



Board of Trustees Meeting

Monday June 14, 2021 6:00 pm (Virtual Meeting)

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

Agenda

- Call to order
- Public participation
 - Communications can be directed to the following link prior to and during the meeting: <http://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>
- Review previous meeting minutes (p. 2-8)
- Financial report (p. 10-17)
 - Treasurer's update (p. 9)
 - Investment presentation (p. 10-17)
- Personnel report (p. 28)
 - Personnel actions
- Director's report (p. 29-35)
- UHLS report
- New business
 - Investment policy (p. 36-38)
 - Community participation in library board meetings policy (p. 39)
 - Updates to phased reopening plan (p. 40-45)
 - In-person/hybrid board meetings - logistics
 - Cyberliability insurance (p. 46-48)
 - Hoopla monthly limit increase
 - Five Rivers wifi (p. 49)
 - Other new business
- Old business
 - Long range plan steering committee – update (p. 50-53)
 - Other old business
- Future business
- Public Participation
- Executive session
- Adjournment
 - Next board meeting: July 12, 2021 6:00pm
 - Next Friends of the Library meeting: June 21, 2021

MINUTES OF THE BOARD OF TRUSTEES MEETING
 BETHLEHEM PUBLIC LIBRARY **DRAFT**
 Monday May 10, 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 5:58pm.

PUBLIC PARTICPATION

No public participation. Comments go to the long range plan meeting about prelim expenses

BUDGET PRESENTATION

S. Whiting presented the 2021-22 budget and noted that the levy portion had a zero percent increase. She said the plan includes support for continued curbside pickup moving forward. M. Walsh said she was happy the library was presenting a budget that did not increase the tax levy. In response to a question from M. Kissinger, S. Whiting said the 2021-22 budget does not include any reduction in personnel. M. Redmond said she felt the budget format was clear and consistent with what has been done in previous years. C. Wijeyesinghe said that, as a new board member, she valued the discussions she was a part of as the budget was being put together. M. Kissinger extended thanks to those involved with the budget process.

MINUTES

Minutes of the 12 April 2021 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report of revenue and expenses and noted the library continues to underspend in most categories. She projected that the library will end the year at roughly 8% under budget, or about \$350,000 in savings.

C. Wijeyesinghe asked if the library was under budget due to COVID or if this was typical. S. Whiting said it was consistent with past years where the biggest saving tend to be in the salaries line because it is a difficult number to budget and account for turnover etc. She noted there were some lines overspent, such as cleaning supplies, due to COVID, but they were balanced out by savings in other areas, such as in-person programs. G. Kirkpatrick added that a number of unfilled positions on the personnel report were due to reduced hours caused by the pandemic.

C. Wijeyesinghe asked the board to consider for future discussion a conversation about setting aside funds for future capital projects in a separate fund like the school district does.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 March 2021 (Manual Disbursements \$28,675.22; Cash Disbursements/Accounts Payable \$58,760.86; Trust & Agency Disbursements/Salaries \$192,819.65; CapProject Fund/Hand-Drawn Checks \$0; Total: \$280,255.73).

PERSONNEL REPORT

G. Kirkpatrick said he is seeking permission to fill a part-time librarian position that opened up when the staffer was hired full time.

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

- Librarian I, part-time, permanent, 7.67 hours/week, \$27.31/hour or per contract.

DIRECTOR'S REPORT

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

- The timeline for the removal of the diseased tree on the Delaware Avenue side of the building is still up in the air as removal services work through a backlog. M. Redmond asked if the library had received a professional second opinion about whether or not the tree could be saved. G. Kirkpatrick said an arborist examined it last year and recommended it come down.
- "The Civil War: A Military History" program with Giacomo Calabria was recorded and the video is being prepared for broadcast on the library's YouTube channel and BCN-TV.
- G. Kirkpatrick noted that April is the first month to start showing circulation gains compared to the previous year when the library was closed due to the pandemic and the only materials circulating were digital. He also noted that there was a big gain in interlibrary loans. He said that the number of holds are decreasing as more people take advantage of in-person library hours.
- There was a modest decreases in e-book use compared to the previous year, but e-audiobook use continues to climb as users permanently shift away from CDs.
- Streaming video use has dropped somewhat compared to last April, when many were under stay-at-home orders. M. Walsh asked if the decreasing number of uses for Hoopla and Kanopy are still

enough to justify the cost of subscribing to the services. G. Kirkpatrick said that those services are pay per use, so keeping them makes sense since the library is not paying for nonusers.

- L. Scoons ask what kind of questions the library was getting through the new chat feature and how they were managed. G. Kirkpatrick said they were getting some reference questions, but also many general questions. He noted that it added another point of service for librarians, but so far the service has been manageable. The software came bundled with the curbside text option. G. Kirkpatrick said the library would continue to evaluate its success.
- C. Wijeyesinghe said she noticed that some of the return sheds had been moved and asked if that was because quarantine times had been eliminated. G. Kirkpatrick said that was the case, but the library would continue to use the sheds for returns so that items could be checked in as a batch as opposed to being done throughout the day. He noted that it might be a good time to talk about replacing the outdoor bookdrop, which is old, bulky and difficult to work with.
- C. Wijeyesinghe asked how librarians work with the schools to promote the summer reading program. C. McGinty said that librarians regularly visit the schools in the district and are busy sharing information about the program. New flyers are being printed up for distribution to all students as backpack mail.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS services committee would be looking at program nominations shortly. She said they had received 16 applications. A small amount of additional 2020 grant money had come back to UHLS and was distributed among the libraries that had not received full grant funding. She noted that the virtual awards celebration would take place in June.

NEW BUSINESS

Conflict of interest policy

M. Kissinger said the policy committee had reviewed the proposed Conflict of Interest policy. G. Kirkpatrick said that the draft was a rewrite of the original done by the library attorney based on guidance from the comptroller. C. Brancatella noted a new law that went into effect this year requiring a series of provision to be included. G. Kirkpatrick said the policy is very thorough, and it may include some parts that do not directly apply to the library.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved the update to the library's Conflict of Interest policy.

Updates to phased reopening plan

G. Kirkpatrick said the library is currently in phase 4 of the reopening plan, and his recommended changes to the plan would better reflect what that and phase 5 look like in practice in light of additional available guidance. M. Redmond asked how staff felt about the changes to the cleaning protocols. G. Kirkpatrick said that it is nice to additional guidance regarding surface transmission, but maintenance had been adhering to strict cleaning protocols even before the pandemic so little has changed there. He also noted that the library's efforts to increase airflow and filtration have proven to be key under new COVID-related recommendations.

C. Wijeyesinghe applauded the maintenance staff and encouraged staffers to remain mindful of cleaning and not pull back beyond what they think is prudent.

M. Walsh asked when the library would be phasing in seating. G. Kirkpatrick said additional seating would be going in shortly, but it would not be sufficient for students wanting to study for the AP exams. He noted that additional tables had been placed outside and under the stage tent, but the library currently couldn't accommodate the number of students it usually gets this time of year. He noted that he doesn't want to limit the time people spend in the library.

C. Wijeyesinghe said she had heard from some community groups asking when they would be able to reserve a public use room at the library. G. Kirkpatrick said that issue can get more complicated because of the current social distancing requirement of 6 feet between individuals. He estimated that would mean only 10 people at a time could meet in the community room, and he is looking forward to further guidance on this issue. He also noted that many of those public rooms are being used as office space to keep staffers appropriately distanced.

The board discussed the different distancing requirements for schools versus other spaces. M. Walsh said parents recently received letter from district saying they would be maintaining the 6-foot requirement through the end of the year.

M. Redmond asked if there had been any public comments at this point in the meeting. G. Kirkpatrick said nothing had been received.

On a MOTION by M. Redmond with a SECOND by H. Narang, the board unanimously approved the proposed updates to the library's phased reopening plan.

Updates to emergency patron conduct policy

Changes to the policy included removing the provision that people must sanitize their gloves, and once again allowing children 9 and older inside the library without an adult. Additional provisions would give the library flexibility in requiring masks and other precautions when holding outdoor programs. While patrons and staff are not required to wear masks outside on library property, the policy allows the library to require it when they are gathered for an event.

On a MOTION by C. Wijeyesinghe with a SECOND by H. Narang, the board unanimously approved the updated Emergency Patron Conduct policy.

Library fines

G. Kirkpatrick said that the current pandemic response plan mentions reinstating fines a month after reopening. He said that because he considers the library's current status to be open, he is bringing it before the board in order to give patrons ample notification. He also noted that he would like to have time to get the point of sale software up and running. M. Redmond proposed reinstating fines beginning July 1 to coordinate with the new fiscal year. The board agreed and asked to begin publicity notifying patrons that fines were returning.

Juneteenth

G. Kirkpatrick noted that this would be the first year the library would be officially observing the holiday. He said his intent is to let part-time staff make up the hours if they choose. Because it falls on a Saturday, full timers that would normally work that day would work on Friday as in a

normal week and be given a comp day. M. Redmond asked if this would set a precedent when it comes time for negotiations. G. Kirkpatrick said it was unlikely. The board agreed to G. Kirkpatrick's staffing plan.

Other new business

There was no other new business.

OLD BUSINESS

Pandemic response plan

The state-required pandemic response plan outlines how the library would respond to future pandemics.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved the library's pandemic response plan.

Long range plan steering committee – update

H. Narang said there wasn't an update on the building plan, but a meeting has been scheduled for later in the month. G. Kirkpatrick said that he, C. Stollar Peters and C. McGinty had reworked the services plan draft. C. Wijeyesinghe asked when the plan was likely to go before the full board for review and discussion and asked for additional lead time in order to review all of the materials. G. Kirkpatrick said that he would expect something within 3 months but drafts of documents can be reviewed as they come in.

Other old business

M. Redmond asked if there had been any movement toward replacing the boiler. H. Narang said that the facilities master plan may require changes to the boiler room space in order to accommodate curbside pickup, so it made sense to hold off on replacing the boiler and renovating the room until those plans were in. He said that there isn't a concern of being trapped without a boiler if it fails because the mechanics who did the most recent work on it said replacement parts are available. M. Redmond said she did not want to be in a position where the boiler could potentially fail and wanted to make sure that the board was committed to including the boiler replacement and room renovations in any plans to update that space. She also asked G. Kirkpatrick to verify with the mechanics that replacement parts would be available in an emergency.

M. Redmond said that she and S. Whiting were reviewing the Investment Policy and were looking to meet with the finance committee before the June meeting.

FUTURE BUSINESS

C. Wijeyesinghe asked that if the board were to begin a discussion about going fine free in the future they come up with a framework for the discussion that includes a history of what has been talked about previously. G. Kirkpatrick said that C. Stollar Peters has a lot of data available to share. H. Narang said he felt it would be a good time to revisit the topic. G. Kirkpatrick said it could be discussed as a component of the Long Range Plan.

PUBLIC PARTICIPATION

There was no public participation.

EXECUTIVE SESSION

On a MOTION by M. Redmond with a SECOND by H. Narang, the board adjourned to executive session at 7:16pm to discuss contact negotiations pursuant to Article Fourteen of the Civil Service Law

On a MOTION by H. Narang with a SECOND by C. Wijeyesinghe, the board adjourned executive session at 7:36pm; no action was taken.

ADJOURNMENT

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

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES
LONG-RANGE PLANNING COMMITTEE MEETING
BETHLEHEM PUBLIC LIBRARY
Friday, May 21, 2021 **DRAFT**

PRESENT: Mark Kissinger
Harmeet Narang
Lisa Scoons
Michelle Walsh

EXCUSED:

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

*All present via Zoom broadcast live on YouTube.

The meeting to order at 9:00am.

LONG RANGE SERVICES PLAN DISCUSSION

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

ADJOURNMENT

The meeting was adjourned at 10:08am.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report June 2021

Revenue and Expense Report

Expenses are currently tracking at 11% underbudget. I am now projecting that we will end the year closer to \$500,000 in savings. This savings will increase the fund balance and can potentially be used for future capital projects.

Investment Presentation

Included in the packet is a presentation which briefly reviews our investment policy and outlines some recommendations for moving forward with the purchase of treasuries and/or CD's should these investments become more attractive. The goal is to balance bank diversification with net return, without complicating effective control of cash.

Audit

We have received the engagement letter from Marvin and Co. for the June 30, 2021 year end audit. This will be the third year working with Marvin and Co. Our projected fees remain flat at \$15,075. I look forward to working with the auditors and hope to provide some efficiencies throughout the process.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 5/31/21

SUMMARY OF CASH ACTIVITY

ACCOUNT	CASH BALANCE	RECEIPTS	DISBURSEMENTS	TRANSFERS	CASH BALANCE
	4/30/2021				5/31/2021
TD Bank General Fund	1,485,949.26	11,690.14	(148,357.72)	165,245.51	1,514,527.19
TD Bank Payroll	-		(134,754.49)	134,754.49	-
TD Bank Money Market	3,026,189.18	354.71	-	(300,000.00)	2,726,543.89
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	5,000.00	-	-	-	5,000.00
TOTAL:	<u>4,517,138.44</u>	<u>12,044.85</u>	<u>(283,112.21)</u>	<u>-</u>	<u>4,246,071.08</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

11 MONTHS ENDED 5/31/21

FISCAL YEAR 2020-2021

	ANNUAL BUDGET 2020-2021	YTD ACTUAL 11 MO. ENDED 5/31/2021	Percent YTD 5/31/2021	ANNUAL BUDGET 2019-2020	YTD PRIOR 11 MO. ENDED 5/31/2020	Percent YTD 5/31/2020
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	6,329	21.1%	10,000	37,086	370.9%
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	9,520	952.0%	1,000	3,240	324.0%
Photocopier	7,500	-	0.0%	8,000	5,769	72.1%
State Aid	24,000	24,404	101.7%	24,000	25,050	104.4%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	-	0.0%	-	250	0.0%
Total Revenue	4,479,700	4,430,371	98.9%	4,346,314	4,371,324	100.6%
EXPENSES						
Salaries	2,363,565	1,992,538	84.3%	2,333,137	2,045,136	87.7%
Retirement	291,089	287,751	98.9%	279,232	283,977	101.7%
Health Insurance	310,433	264,865	85.3%	308,660	274,240	88.8%
Other Benefits	201,213	171,497	85.2%	202,885	168,408	83.0%
Subtotal Salaries & Benefits	3,166,300	2,716,651	85.8%	3,123,914	2,771,762	88.7%
Library Materials - Print	302,500	198,836	65.7%	292,500	184,847	63.2%
Library Materials - Electronic & Audio	284,000	251,897	88.7%	252,500	247,154	97.9%
Subtotal Library Material	586,500	450,733	76.9%	545,000	432,001	79.3%
Operations	601,900	419,764	69.7%	552,400	422,371	76.5%
Capital Expenditures	125,000	20,398	16.3%	125,000	26,265	21.0%
Total Expenses	4,479,700	3,607,545	80.5%	4,346,314	3,652,399	84.0%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

11 MONTHS ENDED 5/31/21

FISCAL YEAR 2020-2021

Account Name	ANNUAL BUDGET 2020-2021	YTD ACTUAL 11 MO. ENDED 5/31/2021	Percent YTD 5/31/2021	ANNUAL BUDGET 2019-2020	YTD PRIOR 11 MO. ENDED 5/31/2020	Percent YTD 4/30/2020
Salaries & Benefits						
Salaries-Librarians	1,197,064	974,811	81.4%	1,158,186	1,058,371	91.4%
Salaries-Clerical	996,099	874,578	87.8%	1,014,578	844,326	83.2%
Salaries-Custodians	170,402	143,148	84.0%	160,373	142,439	88.8%
Subtotal Salaries	2,363,565	1,992,538	84.3%	2,333,137	2,045,136	87.7%
Retirement	291,089	287,751	98.9%	279,232	283,977	101.7%
Health Ins.	310,433	264,865	85.3%	308,660	274,240	88.8%
SocSec/Medicare	180,813	148,230	82.0%	178,485	151,636	85.0%
Worker's Comp.	19,000	16,449	86.6%	23,000	13,128	57.1%
Unemployment	-	5,495	0.0%	-	2,338	0.0%
Disability Ins.	1,400	1,322	94.4%	1,400	1,307	93.3%
Subtotal Salaries & Benefits	3,166,300	2,716,651	85.8%	3,123,914	2,771,762	88.7%
Library Materials						
Adult books	171,000	134,922	78.9%	171,000	109,958	64.3%
Periodicals	24,000	12,648	52.7%	21,000	22,279	106.1%
YS Books	85,000	44,752	52.6%	85,000	44,520	52.4%
Special Collections	22,500	6,515	29.0%	15,500	8,091	52.2%
Subtotal Print Materials	302,500	198,836	65.7%	292,500	184,847	63.2%
Audiobooks	30,000	21,682	72.3%	33,000	20,136	61.0%
E-Collections	156,000	172,389	110.5%	122,000	159,177	130.5%
Electronic Resources	28,000	21,646	77.3%	28,000	24,540	87.6%
YS Audiobooks	5,000	5,521	110.4%	4,500	3,452	76.7%
YS Media	7,000	3,754	53.6%	7,000	7,259	103.7%
AS Media	58,000	26,905	46.4%	58,000	32,590	56.2%
Subtotal Electronic & Audio	284,000	251,897	88.7%	252,500	247,154	97.9%
Subtotal Library Materials	586,500	450,733	76.9%	545,000	432,001	79.3%
Operations						
Copiers and supplies	20,000	5,007	25.0%	22,000	6,437	29.3%
Office supplies	14,000	19,548	139.6%	13,000	9,417	72.4%
Custodial supplies	22,000	13,190	60.0%	18,000	7,390	41.1%
Postage	20,000	14,222	71.1%	18,000	14,797	82.2%
Printing & Marketing	35,000	14,440	41.3%	30,000	20,516	68.4%
Van lease & oper.	4,000	239	6.0%	2,000	867	43.4%
Gas and Electric	60,000	43,925	73.2%	60,000	41,168	68.6%
Telecommunications	18,000	10,931	60.7%	17,000	10,972	64.5%
Water	2,700	1,665	61.7%	2,700	2,905	107.6%
Taxes-sewer & water	3,700	3,144	85.0%	3,700	3,177	85.9%
Refund property taxes	20,000	55	0.3%	20,000	9,250	46.2%
Prof. Services	30,000	28,052	93.5%	15,000	29,555	197.0%
Contract Services	42,000	14,433	34.4%	37,500	44,285	118.1%
Insurance	29,000	18,935	65.3%	29,000	23,167	79.9%
Travel/Conference	8,000	1,875	23.4%	10,000	14,976	149.8%
Memberships	3,000	2,231	74.4%	2,000	1,793	89.6%
Special Programs	43,000	9,231	21.5%	25,000	15,914	63.7%
Furniture & Equipment	50,000	37,617	75.2%	50,000	25,560	51.1%
IT Hardware & Software	42,000	56,524	134.6%	42,000	36,512	86.9%
Bld & Grnd. Repair	40,000	36,689	91.7%	40,000	17,507	43.8%
Furn/Equip Repair	2,000	1,307	65.3%	2,000	1,019	50.9%
Miscellaneous	3,500	11,975	342.1%	3,500	5,123	146.4%
Audit Service	24,000	21,620	90.1%	25,000	16,745	67.0%
Accounting Service	15,000	14,616	97.4%	15,000	14,491	96.6%
UHLAN fees	51,000	38,296	75.1%	50,000	48,830	97.7%
Subtotal Operations	601,900	419,764	69.7%	552,400	422,371	76.5%
Capital Expenditures	125,000	20,398	16.3%	125,000	26,265	21.0%
TOTAL	4,479,700	3,607,545	80.5%	4,346,314	3,652,399	84.0%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN MAY 2021 BASED ON PRE-APPROVAL	\$	25,725.86
CHECKS DISBURSED IN MAY 2021 RELATING TO PAYROLL	\$	198,511.04
CHECKS BEING SUBMITTED FOR APPROVAL	\$	118,554.78
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 41: MANUAL DISB (MAY 21) For Dates 5/1/2021 - 5/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39583	05/01/2021	1424	AFLAC NEW YORK		363.32
39584	05/01/2021	1833	BLUESHIELD OF NORTHEASTERN NY		8,917.88
39585	05/01/2021	1831	CDPHP UNIVERSAL BENEFITS, INC.		5,412.60
39586	05/01/2021	1656	TRACEY MCSHANE	210425	219.00
39586	05/13/2021	1656	**VOID** TRACEY MCSHANE	210425	-219.00
39590	05/12/2021	1040	ALBANY COUNTY CLERK	210432	5.00
39591	05/12/2021	2168	CRAILO STATE HISTORIC SITE	210433	25.00
39592	05/12/2021	1607	VERIZON BUSINESS FIOS	210000	199.99
39593	05/12/2021	1607	VERIZON BUSINESS FIOS	210000	100.78
39594	05/12/2021	2137	WEX BANK	210003	36.90
39595	05/13/2021	1656	TRACEY MCSHANE	210425	219.00
39596	05/18/2021	2365	ALVARO ALARCON		28.00
39597	05/18/2021	2087	CITIBANK	210445	1,694.71
39598	05/18/2021	720	MVP HEALTH PLAN, INC.		4,943.76
39599	05/18/2021	1570	NATIONAL GRID		3,658.14
39600	05/18/2021	1607	VERIZON BUSINESS FIOS	210000	120.78
Number of Transactions: 16				Warrant Total:	25,725.86
				Vendor Portion:	25,725.86

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

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 43: TRUST AGENCY (MAY 21) For Dates 5/1/2021 - 5/31/2021**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39587	05/14/2021	712	CIVIL SERVICE EMPL ASSOC INC.		997.98
39588	05/14/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39589	05/14/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39601	05/28/2021	712	CIVIL SERVICE EMPL ASSOC INC.		970.54
39602	05/28/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39603	05/28/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100553	05/14/2021	709	BPL SPECIAL PAYROLL ACCOUNT		63,938.88
100554	05/14/2021	710	NYS INCOME TAX BUREAU		3,695.23
100555	05/14/2021	1946	IRS - PAYROLL TAX PMT		21,188.58
100556	05/14/2021	2003	NEW YORK STATE DEFERRED		2,567.19
100557	05/28/2021	709	BPL SPECIAL PAYROLL ACCOUNT		70,815.61
100558	05/28/2021	710	NYS INCOME TAX BUREAU		4,265.33
100559	05/28/2021	730	NYS EMPLOYEES RETIREMENT SYSTE		2,736.89
100560	05/28/2021	1946	IRS - PAYROLL TAX PMT		24,434.26
100561	05/28/2021	2003	NEW YORK STATE DEFERRED		2,360.55

Number of Transactions: 15**Warrant Total: 198,511.04****Vendor Portion: 198,511.04****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 - 45: CASH DISB (JUN 21) For Dates 6/15/2021 - 6/15/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39618	06/15/2021	1531	A-J LAWN SPRINKLER CO., INC.	210437	280.00
39619	06/15/2021	611	ALBANY TIMES UNION	210440	3.12
39620	06/15/2021	919	ALTAMONT ENTERPRISE	210439	40.00
39621	06/15/2021	1009	AMAZON CREDIT PLAN	210464	5,821.23
39622	06/15/2021	61	AQUASCAPE DESIGNS LLC	210008	70.00
39623	06/15/2021	77	BAKER & TAYLOR , INC.	210466	22,085.85
39624	06/15/2021	1186	BAKER AND TAYLOR ENTERTAINMENT	210444	111.15
39625	06/15/2021	2223	BAYSCAN TECHNOLOGIES LLC	210489	690.00
39626	06/15/2021	90	BETHLEHEM CENTRAL HIGH SCHOOL	210454	54.00
39627	06/15/2021	2302	BUTLER ROWLAND MAYS ARCHITECTS, LLP	210490	6,059.90
39628	06/15/2021	2333	CASTUS CORPORATION	210447	2,400.00
39629	06/15/2021	2162	CHILDREN'S MUSEUM AT SARATOGA	210487	300.00
39630	06/15/2021	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	210013	477.16
39631	06/15/2021	1220	DEMCO, INC	210369	128.06
39632	06/15/2021	1991	EASTERN MANAGED PRINT NETWORK LLC	210017	138.78
39633	06/15/2021	1532	ENVISION WARE, INC.	210491	727.60
39634	06/15/2021	1674	FINDAWAY	210426	4,551.48
39635	06/15/2021	1986	FIRSTLIGHT FIBER	210005	388.19
39636	06/15/2021	2322	KANOPIY INC.	210434	1,984.00
39637	06/15/2021	2375	LAURA MELANIE COLLINGS	210492	375.00
39638	06/15/2021	2261	LIBRARY IDEAS, LLC	210461	483.40
39639	06/15/2021	1024	MIDWEST TAPE LLC	210467	6,616.59
39640	06/15/2021	380	MORNINGSTAR	210428	2,144.00
39641	06/15/2021	1921	MOTION PICTURE LICENSING CORP.	210451	187.96
39642	06/15/2021	404	NEW YORK LIBRARY ASSOC	210449	25.00
39643	06/15/2021	2131	NYS DEPT OF CORRECTIONS & COMM SUPERVISION	210388	965.00
39644	06/15/2021	1865	NYS PUBLIC ENTITIES SAFETY GRP	210482	1,777.10
39645	06/15/2021	2088	NYSID	210480	577.87
39646	06/15/2021	1823	OVER DRIVE INC.	210435	34,888.01
39647	06/15/2021	450	PHILLIPS HARDWARE INC	210007	17.99
39648	06/15/2021	478	QUILL.COM	210297	460.24
39649	06/15/2021	2371	RANDY JENNINGS	210484	590.00
39650	06/15/2021	487	RAVENA NEWS HERALD	210468	70.00
39651	06/15/2021	505	ROEMER WALLENS GOLD & MINEAUX	210469	1,666.95
39652	06/15/2021	1951	S & S WORLDWIDE INC.	210429	589.52
39653	06/15/2021	1767	SCHOLASTIC, INC.	210412	2,287.95
39654	06/15/2021	2038	STAPLES BUSINESS ADVANTAGE	210219	630.33
39655	06/15/2021	1784	GEORGE STEELE	210408	195.00
39656	06/15/2021	2154	STERICYCLE, INC.	210002	20.51
39657	06/15/2021	2340	T-MOBILE	210016	133.00
39658	06/15/2021	2250	TECH LOGIC CORPORATION	210453	1,224.00
39659	06/15/2021	1161	TOWN OF BETHLEHEM	210486	373.10
39660	06/15/2021	2328	UNIFIRST CORPORATION	210015	91.83
39661	06/15/2021	632	UPPER HUDSON LIBRARY SYSTEM	210494	12,883.76
39662	06/15/2021	1607	VERIZON BUSINESS FIOS	210000	100.78
39663	06/15/2021	1607	VERIZON BUSINESS FIOS	210000	199.99

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 45: CASH DISB (JUN 21) For Dates 6/15/2021 - 6/15/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39664	06/15/2021	1968	VERIZON WIRELESS	210001	100.05
39665	06/15/2021	645	W W GRAINGER INC	210372	1,979.53
39666	06/15/2021	1884	W.B. MASON CO., INC.	210386	89.80
39667	06/15/2021	2182	W.M. BIERS INC.	210438	500.00
Number of Transactions: 50				Warrant Total:	118,554.78
				Vendor Portion:	118,554.78

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



Investment Presentation June 2021

Sharon Whiting CPA
Treasurer



Investment policy primary objectives

- Conform with applicable federal, state and other legal requirements
- Adequately safeguard principal
- Provide sufficient liquidity
- Obtain reasonable rate of return



Conform with applicable federal, state and legal requirements

Investing and Protecting Public Funds – Guide from the Office of the New York State Comptroller

- Limited number of investment options available
 - Time deposit accounts in a bank or trust company located and authorized to do business in NYS
 - Certificates of Deposit issued by a bank or trust company located and authorized to do business in NYS
 - Obligations of the US government (T-bills, treasury bonds and notes)
 - Obligations of NYS government (NYCLASS-NY Cooperative Liquid Assets Securities System)



Conform with applicable federal, state and legal requirements

- Diversification

- Diversify among different institutions but find a balance between diversification and keeping the number of accounts to a minimum
- Numerous bank accounts can complicate effective control of cash
 - Multiple accounts can result in frequent interbank transactions that can be expensive and time consuming to control
 - Minimizing the number of accounts can aid the chief fiscal officer in better managing cash available for investment
 - A minimum number of bank accounts should be maintained consistent with legal and accounting requirements



Adequately safeguard principal

- FDIC coverage up to \$250,000 for demand deposits and savings accounts
- Security for deposits and investments over \$250,000
 - Irrevocable letter of credit issued by bank (TD Bank, Keybank and M&T Bank)
 - Pledge of eligible securities as collateral (NBT Bank)
 - An eligible surety bond



Provide Sufficient Liquidity

- Deposits and investments must be available for operations
- Obligations must be payable or redeemable within two years of date of purchase
- Investments such as CD's or T-bills should be laddered by maturity date so that funds are available for operations as necessary



Obtain a reasonable rate of return

- Current climate - interest rates are very low. Our current interest rate on deposits with TD Bank is .15%
- Three, six and twelve month CD's are currently .05%
- 90 day T-Bill is .02%
- 120 day T-Bill is .04%



Recommendations

- Monitor interest rates at least quarterly and report to the board
- In consultation with the Finance Committee, take advantage of opportunities in the market as they present themselves
 - Explore the purchase of T-Bills with KeyBank, once rates increase
 - Establish an account- quick and easy to do
 - Keybanc Capital Markets is an institutional broker-dealer. They don't charge a custodial fee to hold investments purchased through them



Recommendations Continued

- Consider purchasing CD's
 - May only be purchased at banks authorized by the investment policy
 - We currently have accounts at TD Bank and KeyBank. Purchasing a CD at TD Bank would be a simple matter of calling the bank and transferring funds. Purchasing more than \$250,000 at KeyBank requires collateralization to be in place
 - Paperwork has been reviewed by our attorney to establish accounts at M&T Bank and NBT Bank. Collateralization would need to be in place if we purchase more than \$250,000 in any one bank
 - Decisions would be made based on the best rate available, net of any costs, ease with which to establish the account, and ability to maintain effective control of cash



June 14, 2021 - Board of Trustee Meeting											
											28
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Library Clerk PT	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	Filled	M. Leddy	6/15/2021	Hire
Library Page PT	Collection Maintenance	9.8 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	Filled	F. Somers	6/15/2021	Internal
Librarian I PT	Public Services	9 hrs/wk		\$27.31/hour or per contract	A. Molineaux	4/30/2021	4/12/2021				
Librarian I PT	Public Services	7.67 hrs/wk		\$27.31/hour or per contract	L. Bowen	5/23/2021	5/10/2021				
Action Requested											
Librarian I FT	Public Services	35 hrs/wk		\$53,373 annual or per contract	F. Somers	6/14/2021					
Library Clerk PT	Circulation Services	11.57 hrs/wk		\$13.89/hour or per contract	J. Defibaugh	6/9/2021					
Positions Held											
None											

Director's Report June 2021

Building and Grounds

The grounds are looking great. The maintenance staff have been working in coordination with our garden volunteers to get the beds looking great.

Tree removal continues to be delayed.

I think contractors are completely overwhelmed with business right now. We've had some difficulty getting them to return our requests for quotes. I expect things will settle down after the summer construction period.

Public Services

The Pop-Up Library returned to the Saturday Farmers Market to begin another season of this popular outreach. We are scheduled to return on July 3 and 24 as well as August 28.

Two full-time librarian positions have been filled. We still have several open positions in Public Services which we will work to fill now that things are headed toward normal.

One of our temporary librarians resigned because she received a full-time position at another library. The second temporary librarian has reduced her hours due to a new position. These two librarians were key to helping through the pandemic, and their willingness to step in and work hard has been very much appreciated.

The Friends Booksale was a huge success. They were able to raise more than \$2,000 in just one short afternoon.

The printing software that we have subscribed to for years seems to no longer be working. We are investigating a new system that will allow for printing inside the library as well as wireless and remote printing from home. For now, we have attached printers to each of the computer stations as an interim solution.

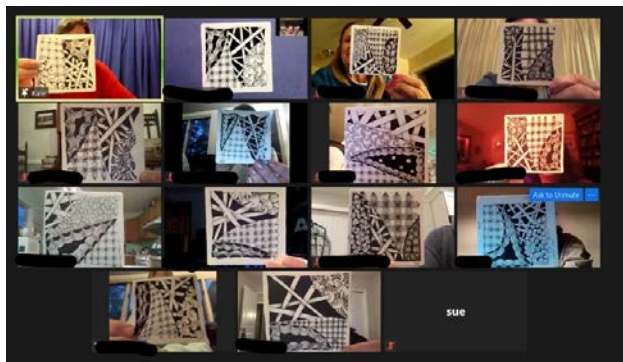
Programs and Outreach

As the weather becomes nicer we are starting to see a decline in patrons showing up after being registered for a virtual program. This is a pretty common problem in Spring, but does give some indication that our transition to outdoor in-person programming should be very popular.

June has a combination of virtual and in-person programming coming up, and July and August will have mostly in-person events. At this time, all in-person events are outdoors. Because the library only has a single outdoor space, there will only be one event at a time. Additional program slots have been taken up by rain dates and some programs will be occurring more than once in a day to accommodate more participants while maintaining social distancing. The

number of events will be fewer than in a normal year like 2019, but this is due to the space and safety concerns.

We did a short virtual health and wellness series in May. It was very well received by patrons. Tori brought in a meditation instructor, and Kate brought in a Zentangle instructor (photo below), Anne arranged for a nutrition program, and Cathy offered some qi gong.



Kate, Michelle, Tori and Mary offered fun programs where the supplies could be picked up and then the project done together online. The Circulation department has been really helpful in getting the supplies to the patrons. These programs continue to be very popular and usually have a full registration list.

Adults enjoyed more book discussions, a listening party, local gardening advice, an escape room and another virtual trivia. We find that adults enjoy virtual events that have a high level of engagement and participation.

A total of 41 boxes were packed up for the spring round of the Just for Me Teen Book Boxes. There were a total of 51 teens counting the people sharing. No teens selected delivery. Patrons have picked up almost all of them at the time of this report. There was a nice mix of returning teens and new teens requesting boxes. The next box registration will be in the fall.

The new Storywalk on our property has been put up thanks to Kevin and Kate. It starts near the Delaware Avenue entrance and follows the path around the library. The second new Storywalk is being put up at the Mohawk Hudson Land Conservancy and should be complete in the near future. The new Storywalks are funded by a UHLS grant.

Summer reading promotion has begun, although the bulk of this will take place in June. Some librarians are offering virtual classroom visits, others are sending videos and all schools are being provided with the new summer reading brochures. Special thanks to Kristen R. for the new designs and Patti for doing all of the copying.

Tori will be providing Read It Forward books to each of the 5th grade and middle school classes so the teachers or librarians can draw the raffle to start the books on their journey around the community. We ordered 65 copies of the books (combined) and this year's titles are "Ghost" by Jason Reynolds and "Warcross" by Marie Lu. Tori is also handing out some of the leftover titles from 2020 so there should be plenty circulating around the community.

Anne worked with the Elsmere PTA to support their Teacher Appreciation Week. They also dropped off a cute thank you decoration for the library's contributions to their Earth Day events.



The Tri-Village Little League organization reached out asking for some support of their upcoming baseball events celebrating women in baseball and the Negro Leagues. The public services staff created some book lists that Kristen R. made into bookmarks and offered a continued collaboration as their event continues to evolve.

A local Brownie Troop reached out asking if we had a service project they could assist with. They worked with Tori to decorate the Memorial Patio and created some new fairy doors and tree decorations for families to enjoy. (photo below)



Circulation and Technical Services

Quarantines for returned library materials have been eliminated. Items are being collected in the parking lot shed and a return cart in the library for now.

Training on the new cash register/credit card processing system is under way. We have received our PCI compliance for our credit card handling.

Meetings and Miscellany

A few Bethlehem staff members have been asked to participate in the beta test for Upper Hudson's new library mobile app. I look forward to reporting about the app in the near future.

Continuing Education and Committee Work

Anne

- Viewed two of Ryan Dowd's webinars.
 - Dementia and Alzheimer's: Compassionately and Effectively Working with People with Dementia
 - Burnout, Vicarious Trauma & Compassion Fatigue

Cathy

- Attended two virtual UHLS Anti-racist Task Force meetings.
- Participated in two UHLS Project Ready meetings.
- Attended a virtual NYLA Developing Leaders Program webinar offered by the groups that she is advising.
- Attended an UHLS YSAC meeting.

Chris

- Participated in the UHLS Director's Association meeting for Geoff.
- Participated in three Collaborative Summer Library Program wordsmithing sessions as part of the theme/slogan committee responsibilities. The wordsmithing sessions allowed frontline librarians across the country to have their voices heard in creating the final 2024 slogan list, which will be presented to the State representatives for final vote in September. In addition to this, Chris was responsible for monitoring the wordsmithing chats and compiling all of them into a shared Google document for all committee members to review.

Frank

- Participated in the virtual CDLC Committee on Resource Sharing (CORS) meeting.
- Had several sessions for the NYLA Developing Leaders Program, including topics on Research, Data and Assessment, Presentation Skills, and Leading Toward the Future. He also has been working with his group to finish up the capstone project.

Kate

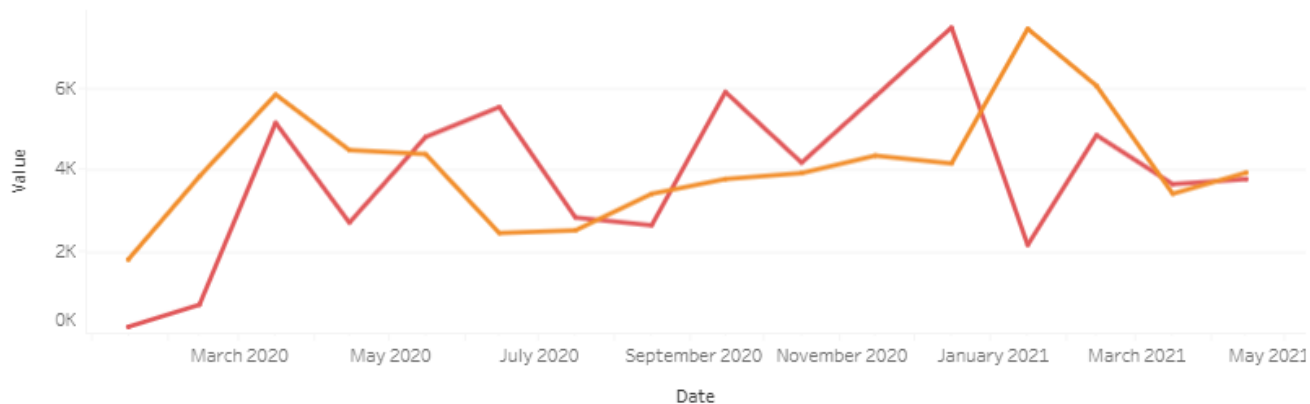
- Worked on finishing up the Library Juice Academy's Foundations of Early Literacy course.
- Viewed the webinar Ensuring Equity and Diversity in Public and School Libraries presented by the Black Caucus of the American Library Association (BCALA).

Geoffrey Kirkpatrick, Library Director

Library Collection				2019-20	Current Total
Adult fiction				26,385	27,236
Adult non-fiction				30,185	29,673
Adult audio				7,078	6,294
Adult video				8,470	8,083
Young adult fiction				5,532	5,338
Young adult nonfiction				544	487
Young adult audiobooks				383	419
Children's fiction				27,219	27,284
Children's non-fiction				15,431	15,812
Children's audiobooks				1,693	1,835
Children's video				1,968	1,938
OverDrive - UHLS Shared				83,237	98,580
e-magazines				133	3,582
Electronic (games, ereaders)				567	449
Total				208,825	227,010
Library Programs	May-21	May-20	% change	2019-20	F-Y-T-D
Programs	22	15	46.7%	681	191
Program attendance	244	72	238.9%	17,496	2,139
Outreach Programs	1	0	und	167	406
Outreach Attendance	13	0	und	6,519	488
Circulation	May-21	May-20	% change	2019-20	F-Y-T-D
Adult fiction	10,436	5,614	85.9%	129,442	110,577
Adult non-fiction	5,443	1,587	243.0%	76,015	56,108
Adult audio	4,348	2,407	80.6%	41,368	39,016
Adult video	4,748	2,597	82.9%	82,500	48,457
Adult magazines	1,513	1,420	6.5%	20,008	17,876
Young adult fiction	1,522	459	231.8%	15,733	16,237
Young adult nonfiction	98	0	und	1,125	1,159
Young adult audiobooks	240	117	104.9%	1,372	2,168
Young adult magazines	2	0	und	42	24
Children's fiction	8,632	604	1329.9%	103,223	95,255
Children's non-fiction	2,431	30	7927.6%	26,793	22,088
Children's audiobooks	773	146	428.0%	5,909	7,360
Children's video	448	10	4489.7%	8,592	4,215
Children's magazines	28	0	und	156	88
Electronic (games, ereaders)	286	0	und	5,897	2,425
Total	40,948	14,990	173.2%	515,775	423,052
Interlibrary Loan	May-21	May-20	% change	2019-20	F-Y-T-D
Borrowed from others	6,492	14	46271.4%	63,224	88,749
Loaned to others	4,356	95	4485.3%	47,571	59,922
Miscellaneous	May-21	May-20	% change	2019-20	F-Y-T-D
Visits to our home page	30,280	46,694	-35.2%	768,694	446,059
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	7,290	0	und	216,914	31,894
Registered BPL borrowers	40	43	-7.0%	894	470
Computer signups	231	0	und	28,904	462
Museum Pass use	55	0	und	1,385	235
E-book use	5,976	7,688	-22.3%	60,858	67,714
E-audiobook use	3,458	3,137	10.2%	32,118	34,903
E-magazine use	1,200	1,420	-15.5%	14,069	15,126
Streaming video use	1,365	2,577	-47.0%	11,165	14,464
BCSD use via Overdrive	194	0	und	n/a	1,451
Equipment	141	0	und	3,612	1,168
Wireless Use	7,491	4,258	59.3%	112,679	66,383

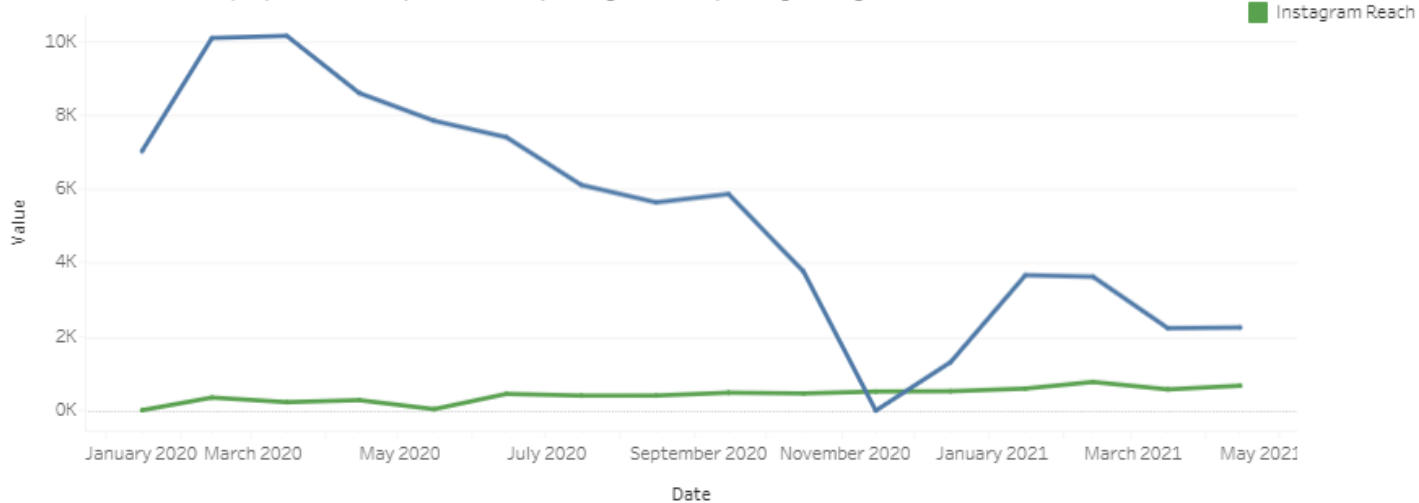
YouTube and Twitter (Impressions)

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

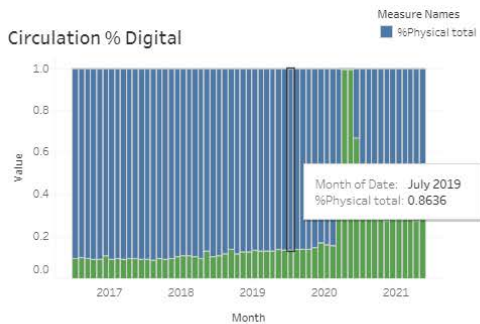


FaceBook and Instagram (Reach)

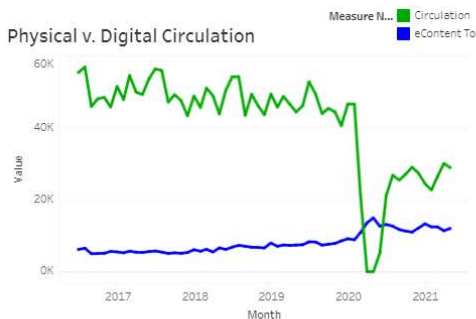
The number of individual people who saw any content from your Page or about your Page during the month.



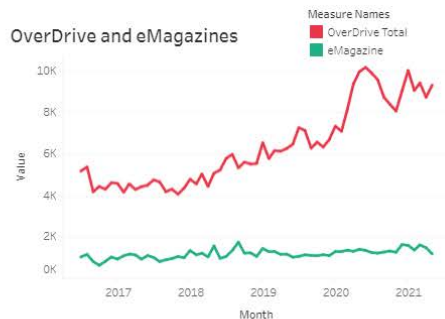
Circulation % Digital



Physical v. Digital Circulation

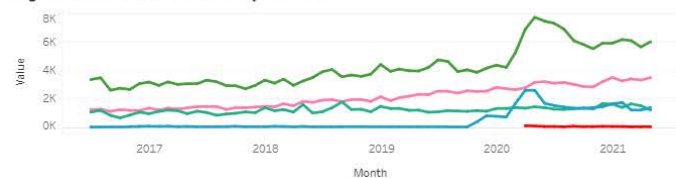


OverDrive and eMagazines

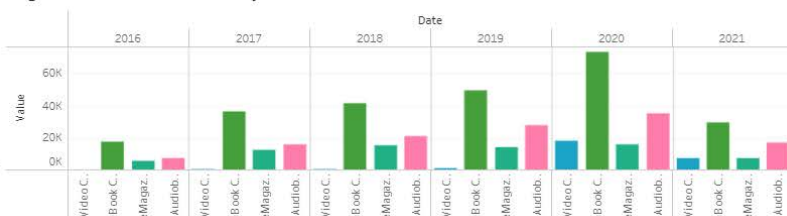


Measure Names: Video Checkouts (Blue), eBook Checkouts (Green), eMagazine (Teal), eAudiobook Ch... (Pink), Music (Red)

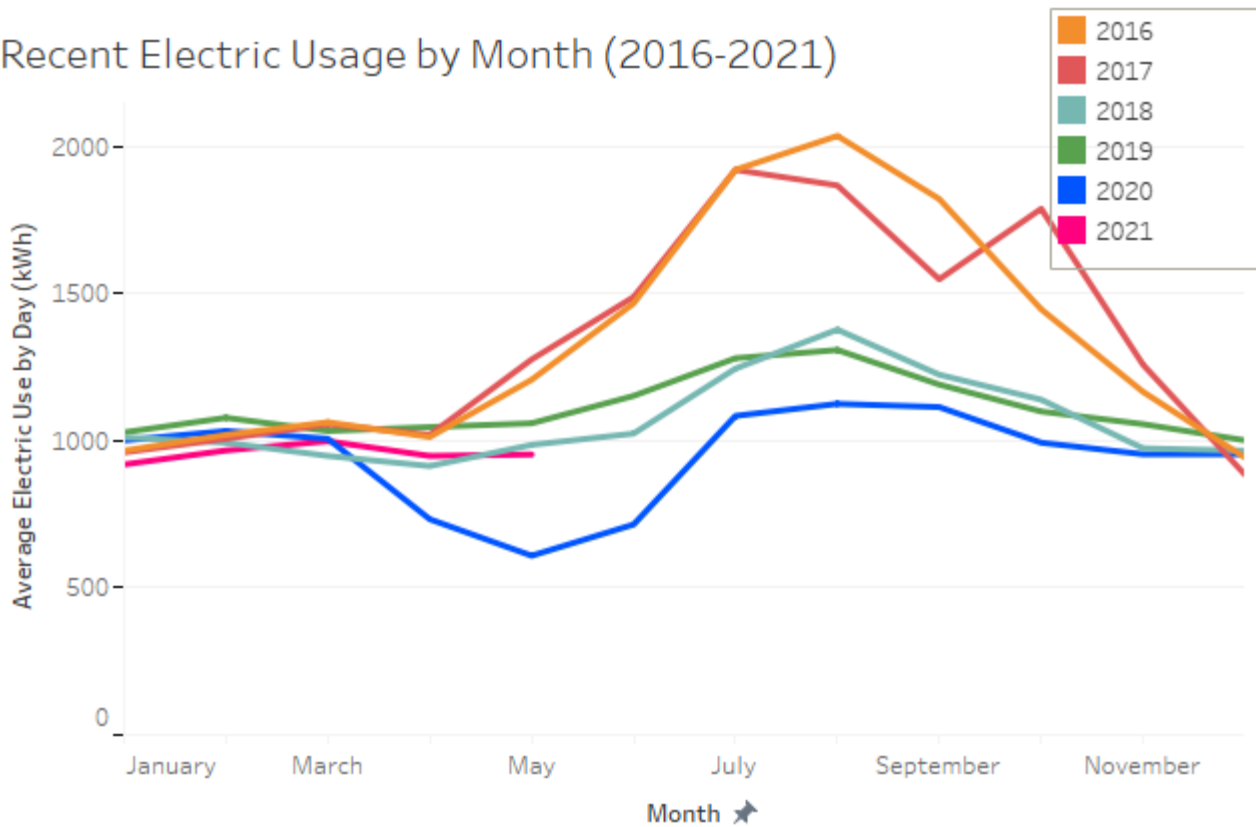
Digital Content Circulation by Format



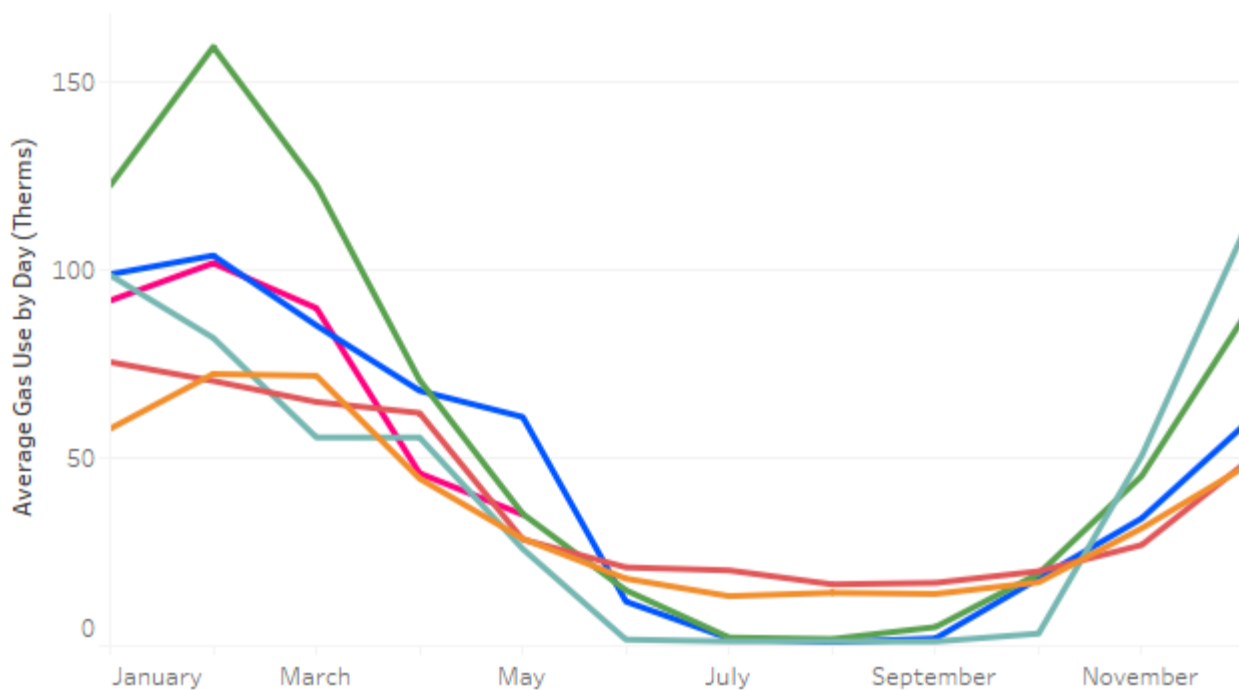
Digital Content Circulation by Format



Recent Electric Usage by Month (2016-2021)



Recent Gas Usage by Month (2016-2021)



BETHLEHEM PUBLIC LIBRARY

INVESTMENT POLICY

Policy adopted by the Board of Trustees October 14, 1997

Policy revised December 12, 2005

Policy revised February 10, 2014

Policy revised August 12, 2019

Policy revised November 12, 2019

Scope

This investment policy applies to all monies and other financial resources available for deposit and investment on the Bethlehem Public Library's own behalf.

The Board of Trustees relied upon information contained in the General Municipal Law and in the "Local Government Management Guide", dated as of August 2014 and published by the Office of the New York State Comptroller in drafting this policy.

Objectives

The primary objectives of Bethlehem Public Library's investment activities are, in priority order:

1. conform with all applicable federal, state and other legal requirements;
2. adequately safeguard principal;
3. provide sufficient liquidity to meet all library operating requirements; and,
4. obtain a reasonable rate of return.

Delegation of Authority

The Board of Trustees' responsibility for administration of the investment program is delegated to the Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall be approved by the Board of Trustees and shall include an adequate internal control structure to provide a satisfactory level of accountability. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Bethlehem Public Library to operate effectively.

Investments shall be made with prudence, diligence, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use,,not

for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or impair their ability to make impartial investment decisions.

Diversification

It is the policy of the Bethlehem Public Library to consider diversifying its deposits and investments by financial institutions, by investment instrument, and by maturity scheduling.

Internal Controls

All monies collected by any officer or employee of Bethlehem Public Library shall be deposited within seven days of receipt, or within the time limit specified in law, whichever is shorter; a record of such deposit shall be conveyed to the Business Manager.

The Treasurer, in coordination with the Board of Trustees, is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

[Investment reports will be furnished to the Board of Trustees monthly.](#)

Designation of Depositories

The banks and trust companies authorized for the deposit of monies, and the maximum amount which ~~must~~ may be kept on deposit at any time are:

Depository name	Maximum Amount
TD Bank	\$8,000,000
M&T Bank	\$8,000,000
Key Bank	\$8,000,000
NBT Bank	\$2,000,000
Pioneer Bank	\$ 250,000

Collateralizing of Deposits

All deposits and investments of the Bethlehem Public Library, including all demand deposits, certificates of deposit and special time deposits, that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, shall be secured by:

1. A pledge of "eligible securities" with an aggregate "market value" as provided by General Municipal Law (GML) Section 10, that is at least equal to the aggregate amount of deposits from the categories designated in SubSection F of GML Section 10.

2. A pledge of a pro rata portion of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits.
3. An irrevocable letter of credit issued in favor of the Bethlehem Public Library by a federal home loan bank whose commercial paper and other unsecured short-term obligations are rated in the highest rating category by at least one nationally recognized rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

Collateralization and Safekeeping

Eligible securities used for collateralizing deposits shall be held by the depository and/or third party bank or trust company subject to security and custodial agreements in accordance with the provisions of General Municipal Law Section 10.

Permitted Investments

As provided by General Municipal Law Section 11, the Bethlehem Public Library authorizes the Treasurer, the Director or the Business Manager to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

1. Special time deposit accounts
2. Certificates of deposit
3. Obligations of the United States of America (limited to T Notes and T Bills)

Authorized Financial Institutions

All financial institutions with which the Bethlehem Public Library transacts business shall be creditworthy. The Treasurer is responsible for evaluating the financial position and maintaining a list of proposed depositories, trading partners and custodians. Such listing shall be evaluated annually by the Treasurer and approved by the Board of Trustees.

The Bethlehem Public Library shall maintain a list of financial institutions approved for investments and establish appropriate limits to the amount of investments that can be made with each financial institution or dealer.

Annual Review and Amendments

The Bethlehem Public Library Board of Trustees shall review this investment policy annually, and shall have the power to amend this policy at any time.

BETHLEHEM PUBLIC LIBRARY
~~CITIZEN~~ COMMUNITY MEMBER PARTICIPATION IN LIBRARY BOARD
MEETINGS

Policy adopted by the Board of Trustees November 1993

Policy revised September 12, 2011

Policy revised June 20XX

Visitors to Bethlehem Public Library board meetings are recognized by the president and asked to introduce themselves and identify the organization (if any) they represent.

At the start of a meeting, a maximum of 30 minutes is allowed for public comment. At the conclusion of a meeting, a maximum of ~~15~~ 30 minutes is allowed for public comment. Individual participation is limited to three (3) minutes. **Time allotments may be adjusted at the discretion of the president of the board.**

~~Citizens~~ **Community members** may comment on any library-related subject. The board does not allow discussion of matters ~~irrelevant~~ **unrelated** to library business. Board and staff members answer visitors' questions when the facts are immediately available; some questions may need to be referred for study and future response.

~~In lieu of participation in a board meeting, citizens may direct specific inquiries and complaints to the library director, and appeal to the board if a satisfactory resolution is not reached.~~ **Community members may also direct specific inquiries, comments, or concerns to the library director. In cases where satisfactory resolution of an inquiry or concern cannot be reached, the community member can appeal any decision or response of the library director directly to the board.**

Correspondence can be directed to:

**Board President
 Bethlehem Public Library
 451 Delaware Ave
 Delmar, NY 12054**

Correspondence received will be shared among the board members who will decide on an appropriate response.



Phased Reopening Plan Bethlehem Public Library Working Document (v. 6/7/2021)

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 **as determined by the board of trustees 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
- Move towards elimination of quarantine - continue to use return sheds as deemed appropriate
- Full service checkout over desk and curbside service offered

Services

- Continue virtual board meetings as allowed under Open Meetings Law executive order
- 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; continue abbreviated hours on Friday
- No toys in the Children's area
- Signs indicating Ask patrons to use proper hand sanitizing procedures before and after equipment use
- In accordance with guidance from NYS masks are encouraged indoors for all patrons; masks required for unvaccinated patrons
- Staff members demonstrating status as fully vaccinated to HR or Administration may remove masks when indoors (starting 7/1)
- Masks will not be required for staff or patrons at outdoor events
- No quarantine for returned items; indoor book drops not used

Staffing

- All staff routinely working in the library – Work from home shift at the needs of the library (quarantine, COVID- related childcare needs, exposure, etc)
- Social distancing in the workplace - according to CDC guidelines (awaiting updated 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 – towards the end of phase 5
- Very limited indoor public meetings: attendance numbers capped by current guidelines for public gatherings and enforced by library staff – towards the end of phase 5
- One program or public meeting using library indoor space at a time: leave time between for cleaning
- Limited study room use with time in between for cleaning
- Furniture and public computers are limited – director to determine number of computers and time limits.
- Out of system interlibrary loan returns
- Notary services resume
- In person/Hybrid Board Meetings resume – public comment continues to be electronic
- Curbside service continues indefinitely

Phase 6 – Full operation (Programming opening H)

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)~~
- Indoor book returns are open
- 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

- Signs indicating handwash and handrub instructions
- All library services resume

Product:
NetGuard® Plus Cyber Liability Insurance (claims-made and reported coverage)

Policy Term: One Year

Retroactive Date: Full Prior Acts.

Knowledge Date: May 26, 2021

Carrier: Houston Casualty Company rated A++ (Superior) by A.M. Best Company

		Premium \$1,775.00
Limits of Liability		Deductibles
\$500,000 Multimedia Liability Coverage each Claim and in the Aggregate		\$2,500 Multimedia Liability Coverage Deductible each Claim
\$500,000 Security and Privacy Liability Coverage each Claim and in the Aggregate		\$2,500 Security and Privacy Liability Coverage Deductible each Claim
		\$2,500 Privacy Regulatory Defense and Penalties Coverage Deductible each Claim

\$500,000 Privacy Regulatory Defense and Penalties Coverage each Claim and in the Aggregate	\$2,500 PCI DSS Liability Coverage Deductible each Claim
\$500,000 PCI DSS Liability Coverage each Claim and in the Aggregate	\$2,500 Bodily Injury Liability Coverage Deductible each Claim
\$100,000 Bodily Injury Liability Coverage each Claim and in the Aggregate	\$2,500 Property Damage Liability Coverage Deductible each Claim
\$50,000 Property Damage Liability Coverage each Claim and in the Aggregate	\$2,500 TCPA Defense Coverage Deductible each Claim
\$50,000 TCPA Defense Coverage each Claim and in the Aggregate	\$2,500 Breach Event Costs Coverage Deductible each Claim
\$500,000 Breach Event Costs Coverage each Claim and in the Aggregate	\$2,500 Post Breach Remediation Costs Coverage Deductible each Claim
\$25,000 Post Breach Remediation Costs Coverage each Claim and in the Aggregate	BrandGuard® Coverage
\$500,000 BrandGuard® Coverage each Claim and in the Aggregate	2 weeks Waiting Period
\$500,000 System Failure Coverage each Claim and in the Aggregate	6 months Period of Indemnity
\$500,000 Dependent System Failure Coverage each Claim and in the Aggregate	System Failure Coverage
\$500,000 Cyber Extortion Coverage each Claim and in the Aggregate	\$2,500 A. Data Recovery Deductible each Claim
Cyber Crime Coverage	B. Non-Physical Business Interruption
\$100,000 A. Financial Fraud Sublimit each Claim and in the Aggregate	8 hours Waiting Period
\$100,000 B. Telecommunications and Utilities Fraud Sublimit each Claim and in the Aggregate	6 months Period of Restoration
\$100,000 C. Phishing Fraud Sublimits	Dependent System Failure Coverage
\$100,000 1. Your Phishing Fraud Loss Sublimit each Claim and in the Aggregate	\$2,500 A. Data Recovery Deductible each Claim
\$50,000 2. Client Phishing Fraud Loss Sublimit each Claim and in the Aggregate	B. Non-Physical Business Interruption
\$100,000 3. Phishing Fraud Aggregate Sublimit (C.1. & C.2. combined)	12 hours Waiting Period
\$100,000 Cyber Crime Aggregate Limit (A., B., & C. combined)	4 Months Period of Restoration
\$500,000 Bricking Loss Coverage each Claim and in the Aggregate	\$2,500 Cyber Extortion Coverage Deductible each Claim
\$50,000 Property Damage Loss Coverage each Claim and in the Aggregate	\$2,500 Cyber Crime Coverage Deductible each Claim
\$50,000 Reward Expenses Coverage each Claim and in the Aggregate	\$2,500 Bricking Loss Coverage Deductible each Claim
	\$2,500 Property Damage Loss Coverage Deductible each Claim
	\$2,500 Reward Expenses Coverage Deductible each Claim
	None Court Attendance Costs Coverage Deductible each Claim
	\$7,500 Aggregate Deductible

\$25,000 Court Attendance Costs
Coverage each Claim and in
the Aggregate

\$500,000 Maximum Policy Aggregate

\$500,000 Additional Defense Costs
Limit (Not applicable to
Bodily Injury Liability,
Property Damage Liability or
TCPA Defense Coverage)

Included Breach Event Costs Outside
Applicable Policy Form and Endorsements for this Option:
the Limit Endorsement

- [NGP1000-42020S NetGuard® Plus Cyber Liability Insurance](#)
- [NGP1075-42020 Service of Suit](#)
- [NGP1076-42020 Policyholder Disclosure Notice of Terrorism Insurance](#)
- [NGP1078-52020 Nuclear Incident Exclusion](#)
- [NGP1063-42020 Amwins Cyber Amendatory](#)



Adirondack Cabling, Inc.

10 Petra Lane
 Albany, NY 12205
 (518) 452-0124
 (518) 452-0126 Fax

Proposal No. 26438
 Date: 5/12/2021
 Sales Rep: Bruce Winters
 Proposal Expires: 7/11/2021

P R O P O S A L

Company Bethlehem Public Library Address 451 Delaware Ave. City <u>Delmar</u> <u>State/Zip</u> <u>NY 12054</u>	Contact John Love Phone 518-439-9314 x3017 Cell email
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Unit	Description	Unit Price	Total
	Scope of Work:		\$ -
	* Excavate, furnish & install 60ft. of 1-1/2" PVC schedule 40 conduit, direct buried at a depth of 24" with warning tape 1ft. over system from existing handhole at pole to handhole near sidewalk.		\$ -
	* Rod & install 945ft. of 6 strand single mode, in/outdoor armored fiber optic cable in new and existing conduits from Five Rivers Center Bldg. closet to Pavilion/Garage.		\$ -
	* Restore area to original condition.		\$ -
	* Terminate all strands with LC type unicam fiber connectors and test to performance standards.		\$ -
	* Provide (1) Corning rack mount fiber enclosure with LC coupler panel for fiber terminations in main data closet.		\$ -
	* Provide (1) Corning wall mount fiber enclosure with LC coupler panel for fiber terminations in Pavilion.		\$ -
	* Provide (2) 1 meter and (2) 2 meter LC-LC duplex single mode fiber patch cables.		\$ -
	SCOPE OF WORK;		\$ -
	1) Adirondack Cabling will furnish all materials, labor and fastening hardware for this installation.		\$ -
	2) Cables will be installed above suspended ceiling.		\$ -
	3) All cable ends, jacks and patch panels will be labeled with a reference number and documented to a floor plan if provided.		\$ -
	4) All cables will be tested and certified.		\$ -
	5) One year warranty is provided on all materials and workmanship.		\$ -
Installation Location			Total: \$ 8,425.85

(Add applicable Sales Tax)

Company: <u>Five Rivers Environmental Center</u> <u>Location:</u> Contact Name: <u>John Love</u> Address: <u>56 Game Farm Rd.</u> City: <u>Delmar</u> <u>State/Zip:</u> <u>NY 12054</u> Phone : <u>518-475-0291</u> Cell: <u>518-439-9314 x3017</u>	
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APPROVAL (Signatures are required prior to start of project)

Customer _____	Date: _____
Signature _____	Title _____
Customer P.O No. _____	
Adirondack Cabling, Inc. _____	Date: _____
Signature _____	Title _____

Payment:
 Adirondack Cabling Inc. will invoice Customer 30% upon signed contract, 40% upon 50% completion, and 30% upon 100% completion. Payment terms are net 30 days from invoice date.

General Provisions:
 This Proposal is subject to the terms and conditions of the Adirondack Cabling Inc./Adirondack Security General Terms and Conditions located at <http://adirondacksecurity.com/ADK-General-Terms.pdf> and as amended from time to time, which are hereby incorporated by reference and made part of this Proposal.



(DRAFT)

LONG RANGE SERVICES PLAN

2021-2024

Mission

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

Strategic Connection: Space

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

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

Strategic Directions: Connecting our community; connecting our world

➤ Strategic Direction 1: Inclusion and Social Justice

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

➤ Strategic Direction 2: Educate and Prepare

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

➤ Strategic Direction 3: Sustain and Connect

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

Strategic Direction 1:
Inclusion and Social Justice

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

Programming Focus: Inclusion and Social Justice

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

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

Strategic Direction 2:
Educate and Prepare

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

Programming Focus: Prepare

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

Strategic Direction 3:
Sustain and Connect

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

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

Programming Focus: Sustain and Connect

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

DRAFT

THURSDAYS IN THE PARK

JULY 1-AUGUST 5 • 7PM

Live family-friendly entertainment
at Elm Avenue Park in Bethlehem!



Jester Jim

Andy the Music Man



Heard: World Jazz

Image Quilt Dance Theater



Ratboy Jr.

Magician Ron Cain

*This series is brought to you by the library
and Town of Bethlehem Parks & Recreation.*

**co-sponsored by Friends of Bethlehem Public Library*

BETHLEHEM PUBLIC LIBRARY

(518) 439-9314 • www.bethpl.org



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TUESDAYS JUNE 22-JULY 27 • 2021

EVENINGS

ON THE GREEN

★ *Live* ★

AT BETHLEHEM PUBLIC LIBRARY
451 DELAWARE AVENUE, DELMAR

MUSIC! ★ FAMILY! ★ FRIENDS!
FUN! ★ FREE!

BRING A BLANKET OR LAWN CHAIR &
FOLLOW HEALTH AND SAFETY GUIDELINES

⇒ SCHEDULE ⇐
ON THE OTHER SIDE



TUESDAYS JUNE 22-JULY 27 • 2021

EVENINGS

ON THE GREEN

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MUSIC! ★ FAMILY! ★ FRIENDS!
FUN! ★ FREE!

BRING A BLANKET OR LAWN CHAIR &
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⇒ SCHEDULE ⇐
ON THE OTHER SIDE



TUESDAYS JUNE 22-JULY 27⁵⁵ • 2021

EVENINGS

ON THE GREEN

★ *Live* ★

AT BETHLEHEM PUBLIC LIBRARY
451 DELAWARE AVENUE, DELMAR

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2021 LINEUP

June 22 • 7pm

MARTY WENDELL

Rockabilly Hall of Fame inductee playing Americana.

June 29 • 7pm

RED DIRT HIGHWAY

Americana and Folk music.

July 6 • 7pm

NISKY DIXIE CATS

Seven-piece ensemble performing Dixieland-style jazz.

July 13 • 7pm

THE PENT-UP JAZZ PROJECT

Jazz standards.

July 20 • 7pm

ROXY AND THE ROAD KINGS

Classic hits from the '60s, '70s and '80s.

July 27 • 7pm

BLIND CROW

Progressive bluegrass string quartet.

** Evenings on the Green concerts are generously sponsored by the Friends of Bethlehem Public Library.*

In the event of inclement weather, concerts will take place the following day. Concerts will not be held inside the library at this time.



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***“Anybody’s Game: Kathryn Johnston,
the First Girl to Play
Little League Baseball”***

By Heather Lang and Cecilia Puglesi
J Bio Johnston

***“The Kid from Diamond Street:
The Extraordinary Story of Baseball
Legend Edith Houghton”***

By Audrey Vernick and Steven Salerno
J Bio Houghton

***“Queen of the Diamond:
The Lizzie Murphy Story”***

By Emily Arnold McCully
J Bio Murphy

***“Mamie on the Mound: A Woman in
Baseball’s Negro Leagues”***

By Leah Henderson
and George Doutsopoulos
J Bio Johnson

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By David A. Adler
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***“Women in Sports: 50 Fearless
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By Rachel Igotofsky
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***“She Loved Baseball:
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By Audrey Vernick and Don Tate
J Bio Manley

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The All-American Girls Professional
Baseball League”***

By Nel Yomtov
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First Pitch to Game Changer”***

By Mo’ne Davis
J Bio Davis

***“Baseball’s Leading Lady:
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of the Negro Leagues”***

By Andrea Williams
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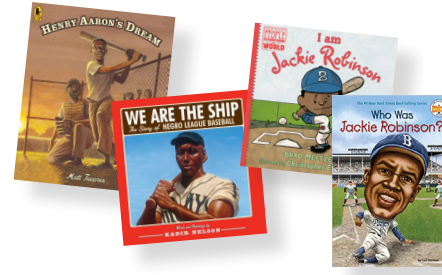
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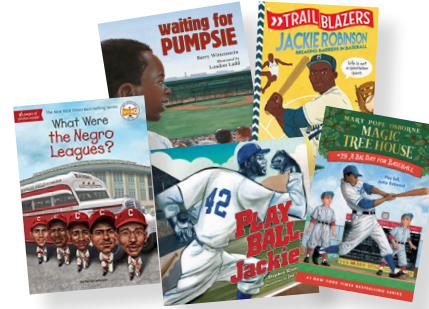
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