BETHLEHEM PUBLIC LIBRARY
Opening Doors

Board of Trustees Meeting
March 9, 2020 6:00 pm
Agenda

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
  - **Treasurer's update**
  - **Keybank account resolution**
- **Personnel report**
  - **Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
  - **Insurance payment policy**
  - **Laptop lab**
  - **Other new business**
- **Old business**
  - **Draft budget 2020-21**
  - **Long range plan steering committee – status report (5 minutes)**
  - **HVAC Update**
  - **Infectious diseases response (20 minutes)**
  - **Other old business**
- **Future business**
  - **Background checks**
  - **Plaza feasibility – to be included in the long range plan**
  - **Policy updates/schedule**
  - **Resource sharing**
  - **Fines and Fees**
- **Public Participation**
- **Adjournment**
  - **Next board meeting: April 20, 2020 6:00pm**
  - **Next Friends of the Library meeting: April 20, 2020 6:30pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY DRAFT
Monday February 10, 2020

PRESENT: Caroline Brancatella
Mark Kissinger
Harmeet Narang
Mary Redmond
Brian Sweeney
Robert Khalife, treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Lisa Scoons
Michelle Walsh (arrived later)

GUESTS: Tanya Choppy, accounts clerk
Chris McGinty, assistant director
Catherine Stollar Peters, assistant director
Tracey McShane, personnel administrator
Catherine Brenner, CSEA Local 6015 president
Paul Mays, architect, Butler Rowland Mays

President M. Redmond called the meeting to order at 5:58pm.

PUBLIC PARTICIPATION

There was no public participation at this time.

PRESENTATION BY LONG RANGE PLAN CONSULTANT

Architect Paul Mays updated the board on the progress of the planning process and the projected timeline. He noted that the past couple of months have been spent gathering staff and public feedback and information about the physical condition of the building. Moving forward, he and the Long Range Planning Committee will start discussing design, phasing and budgeting issues.

He noted that the library received almost 1,000 responses from the dot survey held during the month of January. Some of the ideas that emerged as priorities based on public feedback include improving building access and the entry; providing adequate space for programming, meetings and quiet study; robust children's and teen areas; as well as a focus on traditional collections.

The board thanked P. Mays for his time and noted that the next Long Range Committee meeting would be March 6.

MINUTES

M. Walsh emailed a clarification to the January minutes regarding the next committee meeting.

Minutes of the 13 January 2020 board meeting with the above correction were approved unanimously on a MOTION by B. Sweeney with a SECOND by M. Kissinger.

FINANCIAL REPORT

R. Khalife said one of his main tasks in the past month was reviewing the budget draft put together for the 2020-2021 fiscal year. He said that later in the meeting, the board would be voting on a resolution to transfer the money that remains in the capital project fund following the completion of the HVAC project back to the general fund. The capital project fund (H Fund) will be used again when the board authorizes a new project.

H. Narang asked how the board might be able to best present the funds earmarked for upcoming capital projects to the public. M. Redmond said the finance committee would discuss that at an upcoming meeting and report back.

On a MOTION by C. Brancatella with a SECOND by H. Narang, the board unanimously approved the Financial Statement dated 31 January 2020 (Manual Disbursements for January $74,955.94; Cash Disbursements/Accounts Payable for February $82,565.91; Trust & Agency Disbursements/Salaries for January $192,659.10; CapProject Fund/Hand-Drawn Checks for January $0.00).

PERSONNEL REPORT

G. Kirkpatrick said the library was requesting two part-time librarian positions be combined to one full-time. He said that while the hours remain the same, there would be some increased costs with benefits. He noted that the tight labor market has had an impact on the library's ability to fill part-time daytime positions.

He also asked the board for the option of filling the open full-time technology assistant position as a full-time library clerk, giving the library a bigger pool of candidates to choose from. He noted that some of the duties would be different based on the position's civil service designation, but clerical help in the IT department would free up J. Love to perform more complicated tasks.

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board unanimously approved a new hire for the following vacancies, pending Civil Service approval:

- Technology Assistant, 35 hours/week, full-time permanent, $33,307/annual or per contract
  OR Library Clerk, 35 hours/week, full-time permanent, $28,995/annual or per contract
- Library Clerk 16.57 hours/week, part-time permanent, $13.75/hour or per contract
- Librarian 1 35 hours/week, full-time permanent, $52,845/annual or per contract

DIRECTOR'S REPORT

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

- G. Kirkpatrick shared some charts prepared by C. Stollar Peters representing cardholders and OverDrive use. She noted that there was a lot of crossover between traditional checkouts and OverDrive checkouts among heavy users, and that one-third of regular BPL users also use OverDrive. H. Narang asked about the demographics of the 13 percent who only use OverDrive. C. Stollar Peters said she would look into it.
- G. Kirkpatrick told the trustees that, in case they get any questions, the library was in the middle of moving the fiction section to make room for more media materials.

UPPER HUDSON LIBRARY SYSTEM REPORT

No report at this time.

NEW BUSINESS

Draft budget 2020-2021

G. Kirkpatrick noted that the board packet included both a detailed breakdown of the draft, along with a one-sheet presentation that is usually part of the May/June Footnotes.

M. Kissinger asked what percentage of the budget put toward materials was the goal. G. Kirkpatrick said he is striving for 12-15 percent as an ideal balance that doesn't lead to waste or start cutting into services. He noted that e-book spending meets a growing demand, and the OverDrive Advantage program means that books purchased by the library will satisfy BPL patron holds first.

The board discussed the ideal physical collection size for the library and what the public was trying to communicate through the dot exercise about the traditional collection.

G. Kirkpatrick said the budget draft also included a significant additional investment in special programs for the community, which have been in high demand.

The proposed levy increase in the budget draft is 2.64 percent, which is under the tax cap. M. Redmond said the board could either approve the budget now or wait until March if they wanted a little more time to review it. The board agreed to wait until the March meeting. C. Brancatella noted that she would not be there for the March vote but wanted to go on record as supporting the draft budget.

Seminars, conferences and professional memberships policy

The updates to the policy included the option to fund additional professional memberships for individuals that would benefit the library, as well as outlining expectations for conference reports. G. Kirkpatrick also noted that it allows some commonsense decisions to be made on lodging that are not dictated by government per diem rates.

On a MOTION by M. Kissinger with a second by C. Brancatella, the board unanimously approved the revisions to the Seminars, Conferences and Professional Memberships policy as presented.

Public access television policy

The updates to this policy removed the history and mission statement and added additional guidelines for submission, based on format and geographic location.

On a MOTION by C. Brancatella with a second by B. Sweeney, the board unanimously approved the revisions to the Public Access Television policy as presented.

H-Fund transfer resolution

R. Khalife noted that this was the fund transfer discussed earlier during the financial report.

On a MOTION by M. Walsh with a SECOND by M. Kissinger, the board unanimously authorized the transfer of $221,009.44 from the H fund (capital projects account #3642) to the A fund money market account (#3808), which represents the accumulated balance in the H fund.

New York State annual report for public libraries

G. Kirkpatrick said a lot of staffers helped gather the information for the report. He noted that not all libraries gather the information in the same way, so it is not always useful to use those numbers as a comparison between libraries.

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously voted to accept the information in the annual state report as accurate for filing.

Other new business

There was no other new business discussed at this time.

OLD BUSINESS

HVAC update

Grant wrap-up

The library has submitted the final HVAC construction report to the state. They have requested additional photos but things are close to being finalized.

Other old business

M. Redmond told the board that she, G. Kirkpatrick and R. Khalife were trying to be mindful of keeping the discussions at the board meeting succinct, and that if anyone had any comments, to please let her know.

C. Brancatella said she was sorry to hear the B. Sweeney would not be seeking re-election, and that she really appreciated his perspective as an educator and a parent of young children. B. Sweeney said serving on the board has been a great experience for him, and he will miss being a part of keeping the library moving forward.

M. Walsh noted that the next Long Range Planning committee would be held March 5. G. Kirkpatrick said the Feb. 14 field trip to the northern libraries would need to be rescheduled.

FUTURE BUSINESS

School district financial discussion

The financial committee would be meeting with school district comptroller Judi Kehoe.

Background checks

No further discussion at this time.

Plaza feasibility
No further discussion at this time.

Policy updates/schedule
No further discussion at this time.

Resource sharing
No further discussion at this time.

Fines and fees
No further discussion at this time.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

On a MOTION by H. Narang with a SECOND by M. Walsh, the board adjourned the regular meeting at 7:37pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

MINUTES OF THE BOARD OF TRUSTEES
LONG-RANGE PLANNING COMMITTEE MEETING
BETHLEHEM PUBLIC LIBRARY
Friday, March 6, 2020 DRAFT

PRESENT: Mark Kissinger
Harmeet Narang
Lisa Scoons
Brian Sweeney
Michelle Walsh

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director
Catherine Stollar Peters, assistant director
Kristen Roberts, public information specialist
Kevin Coffey, building and grounds supervisor
Robert Khalife, board treasurer
Paul Mays, library architect

B. Sweeney called the meeting to order at 8:07am.

LONG RANGE SERVICES PLAN DISCUSSION

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

ADJOURNMENT

On a MOTION by L. Scoons with a SECOND by M. Kissinger, the board adjourned the regular meeting at 9am.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

Treasurer's Report – Executive Summary
March 2020

Key Bank Account and related Resolution

The Library collects cash from patrons for items like fines, photocopier fees, book sale, etc. The current practice includes a weekly pick-up of cash by an armored truck service for deposit at TD Bank (because TD Bank does not have a local branch). We are recommending opening a bank account with the Delmar branch of Key Bank, where we can deposit such funds.

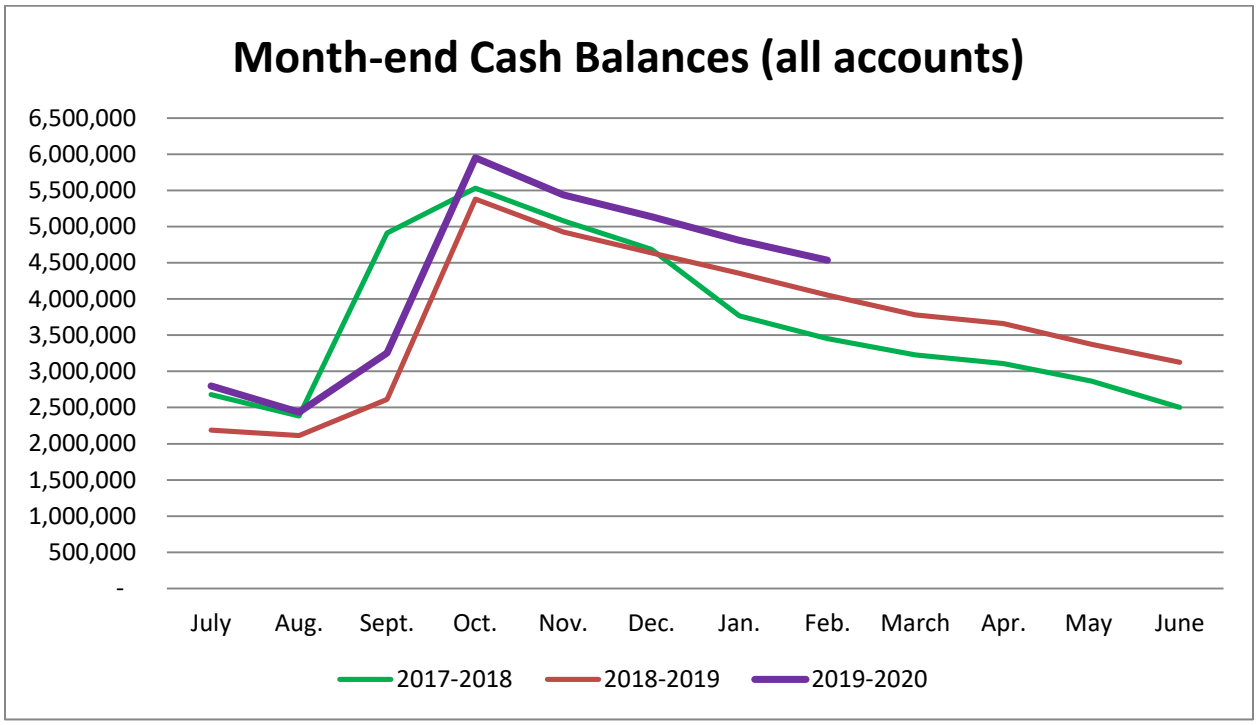
In that regard, a resolution was drafted for the Board to approve the opening of an account at Key Bank. The authorized signers on the account will be Geoffrey Kirkpatrick, Tanya Choppy and Robert Khalife.

Cash & Investments

As of this writing, the Library's funds are still exclusively with TD Bank. Up to now, TD Bank has offered the Library a competitive rate of 1.50%, but this is expected to change with the recent volatility in the market.

Cash Balance Graph

Below is an updated Cash Balances graph from July 2017 through February 2020. The current fiscal year's cash balances line is the purple line. The graph shows that the Library's cash position follows the expected seasonal pattern.



RESOLUTION

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZES THE OPENING OF A NEW BANK ACCOUNT AT KEY BANK, SUBJECT TO THE GUIDELINES CONTAINED IN THE INVESTMENT POLICY ADOPTED BY THE BOARD OF TRUSTEES ON NOVEMBER 12, 2019.

ACTION OF THE BOARD:_____

MOTION PRESENTED BY:_____

MOTION SECONDED BY:_____

DATED:_____

Collection of Property Taxes

As previously reported, the Library collected to date $4,174,518.81 in property taxes. The remaining balance of approximately $96,000 is expected to be received from Albany County in April 2020 (make-whole amount).

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 2/29/2020

CASH BALANCES

TD Bank - Checking Account	1,253,465.79
TD Bank - Money Market	3,281,339.77
TD Bank - Payroll Account	-
TD Bank - Capital Project Fund	-
TOTAL	4,534,805.56

INVESTMENTS None

SUMMARY OF CASH ACTIVITY

ACCOUNT	1/31/2020	RECEIPTS	DISBURSEMENTS	TRANSFERS	2/29/2020
TD Bank General Fund	1,034,126.40	8,401.74	(156,489.45)	367,427.10	1,253,465.79
TD Bank Payroll	-		(132,572.90)	132,572.90	-
TD Bank Money Market	3,556,266.07	4,064.26	-	(278,990.56)	3,281,339.77
Capital Project Fund	221,009.44	-	-	(221,009.44)	-
TOTAL:	4,811,401.91	12,466.00	(289,062.35)	-	4,534,805.56

Checks outstanding greater than 90 days old: None

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

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSES REPORT

8 MONTHS ENDED 2/29/2020

FISCAL YEAR 2019-2020

REVENUE	ANNUAL BUDGET	YTD ACTUAL 8 MONTHS ENDED 2/29/2020	YTD PRIOR 8 MONTHS ENDED 2/29/2020	YTD VARIANCE OVER (UNDER)	MONTH OF JANUARY 2020
Real Property Taxes	4,065,152	3,969,004	3,789,566	179,437	-
PILOT	203,162	205,515	197,034	8,482	-
Fines	30,000	22,678	24,075	(1,397)	4,583
Interest on Deposits	10,000	33,006	8,624	24,382	4,039
Lost Book Payments	-	1,659	-	1,659	674
Sale of Books	5,000	3,614	3,455	159	378
Gifts and Donations, Misc	1,000	3,240	825	2,415	-
Photocopier	8,000	5,450	5,483	(33)	751
State Aid	24,000	25,050	25,037	13	-
Grants	-	-	25,000	(25,000)	-
Miscellaneous Income	-	250	350	(100)	-
Total Revenue	4,346,314	4,269,466	4,079,450	190,017	10,425
EXPENSES					
Salaries	2,333,137	1,502,055	1,414,250	87,805	186,741
Retirement	279,232	283,977	283,682	295	-
Health Insurance	308,660	189,135	210,789	(21,654)	2,470
Other Benefits	202,885	130,890	127,354	3,536	13,874
Subtotal Salaries & Benefits	3,123,914	2,106,056	2,036,074	69,983	203,085
Library Materials - Print	277,000	155,282	163,868	(8,586)	22,733
Library Materials - Electronic & Audio	268,000	165,436	170,380	(4,944)	34,067
Subtotal Library Material	545,000	320,718	334,248	(13,530)	56,801
Operations	552,400	308,485	292,630	15,855	27,606
Capital Expenditures	125,000	26,265	6,740	19,526	5,380
Total Expenses	4,346,314	2,761,524	2,669,691	91,833	292,872

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

8 MONTHS ENDED 2/292020

FISCAL YEAR 2019-2020

2019-20 Budget Line Balances

Account Name	ANNUAL BUDGET	YTD ACTUAL 8 MONTHS ENDED 2/29/2020	YTD PRIOR 8 MONTHS ENDED 2/28/2019	YTD VARIANCE OVER (UNDER)	MONTH ACTUAL
Salaries & Benefits					
Salaries-Librarians	1,158,186	777,810	726,059	51,751	97,865
Salaries-Clerical	1,014,578	621,144	592,109	29,035	75,831
Salaries-Custodians	160,373	103,101	96,082	7,020	13,045
Retirement	279,232	283,977	283,682	295	-
SocSec/Medicare	178,485	111,442	107,237	4,205	13,835
Worker's Comp.	23,000	18,141	18,851	(709)	39
Unemployment	-	-	-	-	-
Health Ins.	308,660	189,135	210,789	(21,654)	2,470
Disability Ins.	1,400	1,307	1,266	41	-
Library Materials					
Adult books	171,000	96,322	98,787	(2,465)	12,496
Audiobooks	33,000	16,818	14,358	2,460	2,887
Ebooks	122,000	92,373	97,681	(5,308)	21,922
Electronic Resources	28,000	15,424	17,525	(2,101)	2,317
Periodicals	21,000	22,184	18,801	3,383	5,058
YS Books	85,000	36,777	46,280	(9,503)	5,179
YS Audiobooks	4,500	2,620	2,655	(35)	192
YS Media	7,000	5,694	8,093	(2,399)	1,363
Special Collections	15,500	5,936	7,360	(1,424)	1,446
AS Media	58,000	26,571	22,709	3,862	3,941
Operations					
Copiers and supplies	22,000	4,573	7,608	(3,035)	95
Office supplies	13,000	5,810	4,997	813	387
Custodial supplies	18,000	5,158	6,095	(937)	776
Postage	18,000	10,745	9,983	762	473
Printing	30,000	13,848	12,120	1,728	952
Van lease & oper.	2,000	723	307	415	23
Gas and Electric	60,000	31,579	38,267	(6,688)	4,270
Telecommunications	17,000	7,808	9,125	(1,317)	764
Water	2,700	2,314	2,475	(161)	-
Taxes-sewer & water	3,700	3,177	3,114	63	-
Refund property taxes	20,000	9,250	17,914	(8,664)	-
Prof. Services	15,000	12,774	3,027	9,747	-
Contract Services	37,500	34,658	7,988	26,670	3,751
Insurance	29,000	25,846	25,995	(148)	-
Travel/Conference	10,000	8,275	5,247	3,028	249
Memberships	2,000	1,793	475	1,318	-
Special Programs	25,000	12,879	12,735	144	1,122
Furniture & Equipment	50,000	12,628	12,021	607	242
IT Hardware & Software	42,000	23,678	23,179	498	60
Bld & Grnd. Repair	40,000	10,595	23,076	(12,481)	1,528
Furn/Equip Repair	2,000	950	692	258	40
Miscellaneous	3,500	3,173	(1,861)	5,034	778
Audit Service	25,000	16,075	19,375	(3,300)	-
Accounting Service	15,000	13,444	13,068	376	-
UHLAN fees	50,000	36,733	35,609	1,125	12,096
Capital Expenditures	125,000	26,265	6,740	19,526	5,380
TOTAL	**4,346,314**	**2,761,524**	**2,669,691**	**91,833**	**292,872**

BETHLEHEM PUBLIC LIBRARY

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN FEBRUARY 2020 BASED ON PRE-APPROVAL	$	12,511.13
CHECKS DISBURSED IN FEBRUARY 2020 RELATING TO PAYROLL	$	193,960.25
CHECKS BEING SUBMITTED FOR APPROVAL	$	58,725.73
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 31: MANUAL DISB (FEB 20) For Dates 2/1/2020 - 2/29/2020

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38681	02/13/2020	1865	NYS PUBLIC ENTITIES SAFETY GRP	200465	39.00
38682	02/13/2020	1607	VERIZON BUSINESS FIOS	200001	102.77
38683	02/13/2020	2137	WEX BANK	200008	22.73
38687	02/24/2020	1424	AFLAC NEW YORK		415.92
38688	02/24/2020	2087	**CONTINUED** CITIBANK		0.00
38689	02/24/2020	2087	CITIBANK	200469	2,731.43
38690	02/24/2020	720	MVP HEALTH PLAN, INC.		4,694.32
38691	02/24/2020	1570	NATIONAL GRID		4,270.28
38692	02/24/2020	2061	UNITED HEALTHCARE INSURANCE CO		111.91
38693	02/24/2020	1607	VERIZON BUSINESS FIOS	200001	122.77

Number of Transactions: 10

Warrant Total: 12,511.13

Vendor Portion: 12,511.13

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 - 30: TRUST & AGENCY (FEB 20) For Dates 2/1/2020 - 2/29/2020

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38678	02/14/2020	712	CIVIL SERVICE EMPL ASSOC INC.		1,001.80
38679	02/14/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38680	02/14/2020	711	SCHOOL SYSTEMS FED CREDT UNION		170.00
38684	02/28/2020	712	CIVIL SERVICE EMPL ASSOC INC.		1,001.80
38685	02/28/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38686	02/28/2020	711	SCHOOL SYSTEMS FED CREDT UNION		170.00
100418	02/14/2020	709	BPL SPECIAL PAYROLL ACCOUNT		64,640.28
100419	02/14/2020	710	NYS INCOME TAX BUREAU		3,555.00
100420	02/14/2020	1946	IRS - PAYROLL TAX PMT		21,302.92
100421	02/14/2020	2003	NEW YORK STATE DEFERRED		2,359.94
100422	02/28/2020	709	BPL SPECIAL PAYROLL ACCOUNT		67,932.62
100423	02/28/2020	710	NYS INCOME TAX BUREAU		3,721.50
100424	02/28/2020	730	NYS EMPLOYEES RETIREMENT SYSTE		2,499.61
100425	02/28/2020	1946	IRS - PAYROLL TAX PMT		22,537.28
100426	02/28/2020	2003	NEW YORK STATE DEFERRED		2,867.50

Number of Transactions: 15

Warrant Total: 193,960.25

Vendor Portion: 193,960.25

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 - 32: CASH DISB (MAR 20) For Dates 3/10/2020 - 3/10/2020

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38694	03/10/2020	1963	3N DOCUMENT DESTRUCTION	200468	25.00
38695	03/10/2020	77	BAKER & TAYLOR , INC.	200446	7,568.65
38696	03/10/2020	1186	BAKER AND TAYLOR ENTERTAINMENT	200473	156.14
38697	03/10/2020	2324	BRIGHTSIDE UP, INC.	200347	150.00
38698	03/10/2020	103	BRODART INC	200440	251.65
38699	03/10/2020	2302	BUTLER ROWLAND MAYS ARCHITECTS, LLP	200462	5,016.72
38700	03/10/2020	697	CAPITAL REGION BOCES	200007	182.70
38701	03/10/2020	1693	CASTLETON PUBLIC LIBRARY	200466	7.99
38702	03/10/2020	2333	CASTUS CORPORATION	200412	11,995.00
38703	03/10/2020	1137	CORNELL COOPERATIVE EXTENSION	200409	60.00
38704	03/10/2020	1220	DEMCO, INC	200444	738.71
38705	03/10/2020	2329	DIANE EDGECOMB	200385	725.00
38706	03/10/2020	2330	DOUGHERTY, LISA E.	200384	50.00
38707	03/10/2020	1463	EAST GREENBUSH COMM LIBRARY	200451	13.67
38708	03/10/2020	1991	EASTERN MANAGED PRINT NETWORK LLC	200279	250.83
38709	03/10/2020	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	200435	115.00
38710	03/10/2020	1674	FINDAWAY	200460	438.91
38711	03/10/2020	1986	FIRSTLIGHT FIBER	200005	189.37
38712	03/10/2020	2272	GLOBAL EQUIPMENT COMPANY INC.	200456	74.80
38713	03/10/2020	787	GUILDERLAND PUBLIC LIBRARY	200480	19.95
38714	03/10/2020	2268	JESSICA SHEA C/O REPTILE ADVENTURE	200471	290.00
38715	03/10/2020	2201	LANE PRESS OF ALBANY	200011	3,106.00
38716	03/10/2020	1839	LARRY KOT ELECTRICAL SVCS	200485	1,386.00
38717	03/10/2020	1680	LEXINGTON VACUUM CLEANER REBLD	200486	621.98
38718	03/10/2020	2313	MARVIN AND COMPANY, P.C.	200463	670.00
38719	03/10/2020	1024	**CONTINUED** MIDWEST TAPE LLC		0.00
38720	03/10/2020	1024	MIDWEST TAPE LLC	200459	7,637.11
38721	03/10/2020	2331	NANCY M. PAYNE	200408	100.00
38722	03/10/2020	2336	NEW YORK NEWSPAPERS FOUNDATION	200449	400.00
38723	03/10/2020	2314	NOLAN HELLER KAUFFMAN LLP	200481	450.50
38724	03/10/2020	2088	NYSID	200086	93.17
38725	03/10/2020	1823	OVER DRIVE INC.	200482	8,594.61
38726	03/10/2020	2054	PANGBURN LANDSCAPING	200301	1,600.00
38727	03/10/2020	1621	PETERSBURGH PUBLIC LIBRARY	200472	9.99
38728	03/10/2020	2323	PORT, ANNA MARIA	200370	151.00
38729	03/10/2020	984	RESERVE ACCOUNT	200467	1,000.00
38730	03/10/2020	1633	SAND LAKE TOWN LIBRARY	200448	8.99
38731	03/10/2020	2038	STAPLES BUSINESS ADVANTAGE	200163	543.22
38732	03/10/2020	2154	STERICYCLE, INC.	200452	33.70
38733	03/10/2020	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	200487	25.00
38734	03/10/2020	2328	UNIFIRST CORPORATION	200327	184.06
38735	03/10/2020	638	VALUE LINE PUBLISHING LLC	200484	2,750.00
38736	03/10/2020	645	W W GRAINGER INC	200004	554.11
38737	03/10/2020	1884	W.B. MASON CO., INC.	200445	286.20
38738	03/10/2020	2337	WIND, DIANE L.	200450	100.00
38739	03/10/2020	2337	WIND, DIANE L.	200458	100.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 32: CASH DISB (MAR 20) For Dates 3/10/2020 - 3/10/2020

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount

Number of Transactions: 46

Warrant Total:	**58,725.73**
Vendor Portion:	**58,725.73**

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

March 9, 2020 - Board of Trustee Meeting

Job Status Report

Previously Approved to Fill

Title	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 &Currently Recruiting										
Library Clerk PT	19 hrs/wk		$13.75/hour or per contract	S. Davis	1/10/2020	1/13/2020	Filled	A. Greenwood	3/6/2020	Hire
Technology Assistant FT*	35 hrs/wk		$33,307 annual or per contract	A. Khlyapov	1/30/2020					
Or fill as										
Library Clerk FT	35 hrs/wk		$28,995 annual or per contract	N/A						
Library Clerk PT	16.57 hrs/wk		$13.75/hour or per contract	B. Tiernan	2/14/2020					
Librarian 1 FT**	35 hrs/wk	19 hrs/wk; $27.04/hr	$52,845 annual or per contract	F. Waldman	2/6/2020					
		16 hrs/wk; $28.45/hr		J. Squadere	2/14/2020					
Action Requested										
Sr. Library Clerk FT		35 hrs/wk		M. Frone	4/29/2020					
Positions Held										
None										

*** Request to backfill the Technology Assistant FT position as is or as a Library Clerk FT position**

**** Request to combine two (2) Librarian 1 PT position into one (1) Librarian 1 FT position**

Director's Report
March 2020

Building and Grounds

A spruce tree that was beginning to impinge on the building and overhanging the staff break area was removed. The garden volunteers and maintenance staff will come up with a more appropriate planting for an area so close to the foundation.

HVAC Executive Summary

The final approval forms have been submitted to NYSED, which will trigger the release of the final 10% of the NYS Library Construction Grant.

The decision has been made to close the project with DASNY. Final financial reports will be issued as part of the project closure.

Public Service

The seed library is open for business again this year. It's located at the back of the Information Desk.

We implemented an upgrade to our ValueLine database, which helps with research related to stocks and mutual funds.

We are set to begin automatic renewals in the near future. There have been a few bumps during preparations. Items that are due but are available for renewal will be renewed automatically by the system. Each item can only be renewed twice; this is not a change from current procedures. Museum passes, Library of Things items, Chromebooks, and Hotspots are not renewable now and will not be automatically renewed. A vote on coordinating a system wide implementation will take place at the April UHLS Director's Association

Collections have been shifted to allow increased space for DVD and audiobook collections. This has allowed a full range of shelves to be dedicated to Library of Things items. These shelf changes have also increased the area dedicated new large print titles.

Program Highlights

- Take Your Child to the Library Day was a big success again this year. The magic show brought in families who seemed pleased to come in out of the cold. We did turn away a few families due to the room capacity, but almost everyone was able to squeeze in.
- February break was a busy week for families and teens. The 5-day Minecraft coding workshop was very popular, both with the participants, and with the many folks who stopped by the window to watch as they walked by. Kate and John both invested a ton of work in getting the program together and making it successful. Other noteworthy events included the Big Blue Truck that was presented by the Brightside Up, and the fun Breakout EDU programs for kids and teens.
- The Reptile Shows on Presidents Day definitely exceeded our expectations for attendance. We could not accommodate about 140 people for the first show, so we added a third show in the middle of the day. The second and third show both filled, and we had to turn away 30-40 people at each one. Some families were not very happy, but there

were no major complaints. Everyone who waited in line and got a spot said it was well worth the wait. A few people commented that they would have wished for registration. We chose not to go that route because we generally have 20-30% no-show rates on registration programs and wanted to make space for as many people who came as we could. In 2019 for Presidents Day, we hosted two showings of a play and had 83 and 56. It was open to all (intergenerational). This year was limited to children and families and apparently much more popular.

- Little Sunday Music continues to be a bright spot in a dreary winter. Patrons were very complimentary about the flautist and the entire series. However, the weather did keep some people away leading to a lower attendance this month.
- One teen program was cancelled due to low enrollment and replaced with a passive craft in the Teen Area instead. Another teen program was cancelled due to low enrollment and is being rescheduled later in the spring with a new title and description.
- One story time, one music and movement program and one teen program were cancelled due to weather-related closings. This definitely contributed to a lower program attendance for the month.

Outreach Highlights

- Chris and Cathy presented to the Bethlehem Business Women's Club focusing on library services. At the end of the program Cathy spoke briefly about upcoming library programs. It was a great group with great questions.
- Tori visited the Pit twice and Kate went once to provide gaming and talk about library events.
- Michael visited the Atria and brought a listening party. He innovated a new way to bring a library event to a fresh audience that cannot easily attend library events. His chronological overview of Frank Sinatra's greatest recordings was a big hit and sparked a lot of interest in sharing memories. He will be adding Atria into his schedule to visit approximately once a quarter.
- Mary co-presented the BCHS book club
- Tori co-presented the BCMS book club discussion *Throne of Glass* by Sarah J. Maas, a fantasy title suggested by a group member, which the book club loved. Next month they will discuss *The Steep and Thorny Way* by Cat Winters, a historical fiction with a supernatural element.
- Michael visited Kenwood manor and provided a book talk on some interesting titles.
- Michael visited Bethlehem Commons. He brought a fun combination of Abraham Lincoln trivia and quotes, Tex Beneke recordings and a little Frank Sinatra, My Funny Valentine to entertain the participants.
- Michelle completed an After School Enrichment series at Eagle Elementary. She taught the students an introduction to coding using Scratch Jr. on the library's iPads.
- Anne visited the Elsmere kindergartners and read Valentine's Day stories and provided a Valentine themed craft.
- Tori visited the two classes of Hamagrael fifth-graders. She taught them how Ozobots work and they learned some basic programming using markers and color codes. The classes enjoyed the Ozobot activity and were excited to learn that Ozobots can be checked out from the library.

- Tori visited the fifth-graders at Elsmere where she provided a Breakout EDU game about digital citizenship. The students enjoyed the Breakout game and reviewed digital citizenship topics such as protecting your personal information, cyberbullying, copyright, and digital footprints. (photo is below)
- Mary began an After School Enrichment series at Glenmont Elementary. Since she was at PLA, Kate covered the first session. She is offering a variety of crafts that we have offered in the library for the students to enjoy. Week One was sock bunnies.
- The Glenmont Job Corps have brought a group to our new Tuesday Matinee program. While not strictly an outreach since the program is open to all, it's great to hear that they are enjoying the program and feel it's beneficial to their members.

Meetings and Miscellany

Cathy is participating in the national Collaborative Summer Library Program as part of both the media and vendor committees.

We are looking at options to accept credit cards through a merchant services account. We have looked at a number of options for both hardware and services.

Continuing education for staff

Cathy: Participated on a panel for the UHLS/MVLS Summer Reading Workshop, to talk about disruption in summer reading programs.

Viewed a webinar on the Summer Food program, provided by Hunger Solutions NY

Attended a full-day workshop for the NYLA Developing Leaders Program, which included three lecture sessions-(library publicity and social media, personal branding, and advocacy).

Tori: Attended the YSAC meeting, which covered a number of short topics, including Mary's recap of her experience at ALA Midwinter, a discussion of YS-related risks and results, a focus on service to special populations, stress management, and a demo of new UHLS STEM kits.

Mary, Chris, Catherine and Geoff attended the Public Library Association national conference in Nashville. Reports attached.

Geoffrey Kirkpatrick, Library Director

WE SAVED THE PASSWORD!!!
SYRACUSE

2020 Public Library Association
Conference Report - Geoffrey Kirkpatrick

Book Buzz: Presented by Booklist

This early morning session focused on forthcoming hot titles from several publishers. Coming this summer, new titles from Elizabeth Kay, an alternative universe story about Hillary Rodham if she never married Bill Clinton, and Jodi Picoult.

Opening Session with Stacey Abrams

After she unsuccessfully ran for Governor of Georgia Stacey Abrams decided to focus on voters' rights. She discussed the history of the U.S. Census. The Census counts who is here, not who we "want" to be here. If people aren't counted, they don't count.

She is an optimist, she believes the glass is half full, but that the glass may be poisoned. The job of public servants is to find the antidote. How do we mitigate the harm done by human failings?

This was an inspiring session that really clearly demonstrated the necessary role of public libraries in this year's census. It is our job to help ensure that everyone is counted.

Exhibits opening session

I enjoyed the exhibit hall. I talked with several vendors, there are some exciting changes coming to digital content. The digital magazine field is the Wild West right now; distributors are trying to find a workable model. I took the chance to look at a lot of library furniture and furnishings. There is a definite trend towards curving lines and away from the strong vertical and horizontal lines of traditional library shelves. Lighter color woods are in vogue. There are some excellent and wonderful children's furniture/structures. Including occasional seating built into shelves is popular for children and adults. I took the chance to talk with a few vendors about book drops (our outside drop is in desperate need of replacement).

Big Ideas with Dr. Bettina Love

Dr. Love is an author and associate professor of educational theory and practice at the University of Georgia. She spoke passionately about the loss of generations of black students to despair and incarceration. She began with a story of a six-year-old girl being handcuffed and taken to jail because of a tantrum in school. She implored librarians and teachers to educate themselves about black history because history cannot be taught if it is not understood.

Black and brown children are seen as deficient and people are profiting on that. A little known fact, after Brown v. Board of Education the South lost 20,000 black educators. White parents did not want their children being taught by black teachers. She discussed the inherent bias in education policy including Character Education, Teach for America, and the KIPP Character Assessment.

Students are drowning in policy based racism, and it's weighing them down, and decreasing the chances for success. We all live in a world of structural racism. If you are working toward social justice and everyone likes you, you are not doing that work.

Some examples, some self-driving cars and automatic faucets are unable to see darker colored skin. The average life expectancy of a black trans woman is 35 years old. In this country we have mass incarceration of people with disabilities.

Don't just teach the pain, teach what has been achieved. Use privilege to the advantage of all, because it comes from a well that automatically refills itself. If you don't know how the system works it is easy to blame children, parents, and individuals for lack of achievement. Use radical inclusion in hiring practices, race, disability, criminal justice background.

Decreasing Barriers to Library Use

Wake County, N.C. has made decreasing barriers to library use a priority. Wake County is a rapidly growing county in North Carolina. They add about 100 people per day. They began by auditing their policies and services for barriers. How were the policies and practices of the library preventing people from using the library? How could they make the library more accessible?

Accessibility audits! They worked with outside groups to assess their policies and services. Be ready to hear information that is uncomfortable. Creating awareness among staff across multiple branches is a challenge. Raising library awareness AMONG staff was one of the first priorities.

Takeaways:

- People have difficulty understanding our borrowing and membership policies. They seem simple to insiders, they are not.
- People are afraid of fees.
- People have difficulty getting to the library – physically and through time constraints (we do pretty well on this one).
- People lack necessary literacy and digital literacy skills to access our services.
- People do not understand what library services exist and potential benefits.

WCPL focused on three areas: Experiences that are pleasant, facilities that are well thought out, and products that people love. Then performed a gap analysis to match up difficulties with goals.
Average long overdue prices are strongly and indirectly correlated with household income.
After implementation, survey to assess effectiveness of interventions.

Intentional Inclusion: Disrupting Middle Class Bias in Public Libraries

Pima county is a large county library system in Arizona. This session focused on showing that a public library is an inherently middle class institution. The hidden rules of class are not good or bad but center on the values of those in the class. If people are knowingly unaware of the rules of class, they can feel judged and very uncomfortable. There was a description of the registers of language: Law, Formal, Professional, Casual, Intimate. A conversational difference of two or more registers frequently causes problems. Libraries tend to communicate in the formal register, this can be off-putting to our customers and/or make them feel unheard. Communicating with high vocabulary (as librarians tend to do) can make people feel inadequate. We tend not to see ourselves as intimidating, but that is not true for many patrons (big desk, formal register, high vocabulary, etc). Instead of focusing on being the expert, librarians should focus on being the trusted advisor, think warm help from a mentor or parent. Lots of people don't have access to these trusted sources of help. Librarians should be this.

Library Space Designed by Library Staff

Hauppauge library on Long Island is a small library that rented new space for a library. Though well-funded, there was not much money to hire consultants and still have money left for furnishings and interior design. The landlord delivered an open box and it was up to a small staff committee to pick furnishings, colors, shelves and design the space. Through consultation and voting with the whole staff (via the breakroom door) they chose colors, picked furniture and implemented a design. They worked directly with suppliers and used the tools available from the vendors to design the space. The design has large staff buy-in and they are open to redesign and innovation. The total project budget was under $1.4 million.

Big Ideas with Haben Girma

Haben Girma is a new author and the first deaf/blind person to graduate from Harvard Law School. She is a funny engaging speaker who was able to interact with the crowd through the use of a braille keyboard and an assistant in the audience that relayed crowd reactions to her. At the end she

used the braille keyboard to answer typed-in questions from the crowd, a truly inspiring person. Her main point was that disabilities are opportunities for innovation. Accommodation leads to technological innovation (curb cuts and email). Frequently disability isn't the barrier, people and policy are the barriers. Any program can be made accessible if we are willing to do the work. It is a myth that there are independent people and dependent people, we are all. Small barriers add up, and it's exhausting and frustrating. Don't be afraid of the unknown or people that are different. Disabled people are the largest minority, there are 60 million disabled people in the US. Accessible content is more discoverable for EVERYONE. Make sure there are more stories in the library that focus on positive messages about people with disabilities, find books that subvert the common narrative.

Marketing Value Proposition

This session hosted by OCLC focused on the necessity of investing in marketing. All speakers were from larger library systems that have focused efforts on marketing. A good concept is that of a "Wildly Important Goal," which is a goal that the entire organization focuses on for six months or a year. All staff participate in efforts to reach that goal. It is important to evaluate effectiveness of marketing so that your plan can be nimble and responsive.

Data-Driven Digital Equity in Seattle

Seattle-Kings County Library system is a large urban and suburban library system in Washington State. They embarked on a purposeful mission to ensure digital equity for their users. Having good data is essential, but using surveys that include qualitative data helps ensure you are asking the right questions. They focused on users experiencing homelessness, near homelessness, or existing homelessness. Currently 95% of homes have internet access but when parsed against income data significant inequities are demonstrated. Approximately 25% of low income homes do not have internet access, 20% for houses that have people with high school degrees only, 15% for houses that have a resident with a disability.

Skills assessments are important. Many use email, but do not understand how to manage and open attachments. For low income resident, the cell phone is the main internet appliance. For higher income residents, phone AND laptop, in any case there is almost always a secondary internet device. Seattle used cable franchise money to purchase hotspots (including internet service) and laptops. In the most recent levy vote, these were moved to hard funding. The staff costs associated with managing hotspots is from levy funds, and it is significant. They have 925 hotspots, always with 1,500-1,700 holds at any given time. 250 are reserved to outreach programs, these circulate for longer periods of time.

Access without skills does not bridge the digital divide. They experienced a desire among women for increase digital skills but language, time, income, childcare were all barriers. They designed a specific program in multiple languages to focus on this issue. Laptops and hotspots were checked out for the duration of the program.

Make sure you have a digital equity plan that reflects the community.

Inclusionary Tactics that Flip the Script for Library Facility Planning

This session focused on the experiences of the Las Vegas Library and Richland Library using a team of library designers and architects. Their plan focused on high levels of market segmentation to get at what the communities really needed. All of these libraries created spaces in their community dedicated to modern library services. These libraries are focused on "library as studio" rather than library as a place for consumption. The library in East Las Vegas includes a fitness center and basketball court! Instead of being a library first, these libraries chose to focus on community needs and build from there. All of the libraries were bright and beautiful, and extremely expensive.

PLA 2020 Conference Nashville, TN February 25-28, 2020

Submitted by Catherine Stollar Peters

I sincerely appreciate the opportunity to attend the Public Library Association 2020 Conference this year. PLA is the preeminent public library conference in America. The opportunities for learning both through conference sessions and trade show interactions are instrumental in our long term plans for innovation and public service at the library.

PLA has four pathways its Theory of Change for Professional Development. These pathways are the guiding themes of PLA and include: Data-driven leaders; Community advocates; Stewards of the public library and its value; and Networked innovators. Throughout the conference, many sessions covered Equity, Diversity, Inclusion and Social Justice Initiatives woven through the four pathways. It's these themes that are guiding much of the work in public librarianship today.

Book Buzz: Presented by Booklist

This session provided a sneak peek at fiction and non-fiction adult titles coming soon. Must haves have been or will be ordered.

Opening Session with Stacey Abrams

Stacey Abrams presented a great look at libraries, reading, literacy, and working together with political friends and rivals to meet the needs of the people you represent. Her Q & A session was enlightening and inspiring. She also took her picture with us!

Creating a Diverse, Patron-Driven Collection

Public Services and Technical Services Staff at Cedar Rapids Public library started a diversity audit of their YA fiction titles. They used initial sampling of their collections to create a baseline for growth in their YA titles. They look at demographics in their area and came up with a few key areas of diversity they wanted to investigate including, economic welfare, LGBTQIA+, race, ethnicity, religion, mental health, physical health. Their whole process took two staff members, 10 hours to manually survey 20% of their collection (1027 items.)

I would like to replicate this process using automatic data mining tools populated with reviews and MARC record data fields. (Future research) I keep thinking about how to categorize items from a diversity standpoint in a standard way (for instance, *A Wrinkle in Time* was reissued with photos from the movie with more inclusive main characters. Is that title a diverse book in a series of books with less inclusive representation?) And is a diversity audit as important as diversity in future purchasing (the presenters purchase titles that fit in their diversity model at a rate of 50%). What additional strides in purchasing, which currently I think are strong, can we make in this area?

Intentional Inclusion: Disrupting Middle Class Bias in the Library Programming

I found this session very compelling. The presenters started discussing the library as a middle class institution claiming it was for everyone, while following hidden middle class value based rules. The first step to disentangling the bias in library rules was the hard work of training on differing values based on economic class and life experiences. Immediate takeaways included:

1. Using the word "suspending library privileges" instead of "library banning."
2. Understanding developmental milestones in youth and how the library plays a role in that.
3. Understanding registers of language and how library users and library employees communicate.

This session highlights the need for training in Equity, Diversity, Inclusion and Social Justice Initiatives for library administration and staff. ALA's Office for Diversity, Literacy and Outreach Services offers a full-day or half-day training on topics that I think would be useful for our library (http://www.ala.org/aboutala/offices/diversity/continuinged/workshops)

This session also raises the question of where this library should focus efforts on programming and services. We are solidly a middle class institution; does this library wish to focus efforts more broadly?

How a Library of Things Can Impact Services and Initiatives

This session mostly covered connections between schools and the county library of La Porte County in Northwest Indiana. They started a Library of Things lending service focused on schools and STEAM Curriculum training. In addition to over 167 kits that are loanable for over 6 months to schools, the librarians at La Porte County offer professional development programs to teachers on how to use and integrate the STEAM kits into their classroom training. In addition to lending the kits they have (including For PK-2 grades - Little Codr, BeeBots, Ozobots For grades 3-5 - Ozobots, Bitsbox, Cubelets Mini Makers, Micro:Bit For intermediate 6 -12 - MaKey MaKey, Cubelets Brilliant Builders, Micro:Bit, Ozobots, Hummingbird Bit) they are starting a mobile classroom in the Mobile Laboratory Coalition (http://www.mobilelabcoalition.com/) model in the near future. Takeaways: adding new kits to our Library of Things and investigating the setup of their Mobile Lab or attending a Mobile Laboratory Coalition Conference.

Bringing Curbside Delivery to Your Library

Tulsa City-County Library discussed how they brought curbside delivery to their libraries and the immediate success of the program. Similar to how grocery stores have an instacart or Shoprite from Home online ordering services, curbside delivery allows library users to place holds as they already do, but call for holds to be delivered to their car in the parking lot. The library established hours (1pm -6pm), provided clear signage and the number to call for the circulation desk, and clearly marked the curbside pickup location at their library. Fines, other services, book return are not completed at the curbside pickup. They offered surveys to the public to see how the service was received. In the end, the service was widely celebrated. The people who used it loved it. The overall impact on staff time was minimal in completing the curbside deliveries and the public perception was greatly positive.

This is something we can do out our Library. A little planning will make way for a great public service and could serve the needs of many individuals (parents, mobility challenged, frequent library users, users with health concerns.)

Spark talks

I attended a few fun Spark talks, five minute presentations on anything library related. I enjoyed one on Dementia live training and how to become certified a dementia friendly library. This would dovetail with our programming efforts to reach audiences of older adults and caregivers. https://ageucate.com/ We may have discussed this previously as a library initiative and this may be a reminder of that previous discussion.

Evening of Dialog from Library Journal

I enjoyed a mediated conversation with authors on three different panels. I was so excited to hear Kevin Wilson talk about his book *Nothing to See Here*. I was curious what the spontaneously combusting children in his book came from. What was the significance of fire? He explained that he had Tourette 's syndrome and similar mannerisms and actions were appearing in his two boys. He felt like he had passed on something to his kids that he didn't like but felt responsible for. For me, conversations with authors about their difficulty in writing and the anxiety they feel in life or as they write makes me feel more connected to their work. Their published books feel so complete and orderly, it's a humbling reminder that a lot of effort goes into that single published work. Each of these is sure to be popular with our readers.

Ashley Blooms, *Every Bone a Prayer* (Sourcebooks Landmark: Sourcebooks)
Lauren Francis-Sharma, *Book of the Little Axe* (Grove Atlantic Monthly: Grove Atlantic: Ingram)
Ruta Sepetys, *The Fountains of Silence* (Philomel: Penguin Young Readers)
Kevin Wilson, *Nothing To See Here* (Ecco: HarperCollins)
Dr. François S. Clemmons, *Officer Clemmons: A Memoir* (Catapult: Ingram)
Stephanie Danler, *Stray: A Memoir* (Knopf: Penguin Random House)
Emily Levesque, *The Last Stargazers: The Enduring Story of Astronomy's Vanishing Explorers* (Sourcebooks)
Bonnie Tsui, *Why We Swim* (Algonquin: Workman)
Alexandria Bellefleur, *Written in the Stars* (Avon: HarperCollins)
Charlie Lovett, *Escaping Dreamland* (Blackstone Publishing)
M.O. Walsh, *The Big Door Prize* (G.P. Putnam's Sons: Penguin Random House)

A Trauma-Informed Approach to Public Library Social Service

This was an interesting session on integration of social work in librarianship. Presenters represented Athens (Georgia) Regional Library and the University of Georgia School of Social Work to discuss the work social work interns have completed at Athens Regional Library system with their TILT (Trauma Informed Library Transformation) program. The library is moving from a culture of transaction to interaction and making a concerted effort to embrace and trained in empathy. They do this through training and education, as well as reviewing policies to confirm the language of policy is easy to

understand and non-biased. The groups is putting together a policy review and creating a trauma informed toolkit for library workers soon.

Other resources they mentioned (worth future investigation):
Asset based community development https://resources.depaul.edu/abcd-institute/Pages/default.aspx
Community catalyst initiative through IMLS.gov https://www.imls.gov/our-work/community-catalyst-initiative
SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach
https://store.samhsa.gov/system/files/sma14-4884.pdf
Plainlanguage.gov

Who Needs Consultants? A Practical Guide to Strategic Planning
Administrative staff at Denver Public Library described their last two years of in-house led strategic planning. After a string of consultants in previous years and decent but not stellar strategic plans they decided to undertake their efforts to "chart the course" not create a road map of services and plans for Denver Public Library over the next few years. I felt like the subtitle of this presentation could be "(hint: we do)" as the process they undertook was ultimately very inclusive and rich in consensus building but low in efficiency and output. They also discussed the many hardships of group wordsmithing that arose during their meetings. They fully realized their efforts were time consuming and not suitable for every planning activity, but for them, at this time, fully engaged, internally led strategic planning process was useful.
I enjoyed their definition of vision and mission and thought it would be useful for us to consider in our planning process.

Vision: where are we going in 10-15 years
Mission: purpose of library

The most important takeaway from this session was the use of Results Bases Accountability (RBA), a model coming from the public policy field to think about their strategic plan. These two slides show the model as envisioned at Denver Public Library with strategic planning directly relating to evaluation at every level in the library, from budget to performance evaluations. Slides available here (Https://bit.ly/39aNUwe**)** I find this an interesting model but I have two thoughts: a resulted focus RBA model while potentially achievable/actionable seems to focus more on what we want to do than why, also, integrating strategic planning all the way to performance reviews could be difficult to entangle when a new strategic plan is developed in future years, and difficult to execute for all staff. It would be interesting to review other public policy strategic planning models and public policy literature.

Implement the Plan

DENVER PUBLIC LIBRARY

COMMUNITY ACCOUNTABILITY

Strategic Roadmap outlining organizational **values**, the **indicators** we use to measure achievement and the **strategies** we are investing in.

Organizational Values

Set of beliefs and principles that guide the library and staff behavior.

- Identified through a collaborative process, led by E-Team, for identifying a new mission, vision and set of values for DPL.
- **Example:** Welcoming
- ***Groups Engaged:*** *Community, Leadership Team, Library Commission, all DPL staff*

Values in Action

Simple, community–level result that operationalize the library's values.

- Created to communicate clearly what DPL means by living its values.
- **Example:** Welcoming Everyone
- ***Groups Engaged:*** *E-Team*

Indicators

Measurements of achievement of the Values in Action. These serve as proxies for DPL's impact on the Denver community.

- Curated a list of 3-5 measurables through brainstorming sessions focused on the impact DPL's internal and external facing programs and services have on the Denver community.
- **Example:** Quality of Denver Libraries
- ***Groups Engaged:*** *E-Team, Leadership Team, Library Commission*

Strategies

Organizational level approaches that enable DPL to impact its Indicators and achieve its Values in Action.

- Set of high-level approaches, as well as researched best practices to "move the needle" on our identified Indicators.
- **Example:** Create and maintain an environment that is accessible and inviting for all
- ***Groups Engaged:*** *Value in Action Teams, E-Team*

Actions

What DPL will do to achieve results. Determined based on a review of "what works" and creation of tactics to execute.

- Tangible steps the organization will take in a given budget year to align work with DPL's strategies, to achieve positive movement within Indicators.
- **Example:** Cultural Humility Training
- ***Groups Engaged:*** *Divisions, Departments, Work Groups*

DENVER PUBLIC LIBRARY

DENVER PUBLIC LIBRARY

Celebrating Libraries in Communities Through Stories

I attended a session on StoryCorp and how they have partnered with many libraries on recording conversations and stories from the community. In addition to formal partnerships, StoryCorps is launching a DIY.StoryCorps initiative for libraries and other community groups to follow StoryCorps models on a local level. They are hosting a free webinar at the end of the month on "Creating a Diverse Archive: Lessons in Community Engagement from StoryCorps" Wednesday, March 25, 2020 | 1-2 p.m. Central . Many ideas covered in this session, including lists of questions for your own oral history interview would work well as passive programming options in our studio makerspace. And the stories in this session were heartwarming and enjoyable to hear all of which are available here on their newly launched online archive: https://archive.storycorps.org/

I also had the great fortune to meet Ann Patchett and have her sign a copy of *The Dutch House*.

PLA 2020 Conference
Nashville, TN
February 25-28, 2020

Submitted by Christine McGinty, Assistant Director of Public Services

I would like to thank the Board and Geoff for giving me the opportunity to attend this national conference. I always find this conference to be very valuable in providing awareness to a variety of topics, innovative ideas to incorporate, and in the ability to network with professionals across the country. The educational experiences gained at PLA allow me to take what I learned back to our library to incorporate. Our library's programs and services are definitely at a national level.

Some highlights from the sessions I attended:

Opening Session with Stacey Abrams

I was looking forward to hearing Ms. Abrams and she did not disappoint. Ms. Abrams discussed launching Fair Fight to ensure that every person in Georgia had the opportunity to vote. She also discussed Fair Count, an organization she created to ensure that the 2020 Census fairly and accurately counts everyone. She explained the importance of getting people counted on the Census, such as where funding gets distributed among the States for health care, education, economic development and more. She also highlighted the role public libraries will have in assisting people with getting counted.

One interesting tidbit is that Stacey Abrams is the author of several romantic suspense books under the pen name Selena Montgomery.

Challenging Dementia with Creativity, Collaboration, and Compassion

This session presented by the Outreach Librarian at the Northwest Regional Library System (Panama City, Florida). The speaker raised awareness of Alzheimer's disease and related dementias. Dementia refers to the decline in mental ability severe enough to impact one's daily life. Alzheimer's is the most common cause of dementia and is a specific disease. 5.8 million Americans are living with Alzheimer's and it is projected that by 2050, this number will increase to approximately 14 million.

A variety of engaging programming ideas and collaborations to implement was provided that will ensure inclusivity across the ages and cognitive abilities. Some of the tips provided were to be positive and utilize the early literacy practices of talking, reading, writing, singing, and playing. Conversations are crucial as they are a way to engage and show empathy. Include opportunities for children and families to participate. Children and teens have the ability to capture their attention.

The presenter also discussed the challenges of dealing with the aftermath of a devastating tornado that tore through the community and how this displaced many people within this population.

This session and the resources provided will be important as I move forward with creating Memory kits and look for more ways to work with this group and their caregivers.

Transforming Service through Spaces: Canadian Library Design

With the Library Board's current work of creating a Long Range Plan, I was interested in this session to explore ideas on what could possibly be done with our library to increase services to the community. This session looked at three libraries in Canada (Calgary, Otawa, and Edmonton) and how building new facilities offered the opportunities to meet the needs of the community. While these three libraries serve an extremely large population and building project, there were still some good points that I walked away with.

It is important to engage staff and the community on the project. Staff need to understand what is going on at all stages so provide things such as construction tours. Don't advertise the opening date until the library is confident is confident it is correct. Provide a sneak peek before opening day. The Edmonton library hid "golden tickets" around town for people to come to a sneak peek event. With the increase of community meeting spaces, be prepared for community groups to overrun those spaces so plan accordingly.

Seeking Stellar Staff at All Levels

The opportunity to hire should be a cause for celebration because it's an opportunity for change. One should hire based on what the organization if planning to do in the future. Don't hire for today; hire for the future. We are in the business to connect with people so we should hire accordingly. Who is our community and what do they need? Look to change the job title, passive to active recruitment, and make the interview process as experimental as possible. Look for someone who has an unbridled curiosity and are willing to meet people "where they are". The session also provided phrases and body language to watch out for during the interview process. The best employers are "able to hire the person first and for the position second."

Designing for Future Relevance: Inclusionary Tactics that Flip the Script for Library Facility Planning

This was another session I attended due to the Long Range Planning occurring in our library. This session described the importance of engaging our community in service and facility planning processes. Facilities should be designed to be relevant for the future needs and aspirations of the community. The libraries featured in this presentation had bright and colorful open spaces and furniture. The libraries looked to the activities that the community wanted, assessed the space components, and described what that space would foster, such as a place for informal gathering, family learning, community recreation, personal development, and a place for community to meet, learn, and collaborate. The role and purpose of the library in the Las Vegas community was to provide career services, intergenerational space, family learning, project based learning and school curriculum support. For a capital improvement project, the library should identify the community needs, identify growth and demographic change, and articulate strategic goals.

Proactive Models for Managing Difficult Patron Interactions

Providing staff with training and tools to respond in the moment to a variety of situations was the topic of this session. Library staff wants to respond positively and proactively to concerns and complaints from patrons, which help to ensure

people that they are being listened to and taken care of. However, staff also wants to be protected from the intimidating, harassing, or uncomfortable questions and behavior that are sometimes seen. This session provided a model for responding to difficult patrons in the library, which were developed into a challenging behavior response database. The resource model promotes mutual respect, staff empowerment, and consistency in interactions. The model is utilized by all staff members from the pages to those on the public service desks. The libraries presenting this session made available their models that can be adapted to fit our library's policies and procedures. My plan is to form a committee to look into providing this resource here.

The Marketing Value Proposition: Why Buy-in Makes All the Difference

When it comes to the marketing plan, there needs to have buy-in from the staff and administration. It should be able to communicate to the staff what the leadership goals are so that staff can relay that message to the public. Two marketing goals should be adopted annually. Identify the goal and everyone works on it and this gets the support from the bottom up with people feeling invested in it.

I also took advantage of attending several special events.

Book Club Lunch & Learn hosted by Penguin Random House featured a discussion of diversity in programming and a panel of authors, such as Jasmine Guillory, Imbolo Mbue, and Yaa Gyasi.

Children's Author Breakfast featured award winning authors Minh Le, Lin Oliver, Lisa Moore Ramee, and Rebecca Stead discussing their latest books.

Your Evening is Booked sponsored by Library Reads featured a panel of authors and a discussion of the latest titles, including Katherine Center, Sam Tschida, and Odie Lindsey.

Author Breakfast sponsored by Random House featured a panel of authors discussing their latest titles, including Sue Monk Kidd, Ariel Lawhon, Megha Majumdar, Kate Russo, and Sara Seager.

Library Journal Evening of Dialog was held at the Nashville Public Library. The agenda consisted of two different author panels featuring fiction and nonfiction books. The fiction panel consisted of authors such as Ruta Sepetys, Kevin Wilson, Ashley Blooms, and Lauren Francis-Sharma. The nonfiction panel included such authors as Bonnie Tsui, M.O. Walsh, Charlie Lovett,and Emily Levesque.

Thank you for giving me this wonderful opportunity to attend. I truly appreciate it!

Mary Dugan

PLA Annual Conference 2020

Overall, I had a great experience going to the PLA Conference in Nashville. It was interesting, informative, and useful. I am very grateful that the Board and my supervisors allowed me the opportunity to go. It has not only give me ideas for here at the library, but also ideas to think about presenting at NYLA, or even PLA 2022.

Opening Session

Based on how packed the room was this was a highly anticipated event, and it did not disappoint. Stacey Abrams and the spoken word performers were fantastic. The spoken word pieces were insightful, relevant, and (for me) an unexpected joy to hear. Stacey Abrams is an incredible woman and she did a great job speaking to the importance of libraries and about her work.

Decreasing Barriers to Library Use

This session was all about recognizing the barriers that are in place in your library that may prevent people from using it, whether it's the location, the accessibility, the policies, fees, or the public's awareness of the library.

All of these different things were addressed in the session and I did notice that we address a lot of them- we have extended evening and weekend hours, we don't charge to have a library, and we're about to institute an auto-renewal program for checked out items. The session really helped me think about the things we do at the library and to try looking at them in a different light, especially with a potential renovation happening to the building.

Adding Mindfulness to Your Story Time Checklist

I've heard of mindfulness before, and even have some experience with it, but I never considered adding it to story time. This session showed a couple ways in which to add it, and the reasons why. They used a video that showed kids who talk about mindfulness and why they like it; one little girl gave the example that when she's mad it's like an explosion of glitter inside her head and when she uses the breathing that was taught to her during mindfulness sessions it helps the glitter settle to the bottom of her brain. one way in which to use mindfulness in story time would be to have each child lay down, go around and place a small stuffed animal on their stomach, have the kids watch the animal go up and down while they're breathing. If they get the giggles

that's fine but have them notice how the animal moves differently when they do that, and then try to get them to settle into some relaxed and regular deep breathing.

Whether we use this technique or another, the key is consistency- use the same technique (can be as short at 30 seconds or as long at 2 minutes) in each story time you do, and try to keep it at the same time (the end, middle, or beginning) instead of switching it around. This way the kids can learn the technique, they get used to it, and know that it's part of that person's story times.

Self-Care and Increasing Productivity While Avoiding Burnout

I usually try to attend a session like this in hopes of learning something new, and while I didn't really learn anything new it did continue to enforce certain ideas and practices. Ideas and practices such as: having the ability to say no to something at work, that time management is more than just a good idea it's crucial to your wellbeing, and just how important self-care is overall.

Self-care isn't just a spa day or buying something nice for yourself, it's purposefully doing something with the intention that it will improve or enhance your wellbeing. Things like coloring, allowing yourself the time to go through your whole skin care routine, turning your phone off, or even having an area/room that you don't allow your phone/tablet/computer into- a room to completely unplug. Self-care is all those little things, things we need to make time for and even purposefully add to our schedules.

Library Space Designed by Library Staff

This session talked about the process of renovating a library and how to go about getting constructive staff input and really utilizing what they have to say in the design of library spaces. The library in question went through an extensive design process that staff got to comment on throughout, and they came out with a result that really fits their library and their community. While I don't think a lot of what they did would work in our library, they did have some great ideas about the process for designing the space using the comments of the employees who interact with the space and the patrons on a daily basis.

Part Playground, Part Laboratory: New Ideas at Your Library

This session was all about innovation. The librarians who presented are part of a multi-library system and selected one library to be their 'concept library' where they tested out new theories and ideas (for programs, services, patron interactions, organization, etc.). They call it their sand box library, where they get to play around

with new and different ideas and things. The key to this being successful for them was the data collection they did at this library, the used a lot of surveys and employee observations to see how the new concepts were being received and if it was something that could, or should, be rolled out system wide.

All employees within the library and the system can make suggestions for things to try, they have a computer file where everyone can enter their ideas and the other employees can vote on which they like the best. Once an idea was selected it's important that everyone knew who was in charge of the idea so that there was a clear decision-maker and someone to go to if there were questions.

Other key points they discovered were: it takes more time than you realize to take and idea and run it through its paces, continually create opportunities for feedback, make transitions as smooth as possible, change your understanding of success, and celebrate your failures (after all- you tried).

Developing Scalable, Inclusive, and Engaging Adult Programs

This was an interesting session that focused on creating diverse, inclusive, and engaging programming for adults. Discussions covered topics such as planning Genre Cons (a Romance Genre Con was the example given), hosting an FYI Book Club that takes place outside the library (at local community locations or even offices, one example was a local mortuary…), or a Food Truck Workshop to talk to successful food truck owners and help those interested in the industry get started. To understand how your programming is reaching your patrons, and what they think about it it's important to be collecting data throughout. However, when you're collecting that data it's not just about the data itself, it's important to pay attention to who is there and when you're doing it, these things will change the data drastically so you need to be aware of them.

Designing for Future Relevance: Inclusionary Tactics That Flip the Script for Library Facility Planning

This session focused on designing a library for your community that will truly fit it's needs. Part of which means that the design process for the library will not be linear, it's not someone asks questions then designs something, then the board approves and off we go into renovation. No, it's a cyclical process of design, editing, and feedback.

Ensuring that you're giving your community what it needs when you're planning the library spaces and design means seeking out feedback from the people that use the library frequently but going out into the community to places where people already congregate (e.g. soccer or baseball games on the weekends). It can also mean

speaking with community leaders and officials to understand what the top 3 things are that concern them about the community, and then what could the library do to help.

The library example in the session was the East Las Vegas Library and what they needed was an intergenerational living room, a place where everyone of different ages could come together and share the space. It's not about how big the space is (though there's was huge), it's about how the space is going to be used. Take chances- be bold when coming up with new ideas and designs for the library, change names of spaces to describe and inspire those using them (e.g. instead of study rooms ELVL called them think tanks).

Once again designing a library is about understanding. Understanding what the employees need, what the patrons are asking for, and what the community as a whole needs the space to be.

Bringing Technology and Arts Programming to Senior Adults

I truly enjoyed going to this session, the librarians who spoke love what they do and how they can share things with the seniors in their community. The main focus was bringing the technology and the crafts to different senior centers, and how to design each session with the seniors there in mind. For example, you wouldn't do the same kind of craft with an active senior living community that you would with a memory care facility. They have different needs and abilities and the speakers really highlighted how to cater to those facilities. Two of their main points were to make sure to speak with staff at whatever senior center you're going to be visiting to understand the abilities of those there, and to check your expectations at the door. You really can't make assumptions about what the seniors you're visiting want without spending time with them and speaking with them first.

Two pieces of technology that the seniors really seemed to enjoy were the ozobots and the virtual reality headsets that the librarians brought with them to the care facilities. The ozobots taught basic coding, but more than that it gave the seniors something to talk about and use to connect with their kids or grandkids. The virtual reality headsets minimized social isolation and gave them new experiences or allowed them to talk a walk outside in different parts of the world that they really can't get to anymore. The librarians found that 75% of the seniors they worked with were less anxious, and an unexpected result was that for some seniors it helped them remember things they didn't even know they remembered.

I spoke with the presenters after about how they decided to do this presentation and what they needed to make it happen, and it really inspired me to think about

creating a presentation for NYLA or even for PLA 2022 about out Senior's Prom program that has been such a big hit.

Library Collection				2018-19	Current Total
Adult fiction				26,708	25,808
Adult non-fiction				29,506	30,043
Adult audio				7,216	6,965
Adult video				7,964	8,255
Young adult fiction				5,607	5,382
Young adult nonfiction				543	519
Young adult audiobooks				364	379
Children's fiction				25,716	26,635
Children's non-fiction				15,034	15,396
Children's audiobooks				1,462	1,659
Children's video				1,989	1,961
OverDrive - UHLS Shared				69,231	74,460
e-magazines				107	122
Electronic (games, ereaders)				482	566
Total				191,929	198,150
Library Programs	**Feb-20**	**Feb-19**	**% change**	**2018-19**	**F-Y-T-D**
Programs	86	71	21.1%	843	606
Program attendance	1,822	1,673	8.9%	24,838	16,490
Outreach Programs	16	27	-40.7%	285	148
Outreach Attendance	231	440	-47.5%	9,929	6,253
Circulation	**Feb-20**	**Feb-19**	**% change**	**2018-19**	**F-Y-T-D**
Adult fiction	13,011	11,534	12.8%	149,583	103,973
Adult non-fiction	9,071	7,973	13.8%	97,179	65,832
Adult audio	3,926	3,915	0.3%	49,601	31,642
Adult video	9,462	8,937	5.9%	109,652	69,246
Adult magazines	1,848	1,945	-5.0%	21,596	14,307
Young adult fiction	1,612	1,433	12.4%	19,610	13,213
Young adult nonfiction	122	133	-8.3%	1,476	1,049
Young adult audiobooks	107	95	12.0%	1,331	914
Young adult magazines	7	1	600.0%	74	41
Children's fiction	10,730	10,654	0.7%	137,492	94,774
Children's non-fiction	3,316	3,786	-12.4%	38,616	24,771
Children's audiobooks	555	639	-13.0%	7,690	5,062
Children's video	932	1,182	-21.1%	14,997	8,085
Children's magazines	4	29	-86.2%	370	151
Electronic (games, ereaders)	692	512	35.2%	6,966	5,514
Total	55,394	52,768	5.0%	656,232	436,175
Interlibrary Loan	**Feb-20**	**Feb-19**	**% change**	**2018-19**	**F-Y-T-D**
Borrowed from others	6,947	7,192	-3.4%	86,393	56,711
Loaned to others	5,549	5,150	7.7%	67,302	43,748
Miscellaneous	**Feb-20**	**Feb-19**	**% change**	**2018-19**	**F-Y-T-D**
Visits to our home page	68,117	76,720	-11.2%	849,506	570,226
Public use of meeting rooms	60	65	-7.7%	436	344
Public meeting attendance	767	866	-11.4%	6,867	4,420
Staff use & library programs	97	80	21.3%	1,038	748
Study room sessions	402	367	9.5%	5,267	3,293
Tech room/ Studio use	53	12	341.7%	305	283
Door count	25,469	24,187	5.3%	310,464	205,883
Registered BPL borrowers	71	80	-11.3%	1,012	656
Computer signups	3,050	2,936	3.9%	34,871	26,950
Museum Pass use	140	122	14.8%	1,833	1,349
E-book use	7,084	5,776	22.6%	71,054	54,300
E-magazine use	1,306	1,301	0.4%	12,415	9,488
Equipment	419	472	-11.2%	5,432	3,374
Wireless Use	10,146	9,480	7.0%	172,258	91,208

Monthly Gas and Electric Comparisons

Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
10/11/2017	29	577	20	$304.89	$10.51	$0.53	29	51,840	1,788	$4,526.94	$156.10	$0.09
10/11/2018	30	99	3	$86.02	$2.87	$0.87	30	34,176	1,139	$3,643.09	$121.44	$0.11
11/9/2017	29	780	27	$401.22	$13.84	$0.51	29	36,480	1,258	$3,526.99	$121.62	$0.10
11/8/2018	28	1,420	51	$754.30	$26.94	$0.53	28	27,264	974	$2,432.22	$86.87	$0.09
12/12/2017	33	1,606	49	$798.17	$24.19	$0.50	33	29,184	884	$2,618.16	$79.34	$0.09
12/11/2018	33	3,661	111	$1,993.69	$60.41	$0.54	33	31,872	966	$3,051.82	$92.48	$0.10
1/11/2018	30	2,964	99	$1,474.51	$49.15	$0.50	30	30,336	1,011	$3,501.04	$116.70	$0.12
1/11/2019	31	3,801	123	$2,727.32	$87.98	$0.72	31	31,872	1,028	$2,832.86	$91.38	$0.09
2/9/2018	29	2,380	82	$1,388.85	$47.89	$0.58	29	28,800	993	$3,871.09	$133.49	$0.13
2/11/2019	31	4,947	160	$2,863.48	$92.37	$0.58	31	33,408	1,078	$3,451.77	$111.35	$0.10
3/13/2018	33	1,833	56	$1,238.17	$37.52	$0.68	32	30,336	948	$2,672.72	$83.52	$0.09
3/12/2019	29	3,562	123	$1,746.64	$60.23	$0.49	29	29,952	1,033	$2,687.90	$92.69	$0.09
4/11/2018	28	1,555	56	$969.24	$34.62	$0.62	29	26,496	914	$2,280.77	$78.65	$0.09
4/10/2019	29	2,054	71	$1,102.54	$38.02	$0.54	29	30,336	1,046	$2,629.48	$90.67	$0.09
5/11/2018	30	776	26	$522.08	$17.40	$0.67	30	29,568	986	$2,810.83	$93.69	$0.10
5/13/2019	33	1,161	35	$607.54	$18.41	$0.52	33	34,944	1,059	$2,915.97	$88.36	$0.08
6/13/2018	33	56	2	$67.42	$2.04	$1.20	33	33,792	1,024	$3,523.65	$106.78	$0.10
6/12/2019	30	445	15	$250.06	$8.34	$0.56	30	34,560	1,152	$2,935.52	$97.85	$0.08
7/12/2018	29	36	1	$47.11	$1.62	$1.31	29	36,096	1,245	$4,151.89	$143.17	$0.12
7/12/2019	30	67	2	$57.96	$1.93	$0.87	30	38,400	1,280	$3,737.61	$124.59	$0.10
8/10/2018	29	35	1	$44.40	$1.53	$1.27	29	39,936	1,377	$4,473.49	$154.26	$0.11
8/13/2019	32	59	2	$55.18	$1.72	$0.94	32	41,856	1,308	$4,294.98	$134.22	$0.10
9/11/2018	32	38	1	$46.65	$1.46	$1.23	32	39,168	1,224	$4,428.29	$138.38	$0.11
9/12/2019	30	151	5	$109.19	$3.64	$0.72	30	35,712	1,190	$3,473.94	$115.80	$0.10
10/11/2018	30	99	3	$86.02	$2.87	$0.87	30	34,176	1,139	$3,643.09	$121.44	$0.11
10/11/2019	29	558	19	$289.40	$9.98	$0.52	29	31,872	1,099	$2,681.35	$92.46	$0.08
11/8/2018	28	1,420	51	$754.30	$26.94	$0.53	28	27,264	974	$2,432.22	$86.87	$0.09
11/8/2019	28	1,268	45	$609.93	$21.78	$0.48	28	29,568	1,056	$2,573.81	$91.92	$0.09
12/11/2018	33	3,661	111	$1,993.69	$60.41	$0.54	33	31,872	966	$3,051.82	$92.48	$0.10
12/11/2019	33	2,902	88	$1,321.32	$40.04	$0.46	33	33,024	1,001	$2,882.77	$87.36	$0.09
1/11/2019	31	3,801	123	$2,727.32	$87.98	$0.72	31	31,872	1,028	$2,832.86	$91.38	$0.09
1/13/2020	33	3,261	99	$1,714.16	$51.94	$0.53	33	33,024	1,001	$2,940.08	$89.09	$0.09
2/11/2019	31	4,947	160	$2,863.48	$92.37	$0.58	31	33,408	1,078	$3,451.77	$111.35	$0.10
2/11/2020	29	3,016	104	$1,579.16	$54.45	$0.52	29	29,952	1,033	$2,551.49	$87.98	$0.09

BETHLEHEM PUBLIC LIBRARY

INSURANCE PAYMENT POLICY

Policy adopted by Library Board of Trustees, December 11, 2000.
Policy revised January 11, 2010
Policy revised March xx, 2020

Individuals who participate in a healthcare plan sponsored by the library and fit the criteria below shall make payments as outlined in the following descriptions:

~~This policy applies to those in the following circumstances who owe the library a contribution for all or any portion of an insurance plan in which they participate and for which they are eligible.~~

- Employees who retired after 7/1/01, any dependent continuing coverage, and anyone on COBRA must make monthly payments by check~~, or money order~~ electronic payment, or other allowed method directly to ~~Jaeger and Flynn, 42 South Street, Glens Falls, NY 12801~~ the library's insurance broker.
- An employee on unpaid leave must make any required monthly payments by check or ~~money order~~ other allowed method directly to Bethlehem Public Library, Attn: Business Office, 451 Delaware Av., Delmar, NY 12054.

Insurance premiums are due on the first of each month.

There is a grace period of 30 days. It is the responsibility of the above-listed employees, dependents or retirees to make payments within the grace period.

If premium payments are not received by the end of the grace period, insurance coverage will end on the last day of the month for which payment was made.

A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	**3000057053601.1**	Sales Rep	Blake Davidson
Total	**$14,886.90**	Phone	(800) 456-3355, 80000
Customer #	14122520	Email	Blake_Davidson@Dell.com
Quoted On	Mar. 04, 2020	**Billing To**	TONYA CHOPPY BETHLEHEM PUBLIC LIBRARY 451 DELAWARE AVE DELMAR, NY 12054-3042
Expires by	Apr. 03, 2020		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Blake Davidson

Shipping Group

Shipping To

JOHN LOVE
BETHLEHEM PUBLIC LIBRARY
451 DELAWARE AVE
DELMAR, NY 12054-3042
(518) 439-9314

Shipping Method

Standard Delivery

Product	Unit Price	Qty	Subtotal
Dell Latitude 5500	**$1,488.69**	**10**	**$14,886.90**

Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682

Subtotal:	**$14,886.90**
Shipping:	**$0.00**
Non-Taxable Amount:	**$14,886.90**
Taxable Amount:	**$0.00**
Estimated Tax:	**$0.00**
Total:	**$14,886.90**

Special lease pricing may be available for qualified customers and offers. Please contact your DFS Sales Representative for details.

Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682

Shipping Group Details

Shipping To

JOHN LOVE
BETHLEHEM PUBLIC LIBRARY
451 DELAWARE AVE
DELMAR, NY 12054-3042
(518) 439-9314

Shipping Method

Standard Delivery

		Qty	Subtotal
Dell Latitude 5500	**$1,488.69**	**10**	**$14,886.90**

Estimated delivery if purchased today:
Mar. 24, 2020
Contract # C000000005000
Customer Agreement # PM20820/1000041162

Description	SKU	Unit Price	Qty	Subtotal
Latitude 5500 BTX Base	210-ARXH	-	1	-
8th Generation Intel Core i7-8665U Processor (4 Core,8MB Cache,1.9GHz,15W, vPro-Capable)	379-BDLE	-	1	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	1	-
No AutoPilot	340-CKSZ	-	1	-
No Productivity Software	630-AAPK	-	1	-
Intel Core i7-8665U Processor with Integrated Intel UHD 620 Graphics	338-BRKV	-	1	-
Intel vPro Technology Enabled	631-ACBI	-	1	-
16GB, 1x16GB, DDR4 Non-ECC	370-AECT	-	1	-
M.2 512GB PCIe NVMe Class 35 Solid State Drive	400-BDXP	-	1	-
15.6" FHD WVA (1920 x 1080) Anti-Glare Non-Touch, Camera & Mic, WLAN/WWAN Capable, Privacy Shutter	391-BEJJ	-	1	-
Dual Pointing Backlit US English Keyboard	583-BFBO	-	1	-
No Mouse	570-AADK	-	1	-
Driver for Intel® Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0	555-BEUN	-	1	-
Intel Dual Band Wireless AC 9560 (802.11ac) 2x2, Bluetooth 5.0	555-BEDV	-	1	-
No Mobile Broadband Card	556-BBCD	-	1	-
4 Cell 68Whr ExpressCharge™ Capable Battery	451-BCIP	-	1	-
65W AC Adapter, 7.4mm Barrel	492-BBXF	-	1	-
DP Palmrest w/ Touch Fingerprint Reader,Contacted Smart Card	346-BFLG	-	1	-
Fixed Hardware Configuration	998-DLRK	-	1	-
SupportAssist	525-BBCL	-	1	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	1	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	1	-
Waves Maxx Audio	658-BBRB	-	1	-
Dell Developed Recovery Environment	658-BCUV	-	1	-
Dell Power Manager	658-BDVK	-	1	-
Dell Latitude 5500 SRV	658-BEGF	-	1	-
Regulatory Label, FCC	389-DPGZ	-	1	-

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Direct Ship Info	340-AAPP	-	1	47	-
Smart Select MIN SHIP (DAO/BCC)	340-CMEP	-	1		-
Workspace ONE Express + Subscription, 1 Year	528-BYHC	-	1		-
No Resource DVD / USB	430-XXYG	-	1		-
No Removable CD/DVD Drive	429-AATO	-	1		-
Intel Core i7 vPro Label	389-CGJM	-	1		-
OS-Windows Media Not Included	620-AALW	-	1		-
No Option Included	340-ACQQ	-	1		-
No Anti-Virus Software	650-AAAM	-	1		-
Latitude 5500 bottom door	321-BELH	-	1		-
ENERGY STAR Qualified	387-BBNO	-	1		-
E5 US Power Cord	450-AAEJ	-	1		-
Safety/Environment and Regulatory Guide (English/French Multi-language)	340-AGIK	-	1		-
US Order	332-1286	-	1		-
Smart Selection Shipment (S)	800-BBQI	-	1		-
EAN label	389-BKKL	-	1		-
Setup and Features Guide	340-CMFK	-	1		-
Foxit PhantomPDF Standard	634-BQYE	-	1		-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	1		-
Dell Limited Hardware Warranty	997-8317	-	1		-
ProSupport Plus: Next Business Day Onsite, 1 Year	997-8366	-	1		-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	1		-
ProSupport Plus: 7x24 Technical Support, 3 Years	997-8380	-	1		-
ProSupport Plus: Next Business Day Onsite, 2 Year Extended	997-8381	-	1		-
ProSupport Plus: Keep Your Hard Drive, 3 Years	997-8382	-	1		-
ProSupport Plus: Accidental Damage Service, 3 Years	997-8383	-	1		-
Client ProSupport Plus Asset Label without Company Name	365-0896	-	1		-
CFI,Information,VAL,CHASSISDEF,Factory Install	377-8262	-	1		-

Subtotal:	**$14,886.90**
Shipping:	**$0.00**
Estimated Tax:	**$0.00**
Total:	**$14,886.90**

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DRAFT Budget 2020-21

		2019-20	6 Month	2020-21	2020-21		NOTES
Expenses		**Budget**	**Expenses+**	**Proposed**	**+/- 2019-20**	**% +/-**	
Salaries & Benefits			**Encumbrances**	**Budget**			
-150	Librarians	$1,158,186	$582,951	$1,197,064	$38,878	3.36%	Negotiated salary increases
-160	Support Staff	$1,014,578	$469,818	$996,099	($18,479)	-1.82%	Negotiated salary increases
-170	Custodians	$160,373	$76,937	$170,402	$10,029	6.25%	Negotiated salary increases
-200	Retirement	$279,232	$283,977	$291,089	$11,857	4.25%	Cost estimate received from NYS Comptroller
-210	Soc Sec/Medicare	$178,485	$83,869	$180,813	$2,328	1.30%	Proportional increase
-220	Worker's Comp	$23,000	$18,102	$19,000	($4,000)	-17.39%	Stable
-230	Unemp. Ins.	$0	$0	$0	$0		Self insured to $10,000
-240	Health Insurance	$308,660	$133,954	$310,433	$1,773	0.57%	Assumes 10% increase @1/1/2021 and stable enrollment for 2021
-250	Disability Insurance	$1,400	$1,307	$1,400	$0	0.00%	
Total-Salaries & Benefits		**$3,123,914**	**$1,649,608**	**$3,166,300**	$42,386	1.36%	
Library Materials							
-300	Books	$171,000	$83,826	$171,000	$0	0.00%	Funding sufficient for current materials
-305	Audio books (physical)	$33,000	$13,931	$30,000	($3,000)	-9.09%	Continued shift to downloadable audioboo
-307	E-collections	$122,000	$63,300	$156,000	$34,000	27.87%	Significant increase to meet increasing demand
-310	Electronic resources	$28,000	$13,108	$28,000	$0	0.00%	Costs stable, continued negotiated savings
-313	Periodicals	$21,000	$17,126	$24,000	$3,000	14.29%	Increased costs for subscriptions
-350	Children's Books	$85,000	$31,597	$85,000	$0	0.00%	Budget sufficient for demand
-355	Children's audio books	$4,500	$2,427	$5,000	$500	11.11%	
-356	Children's Media	$7,000	$4,331	$7,000	$0	0.00%	Stable costs
-370	Special collections	$15,500	$4,132	$22,500	$7,000	45.16%	Purchase innovative collections
-380	Media	$58,000	$22,629	$58,000	$0	0.00%	Media needs stable
Total-Materials		**$545,000**	**$233,778**	**$586,500**	$41,500	7.61%	

DRAFT Budget 2020-21

		2019-20	6 Mo Exp.	2020-21	2020-21		Notes
Operations		**Proposed**		**Proposed**	**+/- 2019-20**	**% +/-**	
-400	Photocopiers/supplies	$22,000	$7,747	$20,000	($2,000)	-9.09%	Estimates based on use
-401	Office supplies	$13,000	$6,198	$14,000	$1,000	7.69%	Increases in office supply costs
-402	Custodial supplies	$18,000	$10,441	$22,000	$4,000	22.22%	Cleaning supplies, hardware, light bulbs, etc.
-403	Postage	$18,000	$9,954	$20,000	$2,000	11.11%	Slight increase in postage costs/occasional increases in Footnotes size
-404	Printing & Marketing	$30,000	$19,387	$35,000	$5,000	16.67%	Expanded marketing
-405	Van operation	$2,000	$1,048	$4,000	$2,000	100.00%	Planned van maintenance
-420	Electricity & Gas	$60,000	$22,511	$60,000	$0	0.00%	Conservative budgeting for electricity use - decreases may continue - will monitor
-421	Telephone	$17,000	$12,815	$18,000	$1,000	5.88%	Planned expansion of wifi at Town Hall Playground
-422	Water	$2,700	$2,314	$2,700	$0	0.00%	Stable water costs
-423	Taxes-Sewer & water	$3,700	$0	$3,700	$0	0.00%	Stable sewer costs
-430	Refund of real property taxes	$20,000	$9,250	$20,000	$0	0.00%	Tax refunds stable in 2019 after significant increases from 2018
-450	Professional services	$15,000	$12,560	$30,000	$15,000	100.00%	Contract negotiations and increasing use of attorney services
-451	Contractual services	$37,500	$40,409	$42,000	$4,500	12.00%	Includes known HVAC maintenance contract costs
-452	Insurance	$29,000	$25,846	$29,000	$0	0.00%	Stable costs
-454	Travel/conference	$10,000	$6,746	$8,000	($2,000)	-20.00%	State convention only, not a biannual national conference year
-455	Memberships	$2,000	$1,793	$3,000	$1,000	50.00%	Planned increases for memberships including NYLA and Library Trustee Section
-456	Special programs	$25,000	$12,941	$43,000	$18,000	72.00%	Significant commitment to increased programming for the public
-460	Equipment and Furniture	$50,000	$13,478	$50,000	$0	0.00%	Expected replacement of library furnishings to meet Long Range Plan goals
-461	IT-hardware & software	$42,000	$33,620	$42,000	$0	0.00%	Upgrades to hardware and replacements as needed. Software.
-462	Bldg. & grounds repair	$40,000	$14,514	$40,000	$0	0.00%	Carpet cleaning, seal coat, bulbs, supplies
-463	Equipment/furniture repair	$2,000	$910	$2,000	$0	0.00%	Maintenance equipment repairs
-464	Miscellaneous	$3,500	$2,417	$3,500	$0	0.00%	Stable incidental costs
-481	Audit services	$25,000	$11,950	$24,000	($1,000)	-4.00%	Audit contract and actuary fees for GASB/OPEB report
-482	Accounting services	$15,000	$14,000	$15,000	$0	0.00%	Stable costs for library financial software
-483	UHLAN fees & services	$50,000	$24,281	$51,000	$1,000	2.00%	Planned increases in library system fees
-490	Capital Expenditures	$125,000	$32,190	$125,000	$0	0.00%	Upgrades and building needs
Total-Operations		**$677,400**	**$349,320**	**$726,900**	$49,500	7.31%	
TOTAL EXPENSES		**$4,346,314**	**$2,232,706**	**$4,479,700**	$133,386	3.07%	

DRAFT Budget 2020-21

	2019-20	6-month	2020-21	2020-21	% +/-	
Income	**Proposed**	**income**	**Proposed**	**+/- 2019-20**		
Fines	$30,000	$15,214	$28,000	($2,000)	-6.67%	Automatic renewals could impact this number significantly
Interest	$10,000	$24,350	$30,000	$20,000	200.00%	Expected increases in interest income
BookSale	$5,000	$2,766	$5,000	$0	0.00%	
Gifts and donations	$1,000	$2,940	$1,000	$0	0.00%	
Photocopiers	$8,000	$3,964	$7,500	($500)	-6.25%	Modest decrease based on use statistics
State Aid	$24,000	$25,050	$24,000	$0	0.00%	Expected flat funding from New York State
PILOT	$203,162	$205,515	$211,637	$8,475	4.17%	Estimate received from BCSD
Total - Income	**$281,162**		**$307,137**	$25,975	9.24%	
Total Expenses (Budget)	$4,346,314		$4,479,700	$133,386	3.07%	Total budget
Total Income	$281,162		$307,137	$25,975	9.24%	Total income
Taxes to be Raised (Levy)	**$4,065,152**		**$4,172,563**	$107,411	2.64%	Total Levy (budget less income)
NYS Levy Limit		Levy Limit	$4,174,959			
		Levy Increase	$109,807			

Anticipated Board Projects

March

Schedule for 2020

- December
  - ~~Trustees for contract negotiation team~~
  - ~~UHLAN contract~~
- January 2020
  - ~~Architect Long Range Plan Presentation @ Board Meeting~~
  - ~~Deliver director evaluation~~
  - ~~Preliminary budget discussions~~
- February 2020
  - ~~Discuss finance systems with school district~~
  - ~~Hallway furniture~~
  - ~~Budget discussion~~
  - ~~Library advocacy day~~
- March 2020
  - Footnotes budget letter approved
  - Budget vote deadline
  - ~~Election packets are ready~~
- Spring 2020
  - Contract negotiations
- Summer 2020
  - Revisit specialized attorneys
  - Long Range Plan (including capital plan) completed

Annual Board Events

July
- Elected trustees take oath of office (new and incumbent)
- Oaths registered with the county clerk
- Election of board officers
- Committee appointments
- Authorizations, holidays, board meetings, investment policy

August

September

October

November
- Audit report to the BOT
- NYLA annual conference

December
- Budget preparation begins (Finance committee)
- Personnel committee begins Director evaluation process

January
- Draft budget presented to the BOT

February
- Trustees vote on annual budget (Feb or March depending on school publication schedule)
- Vote on NYS report for public libraries

March
- Footnotes budget letter finalized and approved
- Library advocacy day
- Election petition packets are ready
- Deliver Director evaluation

April

May
- Public budget vote/Trustee election
- Budget presentation to the public

June
- UHLS annual dinner
- Nominating committee appointed

Every 2-3 years
- CSEA contract negotiation

Every 5 years
- Long range plan development

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A library for all

At Bethlehem Public Library, community feedback is an important part of the planning process

By KRISTEN ROBERTS
news@spotlightnews.com

DELMAR — For over 100 years, Bethlehem Public Library has been a center of lifelong learning and a gathering place for the community. With more than 325,000 visits in the past year, the library is a hub of activity in a town that embraces and supports its cultural assets.

In 2019, the Board of Trustees embarked on a comprehensive Long Range Planning process that will outline goals to deliver the services and experiences that are a priority to the people who use the library – as well as those who will use it in the years to come. To do that, library staff and trustees have been reaching out to residents and community stakeholders over the past months through brainstorming workshops, surveys and individual interviews to hear their ideas for the future of the library.

The feedback has been plentiful, with many voicing a desire for the library to maintain or expand traditional collections of books and media while seeking opportunities to provide additional quiet study and gathering spaces for groups of varying size. A number of people also said they were interested in seeing enhanced teen and children's areas, as well as improved access to the building itself.

Public input has been an essential part of Bethlehem Public Library's Long Range Planning process as staff and trustees look ahead to how the library will serve the community in the coming years.

"We are now bringing together all of these ideas that we've been hearing in order to come up with a comprehensive vision of our service and space needs as we look ahead,"

— Geoffrey Kirkpatrick, Library Director

"We are now bringing together all of these ideas that we've been hearing in order to come up with a comprehensive vision of our service and space needs as we look ahead," said Library Director Geoffrey Kirkpatrick.

He noted that public input has been an essential part of planning for the library's future.

Continues next page

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From previous page ...

A library for all

"The library's Long Range Plan will truly be a document informed by the community. When we started the process, we tried to make sure there were no preconceived ideas of what the end result would be. We want to make sure it reflects what people in Bethlehem are actually telling us they want from the library."

A final draft of the Long Range Plan is expected by the end of the year, but library staffers are not waiting until then to look for new, innovative ways to serve the community – they've been doing it all along.

The library is gearing up for another season of bringing the Pop-Up Library to the Saturday Farmers Market and other local events this summer. The Pop-Up Library is just one of the many ways Bethlehem Public Library extends its service beyond the brick-and-mortar structure. Another is Free Library WiFi in public areas throughout the community, including the town park and Five Rivers Environmental Education Center. BPL librarians are also regularly out and about in the schools hosting programs and book discussions in collaboration with the teachers and school librarians.

This spring, the wildly popular seed library will return for a second year with a host of supporting programs. Checkouts from the Library of Things were up 22 percent in the past year as patrons borrow new technology like laptops and WiFi hotspots, along with "just for fun" items like karaoke machines, telescopes, GoPro cameras, American Girl Dolls and more. And Kanopy streaming video service was also recently added to the list of e-materials available to Bethlehem cardholders.

A group of local Girls Scouts dropped by the library in mid-January to discuss the Long Range Planning process with Library Director Geoffrey Kirkpatrick and to share their visions for the library's future.

Kristen Roberts / Special to Spotlight News

The library offers all of these new services and materials in addition to its core collection and traditional programs like story times, book discussions, lectures, concerts and performances.

Since its founding in 1913, Bethlehem Public Library has been a true reflection of the community's interests and values, and a Long Range Planning process that incorporates vital public feedback means that it will remain so in the years to come.

Kristen Roberts is former managing editor of Spotlight Newspapers and is presently the public information specialist for the Bethlehem Public Library.

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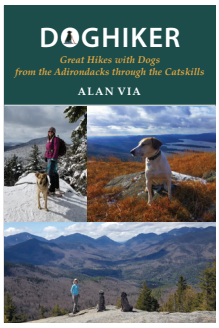
DOGHIKER

WEDNESDAY MARCH 25 • 6:30PM

Alan Via discusses his latest book, which is part guidebook for hikers and their canine companions and part operating manual for dog owners.



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THURSDAY APRIL 9 • 7PM

Mary Miller of the New York News Publishers Association discusses how to think critically about the media messages we are exposed to, as well as how news professionals gather and disseminate credible information – in print or online.

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SEEKING AND FINDING TRUTH IN A FAKE NEWS WORLD

THURSDAY APRIL 9 • 7PM

Mary Miller of the New York News Publishers Association discusses how to think critically about the media messages we are exposed to, as well as how news professionals gather and disseminate credible information – in print or online.

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