



## Board of Trustees Meeting

Monday July 12, 2021 6:00 pm (Community Room)

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

### Agenda

- Call to order
- Public participation
  - Communications can be delivered in person or electronically via the library's website <https://www.bethpl.org>
- Review previous meeting minutes (p. 2-8)
- Oath of Office – H. Narang (p. 9)
- Board officers (p. 10)
- Long Range Plan Committee presentation – Paul Mays
- Board organizational meeting
  - Annual board authorizations (p. 11)
  - Board meetings 2022 (p. 12)
  - Ethics statements/Conflict of interest policy (p. 13)
  - Holidays and other closings 2022 (p. 14)
- Financial report (p. 15-24)
  - Treasurer's update (p. 15)
- Personnel report (p. 25)
  - Personnel actions
- Director's report (p. 26-35)
- UHLS report
- New business
  - Collective bargaining agreement
  - M/C salaries
  - Updates to phased reopening plan
  - Other new business
- Old business
  - Library bookdrop (p. 36)
  - Other old business
- Future business
- Public Participation
- Adjournment
  - Next board meeting: August 12, 2021 6:00pm
  - Next Friends of the Library meeting: August 16, 2021

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
Monday June 14, 2021

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang

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 5:59pm.

#### PUBLIC PARTICIPATION

No public participation.

#### MINUTES

Minutes of the 10 May 2021 board meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond.

Minutes of the 20 May 2021 Long Range Plan committee meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh.

#### FINANCIAL REPORT

##### *Treasurer's update*

S. Whiting presented her treasurer's report and noted \$500,000 in projected savings for the year. Salary and benefits savings in the 2020-21 fiscal year accounted for about 38% of the total savings, with a 17% savings in library materials. She added that \$105,000 in capital expenditures line was not used in 2020-21. She said she would provide additional year-end details at the July board meeting once the fiscal year wrapped up.

C. Wijeyesinghe asked if the projected \$500,000 in year-end savings was higher than it would be in a non-pandemic year. S. Whiting said that it was, with it being in the neighborhood of \$200,000-\$300,000 in a typical year. She noted that one of the reasons for that was because the library has a budget line for capital expenditures, which hasn't been used for any major projects in a couple of years. She also said that there are generally some staffing savings every year, and the library has taken steps in next year's budget to make a more conservative estimate that still accounts for turnover, bringing the budgeted amount closer to the actual amount.

C. Wijeyesinghe said she found it interesting that the library budget is developed to anticipate \$200,000-\$300,000 in savings every year and likes the idea of budgeting as close to zero without jeopardizing library operations. G. Kirkpatrick said it is something for the board to think about as they finish up the Long Range Planning process, including the plan for spending the money, as well as the board's philosophy on whether they want to accrue a surplus each year to pay for projects or create a budget that has a surplus close to zero and go out to bond for any big capital projects.

M. Redmond asked the board if they preferred receiving the detailed expenditure report every month or quarterly. S. Whiting said she'd be happy to provide it monthly.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 31 May 2021 (Manual Disbursements \$25,725.86; Cash Disbursements/Accounts Payable \$118,554.78; Trust & Agency Disbursements/Salaries \$198,511.04; CapProject Fund/Hand-Drawn Checks \$0; Total: \$342,791.68).

S. Whiting noted that the yearly audit with Marvin and Co. is coming up. She said that it would be the third year working with them, and she will be reaching out to see if there's anything she can prepare ahead of time to help them get a jump start.

M. Redmond asked if there had been any movement on an RFP for auditors and whether the library has another year with Marvin and Co. under the initial agreement. S. Whiting said the library could continue with Marvin and Co. without an RFP and would just need to negotiate a new agreement. M. Redmond asked the board if they were OK with proceeding without an RFP and said that she has been happy with Marvin and Co.'s service. S. Whiting said it is not generally a good idea to switch auditors too frequently as it can be a red flag. She noted that if the library was looking for a fresh perspective, they can always switch up the lead auditor.

#### *Investment presentation*

S. Whiting shared an investment presentation that reviewed the library's investment policy that was overhauled a couple of years ago and outlined some recommendations for moving forward with the purchase of treasuries and/or CDs should those investments become more attractive in the future.

Her 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.

- Consider purchasing CDs from banks authorized by the investment policy, once rates become more attractive.

M. Kissinger asked if it would make sense to explore purchasing CDs at this time to see how it works or if the paperwork would even be worth it considering the low rates right now. S. Whiting said there would be some paperwork involved if the library wanted to purchase them through a new bank. She said purchasing from TD Bank would be easy but the interest rates are so low that it wouldn't make sense. M. Redmond said the current agreement with TD was negotiated, but if the board decides that diversification is important, they may need to consider other banks. S. Whiting said the board could try an investment in the amount of \$250,000 to get a feel for the process, but the board ultimately decided against it as long as the library is ready to move if the rates pick up.

## PERSONNEL REPORT

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 I, full-time, permanent, 35 hours/week, \$53,373/annual or per contract
- Library Clerk, part-time, permanent, \$13.89/hour or per contract

## DIRECTOR'S REPORT

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

- K. Coffey is working to get quotes for a door awning to protect people providing curbside pickup service in inclement weather, but the construction industry is overwhelmed right now, leading to some delays.
- G. Kirkpatrick said that now that the library is open, curbside service will be halted during inclement weather, especially lightning, to keep the staff safe.
- G. Kirkpatrick said a special thank you to the temporary librarians who started in the middle of the pandemic and helped with staffing shortages and to the board for approving those positions.
- The library has been getting quotes for a new book drop. The cost is around \$10,000, and a bigger size than the current one is being looked at. The return shed is still being used, and the library has looked into pouring a larger concrete pad where the old return box sits, but there aren't any contractors available. G. Kirkpatrick said the old book drop is rotting away and needs to be replaced, but staff will continue to find a workable solution in the interim.
- The new cash register is now accepting money and credit card transactions for lost materials, so it will be ready for when fines return in July.
- There is a new mobile app on the way, and one of the key features may be the ability to scan and check out books with a smartphone.
- The May stats showed some good increases for e-audio over last year. There was a slight drop in e-books and streaming video as people have more entertainment options than this time last year.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the annual celebration was held the previous week, and there was a link available to watch it for those who couldn't make it. She said the Youth and Family Program award went to Voorheesville and the Adult Program award went to RCS.

## NEW BUSINESS

*Investments policy*

M. Kissinger noted that there was one small wording change to the policy, as well as the addition of a line that noted investment reports would be furnished to the board monthly.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously approved the update to the library's Investments policy.

*Community participation in library board meetings policy*

M. Kissinger presented the policy and noted the change from "citizen" to "community," as well as the speaking time being extended to 30 minutes. The policy also clears up how community members can get in touch with the board.

L. Scoons asked if the policy could include an option to e-mail. G. Kirkpatrick said a link to the director's e-mail form could be included in the policy. The board agreed to add it.

On a MOTION by L. Scoons with a SECOND by M. Redmond, the board unanimously approved the update to the library's Community Participation in Library Board Meetings policy with the noted revision.

*Updates to phased reopening plan*

G. Kirkpatrick said the library continues to proceed toward normalization through its phased reopening. He discussed plans for mask guidelines and ending scheduled work from home shifts. Staff have been told that even when masks are no longer required, they may continue wearing them. He said the library is planning for limited indoor public meetings in the future. He noted that the community room no longer serves as a workspace for staffers and has been cleaned in preparation for the upcoming board meeting. G. Kirkpatrick said he appreciates that the board has allowed the library to move in a graduated way to give staff time to acclimate to each new phase.

*In-person/hybrid board meeting – logistics*

G. Kirkpatrick said staffers were currently trying to figure out the technology involved in a hybrid in-person and remote board meeting and asked the board their thoughts.

M. Redmond said she was looking forward to meeting again in person and supports a hybrid model. C. Brancatella said it would be nice to have a hybrid option for a while. M. Walsh said she was in favor of meeting in person. She noted that if masks are required, it would make it difficult to hear. L. Scoons said she was in favor of meeting in person, and C. Wijeyesinghe said she would love to meet in person. M. Kissinger said, based on the board members' opinions, a hybrid meeting was the way to go.

G. Kirkpatrick said library architect Paul Mays would be at the July meeting, and staffers would continue to investigate how to handle the sound and video stream for a hybrid meeting. M. Kissinger said that if it can be figured out, the board would do a hybrid

meeting in July. C. Wijeyesinghe said sound amplification would help. M. Redmond asked what the hybrid meeting would mean for public participation and how soon other groups would be allowed to meet at the library. G. Kirkpatrick said the public could still comment via email, and the library is awaiting further guidance on outside meetings.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously approved the proposed updates to the library's phased reopening plan.

#### *Cyberliability insurance*

The board discussed this type of insurance last year, but ransomware attacks have become more frequent in recent months, even targeting a local school district and smaller library. G. Kirkpatrick said that although there are some structural advantages with a majority of the library's user and financial data already protected, there is some data the library would be loath to lose.

C. Brancatella said she supports the purchase of cyberliability insurance as ID theft and ransomware attacks are a much more rampant problem than a year ago. M. Redmond said that it makes a lot more sense to be considering it now. L. Scoons said she felt the cost is minimal compared to what it is buying for the library. M. Walsh agreed that things have changed since the last time the board discussed the topic. She said there seemed to be a range of prices quoted and wasn't sure if the library needed the highest coverage available. G. Kirkpatrick said he would work with the insurance broker to see what was involved. C. Wijeyesinghe said she would like to see more specific information and a recommendation.

#### *Hoopla monthly limit increase*

M. Redmond had a request from a patron about expanding the monthly download limits in one of the library's streaming services. There is now the option for individual libraries to increase their limits for Hoopla, a pay-per-use service with a current limit of 5 that was agreed upon by the Upper Hudson libraries when the service was first introduced at the beginning of the pandemic. G. Kirkpatrick said he would like to meet the higher level of service expectation of Bethlehem patrons and expand that limit to 10. He estimates the change would cost the library about \$1,500 more each month. M. Kissinger asked if there was a way to get data on the percentage of people who request more than 5 items.

#### *Five Rivers WiFi*

Five Rivers has installed a new outdoor classroom and asked if the library would be willing to extend WiFi service out to the new construction. To do so would involve extensive trenching and cabling. G. Kirkpatrick has reached out to pursue funding through elected officials because it is a unique partnership between the library and the DEC. He asked the board if they would be interested in covering the cost of the work or if they would prefer to wait and see if funding from elected officials happens.

The board agreed that they would wait and see if funding came though. M. Redmond said she didn't believe the library should bear the cost of the construction. C. Wijeyesinghe said she didn't want to take the concept off the table but wanted to explore other funding opportunities.

*Other new business*

M. Kissinger said the nominating committee for the upcoming year is looking for volunteers and asked that those interested get back to him or G. Kirkpatrick.

## OLD BUSINESS

*Long Range Plan steering committee – update*

G. Kirkpatrick said he included a draft of the Long Range Services Plan so people could have a chance to go through it before it came up for discussion. He said it outlines what the library is planning for the future from a services standpoint and asked the board to take a look at it and share their input.

M. Kissinger said the services plan was essentially the long range plan, and the building component is just one part of it.

C. Wijeyesinghe said she would like to look it over and asked if it could be a full board discussion in July or August.

M. Walsh asked if passport services had been taken off the table. G. Kirkpatrick said that passports, along with fishing and bus passes did not make it into the draft, but that is the kind of thing he'd like the board to discuss.

M. Kissinger said it would be a good time to discuss what the library could offer or even what isn't necessary anymore.

The board agreed to discuss the document further at the August or September meeting.

*Other old business*

C. Wijeyesinghe asked how the fine policy fit in with the Long Range Services Plan. G. Kirkpatrick said the plan was exactly the place to have that discussion. He said the library has a lot of data from the past year that C. Stollar Peters would be able to present.

M. Redmond said she felt the fines policy has Long Range Plan implications but did not see it as part of the services discussion and thought it might be something the board could hold off on for now.

C. Wijeyesinghe said she remembered H. Narang had said at the last meeting the board should make a decision before the library goes back to collecting fines. G. Kirkpatrick said that his direction from the board was to reinstitute fines July 1 with as much advance notice as possible.

L. Scoons said the board would be remiss to not have the conversation with all the data from a fine-free pandemic era. She noted that a lot more libraries are going to a fine-free model.

G. Kirkpatrick said his viewpoint is public libraries are moving away from having fines as a part of their business model.

C. Wijeyesinghe recommended the board focus on the building plan in July and discuss the Long Range Services Plan shortly after, including looking at the fines policy through the lens of social justice and inclusion stated in the service draft.

M. Kissinger said he would work with G. Kirkpatrick to talk about scheduling the discussion.

C. Wijeyesinghe asked whether the library would seek public opinion on the services plan and asked if the final version could be presented to the public like the budget is. G. Kirkpatrick said the draft was put together based on community feedback groups and surveys. He said he welcomes further public opinion.

C. Wijeyesinghe asked when the board would be discussing the capital fund pros and cons. S. Whiting said she wanted to have a discussion with the auditors for a better understanding of it from an accounting standpoint. M. Redmond said the discussion should go to the finance committee before it goes to the full board.

#### FUTURE BUSINESS

There was no future business discussed.

#### PUBLIC PARTICIPATION

There was no public participation.

#### EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board adjourned to executive session at 7:53pm to discuss contract negotiations pursuant to Article Fourteen of the Civil Service Law

On a MOTION by L. Scoons with a SECOND by M. Walsh, the board adjourned executive session at 8:46pm; no action was taken.

#### ADJOURNMENT

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board adjourned the regular meeting at 8:47pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president





## ELECTED AND APPOINTED LIBRARY OFFICERS' OATH

I do solemnly swear (affirm) that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the office of

### Bethlehem Public Library Trustee

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*name (please print)*

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*residential address (please print)*

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*signature*

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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*name and title of subscribing officer (please print)*

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*signature of subscribing officer*

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*beginning date of subscribing officer's term*

## **Bethlehem Public Library Board of Trustees proposed slate of officers for 2021-22**

Mark Kissinger, president

Michelle Walsh, vice president

Caroline Brancatella, secretary

Lisa Scoons, UHLS board representative

Sharon Whiting, treasurer



**Board Authorizations 2021-22****Library Attorneys**

Roemer, Wallens, Gold & Mineaux, LLP  
Nolan Heller Kauffman, LLP  
Whiteman Osterman and Hanna, LLP

**Library Insurance Broker**

Amsure Associates  
Marshall and Sterling

**Library Auditors**

Marvin and Company (*Last RFP 2019 – contract started July 2019*)

**Official Bank Depositories for Library Funds**

TD Bank (*Last RFP 2014 – contract started July 2014*)  
M&T Bank  
Key Bank  
NBT Bank  
Pioneer Bank

**Official Newspapers**

*The Spotlight*

**Board Meeting Dates**

Official business – generally the second Monday of the month  
Special meetings – called as needed

**Authorizations**

The Treasurer of the Board is to verify payrolls for the library.  
A petty cash fund of \$100 is established.  
The Treasurer, Account Clerk II and Director are authorized to enter into an agreement with TD Bank for electronic transfers of funds between library accounts effective July 1, 2014.  
The following payroll-related transactions may be transferred electronically: IRS, NYS Tax, NYS Deferred Comp.  
The Board authorizes payment of some time-sensitive bills by hand-drawn check between Board meetings.  
Wire transfers between authorized financial institutions are allowed.

**Bonding**

The Director, Account Clerk II and Board Treasurer are bonded for \$1,000,000.  
The Staff Assistant who prepares bank deposits is bonded for \$35,000.  
The Messengers are bonded for \$35,000.

**Bethlehem Public Library Board Meetings 2022**  
**(start time 6pm)**

January 10

February 14

March 14

April 11

May 9

June 13

July 11

August 8

September 12

October 11 (Tuesday – moved from  
Columbus Day)

November 14

December 12





## ETHICS STATEMENT FOR LIBRARY TRUSTEES

- Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all functions of library trustees.

I agree to abide by this ethics statement.

name (please print) \_\_\_\_\_

signature \_\_\_\_\_ date \_\_\_\_\_

*Adopted by the Board of Directors of the American Library Trustee Association, July 1985  
 Adopted by the Board of Directors of the Public Library Association, July 1985  
 Amended by the Board of Directors of the American Library Trustee Association, July 1988  
 Amendment approved by the Board of Directors of the Public Library Association, January 1989*

**Association for Library Trustees and Advocates (ALTA)**  
*a division of the American Library Association*

# HOLIDAYS AND OTHER CLOSINGS **DRAFT**

## 2021

Friday, January 1	New Year's Day	Closed
Monday, January 18	MLK, Jr. Day	Open 9-9
Monday, February 15	Presidents' Day	Open 9-9
Sunday, April 4	Easter Sunday	Closed
Saturday, May 29		Closed
Sunday, May 30		Closed
Monday, May 31	Memorial Day	Closed
Saturday, June 19	Juneteenth	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Sunday, July 4	Independence Day	Closed
Monday, July 5	Independence Day (observed)	Closed
Saturday, September 4		Closed
Sunday, September 5		Closed
Monday, September 6	Labor Day	Closed
Sunday, September 12: SUNDAY HOURS RESUME		
Monday, October 11	Columbus Day	Open 9-9
Thursday, November 11	Veterans Day	Open 9-9
Wednesday, November 24		Open 9-5
Thursday, November 25	Thanksgiving	Closed
Friday, November 26		Open 9-5
Friday, December 3	Staff Development Day	Closed
Friday, December 24	Christmas Eve	Closed
Saturday, December 25	Christmas Day	Closed
Friday, December 31	New Year's Eve (observed)	Closed
Saturday, January 1, 2022	New Year's Day	Closed

## 2022 proposed

Saturday, January 1	New Year's Day	Closed
Monday, January 17	MLK, Jr. Day	Open 9-9
Monday, February 21	Presidents' Day	Open 9-9
Sunday, April 17	Easter Sunday	Closed
Saturday, May 28		Closed
Sunday, May 29		Closed
Monday, May 30	Memorial Day	Closed
Sunday, June 19	Juneteenth	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Monday, July 4	Independence Day	Closed
Saturday, September 3		Closed
Sunday, September 4		Closed
Monday, September 5	Labor Day	Closed
Sunday, September 11: SUNDAY HOURS RESUME		
Monday, October 10	Columbus Day	Open 9-9
Friday, November 11	Veterans Day	Open 9-9
Wednesday, November 23		Open 9-5
Thursday, November 24	Thanksgiving	Closed
Friday, November 25		Open 9-5
Friday, December 2	Staff Development Day	Closed
Saturday, December 24	Christmas Eve	Closed
Sunday, December 25	Christmas Day	Closed
Monday, December 26	Christmas Day (observed)	Closed
Saturday, December 31	New Year's Eve	Open 10-3
Sunday, January 1, 2023	New Year's Day	Closed
Monday, January 2, 2023	New Year's Day (observed)	Closed

**Red indicates days that are part of the union contract.**

## Treasurer's Report July 2021

### Revenue and Expense Report

The year ended with a surplus of \$411,631, somewhat lower than last month's projection due largely to additional purchases of library books and e-collections. This compares to the prior year surplus of \$373,797. I've included an additional schedule explaining the variances. We experienced savings in salaries, due to turnover savings and holding some positions open due to COVID. Additionally, operations expenses were lower than budgeted due to savings in utilities (\$12,000), various office supplies and expenses (\$48,000), special programs (\$25,000), and property tax refunds (\$20,000). We also did not spend \$104,600 in budgeted capital expenditures.

I am working on a history of the fund balance and hope to bring some information and a recommendation for managing the fund balance to the board next month.

Sharon Whiting CPA  
District Library Treasurer

## BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT  
EXPLANATION OF VARIANCES

## FISCAL YEAR 2020-2021

	ANNUAL BUDGET 2020-2021	ACTUAL 2020-2021	DOLLAR VARIANCE	PERCENT VARIANCE	EXPLANATION
<b>REVENUE</b>					
Real Property Taxes	4,172,563	4,172,563	0		
PILOT	211,637	213,581	1,944	-4.21%	
Fines	28,000	3,882	(24,118)	52.18%	COVID impact
Interest on Deposits	30,000	6,661	(23,339)	50.50%	Very low interest rates
Lost Book Payments	-	2,870	2,870	-6.21%	
Sale of Books	5,000	-	(5,000)	10.82%	
Gifts and Donations, Misc	1,000	9,520	8,520	-18.43%	
Photocopier	7,500	-	(7,500)	16.23%	
State Aid	24,000	24,404	404	-0.87%	
Grants	-	-			
Miscellaneous Income	-	-			
Total Revenue	<u>4,479,700</u>	<u>4,433,481</u>	<u>(46,218)</u>	<u>100.00%</u>	
<b>EXPENSES</b>					
Salaries	2,363,565	2,171,866			
Retirement	291,089	287,751			
Health Insurance	310,433	313,153			
Other Benefits	<u>201,213</u>	<u>180,113</u>			
Subtotal Salaries & Benefits	3,166,300	2,952,883	213,417	46.61%	Turnover savings, holding some positions open
Library Materials - Print	302,500	233,885			
Library Materials - Electronic & Audio	<u>284,000</u>	<u>327,195</u>			
Subtotal Library Material	586,500	561,080	25,420	5.55%	
Operations	601,900	487,490	114,410	24.99%	Util, office suppl/exp, special prog, prop. tax refunds
Capital Expenditures	125,000	20,398	104,602	22.85%	Expected savings for future capital projects
Total Expenses	<u>4,479,700</u>	<u>4,021,851</u>	<u>457,849</u>	<u>100.00%</u>	
Net Surplus (Deficit)	<u>-</u>	<u>411,631</u>	<u>411,631</u>		



## BETHLEHEM PUBLIC LIBRARY

## CASH &amp; INVESTMENTS SUMMARY

AS OF 6/30/21

SUMMARY OF CASH ACTIVITY
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ACCOUNT	CASH BALANCE			TRANSFERS	CASH BALANCE
	5/31/2021	RECEIPTS	DISBURSEMENTS		6/30/2021
TD Bank General Fund	1,514,527.19	10,915.87	(267,616.53)	173,457.61	1,431,284.14
TD Bank Payroll	-		(126,542.39)	126,542.39	-
TD Bank Money Market	2,726,543.89	309.03	-	(300,000.00)	2,426,852.92
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	5,000.00	-	(2,389.58)	-	2,610.42
TOTAL:	<u>4,246,071.08</u>	<u>11,224.90</u>	<u>(396,548.50)</u>	<u>-</u>	<u>3,860,747.48</u>

INVESTMENTS
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None

Checks outstanding greater than 90 days old:

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

## BETHLEHEM PUBLIC LIBRARY

## REVENUE &amp; EXPENSE REPORT

## 12 MONTHS ENDED 6/30/21

## FISCAL YEAR 2020-2021

	ANNUAL BUDGET 2020-2021	YTD ACTUAL 12 MO. ENDED 6/30/2021	Percent YTD 6/30/2021	ANNUAL BUDGET 2019-2020	YTD PRIOR 12 MO. ENDED 6/30/2020	Percent YTD 6/30/2020
<b>REVENUE</b>						
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	3,882	13.9%	30,000	23,767	79.2%
Interest on Deposits	30,000	6,661	22.2%	10,000	37,490	374.9%
Lost Book Payments	-	2,870	0.0%	-	2,486	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%
<b>Total Revenue</b>	<b>4,479,700</b>	<b>4,433,481</b>	<b>99.0%</b>	<b>4,346,314</b>	<b>4,372,530</b>	<b>100.6%</b>
<b>EXPENSES</b>						
Salaries	2,363,565	2,171,866	91.9%	2,333,137	2,220,917	95.2%
Retirement	291,089	287,751	98.9%	279,232	284,921	102.0%
Health Insurance	310,433	313,153	100.9%	308,660	301,080	97.5%
Other Benefits	201,213	180,113	89.5%	202,885	183,081	90.2%
Subtotal Salaries & Benefits	3,166,300	2,952,883	93.3%	3,123,914	2,989,999	95.7%
Library Materials - Print	302,500	233,885	77.3%	292,500	201,978	69.1%
Library Materials - Electronic & Audio	284,000	327,195	115.2%	252,500	313,514	124.2%
Subtotal Library Material	586,500	561,080	95.7%	545,000	515,492	94.6%
Operations	601,900	487,490	81.0%	552,400	466,978	84.5%
Capital Expenditures	125,000	20,398	16.3%	125,000	26,265	21.0%
<b>Total Expenses</b>	<b>4,479,700</b>	<b>4,021,851</b>	<b>89.8%</b>	<b>4,346,314</b>	<b>3,998,734</b>	<b>92.0%</b>
<b>Net Surplus (Deficit)</b>	<b>-</b>	<b>411,631</b>		<b>-</b>	<b>373,797</b>	

## BETHLEHEM PUBLIC LIBRARY

## EXPENSES REPORT - DETAIL

12 MONTHS ENDED 6/30/21

FISCAL YEAR 2020-2021

Account Name	ANNUAL BUDGET 2020-2021	YTD ACTUAL 12 MO. ENDED 6/30/2021	Percent YTD 6/30/2021	ANNUAL BUDGET 2019-2020	YTD PRIOR 12 MO. ENDED 6/30/2020	Percent YTD 6/30/2020
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,197,064	1,059,666	88.5%	1,158,186	1,151,339	99.4%
Salaries-Clerical	996,099	955,650	95.9%	1,014,578	913,923	90.1%
Salaries-Custodians	170,402	156,550	91.9%	160,373	155,654	97.1%
<b>Subtotal Salaries</b>	<b>2,363,565</b>	<b>2,171,866</b>	<b>91.9%</b>	<b>2,333,137</b>	<b>2,220,917</b>	<b>95.2%</b>
Retirement	291,089	287,751	98.9%	279,232	284,921	102.0%
Health Ins.	310,433	313,153	100.9%	308,660	301,080	97.5%
SocSec/Medicare	180,813	161,313	89.2%	178,485	164,607	92.2%
Worker's Comp.	19,000	18,226	95.9%	23,000	14,829	64.5%
Unemployment	-	(748)	0.0%	-	2,338	0.0%
Disability Ins.	1,400	1,322	94.4%	1,400	1,307	93.3%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,166,300</b>	<b>2,952,883</b>	<b>93.3%</b>	<b>3,123,914</b>	<b>2,989,999</b>	<b>95.7%</b>
<b>Library Materials</b>						
Adult books	171,000	162,384	95.0%	171,000	121,069	70.8%
Periodicals	24,000	12,761	53.2%	21,000	22,363	106.5%
YS Books	85,000	49,236	57.9%	85,000	50,175	59.0%
Special Collections	22,500	9,503	42.2%	15,500	8,371	54.0%
<b>Subtotal Print Materials</b>	<b>302,500</b>	<b>233,885</b>	<b>77.3%</b>	<b>292,500</b>	<b>201,978</b>	<b>69.1%</b>
Audiobooks	30,000	32,927	109.8%	33,000	20,470	62.0%
E-Collections	156,000	226,049	144.9%	122,000	219,910	180.3%
Electronic Resources	28,000	24,885	88.9%	28,000	28,946	103.4%
YS Audiobooks	5,000	6,861	137.2%	4,500	3,452	76.7%
YS Media	7,000	4,652	66.5%	7,000	7,541	107.7%
AS Media	58,000	31,822	54.9%	58,000	33,195	57.2%
<b>Subtotal Electronic &amp; Audio</b>	<b>284,000</b>	<b>327,195</b>	<b>115.2%</b>	<b>252,500</b>	<b>313,514</b>	<b>124.2%</b>
<b>Subtotal Library Materials</b>	<b>586,500</b>	<b>561,080</b>	<b>95.7%</b>	<b>545,000</b>	<b>515,492</b>	<b>94.6%</b>
<b>Operations</b>						
Copiers and supplies	20,000	6,070	30.3%	22,000	6,561	29.8%
Office supplies	14,000	22,703	162.2%	13,000	12,422	95.6%
Custodial supplies	22,000	16,042	72.9%	18,000	13,310	73.9%
Postage	20,000	15,531	77.7%	18,000	15,535	86.3%
Printing & Marketing	35,000	18,056	51.6%	30,000	26,602	88.7%
Van lease & oper.	4,000	268	6.7%	2,000	980	49.0%
Gas and Electric	60,000	48,386	80.6%	60,000	43,781	73.0%
Telecommunications	18,000	12,475	69.3%	17,000	12,295	72.3%
Water	2,700	2,038	75.5%	2,700	3,289	121.8%
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	37,112	123.7%	15,000	31,943	213.0%
Contract Services	42,000	15,309	36.4%	37,500	45,028	120.1%
Insurance	29,000	18,935	65.3%	29,000	23,167	79.9%
Travel/Conference	8,000	2,012	25.1%	10,000	14,976	149.8%
Memberships	3,000	2,256	75.2%	2,000	1,793	89.6%
Special Programs	43,000	17,941	41.7%	25,000	15,111	60.4%
Furniture & Equipment	50,000	40,772	81.5%	50,000	32,378	64.8%
IT Hardware & Software	42,000	65,492	155.9%	42,000	45,571	108.5%
Bld & Grnd. Repair	40,000	38,007	95.0%	40,000	20,904	52.3%
Furn/Equip Repair	2,000	1,307	65.3%	2,000	1,019	50.9%
Miscellaneous	3,500	16,348	467.1%	3,500	6,832	195.2%
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	50,997	100.0%	50,000	49,822	99.6%
<b>Subtotal Operations</b>	<b>601,900</b>	<b>487,490</b>	<b>81.0%</b>	<b>552,400</b>	<b>466,978</b>	<b>84.5%</b>
Capital Expenditures	125,000	20,398	16.3%	125,000	26,265	21.0%
<b>TOTAL</b>	<b>4,479,700</b>	<b>4,021,851</b>	<b>89.8%</b>	<b>4,346,314</b>	<b>3,998,734</b>	<b>92.0%</b>

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

CHECKS DISBURSED IN JUNE 2021 BASED ON PRE-APPROVAL	\$	92,291.82
CHECKS DISBURSED IN JUNE 2021 RELATING TO PAYROLL	\$	183,312.32
CHECKS BEING SUBMITTED FOR APPROVAL	\$	64,198.92
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 46: MANUAL DISB (JUN 21) For Dates 6/1/2021 - 6/30/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39604	06/01/2021	1424	AFLAC NEW YORK		363.32
39605	06/01/2021	1984	ANDY MORSE	210472	475.00
39606	06/01/2021	1833	BLUESHIELD OF NORTHEASTERN NY		8,917.88
39607	06/01/2021	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,510.63
39608	06/01/2021	2366	CORNING MUSEUM OF GLASS	210462	300.00
39609	06/01/2021	2368	ELIZABETH KASIUS	210476	725.00
39610	06/01/2021	2369	JENNA WARNER		17.99
39611	06/01/2021	716	RON CAIN	210474	310.00
39612	06/01/2021	2312	ULYSSES S. GRANT COTTAGE	210478	100.00
39613	06/01/2021	2061	UNITED HEALTHCARE INSURANCE CO		123.80
39614	06/01/2021	1581	UNITED STATES POSTAL SERVICE	210477	1,294.00
39615	06/01/2021	1607	VERIZON BUSINESS FIOS	210000	125.78
39616	06/01/2021	1607	VERIZON BUSINESS FIOS	210000	124.99
39617	06/01/2021	1891	WENDELL, MARTY	210473	650.00
39671	06/11/2021	2113	NYSIF DISABILITY BENEFITS		1,302.61
39672	06/11/2021	559	STATE INSURANCE FUND		16,614.67
39673	06/11/2021	2137	WEX BANK	210003	28.94
39674	06/21/2021	2087	CITIBANK	210510	1,374.94
39675	06/21/2021	720	MVP HEALTH PLAN, INC.		4,943.76
39676	06/21/2021	1570	NATIONAL GRID		4,461.15
39677	06/21/2021	2273	THOMAS COLE NATIONAL HISTORICAL SITE	210504	100.00
39678	06/21/2021	1607	VERIZON BUSINESS FIOS	210000	120.78
39679	06/22/2021	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,638.21
39680	06/22/2021	2061	UNITED HEALTHCARE INSURANCE CO		136.40
39684	06/28/2021	1833	BLUESHIELD OF NORTHEASTERN NY		8,917.88
39685	06/28/2021	1607	VERIZON BUSINESS FIOS	210000	125.78
39686	06/28/2021	1607	VERIZON BUSINESS FIOS	210000	124.99
39687	06/30/2021	1424	AFLAC NEW YORK		363.32

**Number of Transactions: 28**

**Warrant Total: 92,291.82**

**Vendor Portion: 92,291.82**

### 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 - 47: TRUST & AGENCY (JUN 21) For Dates 6/1/2021 - 6/30/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39668	06/15/2021	712	CIVIL SERVICE EMPL ASSOC INC.		935.57
39669	06/15/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39670	06/15/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39681	06/30/2021	712	CIVIL SERVICE EMPL ASSOC INC.		935.57
39682	06/30/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39683	06/30/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100562	06/15/2021	709	BPL SPECIAL PAYROLL ACCOUNT		62,366.90
100563	06/15/2021	710	NYS INCOME TAX BUREAU		3,623.34
100564	06/15/2021	1946	IRS - PAYROLL TAX PMT		20,473.23
100565	06/15/2021	2003	NEW YORK STATE DEFERRED		1,564.22
100566	06/30/2021	709	BPL SPECIAL PAYROLL ACCOUNT		64,175.49
100567	06/30/2021	710	NYS INCOME TAX BUREAU		3,710.58
100568	06/30/2021	730	NYS EMPLOYEES RETIREMENT SYSTE		2,554.94
100569	06/30/2021	1946	IRS - PAYROLL TAX PMT		20,949.34
100570	06/30/2021	2003	NEW YORK STATE DEFERRED		1,483.14

**Number of Transactions: 15**

**Warrant Total: 183,312.32**

**Vendor Portion: 183,312.32**

### 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 - 1: CASH DISB (JUL 21) For Dates 7/13/2021 - 7/13/2021**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39691	07/13/2021	1009	AMAZON CREDIT PLAN		3,388.46
39692	07/13/2021	61	AQUASCAPE DESIGNS LLC		82.99
39693	07/13/2021	77	BAKER & TAYLOR , INC.		10,310.38
39694	07/13/2021	1186	BAKER AND TAYLOR ENTERTAINMENT		25.46
39695	07/13/2021	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.		553.13
39696	07/13/2021	697	CAPITAL REGION BOCES	220014	14,010.00
39697	07/13/2021	827	PHYLLIS CHAMBERS		445.50
39698	07/13/2021	2370	DIANNA BONESTEEL	210483	400.00
39699	07/13/2021	1674	FINDAWAY		4,080.31
39700	07/13/2021	1986	FIRSTLIGHT FIBER	220001	190.70
39701	07/13/2021	2361	FUN EXPRESS		179.74
39702	07/13/2021	787	GUILDERLAND PUBLIC LIBRARY		16.99
39703	07/13/2021	745	MARY HARTMAN		445.50
39704	07/13/2021	2367	JEFFEREY M. MACK	210475	865.00
39705	07/13/2021	1155	LAKESHORE LEARNING MATERIALS		408.81
39706	07/13/2021	2201	LANE PRESS OF ALBANY		3,106.00
39707	07/13/2021	2008	LET'S DRUM	210409	225.00
39708	07/13/2021	2127	MASS MoCA	220020	250.00
39709	07/13/2021	1024	MIDWEST TAPE LLC		2,238.68
39710	07/13/2021	1172	ANNE B MOSHER		445.50
39711	07/13/2021	809	NANCY PIERI		445.50
39712	07/13/2021	2121	NYSPSP		57.00
39713	07/13/2021	1823	OVER DRIVE INC.		16,787.64
39714	07/13/2021	458	PITNEY BOWES INC	220012	460.41
39715	07/13/2021	478	QUILL.COM		680.71
39716	07/13/2021	505	ROEMER WALLENS GOLD & MINEAUX		1,333.50
39717	07/13/2021	2372	RYAN DELANEY	210485	750.00
39718	07/13/2021	1767	SCHOLASTIC, INC.		53.80
39719	07/13/2021	1912	SIENA FENCE		490.00
39720	07/13/2021	2038	STAPLES BUSINESS ADVANTAGE		45.66
39721	07/13/2021	2154	STERICYCLE, INC.		41.02
39722	07/13/2021	2211	STORM KING ART CENTER	220021	125.00
39723	07/13/2021	2056	SUPERIOR PRESS		42.55
39724	07/13/2021	2340	T-MOBILE	220015	133.00
39725	07/13/2021	2049	THE RENSSELAERVILLE LIBRARY		80.00
39726	07/13/2021	2328	UNIFIRST CORPORATION		91.83
39727	07/13/2021	632	UPPER HUDSON LIBRARY SYSTEM		28.00
39728	07/13/2021	645	W W GRAINGER INC		431.66
39729	07/13/2021	1707	AUDREY WATSON		445.50
39730	07/13/2021	1593	WILLIAM K. SANFORD LIBRARY	220018	7.99

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 1: CASH DISB (JUL 21) For Dates 7/13/2021 - 7/13/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 40				Warrant Total:	64,198.92
				Vendor Portion:	64,198.92

### 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



July 12, 2021 - Board of Trustee Meeting											
											25
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
<b>Previously Approved to Fill</b>											
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 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 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				
Librarian I FT	Public Services	35 hrs/wk		\$53,373 annual or per contract	F. Somers	6/14/2021	6/14/2021				
Library Clerk PT	Circulation Services	11.57 hrs/wk		\$13.89/hour or per contract	J. Defibaugh	6/9/2021	6/14/2021	Filled	L. Cataldo	6/28/2021	Hire
<b>Action Requested</b>											
<b>Positions Held</b>											
None											

## Director's Report July 2021

### Building and Grounds

The maintenance staff has been working with the garden volunteers to make some improvements to the gardens. The grounds are looking great. This is important because we are using the outside grounds for programs much more than a typical year. The weather has been a challenge, but all staffers have been working hard to make sure that we have as many people participating as possible.

A repair was made to condenser fans on one of the rooftop units. The quote was over my authorization limit so I requested permission to move forward as outlined in the purchasing policy because this could have impacted the air conditioning. The repair was time-dependent and necessary. I have included the quote with my report.

### Public Services

Fines were reinstated with fine amnesty lasting through the end of June. Some patrons have been confused that items checked out and kept overdue during the pandemic were being charged fines, which is the case. The Circulation Department will continue to work with those impacted.

I had a patron concerned that our museum passes are available to users from any UHLS library but not all museum passes are available to our users. I had a good conversation with the patron and explained that the largest libraries in Albany County, those that are our biggest “trading partners” do allow use from across the system. As these libraries and their users represent the vast majority of the inter library exchanges, the impact of libraries further afield in the system is significantly smaller. Getting all the libraries to agree on anything is nearly impossible, but most libraries in the system share their passes as we do. I did not go on to explain that our library is a huge net borrower of items from across the system, and the benefit of system participation is definitely tilted in our favor.

It has been a busy month with lots of services restarting. More furniture has been returned to traditional locations. Study rooms are available again as are reservations for the Community Room and Board Room. In-house laptops are available for loan once again and hallway exhibits have restarted. The hallways look very inviting with artwork displayed on the walls once again.

### Programs and Outreach

The Summer Reading Challenge is off to a great start. There has been a positive response to the new brochures that were given out at school. Schools that could not accommodate a live visit still provided the materials to families. In the first week we have almost exceeded the 2020 sign-ups. We do not anticipate seeing pre-pandemic levels of participation this year, but it's great to have so much interest.

Outdoor programming is going very well even with the unpredictable weather. We are seeing decent turn-outs, but it is obvious that some people are not yet ready to participate in group

events. Library staffers are being very flexible to adjust with rain and heat and participants are so happy to be back in person.

Mary hosted a crafty Tails and Tales Kick-off event. Several families created tails to shake on the green.

Kate provided the first in-person early literacy programs in over a year with Music and Movement. The second one was very well attended and patrons were so happy to be back in person. Cathy and Luke offered a Family Story Time which had a smaller turnout, but still brought some happy families to the green.

Evenings on the Green started early this year and was met immediately with inclement weather. The first week's concert was moved to Wednesday, but the concert went well and participants spread out and had a really good time. The second week encountered some rain on Tuesday night, but the band stayed dry under the new tent and the participants who stayed used the Friends umbrellas to keep the rain off while the concert wrapped up.

Virtual programming will decrease now that in-person events have begun, but some are still being offered. Tori's virtual *Sew It Yourself* market tote program was very fun and successful. Participants shared their creations and the photos are below. The *Be the DJ* listening party was a fun end to the season and the spring book discussions wrapped up as well.

Michelle collaborated with the Mohawk Hudson Land Conservancy to install a new storywalk on the Norman's Kill West Preserve. We now have three locations with books – here at the library, the Pine Hollow Arboretum and the MHLIC. We are using an online form to track participation and feedback this year. We already have had some positive feedback.

#### Outreach:

Our first visit back to the Farmer's Market went well and saw about 170 people. Lots of patrons asked if the library is open so it's definitely helping to get the word out that the library is still here. Plenty of titles were checked out, and it was a great start to the season.

Kate visited every K-4 class at Slingerlands virtually (18 in total) to share some tales and promote the summer reading program. Kate reports back that several students have stopped into the library to say hi because they recognized her from the visits.

Tori visited two Elsmere fifth-grade classes virtually to promote summer reading, RIF and library events and services. By dropping off her flyers and books at the school before the visit she was still able to raffle off RIF books for each class.

Tori created a summer reading promotional video for fifth-grade classes at Hamagrael, Glenmont, and Eagle. She provided flyers and RIF books to be raffled off when the students viewed the video.

Tori created a different summer reading promotional video for the middle school librarian to show to her classes. Tori dropped off enough brochures for every student and a book to be

raffled off for each class. The librarian replied, “Thank you so much for everything, Tori! I've distributed everything and faculty is very appreciative. Have a wonderful weekend!”

Tori visited all four fifth-grade classes at Slingerlands to promote summer reading, RIF, and library events and services. She dropped off brochures for all of the classes and provided RIF books to raffle off.

Cathy did live virtual visits for three Virtual Learning Academy classes (2,3,5) grades. She also sent out the electronic version of the summer reading brochure for the principal to share with all of the classes.

Mary provided flyers to Glenmont for summer reading promotion and created a promotional video for the school librarian to show. She was recognized by visiting patrons from her video almost immediately!

Mary worked with a Glenmont 4/5-grade class to register the students for library cards. The Circulation department was a great help in getting the cards completed so Mary could drop them off before school ended.

Mary collaborated with the high school librarian to provide summer reading brochures to the students. They are also busy planning for the return of the high school book club in the fall.

Michelle virtually visited the Elsmere skills class to promote the summer reading program.

Anne did virtual summer reading promotional visits for the students at St. Thomas and Elsmere Elementary. She dropped off brochures ahead of time so the students could take home materials.

Michelle created a summer reading promotional video for Hamagrael to be shared by the school librarian. She also dropped off summer reading brochures for all classes at both Hamagrael and Eagle.

The fist BPL Educator Newsletter was sent out to all school librarians and principals with the request they share it with their staff.

#### Farmer's Market



#### Tails and Tales Kick-Off



Marty Wendell Evening on the Green



Market Totes



New Storywalk at MHLC



### Signs of Summer Reading



### Circulation and Technical Services

This month marks the first time our OverDrive shared collection has exceeded 100,000 items!

New board games have been added to the collection and Library of Things items previously held out of circulation are back and available in the collection. We added a heat therapy lamp, an electric and magnetic field tester, and a Super 8 and 8mm film to digital converter. One of these converters will also be added to the Studio Makerspace as that comes back online.

On Tuesday, June 29, the library system performed an upgrade to our Sierra library software. We were unable to use the system for much of the morning that day. Thanks to the hard work of the Circulation staff and the IT department we had workarounds in place that allowed us to continue to check out books to the public with little impact on customer service.

I am helping with the beta test for a new app for the Upper Hudson Library System that will allow patrons to check out items using their mobile device. I have used this function, and I am quite pleased with how it works as well as the overall usability of the app.

## **Continuing Education and Committee Work**

Cathy:

Attended 2 ATF meetings – the taskforce is currently working on the structure for the future of the group since the first year has come to an end.

Attended the NYLA DLP closing event and watched the short group presentations.

Chris:

Participated in the final CSLP Listening session on wordsmithing the 2024 slogan and a follow-up discussion meeting.

Attended the virtual UHLS Annual Celebration.

Frank:

Completed NYLA's Developing Leaders Program. The final celebratory DLP session included the presentation of the group final projects.

Luke:

Viewed the CDLC/Nerdy Best Friend webinar Tech Tools for Serious Self Care, which discussed and demonstrated free and low-cost apps and websites that address mental health and wellbeing.

Watched various OverDrive and Libby training on demand videos.

Michelle:

OCLC webinar titled "FirstSearch an overview" – June 8

Alzheimer's Association online training "10 Warning Signs of Alzheimer's" – June 24

Patti:

Viewed the Unique Chat instructional videos.

Sylvia and Laura

Finished their participation in the New York Library Association Library Skills Academy. Catherine participated as an instructor in the final session.

Geoffrey Kirkpatrick, Library Director



301 Old Niskayuna Road, Suite 1  
Latham, NY, 12110  
Phone: (518) 785-1315  
Fax (518) 785-4359

June 25,2021

BETHLEHEM PUBLIC LIBRARY  
451 DELAWARE AVENUE  
DELMAR, NY, 12054

**Project Name:RTU-3 and RTU-4**

**Site Name:BETHLEHEM PUBLIC LIBRARY**

We are pleased to offer you this proposal for performance of the following services for the Equipment listed. Services will be performed using Trane's Exclusive Service Procedure to ensure you get full benefit of our extensive service experience, coupled with the distinct technical expertise of an HVAC Equipment manufacturing leader. Our innovative procedure is environmentally and safety conscious, and aligns expectation of work scope while providing efficient and productive delivery of services.

**Equipment List:**

Equipment	Model Number	Serial Number
RTU-3 and RTU-4	V2S534ABE2A3BBECB1	N1E8758233 and N1E8754515

**Scope of Service:**

**Replace two failed condenser fan motors and one failed space pressure sensor. The repairs will be made as follows: RTU-4, replace the failed circuit #3 condenser fan motor. RTU-3, replace the failed circuit #2 condenser fan motor and building pressure sensor. Calibrate the sensor for proper control through the BMS.**

**Total Price:..... \$5138.00**

**Clarifications**

- 1. Applicable taxes are not included and will be added to the invoice.
- 2. Any service not listed is not included.
- 3. Work will be performed during normal Trane business hours unless stated
- 4. Travel time is not included unless stated

[Response Link](#)

I appreciate the opportunity to earn your business, and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

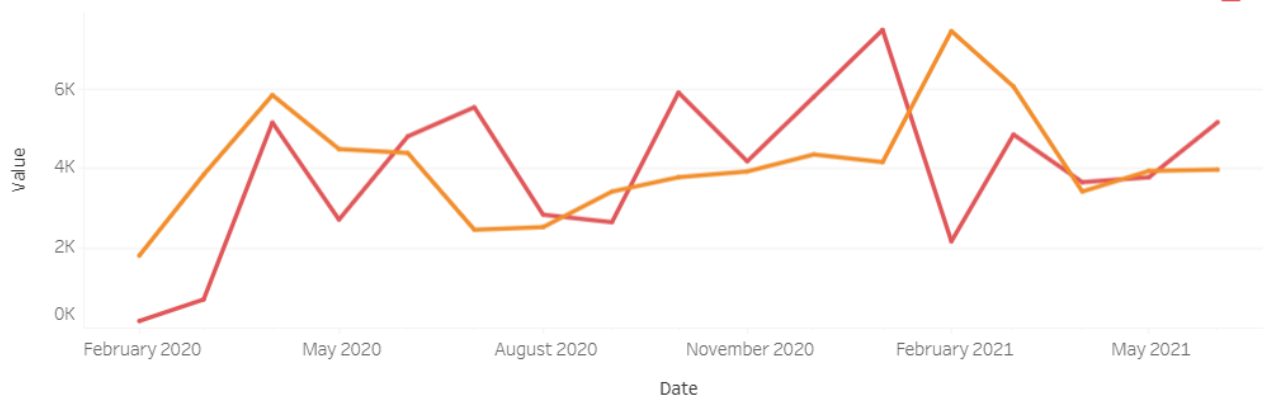
Sincerely,  
Jim VanSchaick  
Trane Service Technician  
Jim.VanSchaick@trane.com

**This proposal is valid 30 days from June 25,2021. This agreement is subject to Customer's acceptance of the attached Trane USA Services Terms and Conditions.**



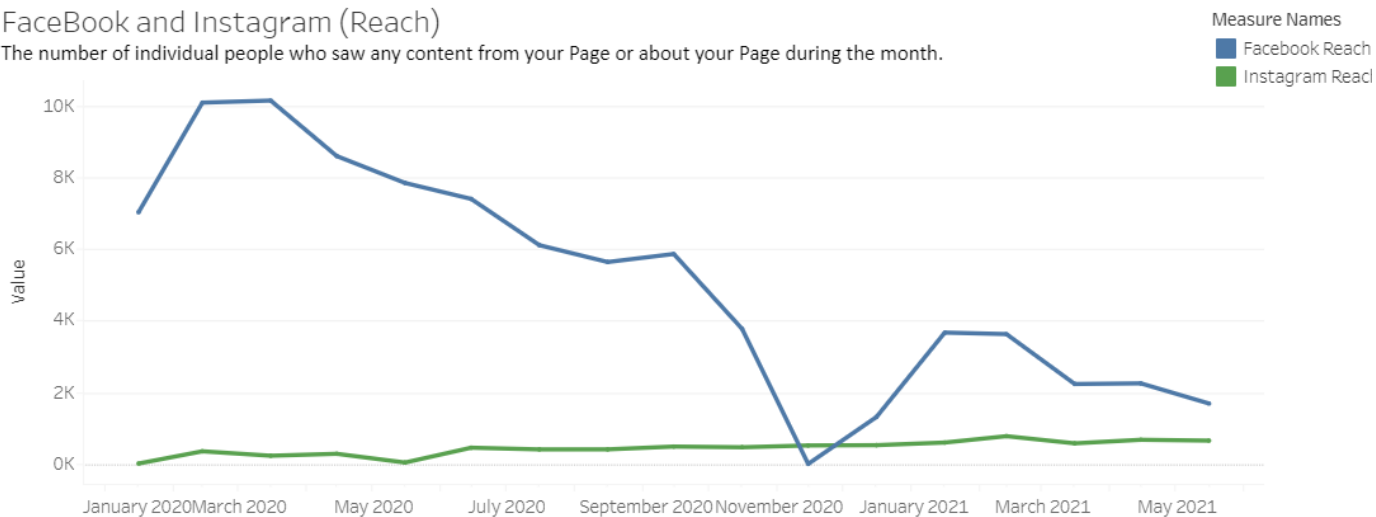
### YouTube and Twitter (Impressions)

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

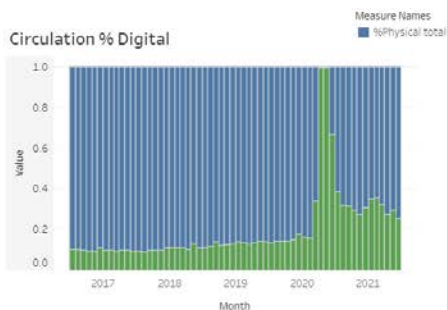


### FaceBook and Instagram (Reach)

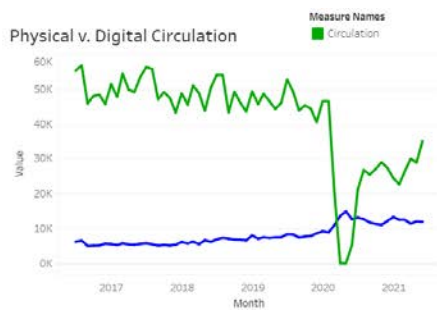
The number of individual people who saw any content from your Page or about your Page during the month.



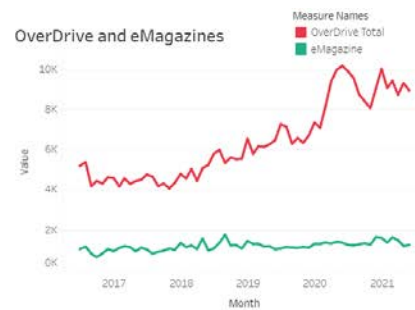
### Circulation % Digital



### Physical v. Digital Circulation

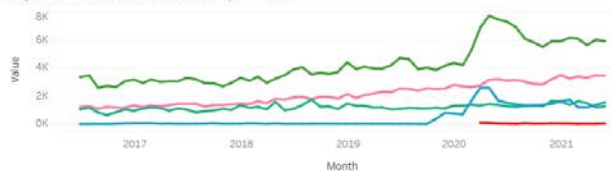


### OverDrive and eMagazines



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

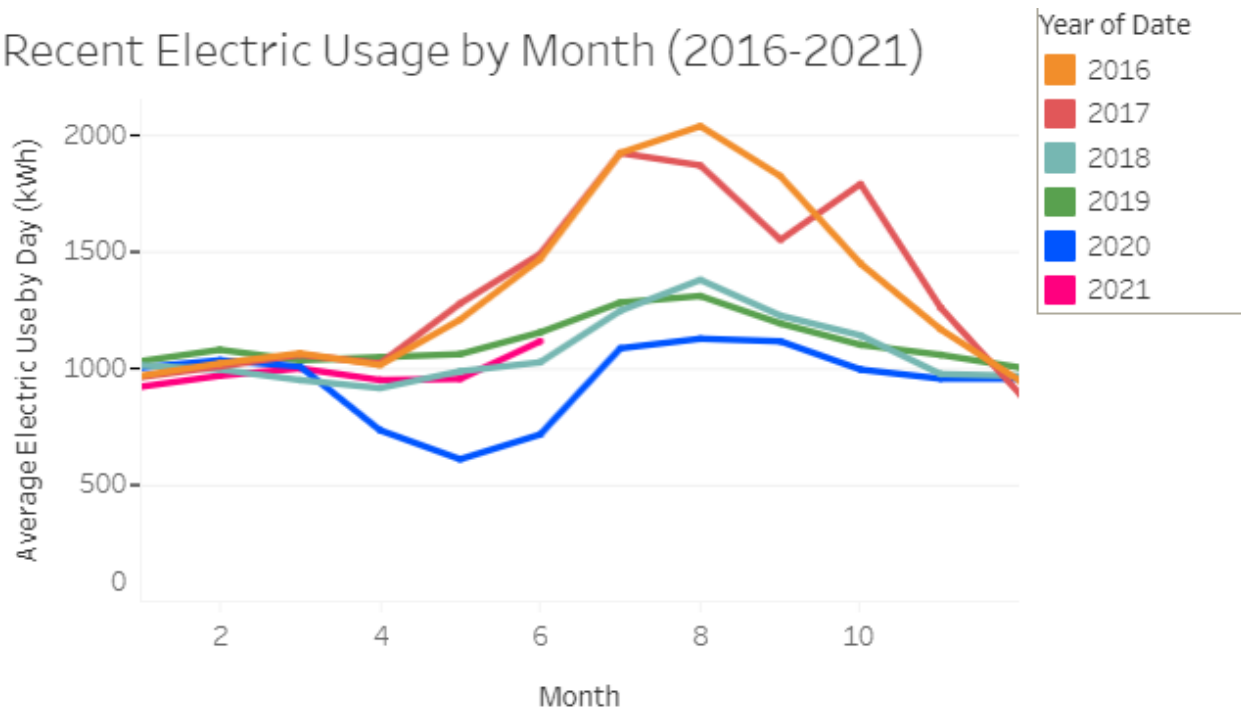
### Digital Content Circulation by Format



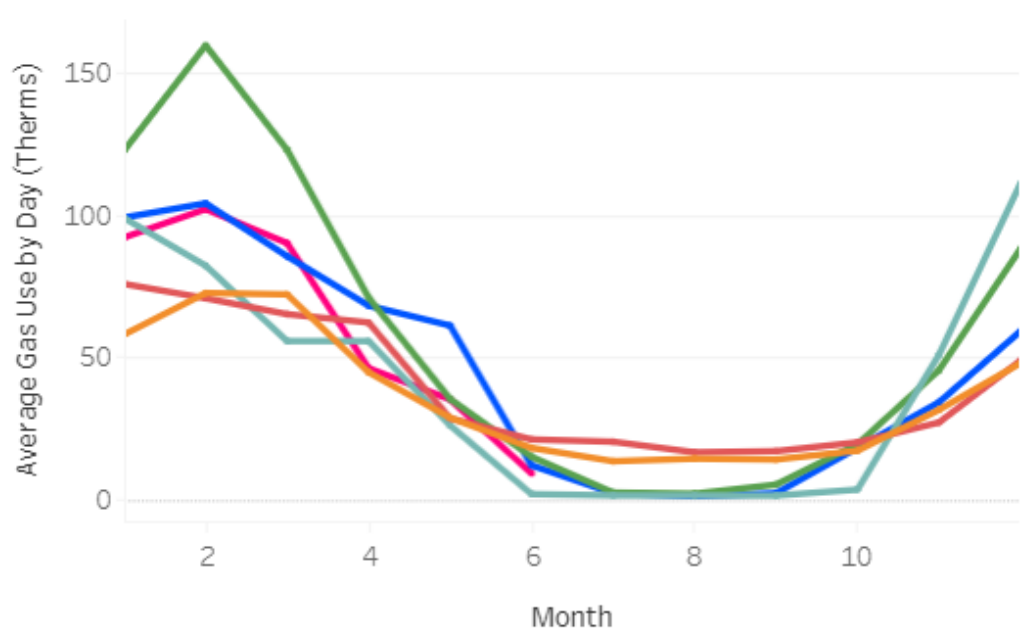
### Digital Content Circulation by Format



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



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



Library Collection				2019-20	Current Total
Adult fiction				26,385	27,576
Adult non-fiction				30,185	29,912
Adult audio				7,078	6,342
Adult video				8,470	8,146
Young adult fiction				5,532	5,372
Young adult nonfiction				544	492
Young adult audiobooks				383	418
Children's fiction				27,219	27,336
Children's non-fiction				15,431	15,910
Children's audiobooks				1,693	1,850
Children's video				1,968	1,961
OverDrive - UHLS Shared				83,237	100,026
e-magazines				133	3,582
Electronic (games, ereaders)				567	450
Total				208,825	229,373
Library Programs	Jun-21	Jun-20	% change	2019-20	F-Y-T-D
Programs	20	16	25.0%	681	211
Program attendance	392	261	50.2%	17,496	2,531
Outreach Programs	44	6	633.3%	167	450
Outreach Attendance	869	43	1920.9%	6,519	1,357
Circulation	Jun-21	Jun-20	% change	2019-20	F-Y-T-D
Adult fiction	11,781	6,704	75.7%	129,442	122,358
Adult non-fiction	5,897	2,401	145.6%	76,015	62,005
Adult audio	4,224	2,587	63.3%	41,368	43,240
Adult video	5,872	2,416	143.0%	82,500	54,329
Adult magazines	1,254	1,373	-8.7%	20,008	19,130
Young adult fiction	1,849	645	186.7%	15,733	18,086
Young adult nonfiction	144	19	657.9%	1,125	1,303
Young adult audiobooks	196	122	60.7%	1,372	2,364
Young adult magazines	1	0	und	42	25
Children's fiction	11,539	2,002	476.4%	103,223	106,794
Children's non-fiction	2,471	344	618.3%	26,793	24,559
Children's audiobooks	800	193	314.5%	5,909	8,160
Children's video	519	72	620.8%	8,592	4,734
Children's magazines	3	0	und	156	91
Electronic (games, ereaders)	347	42	726.2%	5,897	2,772
Total	46,897	18,919	147.9%	515,775	469,949
Interlibrary Loan	Jun-21	Jun-20	% change	2019-20	F-Y-T-D
Borrowed from others	6,567	3,129	109.9%	63,224	95,316
Loaned to others	4,495	1,083	315.1%	47,571	64,417
Miscellaneous	Jun-21	Jun-20	% change	2019-20	F-Y-T-D
Visits to our home page	37,257	51,039	-27.0%	768,694	483,316
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	9,627	0	und	216,914	41,521
Registered BPL borrowers	92	69	33.3%	894	562
Computer signups	398	1	39700.0%	28,904	860
Museum Pass use	89	1	und	1,385	324
E-book use	5,888	7,688	-23.4%	60,858	73,602
E-audiobook use	3,419	3,137	9.0%	32,118	38,322
E-magazine use	1,254	1,420	-11.7%	14,069	16,380
Streaming video use	1,540	2,577	-40.2%	11,165	16,004
BCSD use via Overdrive	192	0	und	n/a	1,643
Equipment	211	0	und	3,612	1,379
Wireless Use	9,101	4,258	113.7%	112,679	75,484



P.O. Box 7488  
 Madison, WI 53707-7488  
 PH 800-462-8709 FAX 888-329-4728

# QUOTATION

Reference: G1153057  
 Contract/Bid ID: 3605109  
 Today: 6/09/21  
 Quote Expiration Date: 7/09/21

NAME: Bethlehem Public Library  
 CONTACT: EDRA NEHME  
 PHONE: 518-439-9314  
 EMAIL: procurement@bethpl.org

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
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1	1	W13594950	Kingsley 80 C-Series Supermax Versa DualDrop Return	Paint Color Luster	6,788.99	Net	6,788.99
PLEASE NOTE: This item may not be returned unless damaged or defective.							
2	2	W13657650	easyROLLER 60 Cart	34-3/4"H x 31-1/2"W x 34-5/8"D	1,104.49	Net	2,208.98
PLEASE NOTE: This item may not be returned unless damaged or defective.							

Order Subtotal	8,997.97
*Shipping/Processing	1,056.99
Sales Tax	Exempt
Grand Total	10,054.96

\*Delivery Provisions: This quote has been specifically prepared to deliver with:  
 Tailgate Delivery : 946.99  
 Call Ahead - Delivery App: 0.00  
 Inside Delivery : 40.00  
 Power Lift Gate : 70.00

Additional Note: Southampton Public Schools  
 Contract SPS20-019 using the  
 Demco discount code C40401

Southampton Public Schools  
 Contract SPS20-019 using the  
 Demco discount code C40401

PRICING:  
 No additional promotions or  
 discounts may be combined  
 with this bid/quote.  
 Reductions in volume may  
 affect the quoted pricing.

ESTIMATED DELIVERY:



P.O. Box 7488  
 Madison, WI 53707-7488  
 PH 800-462-8709 FAX 888-329-4728

# QUOTATION

Reference: G1153057  
 Contract/Bid ID: **37**F05109  
 Today: 6/09/21  
 Quote Expiration Date: 7/09/21

NAME: Bethlehem Public Library  
 CONTACT: EDRA NEHME  
 PHONE: 518-439-9314  
 EMAIL: [procurement@bethpl.org](mailto:procurement@bethpl.org)

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
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6-8 weeks after receipt of complete and accurate order. Lead times may vary depending on time of order and available products.

SHIPPING AND PROCESSING:  
 Standard shipping is for tailgate delivery. Liftgate truck and inside delivery are additional services and those charges are in addition to the tailgate delivery charge. See attached freight terms for explanation of delivery services.

PAYMENT TERMS:  
 Demco payment terms are Net/30 days subject to Accounting approval. Pre-payment may be required.

REFER TO QUOTE:  
 Please reference quote G1153057 when ordering to receive discounted pricing and shipping charges. Quote pricing may not be applied if quote number is not referenced.

FURNITURE AND EQUIPMENT:  
 Furniture and equipment items are non-returnable unless received damaged or defective.

RESTOCKING FEES:



P.O. Box 7488  
 Madison, WI 53707-7488  
 PH 800-462-8709 FAX 888-329-4728

# QUOTATION

Reference: G1153057  
 Contract/Bid ID: 3805109  
 Today: 6/09/21  
 Quote Expiration Date: 7/09/21

NAME: Bethlehem Public Library  
 CONTACT: EDRA NEHME  
 PHONE: 518-439-9314  
 EMAIL: procurement@bethpl.org

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
------	-----	---------	---------------------	-------------------------	------------	----------	-----------

Products are non-returnable unless received damaged or defective. If returnable, restocking fees may apply.

CANCELLATIONS:  
 Once the order is placed and processing has started the order may not be cancelled without approval from Demco and/or manufacturer of product. Cancellation fees may apply.

Order Provisions: Please note the attached freight terms.

**BILL TO:**  
 Bethlehem Public Library  
 451 Delaware Ave  
 Delmar NY 12054-3095

**SHIP TO:**  
 Edra Nehme  
 Bethlehem Public Library  
 451 Delaware Ave  
 Delmar NY 12054-3095

**CONTACT:**  
 EDRA NEHME  
 BETHLEHEM PUBLIC LIBRARY  
 451 DELAWARE AVE  
 DELMAR NY 12054-3095

**SALES REP:**  
 Emily Wagner  
 Email: emilyw@demco.com  
 Phone: 800-462-8709  
 Fax: 888-329-4728

# EDUCATOR'S TOOLBOX

Library resources for the classroom



creativebug

Library cardholders now have access to **CreativeBug**, our newest online resource. At **CreativeBug**, you'll find thousands of video classes for crafts and other maker activities. Best of all, videos include public performance rights, so teachers can show them in their classrooms. Visit our Research page for details: [bit.ly/BPLresearch](http://bit.ly/BPLresearch)

## Summer Reading at the library

The Summer Reading program at Bethlehem Public Library is not only a fun opportunity for kids and teens to explore new stories through activities and reading incentives, it is also a great way for them to retain the knowledge learned in the previous school year and improve their language skills.

Studies have shown that early and sustained summer learning opportunities lead to higher graduation rates, better preparation for college, and positive effects on self-esteem, confidence, and motivation. High-quality summer programs keep students engaged in learning, teach them new skills, allow them to develop previously unseen talents, and foster creativity and innovation. (Source: [www.readingrockets.org/calendar/summer](http://www.readingrockets.org/calendar/summer))



The library's 2021 Summer Reading theme, Tales and Tails, is a playful take on reading inspired by creatures mythical and real, and it's open to ALL reading levels. Participants in the library's Summer Reading Challenge can track their progress through challenge cards for a chance to earn prizes, as well as take part in themed programs all summer long. Registration for Summer Reading begins June 21 and can be done online at [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org). Once students sign up, they can get started checking off their reading milestones right away!

### Did you know?

BCSD educators who live outside Albany or Rensselaer counties are eligible for a Bethlehem Public Library card. If you live in Albany or Rensselaer counties, but outside of BCSD, you can use your home card.



# Tails & TALES

*Want a librarian to visit your classroom? Need some specialized assistance?  
Contact your library liaison!*

Eagle Elementary School: [Michelle@bethpl.org](mailto:Michelle@bethpl.org)  
Elsmere Elementary School: [Anne@bethpl.org](mailto:Anne@bethpl.org)  
Glenmont Elementary School: [Mary@bethpl.org](mailto:Mary@bethpl.org)  
Hamagrael Elementary School: [Michelle@bethpl.org](mailto:Michelle@bethpl.org)  
Slingerlands Elementary School: [KateL@bethpl.org](mailto:KateL@bethpl.org)

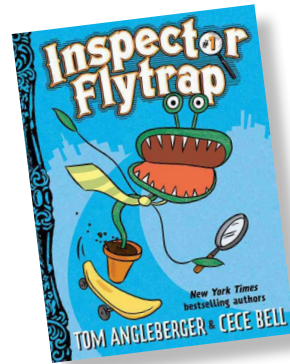
St. Thomas of the Apostle: [Anne@bethpl.org](mailto:Anne@bethpl.org)  
Bethlehem Central High School: [Mary@bethpl.org](mailto:Mary@bethpl.org)  
Bethlehem Central Middle School: [Tori@bethpl.org](mailto:Tori@bethpl.org)  
Others and Homeschool: [Cathy@bethpl.org](mailto:Cathy@bethpl.org)

### Get more

Sign up for our e-newsletter. Get the latest library news each week!  
[bit.ly/BPLnew](http://bit.ly/BPLnew)

## Librarian's favorite read-aloud

Read-alouds with a class can be a great learning experience, rewarding and fun. Bethlehem Librarian Cathy suggests sharing the first few chapters of "Inspector Flytrap" by Tom Angleberger and illustrated by Cece Bell with your class. She calls the book fun and engaging with some strong vocabulary.



When you start a book in the classroom – many times students will seek it out to find out what comes next. "Inspector Flytrap" is currently available at the library as a book, but it's also available on Hoopla so everyone can borrow it at the same time. The Hoopla version will even read the book to you!

**Search the catalog:** [catalog.uhls.org](http://catalog.uhls.org)

**Find it on Hoopla:** [www.hoopladigital.com](http://www.hoopladigital.com)

## How can we help?

Take our survey to help us provide content that is most valuable to you: [bit.ly/BPLasks](http://bit.ly/BPLasks)

### Bundle up!

Need books on a specific topic for your classroom? Our librarians can put together a bundle just for you! **Sign up here:** [bit.ly/BPLbookbundle](http://bit.ly/BPLbookbundle)



## Ready to explore

Have you and your students explored **Every Kid Outdoors**? For fourth-graders (and fifth-graders through August 2021), this U.S. government site provides access to National Parks, wildlife refuges and historic sites, along with activity guides for educators. The Every Kid Outdoors program was created to inspire students and their families to recreate, explore cultures, discover connections to nature, and spark a lifelong passion for America's great outdoors.



**Find out more:** [everykidoutdoors.gov/index.htm](http://everykidoutdoors.gov/index.htm)

## Online resources are a click away

Need help navigating the library's online learning tools for students? Check out our virtual learning page, which features links to school resources like encyclopedias, academic journals and more, as well as information about how to search for and borrow library books online and in person.

**Check it out:** [www.bethlehempubliclibrary.org/virtual-learning-resources-for-students](http://www.bethlehempubliclibrary.org/virtual-learning-resources-for-students)



**brainfuse**  
**HelpNow**

Brainfuse HelpNow, an online tutoring, homework help and skill-building service, is available free to students.

HelpNow's features include:

- **Homework help**  
Interact with live tutors in math, science, reading and writing, social studies, PSAT/SAT, ACT, AP, and state standardized tests.
- **Skill-building**  
Choose your topic to receive real-time help.
- **Personalized eLearning tools**  
Enjoy access to *My File Sharing, My Session Replay, My Tutoring Archive, My Tests Archive* and more!
- **24-hour writing lab**  
Submit essays and other forms of writing for constructive feedback.
- **Homework help**  
Submit homework questions for expert guidance.