	1607	VERIZON BUSINESS FIOS	220004	199.99
39926	10/12/2021	1607	VERIZON BUSINESS FIOS	220004	100.78
39927	10/12/2021	1968	VERIZON WIRELESS	220003	100.55
39928	10/12/2021	645	W W GRAINGER INC	220007	910.20
39929	10/12/2021	1707	AUDREY WATSON		445.50

Number of Transactions: 54

Warrant Total: 90,833.49

Vendor Portion: 90,833.49

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

October 12, 2021 - Board of Trustee Meeting											
											12
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 Services	15 hrs/wk		\$14.17/hour or per contract	E. Sullivan	8/24/2020	9/14/2020				
Library Clerk PT	Public Services	19 hrs/wk		\$14.17/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Page PT	Collection Maintenance	9.8 hrs/wk		\$12.50/hour	K. Smith	12/2/2020	12/14/2020				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Librarian I PT	Public Services	9 hrs/wk		\$27.86/hour or per contract	A. Molineaux	4/30/2021	4/12/2021	Filled	M. Quinn	10/13/2021	Hire
Librarian II FT	Public Services	35 hrs/wk		\$63,207/annual or per contract	C. Brenner	8/31/2021	8/9/2021				
Library Clerk PT	Circulation Services	11.57 hrs/wk		\$14.17/hour or per contract	J. Defibaugh	6/9/2021	6/14/2021	Filled	B. Griffith	10/6/2021	Hire
Action Requested											
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	A. Russo	8/15/2021					
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.17/hour or per contract	M. Conte	10/22/2021					
Librarian 1 FT	Public Services	35 hrs/wk		\$54,440/annual or per contract	V. Russo	11/16/2021					
Librarian 1 FT - Temporary *	Public Services	35 hrs/wk		\$54,440/annual or per contract	N/A	N/A					
Positions Held											
None											
* Temporary; until ACCS lifts hold on filling Librarian II positions.											

Director's Report October 2021

Building and Grounds

We are still waiting for another quote for the coil repairs for the a/c unit on the roof. We continue to pursue government contract pricing as well, which could simplify procurement of this particular item.

I approved the replacement of the indoor side of the ductless split heat pump in the IT office. This item has never worked properly and replacing the mother board did not fix the ongoing issues. This is a relatively inexpensive install because the unit is not connected to the central HVAC computer.

Public Services

The Public Services staffers are working extremely hard to make sure patrons are complying with the library's mask policy as outlined in the Pandemic Response Plan. Over the past few weeks there has been a noticeable increase in the negative interactions with patrons on this issue. The police had to be called to remove one argumentative and abusive patron. Other patrons thanked the staff afterwards though dealing with this type of patron can be tiresome.

We are experiencing high turnover in this department right now. Since May we have had seven positions open up and two that had been held open since the beginning of the pandemic. Six of the nine positions are currently filled with others in process. The full-time librarian 2 position is on hold pending an Albany County Civil Service audit of the exam.

The diversity committee is working on ideas for classes to offer on this year's Staff Development Day. Challenges for this year will be holding the sessions in a safe manner and managing the lunch break. The staff will not be eating together as would normally happen. There are many logistical issues to figure out.

We are happy to have our BCSD student interns back in the library. They are here for about an hour and a half two days a week working on job readiness skills by participating in various projects in the library. We missed this partnership with the school during the last school year.

Tori created a video tutorial for our new service **Creativebug**. This offers thousands of award-winning art and craft video classes taught by recognized design experts and artists. It can be easily found on the library's website or at this link:
<https://www.creativebug.com/lib/bethlehemlibrary>

Programs and Outreach

Starting next month, we will be enacting a priority for Bethlehem Central school district residents for attendance at in-person programs. Attendance is very limited at this time and preference needs to be given to local taxpayers first. Open slots will become available to the general public a few days before the program.

Attendance for in-person programs will remain at 15 for now. Because of this some popular programs such as Little Sunday Music have been cancelled or rescheduled.

We will continue to hold as many outdoor programs as we can, particularly programs for children.

Program highlights:

Our early literacy programs continued to be held outdoors weather permitting. Kate's Music & Movement programs have had large crowds, with three programs with attendance over 50. Kate has received a lot of great compliments on the program from caregivers with several mentioning that the program is their child's favorite. One grandmother said that her grandchild talks about Music & Movement all the time.

Mary oversaw the first Coffee & Conversation program of the season and the first one held in-person since fall 2019. Twenty-five people attended this program on North American Music with Dawn Collins.

A large number of teens have signed up for book boxes starting this fall, 58 so far, with a total of 81 teens, including some siblings sharing boxes. The first delivery for the year will be in October.

Community outreach:

In-person collaborations with the schools continue to be a challenge since we are still not allowed to visit due to COVID-19 protocols.

Mary attended the last re-scheduled Thursday in the Park from this summer: Andy the Music Man. This successful program had a large attendance. The timing worked perfectly as the participants seemed to really enjoy one last family event before the start of school.

Tri-Village Nursery School visited the library for stories, music, and a craft out on the Green. Anne provided a great program for them under the tent during a light rain.

Tori participated in the Five River Fall Fest. She brought two crafts, library flyers, summer reading coloring posters, and spinach seeds from the seed library (because they can be planted in fall). She interacted with 237 people. Kids really enjoyed the crafts, and all the spinach seeds were taken except for one packet. People were happy to see the library participating in this event.

We worked with a local girl scout for her Bronze Star project. At her request we installed a Kids Making a Difference board in the hallway. This space is available to local teenagers under 18 who want to highlight their contributions to our community. Online signup coming soon!

Upcoming events:

We have some fun events coming up this month that the Board might be interested in helping out with. Both events will be held at the Elm Avenue Park (not at the library).

Tuesday, Oct. 19 - 4-6 pm Trick or Treat Storywalk - Children and their families are invited to take a hike on the Elm Ave. Park nature/fit trail loop and enjoy a self-led Halloween story. In conjunction with the Bethlehem Public Library, Parks and Recreation staff will be dressed up along the loop to hand out “treats.” Halloween bags will be provided.

Tuesday, Oct. 26 - 4-6 pm, Trunk or Treat - Children and teens are invited to join us at a Trunk or Treat community event, featuring creative trick-or-treating stations hosted by local groups and organizations such as the library Friends. This event is brought to you through a collaboration between the library and the Town of Bethlehem Parks and Recreation department. Board members are welcome to join us for the whole time or just for some of the event. Staff and volunteers working this event are encouraged to dress in costume or wear Halloween attire. Both events will involve passing out goodies to the children.

Circulation and Technical Services

Despite processing backlogs at the warehouse, we were able to add many items to the library collections this month. We are finally getting some of the most popular items on or before their street date again. We are still experiencing some delays but things appear to be improving.

We have replaced five of the dolls we circulate, they were becoming extremely worn from use. Due to their continued popularity we added five more additional dolls. Along with the journal that is included with each doll, we’re adding a copy of the book, *Making a Difference: Using Your Talents and Passions to Change the World*, to each dolls’ backpack.

Continuing Education and Committee Work

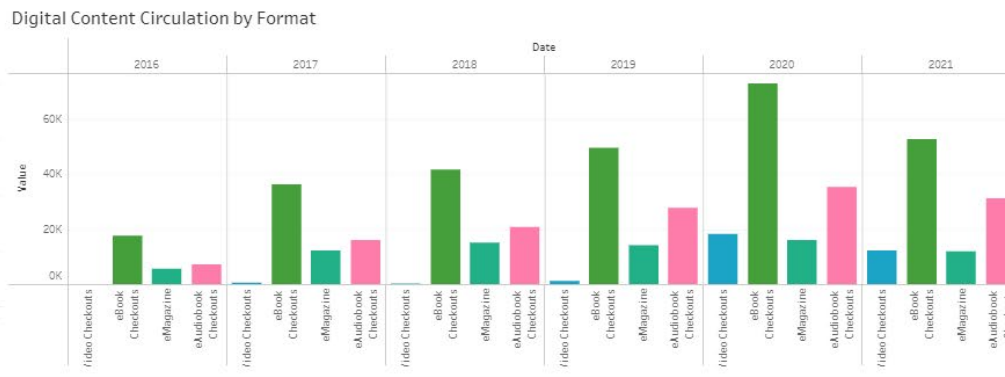
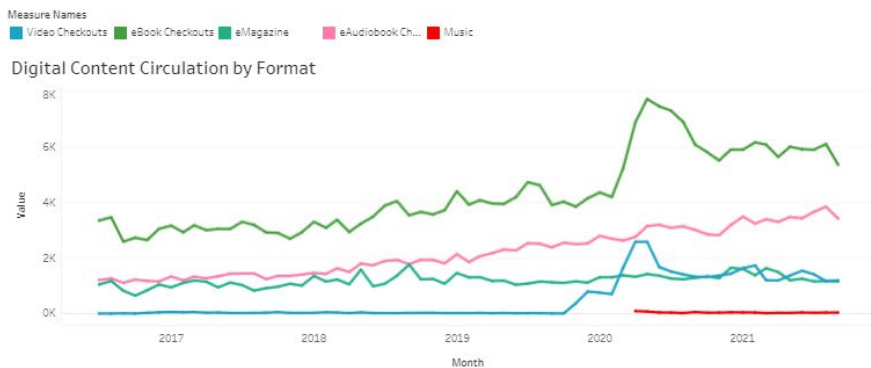
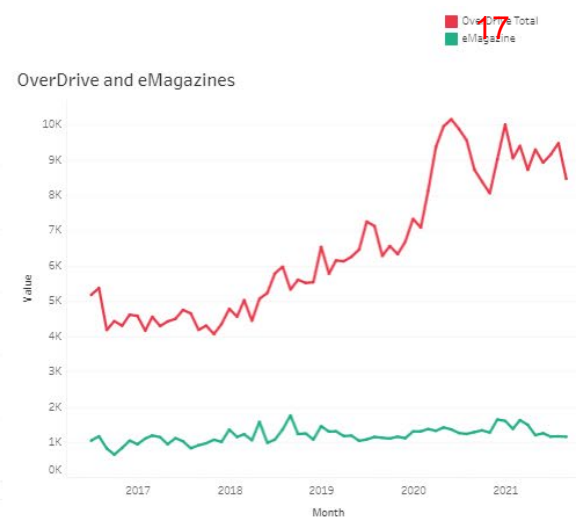
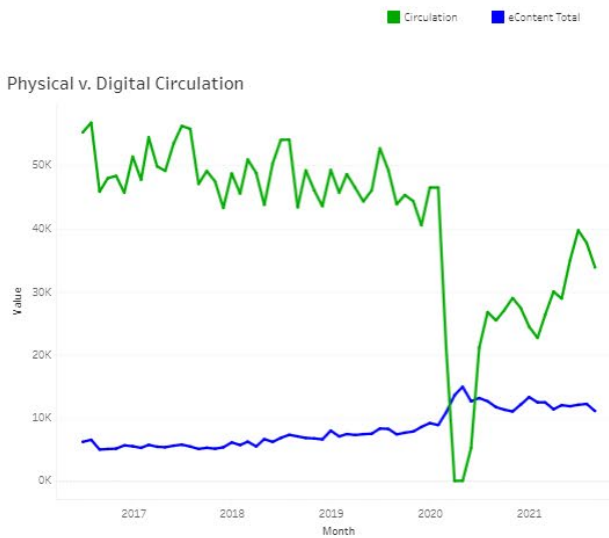
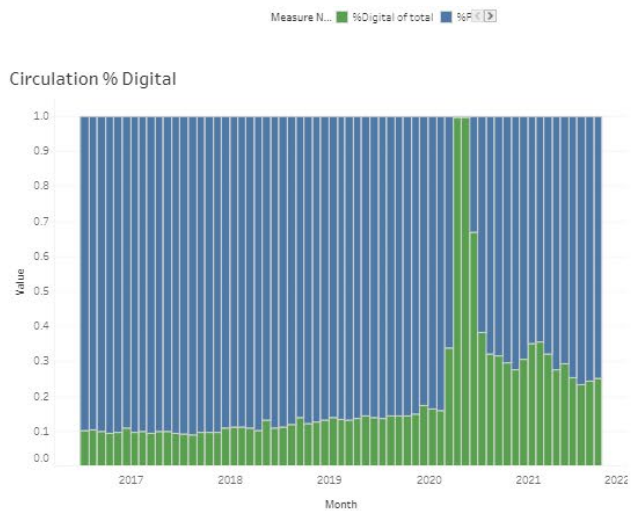
Sarah viewed the archived PLA webinar Re-Weaving the Culture through Inclusive Norms in the Public Library.

Luke viewed a variety of webinars and demonstrations:

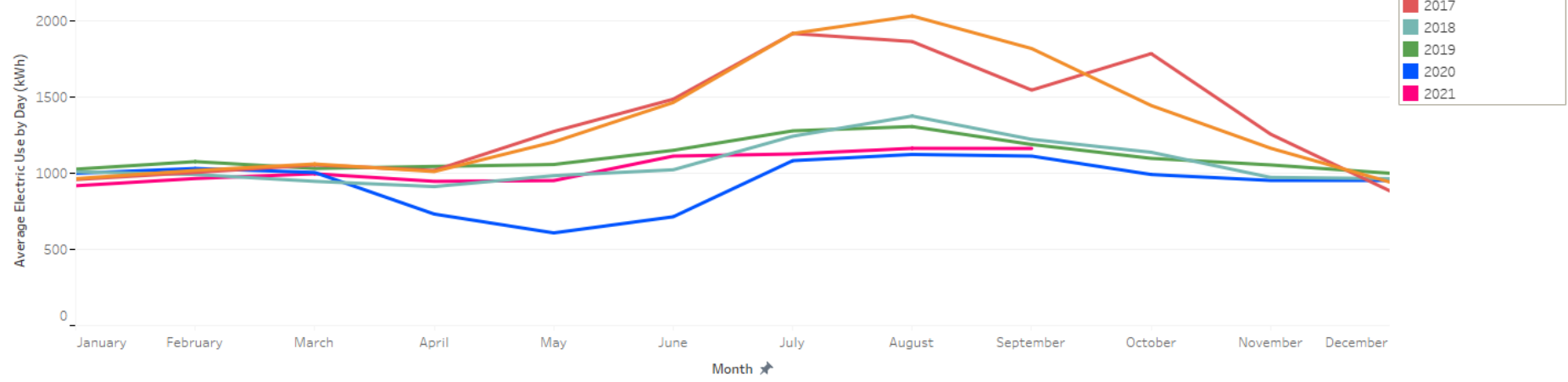
- Sierra 5.3: Introducing New Features – demonstration provided by UHLS
- Introducing Zoom Apps – demonstration sponsored by Zoom
- Dementia and Alzheimer's: Compassionately and Effectively Working with People with Dementia webinar provided by the Homeless Training Institute
- How to Deal with Problem Behaviors Related to COVID-19 webinar offered by the Homeless Training Institute

Geoffrey Kirkpatrick, Library Director

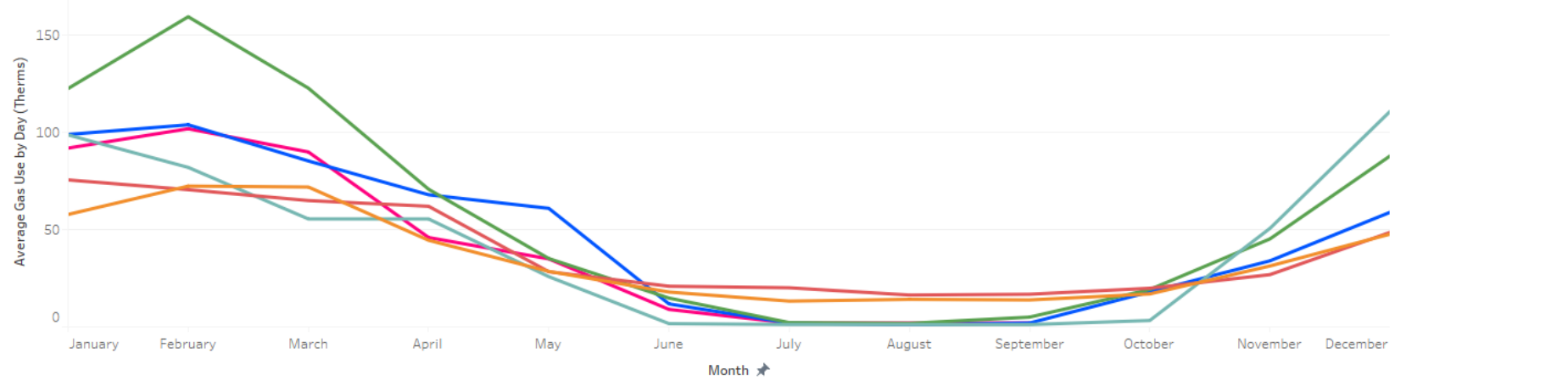
Library Collection				2020-21	Current Total
Adult fiction				27,576	26,981
Adult non-fiction				29,912	29,088
Adult audio				6,342	6,419
Adult video				8,146	8,301
Young adult fiction				5,372	5,562
Young adult nonfiction				492	518
Young adult audiobooks				418	417
Children's fiction				27,336	27,276
Children's non-fiction				15,910	15,652
Children's audiobooks				1,850	1,639
Children's video				1,961	1,637
OverDrive - UHLS Shared				100,026	103,443
e-magazines				3,582	2,575
Electronic (games, ereaders)				450	451
Total				229,373	229,959
Library Programs	Sep-21	Sep-20	% change	2020-21	F-Y-T-D
Programs	39	17	129.4%	211	110
Program attendance	1,669	154	983.8%	2,531	3,470
Outreach Programs	2	1	100.0%	450	6
Outreach Attendance	255	40	537.5%	1,357	1,416
Circulation	Sep-21	Sep-20	% change	2020-21	F-Y-T-D
Adult fiction	11,422	9,961	14.7%	122,358	37,242
Adult non-fiction	5,962	4,650	28.2%	62,005	18,863
Adult audio	4,296	3,446	24.7%	43,240	13,244
Adult video	5,741	3,921	46.4%	54,329	18,331
Adult magazines	1,451	1,537	-5.6%	19,130	4,354
Young adult fiction	1,461	1,520	-3.9%	18,086	5,473
Young adult nonfiction	117	97	20.6%	1,303	404
Young adult audiobooks	197	202	-2.5%	2,364	645
Young adult magazines	0	4	-100.0%	25	0
Children's fiction	10,226	8,877	15.2%	106,794	33,912
Children's non-fiction	2,330	1,841	26.6%	24,559	7,781
Children's audiobooks	977	677	44.3%	8,160	3,406
Children's video	492	263	87.1%	4,734	1,892
Children's magazines	0	4	-100.0%	91	1
Electronic (games, ereaders)	335	181	85.1%	2,772	1,284
Total	44,330	37,181	19.2%	469,949	146,155
Interlibrary Loan	Sep-21	Sep-20	% change	2020-21	F-Y-T-D
Borrowed from others	6,202	8,693	-28.7%	95,316	19,061
Loaned to others	4,341	5,557	-21.9%	64,417	13,776
Miscellaneous	Sep-21	Sep-20	% change	2020-21	F-Y-T-D
Visits to our home page	35,908	51,520	-30.3%	483,316	117,184
Public use of meeting rooms	23	0	und	0	46
Public meeting attendance	213	0	und	0	420
Staff use & library programs	5	0	und	0	5
Study room sessions	147	0	und	0	479
Tech room/ Studio use	0	0	und	0	0
Door count	11,643	1,541	und	41,521	37,346
Registered BPL borrowers	58	39	48.7%	562	300
Computer signups	715	41	1643.9%	860	1,896
Museum Pass use	111	29	282.8%	324	446
E-book use	5,338	6,050	-11.8%	73,602	17,276
E-audiobook use	3,412	2,999	13.8%	38,322	10,888
E-magazine use	1,155	1,286	-10.2%	16,380	3,482
Streaming video use	1,197	1,324	-9.6%	16,004	3,776
BCSD use via Overdrive	140	21	566.7%	1,643	321
Equipment	238	101	135.6%	1,379	782
Wireless Use	9,037	5,827	55.1%	75,484	27,013



Recent Electric Usage by Month (2016-2021)

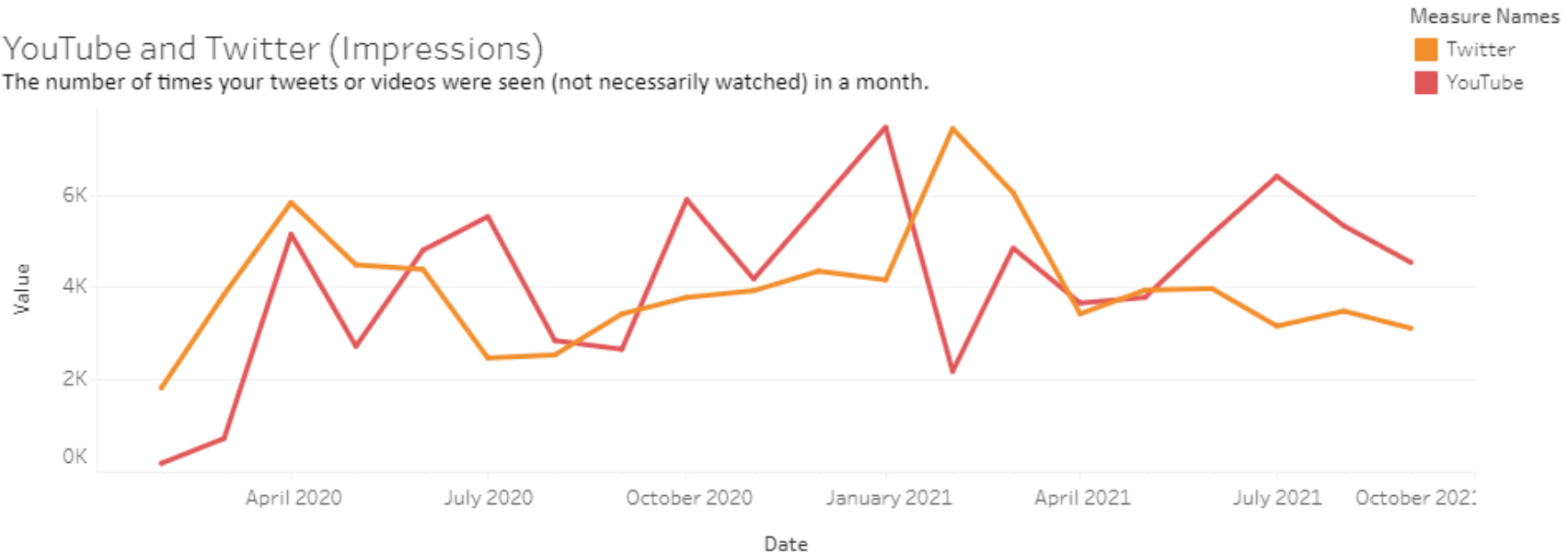


Recent Gas Usage by Month (2016-2021)



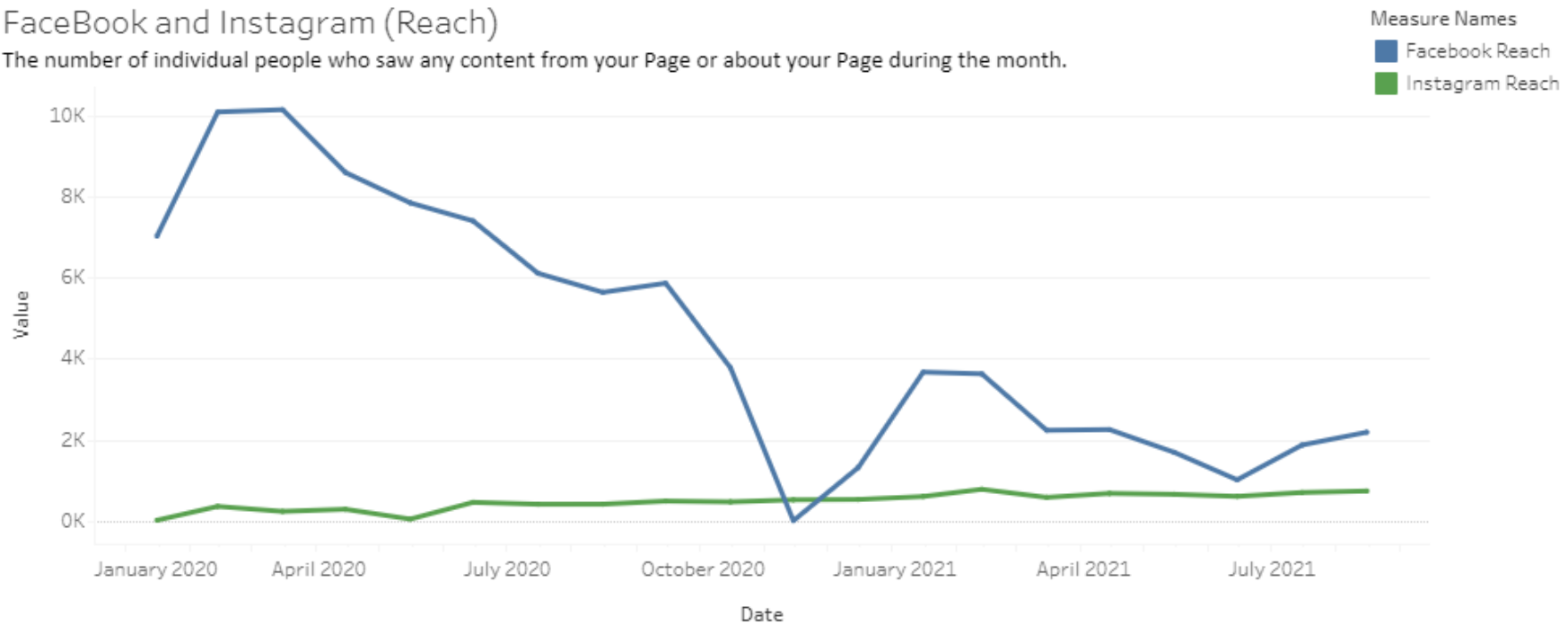
YouTube and Twitter (Impressions)

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

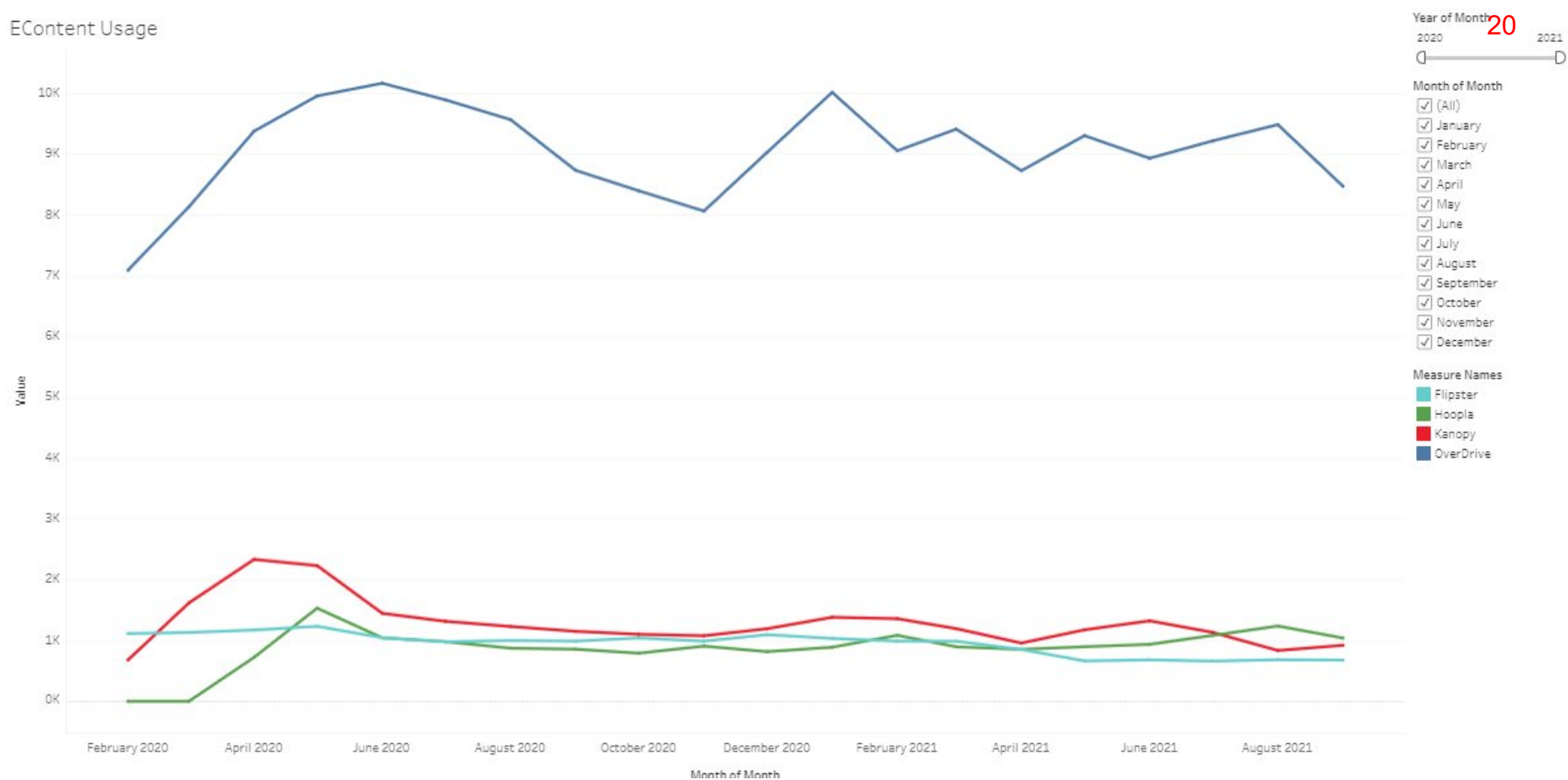


FaceBook and Instagram (Reach)

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



EContent Usage



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 Sept. 1, 2020; Nov. 9, 2020; Dec. 14, 2020; May 10, 2021; Xxxx
xx, 2021**

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) **unless the library progresses to a phase where masks are no longer required.**
- ~~Library patrons need to sanitize hands before entering the building.~~
- 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~~
- Public computer equipment will be provided at the director's discretion.
- Practice social distancing **when possible** while in the library or attending library events.
- ~~Patrons attending outdoor activities sponsored by the library agree to adhere to the library's mask and social distancing procedures as outlined in this policy.~~ These procedures may be updated by the library director informed by the CDC, NYS and Albany County Health Departments. The Library board will be notified of changes via email and changes will be discussed at the following month's board meeting.
- The library staff may require patrons to leave library property if they are unwilling to comply with these safety guidelines.

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.

22

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 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.

2021 NYLA Conference Attendance

	Number	Price	Total
Earlybird conference registration	2	\$229.00	\$458.00
Hotel per night	4	\$169.00	\$676.00
Meals and incidentals	6	\$61.00	\$366.00
Mileage @ \$0.61 per mile	394	\$0.61	\$240.34
Total cost for attendance			\$1,740.34



(DRAFT)

LONG RANGE SERVICES PLAN

2021-2024

Mission

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.

Strategic Connection: Space

Bethlehem Public Library will address space needs for programming, events, collections, quiet study, storage, staff workspaces, comfort and accessibility through the Long Range Facilities Master Plan.

Bethlehem Public Library plans to fulfill its mission by connecting our community and our world through three strategic directions:

Strategic Directions: Connecting our community; connecting our world

➤ Strategic Direction 1: Inclusion and Social Justice

To provide equal and uncensored access to resources and services the library must work to be an inclusive, socially just, and antiracist institution.

➤ Strategic Direction 2: Educate and Prepare

Fulfilling our mission to encourage lifelong learning, cultural enrichment, and professional growth we plan to direct our efforts to educate and prepare the community we serve.

➤ Strategic Direction 3: Sustain and Connect

With a focus on the quality of life in the community, region, and world that we serve, we aim to connect with our community to building a sustainable future.

Strategic Direction 1:
Inclusion and Social Justice

- Inclusion and Social Justice: Welcome Initiatives
 - Create physical and virtual welcome packets for new library card holders
 - Provide welcome packets for new BCSD families
 - Translate welcome materials into Mandarin Chinese and Spanish
 - Evaluate library signage and standardize
- Inclusion and Social Justice: Focus on perspective
 - Implement antiracism collection approaches
 - Review collection development and purchasing
 - Complete diversity audits in collection materials
 - Investigate library use trends by patron demographics and location
 - Establish targeted populations to build new user groups and increase overall library base
- Inclusion and Social Justice: Marketing (Kristen)
 - Maximize impact with current users and develop new audiences when possible (E-mail marketing)
 - Focus on promotion of services/collections as a whole. (Market important goal seasonably or weekly)
 - Encourage and establish procedures for effective peer-to-peer marketing (talking points and wildly important goal)
 - Increase awareness of long-range plan concepts and goals
 - Create a crisis communication response team and procedures
 - Evaluate effectiveness of current marketing toolkit and identify potential new opportunities
 - Prepare for a shift to a self-broadcasting content model.
 - Integrate marketing activities with existing outreach
 - Update website to maintain consistency and maximize user experience
 - Increase social media presence through marketing calendar and staff input/participation
 - Develop new marketing plan
 - Social media marketing for some regional literary library events
- Inclusion and Social Justice: Staff Training
 - Invest in social equity and social justice training, social work informed staff training, and programs to work with and for all library users
 - Encourage staff-led training opportunities
 - Encourage staff participation in national conferences or other opportunities
- Inclusion and Social Justice: Accessibility
 - Continue to market, increase, and amplify Books to People home delivery book and materials service
 - Cultivate increased e-content and add more usable interface for integrated digital content, readalikes and NoveList suggestions (separate Encore installation)
 - Hire an agency to perform physical accessibility audit for library space

Programming Focus: Inclusion and Social Justice

- Create a more intergenerational and cohesive programs and experiences
- Implement social justice and inclusion metric for all programming
- Offer timely, proactive programs based on current events

Make programming accessible to more populations (in-person, virtual, etc.)

Strategic Direction 2:
Educate and Prepare

- Prepare: Job Readiness
 - Create job application laptop with dedicated resources available at your fingertips
 - Identify external job readiness programs for new graduates and working professionals
 - Formalize volunteer coordinator and alternative pathways to employment role at library
- Prepare: Technology Literacy
 - Continue and increase digital literacy on current software applications through one-on-one, point-of-need assistance and scheduled classes
 - Provide access to and training on new and emerging technologies using targeted technology donations
 - Increase privacy and online security training
 - Purchase and invest in technology and training for digital reformatting available in the studio makerspace and for circulation

Programming Focus: Prepare

- Technology and digital literacy
- Life skills
- Financial literacy and planning
- Workforce development
- Educational enrichment (including local interest, environment, sustainability, history)
- Collaborate with and promote a connected, sustainable, and resilient community

Strategic Direction 3:
Sustain and Connect

- Sustain and Connect: Technology Infrastructure
 - Investigate municipal wi-fi
 - Invest in power access points outside the library and throughout library grounds
 - Explore purchase and installation of a generator
 - Expand Wi-Fi offerings and partnerships
 - Investigate Wi-Fi continuity for disaster preparedness using satellite internet and portable network kits (PNK)
 - Connect state-level broadband access programs to local library-provided resources
 - Provide Chromebooks for \$15-per month broadband users
 - Market state and federal broadband access initiatives
- Sustain and Connect: Resiliency
 - Offer environment programs each quarter
 - Become a Certified NYLA Sustainable Library
 - Support financial, environmental, and human centered sustainability in program, resource, and service offerings
- Sustain and Connect: Outreach
 - Expand pop-up library and off-site programming
 - Develop role of outreach coordinator

- Create connections and plan to reach homeschool families and virtual learner
- Investigate early literacy outreach libraries and resources at non-traditional locations (laundry mats, offices, etc.)
- Purchase mobile pop-up library vehicle
- Re-establish school outreach offerings and relationships
- Strengthen community connections and partnerships

Programming Focus: Sustain and Connect

- Caregiver support
- Health and wellness events and programming
 - Memory café, circulating memory kits, VR technologies)
- Social programming (engaging and interactive programs such as trivia, social cafes, games)

Books
are a



uniquely



portable



≡magic≡

- Stephen King

Books
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uniquely



portable



≡magic≡

- Stephen King

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uniquely



portable



≡magic≡

- Stephen King

Books²⁹
are a



uniquely



portable



≡magic≡

- Stephen King



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MY ACCOUNT

bethlehempubliclibrary.org

Sign up for email or text notices • Request or renew an item • Keep your place on the request list while on vacation • Check due dates and requests • Pay your fines online

MOBILE APP

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Manage your library account on the go • Store multiple accounts in one place

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