



**Board of Trustees Meeting and Budget Presentation
Monday May 10, 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/>
- **Budget Presentation (p. 2)**
- **Review previous meeting minutes (p. 3-7)**
- **Financial report (p. 8-15)**
 - Treasurer's update (p. 8)**
- **Personnel report (p. 16)**
 - Personnel actions**
- **Director's report (p. 17-24)**
- **UHLS report**
- **New business**
 - Conflict of interest policy (p. 25-33)**
 - Updates to phased reopening plan (p. 34-39)**
 - Updates to emergency patron conduct policy (p. 40-42)**
 - Library fines**
 - Juneteenth**
 - Other new business**
- **Old business**
 - Pandemic response plan (p. 43-55)**
 - Long range plan steering committee – update**
 - Other old business**
- **Future business**
- **Public Participation**
- **Executive session**
- **Adjournment**
 - Next board meeting: June 14, 2021 6:00pm – (Virtual?)**
 - Next Friends of the Library meeting: June 21, 2021**

2021-22 Budget

	2020-21	2021-22	Comments
Library materials			
Books/audiobooks/ebooks	\$447,000	\$444,000	————— Maintains core collection and reflects shift to downloadable audiobooks
Online services	28,000	28,000	—————
Periodicals	24,000	18,000	————— Shift to electronic format
Movies and music	65,000	53,000	————— Decreased demand due to streaming
Special collections	22,500	18,000	————— Purchasing for the Library of Things
Total materials	\$586,500	\$561,000	
Salaries and benefits	\$3,166,300	\$3,184,903	————— Negotiated salary increases and estimated health-care costs
Operations			
Utilities	\$80,700	\$71,000	————— Reduction in electricity costs due to new HVAC
Photocopiers	20,000	18,000	—————
Office and custodial supplies	36,000	46,000	————— Increases due to COVID impact
Equipment and furniture	50,000	40,000	————— Reduction based on past experience
Postage	20,000	20,000	—————
Insurance	29,000	29,000	—————
Taxes (water and sewer)	3,700	3,400	—————
Conference and travel	8,000	3,000	————— Reduced travel to conferences
Memberships	3,000	3,000	—————
Special programs	43,000	35,000	————— Reduced in-person programming for the public
Building and equip. maint.	84,000	84,000	—————
Van operation	4,000	4,000	—————
Financial services and auditing	39,000	39,000	—————
Printing and marketing	35,000	38,000	————— Expanded marketing efforts
Professional services	30,000	30,000	————— Attorney's fees for contract negotiations
Miscellaneous	3,500	4,000	—————
Online catalog/circ. system	51,000	52,000	————— Planned increase in library system fees
IT/hardware and software	42,000	42,000	—————
Refund of real property taxes	20,000	10,000	————— Expected fewer tax refunds
Capital improvements/contingency	125,000	135,000	————— For building updates and other needs
Total operations	\$726,900	\$706,400	
TOTAL EXPENSES	\$4,479,700	\$4,452,303	
Income			
Fines and fees	28,000	15,000	————— Decrease due to COVID impact
Interest	30,000	7,500	————— Projected interest rates much lower
Book sale	5,000	5,000	—————
Gifts and donations	1,000	2,000	—————
Photocopiers	7,500	7,500	—————
State aid	24,000	23,170	—————
PILOT	211,637	219,570	————— Estimated revenue received from BCSD
TOTAL INCOME	\$307,137	\$279,740	
BUDGET	\$4,479,700	\$4,452,303	
Minus income	307,137	279,740	
Equals LEVY	\$4,172,563	\$4,172,563	————— 0% increase
Fund balance			
		\$1,400,000	————— Funds operations from July until taxes received in October
		1,942,000	————— Designated for capital expenditure and building needs in conjunction with the library's Long Range Plan
TOTAL FUND BALANCE		\$3,342,000	

Proposed levy increase: 0%

For additional financial information, please see the audited financial statements of Bethlehem Public Library online at www.bethlehempubliclibrary.org/about-us/board-of-trustees.



MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday April 12, 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
Tracey McShane, personnel administrator

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

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

PUBLIC PARTICIPATION

Although not received as part of public participation, G. Kirkpatrick said he had gotten an e-mail from a visitor saying that they believed their face-covering was CDC compliant but was not allowed inside the library. G. Kirkpatrick said he responded by noting that the library uses CDC guidelines but has additional mask policies in place that err on the side of caution. The board noted the visitor comment for the record.

TREASURER'S OATH OF OFFICE

M. Kissinger virtually administered the oath of office to S. Whiting.

MINUTES

Minutes of the 8 March 2021 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by M. Redmond.

Minutes of the 19 March 2021 Long Range Plan Committee meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report of revenue and expenses and noted that the library is currently tracking about 7% under budget. She also noted this month's packet included a detailed report of expenditures through March 31.

C. Wijeyesinghe asked for clarification about why the PILOT income line exceeded 100 percent. S. Whiting said that the budgeted number is an estimate made at the time the budget is put together and before the actual amount is received. C. Wijeyesinghe also asked about the miscellaneous expenses line, which was over what had been budgeted. S. Whiting said many of those expenses were COVID-related, including the four sheds used as book drops, the monthly fee for a storage pod to hold library furniture, and credit card processing software.

S. Whiting said that she and T. Choppy met with the new relationship manager at TD Bank. One of the items discussed was whether the library's letter of credit for \$8 million with the Bank of Pittsburgh could or should be reduced. M. Redmond and M. Walsh had additional questions, and S. Whiting said she would follow up and share what she finds out at the following meeting. T. Choppy said the letter of credit is renewed in July so there is time for further discussion. Also discussed was the opportunity to reduce fees by closing an inactive account and receiving statements electronically. The bank noted that the library's current interest rate had been reduced to 0.15% effective April 1.

H. Narang noted that the real property tax income was at 97% in the report. T. Choppy said that the library has since received a check that now brings it within 30 cents of the total.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 31 March 2021 (Manual Disbursements \$71,443.92; Cash Disbursements/Accounts Payable \$76,731.33; Trust & Agency Disbursements/Salaries \$188,453.82; CapProject Fund/Hand-Drawn Checks \$0; Total: \$336,629.07).

PERSONNEL REPORT

G. Kirkpatrick said he is seeking permission to fill two positions that are opening due to retirements. M. Kissinger asked what the library did for retiring employees. G. Kirkpatrick said it was handled by the individual departments.

G. Kirkpatrick said the Librarian II civil service test has not yet been issued, so it could be some time before it can be filled. His plan is to fill the previously approved full-time Librarian I opening first in order to maintain coverage until a candidate list for Librarian II becomes available. He said the temporary part-time Librarian I positions would remain in place until the library was ready to fill the Librarian II spot.

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

- Librarian II, full-time, permanent, 35 hours/week, \$61,968/annual or per contract.
- Librarian I, part-time, permanent, 9 hours/week, \$27.31/hour or per contract.

DIRECTOR'S REPORT

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

- The meeting with the town about nature-based gardening was productive and presented some opportunities for collaboration. G. Kirkpatrick said that many people use the library and Town Hall grounds like a park, and it would be nice to encourage that while showcasing native plants and good gardening practices.
- More than 2,000 seed packets have been requested, far exceeding previous years. M. Walsh asked how the Seed Library was funded. G. Kirkpatrick said it costs relatively little to run, and that money comes out of the budget. He noted it is very popular with the community, especially as people become more home-focused because of the pandemic.
- The library continues to digitize historical records so people can access them remotely, which is something that kicked off with the digitization of *The Spotlight*. G. Kirkpatrick said that part of the library's mission is to be a keeper of the community's collective cultural heritage.
- The e-mail newsletter has been instrumental in allowing the library to offer off-cycle programming and still reach a sizeable audience.
- In a recent week, the library had 55% of checkouts happening in person, with 45% through curbside. The goal is to have more people checking out in person as they feel it is safe to do so.
- The Friends of the Library will be using a custom stamp to brand the paper bags used for curbside pickup. This is cheaper than having them custom-printed and is a good task for volunteers who want to help out.
- March was the first month to provide year-over-year pandemic circulation data, with circulation up compared to March 2020. Use of most e-materials continue to increase, except for e-video, which saw a big bump in the early days of the pandemic with the introduction of Hoopla and is now leveling out.
- E-audiobook use continues to grow, as books on CD become slowly obsolete.
- The annual report to the community was presented in a chart form, which was well-received by the community.
- L. Scoons asked if statistics were available from the e-newsletter vendor. K. Roberts said the dashboard provides a lot of data about opens and click-throughs. She said that when it was launched about a year ago, the open rate was about 45% but has leveled out at about 30% with approximately 10,000 subscribers and only one or two unsubscribes a week.
- C. Wijeyesinghe asked about book quarantine periods and said she had noticed a chlorine-like smell on some items she has checked out. G. Kirkpatrick said that most materials go through a mandatory quarantine period, but items that are picked up inside the library and put on a re-shelving cart are sprayed with a chlorine ionizer before being put back. M. Walsh noted that other libraries had already lifted quarantine and asked where Bethlehem was in that process. G. Kirkpatrick said the Directors Association would likely be voting soon to lift the quarantine on all materials. Bethlehem currently quarantines items for 48 hours but would be moving to 24 shortly.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said UHLS has learned of additional 2020 construction grant money of about \$26,000 becoming available that will allow them to bring 6-8 more projects up to full eligible funding. The annual program awards applications will be going out shortly. The 2021 state budget includes \$34 million for building grants, which means about \$1.9 million for Upper Hudson libraries. L. Scoons said they are looking forward to seeing some great proposals. C. Wijeyesinghe said L. Scoons had put her in touch with Mary Fellows at Upper Hudson to provide some insight on diversity and social justice issues, and she was able to share information about consultants, written materials and timeline ideas.

NEW BUSINESS

Pandemic response plan

G. Kirkpatrick said he was seeking board approval on the state-mandated pandemic response plan draft. M. Kissinger asked about the section regarding housing accommodations. G. Kirkpatrick said that was unlikely to be an issue at the library but was a component of the plan required by the state. Some board members asked if they could have more time to review the plan before voting on it at the May meeting. A draft of the plan remains on the library website.

NYS budget update

M. Redmond asked if the library would be able to have its boiler replacement project ready in time for a 2021 construction grant application. G. Kirkpatrick said he has made some inquiries to find out how to move forward with an RFP for the design. He said the elements required for the grant are to have an SED-approved design in place, as well as a cost estimate. H. Narang said it was the board's goal to interview other engineering firms to grow the potential number of people the library could work with. M. Kissinger said he would like to be able to get a 2021 grant application in for the boiler project. G. Kirkpatrick said it was a small enough project that it would not need to be bonded.

Other new business

There was no other new business.

OLD BUSINESS

Long range plan steering committee - update

H. Narang said the committee met with P. Mays March 19 and saw some estimates for different design concept phases. P. Mays is now in the process of taking the feedback from that meeting to put together a final package to present to the board. C. Wijeyesinghe asked if it would be possible for that meeting to take place in person. G. Kirkpatrick said there were some limitations based on the ability to allow for public attendance, but he would look into it. C. Wijeyesinghe said she hoped that there would be room for discussion about the plan once it comes to the full board. G. Kirkpatrick said there would, and he noted that what is being discussed in the committee is a long-range planning building concept based on public feedback and not a final design, cost or timeline.

Other old business

G. Kirkpatrick noted that he and C. Stollar Peters and C. McGinty would be meeting to update the long-range services plan draft with so many things having changed since it was first put together.

FUTURE BUSINESS

There was no discussion of future business.

PUBLIC PARTICIPATION

There was no public participation.

EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by H. Narang, the board adjourned to executive session at 7:02pm to discuss contact negotiations pursuant to Article Fourteen of the Civil Service Law

On a MOTION by L. Scoons with a SECOND by M. Redmond, the board adjourned executive session at 7:26pm; no action was taken.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by H. Narang, the board adjourned the regular meeting at 7:27pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

**Treasurer's Report
May 2021**

The revenue and expense report through April consistently shows underspending in most categories. Budget savings continues to grow and expenses are now tracking at about 9% underbudget. I project that we will end the year at roughly 8% underbudget or about \$350,000 in savings. This savings will increase the fund balance and can potentially be used for future capital projects.

We received \$6,833 from UHLS last week, bringing our total for state aid for FY 2021 to \$24,404.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 4/30/21

SUMMARY OF CASH ACTIVITY

ACCOUNT	CASH BALANCE 3/31/2021	RECEIPTS	DISBURSEMENTS	TRANSFERS	CASH BALANCE 4/30/2021
TD Bank General Fund	1,356,042.78	128,159.07	(166,494.81)	168,242.22	1,485,949.26
TD Bank Payroll	-		(131,757.78)	131,757.78	-
TD Bank Money Market	3,325,808.74	380.44	-	(300,000.00)	3,026,189.18
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	5,000.00	-	-	-	5,000.00
TOTAL:	<u>4,686,851.52</u>	<u>128,539.51</u>	<u>(298,252.59)</u>	<u>-</u>	<u>4,517,138.44</u>

INVESTMENTS

None

Checks outstanding greater than 90 days old:

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

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

10 MONTHS ENDED 4/30/21

FISCAL YEAR 2020-2021

	ANNUAL BUDGET 2020-2021	YTD ACTUAL 10 MO. ENDED 4/30/2021	Percent YTD 4/30/2021	ANNUAL BUDGET 2019-2020	YTD PRIOR 10 MO. ENDED 4/30/2021	Percent YTD 4/30/2021
REVENUE						
Real Property Taxes	4,172,563	4,172,563	100.0%	4,065,152	4,065,149	100.0%
PILOT	211,637	213,581	100.9%	203,162	205,515	101.2%
Fines	28,000	1,197	4.3%	30,000	23,294	77.6%
Interest on Deposits	30,000	5,959	19.9%	10,000	36,594	365.9%
Lost Book Payments	-	2,778	0.0%	-	2,156	0.0%
Sale of Books	5,000	-	0.0%	5,000	3,815	76.3%
Gifts and Donations, Misc	1,000	9,320	932.0%	1,000	3,240	324.0%
Photocopier	7,500	-	0.0%	8,000	5,769	72.1%
State Aid	24,000	17,571	73.2%	24,000	25,050	104.4%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	-	0.0%	-	250	0.0%
Total Revenue	4,479,700	4,422,969	98.7%	4,346,314	4,370,832	100.6%
EXPENSES						
Salaries	2,363,565	1,800,231	76.2%	2,333,137	1,867,782	80.1%
Retirement	291,089	287,751	98.9%	279,232	283,977	101.7%
Health Insurance	310,433	250,274	80.6%	308,660	253,165	82.0%
Other Benefits	201,213	157,326	78.2%	202,885	155,291	76.5%
Subtotal Salaries & Benefits	3,166,300	2,495,583	78.8%	3,123,914	2,560,215	82.0%
Library Materials - Print	302,500	179,854	59.5%	292,500	184,450	63.1%
Library Materials - Electronic & Audio	284,000	234,914	82.7%	252,500	216,933	85.9%
Subtotal Library Material	586,500	414,768	70.7%	545,000	401,383	73.6%
Operations	601,900	393,745	65.4%	552,400	376,721	68.2%
Capital Expenditures	125,000	20,398	16.3%	125,000	26,265	21.0%
Total Expenses	4,479,700	3,324,494	74.2%	4,346,314	3,364,585	77.4%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN APRIL 2021 BASED ON PRE-APPROVAL	\$	28,675.22
CHECKS DISBURSED IN APRIL 2021 RELATING TO PAYROLL	\$	192,819.65
CHECKS BEING SUBMITTED FOR APPROVAL	\$	58,760.86
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 38: MANUAL DISB (APR 21) For Dates 4/1/2021 - 4/30/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39524	04/13/2021	1137	CORNELL COOPERATIVE EXTENSION	210379	20.00
39525	04/13/2021	2064	UNITED STATES TREASURY		55.36
39526	04/13/2021	1607	VERIZON BUSINESS FIOS	210000	100.78
39527	04/20/2021	2087	CITIBANK	210364	2,120.91
39528	04/20/2021	2362	COLUMBIA UNIVERSITY	210396	15.00
39529	04/20/2021	720	MVP HEALTH PLAN, INC.		6,179.70
39530	04/20/2021	2061	UNITED HEALTHCARE INSURANCE CO		123.80
39534	04/26/2021	1831	CDPHP UNIVERSAL BENEFITS, INC.		13,098.03
39535	04/26/2021	1570	NATIONAL GRID		4,011.09
39536	04/26/2021	2011	UTICA NATIONAL INSURANCE GROUP	210384	2,579.00
39537	04/26/2021	1607	VERIZON BUSINESS FIOS	210000	125.78
39538	04/26/2021	1607	VERIZON BUSINESS FIOS	210000	124.99
39539	04/26/2021	1607	VERIZON BUSINESS FIOS	210000	120.78

Number of Transactions: 13

Warrant Total: 28,675.22

Vendor Portion: 28,675.22

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 - 39: TRUST & AGENCY (APR 21) For Dates 4/1/2021 - 4/30/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39521	04/15/2021	712	CIVIL SERVICE EMPL ASSOC INC.		997.98
39522	04/15/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39523	04/15/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39531	04/30/2021	712	CIVIL SERVICE EMPL ASSOC INC.		997.98
39532	04/30/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39533	04/30/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100544	04/15/2021	709	BPL SPECIAL PAYROLL ACCOUNT		63,435.74
100545	04/15/2021	710	NYS INCOME TAX BUREAU		3,647.31
100546	04/15/2021	1946	IRS - PAYROLL TAX PMT		20,974.99
100547	04/15/2021	2003	NEW YORK STATE DEFERRED		2,462.48
100548	04/30/2021	709	BPL SPECIAL PAYROLL ACCOUNT		68,322.04
100549	04/30/2021	710	NYS INCOME TAX BUREAU		3,881.26
100550	04/30/2021	730	NYS EMPLOYEES RETIREMENT SYSTE		2,736.62
100551	04/30/2021	1946	IRS - PAYROLL TAX PMT		22,319.89
100552	04/30/2021	2003	NEW YORK STATE DEFERRED		2,503.36

Number of Transactions: 15

Warrant Total: 192,819.65

Vendor Portion: 192,819.65

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 - 40: CASH DISB (MAY 21) For Dates 5/11/2021 - 5/11/2021**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39540	05/11/2021	2334	ALLEGRA MKTG C/O GLENN READ ENTERPRISES LLC	210416	482.31
39541	05/11/2021	1009	AMAZON CREDIT PLAN	210390	2,445.58
39542	05/11/2021	61	AQUASCAPE DESIGNS LLC	210008	70.00
39543	05/11/2021	77	BAKER & TAYLOR , INC.	210404	16,848.50
39544	05/11/2021	1186	BAKER AND TAYLOR ENTERTAINMENT	210405	268.90
39545	05/11/2021	2342	BOOK DEPOT	210402	808.14
39546	05/11/2021	103	BRODART INC	210024	65.37
39547	05/11/2021	697	CAPITAL REGION BOCES	210009	207.50
39548	05/11/2021	2364	CHARLES SEAGLE		21.98
39549	05/11/2021	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	210013	238.58
39550	05/11/2021	1220	DEMCO, INC	210369	1,289.66
39551	05/11/2021	1991	EASTERN MANAGED PRINT NETWORK LLC	210017	201.55
39552	05/11/2021	1674	FINDAWAY	210400	311.19
39553	05/11/2021	1986	FIRSTLIGHT FIBER	210005	195.34
39554	05/11/2021	2361	FUN EXPRESS	210393	63.15
39555	05/11/2021	2272	GLOBAL EQUIPMENT COMPANY INC.	210362	2,044.48
39556	05/11/2021	2171	HISTORIC CHERRY HILL	210410	60.00
39557	05/11/2021	2171	HISTORIC CHERRY HILL	210419	25.00
39558	05/11/2021	959	INFO USA MARKETING, INC (SUBSIDIARY OF DATA AXLE INC.)	210385	2,653.00
39559	05/11/2021	2108	INTREPID SEA, AIR & SPACE MUSEUM	210423	500.00
39560	05/11/2021	2363	JO-ANN STORES, LLC	210406	1,000.00
39561	05/11/2021	2201	LANE PRESS OF ALBANY	210012	3,106.00
39562	05/11/2021	1024	MIDWEST TAPE LLC	210373	395.91
39563	05/11/2021	2172	NATIONAL MUSEUM OF RACING AND HALL OF FAME	210422	150.00
39564	05/11/2021	404	NEW YORK LIBRARY ASSOC	210417	438.00
39565	05/11/2021	2314	NOLAN HELLER KAUFFMAN LLP	210398	2,265.00
39566	05/11/2021	1823	OVER DRIVE INC.	210415	7,552.27
39567	05/11/2021	450	PHILLIPS HARDWARE INC	210007	217.09
39568	05/11/2021	478	QUILL.COM	210368	644.62
39569	05/11/2021	984	RESERVE ACCOUNT	210407	1,000.00
39570	05/11/2021	505	ROEMER WALLENS GOLD & MINEAUX	210411	3,650.00
39571	05/11/2021	1767	SCHOLASTIC, INC.	210371	526.75
39572	05/11/2021	2190	SHAMBHALA MEDITATION CENTER OF ALBANY	210414	50.00
39573	05/11/2021	597	SPOTLIGHT NEWS	210399	84.00
39574	05/11/2021	1282	STANDARD COMMERCIAL INTERIORS	210296	43.52
39575	05/11/2021	2038	STAPLES BUSINESS ADVANTAGE	210361	897.96
39576	05/11/2021	2056	SUPERIOR PRESS	210383	233.59
39577	05/11/2021	2340	T-MOBILE	210016	133.00
39578	05/11/2021	2328	UNIFIRST CORPORATION	210015	91.83
39579	05/11/2021	632	UPPER HUDSON LIBRARY SYSTEM	210420	5,971.29
39580	05/11/2021	1968	VERIZON WIRELESS	210001	100.55
39581	05/11/2021	645	W W GRAINGER INC	210380	1,350.78
39582	05/11/2021	1884	W.B. MASON CO., INC.	210386	58.47

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 40: CASH DISB (MAY 21) For Dates 5/11/2021 - 5/11/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 43				Warrant Total:	58,760.86
				Vendor Portion:	58,760.86

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

May 10, 2021 - Board of Trustee Meeting											
											16
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
<u>Previously Approved to Fill</u>											
Librarian 1 FT**	Public Services	35 hrs/wk	19 hrs/wk; \$27.04/hr	\$53,373 annual or per contract	F. Waldman	2/6/2020	2/10/2020	Filled	L. Bowen	5/24/2021	Internal
			16 hrs/wk; \$28.45/hr		J. Squadere	2/14/2020					
Library Clerk PT	Collection Maintenance	15 hrs/wk		\$13.89/hour or per contract	E. Sullivan	8/24/2020	9/14/2020				
Library Page PT	Collection Maintenance	9.8 hrs/wk		\$12.50/hour	E. Whalen	8/29/2020	9/14/2020				
Library Clerk PT	Public Services	19 hrs/wk		\$13.89/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$13.89/hour or per contract	N. Cammarata	11/28/2020	12/14/2020				
Library Page PT	Collection Maintenance	11.67 hrs/wk		\$12.50/hour	K. Smith	12/2/2020	12/14/2020				
Library Clerk PT	Collection Maintenance	15 hrs/wk		\$13.89/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Librarian II FT	Public Services	35 hrs/wk		\$61,968/annual or per contract	G. Noble	5/28/2021	4/12/2021				
Librarian I PT	Public Services	9 hrs/wk		\$27.31/hour or per contract	A. Molineaux	4/30/2021	4/12/2021				
<u>Action Requested</u>											
Librarian 1 PT	Public Services	7.67 hrs/wk		\$27.31/hour or per contract	L. Bowen	5/23/2021					
<u>Positions Held</u>											
None											

Director's Report May 2021

Building and Grounds

We have sought new quotes for the installation of a metal awning over the garage entrance. This is similar in design to the one tried to have installed last fall. We have a significant donation from a patron to put towards curbside pickup and may also be able to apply for a NYS construction grant for the project. This would help protect staff and patrons from the elements during the curbside pickup process. It is our intention to continue curbside pickup service even as normal library operations resume.

A large diseased tree on the Delaware side of the property is scheduled to be removed this month. It straddles the property line with our neighbors. The removal is likely to be more complicated than normal.

Scoopy the tractor has been involved in all sorts of activities at the library beyond the original duty of hauling large laundry bins of materials across the driveway in the snow. These include: hauling lots of mulch this spring, moving sheds as the quarantine has decreased, moving fencing materials around to repair damaged sections, pulling out stumps from the ground, moving pallets of books for the book sale and Thrift Books, digging out stone on the front of the property to allow for updated landscaping.

Public Services

It was announced by the Division of Library Development that the expectation is that all public libraries in New York will once again need to be open for the minimum number of required hours by June 1. The library was already meeting the minimum requirement before the announcement was made, and the addition of longer evening hours has moved the library significantly over the requirement.

Our online text chat feature went live on the website in April. It has taken a few weeks for us to build it into our regular work routines. The system is used daily though the statistics for the first month include a lot of testing and troubleshooting. Reliable numbers will be reported going forward.

CreativeBug was added to the selection of online databases. It provides arts and crafts videos to Bethlehem School District residents.

The staff have been busy weeding the collections in anticipation of increased availability of new materials and the Friends of the Library book sale. Increased physical circulation and weeding are finally allowing some breathing room in the stacks.

Volunteers from the Friends have been stamping their logo on paper bags for our curbside service and their upcoming book sale.

Programs and Outreach

Coffee and Conversation was a four-part virtual series called “The Civil War: A Military History.” Using a Humanities NY grant, Mary brought in Giacomo Calabria to speak about the Civil War. He is an engaging speaker who encourages questions and discussion throughout each session. All four sessions were recorded and are being edited for posting online in the very near future. Patrons thoroughly enjoyed the series and have expressed interest in watching the recordings.

Patrons continue to love the Take to Make crafts. This month, we had rainbow weaving, STEM oil spills, pet toys, and storytime crafts. We even had a unicorn craft for National Unicorn Day. Around 90 people picked up a craft at curbside or checkout, and we got some great thank you cards and emails.

Kate hosted a Pet Show and Tell on Zoom. Families showed off dogs, cats and guinea pigs. They also were given supplies to create a pet toy to keep and one to return for donation. In the end they created 18 pet toys to be donated to the Mohawk Hudson Humane Society.

We celebrated Earth Day to the best of our ability this year. The circulation staff provided reusable tote bags for patrons checking out or picking up books (left over from the Kindness Matters campaign). Michelle collaborated with the Mohawk Hudson Land Conservancy to provide an in-person outdoor story time and hike at the Phillipkin preserve (photo below). Tori provided assistance to the Elsmere PTO for their Earth Day celebrations (details in Outreach section).



Registration for the Spring Teen Book Boxes began this month. At time of this report, 37 households have signed up to receive a box. The Friends helped fund the books and other items for the boxes. They should be ready for pick-up and delivery in early May.

Outreach:

Librarians are working with the schools to arrange summer reading promotion. They are trying to ensure each school gets the information for the students in a way that works with their current learning model. Plans include some virtual visits, videos, backpack mail, classroom packets and e-mail. Kristen has been working hard on creating new promotional materials for them to distribute.

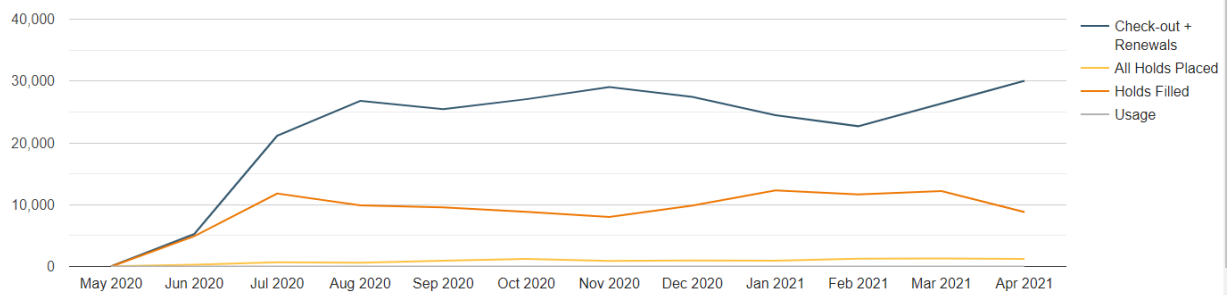
Tori worked with the Elsmere PTO to help provide activities and seeds for their Earth Day Celebration. Every student received daisy seeds and the younger students also received a craft activity. Amy from the PTO shared some wonderful photos (below) and thanked the library for all of the great work we do.



Circulation and Technical Services

We are redesigning our cash handling process, this includes a new cash register with an integrated credit card system. Some advantages will include a chip and pin system for credit cards, individual logins for each staff member, and greater network security using a mobile data network. We are waiting for final approval for PCI compliance before we can implement the new system.

When we are open for browsing, checkouts are higher and holds decline. When we are open for curbside only, holds increase and checkouts are reduced. You can see these pinch points in September when we opened for in-person browsing, December when we returned to curbside only, and March when we reopened for in-person browsing.



Curbside pickup through texting remained at about 10% of total checkout transactions, the same ratio as the previous month.

Meetings and Miscellany

Expect to see an increase in expenses for the copiers budget line. Kristen has several large print jobs that would traditionally have been sent out for printing. She is utilizing the in-house printer for these summer reading flyers. It should save money overall, but the expense will be in a different budget line than usual.

Continuing Education and Committee Work

Catherine SP

attended two webinars in a NYLA series on Social Responsibilities in Libraries.

Lisa B

CDLC annual meeting (virtual)

Medical Library Association (through ESL/CDLC) Implicit Bias for Information Professionals

CDLC Resource Sharing Symposium

Cathy

Participated in two UHLS Anti-racist task force meetings.

Participated in an UHLS Project Ready meeting.

Viewed the NYS Hunger Mini webinar, which provided a lot of information about where the library can direct people who need assistance. It remains that we are not eligible as a food site unless we are working under the umbrella of a host site, such as Bethlehem HS, but our close proximity may not be needed.

Attended NYLA's Developing Leadership webinar on community partners.

Frank

CDLC Committee on Resource Sharing (CORS) Symposium

NYLA – Developing Leaders Program:

Worked with his assigned group on the capstone project.

Attended three sessions, which covering negotiations, personal branding, and library partnerships/collaborations.

Kate

Is finishing up the Library Juice Academy Course Developmentally-Appropriate and Diverse Books for Storytime. The final project, an annotated bibliography of books, is due in early May.

Viewed the Homeless Library webinar Unattended Children: How to talk to parents about their children's behavior.

Viewed the Homeless Library webinar Service Animals: Your Obligations Under the ADA.

Mary

Viewed OCLC training webinars (Intro to OCLC Interlibrary Loan, Borrowing, Lending).

Michelle

Participated in the CDLC Resource Sharing Symposium.

Tori

Viewed a webinar on the Music for Autism organization that provides classical music concerts designed for children on the spectrum.

Chris

Participated in virtual meetings for the Collaborative Summer Library Program committee she serves on.

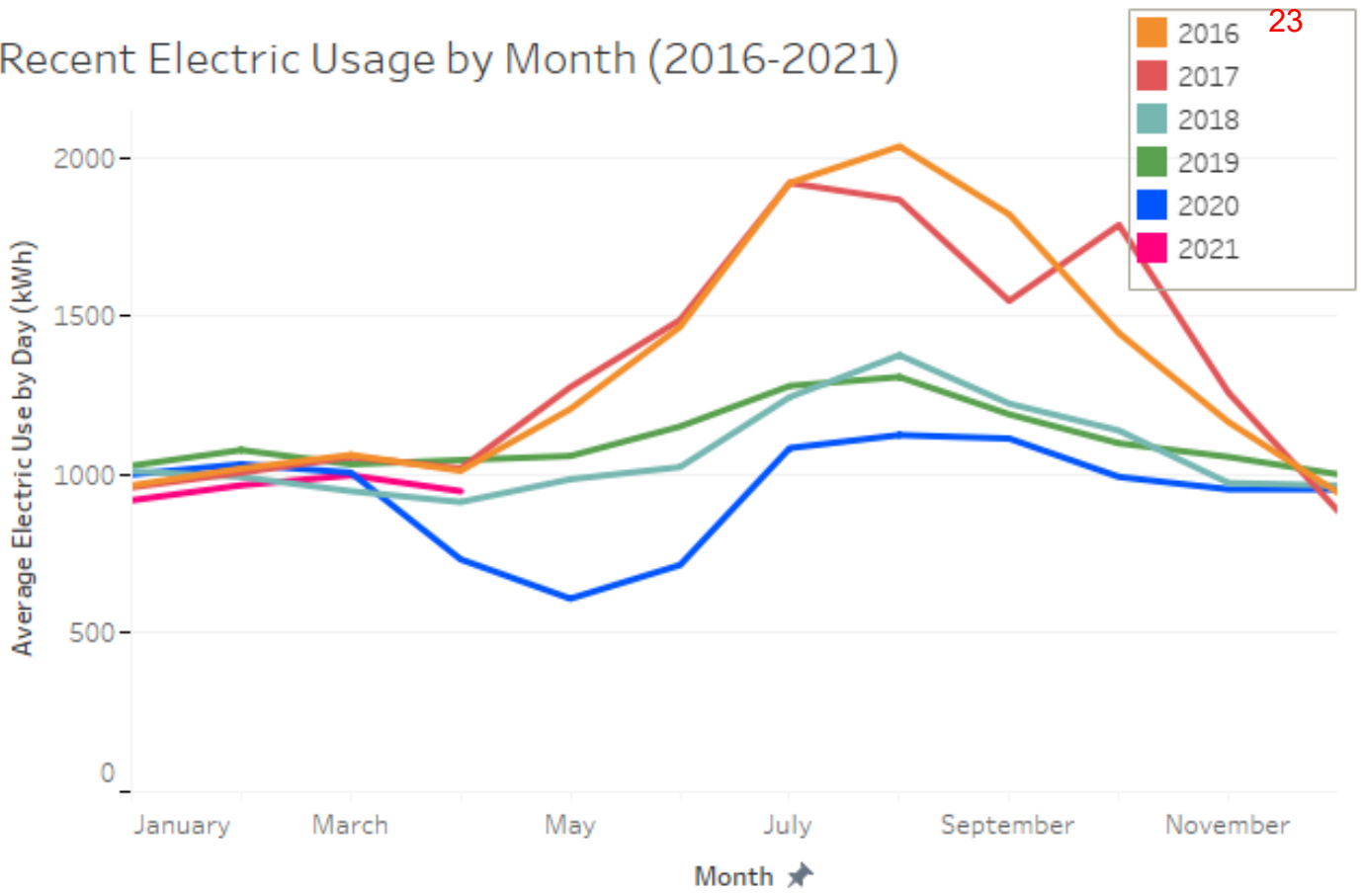
Viewed the Emergency Broadband Benefit (EBB) webinar.

The Emergency Broadband Benefit is a temporary program under the Federal Communications Commission (FCC) to help households struggling to afford internet service during the pandemic. This is a \$3.2 billion program, which will end once the funds are exhausted or 6 months after the Department of Human Services declares an end to the pandemic, whichever comes first. EBB is a household benefit, so a person can apply if someone in their household is eligible, even if that eligible person is a child or dependent. Beginning May 12, eligible households will be able to enroll in the program to receive monthly discounts off of the cost of broadband service from a participating provider. To learn more about the program and who is eligible, please visit [Emergency Broadband Benefit | Federal Communications Commission \(fcc.gov\)](https://www.fcc.gov/emergency-broadband-benefit).

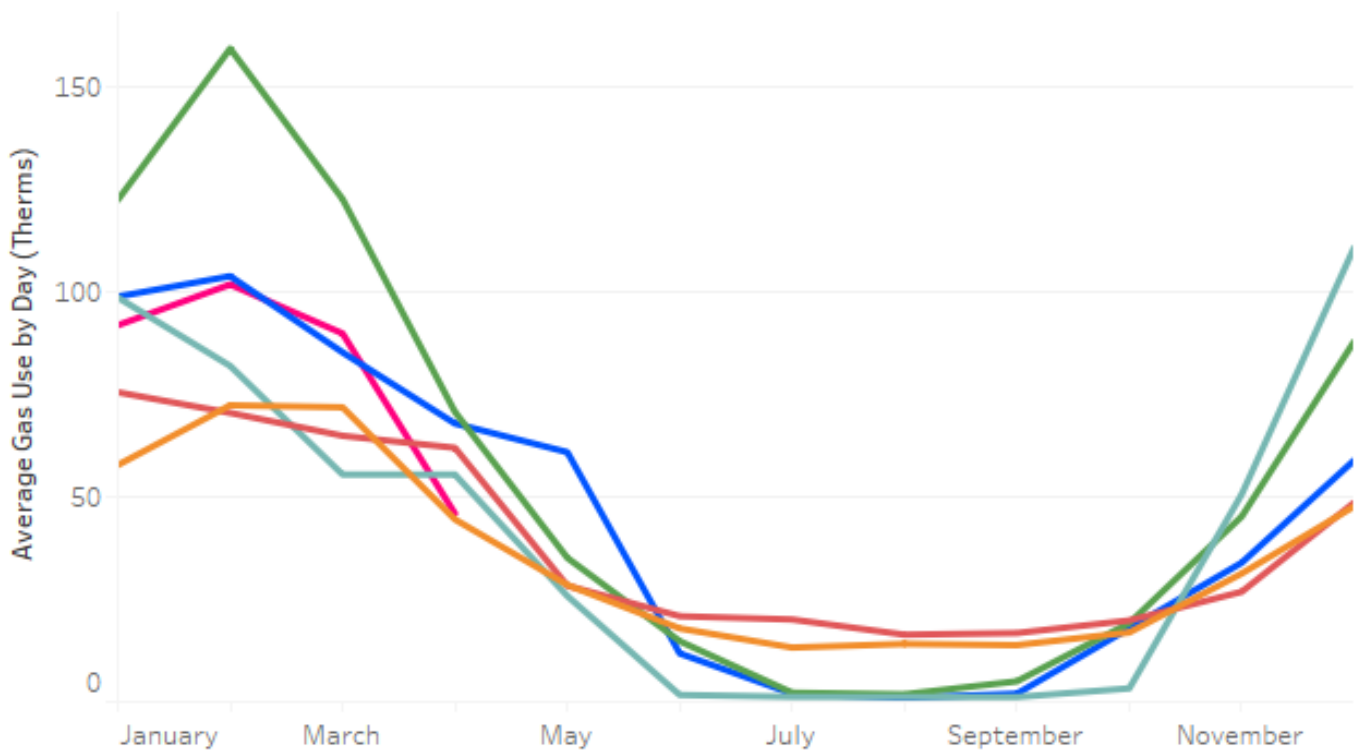
Geoffrey Kirkpatrick, Library Director

Library Collection				2019-20	Current Total
Adult fiction				26,385	27,272
Adult non-fiction				30,185	29,608
Adult audio				7,078	6,244
Adult video				8,470	8,413
Young adult fiction				5,532	5,423
Young adult nonfiction				544	639
Young adult audiobooks				383	421
Children's fiction				27,219	27,381
Children's non-fiction				15,431	15,801
Children's audiobooks				1,693	1,820
Children's video				1,968	1,986
OverDrive - UHLS Shared				83,237	96,851
e-magazines				133	3,582
Electronic (games, ereaders)				567	611
Total				208,825	226,052
Library Programs	Apr-21	Apr-20	% change	2019-20	F-Y-T-D
Programs	22	9	144.4%	681	169
Program attendance	365	74	393.2%	17,496	1,895
Outreach Programs	0	0	und	167	405
Outreach Attendance	0	0	und	6,519	475
Circulation	Apr-21	Apr-20	% change	2019-20	F-Y-T-D
Adult fiction	10,225	4,883	109.4%	129,442	100,141
Adult non-fiction	5,567	1,481	275.9%	76,015	50,665
Adult audio	3,878	2,089	85.7%	41,368	34,668
Adult video	4,683	2,564	82.6%	82,500	43,709
Adult magazines	1,683	1,322	27.3%	20,008	16,363
Young adult fiction	1,431	433	230.3%	15,733	14,715
Young adult nonfiction	114	0	und	1,125	1,061
Young adult audiobooks	205	111	85.3%	1,372	1,928
Young adult magazines	4	0	und	42	22
Children's fiction	9,607	565	1599.9%	103,223	86,623
Children's non-fiction	2,453	31	7901.4%	26,793	19,657
Children's audiobooks	812	138	487.2%	5,909	6,587
Children's video	438	9	4651.1%	8,592	3,767
Children's magazines	14	0	und	156	60
Electronic (games, ereaders)	310	0	und	5,897	2,139
Total	41,424	13,626	204.0%	515,775	382,104
Interlibrary Loan	Apr-21	Apr-20	% change	2019-20	F-Y-T-D
Borrowed from others	7,113	3	237000.0%	63,224	82,257
Loaned to others	5,046	9	55966.7%	47,571	55,566
Miscellaneous	Apr-21	Apr-20	% change	2019-20	F-Y-T-D
Visits to our home page	30,408	47,094	-35.4%	768,694	638,466
Public use of meeting rooms	0	0	und	408	0
Public meeting attendance	0	0	und	4,784	0
Staff use & library programs	0	0	und	847	0
Study room sessions	0	0	und	3,498	0
Tech room/ Studio use	0	0	und	289	0
Door count	6,514	0	und	216,914	24,604
Registered BPL borrowers	55	63	-12.7%	894	430
Computer signups	119	0	und	28,904	231
Museum Pass use	35	0	und	1,385	180
E-book use	5,610	6,849	-18.1%	60,858	61,738
E-audiobook use	3,289	2,745	19.8%	32,118	31,445
E-magazine use	1,279	1,322	-3.3%	14,069	13,926
Streaming video use	1,191	2,575	-53.7%	11,165	13,099
BCSD use via Overdrive	157	n/a	n/a	n/a	1,257
Equipment	157	n/a	und	3,612	1,027
Wireless Use	6,783	3,719	82.4%	112,679	58,892

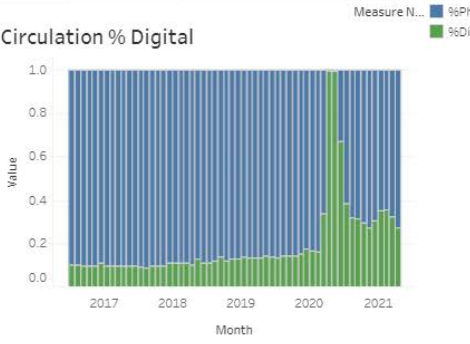
Recent Electric Usage by Month (2016-2021)



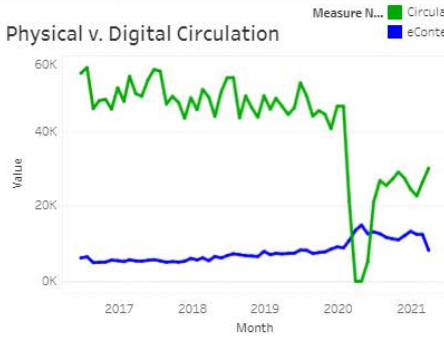
Recent Gas Usage by Month (2016-2021)



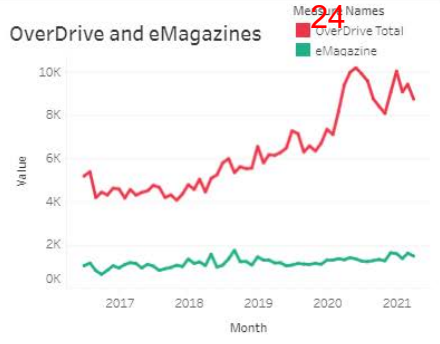
Circulation % Digital



Physical v. Digital Circulation



OverDrive and eMagazines

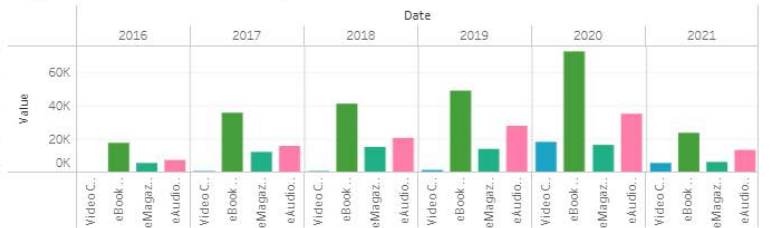


Measure N... Video Checkouts eBook Checkouts eMagazine eAudiobook Ch... Music

Digital Content Circulation by Format



Digital Content Circulation by Format



BETHLEHEM PUBLIC LIBRARY
CONFLICT OF INTEREST - ETHICS POLICY

Statement of Purpose

The Library depends on the trust of the community to achieve its mission. It is therefore crucial for all Library Officers and Employees to strive to maintain the highest ethical standards when conducting business on behalf of the Library. The standard of behavior at the Library is that all Library Officers and Employees, including all Board of Trustees members, shall avoid any conflict of interest between the interests of the Library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceived conflicts of interest.

Applicability

This policy applies to all officers and employees of the Library. The provisions of this policy shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law.

Definitions

Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings for this policy:

Contract:

Any claim, account or demand against or agreement with the Library, express or implied.

Gift:

Anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater.

Interest:

Any direct or indirect pecuniary or material benefit, not including any benefit arising from the provision or receipt of any services generally available to members of the public, or a lawful class of members of the public. For the purpose of this policy, a Library Officer or Employee shall be deemed to have an interest ~~in any~~ in any private organization when the Officer or Employee, the Officer's or Employee's Spouse, or a member of the

Officer's or Employee's household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.

Legislation:

A matter which appears on the agenda of the Library Board of Trustees or on a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, local laws, ordinances, or resolutions.

Library:

The Bethlehem Public Library.

Officer or Employee:

An elected or appointed officer or employee (full or part-time) of the Library, whether paid or unpaid, including, but not limited to, the members of the Library Board of Trustees.

Relative:

A Spouse, child, stepchild, parent, stepparent, brother, sister, stepbrother, stepsister, uncle, aunt, nephew, niece, first cousin, or household member of a Library Officer or Employee, and individuals having any of these relationships to the Spouse of the Officer or Employee or legal guardian of any of said persons of an Officer or Employee.

Spouse:

The husband or wife of an Officer or Employee unless living separate and apart pursuant to:

- A judicial order, decree, or judgment of separation.
- A legally binding written agreement of separation in accordance with the Domestic Relations Law.

Standards of Conduct

Every Officer or Employee of the Library shall be subject to and abide by the following standards of conduct:

1. **Use of Position:** No Officer or Employee of the Library shall use the Officer's or Employee's position or official powers and duties with the Library to secure a financial or material benefit for such Officer or Employee, a Relative, or any private organization in which the Officer or Employee is deemed to have an interest.

2. **Prohibited Interest in Contracts/Fiscal Decisions:**

(a) No Library Officer or Employee shall have an interest in any Contract to which the Library is a party when such Library Officer or Employee has the power to:

- (1) Negotiate, prepare, authorize, or approve the Contract or claim or authorize or approve payment thereunder;
- (2) Audit bills or claims under the Contract; or
- (3) Appoint an Officer or Employee who has any of the powers or duties set forth above.

(b) No chief fiscal officer, treasurer, or the Officer's or Employee's deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he/she/they is an Officer or Employee.

(c) The provisions of this Section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Officer or Employee in one or more positions of public employment, the holding of which is not prohibited by law.

3. **Use of Library Property:** No Library Officer or Employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

4. **Recusal and abstention.**

(a) No Library Officer or Employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when the Officer or Employee knows or has reason to know that the action could confer a direct or indirect financial or material benefit on that Officer or Employee, a Relative, or any private organization in which the Officer or Employee is deemed to have an interest.

(b) In the event that this Section prohibits a Library Officer or Employee from exercising or performing a power or duty:

- (1) if the power or duty is vested in a Library Officer as a member of the Board of Trustees, then the power or duty shall be exercised or performed by the other members of the Board of Trustees;

- (2) if the power or duty that is vested in a Library Officer individually, then the power or duty shall be exercised or performed by the Officer's deputy or, if the Officer does not have a deputy, the power or duty shall be performed by another person to whom the Officer may lawfully delegate the function; or
 - (3) if the power or duty is vested in a Library Officer or Employee, the Officer or Employee must refer the matter to the Officer's or Employee's immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.
- (c) Recusal and abstention shall not be required with respect to any matter:
- (1) which comes before the Board of Trustees when a majority of the Board of Trustees' total membership would otherwise be prohibited from acting; or
 - (2) which comes before a Library Officer when the Officer would be prohibited from acting and the matter cannot be lawfully delegated to another person.

5. **Private employment:** No Library Officer or Employee shall engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests, when such employment or service would require more than sporadic disclosure and recusal under this policy, would require the disclosure of the Library's confidential information, or would impair the proper discharge of the Officer's or Employee's duties.

6. **Future employment.**

(a) No Library Officer or Employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Library Officer or Employee, either individually or as a member of a board, while the matter is pending or within the thirty (30) days following final disposition of the matter.

(b) No Library Officer or Employee, for the two-year period after serving as a Library Officer or Employee, may represent or render services to a private person or

organization in connection with any matter involving the exercise of discretion before the Library office, board, department or comparable organizational unit in which the Officer or Employee served.

(c) No Library Officer or Employee, at any time after serving as a Library Officer or Employee, may represent or render services to a private person or organization in connection with any particular transaction in which the Officer or Employee personally and substantially participated while serving as a Library Officer or Employee.

7. **Confidential information:** No Library Officer or Employee who acquires confidential information in the course of exercising or performing the Officer's or Employee's official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing the Officer's or Employee's official powers and duties.

8. **Nepotism.** Except as otherwise required by law:

(a) No Library Officer or Employee, either individually or as a member of the Board of Trustees, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a Relative for any position at the Library.

(b) No Library Officer or Employee may supervise a relative in the performance of the Relative's official powers or duties.

9. **Political Solicitations.**

(a) No Library Officer or Employee shall directly or indirectly to compel or induce a subordinate Library Officer or Employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

(b) No Library Officer or Employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any Library Officer or Employee, or an applicant for a position as a Library Officer or Employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

10. **Gifts:**

(a) No Library Officer or Employee shall solicit, accept or receive a gift in violation this Section.

(b) No Library Officer or Employee may directly or indirectly solicit any gift.

(c) No Library Officer or Employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five (\$75.00) dollars or more when:

- (1) the gift reasonably appears to be intended to influence the Officer or Employee in the exercise or performance of the Officer's or Employee's official powers or duties;
- (2) the gift could reasonably be expected to influence the Officer or Employee in the exercise or performance of the Officer's or Employee's official powers or duties; or
- (3) the gift is intended as a reward for any official action on the part of the Officer or Employee.

(d) Determination of whether multiple gifts from a single donor exceed seventy-five (\$75.00) dollars must be made by adding together the value of all gifts received from the donor by an Officer or Employee during the twelve (12) month period preceding the receipt of the most recent gift.

(e)

- (1) A gift to a Library Officer or Employee is presumed to be intended to influence the exercise or performance of the Officer's or Employee's official powers or duties when the gift is from a private person or organization that seeks Library action involving the exercise of discretion by or with the participation of the Officer or Employee.
- (2) A gift to a Library Officer or Employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained a pecuniary benefit from the Library involving the exercise of discretion by or with the participation of the Officer or Employee during the preceding twelve (12) months.

- (f) This Section does not prohibit any other gift, including:
- (1) gifts made to the Library;
 - (2) gifts from a person with a family or personal relationship with the Officer or Employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a Library Officer or Employee, is the primary motivating factor for the gift;
 - (3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
 - (4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
 - (5) awards and plaques having a value of seventy-five (\$75.00) dollars or less which are publicly presented in recognition of service as a Library Officer or Employee, or other service to the community; or
 - (6) meals and refreshments provided when a Library Officer or Employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

11. **Investments in conflict with official duties:** No Officer or Employee shall invest or hold any investment, directly or indirectly, in any financial, business, commercial, or other private transaction which would require more than a sporadic recusal under this policy, or which would otherwise impair the person's independence of judgment in the exercise or performance of the Officer's or Employee's official powers and duties. This shall not include an investment less than 5% of the stock in a publicly traded company, or an investment.

12. **Disclosure of interest in Legislation:** To the extent known, any Officer or Employee of the Library who participates in the discussion or gives an official opinion to the Library Board of Trustees on any Legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest the Officer or Employee may have in such Legislation, including any involvement in current or past Legislation.

13. **Disclosure of interests in Contracts:** Any Officer or Employee of the Library who has, will have, or subsequently acquires any interest in any actual or proposed Contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board of Trustees as well as to such Officer's or Employee's immediate supervisor as soon as the Officer or Employee has knowledge of such actual or prospective interest.

14. **Library Real Property Acquisition:** No Officer or Employee of the Library who has an interest in any real property, either individually or as an Officer or Employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term participation shall include the promotion of the site as well as the negotiation of the terms of acquisition.

15. **Prohibition inapplicable; disclosure, recusal and abstention not required.** This policy's prohibition on use of a Library position (Section 1), requirements relating to recusal and abstention (Section 4), and disclosure requirements (Section 12 and 13), shall not apply with respect to the following matters:

- (a) adoption of the Library's annual budget; or
- (b) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (1) all Library Officers or Employees; or
 - (2) the general public; or
 - (3) any matter that does not require the exercise of discretion.

16. **Personal representations and claims permitted.** Nothing in this policy shall be construed as prohibiting a Library Officer or Employee from:

- (a) representing himself or herself, or the Officer's or Employee's Spouse or minor children before the Library; or
- (b) asserting a claim against the Library on the Officer's or Employee's own behalf, or on behalf of the Officer's or Employee's Spouse or minor children.

Policy Distribution and Attestation

It shall be the responsibility of the Library Director to ensure that:

- All Officers and Employees (including the Director), and Board of Trustees members are given a copy of this policy to read and to sign the policy attestation.
- All Officers and Employees, and all members of the Board of Trustees, will sign the policy attestation upon election, hiring, or appointment.
- All Officers and Employees, including without limitation, all Board of Trustee members, who are in a position to make hiring or purchasing decisions will sign the policy attestation annually.

The signed attestations will be kept on file.



Phased Reopening Plan Bethlehem Public Library Working Document (v. 5/6/2021)

Increase in virus rates or positive tests and/or local, state and federal requirements can return the library reopening plan to a previous phase

Phase 0.5 – Outside access to the building and shed only

Potential phase initiators: school closures, community health and safety concerns, NYS PAUSE Executive Order

Building

- Library building remains closed to public and staff (except for essential maintenance and administration tasks) almost all staff

Staffing

- Some limited maintenance staff return to perform outside duties while maintaining social distancing
- Some administrative duties requiring access to building are allowed (business office, IT, director)

Duties

- Outside work such as spring cleanup. Maintenance (Kevin) may be in the building to accept deliveries
- Maintenance monitors HVAC system and building needs
- Shut off major deliveries
- Kevin picks up mail regularly, Geoff opens mail and reviews invoices for delivery to Tanya
- Fish tank cleaned at later date
- IT confirms wi-fi and server operation

Services

- Book drops remain closed
- Remote services continue
 - Monitoring of email and phone messages from public
 - Increased social media and virtual presence
 - Increased virtual meetings and internal communication practices
 - Increase purchase of digital content

Phase 1 – Limited staff return to the building (Pre-staff opening)

Potential phase initiators: Reduction in daily COVID-19 cases, state, local, and federal guidance

Building

- Library building remains closed to public and staff (except for essential maintenance and administration tasks)

Staffing

- Maintenance staff return to the building – limited hours: M-F 9-2
- Majority of staff continue to work from home

Duties

- Maintenance staff will focus on cleaning physical spaces and surfaces
- Maintenance staff will clean returned library materials based on CDC recommendations
- Turn on deliveries to the building (UPS, FedEx, Mail etc)

Services

- Book drops remain closed
- Remote services continue
- Marketing and publicize information to prepare for reopening

Phase 2 – Some physical services (Limited staff opening)

Potential phase initiators: CDC and federal, state and local guidance, NYS PAUSE executive order lifted, state reopening, NY Forward, coordination with other area libraries

Building

- Library building remains closed to public

Staffing

- Director in consultation with the Library Board will determine appropriate service hours based on staffing and guidelines
- Curbside pickup hours as appropriate to meet community needs and accommodate staffing
- Keep staff spaced to current social distancing guidelines
- Temporary workspaces set up in periodicals, meeting rooms, study rooms, breakroom, board room, community room, story hour room
- Phones to be used by individual staff members only per shift
- Percentage based reduction in the number of staff reporting to the
- Break room limited to 1 staff member at a time while eating/masks are off. Alternate/additional break room space created in the Board Room.
- Require safety training before all employees return
- Monitor and log entrance to building
- Add book drop sheds for isolation
- Books to people resumes mid-phase
- Books to people expands during phase - available to anyone that feels they cannot come to the library

Duties

- Circulation and public services staff will check in materials
- All staff shelve materials if necessary
- Chromebooks and wifi hotspots available for request and checkout to provide internet service
- All staff will support curbside hold pick up
 - Use area outside garage door for curbside pickup with designated spots marked
- Maintenance deep cleans surfaces each morning before work begins (7-11am)
- Maintenance cleans throughout day
- Equipment not shared between staff members without cleaning/sanitizing
- UHLS courier returns to building
- Work with vendors to ensure uninterrupted deliveries as much as possible
- Continue to allocate materials budget based on need and demand including increased spending on econtent
- Sequester returned materials for an appropriate amount time upon return according to the best guidance available

Services

- Contactless curbside pickup items on hold
- Book bundle service (curated materials selection for individual users)

- Phones are answered live during staffed hours
- Remote services continue
- Continue virtual programming using onsite and work from home resources
- Book drop sheds open
- Better world books donation bin open
- Pop up library outside of library building during limited days of the week weather permitting
- Masks are required around pop up library by public and staff
- Some library of things available for loan, some museum passes available for loan
- Photocopier available between inner and outer doors of the library
 - Self-service, no charge
- No fines during this phase

Phase 3 – Limited opening to the public (Limited public opening)

Potential phase initiators: Follow best guidelines available, coordinate with Upper Hudson Library System and member libraries, vaccine availability for staff

Building

- Limited public in building, hours based on staff availability and curbside pickup schedule
- Everyone entering building over the age of 2, including staff and members of the public, must wear a mask and practice social distancing
- Sanitizing stations placed throughout library
- Number of people in the building is limited; appropriate number of members of the public allowed determined by the director in consultation with the board, staff limited to no more than 30 at a time
- Members of the public must wait to enter building when capacity of library users is over the limit
- Children under twelve not allowed in the library without adult supervision
- Public water fountains not available
- Public restroom facilities provided
- Members of the public asked to efficiently use time in building to browse for and checkout materials; limited help from library staff will be provided
- Only plaza entrance open
- Seating, public computers, and public catalogs removed
- Self checkout provided
- Children's outdoor space remains closed
- No toys in the Children's area
- No studio or tech makerspace use, in-person assistance, or exam proctoring
- Genealogy and tech help offered virtually

Staffing

- Most staff returned to building
- Some staff rotation of work from home
- Staff work stations spread apart to allow social distancing
- Checkout stations spread out to allow social distancing
- Main Information Desk relocated to front of library
- Roaming librarians or supervisors increased, while limiting staff at service desks to allow for distancing

Duties

- Maintenance cleans surfaces each morning and evening
- Process new materials as they are delivered

Services

- Virtual programming continues
- Curbside service continues
- Pop-up library continues weather permitting

- Certain services are limited (there will be no in person technology help)
- Some items from the library collection will not be circulated when shared use, return, or isolation of materials is not possible (e.g, telescopes, binoculars)
- No indoor programs
- No indoor public meetings
- No study room use by the public (staff use)
- Public printing mediated by librarian
- Public copiers and fax machine used by public
- Outreach outside the library, in the park and other outdoor venues possible
- Fines re-instituted one month after reopening

Phase 4 – Increased opening to the public (Full public opening)

Potential phase initiators: Local, state, and federal guidance, vaccine is available for all staff, coordination with other local libraries

Building

- Everyone entering building over the age of 2, including staff and members of the public, must wear a mask and practice social distancing
- Increase in open public hours: extend hours - Weekend and evening hours resume
- Limit on the number of patrons in the building at one time - move towards official building capacity as guideline for total number of people allowed in the building at one time
- No toys in the Children's area
- Relocate door greeter desk. Mask guidelines enforced by staff in the library
- Ask patrons to use proper hand sanitizing procedures before and after equipment use

Staffing

- All staff routinely working from the library
- Work from home shifts assigned based on distancing guidelines, COVID-19 symptoms and exposure, or other factors as determined by state and federal law
- Maintain appropriate social distancing for staff workstations according to CDC, NYS, and Albany County Health Department guidelines

Duties

- Maintenance cleans high-touch surfaces each morning before work begins
- ~~Clean returned materials according to best guidelines available at the time: sequester 96 hours~~
- Move towards elimination of quarantine - continue to use return sheds as deemed appropriate
- Full service checkout over desk and curbside service offered

Services

- Return of physical Board Meetings - consider executive orders from NYS
- No indoor programs
- No indoor public meetings
- No study room use
- Certain services are limited (No one-on-one tech and genealogy help, makerspaces not available, no exam proctoring)
- Provide public PCs in as safe a manner as possible
- Phase in seating under CDC and NYS guidelines including current social distancing
- Outdoor programs begin adhering to current mask and social distance guidelines
- Fax, printing, copying, and scanning available

Phase 5 – Continued progress towards service normalization (Indoor programming opening)

Potential phase initiators: Local, state, and federal guidance, Coordination with other local libraries

Building

- Regular hours
- No toys in the Children's area
- Ask patrons to use proper hand sanitizing procedures before and after equipment use

Staffing

- All staff routinely working in the library
- Social distancing in the workplace - according to CDC guidelines

Duties

- Enhanced cleaning protocols continue - phase out more intense cleaning routines

Services

- Very limited indoor programs: attendance numbers capped by current guidelines for public gatherings
- Very limited indoor public meetings: attendance numbers capped by current guidelines for public gatherings and enforced by library staff
- One program or public meeting using library indoor space at a time: leave time between for cleaning of all surfaces
- Limited study room use with time in between for cleaning
- Furniture and public computers are significantly limited

Phase 6 – Full operation (Programming opening II)

Potential phase initiators: Local, state, and federal guidance

Building

- Furniture and computers are positioned in accordance with distance guidelines
- No toys in children's area

Staffing

- Typical staffing levels and work schedules

Duties

- Enhanced Moderated cleaning protocols continue
- Social distancing between coworkers
- Staff practice good hand sanitizing procedures before and after shift, and before and after desk shifts

Services

- Ask patrons to use proper hand sanitizing procedures before and after equipment use
- Consider ILL from outside the system
- No phone use by the public
- Only pre-packaged food (if at all)
- Surfaces sanitized down between programs, following the best guidance then available (extended maintenance time between programs and meetings)
- Program size limited
- Volunteer opportunities resume

Phase 7 – Complete full operation

Potential phase initiators: Unknown

Building

- Furniture and computers are positioned in accordance with distance guidelines

Staffing

- Typical staffing levels and work schedules

Duties

- Enhanced cleaning protocols continue
- Staff practice good hand sanitizing procedures before and after shift, and before and after desk shifts

Services

- ~~Ask patrons to use proper hand sanitizing procedures before and after equipment use~~
- Signs indicating handwash and handrub instructions
- All library services resume

BETHLEHEM PUBLIC LIBRARY

EMERGENCY PATRON CONDUCT POLICY

Policy adopted by the Library Board of Trustees January 13, 1997

Revised and approved September 9, 2002

Revised and approved February 11, 2008

Revised and approved October 11, 2016

EMERGENCY PUBLIC HEALTH UPDATES September 1, 2020; November 9, 2020; December 14, 2020

EMERGENCY UPDATES IN RESPONSE TO COVID-19 PANDEMIC

We have implemented the following emergency provisions to keep staff and patrons safe when visiting the library:

- Library patrons (over age 2) must wear a mask to enter the library building and in designated outdoor areas. Masks must remain in place at all times. No other face coverings will be allowed (e.g., face shield, gaiter, bandana, t-shirt, masks with valves, mesh masks)
- Library patrons need to sanitize hands before entering the building. ~~Patrons with rubber gloves may sanitize the gloves. Those with other gloves/mittens will be asked to remove them in order to sanitize their hands.~~
- The number of members of the public allowed in the library at one time will be at the discretion of the library director.
- Public browsing hours will be limited
- Library patrons are encouraged to conclude their browsing activity within 30 minutes
- ~~Library patrons must be twelve or older to enter the library building without adult supervision~~
- Public computer equipment will be provided at the director's discretion.
- Practice social distancing while in the library or attending library events.
- Patrons attending outdoor activities sponsored by the library agree to adhere to the library's mask and social distancing procedures as outlined in this policy. These procedures may be updated by the library director informed by the CDC, NYS and Albany County Health Departments. The Library board will be notified of changes via email and changes will be discussed at the following month's board meeting.
- The library staff may require patrons to leave library property if they are unwilling to comply with these safety guidelines.

If these emergency provisions cannot be met, please contact the information desk at information@bethpl.org or 518-439-9314 ext. 2 to find an alternative solution to meet your service needs.

Bethlehem Public Library values its responsibility to enhance the general welfare and quality of life in the community and region it serves. The library pursues excellence in its mission: to provide equal and uncensored access to resources and services that encourage lifelong learning, cultural enrichment, and professional growth.

Library patrons have the right to use library materials and services without being disturbed or impeded by other library users. Library staff have the right and obligation to conduct library business efficiently and without interference. Patrons and staff alike have the right to safety and comfort in the library and on the grounds. 41

The Board of Trustees is responsible for determining rules of behavior necessary to protect the rights, safety, and comfort of patrons and staff. Library staff have been entrusted to courteously, but firmly, enforce these rules.

Rules of Behavior

1. Children under the age of ~~nine~~ twelve must be accompanied by an adult. Staff cannot assume responsibility for the safety, care, supervision, or entertainment of unattended children. If a parent cannot be located at closing time or in an emergency, staff will request a police officer to escort the child to the Bethlehem Police Department (447 Delaware Avenue).
2. Conduct prohibited in the library includes but is not limited to:
 - a. public disturbance
 - b. loud, offensive or abusive language
 - c. sleeping
 - d. solicitation, selling, or distribution of leaflets within the library or impeding anyone's progress into or out of the library for such purposes
 - e. gambling
 - f. loitering
 - g. using, possessing or being under the influence of alcohol or illegal drugs
 - h. smoking
3. Patrons may not bring animals, except those specifically required for service purposes, into the library. Animals, including service animals, must be attended at all times. (See Animal Policy)
4. Appropriate attire, including shirts and shoes, must be worn at all times.
5. Activities such as skateboarding, in-line skating and bicycling are not permitted inside the library building.
6. Bicycles should be placed in bicycle racks provided for this purpose. Bicycles may not be left inside the library.
7. Cellular phone use must not disturb other patrons. Cell phone conversations should be conducted in the lobby whenever possible.

8. Patrons shall respect requests to examine materials that have activated the alarm when passing through the security system. 42
9. Patrons shall not deface, mar or in any way destroy or damage any materials, furnishings, equipment, or other library property.

Any patron not abiding by these or any other rules and regulations of the library may be asked to leave the library premises. Repeat offenders may be denied library privileges by the Library Board of Trustees on the recommendation of the library director. Library employees may contact local police if necessary.

Pandemic Operations Plan

Bethlehem Public Library 2021

Overview

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with input from CSEA Bethlehem Public Library Unit #6015-00 Albany County Local 801 as required.

Nothing in this plan is intended to impede, diminish, or impair the rights of us or library employees under any law, rule, regulation, or collectively negotiated agreement, or the right and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved by the Library Board of Trustees.

Signature: _____

By:

Title:

Date:

Record of changes chart

Date of Change	Description of Change	Implemented by

DRAFT

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Purpose, Scope, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan will be invoked in response to a declared public health emergency in the State of New York which may impact our operations. It is in the interest of the safety of library employees, contractors, patrons, and the community that this plan has been developed.

Response to current pandemic

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes COVID-19 severe acute respiratory syndrome. This plan has been developed to support the resilience of the library and community in response to this disease or other infectious diseases which may emerge and cause a future health emergency.

The health and safety of library employees is crucial to maintaining the mission of the library. We encourage all employees and contractors to adhere to current CDC guidelines to reduce the spread of infectious disease. Currently these include:

- Using hand sanitizer and washing with soap and water frequently including:
 - After using the restroom
 - After returning from outside the library
 - After touching or disposing of garbage
 - After using public computers, touching public tables, countertops, door handles, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify a supervisor and GO HOME IMMEDIATELY
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or tissue. Immediately dispose of any used tissue.
- Assign work stations to individuals for a specific period of time during a shift. Clean and disinfect workstations at the beginning, and end of each shift and whenever assigned to a new individual.
- Any other guidance published by the CDC, NYS Department of Health, or Albany County Department of Health.

Assumptions

This plan was developed with the best information best practices, and guidance available as of the date of publication. It was developed largely in response to the current Coronavirus pandemic but may be applicable to other infectious disease outbreaks.

The following are founding assumptions made in the development of this plan:

- The health and safety of library employees, library users, and the local community are of the utmost importance
- A public health emergency may directly impact library operations
- It may take time to respond to health emergencies and to put appropriate safety measures in place
- The local community expects the library to maintain a level of mission essential operations
- Resource support from other libraries, library systems, suppliers, and contractors may be severely impacted
- Supply chains (particularly those for personal protective equipment and cleaning supplies) may be particularly vulnerable, resulting in considerable delays in procurement
- Operation of other libraries, contractors, vendors, and government agencies may be impacted and cause disruptions in service
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- According to Labor Law 27-c an 'essential employee' is defined as a public employee or contractor that is required to be physical present at a work site to perform their job
- According to Labor Law 27-c a 'non-essential employee' is defined as a public employee or contractor that is not required to be physical present at a work site to perform their job

Implementation

The library director, or designated successor, in consultation with the Library Trustees holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to the plan may be implemented by additional personnel at the discretion of the library director, or designated successor.

Upon implementation of the plan all employees will be notified via email, text, or phone message. Details will be provided as possible and necessary, with additional information provided on a regular basis. The public will be notified of operational changes via email newsletter, the Footnotes, social media, local news media, library website, and postings at the library. The Public Information Specialist, along with other designated employees will maintain communication with the public as needed. The director, or designated successor, will maintain awareness of the information, direction, and guidance from public health officials and the New York State Governor's office, directing implementation changes as necessary.

Upon resolution of the public health emergency the library director, or designated successor, will direct the resumption of normal operations or modified operations as necessary.

Mission essential functions

Bethlehem Public Library is committed to ensuring that essential functions be continued even under the most challenging circumstances.

Essential functions are those that enable the organization to:

- Maintain the safety of employees and the community
- Provide vital services
- Provide services required by law
- Sustain quality operations
- Uphold the mission of the library

Bethlehem Public Library has identified as critical only those priority functions that are required or necessary to provide vital services. During activation of this plan, all other services may be suspended to focus on providing the most critical functions with the goal of building internal capacity to increase and eventually restore services. Ongoing communications with library employees, trustees, and the public will be a priority.

Essential functions will be prioritized based on:

- Time criticality of each function, focused on life safety
- Interdependency of essential functions
- Recovery sequence of each function and associated processes

Priority essential functions

Essential Function	Description	Priority
Buildings and grounds	Maintain the physical plant. Cleaning/disinfect the library. Maintain building security. Landscaping particularly snow removal or other landscaping that impacts safety.	1
Information Technology	Provides hardware and software for the organization. Maintains the network including public Wi-Fi at the library and in the community. Maintains phone system.	1
Business office	Processes bills, accounts payable, produces purchase orders, and maintains payroll.	1
Administration	Inspection of building. Coordinates contactless pickup of equipment, files, and resources necessary for remote work. Processes mail.	1
Circulation and Collection Management	Work necessary for physical materials distribution.	2
Human resources	Access to physical personnel files.	3
Technical Services	Technical Services staff members receive, process, catalog, and complete billing paperwork for new items	3

Public Services	Provide direct customer support when safe. Assist Circulation and Technical Services in distribution of physical materials	3
Public Information	Access to equipment, create physical signage and communication tools	3

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. In varying situations, some positions and associated personnel might be essential and some of these functions can be completed remotely by associated personnel.

Essential Function	Essential Positions	Justification
Buildings and grounds	Buildings and Grounds Supervisor Maintenance workers (full-time) Maintenance workers (part-time)	Supervisor established building priorities including: daily and preventative maintenance, cleaning, delivery and receiving, building security, repairs
Information Technology	Network Systems and Support Specialist Library Clerk	IT infrastructure essential to providing both physical and virtual library services
Business office	District Library Treasurer Account Clerk II	Essential for business continuity
Administration	Library Director Assistant Directors Library Clerk	Retrieve and distribute materials and resources safely under plan guidance, sign purchase orders and approve invoices, retrieve and distribute mail; access to necessary files, Library Clerk 1 aids the administration team
Circulation and Collection Management	Principal Library Clerk Senior Library Clerk Library Clerk Page	Managers schedule and deploy Circulation and Collection Maintenance staff; provide materials to the public, shelf library materials
Human resources	Human Resources Administrator	Continuity in hiring and necessary NYS and federal filings, Civil Service liaison
Technical Services	Librarian I Senior Library Clerk	Receive, process, catalog, and complete billing paperwork for new items

Public Services	Librarian II Librarian I Library Assistant	Managers schedule and direct work of the department; provide direct customer support including answering reference questions and programming
Public Information	Public Information Officer	Produces necessary communications and information for the public, access to printing equipment, review of signage for the public

Reducing Risk through remote work and shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites. Tasks for library workers may be deemed essential at different phases of pandemic response. Changing shifts and assigning workers to remote work can play an essential role in the library's response to the pandemic.

Emergency Telecommuting – The library may, at the discretion of the director, assign workers to remote work in order to allow an employee to fulfill job responsibilities necessary for library operations.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Internet access device (wifi hotspot)
 - c. Necessary peripherals
 - d. Access to remote desktop and/or secure network drives
 - e. Access to software and databases necessary to perform their duties
 - f. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff
 - ii. Staff members' personal privacy will be factored in to telephone solution

Equipment

The library director, or designee, may contact staff members to assess the need for equipment to facilitate emergency telework. The IT Department and Administrators will evaluate the priority for tasks and assign equipment.

Equipment supplied by the library will be maintained by the library. Equipment supplied by the employee, if deemed appropriate, will be maintained by the employee. The library accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the library should be used for library purposes only, unless the equipment is otherwise available for public checkout. The employee must attest via email that the property has been received in working condition.

Employees agree to take reasonable care and action to protect library property from damage and theft. Upon termination of employment all library equipment must be returned to the library, absent exigent circumstances.

The library will supply employees with appropriate office supplies, programming materials and equipment, and other supplies deemed necessary for the completion of library tasks. The employee will establish an appropriate work environment. The library will not be responsible for setting up the remote work space, though library equipment (including WiFi hotspots, telephone, or internet access) and furniture may be made available on a case-by-case basis as necessary.

Employees are expected to steward confidential library, patron, and community data with the same care as they would in the library. Steps may include locked cases, regular password maintenance, shutting down computers when not in use, and any other appropriate measures.

Employees are expected to maintain their home workspace in a safe manner. Injuries sustained in the remote workspace and in conjunction with regular job duties are normally covered by the library's worker's compensation policy. Telecommuting employees are expected to notify the library as soon as practical. The library is not responsible for injuries sustained by visitors to an employee's home workspace.

Telecommuting is not designed as a replacement for appropriate child care. Individual employee's schedules may be modified as necessary to accommodate child care needs. Please notify the HR department if accommodation is necessary.

Employees working remotely are expected to keep track of work time. Hours work in excess of those scheduled require advance approval from a supervisor. Failure to comply with this may result in discipline. The library may rescind the offer of remote work for repeated offenses.

Staggering shifts and redundancy scheduling may be necessary to accommodate appropriate social distancing at different phases of the plan. Supervisors will assign remote work shifts at the needs of the department, at the discretion of the director. Important work that needs to happen on-site but is less time sensitive may be accomplished outside of core business hours.

The library will work with all staff members to address concerns specifically those based on childcare or physical and mental health. Concerns should be addressed to the human resources administrator.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered by director and administration
2. Approval and assignment of changed work hours by director, administration, and scheduling supervisors

Personal Protective Equipment

The use of personal protective equipment (PPE) can reduce the spread of infectious disease and is important to support the safety and health of employees and the community. Necessary PPE may include:

- Masks
- Face Shields
- Gloves
- Disposable gowns and aprons
- Other task specific PPE

While cleaning supplies are not PPE they are related to the need for maintaining a safe and healthy environment. They are included in this section because of their importance in protecting health and safety for employees and the community.

Personal Protective Equipment Protocols

The library will provide necessary PPE as required by law. Supply chains are subject to significant disruptions. The library will work to procure sufficient backstock of appropriate PPE necessary for operations.

- The library director and administration will identify appropriate PPE based on job duties.
- The library will conduct a PPE hazard assessment (OSHA 29 CFR 1910.132-136) to determine appropriate PPE for employees. This should be done utilizing CDC/DOH and OSHA guidance at the time of communicable disease. Training would also need to be provided under the regulation.
- Procurement
 - As specified in law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months
 - Public employers must be able to mitigate supply chain disruptions to meet this requirement
- Storage, access, and monitoring
 - PPE must be stored in a manner which will prevent degradation as much as possible
 - Employees must have immediate access to PPE in the event of an emergency
 - The supply of PPE must be monitored to ensure integrity and to track usage rates

The library will procure all equipment following its purchasing policy. Supplies will be purchased in bulk and stored on location. The library will maintain at least a two-month supply of PPE and cleaning supplies. All maintenance staff will have immediate access to cleaning supplies. PPE will be monitored by procurement clerks and library administration.

Staff exposures, cleaning, and disinfecting

Staff Exposures

Bethlehem Public Library follows federal, state, and local guidance on pandemic response. As of March 8, 2021 our protocols in response to COVID-19 include:

Notifications to Staff and Public

The library will notify the public and staff if an employee tests positive for COVID-19 and was in contact with other employees within 14 days. Staff names will be withheld to follow HIPPA guidance.

Quarantine/Isolation Protocol for an Employee who tests Positive:

- Isolate for at least 10 days after the onset of symptoms or if they've never had symptoms, at least 10 days passed since your test date (specimen collection date) and at least 3 days (72 hours) of self-monitoring after recovery.
- If they experience symptoms within the 10 days, they should remain out of the library for an additional 10 days (beginning on the last day of onset of symptoms).
- Return to work if they are fever free (if that was a symptom) without using fever-reducing medications and has experienced progressive improvement or resolution of other symptoms.
- And, they will have to complete the wellness check-in form without issue.
- Contact Albany County DOH 518-447-4580 or NYS DOH 1-888-364-3065 to report and/or ask questions

Quarantine Protocol for Contacts of a Positive COVID case:

Without symptoms during quarantine period:

- Quarantine for a full 10 days, without testing requirement.
- Continue to self-monitor for a full 14 days since your last date of exposure to a positive case.
- Return to work after at least 10 days of quarantine and no symptoms reported.
- And, they will have to complete the wellness check-in form without issue.

With symptoms during quarantine period, or after quarantine period:

- If symptoms develop, self-isolate and contact Albany County Department of Health at (518) 447-4669 for guidance on testing and quarantine.
- Contact your doctor for guidance on testing and managing your symptoms.
- Isolate for at least 10 days after onset **and** at least 3 days (72 hours) after recovery.
- Return to work if they are fever free (if that was a symptom) without using fever-reducing medications and has experienced progressive improvement or resolution of other symptoms.
- And, employee will have to complete the wellness check-in form without issue.

Protocol for Contacts of a Positive COVID case, with Testing:

- **Exposed and they test positive.**
- Isolate for at least 10 days after onset of symptoms or if they've never had symptoms, at least 10 days passed since your test date (specimen collection date) **and** at least 3 days (72 hours) of self-monitoring after recovery.

- Return to work if they are fever free (if that was a symptom) without using fever-reducing medications and has experienced progressive improvement or resolution of other symptoms.
- And, employee will have to complete the wellness check-in form without issue.

- **Exposed and they test negative.**
- Quarantine for at least 10 days – from the last date of contact with the positive COVID case.
- Return to work after a negative test result.
- And, they will have to complete the wellness check-in form without issue.
- **NOTE:** *This covers people living with a positive person or a caregiver. It is not only the 10 days they are absent from the library as a close contact, their 10-day count begins after the positive person ends their 10-day quarantine. So, the employee could quarantine for a minimum of 20 days.*

Similar protocols may be implemented for a contact of a contact of a positive COVID case.

In response to guidelines above, Library administration and HR will proceed with:

- a. Identification of other employees potentially infected
- b. Interviews conducted by supervisors and/or HR. Confidentiality will be maintained as required by the Americans with Disabilities Act.
- c. Apply steps above for potentially exposed employees

Work from home assignments may be offered to employees if they are in quarantine or isolation.

Employees who elect to travel resulting in state or local required quarantine may not be eligible for work from home assignments.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas.

OSHA Hazcom and NYS Right to Know training will be provided for cleaning supplies being used by employees. Safety Data Sheets will be available for review prior to usage. PPE assessment will be conducted taking into consideration application method and safety data sheet/product label information.

Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning and end of their shifts, at a minimum. Workspaces will also be cleaned by the employee when a new individual is assigned to the workspace.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected frequently.
 - b. The maintenance supervisor and library director will assign cleaning of common areas by maintenance staff members.

2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee Leave

The library will follow all federal, state, and local applicable laws relating to employee leave based upon legal requirements during the duration of the enacted plan.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the library to support contact tracing within the organization and may be shared with local public health officials.

Work hours and locations will be recorded through wellness check-in forms, departmental schedules, and communication with employees.

Housing for Essential Employees

Consideration for library arrangement of essential employees' housing through hotels or other means to prevent spread of communicable disease will be made on a case-by-case basis as dictated by federal, state, or local guidance.

SUMMER BOOKMARK CONTEST 2021



Open to all ages —
children, teens
and adults!

RULES:

- Bookmarks will be printed in color. **DO NOT USE PENCIL, even colored ones.**
- entries using copyrighted images cannot be accepted
- please do not copy or trace images
- you can use all the space **INSIDE** the lines
- submit entries **June 21-August 31.**

Contest entries will be judged anonymously by library staff. **Winners will be announced in late September.**

PRACTICE COPY

FINAL COPY

NAME (first, last) _____

PHONE NUMBER _____

CHECK ONE:

- CHILD
- TEEN
- ADULT

Winning bookmark designs will be printed for distribution in the future.

Summer Reading 2021

Bethlehem Public Library • KIDS



SIGN UP ONLINE: www.bethlehempubliclibrary.org

**Co-sponsored by the Friends of Bethlehem Public Library*

451 Delaware Ave., Delmar • 518-439-9314 • www.bethlehempubliclibrary.org

SUMMER READING CHALLENGE: KIDS

Register online at bethplny14.readsquared.com to track your progress online, or use this game card and ask a librarian to help you log them online. Earn points for every activity completed and redeem them for books in the online prize store.

- Register for the Summer Reading Challenge.
- Read a book of your choice.
- Read a tall tale, fairy tale, or fairy tale inspired book.
- Read outside.
- Read a non-fiction book.
- Read a book from a reading list.
- Read a book published in 2021.
- Read a graphic novel.
- Recommend a book to someone.
- Submit a review to your summer reading account.
- Read a book with pictures.
- Write your own tall tale.
- Participate in a library program.
- Read a book published before you were born.
- Read a book with an animal for a main character.
- Read a book of your choice.



Summer Reading at the library

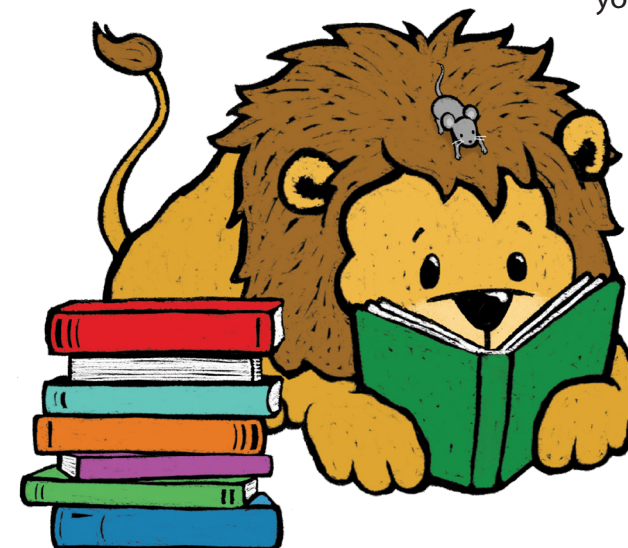
The Summer Reading program at Bethlehem Public Library is not only a fun way to explore new stories through activities and cool rewards, it is also a great way to help you stay on top of the knowledge picked up during the school year so you can hit the ground running in fall.

The library's 2021 Summer Reading theme, *Tales and Tails*, is a playful take on reading inspired by creatures mythical and real. When you sign up for the library's Summer Reading Challenge, you will track your progress through challenge cards for a chance to earn book prizes. You can also join us for themed programs all summer long — online and in-person. Check out the calendar at bethlehem.librarycalendar.com to see what's coming up!

Registration for Summer Reading begins June 21 and can be done online at bethplny14.readsquared.com.

The Summer Reading Challenge can be completed online.

Once you sign up, you can start checking off your reading milestones right away!



Tails and Tales

SUMMER BOOKMARK CONTEST 2021



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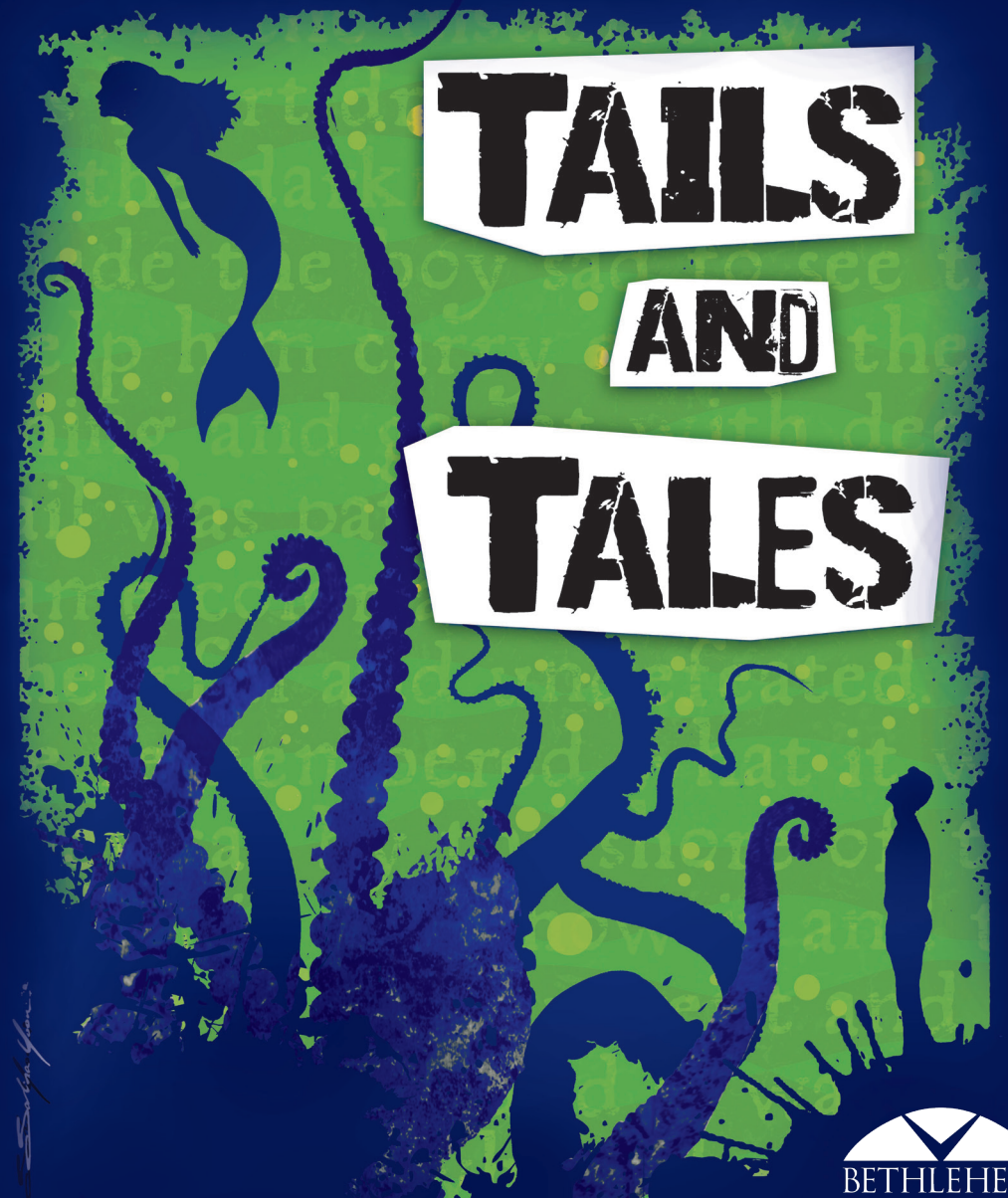
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Register for the Summer Reading Challenge.	Read a book of your choice.	Read a non-fiction book.	Read a fiction book.
Read a book of your choice.	Read a book with pictures.	Read a book from a reading list.	Read a book of your choice.
Read a graphic novel.	Read a book of your choice.	Read a book of your choice.	Read outside.
Read a magazine.	Read a fairy tale or fairy-tale inspired book.	Read a book published in 2021.	Read a book of your choice.

Summer Reading at the library

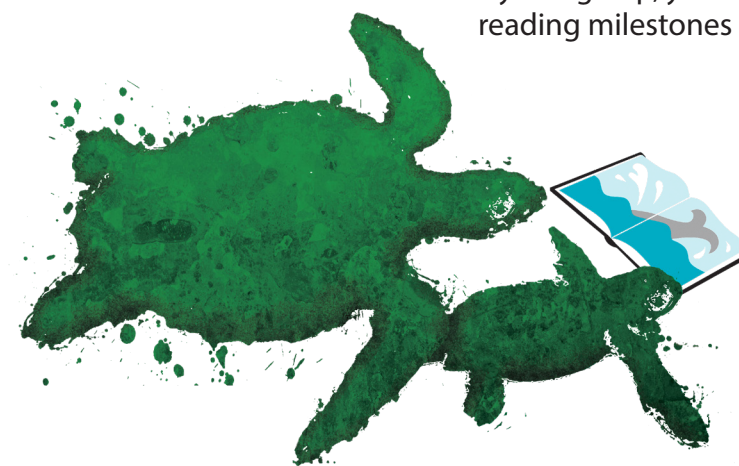
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TAILS AND TALES

