



### **Board of Trustees Meeting**

**Monday February 8, 2021 6:00 pm (Virtual Meeting)**

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

#### **Agenda**

- **Call to order**
- **Public participation**
  - **Communications can be directed to the following link prior to and during the meeting:** <http://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>
- **Review previous meeting minutes (p. 2-6)**
- **Financial report (p. 8-13)**
  - Treasurer's update (p. 7)**
- **Personnel report (p. 14)**
  - Personnel actions**
- **Director's report (p. 15-26)**
- **UHLS report**
- **New business**
  - Draft budget discussion (p. 27-29)**
  - Phased reopening plan discussion**
  - NYS annual report**
  - Other new business**
- **Old business**
  - Long range plan steering committee – update**
  - Other old business**
- **Future business**
  - Committee meetings - frequency**
- **Public Participation**
- **Executive session**
- **Adjournment**
  - Next board meeting: March 8, 2021 6:00pm (Virtual Meeting)**
  - Next Friends of the Library meeting: February 15, 2021**

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
Monday January 11, 2021

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

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

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

President M. Kissinger called the meeting to order at 5:57pm.

#### PUBLIC PARTICPATION

G. Kirkpatrick shared an email received in response to the Thursday e-newsletter that contained links shared by the school district about how to talk to children about the violence at the capital. The email writer said they were unhappy with what they considered a biased message.

The board noted the public comment for the record.

#### MINUTES

Minutes of the 14 December 2020 board meeting and the 17 December 2020 Long Range Planning Committee meeting were approved unanimously on a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe.

#### FINANCIAL REPORT

##### *Treasurer's update*

S. Whiting said the library was tracking at about 3 percent under budget, and as of last month had received about 73 percent of expected state aid. She noted that included in the financial report was a more detailed line of expenditures.

She said interest income was considerably under budget as interest rates are at a historic low because of the pandemic. She noted the finance committee plans to discuss that further and determine if any changes are needed to the investment policy. M. Redmond said it would be a good opportunity to get all the needed tools in place that will be used moving forward.

M. Kissinger asked about the retirement expense line and how that might be impacted by an expected jump in contribution costs. G. Kirkpatrick said those costs will be reflected in next year's budget and are part of ongoing budget discussions. He noted that it is a once-a-year expense, and the Comptroller's office provides an estimate for budgeting purposes. The estimate for the coming fiscal year reflects an approximate 11 percent increase.

C. Wijeyesinghe asked about the frequency of the EBSCO services charge. G. Kirkpatrick said it is an annual charge that is currently much lower than in years past as the library discontinued some physical magazines during the pandemic.

M. Kissinger asked if there is any correlation in reduced service hours and the budget. S. Whiting said the biggest impact has been the decreases in the salary line with many positions being held open.

M. Redmond asked to draw the board's attention to the final HVAC financial report that details the total cost and the net cost of the project. She thanked S. Whiting, G. Kirkpatrick and T. Choppy for wrapping up everything nicely on one page.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board unanimously approved the Financial Statement dated 31 December 2020 (Manual Disbursements \$31,623.98; Cash Disbursements/Accounts Payable \$46,391.67; Trust & Agency Disbursements/Salaries \$205,416.82; CapProject Fund/Hand-Drawn Checks \$0; Total: \$283,432.47).

## PERSONNEL REPORT

There were no requested personnel actions.

M. Redmond asked if the additional part-time librarian positions the board had discussed earlier have been filled. G. Kirkpatrick said those temporary positions were quickly filled and have been very helpful in covering where there are staff shortages. He noted that both of the new hires had previously worked at the library so they were able to get up to speed quickly.

## DIRECTOR'S REPORT

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

- G. Kirkpatrick updated the board on the library's plan to transition to a new official Facebook page following a loss of admin access to the original page.
- The library has been partnering with the school district to use the Sora app to allow access to the library's e-book collection to BCSD students, leading to about 650 new checkouts. C. Wijeyesinghe asked if that was the reason the YA audiobooks circulation saw a jump. G. Kirkpatrick said that part of it was, and part of it was related to a general increase in e-material use over the pandemic, as well as new and more accurate ways of categorizing the content.

- The library's Kindness Matters campaign is kicking off and will highlight acts of kindness in the community and to one another. There will be random gifts and surprises added to some Book Bundles to show the community that the library is thinking about them. G. Kirkpatrick invited board members to share their own messages for the kindness notecards. The Friends are sponsoring this campaign.
- The library has turned on bill notices for long overdue items and has found it to be an effective way to encourage people to return those items. At this time, items returned do not incur any charges. The board discussed the method of delivery for these notices. C. Stollar Peters said that e-mail reminders go out, but the paper bills are the most effective way to reach all of the patrons with long overdue items.
- Included in the packet were comparison charts showing combined e-book and physical checkouts, as well as just physical checkouts. G. Kirkpatrick said that the small bump in physical checkouts from September-December represent any increases from in-person browsing. He noted that the bulk of physical checkouts remain through curbside. He praised the circulation department for everything they have done to make that a success.
- Overall circulation is at about 75 percent of what is normal for this time of year. G. Kirkpatrick said that although the library is not able to serve people in all the ways it normally can, he was proud to be able to get to 75 percent under very difficult conditions.
- E-book and e-audiobook checkouts are seeing huge gains, as well as streaming video. Those massive increases started in the early days of the pandemic but remain high and will be something to look at in the budget planning process.

#### UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board didn't meet in December but had approved the central library budget in November. She said that since then there has been a change in OverDrive pricing that put about \$10,000 back into play, which will be used to purchase additional non-fiction e-content with the remainder going to Albany Public Library as the system's central library.

#### NEW BUSINESS

##### *Budget process update*

G. Kirkpatrick said that he and S. Whiting have met to begin crafting an outline budget draft. He said the school district has already provided the numbers and deadlines the library needs to move forward. The finance committee is expected to meet mid to late January to further discuss the budget outline and prepare a draft for the board to review prior to the February meeting. The board will have a chance to discuss and vote on the draft at the February meeting with the option of voting on it in March if they needed more time. S. Whiting will present the budget to the public at the May board meeting.

G. Kirkpatrick said there are still some unknowns about how the election will take place, but the library will have one seat, currently held by H. Narang, up for vote.

M. Redmond told board members to email the finance committee if they had budget topics they wanted to be part of the committee discussion. C. Wijeyesinghe said she appreciates any extra time to preview the draft before the meeting as this is her first round of budget planning with the library.

H. Narang asked if it was possible to put this year's surplus toward e-content spending now while people are stuck at home. G. Kirkpatrick said the library has been upping its digital purchases as much as possible for that reason.

The board discussed boiler replacement logistics. S. Whiting said that the funding exists to pay for the project without bonding it. The board noted that the replacement process was likely to take many months as it would require a design, SED approval and some site work. They agreed that the process should begin in the next couple of months.

#### *Phase reopening plan discussion*

G. Kirkpatrick shared with the board a survey of the services that other libraries in the area were currently offering. He noted that some, like Bethlehem, are offering curbside only or reducing services as virus infection rates in the area continue to climb.

The board discussed what indicators they would be considering that would trigger a move from Phase 2-curbside only to Phase 3-limited in-person services. In response to a question about staffing needs to carry out either phase, G. Kirkpatrick said the library needs a minimum of 15 to run curbside-only, with an additional 5 to add in-person use. He said staffing levels on a day-to-day basis fluctuate unexpectedly during this phase of the pandemic, making it hard to guarantee the number of staffers needed to run Phase 3 efficiently. For those reasons, he recommended staying at curbside-only at this time.

C. Brancatella said that in addition to concerns about staffing levels, the health and safety of staff and the community were important considerations. G. Kirkpatrick said there had been some, but not many, patron complaints about the loss of in-person services at the end of December. He said the library has not had to go back to two teams because the number of people working from home for a variety of reasons keeps staff in the building down. C. Brancatella said in light of current infection levels, she was comfortable with remaining curbside-only. C. Wijeyesinghe agreed and said that it was important considering that the library is a place where people would normally gather. M. Kissinger also agreed and said he thinks it could be many months before that would change. M. Walsh said she is aware that the library normally provides services people are used to using and that they may be wondering why the building is closed. She said she would prefer the library continue in-person browsing until the area reaches the state's Orange designation. H. Narang said that he felt it would be better to take the necessary precautions now so that the library could continue to successfully provide curbside service. C. Wijeyesinghe commended the curbside staff for how quickly and professionally they were able to move through the line of cars waiting for pickup on a recent visit. M. Redmond said she understands the importance of being responsible to taxpayers, but she leans toward maintaining community and employee safety by remaining curbside only.

The board talked about what they would consider a phase initiator switch to return to in-person browsing. They agreed that they would continue to re-evaluate the decision to remain curbside at their monthly meetings and based on whether infection rates continue to climb or stabilize, along with other factors, including staffing needs.

G. Kirkpatrick thanked the board for sharing their thoughts and those of the community members they represent.

*Other new business*

C. Wijeyesinghe asked if there would be an opportunity to participate in Library Advocacy Day on Feb. 26. G. Kirkpatrick said board members are always invited to participate and that this year it would be digital. He said he would share information about how to join in once he knows the details.

OLD BUSINESS

*Long range plan steering committee - update*

H. Narang said the committee met with library architect Paul Mays on Dec. 17 to discuss some of the schemes and rough cost estimates. The addition of a larger auditorium off the plaza was one of the ideas that floated to the top, but the committee is waiting for another round of drawings that include a permanent curbside solution as well as address the parallel hallways that weren't providing a needed function. Once those drawings are ready, the committee will get back together and decide what fits with their Long Range Planning vision.

M. Redmond suggested the board also look now at the different types of financing options that would be available to them or could impact any long-range decisions given that there are so many steps between planning a project and bonding it.

*Other old business*

G. Kirkpatrick said that he would be looking to see which policies were next in line for a board review.

The board briefly discussed upcoming contract negotiations and the length of time a typical contract covered. C. Brancatella said that as a member of the negotiating committee, she was in favor of a shorter length of time this round since there is no way of knowing what things will look in the next couple of years.

FUTURE BUSINESS

There was no future business discussed at this time.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

On a MOTION by M. Redmond with a SECOND by C. Wijesinghe, the board adjourned the regular meeting at 7:32pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

## **Treasurer's Report February 2021**

The revenue and expense report through January continues to show underspending in most categories, with expenses currently tracking at about 4% underbudget. Although we will be underbudget for the year for several smaller revenue lines such as fines, copier fees and interest income, savings in expense lines will more than compensate for this shortfall in income.

I've worked with the Library Director on the proposed budget included in this packet. Although this budget presents a zero percent increase in the tax levy, we believe that, along with the underlying assumptions, it presents a reasonable plan for the library for the 2021-2022 fiscal year.

Sharon Whiting CPA  
District Library Treasurer

## BETHLEHEM PUBLIC LIBRARY

## CASH &amp; INVESTMENTS SUMMARY

AS OF 1/31/21

**SUMMARY OF CASH ACTIVITY**

ACCOUNT	CASH BALANCE		DISBURSEMENTS	TRANSFERS	CASH BALANCE
	12/31/2020	RECEIPTS			1/31/2021
TD Bank General Fund	1,375,141.22	3,496.88	(171,251.49)	171,728.69	1,379,115.30
TD Bank Payroll	-		(128,271.31)	128,271.31	-
TD Bank Money Market	4,224,009.73	671.48	-	(300,000.00)	3,924,681.21
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	2,500.00	2,500.00	-	-	5,000.00
<b>TOTAL:</b>	<b>5,601,650.95</b>	<b>4,168.36</b>	<b>(299,522.80)</b>	<b>-</b>	<b>5,308,796.51</b>

**INVESTMENTS**

None

Checks outstanding greater than 90 days old:

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

**BETHLEHEM PUBLIC LIBRARY**

**REVENUE & EXPENSE REPORT**

**7 MONTHS ENDED 1/31/21**

FISCAL YEAR 2020-2021

	ANNUAL BUDGET 2020-2021	YTD ACTUAL 7 MONTHS ENDED 1/31/2021	Percent YTD 1/31/2021	YTD PRIOR 7 MONTHS ENDED 1/31/2020	Percent YTD 1/31/2020
<b>REVENUE</b>					
Real Property Taxes	4,172,563	4,051,336	97.1%	3,969,004	97.6%
PILOT	211,637	212,436	100.4%	205,515	101.2%
Fines	28,000	673	2.4%	18,095	60.3%
Interest on Deposits	30,000	4,444	14.8%	28,967	289.7%
Lost Book Payments	-	799	0.0%	985	0.0%
Sale of Books	5,000	-	0.0%	3,235	64.7%
Gifts and Donations, Misc	1,000	4,020	402.0%	3,240	324.0%
Photocopier	7,500	-	0.0%	4,700	58.7%
State Aid	24,000	17,571	73.2%	25,050	104.4%
Grants	-	-	0.0%	-	0.0%
Miscellaneous Income	-	-	0.0%	250	0.0%
<b>Total Revenue</b>	<b>4,479,700</b>	<b>4,291,280</b>	<b>95.8%</b>	<b>4,259,041</b>	<b>98.0%</b>
<b>EXPENSES</b>					
Salaries	2,363,565	1,268,733	53.7%	1,315,314	56.4%
Retirement	291,089	287,751	98.9%	283,977	101.7%
Health Insurance	310,433	181,227	58.4%	186,665	60.5%
Other Benefits	201,213	116,382	57.8%	117,016	57.7%
Subtotal Salaries & Benefits	3,166,300	1,854,094	58.6%	1,902,971	60.9%
Library Materials - Print	302,500	126,938	42.0%	137,039	46.9%
Library Materials - Electronic & Audio	284,000	150,573	53.0%	126,878	50.2%
Subtotal Library Material	586,500	277,511	47.3%	263,917	48.4%
Operations	601,900	286,587	47.6%	280,879	50.8%
Capital Expenditures	125,000	-	0.0%	20,885	16.7%
<b>Total Expenses</b>	<b>4,479,700</b>	<b>2,418,192</b>	<b>54.0%</b>	<b>2,468,652</b>	<b>56.8%</b>

**BETHLEHEM PUBLIC LIBRARY****DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JANUARY 2021 BASED ON PRE-APPROVAL	\$	65,995.24
CHECKS DISBURSED IN JANUARY 2021 RELATING TO PAYROLL	\$	187,135.89
CHECKS BEING SUBMITTED FOR APPROVAL	\$	108,550.81
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 26: MANUAL DISB (JAN 21) For Dates 1/1/2021 - 1/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39293	01/05/2021	1833	BLUESHIELD OF NORTHEASTERN NY		8,917.88
39294	01/05/2021	1831	CDPHP UNIVERSAL BENEFITS, INC.		5,111.90
39295	01/05/2021	423	NYS UNEMPLOYMENT INS		22.81
39296	01/05/2021	2061	UNITED HEALTHCARE INSURANCE CO		123.26
39297	01/05/2021	1607	VERIZON BUSINESS FIOS	210000	120.78
39298	01/05/2021	1607	VERIZON BUSINESS FIOS	210000	125.78
39299	01/05/2021	1607	VERIZON BUSINESS FIOS	210000	124.99
39335	01/11/2021	1831	CDPHP UNIVERSAL BENEFITS, INC.		13,055.59
39336	01/11/2021	1570	NATIONAL GRID		3,965.86
39337	01/11/2021	1161	TOWN OF BETHLEHEM	210249	3,143.70
39338	01/11/2021	1607	VERIZON BUSINESS FIOS	210000	100.78
39339	01/11/2021	2137	WEX BANK	210003	34.62
39343	01/26/2021	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,468.19
39344	01/26/2021	2087	CITIBANK	210230	831.90
39345	01/26/2021	720	MVP HEALTH PLAN, INC.		4,325.79
39346	01/26/2021	1570	NATIONAL GRID		4,776.83
39347	01/26/2021	2061	UNITED HEALTHCARE INSURANCE CO		123.80
39348	01/26/2021	1607	VERIZON BUSINESS FIOS	210000	120.78
39349	01/28/2021	1973	BETHLEHEM PUBLIC LIBRARY		2,500.00

Number of Transactions: 19

**Warrant Total: 65,995.24**

**Vendor Portion: 65,995.24**

### 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 - 27: TRUST & AGENCY (JAN 21) For Dates 1/1/2021 - 1/31/2021**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39332	01/15/2021	712	CIVIL SERVICE EMPL ASSOC INC.		979.07
39333	01/15/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39334	01/15/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39340	01/29/2021	712	CIVIL SERVICE EMPL ASSOC INC.		963.07
39341	01/29/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39342	01/29/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100517	01/15/2021	709	BPL SPECIAL PAYROLL ACCOUNT		61,236.87
100518	01/15/2021	710	NYS INCOME TAX BUREAU		3,486.42
100519	01/15/2021	1946	IRS - PAYROLL TAX PMT		20,269.93
100520	01/15/2021	2003	NEW YORK STATE DEFERRED		2,055.28
100521	01/29/2021	709	BPL SPECIAL PAYROLL ACCOUNT		67,034.44
100522	01/29/2021	710	NYS INCOME TAX BUREAU		3,708.56
100523	01/29/2021	730	NYS EMPLOYEES RETIREMENT SYSTE		2,636.06
100524	01/29/2021	1946	IRS - PAYROLL TAX PMT		21,887.73
100525	01/29/2021	2003	NEW YORK STATE DEFERRED		2,338.46

**Number of Transactions: 15****Warrant Total: 187,135.89****Vendor Portion: 187,135.89****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 - 29: CASH DISB (FEB 21) For Dates 2/9/2021 - 2/9/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39350	02/09/2021	2099	4IMPRINT, INC.	210252	443.71
39351	02/09/2021	2334	ALLEGRA MKTG C/O GLENN READ ENTERPRISES LLC	210250	625.18
39352	02/09/2021	1009	AMAZON CREDIT PLAN	210281	654.67
39353	02/09/2021	77	BAKER & TAYLOR, INC.	210247	15,072.46
39354	02/09/2021	1186	BAKER AND TAYLOR ENTERTAINMENT	210248	194.01
39355	02/09/2021	103	BRODART INC	210024	72.33
39356	02/09/2021	2200	CCB TECHNOLOGY, INC.	210207	848.00
39357	02/09/2021	2353	CLARK EQUIPMENT COMPANY DBA BOBCAT CO	210178	20,397.84
39358	02/09/2021	1771	CLCD, LLC	210279	688.75
39359	02/09/2021	1154	CRISAFULLI BROTHERS	210266	5,050.19
39360	02/09/2021	1991	EASTERN MANAGED PRINT NETWORK LLC	210017	93.30
39361	02/09/2021	1674	FINDAWAY	210243	1,459.96
39362	02/09/2021	1986	FIRSTLIGHT FIBER	210005	190.19
39363	02/09/2021	2272	GLOBAL EQUIPMENT COMPANY INC.	210177	2,177.65
39364	02/09/2021	292	INDUSTRIAL APPRAISAL	210261	175.00
39365	02/09/2021	2322	KANOPY INC.	210284	1,447.00
39366	02/09/2021	2350	KIMBERLY KAUFFMAN	210232	50.00
39367	02/09/2021	1024	MIDWEST TAPE LLC	210254	1,095.32
39368	02/09/2021	2088	NYSID	210070	148.50
39369	02/09/2021	1823	OVER DRIVE INC.	210277	20,994.28
39370	02/09/2021	450	PHILLIPS HARDWARE INC	210007	73.92
39371	02/09/2021	2038	STAPLES BUSINESS ADVANTAGE	210219	189.14
39372	02/09/2021	2344	ULINE, INC.	210246	1,012.90
39373	02/09/2021	632	UPPER HUDSON LIBRARY SYSTEM	210275	31,292.00
39374	02/09/2021	638	VALUE LINE PUBLISHING LLC	210271	2,800.00
39375	02/09/2021	1607	VERIZON BUSINESS FIOS	210000	124.99
39376	02/09/2021	1607	VERIZON BUSINESS FIOS	210000	125.78
39377	02/09/2021	645	W W GRAINGER INC	210006	1,053.74

**Number of Transactions: 28**

**Warrant Total: 108,550.81**

**Vendor Portion: 108,550.81**

### 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

February 8, 2021 - Board of Trustee Meeting											
14											
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
<b>Previously Approved to Fill</b>											
Librarian 1 FT**	Public Services	35 hrs/wk	19 hrs/wk; \$27.04/hr	\$53,373 annual or per contract	F. Waldman	2/6/2020	2/10/2020				
			16 hrs/wk; \$28.45/hr		J. Squadere	2/14/2020					
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$12.50/hour	L. Brusic	8/16/2020	8/10/2020	Filled	L. Graf	2/10/2021	Hire
Library Clerk PT	Collection Maintenance	15 hrs/wk		\$13.89/hour or per contract	E. Sullivan	8/24/2020	9/14/2020				
Library Page PT	Collection Maintenance	9.8 hrs/wk		\$12.50/hour	E. Whalen	8/29/2020	9/14/2020				
Library Clerk FT	Circulation	35 hrs/wk		\$29,285 annual or per contract	L. Seidel	9/27/2020	10/13/2020				
Library Clerk PT	Public Services	19 hrs/wk		\$13.89/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Clerk PT	Circulation	11.67 hrs/wk		\$13.89/hour or per contract	N. Cammarata	11/28/2020	12/14/2020				
Library Page PT	Collection Maintenance	11.67 hrs/wk		\$12.50/hour	K. Smith	12/2/2020	12/14/2020				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$12.50/hour	K. Novko	12/16/2020	12/14/2020	Filled	S. Kloss	2/3/2021	Hire
<b>Action Requested</b>											
<b>Positions Held</b>											
None											

## Director's Report February 2021

### Building and Grounds

Other than the one major snowstorm earlier in the year, the maintenance staff has had a pretty easy year for snow removal. Until recently. The staff has been working hard to make the property as safe as possible for everyone. They've put the new Bobcat walk-behind to excellent use. It gracefully manages the laundry carts of books from the sheds but has also proven useful in many other ways. They have been able to manage snow removal very well. That's important with more storms forecast in the near future.

### Public Services

Our community continues to engage and participate with our electronic collections at a very high level. During 2020, our patrons recommended more than 80 audiobooks and 225 e-books for purchase in OverDrive. Our patrons request that we purchase more than almost any other community with only the Colonie library being higher for e-books, Bethlehem patrons request more audiobooks. This amount of engagement and use given our population is amazing. Our selectors continue to purchase 1 copy for every 4 local requests. This helps ensure we have sufficient supply and combined with Advantage ordering allow us to put these virtual materials in the hands of our patrons quickly. We expect to continue to shift spending from physical collections to e-materials until infection rates subside and we prepare for in-person browsing.



Our Kindness initiative has been running nicely. We will be continuing it into February since there was a slow rollout in January due to staff shortages and weather. A special thank-you to the Friends for generously co-sponsoring this project.

The community is invited to share acts of kindness they have experienced or been a part of by tagging the library on social media using **#BPLKindness**.



Book Bundles have been extremely popular in January. This was the second highest month since we have been offering them. January also saw about double the number of requests compared to the previous month. You can see that Educator Book Bundles are now included in the numbers. These bundles help local educators with curriculum support materials.

	Jul. '20	Aug. '20	Sept. '20	Oct. '20	Nov. '20	Dec. '20	Jan. '21
<b>Total bundles completed</b>	174	346	177	130	126	158	<b>310</b>
Storytime	18	58	48	36	36	35	69
Children	45	95	59	42	45	44	101
Teen	26	49	21	7	14	15	28
Adult	85	143	49	45	31	57	93
Media	0	1	0	0	0	7	16
Educator	N/A	N/A	N/A	N/A	N/A	N/A	3
<b>Total items</b>	1740	3460	1770	1330	1260	1580	<b>3100</b>

Our Bundle service was highlighted in a Library Journal article.

<https://www.libraryjournal.com/?detailStory=book-bundles-reimagine-public-library-browsing-experience-COVID19>





## Programs and Outreach

Kindness Matters in January. In addition to our book discussions and regular early literacy digital line up, the library started some new programs and services to spread the kindness message.

Tori and Mary took registration for the teen book boxes for the entire month of January. A total of 54 boxes were registered for; many of which will be shared by households with multiple teens. The boxes will be going out soon, but here's a little sneak peek of what's inside.



The Kindness Kits for Kids have been extremely popular. Each kit gives a child a book to keep and one to pass to a friend, as well as an activity and some other fun goodies. We have received many positive compliments during registration. Parents and caregivers have been sharing how

kind their children are and how proud they are to have such wonderful kids. In the first week, over 100 kits were requested and the requests keep coming in.

Michelle and Kate held the last couple of viewings for the luminary program. They gave out many more bags for decoration than came back to be displayed, but the display was very uplifting.



Anne introduced a new program series BYOBB (bring your own books and beverage) to provide a forum for people to chat about what they're reading. The first meeting had a small attendance, but we hope the program will grow as more people hear about it.

Tori hosted another virtual escape room for adults (with an assist from Michelle). This program continues to be extremely popular, and the participants were able to solve the puzzle before the time was up.

Michael reports that the virtual listening parties are still popular and participants are really enjoying them. He shared his expertise with a librarian from the Toledo Public Library who hopes to attend the next one and learn more about this great program series.

Kate had 9 submissions for the snowy stories contest. Winning stories will be posted on the library website soon.

Michelle's penguin needlepoint was a success. The program filled up and almost every participant picked up their craft kit in time to join the zoom class online. She has received requests to offer more kids and adults programs using this format and is exploring ways to do that.

The librarians continue to offer support and virtual visits to the schools. It has been a challenge to provide as many visits as we would like, but teachers do utilize our services and we continue to be available.

## **Circulation and Technical Services**

New seed starting kits have been added to the Library of Things collection just in time for Spring seed starting. Each of the four kits includes a grow light, roll-up seed heating mat and soil meter. The kits are available for request and circulate for two weeks, which is long enough for most seeds to germinate and for library users to see how it works before purchasing one.

You can see the impact of curbside only service on circulation of physical materials on the circulation by hour chart. The first day of curbside-only service was December 18. January 28 was a high point in physical checkouts related to a snowy January 26-27.

The implementation date for the new credit card processing service through Key Bank has been moved to February. Hardware has been ordered and agreements have been signed. We are waiting for the installation date to be assigned.

We are investigating a new text-based messaging service that may help smooth the curbside pickup process and reduce the overall number of phone calls. Patrons would be able to request their pickup via text message or phone.

## **Meetings and Miscellany**

The Collaborative Summer Library Program's committees are starting to work on the 2022 program. Kate has received the first draft of the artist sketches to discuss with other members of the Artwork Committee. Christine's involvement in the Vendor Committee will soon begin looking at options for incentives being offered to the participating libraries.

Kate participated in the course Meeting Diverse Needs Through Sensory Storytimes: programming for children with special needs through Library Juice Academy.

Frank attended NYLA's Developing Leaders Program session on Project and Time Management, as well as a session on DISC and Leadership Styles. In addition to the scheduled sessions, he has been working with his assigned group on their capstone project.

Cathy continues to mentor and guide the assigned group from NYLA's Developing Leaders Program on their capstone project.

Antiracism Task Force - Cathy will be taking the lead on the individual paced advancement program, based on the Project READY 27-module program. Tracey has worked closely with staff from UHLS to produce Civil Service information for libraries.

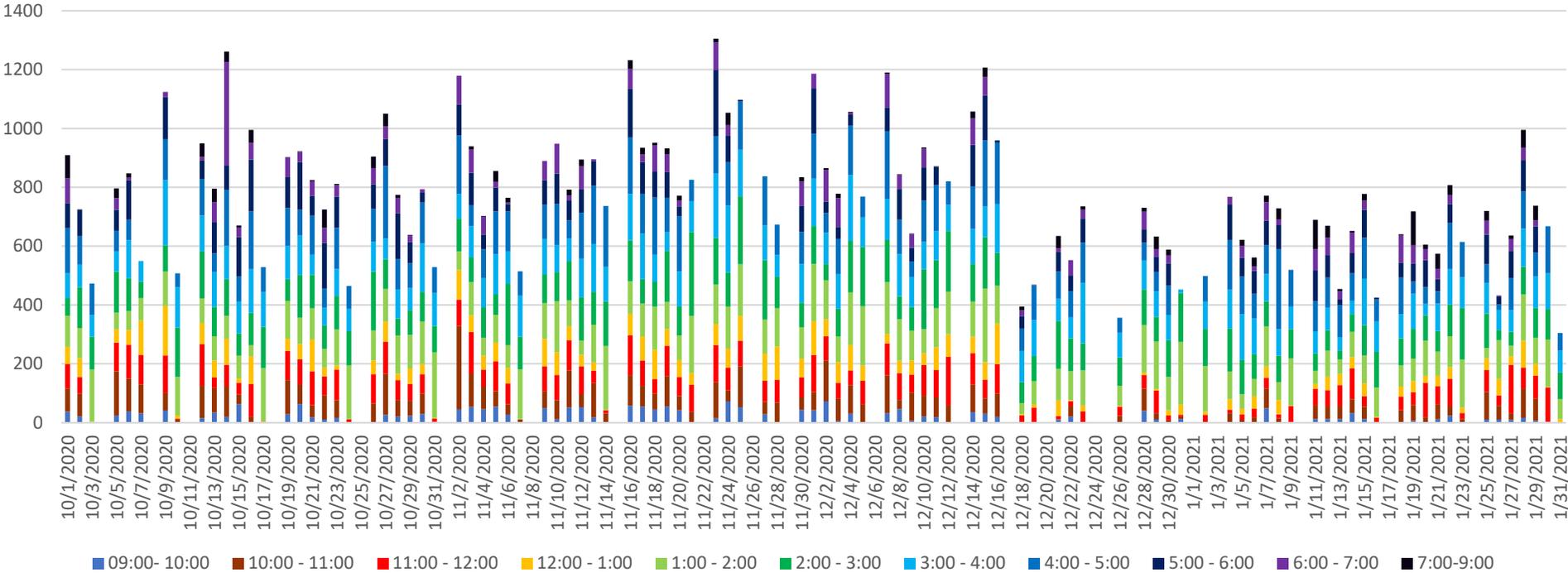
Geoffrey Kirkpatrick, Library Director

Some of the goodies we are giving out in some of the bundles:

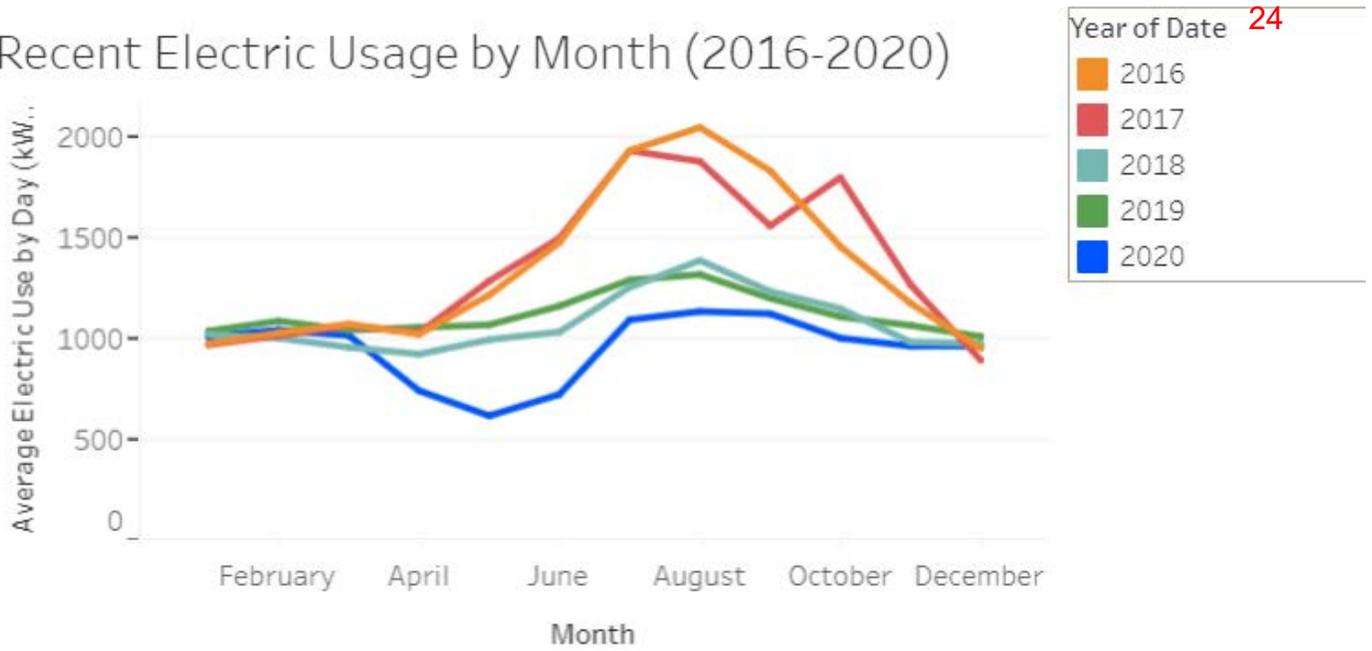


Library Collection				2019-20	Current Total
Adult fiction				26,385	27,256
Adult non-fiction				30,185	30,018
Adult audio				7,078	6,268
Adult video				8,470	8,647
Young adult fiction				5,532	5,396
Young adult nonfiction				544	638
Young adult audiobooks				383	392
Children's fiction				27,219	28,144
Children's non-fiction				15,431	15,820
Children's audiobooks				1,693	1,707
Children's video				1,968	2,055
OverDrive - UHLS Shared				83,237	91,697
e-magazines				133	3,487
Electronic (games, ereaders)				567	586
Total				208,825	222,111
Library Programs	Jan-21	Jan-20	% change	2019-20	F-Y-T-D
Programs	14	61	-77.0%	681	111
Program attendance	185	1,126	-83.6%	17,496	1,256
Outreach Programs	0	21	-100.0%	167	14
Outreach Attendance	0	282	-100.0%	6,519	475
Circulation	Jan-21	Jan-20	% change	2019-20	F-Y-T-D
Adult fiction	9,846	13,138	-25.1%	129,442	71,423
Adult non-fiction	5,140	9,111	-43.6%	76,015	34,861
Adult audio	3,692	3,977	-7.2%	41,368	23,461
Adult video	4,178	9,525	-56.1%	82,500	30,897
Adult magazines	1,696	1,859	-8.8%	20,008	11,336
Young adult fiction	1,431	1,624	-11.9%	15,733	10,640
Young adult nonfiction	100	122	-18.0%	1,125	748
Young adult audiobooks	219	110	99.6%	1,372	1,300
Young adult magazines	0	7	-100.0%	42	14
Children's fiction	8,365	10,745	-22.1%	103,223	60,472
Children's non-fiction	1,907	3,316	-42.5%	26,793	12,889
Children's audiobooks	754	559	34.8%	5,909	4,368
Children's video	286	932	-69.3%	8,592	2,815
Children's magazines	2	4	-50.0%	156	44
Electronic (games, ereaders)	164	692	-76.3%	5,897	1,418
Total	37,780	55,721	-32.2%	515,775	266,685
Interlibrary Loan	Jan-21	Jan-20	% change	2019-20	F-Y-T-D
Borrowed from others	9,518	7,913	20.3%	63,224	57,424
Loaned to others	5,989	6,031	-0.7%	47,571	39,213
Miscellaneous	Jan-21	Jan-20	% change	2019-20	F-Y-T-D
Visits to our home page	35,771	54,996	-35.0%	768,694	327,452
Public use of meeting rooms	0	51	-100.0%	408	0
Public meeting attendance	0	712	-100.0%	4,784	0
Staff use & library programs	0	93	-100.0%	847	0
Study room sessions	0	562	-100.0%	3,498	0
Tech room/ Studio use	0	38	-100.0%	289	0
Door count	0	27,793	-100.0%	216,914	14,145
Registered BPL borrowers	44	65	-32.3%	894	277
Computer signups	0	3,384	-100.0%	28,904	87
Museum Pass use	7	99	-92.9%	1,385	112
E-book use	6,611	4,130	60.1%	60,858	43,944
E-audiobook use	3,478	2,517	38.2%	32,118	21,549
E-magazine use	1,605	1,112	44.3%	14,069	9,641
Streaming video use	1,617	795	103.4%	11,165	8,979
BCSD use via Overdrive	204	n/a	n/a	n/a	854
Equipment	96	394	-75.6%	3,612	589
Wireless Use	5,779	11,197	-48.4%	112,679	41,180

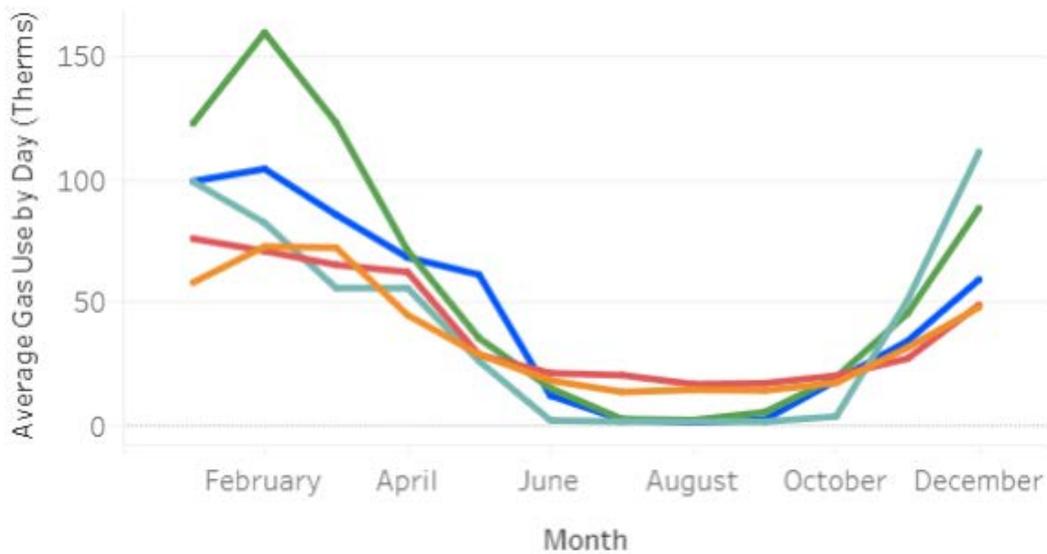
# Checkout By Day/Hour



## Recent Electric Usage by Month (2016-2020)

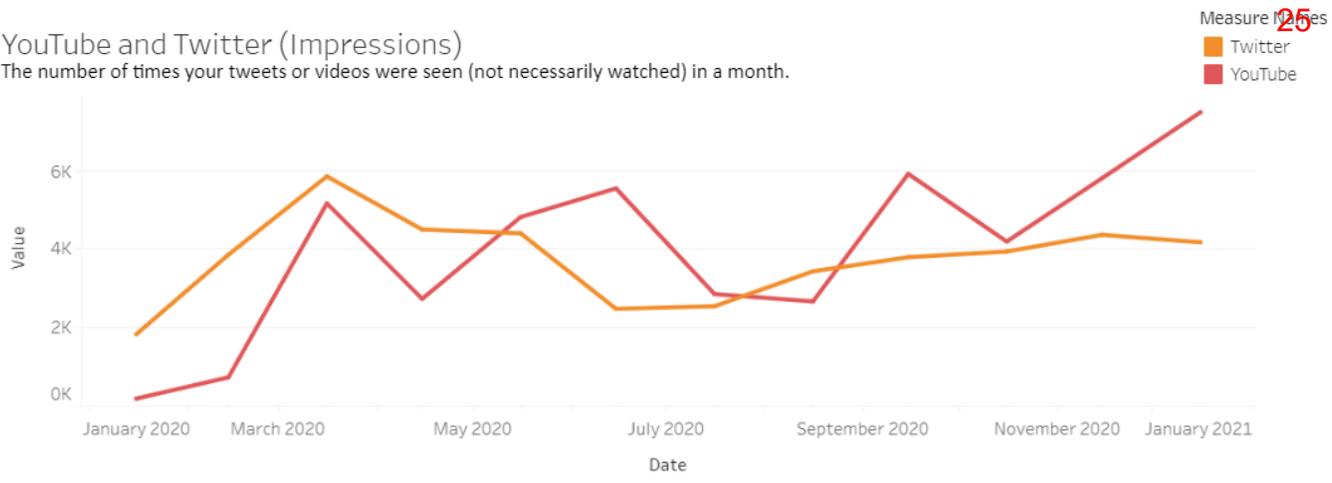


## Recent Gas Usage by Month (2016-2020)



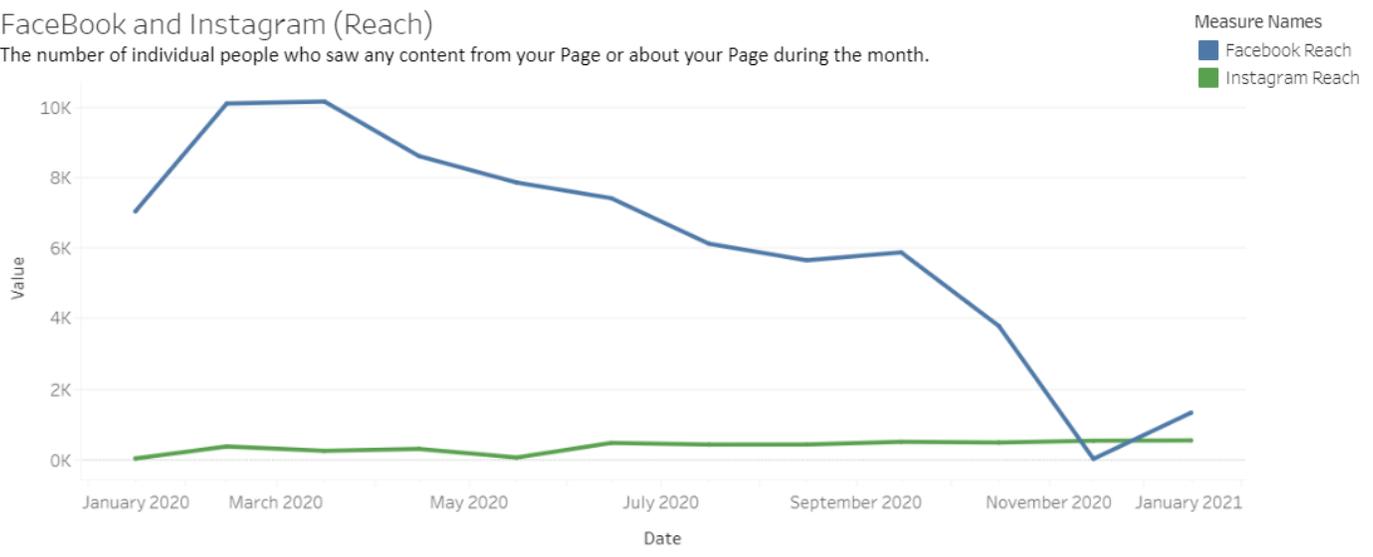
### YouTube and Twitter (Impressions)

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

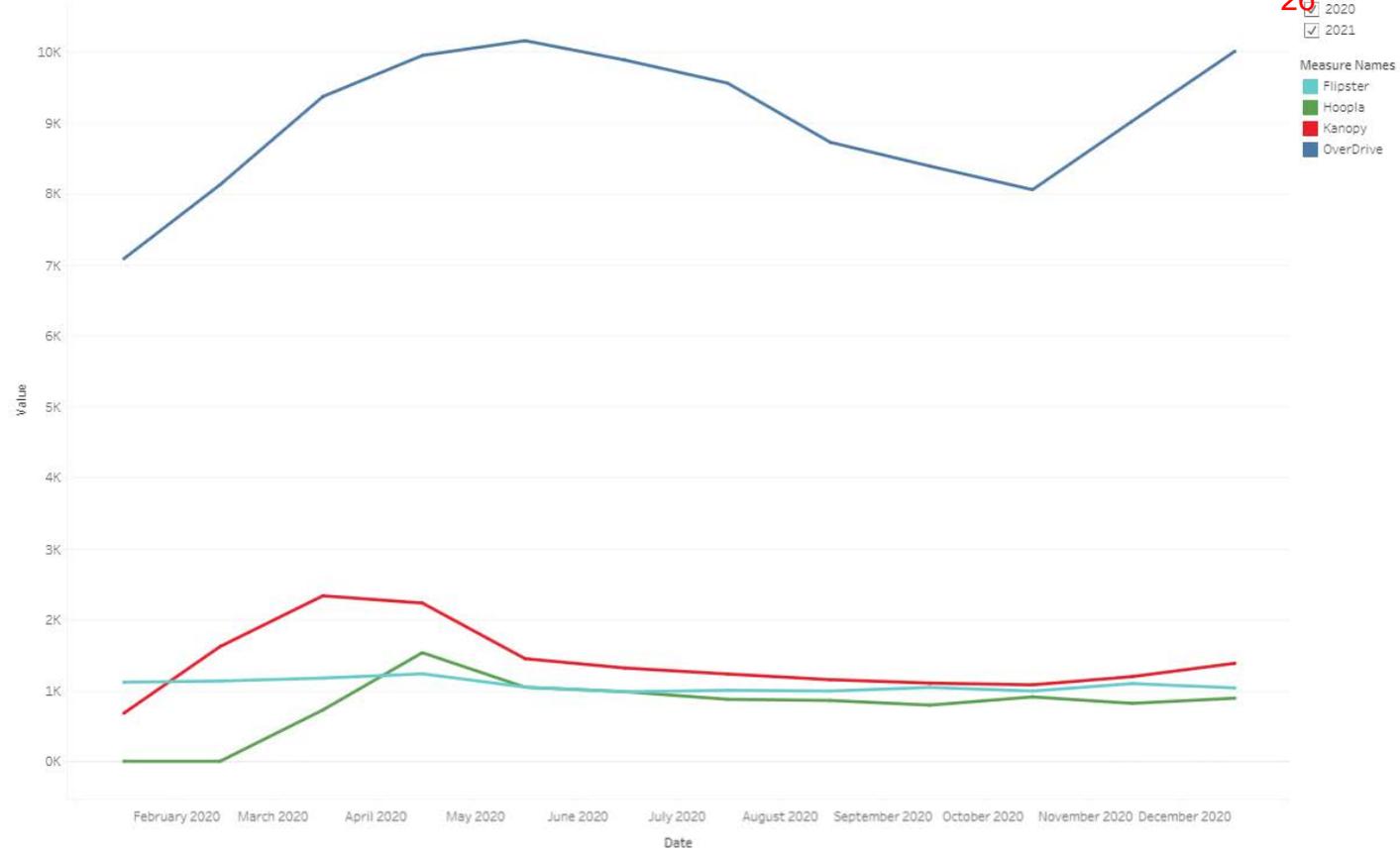


### FaceBook and Instagram (Reach)

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

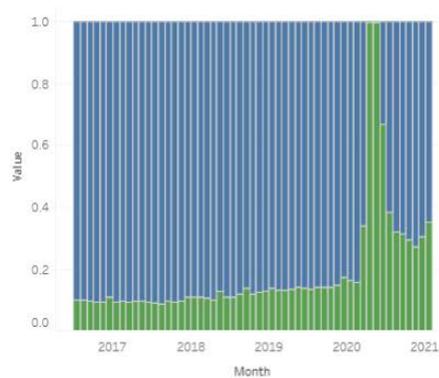


### EContent Usage

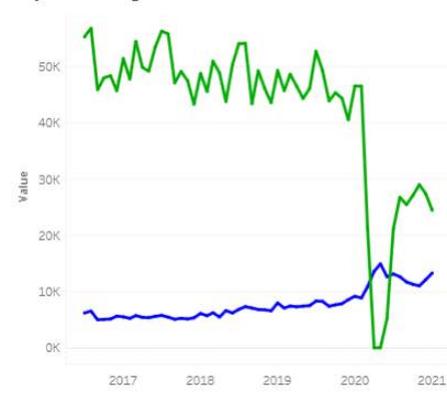


Measure N... %Digitiz... eContent Total OverDrive T... eMagazine

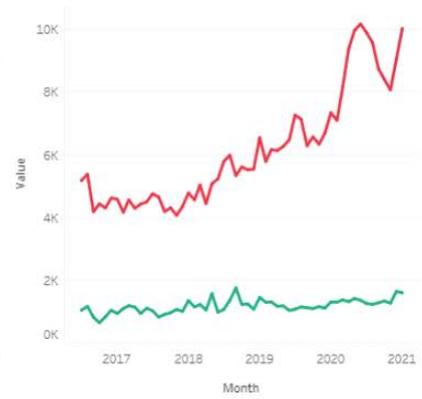
### Circulation % Digital



### Physical v. Digital Circulation



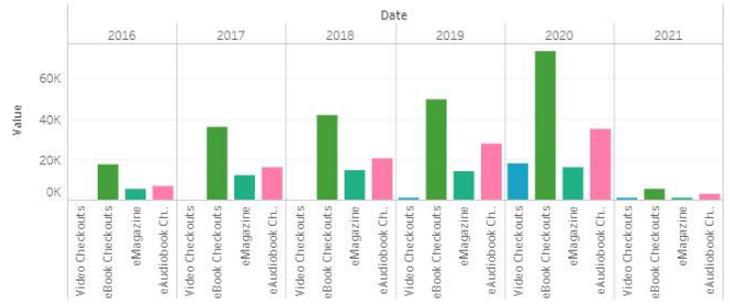
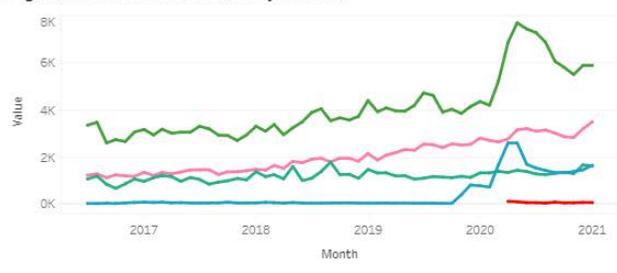
### OverDrive and eMagazines



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

### Digital Content Circulation by Format

#### Digital Content Circulation by Format



**Bethlehem Public Library  
Proposed Budget 2021-2022**

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		2019-20	2020-21	6 Month	2021-22	2021-22		Notes
Expenses		Actual Results	Budget	Expenses+	Proposed	+/- 2020-21	% +/-	
<b>Salaries &amp; Benefits</b>				<b>Encumbrances</b>	<b>Budget</b>			
-150	Librarians	\$1,151,339	\$1,197,064	\$526,841	\$1,192,108	(\$4,956)	-0.41%	Calculated salary modified by average turnover savings
-160	Support Staff	\$913,923	\$996,099	\$482,595	\$967,174	(\$28,925)	-2.90%	Calculated salary modified by average turnover savings
-170	Custodians	\$155,654	\$170,402	\$77,582	\$161,975	(\$8,427)	-4.95%	Calculated salary modified by average turnover savings
-200	Retirement	\$284,921	\$291,089	\$287,751	\$323,103	\$32,014	11.00%	Cost estimate received from NYS Comptroller
-210	Soc Sec/Medicare	\$164,607	\$180,813	\$80,233	\$177,583	(\$3,230)	-1.79%	Proportional change
-220	Worker's Comp	\$14,830	\$19,000	\$15,989	\$19,000	\$0	0.00%	Stable
-230	Unemp. Ins.	\$2,338	\$0	\$5,472	\$10,000	\$10,000	0.00%	Estimate based on past experience
-240	Health Insurance	\$301,080	\$310,433	\$141,294	\$307,889	(\$2,544)	-0.82%	Assumes 10% increase @ 1/1/2022 and stable enrollment for 2022
-250	Disability Insurance	\$1,307	\$1,400	\$1,322	\$1,400	\$0	0.00%	Stable
<b>Total-Salaries &amp; Benefits</b>		<b>\$2,989,999</b>	<b>\$3,166,300</b>	<b>\$1,617,756</b>	<b>\$3,160,233</b>	<b>(\$6,067)</b>	<b>-0.19%</b>	Decrease based on turnover estimates
<b>Library Materials</b>								
-300	Books	\$121,069	\$171,000	\$85,859	\$171,000	\$0	0.00%	Funding sufficient for current materials
-305	Audio books (physical)	\$20,470	\$30,000	\$17,067	\$25,000	(\$5,000)	-16.67%	Continued shift to downloadable audiobooks
-307	E-collections	\$219,910	\$156,000	\$92,491	\$156,000	\$0	0.00%	Utilize funds from physical formats if necessary
-310	Electronic resources	\$28,946	\$28,000	\$8,982	\$28,000	\$0	0.00%	Costs stable, continued negotiated savings
-313	Periodicals	\$22,363	\$24,000	\$12,564	\$18,000	(\$6,000)	-25.00%	Continued switch to electronic formats
-350	Children's Books	\$50,175	\$85,000	\$38,812	\$85,000	\$0	0.00%	Budget sufficient for demand
-355	Children's audio books	\$3,452	\$5,000	\$4,995	\$7,000	\$2,000	40.00%	
-356	Children's Media	\$7,541	\$7,000	\$2,997	\$5,000	(\$2,000)	-28.57%	Decreased demand due to streaming
-370	Special collections	\$8,371	\$22,500	\$3,424	\$18,000	(\$4,500)	-20.00%	Decreased in focus on library of things
-380	Media	\$33,195	\$58,000	\$23,307	\$48,000	(\$10,000)	-17.24%	Decrease in demand for physical media items
<b>Total-Materials</b>		<b>\$515,492</b>	<b>\$586,500</b>	<b>\$267,191</b>	<b>\$561,000</b>	<b>(\$25,500)</b>	<b>-4.35%</b>	

**Bethlehem Public Library  
Proposed Budget 2021-2022**

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		2019-20	2020-21	6 Month	2021-22	2021-22	% +/-	Notes
Operations	Actual Results	Budget	Expenses	Proposed	+/- 2020-21			
-400	Photocopiers/supplies	\$6,561	\$20,000	\$8,880	\$18,000	(\$2,000)	-10.00%	Estimates based on prior year
-401	Office supplies	\$12,422	\$14,000	\$16,750	\$20,000	\$6,000	42.86%	Increase in office supply costs, impact of COVID unclear
-402	Custodial supplies	\$13,310	\$22,000	\$13,613	\$26,000	\$4,000	18.18%	Increased cleaning supplies due to COVID
-403	Postage	\$15,535	\$20,000	\$8,670	\$20,000	\$0	0.00%	Postage expected to be stable
-404	Printing & Marketing	\$26,601	\$35,000	\$20,837	\$38,000	\$3,000	8.57%	Expanded marketing
-405	Van operation	\$980	\$4,000	\$659	\$4,000	\$0	0.00%	Planned van maintenance
-420	Electricity & Gas	\$43,781	\$60,000	\$16,746	\$50,000	(\$10,000)	-16.67%	Decrease due to observed reduction in electricity costs (New HVAC)
-421	Telecommunications	\$12,295	\$18,000	\$13,996	\$18,000	\$0	0.00%	Continue to explore options for expanded community WiFi
-422	Water	\$3,289	\$2,700	\$1,319	\$3,000	\$300	11.11%	
-423	Taxes-Sewer & water	\$3,177	\$3,700	\$0	\$3,400	(\$300)	-8.11%	
-430	Refund of real property taxes	\$9,250	\$20,000	\$62	\$10,000	(\$10,000)	-50.00%	Expected fewer tax refunds
-450	Professional services	\$31,943	\$30,000	\$21,525	\$30,000	\$0	0.00%	Includes attorney fees and contract negotiations
-451	Contractual services	\$45,028	\$42,000	\$14,041	\$42,000	\$0	0.00%	Includes HVAC, plowing, and elevator maintenance contracts
-452	Insurance	\$23,166	\$29,000	\$23,502	\$29,000	\$0	0.00%	Stable costs
-454	Travel/conference	\$14,976	\$8,000	\$1,143	\$3,000	(\$5,000)	-62.50%	State convention only, not a biannual national conference year
-455	Memberships	\$1,792	\$3,000	\$2,012	\$3,000	\$0	0.00%	
-456	Special programs	\$15,111	\$43,000	\$6,485	\$35,000	(\$8,000)	-18.60%	Reduced in-person programs
-460	Equipment and Furniture	\$32,378	\$50,000	\$31,649	\$40,000	(\$10,000)	-20.00%	Estimate based on prior year
-461	IT-hardware & software	\$45,571	\$42,000	\$56,507	\$42,000	\$0	0.00%	Upgrades to hardware and replacements as needed, software.
-462	Bldg. & grounds repair	\$20,904	\$40,000	\$25,308	\$40,000	\$0	0.00%	Carpet cleaning, seal coat, bulbs, supplies
-463	Equipment/furniture repair	\$1,019	\$2,000	\$1,307	\$2,000	\$0	0.00%	Maintenance equipment repairs
-464	Miscellaneous	\$6,831	\$3,500	\$7,967	\$4,000	\$500	14.29%	Incidental costs
-481	Audit services	\$16,745	\$24,000	\$21,620	\$24,000	\$0	0.00%	Audit contract and actuary fees for GASB/OPEB report
-482	Accounting services	\$14,491	\$15,000	\$15,000	\$15,000	\$0	0.00%	Library financial/accounting software
-483	UHLAN fees & services	\$49,822	\$51,000	\$25,125	\$52,000	\$1,000	1.96%	Planned increase in library system fees
-490	Capital Expenditures	\$26,265	\$125,000	\$20,398	\$100,000	(\$25,000)	-20.00%	Upgrades and building needs
-495	Contingency	\$0	\$0	\$0	\$50,000	\$50,000		
	<b>Total-Operations</b>	<b>\$493,243</b>	<b>\$726,900</b>	<b>\$375,120</b>	<b>\$721,400</b>	<b>(\$5,500)</b>	<b>-0.76%</b>	
	<b>TOTAL EXPENSES</b>	<b>\$3,998,734</b>	<b>\$4,479,700</b>	<b>\$2,260,066</b>	<b>\$4,442,633</b>	<b>(\$37,067)</b>	<b>-0.83%</b>	

**Bethlehem Public Library  
Proposed Budget 2021-2022**

	2019-20	2020-21	6 Month	2021-22	2021-22	% +/-	
Income	Actual Results	Budget	Income	Proposed	+/- 2020-21		
Fines	\$23,767	\$28,000	\$748	\$15,000	(\$13,000)	-46.43%	Assumes COVID-19 impact
Interest	\$37,490	\$30,000	\$3,749	\$6,000	(\$24,000)	-80.00%	Expected interest rates very low
Book sale	\$3,815	\$5,000	\$0	\$5,000	\$0	0.00%	Book sale expected to resume
Lost book payments	\$2,486	\$0	\$0	\$0	\$0		
Miscellaneous	\$250	\$0	\$0	\$0	\$0		
Gifts and donations	\$3,240	\$1,000	\$2,020	\$2,000	\$1,000	100.00%	Gifts to the library have increased
Photocopiers	\$5,769	\$7,500	\$0	\$7,500	\$0	0.00%	Assume usage will normalize in 21/22
State Aid	\$25,050	\$24,000	\$17,571	\$15,000	(\$9,000)	-37.50%	Estimated decrease in state aid
PILOT	\$205,513	\$211,637	\$212,436	\$219,570	\$7,933	3.75%	Estimate received from BCSD
<b>Total - Income</b>	<b>\$307,380</b>	<b>\$307,137</b>		<b>\$270,070</b>	<b>(\$37,067)</b>	-12.07%	
<b>Total Expenses (Budget)</b>	\$3,998,734	\$4,479,700		\$4,442,633	(\$37,067)	-0.83%	Total budget
<b>Total Income</b>	\$307,380	\$307,137		\$270,070	(\$37,067)	-12.07%	Total income
<b>Taxes to be Raised (Levy)</b>	<b>\$4,065,149</b>	<b>\$4,172,563</b>		<b>\$4,172,563</b>	<b>(\$0)</b>	0.00%	<b>Total Levy (budget less income)</b>
<b>Expenses less income</b>	\$3,691,354						
<b>Surplus</b>	\$373,795						
<b>NYS Levy Limit- official 1-14-21</b>				\$4,262,348			
<b>Maximum Levy Increase</b>				\$89,785			

## COMMUNITY

# Bethlehem Library begins Kindness Matters campaign

*Gifts, social media in plan to give back to the community*

By News staff

Bethlehem Public Library is spending the next few weeks sharing random acts of kindness intended to generate happiness within the community that it hopes will touch as many people as possible. As part of the Kindness Matters campaign:

- The library is inviting the community to share acts of kindness they've experienced or been a part of by using the social media tag #BPLKindness.

- Special Boredom Busters are being tucked into Books to People delivery bags, such as large-print word searches, painting activities and more. Books to People is available to homebound residents of the Bethlehem Central School District and can be helpful to those who need to take extra precautions to avoid exposure to the



Provided by Bethlehem Public Library

Bethlehem Public Library is spending the next few weeks sharing random acts of kindness intended to generate happiness within the community.

coronavirus. With Books to People, selected materials are delivered every other week via the library van.

- Random surprises are being added to Book or Media Bundle requests, along with personal notes from library staff.

- The library is showing teens that they care by

offering Just for Me: Book Boxes filled with curated treats and books to keep. These are available to Bethlehem school district teens in grades 6-12.

- Children are able to register for a kindness kit, which will include a free book to keep and one to give to a friend, along with

other crafts and fun activities.

Bethlehem Public Library's Kindness Matters campaign is co-sponsored by the Friends of Bethlehem Public Library.

Visit [www.bethlehem-publiclibrary.org/kindness-matters](http://www.bethlehem-publiclibrary.org/kindness-matters) for more information.

## ARREST

# Man accused in crash found in Stillwater

By News staff

Stillwater

Police said a man accused of crashing through a U.S.-Canadian border checkpoint earlier was found in Saratoga County Friday after crashing a car and attempting to steal another one.

The man's arrest followed a 911 call reporting a man speeding recklessly on Route 4 from Schuylerville toward Stillwater, according to the police report. The car was later seen speeding on Hudson Avenue in the town of Stillwater, but police were unable to stop it. It was later found in a ditch on Route 67 in Malta by State Police. The driver ran and was trying to steal another car when he was taken into custody, police said Saturday.

Police said it was later determined that Zhozef Skaf, 28, had stolen the other car in Canada and crashed through a border checkpoint to enter the U.S. to elude capture. Police did not indicate when that happened.

After being taken into custody in Saratoga County, Skaf allegedly became combative and tried to escape custody while being processed at the Stillwater station, and police used a Taser on him.

Skaf, 28, was charged with felony criminal possession of stolen property, the misdemeanor of reckless driving, unlawfully fleeing a police officer in a motor vehicle, attempted escape and obstructing governmental administration, and the infraction of failure to comply.

Skaf, a Syrian citizen whose last known address was Vancouver, British Columbia, Canada, was released with an appearance ticket and was turned over to Homeland Security for possible federal charges and extradition to Canada, police said.

Stillwater Police were assisted by Mechanicville Police, State Police, the Saratoga County Sheriff's Office, Homeland Security, U.S. Customs and Border Patrol and Canadian authorities.

## EXHIBITION

# Tang seeking public help for art project

By Azra Haqqie

The public is invited by the Frances Young Tang Teaching Museum and Art Gallery at Skidmore College to contribute to the Saratoga Springs Satellite Reef, a community-created coral reef composed of hundreds of crocheted specimens.

It will go on view as part of the exhibition "Radical Fiber: Threads Connecting

Art and Science" early next year. Anyone can participate by crocheting structures with coral-like ruffles, which represent hyperbolic geometry, an area of mathematics. The exhibit is part of the worldwide Crochet Coral Reef project, which draws on the historical connections, especially in the United States, between fiber practice and community building.

The Crochet Coral Reef

project was created by sisters Christine Wertheim and Margaret Wertheim of the Institute For Figuring in Los Angeles. More than 10,000 people around the world have participated in making 40 local satellite reefs worldwide.

Those interested can download the PDF brochure "How to Crochet Hyperbolic Corals," which includes patterns for a variety of corals. The Tang

Museum will offer monthly workshops at 7 p.m. Tuesdays, Feb. 9, March 16, April 13 and May 4. Weekly drop-in sessions will be held at noon Wednesdays Feb. 10 through May 11 with Radical Fiber curator Rebecca McNamara. To register for the free workshops, which will be conducted via Zoom, go to <http://tang.skidmore.edu>. For more information, email: [tang@skidmore.edu](mailto:tang@skidmore.edu).

## DEATHS

▼ CONTINUED FROM A5

the five-day average of daily positives from 183.4 to 184.8. But the daily positive case totals have decreased from highs into the 300s in early January.

Among the new cases announced Sunday, 45 had close contact with positive cases, 107 did not have a clear source of infection at this time, and five are health care workers or residents of congregate settings.

There were also 18 new hospitalizations overnight, bringing total hospitalizations of Albany County residents to 142. There are still 11 patients in ICU, which is unchanged since Saturday.

## Rensselaer County newborn twins youngest there confirmed with virus

Rensselaer County officials said in a COVID-19 update Saturday night that three-day-old twins were confirmed as having the virus — the youngest county residents to be confirmed with COVID-19.

County officials did not comment further on if the virus had caused any illness in the newborns, or what facility the babies had been delivered in.

The U.S. Centers for Disease Control and Prevention says some newborns nationally have tested positive for COVID-19 shortly after birth. It is unknown if the newborns got the virus before, during or after birth. The CDC says most newborns who have tested positive for COVID-19 had mild or no symptoms.

Rensselaer County also announced Saturday the death of an 87-year-old Troy man, the 122nd death in the county since the pandemic began.

The county also announced a new case involving a 74-year-old woman who is a resident at the county-operated Van Rensselaer Manor nursing home.

Rensselaer County had 88 new cases Saturday, 41 residents hospitalized, with six patients in the ICU.

## Two Warren County nursing home residents die of coronavirus

Warren County health officials reported Sunday that two residents of skilled nursing facilities contracted COVID-19 and died.

Both victims were in their 80s. Warren County has had more than 50 deaths since the pandemic began in March.

Health officials say they continue to see two problems — people who are sharing lunch and coffee breaks unmasked and in close proximity to co-workers, and people who are going out in public when they have symptoms.

"It is with a heavy heart that we find ourselves yet again sharing with our community that we have lost two more of our seniors during this pandemic because of COVID," said Rachel Seeber, chairwoman of the Warren County Board of Supervisors, in a state-

ment. "We continue to fiercely advocate for regional accessibility to vaccinations, recognizing that our most vulnerable populations must have access to a vaccine now. We pray that continuing progress with vaccination programs will help prevent more loss of life and serious illness and bring this health emergency to an end."

Warren County reported 12 new daily cases Sunday; there hasn't been fewer than 12 new cases a day since Christmas Day. Twelve residents were hospitalized Sunday, five fewer than Saturday. All 12 were moderately ill.

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