



## Board of Trustees Meeting

Tuesday November 8, 2021 6:00 pm (Community Room)

Watch here: <http://www.bethlehempubliclibrary.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>
- **Presentation of the annual audit**
- Review previous meeting minutes (p. 2-7)
- Financial report (p. 9-15)
  - Treasurer's update (p. 8)
- Personnel report (p. 16)
  - Personnel actions
- Director's report (p. 17-25)
- UHLS report
- New business
  - New York State Retirement invoice (p. 26-27)
  - Staff Development Day
- Old business
  - Long range plan
    - Process update
  - Building committee
    - Process update
- Future business
  - Fines
- Public participation
- Executive session
- Adjournment
  - Next board meeting: December 13, 2021 6:00pm (Community Room)
  - Next Friends of the Library meeting: December 20, 2021 (Annual Meeting)

MINUTES OF THE BOARD OF TRUSTEES MEETING  
 BETHLEHEM PUBLIC LIBRARY **DRAFT**  
 Tuesday October 12, 2021

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

Geoffrey Kirkpatrick, director  
 Kristen Roberts, recording secretary

EXCUSED: Michelle Walsh

GUESTS: Kate Lambert, CSEA Local 6015 president  
 Chris McGinty, assistant director  
 (virtual) Catherine Stollar Peters, assistant director  
 Anne Moore  
 Jared King

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

#### PUBLIC PARTICPATION

Jared King told the board he was asked to leave the library building a couple of weeks ago over a masking issue. He said that he appreciates the library's policy requiring masks for everyone regardless of vaccination status but felt that some situations might be over-enforced. He also asked for more information about the process that goes into selecting materials for the library.

Borthwick Avenue resident Anne Moore said she has been a neighbor of the library for 30 years. She encouraged the board to reach out to those in the neighborhood about their experiences living near the library and how that might fit in to any long range building plans. In response to a question from M. Kissinger, she stated that she would consider anyone who could see the library from their yard to be immediate neighbors. The board thanked her for her comments.

#### MINUTES

Minutes of the 13 September 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 presented her treasurer's report. She noted that the auditors had finished up their field work at the end of September, slightly ahead of schedule, and the library should expect a draft by the end of October. She said the finance committee would meet to review the draft prior to the November meeting.

M. Redmond said that the board might want to start thinking about the next year's audit process at the beginning of the 2022 calendar year since the authorizations done in July at the beginning of the fiscal year give little time to make any changes before the audit begins.

S. Whiting said she has included a summary of the fund balance and how it has grown over the past five years in the board packet. She noted that the library had accumulated approximately \$2 million in surplus since 2015 and has spent about \$800,000 of it on capital projects – primarily the HVAC project in 2018. She noted that the library budgets for capital expenditures every year but doesn't always spend it, making it available for future years.

M. Redmond said it was important to remember that some surplus in the fund balance is needed to cover operational expenses until all of the tax revenue is received. She also noted that the surplus amount is included in the budget graphic presented to the public every year before the vote to maintain transparency.

The board also discussed state construction grants and how the library would have to match any awarded funds with cash on hand and not bonded money.

On a MOTION by M. Redmond with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 September 2021 (Manual Disbursements \$63,113.44; Cash Disbursements/Accounts Payable \$90,833.49; Trust & Agency Disbursements/Salaries \$192,143.70; CapProject Fund/Hand-Drawn Checks \$0; Total: \$346,090.63).

#### PERSONNEL REPORT

The board reviewed the personnel report. G. Kirkpatrick said he is seeking to backfill three positions, including a Librarian I, and add a temporary Librarian I position to help cover the desk schedule until a Librarian II can be hired. He said the Librarian II list is currently being audited and no one can be hired from it until the audit is complete. H. Narang asked if there was any sense of how long the audit might take. G. Kirkpatrick said he didn't know and has reached out for an answer but hasn't gotten one yet.

M. Kissinger asked what would happen to the temporary position once the list is ready. G. Kirkpatrick said it would be eliminated and that anyone hired in the position would know that going into it. He said it could be an opportunity for someone right out of library school to get the necessary experience.

C. Brancatella asked if the library was experiencing challenges in hiring like some other industries. G. Kirkpatrick noted that while there has been some turnover, the library is not having trouble recruiting people.

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

- Library Clerk, part-time, permanent, 15 hours/week, \$14.17/hour or per contract
- Library Clerk, part-time, permanent, 11.67 hours/week, \$14.17/hour or per contract
- Librarian I, full-time, permanent, 35 hours/week, \$54,440/annual or per contract
- Librarian I, full-time, temporary, 35 hours/week, \$54,440/annual or per contract

## DIRECTOR'S REPORT

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

- G. Kirkpatrick said that staff has had to deal with a couple of visitors in recent weeks who are frustrated with masking. Police had to be called for one of those interactions, which was the first time it had to be done for a mask situation. He noted that the burden of these interactions is falling primarily on the librarians, and he wanted the board to be aware.
- The board discussed signage and other ways to make the public aware that the library is enforcing the mask rule. M. Redmond said the board supports the staff in these efforts. H. Narang asked if someone needed to be stationed at the door again. G. Kirkpatrick said the library has tried that, but staffing is just not available for another point of service. He noted that the majority of patrons are compliant with the mask policy, and he is thankful for that.
- Staff Development Day will take place in December and will include some type of in-person diversity training. Staff may be split for a hybrid in-person/virtual event.
- Preschool programs will start going virtual in November. Other programs may take place in person if that group can be vaccinated, but space is being limited to 15 people at a time for now.
- G. Kirkpatrick mentioned several upcoming Halloween events the board was welcome to take part in as volunteers.
- The technical services department has been proactive in processing books that had initially been done off site in order to get the new releases out sooner. The vendors have been experiencing a backlog in that area, but seem to be catching up.
- Statistics continue to show increases in e-material use over pre-pandemic times. H. Narang asked if the library would be shifting more funds to e-materials in light of the expected paper shortage impacting new physical releases. G. Kirkpatrick said that money has already been shifted to e-materials and will continue for the time being.
- G. Kirkpatrick said physical circulation also continues to grow, but the library is still not seeing a lot of people coming to study or hang out for extended periods of time.
- L. Scoons asked what would be used to make reservations for limited in-person events. G. Kirkpatrick said it would likely be library cards, but staff would work with individuals who can establish residency in other ways.

## UHLS REPORT

L. Scoons said the UHLS board was working with area systems to determine how to administer American Rescue Plan money that is available. There is approximately \$300,000 to be split among four systems. The focus for the spending will be on digital equity and inclusion, as well as museum partnerships. She also noted that the Anti-Racism Task Force has been renamed the Racial Equity Committee.

G. Kirkpatrick mentioned that the governor recently signed a trustee training law that would require a certain amount of training for elected trustees every year.

## NEW BUSINESS

### *Emergency patron conduct policy*

G. Kirkpatrick said the policy has been updated to include current practices and to bring the document in line with the phased reopening plan.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved updates to the Emergency Patron Conduct Policy.

*NYLA conference attendance*

G. Kirkpatrick said the annual conference is approaching and will be in person, masked and socially distanced. Overall attendance is expected to be down, and many BPL staffers were not interested in participating this year. G. Kirkpatrick was requesting permission for he and C. Stollar Peters to go.

On a MOTION by L. Scoons with a SECOND by C. Brancatella, the board unanimously approved NYLA conference attendance costs estimated at \$1,740.34.

*November board meeting location*

The community room will be hosting a program when the November board meeting is scheduled. The board room is available, but G. Kirkpatrick wants to limit the number of people in there to 5. The board discussed options for holding a hybrid in-person/remote meeting. The auditor is scheduled to present at the meeting but would be asked to do it remotely. S. Whiting said the related documents could be printed out and shared ahead of time. M. Kissinger recommended a hybrid meeting and said he would email board members asking their preferences for being in person or remote.

*Other new business*

No other new business.

## OLD BUSINESS

*Long range plan/facility report*

G. Kirkpatrick said he was looking to have the board accept the facilities master planning report prepared by architect Paul Mays as the building portion of the long range planning process. He noted that the report is not the library's design but rather a distillation of a design based on the architect's interpretation of the feedback received during the process.

On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board unanimously voted to accept the Bethlehem Public Library Master Planning Report prepared by architect Paul Mays of Butler Rowland Mays Architects, LLP.

G. Kirkpatrick said the Long Range Planning Committee would be meeting for one last time finalize the services portion of the plan. C. Wijeyesinghe suggested the meeting be held in person.

The board discussed where the facilities document would be available for the public to view and suggested it be highlighted on the home page carousel and social media. Anne Moore suggested the link be moved to the top of the board page as well.

*Building committee*

The building committee is proposing the board charge them with interviewing architecture firms to create a design based on concepts developed during the long range planning process. M. Redmond mentioned the concept of design/build, which integrates the design and construction process. G. Kirkpatrick said he is aware of a couple of firms that do design/build.

C. Wijeyesinghe suggested the board discuss the timeline and steps involved in moving forward. M. Redmond asked if there should also be a parallel discussion about funding. She said she is not sure the project could be done without a bond, and so it would be good to get some estimates for general costs that can be presented to the public. She said the library should reach out to the school district and see who they work with, as well as get some direction and find out the range of costs they are looking at.

On a MOTION by M. Redmond with a SECOND by H. Narang, the board unanimously voted to charge the Building Committee with interviewing architecture firms to create a design based on concepts developed during the long range planning process.

*Long range plan services committee*  
Discussed earlier.

*Other old business*  
None at this time.

## FUTURE BUSINESS

*Annual audit presentation in November*  
Discussed earlier.

### *Fines – ad hoc committee*

M. Kissinger said the fines discussion keeps coming up and he would like to set up a committee to take a deeper dive on the topic and make a recommendation. C. Wijeyesinghe asked what the process for discussing fines was before. G. Kirkpatrick said he and C. Stollar Peters had presented information and data previously to the whole board and that it is his opinion that eliminating fines is the way to go, but he is seeking input and direction on that from the board. C. Brancatella noted that earlier discussions had sometimes been set aside in the face of more immediate issues. G. Kirkpatrick said there is even more detailed data to examine from the time fines were halted during the pandemic. M. Kissinger asked who would be interested in serving on the ad hoc committee and C. Wijeyesinghe, L. Scoons and C. Brancatella volunteered.

On a MOTION by C. Wijeyesinghe with a SECOND by H. Narang, the board unanimously voted to create an ad hoc committee to discuss the elimination of library fines.

## PUBLIC PARTICIPATION

No public participation at this time.

## ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by H. Narang the board adjourned the regular meeting at 7:26pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES  
AD-HOC FINES COMMITTEE MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday, October 25, 2021 **DRAFT**

PRESENT: Caroline Brancatella  
Mark Kissinger  
Lisa Scoons  
Michelle Walsh  
Charmaine Wijeyesinghe

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director  
Catherine Stollar Peters, assistant director

\*All present via Zoom broadcast live on YouTube.

The meeting was called to order at 6pm.

FINES DISCUSSION

The committee discussed topics related to fines at the library.  
No action was taken.

ADJOURNMENT

The meeting was adjourned at 7:15pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

**Treasurer's Report  
November 2021**

Revenue and Expense Report

Expenses are tracking consistently with the prior year, and are about 6% underbudget. Salaries are underbudget by about 2.5%, due to a few open positions. On the revenue side, we have received 95% of budgeted real property taxes in four payments over the past two months. We expect to receive the remainder in April after the end of the state fiscal year.

Sharon Whiting CPA  
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 10/31/21

**SUMMARY OF CASH ACTIVITY**

<b>ACCOUNT</b>	<b>CASH BALANCE 9/30/2021</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>TRANSFERS</b>	<b>CASH BALANCE 10/31/2021</b>
TD Bank General Fund	1,808,695.07	1,518,178.32	(186,051.25)	(1,130,746.37)	2,010,075.77
TD Bank Payroll	-		(130,746.37)	130,746.37	-
TD Bank Money Market	3,827,497.12	338.77	-	1,000,000.00	4,827,835.89
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	9,616.85	2,666.50	(111.31)	-	12,172.04
<b>TOTAL:</b>	<b>5,645,809.04</b>	<b>1,518,517.09</b>	<b>(316,797.62)</b>	<b>(0.00)</b>	<b>6,850,083.70</b>

**INVESTMENTS**

None

Checks outstanding greater than 90 days old:

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

REVENUE & EXPENSE REPORT

4 MONTHS ENDED 10/31/21

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 4 MO. ENDED 10/31/2021	Percent YTD 10/31/2021	ANNUAL BUDGET 2020-2021	YTD PRIOR 4 MO. ENDED 10/31/2020	Percent YTD 10/31/2020
<b>REVENUE</b>						
Real Property Taxes	4,172,563	3,967,766	95.1%	4,172,563	3,934,612	94.3%
PILOT	219,570	217,234	98.9%	211,637	205,388	97.0%
Fines	15,000	6,807	45.4%	28,000	237	0.8%
Interest on Deposits	7,500	1,087	14.5%	30,000	2,005	6.7%
Lost Book Payments	-	3,078	0.0%	-	108	0.0%
Sale of Books	5,000	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	2,000	850	42.5%	1,000	1,410	141.0%
Photocopier	7,500	1,796	23.9%	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%
<b>Total Revenue</b>	<b>4,452,303</b>	<b>4,220,734</b>	<b>94.8%</b>	<b>4,479,700</b>	<b>4,143,760</b>	<b>92.5%</b>
<b>EXPENSES</b>						
Salaries	2,344,152	719,695	30.7%	2,363,565	691,269	29.2%
Retirement	323,103	-	0.0%	291,089	-	0.0%
Health Insurance	307,889	96,293	31.3%	310,433	101,301	32.6%
Other Benefits	209,759	72,313	34.5%	201,213	73,624	36.6%
Subtotal Salaries & Benefits	3,184,903	888,300	27.9%	3,166,300	866,193	27.4%
Library Materials - Print	292,000	61,520	21.1%	302,500	80,248	26.5%
Library Materials - Electronic & Audio	269,000	49,655	18.5%	284,000	88,034	31.0%
Subtotal Library Material	561,000	111,175	19.8%	586,500	168,282	28.7%
Operations	571,400	170,783	29.9%	601,900	164,398	27.3%
Capital Expenditures	100,000	12,497	12.5%	125,000	-	0.0%
Contingency	35,000	-				
<b>Total Expenses</b>	<b>4,452,303</b>	<b>1,182,756</b>	<b>26.6%</b>	<b>4,479,700</b>	<b>1,198,873</b>	<b>26.8%</b>

EXPENSES REPORT - DETAIL

4 MONTHS ENDED 10/31/21

FISCAL YEAR 2020-2021

Account Name	ANNUAL BUDGET 2021-2022	YTD ACTUAL 4 MO. ENDED 10/31/2021	Percent YTD 10/31/2021	ANNUAL BUDGET 2020-2021	YTD PRIOR 4 MO. ENDED 10/31/2020	Percent YTD 10/31/2020
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,203,711	376,430	31.3%	1,197,064	336,753	28.1%
Salaries-Support Staff	976,846	292,724	30.0%	996,099	304,222	30.5%
Salaries-Custodians	163,595	50,541	30.9%	170,402	50,294	29.5%
<b>Subtotal Salaries</b>	<b>2,344,152</b>	<b>719,695</b>	<b>30.7%</b>	<b>2,363,565</b>	<b>691,269</b>	<b>29.2%</b>
Retirement	323,103	-	0.0%	291,089	-	0.0%
Health Ins.	307,889	96,293	31.3%	310,433	101,301	32.6%
SocSec/Medicare	179,359	53,704	29.9%	180,813	52,470	29.0%
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%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,184,903</b>	<b>888,300</b>	<b>27.9%</b>	<b>3,166,300</b>	<b>866,193</b>	<b>27.4%</b>
<b>Library Materials</b>						
Adult books	171,000	40,758	23.8%	171,000	58,811	34.4%
Periodicals	18,000	100	0.6%	24,000	90	0.4%
YS Books	85,000	17,335	20.4%	85,000	19,920	23.4%
Special Collections	18,000	3,327	18.5%	22,500	1,428	6.3%
<b>Subtotal Print Materials</b>	<b>292,000</b>	<b>61,520</b>	<b>21.1%</b>	<b>302,500</b>	<b>80,248</b>	<b>26.5%</b>
Audiobooks	25,000	4,381	17.5%	30,000	11,042	36.8%
E-Collections	156,000	34,005	21.8%	156,000	55,424	35.5%
Electronic Resources	28,000	-	0.0%	28,000	-	0.0%
YS Audiobooks	7,000	447	6.4%	5,000	4,353	87.1%
YS Media	5,000	1,652	33.0%	7,000	2,185	31.2%
AS Media	48,000	9,170	19.1%	58,000	15,028	25.9%
<b>Subtotal Electronic &amp; Audio</b>	<b>269,000</b>	<b>49,655</b>	<b>18.5%</b>	<b>284,000</b>	<b>88,034</b>	<b>31.0%</b>
<b>Subtotal Library Materials</b>	<b>561,000</b>	<b>111,175</b>	<b>19.8%</b>	<b>586,500</b>	<b>168,282</b>	<b>28.7%</b>
<b>Operations</b>						
Copiers and supplies	18,000	2,686	14.9%	20,000	1,187	5.9%
Office supplies	20,000	4,941	24.7%	14,000	6,425	45.9%
Custodial supplies	26,000	2,722	10.5%	22,000	5,537	25.2%
Postage	20,000	5,310	26.5%	20,000	5,772	28.9%
Printing & Marketing	38,000	3,978	10.5%	35,000	3,659	10.5%
Van lease & oper.	4,000	119	3.0%	4,000	119	3.0%
Gas and Electric	50,000	20,985	42.0%	60,000	13,438	22.4%
Telecommunications	18,000	4,377	24.3%	18,000	4,328	24.0%
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	9,940	33.1%	30,000	14,370	47.9%
Contract Services	42,000	20,896	49.8%	42,000	1,163	2.8%
Insurance	29,000	26,749	92.2%	29,000	23,502	81.0%
Bank Fees	-	410	0.0%	-	-	0.0%
Travel/Conference	3,000	887	29.6%	8,000	(76)	-1.0%
Memberships	3,000	1,363	45.4%	3,000	1,607	53.6%
Special Programs	35,000	5,557	15.9%	43,000	5,259	12.2%
Furniture & Equipment	40,000	1,837	4.6%	50,000	22,415	44.8%
IT Hardware & Software	42,000	10,107	24.1%	42,000	17,824	42.4%
Bld & Grnd. Repair	40,000	7,368	18.4%	40,000	3,242	8.1%
Furn/Equip Repair	2,000	197	9.8%	2,000	-	0.0%
Miscellaneous	4,000	3,596	89.9%	3,500	5,915	169.0%
Audit Service	24,000	6,000	25.0%	24,000	2,500	10.4%
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%
<b>Subtotal Operations</b>	<b>571,400</b>	<b>170,783</b>	<b>29.9%</b>	<b>601,900</b>	<b>164,398</b>	<b>27.3%</b>
Capital Expenditures	100,000	12,497	12.5%	125,000	-	0.0%
Contingency	35,000	-	0.0%	-	-	0.0%
<b>TOTAL</b>	<b>4,452,303</b>	<b>1,182,756</b>	<b>26.6%</b>	<b>4,479,700</b>	<b>1,198,873</b>	<b>26.8%</b>

**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN SEPTEMBER 2021 BASED ON PRE-APPROVAL	\$	36,881.79
CHECKS DISBURSED IN SEPTEMBER 2021 RELATING TO PAYROLL	\$	189,082.34
CHECKS BEING SUBMITTED FOR APPROVAL	\$	69,101.39
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 14: MANUAL DISB - OCT 21 For Dates 10/1/2021 - 10/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39870	10/04/2021	1833	BLUESHIELD OF NORTHEASTERN NY		2,174.57
39871	10/04/2021	2386	GEOFF HOFFMAN	220150	238.77
39872	10/04/2021	2387	GEORGE EDWARD HACK	220154	250.00
39873	10/04/2021	2385	MICHAEL BRUNK	220149	250.00
39874	10/04/2021	1607	VERIZON BUSINESS FIOS	220004	125.78
39875	10/04/2021	1607	VERIZON BUSINESS FIOS	220004	124.99
39933	10/12/2021	1424	AFLAC NEW YORK		363.32
39934	10/12/2021	1581	UNITED STATES POSTAL SERVICE	220169	1,450.58
39935	10/19/2021	2087	**CONTINUED** CITIBANK		0.00
39936	10/19/2021	2087	CITIBANK	220177	1,978.60
39937	10/19/2021	1570	NATIONAL GRID		5,266.61
39938	10/19/2021	1607	VERIZON BUSINESS FIOS	220004	120.78
39939	10/19/2021	2137	WEX BANK	220006	19.60
39943	10/26/2021	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,043.16
39944	10/26/2021	720	MVP HEALTH PLAN, INC.		3,089.85
39945	10/26/2021	2061	UNITED HEALTHCARE INSURANCE CO		134.41
39946	10/26/2021	1607	VERIZON BUSINESS FIOS	220004	125.78
39947	10/26/2021	1607	VERIZON BUSINESS FIOS	220004	124.99

Number of Transactions: 18

**Warrant Total: 36,881.79**

**Vendor Portion: 36,881.79**

### 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 - 15: TRUST & AGENCY (OCT 21) For Dates 10/1/2021 - 10/31/2021**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39930	10/15/2021	712	CIVIL SERVICE EMPL ASSOC INC.		887.41
39931	10/15/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39932	10/15/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39940	10/29/2021	712	CIVIL SERVICE EMPL ASSOC INC.		887.41
39941	10/29/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39942	10/29/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100598	10/15/2021	709	BPL SPECIAL PAYROLL ACCOUNT		63,481.15
100599	10/15/2021	710	NYS INCOME TAX BUREAU		3,667.06
100600	10/15/2021	1946	IRS - PAYROLL TAX PMT		21,039.12
100601	10/15/2021	2003	NEW YORK STATE DEFERRED		1,367.99
100602	10/29/2021	709	BPL SPECIAL PAYROLL ACCOUNT		67,265.22
100603	10/29/2021	710	NYS INCOME TAX BUREAU		3,843.57
100604	10/29/2021	730	NYS EMPLOYEES RETIREMENT SYSTE		2,714.29
100605	10/29/2021	1946	IRS - PAYROLL TAX PMT		22,050.55
100606	10/29/2021	2003	NEW YORK STATE DEFERRED		1,338.57

**Number of Transactions: 15****Warrant Total: 189,082.34****Vendor Portion: 189,082.34****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 - 16: CASH DISB (NOV 21) For Dates 11/9/2021 - 11/9/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39948	11/09/2021	1009	AMAZON CREDIT PLAN	220185	3,040.26
39949	11/09/2021	77	BAKER & TAYLOR , INC.	220198	19,381.14
39950	11/09/2021	1186	BAKER AND TAYLOR ENTERTAINMENT	220164	22.06
39951	11/09/2021	89	BETHLEHEM C OF C	220183	405.00
39952	11/09/2021	1693	CASTLETON PUBLIC LIBRARY	220189	3.99
39953	11/09/2021	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	220002	238.58
39954	11/09/2021	1463	EAST GREENBUSH COMM LIBRARY	220182	9.99
39955	11/09/2021	1991	EASTERN MANAGED PRINT NETWORK LLC	220009	92.35
39956	11/09/2021	1674	FINDAWAY	220186	292.44
39957	11/09/2021	1986	FIRSTLIGHT FIBER	220001	174.95
39958	11/09/2021	2171	HISTORIC CHERRY HILL	220197	40.00
39959	11/09/2021	2201	LANE PRESS OF ALBANY	220011	3,140.00
39960	11/09/2021	2313	MARVIN AND COMPANY, P.C.	220168	5,700.00
39961	11/09/2021	1024	MIDWEST TAPE LLC	220176	2,257.96
39962	11/09/2021	1024	MIDWEST TAPE LLC	220171	906.75
39963	11/09/2021	2088	NYSID	220115	303.42
39964	11/09/2021	1823	OVER DRIVE INC.	220195	10,477.65
39965	11/09/2021	1661	RCS COMMUNITY LIBRARY	220181	14.00
39966	11/09/2021	505	ROEMER WALLENS GOLD & MINEAUX	220188	400.01
39967	11/09/2021	2092	SENSOURCE, INC	220173	1,040.00
39968	11/09/2021	1550	STANLEY ACCESS TECH	220174	596.26
39969	11/09/2021	2038	STAPLES BUSINESS ADVANTAGE	220138	818.65
39970	11/09/2021	2173	THE OLANA PARTNERSHIP	220196	150.00
39971	11/09/2021	632	UPPER HUDSON LIBRARY SYSTEM	220167	19,371.35
39972	11/09/2021	1968	VERIZON WIRELESS	220003	100.49
39973	11/09/2021	746	VOORHEESVILLE PUBLIC LIBRARY	220180	21.95
39974	11/09/2021	645	W W GRAINGER INC	220007	102.14
<b>Number of Transactions: 27</b>				<b>Warrant Total:</b>	<b>69,101.39</b>
				<b>Vendor Portion:</b>	<b>69,101.39</b>

### 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

November 8, 2021 - Board of Trustee Meeting											
<b>Personnel Report</b>											
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
<b>Previously Approved to Fill</b>											
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 Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Page PT	Collection Maintenance	9.8 hrs/wk		\$12.50/hour	K. Smith	12/2/2020	12/14/2020				
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	15 hrs/wk		\$14.17/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.17/hour or per contract	M. Conte	10/22/2021	10/12/2021	Filled	D. Travers	11/1/2021	Hire
Librarian 1 FT	Public Services	35 hrs/wk		\$54,440/annual or per contract	V. Russo	11/16/2021	10/12/2021				
Librarian 1 FT - Temporary *	Public Services	35 hrs/wk		\$54,440/annual or per contract	N/A	N/A	10/12/2021				
<b>Action Requested</b>											
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$12.50/hour	M. Samonte	11/16/2021					
<b>Positions Held</b>											
None											
* Temporary; until ACCS lifts hold on filling Librarian II positions.											

## **Director's Report November 2021**

### **Building and Grounds**

The grounds are almost ready for the winter. The underground sprinkler system has been winterized.

### **Public Services**

We have received a few comments from members of groups that meet at the library. They are having some trouble reserving the Community Room on weekday evenings, the most in-demand time. The Public Services librarians are booking the rooms so that there is availability for programs. The primary purpose of the room is for library programs, though we work to be as accommodating as possible for our community groups as well.

The Public Services Department has begun testing the new studio setup in conjunction with Rabbi Simon, one of our longtime studio users. Once the bugs are worked out we will open the Studio Makerspace for limited hours to begin with.

Michael is working through the pandemic backlog for booked exhibit spaces in the hallways. The hallways are booked through May 2022, with one hallway to fill in December. The plan is to schedule the Staff/Trustee/Friends Art Show for March 2022. Many artists are asking to reserve exhibit spaces. A self-reservation feature will be added to the Book A Space tab on the library Web page in early 2022. This will necessitate an update the Displays and Exhibit policy.

### **Programs and Outreach**

Our annual Trick or Treat program in the library was slightly different this year, we expanded the times the young children could stop into the library. While the numbers were much lower than previous years, 97 people stopped by and enjoyed themselves. The staff once again participated by dressing up in costume and handing out goodies.

The library participated in The Great Give Back statewide library initiative. Sarah oversaw the collection of several hundred donated items for the Bethlehem Food Pantry and a program for the community to decorate cards that were delivered to residents living at Atria next door. (Photos below.)

Anne collaborated with a Cornell Cooperative Extension educator to provide two programs on parenting during the pandemic, Raising Resilient Kids [Tweens and Teens] in Times of Stress. The presenter allowed her presentation slides to be shared with each of the participants.

The library hosted a virtual program with New York Times bestselling author Jean Hanff Korelitz. While the program was originally scheduled to be held in person, the author was extremely accommodating by joining us virtually when COVID numbers started rising in the area and the number of people that could be in the community room for a library sponsored program was reduced. The program was tailored around the author answering questions by

librarian facilitator Anne and the participants. Prior to the author visit, Anne and her Day Books group discussed her novel “The Plot.” Anne said the group “enjoyed the plot twists of the novel and had ample material to discuss. The group was looking forward to the author visit.”

Craft programs for adults continue to be popular. Several were held in October: burlap pillows, tie-dye T-shirts, and alcohol ink coasters. (Photos below.)

The Wordless Picture Book Exploration program was an engaging presentation by local author Linda MacRitchie Graf about her latest published wordless picture book, “Treasure in the Trunk.” Michelle provided a brief presentation on the benefits of wordless picture books for emerging readers along with a caregiver/child early literacy activity. (Photos below.)

### **Community Outreach**

October is always a busy month for outreach programs, with all the fall festivals and Halloween events we are invited to. This year we were invited to some last-minute elementary school Trunk or Treat events.

Tori participated in the town’s Halloween Hay Day. She saw a large crowd who were very happy to have the library there. They enjoyed coloring Halloween bookmarks and making Halloween otter signs. Tori also gave out some treats, including Halloween slap bracelets.

At a Story Walk Trick or Treat event, children and their families were 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 were dressed up along the loop to hand out treats. Five members of the Friends and a library trustee join in on the fun. The event was attended by 71 people.

The library collaborated with the Town Parks and Recreation department to offer the 2<sup>nd</sup> annual Trunk or Treat at Elm Ave. Park. While the event had to be rescheduled a couple of days later due to the weather, it was still heavily attended by 1,175 people. This event provided the opportunity for children and teens to stop at trick-or-treating stations hosted by local groups and organizations. Mary, Luke and Patti organized the event and created the library van decorations, which was a hit with the participants. Two members of the Friends and a Board member joined us in handing our goodies. The Friends gave out bags and mini kaleidoscopes. Kristen added some Halloween spirit to the Friend’s logo on the stickers for the bag.

The van’s Trunk or Treat decorations were also used for events at a couple of elementary schools. Kate and Chris attended the Slingerland’s Trunk or Treat sponsored by the PTO, where they engaged with 545 participants. Chris attended Elsmere’s Trunk or Treat event sponsored by the PTO, which was a slightly smaller group of 395 people.

Anne held a story time and craft on the Green for the Tri-Village Nursery School. Mary had a visit from 15 BCHS students from the special education classes. She provided them with a tour of the library to show the different collections. Many of the students needed to update or get new library cards. Thank you to the Circulation Department for making this process so

easy and smooth. Each teen was able to check out a book while they were here. The teacher was grateful that we were able to put together a great visit on such short notice.



Halloween Hay Day



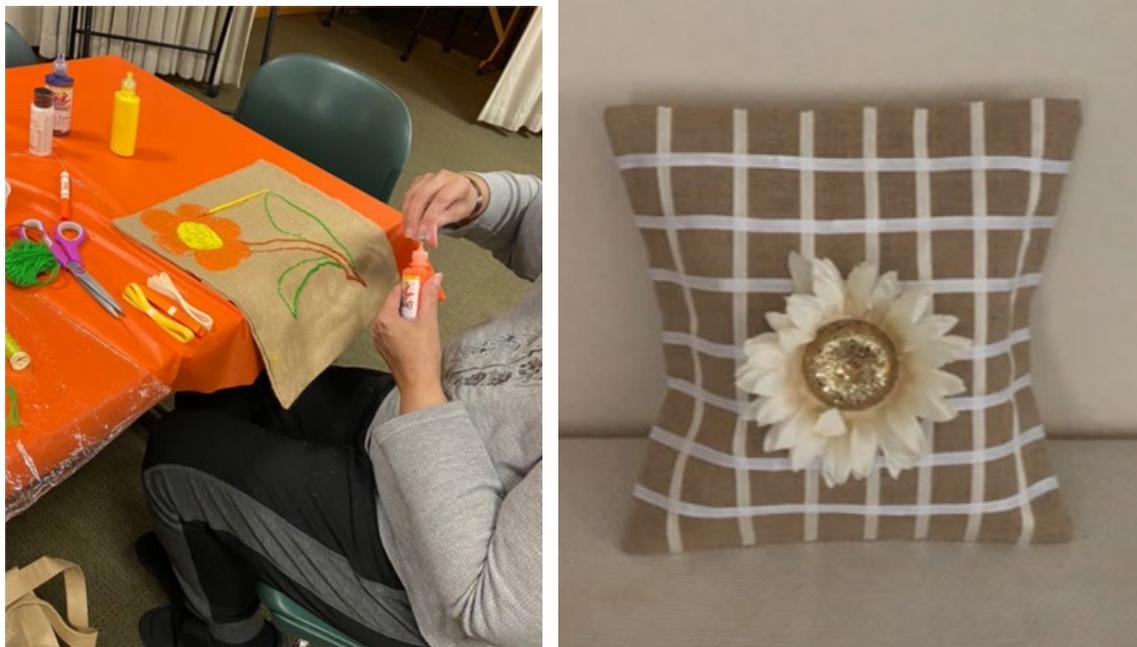
Trunk or Treat – library van decoration



Great Give Back - Cleaning Supply Donations



Great Give Back - Card Making for Older Adults



Burlap pillows



Wordless Picture Book Exploration (*photos provided by a friend of the author*)

### **Circulation and Technical Services**

The Technical Services Department continues to see a high number of new items as supply chains emerge from the pandemic. Some items continue to come in unprocessed, these require a significant amount of extra work. Some processed items are also coming in.

We are developing physical and electronic welcome packets for new Bethlehem and Upper Hudson Library System library card registrants. The welcome packet will include a coupon for a free tour of the library, free children's book, welcome pamphlet, books to people information (for BETH library cards), welcome letter from the director, USB drive, and coloring sheet and pencils. We will translate the welcome letter and pamphlet into Spanish and Chinese to reach

speakers of the most popular (non-English) spoken languages in our district. We also have library registration cards printed in Spanish and Chinese that we will start to use at the circulation desk.

We have updated the advanced searching options in Encore our online catalog to include the Hindi language in response to patron requests. The entire online catalog interface can be used in English or Spanish (this has been an option since we started using Encore.)

We are finalizing the schedule for Staff Development Day. We will have scheduled training on implicit bias and microaggressions from Dr. Diane Goodman, the state of the library, annual compliance information, EAP resource information, staff team building exercises, boxed lunch (to eat on our own) and more.

### **Continuing Education and Committee Work**

Geoff has been asked to chair the search committee for the next Executive Director at the New York Library Association

Anne, Chris, and Kate are participating in the **Evaluating, Auditing, and Diversifying Your Collections** online course to cultivate and promote inclusive, equitable collections. This 3-week course, sponsored by Library Journal, covers a range of topics that will help us evaluate books and media through an inclusive lens that includes the experiences of people of color, LGBTQIA+ people, and ethnic, cultural, and religious minorities. This course involves live training webinars, small group discussions, and other assignments. While this is a very time-consuming training, it will be worth it as we begin to assess our material collection and acquisitions.

Anne

- Evaluating, Auditing, and Diversifying Your Collections (see above)
- Doing As We Say: The Role of Language in Libraries' Equity Work - archived webinar sponsored by UHLS Anti-Racism Task Force.
- Kicked Out!: How to safely ask someone to leave (without calling the police) - Ryan Dowd webinar training
- Booklist Webinar: Winter Book Club Picks - archived webinar

Kate

- Evaluating, Auditing and Diversifying Your Collections (see above)

Sarah

- How to be More Inclusive in Your Readers' Advisory Work - Webjunction webinar
- OurStoryBridge: Creating Community Through Stories - Webjunction webinar

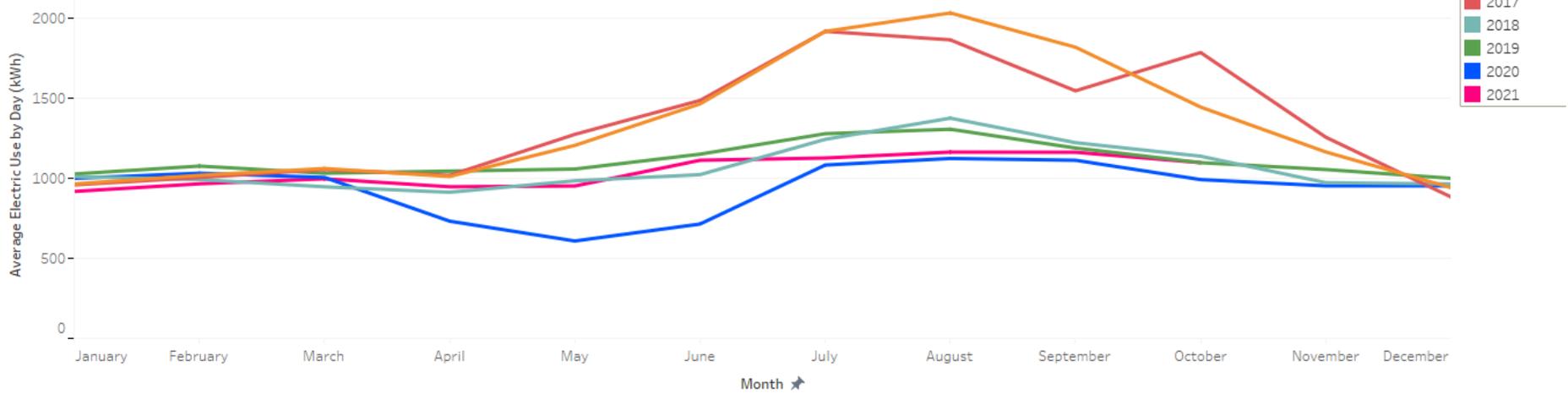
Geoffrey Kirkpatrick, Library Director

Library Collection				2020-21	Current Total
Adult fiction				27,576	27,408
Adult non-fiction				29,912	29,285
Adult audio				6,342	6,147
Adult video				8,146	8,216
Young adult fiction				5,372	5,656
Young adult nonfiction				492	534
Young adult audiobooks				418	418
Children's fiction				27,336	27,370
Children's non-fiction				15,910	15,928
Children's audiobooks				1,850	1,613
Children's video				1,961	1,612
OverDrive - UHLS Shared				100,026	105,353
e-magazines				3,582	2,575
Electronic (games, ereaders)				450	423
Total				229,373	232,538
Library Programs	Oct-21	Oct-20	% change	2020-21	F-Y-T-D
Programs	43	25	72.0%	211	153
Program attendance	673	255	163.9%	2,531	4,143
Outreach Programs	5	9	-44.4%	450	11
Outreach Attendance	2,442	332	635.5%	1,357	3,858
Circulation	Oct-21	Oct-20	% change	2020-21	F-Y-T-D
Adult fiction	11,305	9,901	14.2%	122,358	48,547
Adult non-fiction	5,973	4,702	27.0%	62,005	24,836
Adult audio	4,424	3,347	32.2%	43,240	17,668
Adult video	6,005	4,476	34.2%	54,329	24,336
Adult magazines	1,598	1,830	-12.7%	19,130	5,952
Young adult fiction	1,476	1,278	15.5%	18,086	6,949
Young adult nonfiction	103	99	4.0%	1,303	507
Young adult audiobooks	227	159	42.8%	2,364	872
Young adult magazines	0	3	-100.0%	25	0
Children's fiction	10,893	9,228	18.0%	106,794	44,805
Children's non-fiction	2,502	2,017	24.0%	24,559	10,283
Children's audiobooks	952	623	52.8%	8,160	4,358
Children's video	694	506	37.2%	4,734	2,586
Children's magazines	0	10	-100.0%	91	1
Electronic (games, ereaders)	389	202	92.6%	2,772	1,673
Total	46,541	38,381	21.3%	469,949	192,696
Interlibrary Loan	Oct-21	Oct-20	% change	2020-21	F-Y-T-D
Borrowed from others	6,030	7,198	-16.2%	95,316	25,091
Loaned to others	4,296	5,697	-24.6%	64,417	18,072
Miscellaneous	Oct-21	Oct-20	% change	2020-21	F-Y-T-D
Visits to our home page	180,713	49,134	267.8%	483,316	1,102,676
Public use of meeting rooms	29	0	und	0	75
Public meeting attendance	299	0	und	0	719
Staff use & library programs	13	0	und	0	18
Study room sessions	189	0	und	0	668
Tech room/ Studio use	2	0	und	0	2
Door count	12,720	3,033	und	41,521	50,066
Registered BPL borrowers	60	33	81.8%	562	360
Computer signups	863	0	und	860	2,759
Museum Pass use	106	37	186.5%	324	552
E-book use	5,524	5,789	-4.6%	73,602	22,800
E-audiobook use	3,671	2,845	29.0%	38,322	14,559
E-magazine use	1,381	1,337	3.3%	16,380	4,863
Streaming video use	1,163	1,312	-11.4%	16,004	4,939
BCSD use via Overdrive	286	160	78.8%	1,643	607
Equipment	273	91	200.0%	1,379	1,055
Wireless Use	8,555	6,575	30.1%	75,484	35,568

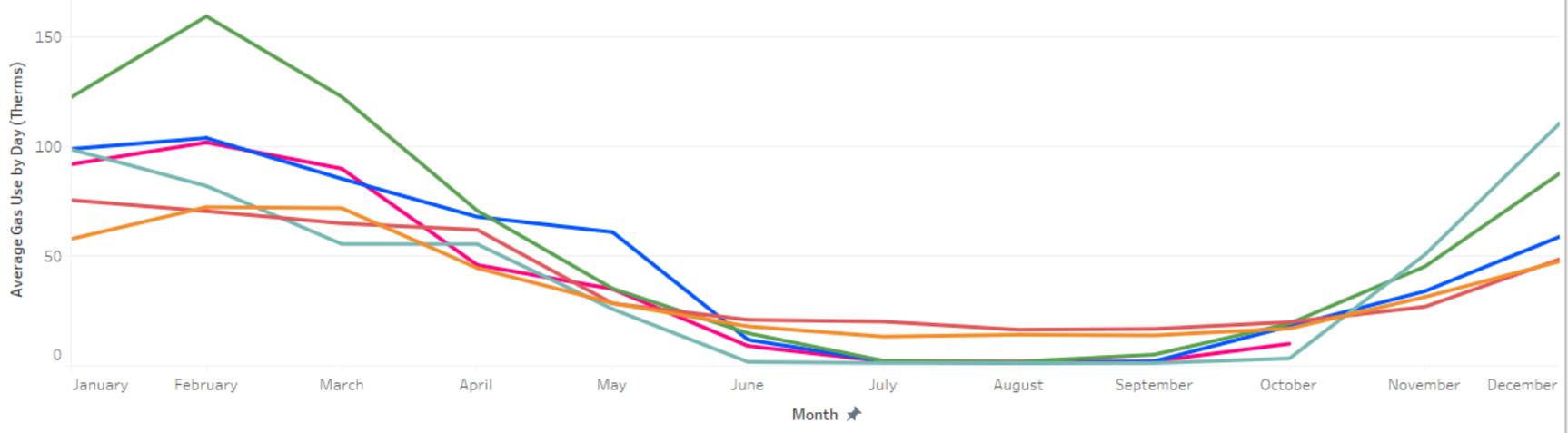
# Gas and Electric Usage

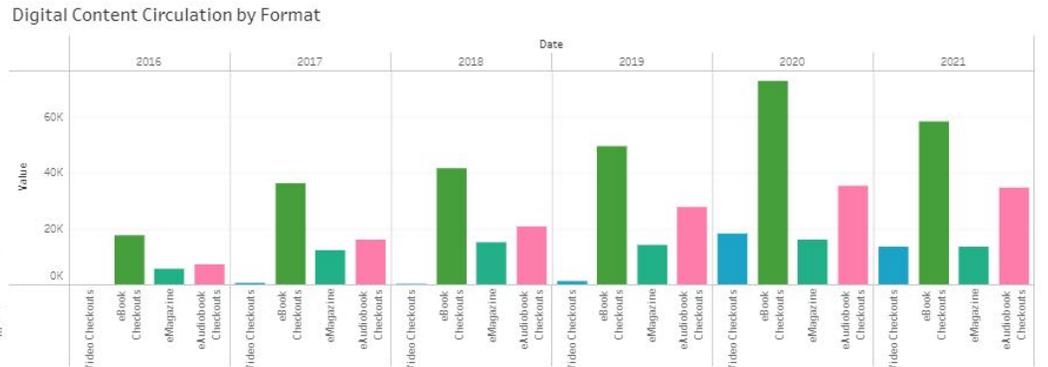
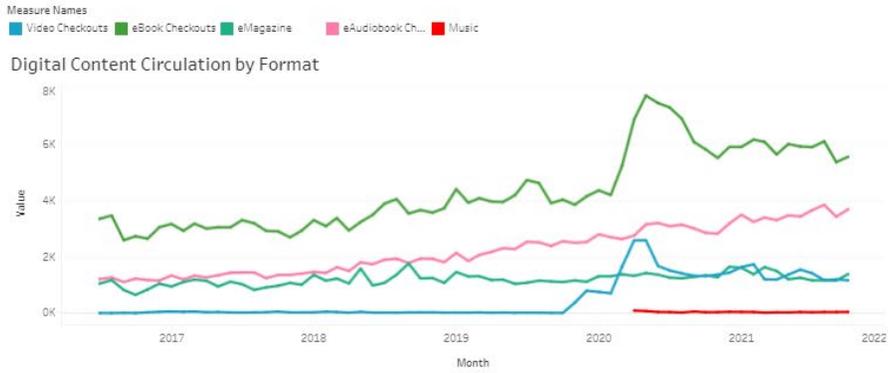
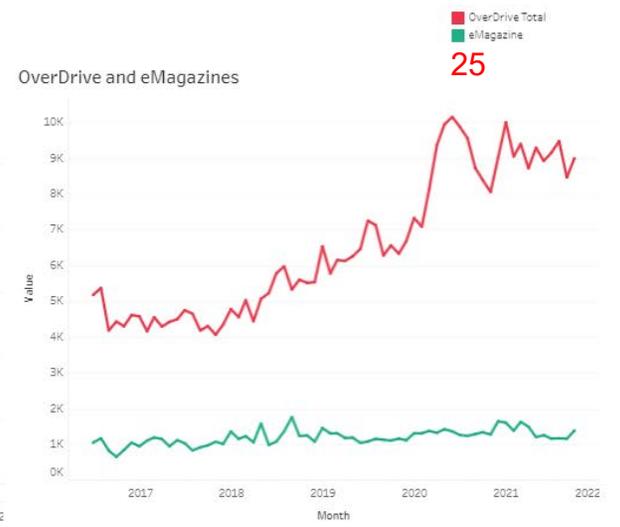
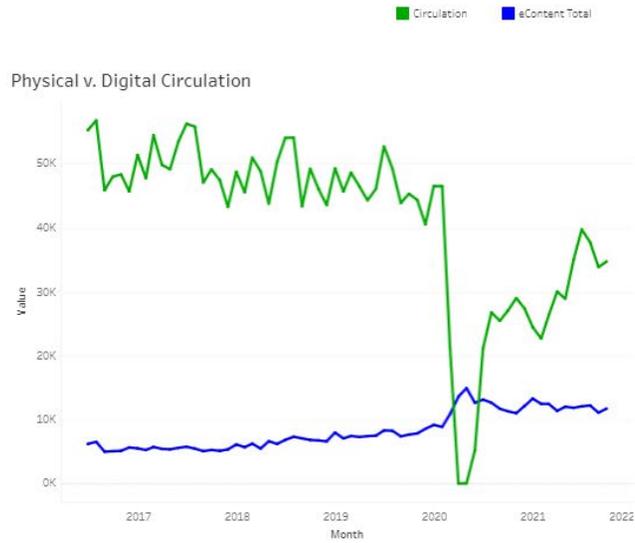
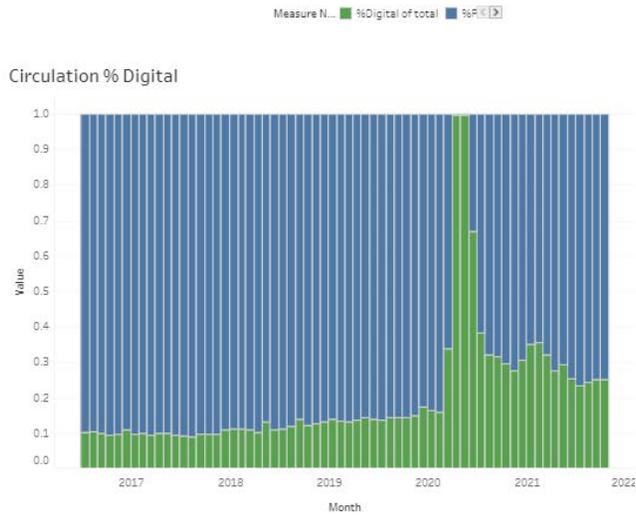
24

## Recent Electric Usage by Month (2016-2021)



## Recent Gas Usage by Month (2016-2021)







**BETHLEHEM PUBLIC LIBRARY**

**51463 ERS - 2022 Annual Invoice**

Payment of this Invoice must be received by the Retirement System on or before February 01, 2022. If paying the prepay amount, payment must be received on or before December 15, 2021. Unpaid balances accrue interest at the rate of 6.80%. If you have questions, please contact the Employer Information line at 1-866-805-0990 or 518-474-7736. Select #1 from the menu, enter your location code at the prompt and choose the Employer Billing option.

**Payment Due  
February 01, 2022**

**Prepayment Due  
December 15, 2021**

**Total Amount Due :** **\$319,443** **\$316,827**

**Contribution Stabilization Program  
(Chapter 57, Laws of 2010)**

**Minimum Amount Due Under This Program:** **\$305,636** **\$303,020**  
Maximum Amount to Amortize: \$13,807

Contribution Details						
Tier	Plan ID	Options	Salary	Rate	Regular Pension Contribution**	GTLI
2	75I	41J165	\$7,833	23.00%	\$1,770	\$31
3	A14	41J165	\$41,270	18.20%	\$7,346	\$165
4	A15	41J165	\$1,274,521	18.20%	\$226,865	\$5,098
5	A15	41J165	\$123,285	15.20%	\$18,246	\$493
6	A15	41J100	\$452,507	10.60%	\$46,156	\$1,810
6	A15	41J165	\$107,121	10.70%	\$11,034	\$428
<b>Subtotal:</b>			<b>\$2,006,537</b>		<b>\$311,416</b>	<b>\$8,026</b>

\*\*Regular Pension Bill without GTLI - Uses March 31, 2021 Salaries with Final Rates

<b>2022 Regular Pension Contribution, Including GTLI</b>	<b>\$319,443</b>
<b>Invoice Details</b>	

**Due  
February 01, 2022  
Payments**

**divide by  
factor**

**Pre Pay <sup>27</sup>  
December 15, 2021  
Payments**

2022 Regular Pension Contribution

\$319,443

1.008257

\$316,827

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**Total Amount Due**

**\$319,443**

**\$316,827**

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## YOUR LIBRARY ONLINE

### MY ACCOUNT

[bethlempubliclibrary.org](http://bethlempubliclibrary.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

Search for *UHLS Mobile App* in your device's app store.

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

### WEEKLY E-NEWS

Sign up: [bit.ly/BPLnew](http://bit.ly/BPLnew)

Be the first to know what's going on at the library!



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Books

are a



uniquely



portable



magic

- Stephen King

Books

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uniquely



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- Stephen King

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- Stephen King

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magic

- Stephen King



Welcome to Bethlehem Public Library!

31

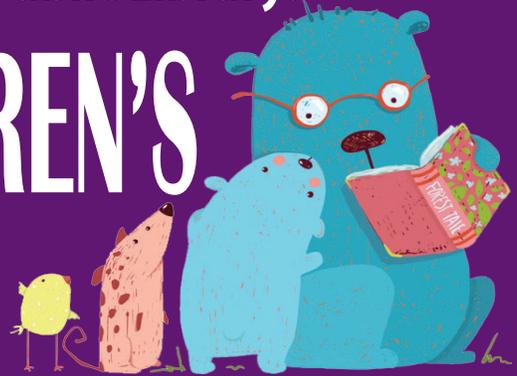
# FREE CHILDREN'S BOOK



Love reading? Bring this coupon to the Children's Place desk and get a free children's book to take home and keep!

Welcome to Bethlehem Public Library!

# FREE CHILDREN'S BOOK



Love reading? Bring this coupon to the Children's Place desk and get a free children's book to take home and keep!

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**Welcome to Bethlehem Public Library!**

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# TOUR THE LIBRARY

Bring this coupon to the Information Desk, and one of our librarians will give you a personal tour of the building, highlighting the facilities, services and materials available to our patrons.

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BETHLEHEM  
PUBLIC LIBRARY