



Board of Trustees Meeting

Monday August 9, 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. 2-9)
- Financial report (p. 10-16)
 - Treasurer's update (paper copy)
- Personnel report (p. 17)
 - Personnel actions
- Director's report (p. 18-24)
- UHLS report
- New business
 - Phased reopening plan – masks (p. 25-30)
 - Board retreat
 - Meeting room policy (p. 31-33)
 - Other new business
- Old business
 - Long range plan committee report
 - Other old business
- Future business
- Public Participation
- Adjournment
 - Next board meeting: Monday September 13, 2021 6:00pm
 - Next Friends of the Library meeting: August 16, 2021

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday July 12, 2021

PRESENT: Caroline Brancatella
Harmeet Narang
Mary Redmond
Lisa Scoons
Michelle Walsh
Charmaine Wijeyesinghe
Sharon Whiting, library treasurer (remote)

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Mark Kissinger

GUESTS: Catherine Stollar Peters, assistant director
Chris McGinty, assistant director
Chris O'Brien, CSEA Local 6015 vice president
Kate Lambert, CSEA Local 6015 president
Paul Mays, library architect

Vice President M. Walsh called the meeting to order at 6:03pm.

PUBLIC PARTICIPATION

No public participation.

MINUTES

H. Narang asked for an update on the status of new mobile app. G. Kirkpatrick said he was not sure when it would be out of beta testing and speculated it could be a couple more months. He said he was one of the testers and was impressed with the app so far.

Minutes of the 14 June 2021 board meeting were approved on a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, with C. Brancatella, M. Redmond, L. Scoons, and C. Wijeyesinghe in favor. H. Narang abstained.

OATH OF OFFICE

M. Walsh administered the oath of office to trustee-elect H. Narang.

BOARD OFFICERS

The following slate of officers was proposed for 2021-22:

- President: Mark Kissinger
- Vice President: Michelle Walsh
- Secretary: Caroline Brancatella

- UHLS representative: Lisa Scoons
- Board treasurer: Shari Whiting

On a MOTION by M. Redmond with a SECOND by C. Brancatella, the board unanimously accepted the slate as presented.

LONG RANGE PLAN COMMITTEE PRESENTATION BY PAUL MAYS

P. Mays began the presentation by noting that work he has gone into the planning process over the past two years, including interviews with patrons and staff, public meetings and a community dialog that was summarized in more detail in the draft report.

He said the meat of the report, from an architectural perspective, was about identifying options for providing better service to the community through improvements or additions, as well as identifying the services the community has said it wants. He said the Long Range Planning Committee had worked through various concepts before getting to the one presented in the report. He noted that one of the key takeaways from the process is the idea that it may not be fiscally possible to tackle all improvements in one project, which is why a series of phased concepts were presented.

One of the ideas that ranked highly among the public and staff was the need for a large 200+ person meeting space. This was included in the first conceptual phase, and P. Mays noted it could be done without interfering extensively with the function of the library. Other first phase concepts included improving the entry area to move the enclosed portion closer to the parking lot, mitigating some of the plaza icing issues experienced during the winter.

M. Redmond asked for some clarification about where the large meeting room would be and whether it would take up a substantial amount of space on the Green area. P. Mays said it would use some of the plaza/Green area but is designed to preserve a majority of the lawn as an important indoor/outdoor component that would utilize an outward facing stage. M. Redmond followed up with a question about whether a reconfigured interior would result in a longer walk to the circulation desk for those with mobility issues. P. Mays said that the concept presented did not increase that distance.

P. Mays said that a phase 2A concept would include parking lot improvements that would facilitate a drive-through structure. A phase 2B concept would then make improvements to the interior of the Circulation area to make it easier for staff to provide customer service to patrons. He noted that adding a study room to this phase could help the library if it were to appeal for public support.

He said the scope of what was included in each conceptual phase was based on balancing the costs. He noted that it would be possible to switch around the phases to take advantage of grants or donations.

M. Redmond asked what the plan was for the studio. G. Kirkpatrick said there would be a flexible tech space that could be used as a studio.

M. Walsh asked if there would be a pass through lane in the curbside pickup window concept so that people looking to just drop a book off would not have to wait in line.

C. Wijeyesinghe asked P. Mays to clarify that the phases and drawings were conceptual ideas that had been refined by the Long Range Planning committee and not a specific plan representing the will of the

whole board. P. Mays said it was a presentation representing the Long Range Planning discussions and board members were invited to share their comments with him through the director or the Long Range Planning committee so he could incorporate them in any revisions. He noted that at some point he would prepare a presentation for the public.

P. Mays said the final conceptual phase brings in more children's and teen space, as well as tutor space and study rooms. He said the committee had originally looked at addressing the mezzanine but felt it was not a priority at the moment. He reviewed the estimated costs of each phase in the report, as well as the contingencies. He noted that if the whole project was to be done at once, there would be major savings in escalation costs.

M. Walsh asked the estimated time from start to finish if the project were done all at once. P. Mays noted that significant time is required for the bidding and SED approval process but that just the construction itself would be about 18 months. He noted that the board might also want to consider a timeline that avoids conflicting with school projects and summer reading programming. He said the building may need to be closed entirely through any asbestos remediation.

C. Wijeyesinghe said that in her time with the school board, she found that the SED approval process could take 6 months to a year. P. Mays said the review times have been decreasing, and there is now an option for an expedited review. C. Wijeyesinghe asked if the board was involved in the process of hiring the architect, project manager and contractor. G. Kirkpatrick said that the board does make those decisions.

P. Mays asked the board to consider the following concepts and let him know their thoughts so he could incorporate them in the final report:

1. Sustainability had been mentioned in a previous Long Range Plan, and P. Mays asked if that was still a goal, and if so what additional features might support those goal (ex. geothermal or photovoltaic systems).
2. Outreach has been identified as a priority in an earlier plan. He noted that if the library wanted to expand its fleet of vehicles or have some kind of specialized outreach vehicle, there might need to be some additional space considerations.
3. He noted that if the library were considering an RFID upgrade, it would be better to know that before making major space decisions rather than trying to fit it in after the fact.
4. Finally, he asked if providing a dedicated space for a Friends book sale was among the board's priorities.

H. Narang noted that the Long Range Planning Committee had taken the data and input from the community discussions and tried to prioritize those goals into bite-sized chunks. He said that when the board adopts the report, they are simply agreeing that it represents their priorities, but there is still a lot to be discussed before anything becomes a project.

P. Mays said that one of those discussions would likely include funding sources, including traditional fundraising by a foundation, construction grants, or a bond referendum, which would be the most political because it requires a vote. He said it may not be possible to go out for a bond year after year so it would be good to be thinking about a timeline that makes sense.

C. Wijeyesinghe said she would still appreciate additional discussion as a full board regarding the conceptual schematics with even rough numbers attached. She said she felt she needed to be part of all the discussions at this point because the board is discussing millions of dollars and structures.

G. Kirkpatrick said the numbers attached to the schematics mean that there are some very political questions that have not been discussed yet. He noted that the library has heard from the public what they want, but now need to find out what the public would support. He said that is why the building and service plans are part of the same process because they are meant to represent where everyone wants to take the library in the years to come.

C. Wijeyesinghe asked how the library plans to engage the community if there is a project of some size planned. She said she would be more comfortable with the full board being part of that discussion.

C. Brancatella said that the community discussion that took place prior to the planning process took place in a pre-pandemic world that was very different from today and assumed that would be addressed in the final report.

P. Mays said that in order to present a plan to the public, the board would need to agree on a cost. He would then be able to work up some graphics and other visuals to better present those ideas, which would reflect how awareness of public health may have affected the plan. He said he would be happy to return to Bethlehem to provide a more detailed overview of the process to C. Wijeyesinghe or any other interested board member.

The board thank P. Mays for his presentation, and he excused himself at 7:09pm.

BOARD ORGANIZATIONAL MEETING

Annual authorizations

M. Walsh noted that the authorizations list was the same as the previous year.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously approved the 2021-22 authorizations as presented.

Board meetings

G. Kirkpatrick noted that the October proposed board meeting conflicted with Sukkot and recommended moving it to the following Monday, Oct. 17.

On a MOTION by H. Narang with a SECOND by C. Wijeyesinghe, the board unanimously approved the 2022 meeting schedule as amended.

Ethics statements/Conflict of interest policy

Ethics statements were distributed to the trustees for signing and will be filed in the public record.

Holidays and other closings

C. Brancatella noted that, if the contract is approved later in the meeting, Juneteenth will be reflected as a holiday, but because it falls on a Sunday in 2022, that won't affect the calendar. G. Kirkpatrick said the library traditional closes at 3pm on New Year's Eve to get people home safely before dark, but the chart provided should have the date represented in black in because it is not a contractual holiday.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously approved the 2022 holiday schedule as amended.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her treasurer's report and noted that library ended year with surplus. She added in her report an additional schedule explaining the variances and identifying what makes up the surplus.

C. Brancatella noted that under the salaries and benefits category most went under budget, but the one that went over was health care.

H. Narang said that while the library was under budget in capital expenditures this past fiscal year, one might expect some catching up with projects in the next.

On a MOTION by M. Redmond with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 June 2021 (Manual Disbursements \$92,291.82; Cash Disbursements/Accounts Payable \$64,198.92; Trust & Agency Disbursements/Salaries \$183,312.32; CapProject Fund/Hand-Drawn Checks \$0; Total: \$339,803.06).

PERSONNEL REPORT

The board reviewed the personnel report. There were no actions requested. G. Kirkpatrick said the library was working toward filling positions that would allow for evening hours on Friday. One recent clerk position was filled with a temp because the civil service list is not available.

DIRECTOR'S REPORT

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

- Board members and staff have been aware of some recent comments on the Bethlehem Nextdoor site regarding fines. G. Kirkpatrick said that circulation staff have been given a lot of leeway to work with patrons on fines for overdue materials. M. Redmond said she was pleased to see the outpouring of support for the library from subsequent commenters. C. Brancatella said there was bound to be some confusion when restarting the process.
- A lot of library services have returned and things are starting look more like normal. G. Kirkpatrick said there were more people in the building on the previous Tuesday and Thursday since February 2020. He said it was nice to see children and activity in the building again.

- The Summer Reading Program is going strong, but some of the programs have had to be cancelled or rescheduled due to rain.
- The library will continue to offer virtual programs, though not as many now that in-person options are available.
- This was the first month the library's e-collection surpassed 100,000 items. More Library of Things items are available to circulate, including an 8mm film digitizer.
- Added 8mm film digitizer. One to borrow and one will be in studio back.
- An emergency repair to the A/C unit came in \$138 over the purchasing limit subject to authorization. G. Kirkpatrick used purchasing policy protocol to get the work done and included the invoice at the end of his report. M. Redmond asked how the experience with Trane has been. G. Kirkpatrick said he was pleased with the work they've done, and they have made a number of improvements to the HVAC system to cut down on noise.
- Streaming and e-material use is lower than last year when it was the only way to access library materials. The one category that continues to climb is e-audiobook use. L. Scoons said she thinks the pandemic forced a lot of people to finally try e-audiobooks and they never went back.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said construction grants are out, and noted that the annual report booklets were available to those interested. M. Walsh said there was a lot of interesting information in the report.

NEW BUSINESS

Collective bargaining agreement

The union has voted to accept a Memorandum of Understanding for a two-year contract. C. Brancatella said she and L. Scoons were pleased with the package the library was able to offer. She said that now is the time for the board to start thinking about the next contract and identifying their priorities and the union's priorities. She said healthcare is likely going to be a big part of the next discussion and it is important to keep the lines of communication open over the next two years.

C. Wijeyesinghe said that staff is the heart of the library and she echoes C. Brancatella's statement about communication. She asked that if the board approves the MOU, would they be approving something that wasn't budgeted for. M Redmond said that she felt the push to get the process done before the budget was a false deadline and the library is able to absorb the cost. C. Brancatella said the financial impact of the contract has been reviewed by S. Whiting and budget contingencies are built in to make that possible.

M. Walsh thanked the negotiating committee for their work on the contract.

On a MOTION by C. Brancatella and a SECOND by L. Scoons, the board unanimously agreed to the terms outlined in the contract between the library and the bargaining unit.

M/C salaries 2020-21

The proposal for M/C salaries are in line with the bargaining unit contract, but must be approved separately.

On a MOTION by M. Redmond and a SECOND by C. Brancatella, the board unanimously approved the management confidential salaries, effective July 1, 2021 through June 30, 2022.

Updates to phased reopening plan

The library is currently in phase 6 of the phased reopening plan, and G. Kirkpatrick presented a document that highlighted the actions currently taking place. He noted the document will eventually come to its natural conclusion once the library progresses through phase 7. While there are no toys in the Children's Place, chairs for reading have returned. Indoor public programs may resume at some point if they are rained out once people and performers are more comfortable.

M. Redmond asked about the occupancy rate after noting the numbers in P. Mays' draft report. G. Kirkpatrick said that the newer calculations actually increase the Community Room maximum occupancy from 90 to 109 people.

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

Other new business

None at this time

OLD BUSINESS

Library bookdrop

G. Kirkpatrick requested the board approve the purchase of a new bookdrop that would fit the existing concrete pad, in addition to 2 extra carts. C. Stollar Peters said the new bookdrop is twice as big from a capacity standpoint.

On a MOTION by L. Scoons with a SECOND by C. Wijeyesinghe, the board unanimously approved the purchase of a new bookdrop and additional carts from Demco for the quoted price of \$10,054.96.

Other old business

None at this time.

FUTURE BUSINESS

C. Wijeyesinghe asked what the process would be for getting the discussion about eliminating fines started. G. Kirkpatrick said that the Long Range Services plan is a good place to have that conversation. He said there are some equity and social justice and sustainability questions that need to be part of that discussion. C. Wijeyesinghe asked if the draft service plan could be a jumping off point for a retreat or facilitated discussion. L. Scoons said she agreed and suggested having someone outside facilitate the discussion might be more productive. M. Redmond said it might be useful to come to a consensus on some portions of the services plan in order to move forward and leave some pieces as works in progress.

G. Kirkpatrick said he was overall very pleased with the outcome of P. Mays' draft report and noted that the board can accept the report without saying that they are agreeing the project is going to happen.

C. Wijeyesinghe said that as the board discusses the master plan, they should be mindful of how much they can do in a public way.

C. Wijeyesinghe suggested that board members come to the next meeting with their calendars and be ready to plan a facilitated retreat and decide the focus of discussion. H. Narang said he believes it would be helpful to dedicate that time to the services plan. Some board members asked for copies of the draft to be resent. C. Wijeyesinghe asked if there might be outside facilitators available through Upper Hudson or the school district.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board adjourned the regular meeting at 8:16pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report August 2021

Revenue and Expense Report

One month into the new fiscal year, and our expenses are pretty standard. We've paid the \$14,000 fee for our accounting service and a portion of our UHLAN fees, which last year didn't occur until later in the year. The only income received thus far is from fines and fees.

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.

The auditors begin preliminary field work on August 25.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 7/31/21

SUMMARY OF CASH ACTIVITY

ACCOUNT	CASH BALANCE 6/30/2021	RECEIPTS	DISBURSEMENTS	TRANSFERS	CASH BALANCE 7/31/2021
TD Bank General Fund	1,431,284.14	2,908.26	(138,838.23)	172,664.88	1,468,019.05
TD Bank Payroll	-		(127,335.12)	127,335.12	-
TD Bank Money Market	2,426,852.92	272.19	-	(300,000.00)	2,127,125.11
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	2,999.92	1,749.93	(80.75)	-	4,669.10
TOTAL:	3,861,136.98	3,180.45	(266,173.35)	-	3,599,813.26

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

1 MONTH ENDED 7/31/21

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 1 MO. ENDED 7/31/2021	Percent YTD 7/31/2021	ANNUAL BUDGET 2020-2021	YTD PRIOR 1 MO. ENDED 7/31/2020	Percent YTD 7/31/2020
REVENUE						
Real Property Taxes	4,172,563	-	0.0%	4,172,563	-	0.0%
PILOT	219,570	-	0.0%	211,637	-	0.0%
Fines	15,000	922	6.1%	28,000	237	0.8%
Interest on Deposits	7,500	299	4.0%	30,000	386	1.3%
Lost Book Payments	-	1,341	0.0%	-	59	0.0%
Sale of Books	5,000	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	2,000	91	4.6%	1,000	260	26.0%
Photocopier	7,500	418	5.6%	7,500	-	0.0%
State Aid	23,170	-	0.0%	24,000	-	0.0%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	-	0.0%	-	-	0.0%
Total Revenue	4,452,303	3,072	0.1%	4,479,700	942	0.0%
EXPENSES						
Salaries	2,344,152	180,794	7.7%	2,363,565	158,039	6.7%
Retirement	323,103	-	0.0%	291,089	-	0.0%
Health Insurance	307,889	5,023	1.6%	310,433	19,729	6.4%
Other Benefits	209,759	31,146	14.8%	201,213	30,423	15.1%
Subtotal Salaries & Benefits	3,184,903	216,962	6.8%	3,166,300	208,190	6.6%
Library Materials - Print	274,000	10,386	3.8%	302,500	-	0.0%
Library Materials - Electronic & Audio	287,000	15,514	5.4%	284,000	-	0.0%
Subtotal Library Material	561,000	25,900	4.6%	586,500	-	0.0%
Operations	571,400	53,835	9.4%	601,900	12,658	2.1%
Capital Expenditures	100,000	-	0.0%	125,000	-	0.0%
Contingency	35,000	-				
Total Expenses	4,452,303	296,698	6.7%	4,479,700	220,849	4.9%

BETHLEHEM PUBLIC LIBRARY

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN JULY 2021 BASED ON PRE-APPROVAL	\$	16,934.33
CHECKS DISBURSED IN JULY 2021 RELATING TO PAYROLL	\$	185,040.10
CHECKS BEING SUBMITTED FOR APPROVAL	\$	55,886.87
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 3: MANUAL DISB (JUL 21) For Dates 7/1/2021 - 7/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39731	07/21/2021	1040	ALBANY COUNTY CLERK	220039	5.00
39732	07/21/2021	2087	CITIBANK	220027	50.00
39733	07/21/2021	2087	CITIBANK	220026	5,818.15
39734	07/21/2021	720	MVP HEALTH PLAN, INC.		4,943.76
39735	07/21/2021	1570	NATIONAL GRID		5,490.85
39736	07/21/2021	2061	UNITED HEALTHCARE INSURANCE CO		112.46
39737	07/21/2021	2064	UNITED STATES TREASURY		34.03
39737	07/21/2021	2064	**VOID** UNITED STATES TREASURY		-34.03
39738	07/21/2021	2064	UNITED STATES TREASURY		58.52
39739	07/21/2021	1607	VERIZON BUSINESS FIOS	220004	120.78
39740	07/21/2021	1607	VERIZON BUSINESS FIOS	220004	199.99
39741	07/21/2021	1607	VERIZON BUSINESS FIOS	220004	100.78
39742	07/21/2021	2064	UNITED STATES TREASURY		34.04

Number of Transactions: 13

Warrant Total: 16,934.33

Vendor Portion: 16,934.33

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 - 2: TRUST & AGENCY (JUL 21) For Dates 7/1/2021 - 7/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39688	07/15/2021	712	CIVIL SERVICE EMPL ASSOC INC.		913.85
39689	07/15/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39690	07/15/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39743	07/30/2021	712	CIVIL SERVICE EMPL ASSOC INC.		913.85
39744	07/30/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39745	07/30/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100571	07/15/2021	709	BPL SPECIAL PAYROLL ACCOUNT		61,221.16
100572	07/15/2021	710	NYS INCOME TAX BUREAU		3,589.03
100573	07/15/2021	1946	IRS - PAYROLL TAX PMT		20,391.57
100574	07/15/2021	2003	NEW YORK STATE DEFERRED		1,611.47
100575	07/30/2021	709	BPL SPECIAL PAYROLL ACCOUNT		66,113.96
100576	07/30/2021	710	NYS INCOME TAX BUREAU		3,836.07
100577	07/30/2021	730	NYS EMPLOYEES RETIREMENT SYSTE		2,495.60
100578	07/30/2021	1946	IRS - PAYROLL TAX PMT		21,849.66
100579	07/30/2021	2003	NEW YORK STATE DEFERRED		1,514.52

Number of Transactions: 15

Warrant Total: 184,990.74

Vendor Portion: 184,990.74

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 - 4: CASH DISB - AUG 21 For Dates 8/10/2021 - 8/10/2021**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39746	08/10/2021	30	ALBANY PUBLIC LIBRARY-MAIN BR	220038	55.99
39747	08/10/2021	1009	AMAZON CREDIT PLAN	220025	2,761.20
39748	08/10/2021	41	AMERICAN LIBRARY ASSOC.	220031	1,205.03
39749	08/10/2021	61	AQUASCAPE DESIGNS LLC	220000	70.00
39750	08/10/2021	77	BAKER & TAYLOR , INC.	210529	8,588.96
39751	08/10/2021	1186	BAKER AND TAYLOR ENTERTAINMENT	210528	254.35
39752	08/10/2021	1337	BUSINESS JOURNALS	220019	100.00
39753	08/10/2021	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	220002	238.58
39754	08/10/2021	1220	DEMCO, INC	210369	80.61
39755	08/10/2021	1674	FINDAWAY	210521	1,794.85
39756	08/10/2021	1986	FIRSTLIGHT FIBER	220001	183.40
39757	08/10/2021	2322	KANOPY INC.	220032	936.00
39758	08/10/2021	1359	LEXIS NEXIS MATTHEW BENDER	220024	610.00
39759	08/10/2021	2376	MARTIN POHL	220033	300.00
39760	08/10/2021	1997	MICHELLE MARTINEZ	220053	250.00
39761	08/10/2021	1024	MIDWEST TAPE LLC	210525	3,236.73
39762	08/10/2021	2148	NORTHEAST PEST CONTROL		398.00
39763	08/10/2021	2088	NYSID	210480	72.40
39764	08/10/2021	1823	OVER DRIVE INC.	220057	2,789.35
39765	08/10/2021	450	PHILLIPS HARDWARE INC		65.93
39766	08/10/2021	478	QUILL.COM	210535	213.99
39767	08/10/2021	505	ROEMER WALLENS GOLD & MINEAUX	220054	3,128.55
39768	08/10/2021	2038	STAPLES BUSINESS ADVANTAGE	210374	241.16
39769	08/10/2021	2154	STERICYCLE, INC.	220013	20.51
39770	08/10/2021	2340	T-MOBILE	220015	133.00
39771	08/10/2021	2307	TRANE U.S. INC.	210536	5,138.00
39772	08/10/2021	2344	ULINE, INC.	210341	63.54
39773	08/10/2021	2328	UNIFIRST CORPORATION	220017	459.15
39774	08/10/2021	632	UPPER HUDSON LIBRARY SYSTEM	220052	20,936.35
39775	08/10/2021	1607	VERIZON BUSINESS FIOS	220004	125.78
39776	08/10/2021	1607	VERIZON BUSINESS FIOS	220004	124.99
39777	08/10/2021	1968	VERIZON WIRELESS	220003	100.55
39778	08/10/2021	645	W W GRAINGER INC	220007	830.92
39779	08/10/2021	1884	W.B. MASON CO., INC.	220043	280.00
39780	08/10/2021	2259	WORLD AWARENESS CHILDREN'S MUSEUM	220028	99.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 4: CASH DISB - AUG 21 For Dates 8/10/2021 - 8/10/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 35				Warrant Total:	55,886.87
				Vendor Portion:	55,886.87

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

August 9, 2021 - Board of Trustee Meeting											
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		\$14.17/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		\$14.17/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		\$14.17/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Librarian I PT	Public Services	9 hrs/wk		\$27.86/hour or per contract	A. Molineaux	4/30/2021	4/12/2021				
Librarian I PT	Public Services	7.67 hrs/wk		\$27.86/hour or per contract	L. Bowen	5/23/2021	5/10/2021	Filled	T. Davis	7/20/2021	Hire
Librarian I FT	Public Services	35 hrs/wk		\$54,440 annual or per contract	F. Somers	6/14/2021	6/14/2021	Filled	S. Romeo	8/23/2021	Internal Hire
Action Requested											
Library Clerk PT	Circulation Services	16.57 hrs/wk		\$14.17/hour or per contract	K. Novko	8/6/2021					
Librarian II FT	Public Services	35 hrs/wk		\$63,207/annual or per contract	C. Brenner	8/31/2021					
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$12.50/hour	S. Kloss	8/16/2021					
Librarian 1 PT	Public Services	7.67 hrs/wk		\$27.86/hour or per contract	S. Romeo	8/22/2021					
Positions Held											
None											

Director's Report August 2021

Reopening Phase

The library has had to return to Phase 5 in our reopening plan. This means a return to masks for the staff. I have asked that the Community Room kitchen be removed as an available amenity for public meetings. Outside programs that might have been moved inside due to weather will be cancelled or rescheduled instead. It seems likely that we will have at least two more months of warm-ish weather before we have to consider moving programs to virtual only again if the numbers remain high. I continue to monitor the CDC COVID tracker and all federal, state and local guidance. Albany County is now in an area of substantial community spread and the CDC recommends wearing masks indoors for all people. We have well established and tested protocols at each phase, if numbers continue to rise in our area we will follow the steps in our document wherever the numbers and public health officials guide us.

Building and Grounds

We have received a quote to replace a leaking condenser coil on one of the rooftop units. The price we were quoted was more than \$12,000. We are currently seeking additional quotes for the replacement to make sure the price is reasonable. This is one of four condenser coils on this particular unit so unless we have a major heat wave, the other three condensers should be able to provide appropriate cooling for the space.

The new bookdrop is on the way and should be delivered within eight weeks. The unit uses two carts, and I ordered two additional backup carts to make sure we can swap them out quickly. These are particularly useful in bad weather. We'll retire the final shed when the new bookdrop is installed and claim our parking spots back. The indoor bookdrop is open and working once again.

Public Services

It was a busy month for the department as many services were reintroduced, including Interlibrary Loan, study and meeting rooms for the public us, notary services, and more. The hallways and display cases are once again showcasing artwork and collections from the public. The demand for the hallways has increased so much over the years that we are considering prioritizing display spaces for Bethlehem School District residents first.

Upper Hudson has launched a new mobile app. The app is available on the Google Play and Apple App stores. This app allows patrons to check out items directly on their smartphones, as well as the traditional searching and requesting functions. It does not integrate tightly with our electronic resources given the collective nature of the app, but I expect future refinements will allow for improvement in this area.

Interviews have been the focus this month, several open positions have been filled. These have allowed us to reopen on Friday nights which returns our schedule to normal.

Programs and Outreach

Programming continues to be mainly outdoors this summer. Since the state and federal guidelines were loosened, we did utilize the indoor space for back up locations in a few instances. The weather has been a major challenge. The covering on the Green has allowed several programs to move forward that would otherwise have been cancelled, but the prevalence of thunderstorms has forced several outdoor programs to be cancelled or postponed.

The highlight for kids and families this month was hosting author Jeff Mack out on the Green. Michelle was able to arrange for him to do two presentations (one for younger families, and one for older children). The attendance was not as good as it would be in a non-pandemic year, but those who did attend had an amazing time. In addition to the great comments in person, we had several happy parents thank us on social media. Special appreciation to John, Kevin and Mark for getting a new TV set up outside so the presentation could have an A/V component.

Evening on the Green was six weeks of delightful music in challenging weather. Michael managed to bring back all of the bands from last year who were cancelled due to the pandemic. We had to make a last-minute change for the final band, and Katsura agreed to play to finish the season. Luke was out there in all kinds of weather making sure that the bands and the audience had a good time.

The Thursday night collaboration with the parks is going really well when the weather cooperates. The Town of Bethlehem's new stage is fantastic and the large green space at the park allows a large crowd to attend and stay spread out. We have been working to reschedule any of the cancelled performers and are making plans to collaborate again next year.

There were some other great children's presenters for July. Michelle brought in Five Rivers in to do a talk on coyotes, Anne had Johnathan Duda teach the families how to drum, and Anne brought George Steele in to talk about pond ecology.

The librarians are offering at least one early literacy program each week. These are extremely popular and are well-attended when the weather cooperates. Some families have children who have never attended an in-person class before and are really appreciative of the opportunity to get out and see other families.



Johnathan Duda- Let's Drum



George Steele- Pond Ecology



Five Rivers Audience

Outreach:

Tori, Luke, Cathy and Laura went to the Farmer's Market this month (two separate dates). As always, people are so happy to see the library there. So many compliments about library services and so much gratitude about programs and services during the pandemic.



Circulation and Technical Services

Circulation staff members adeptly dealt with the procedural changes of reinstating fines. Any issues that were raised by patrons were dealt with quickly and positively. This month, our fines paid in Sierra are reported as \$967.33 and replacement costs were \$908.82.

In addition to collecting fines again, we fully implemented the Clover Register software and hardware as well as back-end processes and reporting to calculate incoming funds.

You will notice significant gains across most categories of use in the library. It was nice to be able to allow public meetings once again. The study rooms have seen good use for both individual and small group work. We added new public computers and reorganized the space to allow for a little bit of elbow room between the stations. This is likely to be the new normal at least for a while.

In July, we renewed our annual Wi-Fi hotspot service contract and replaced five devices as well as updated devices to work on the newly merged Sprint and T-Mobile networks.

Continuing Education and Committee Work

We started a new staff committee focused on equity, diversity, and inclusion. The charge for this committee is to look at library operations, physical plant, rules, and procedures to identify areas that will help improve the services of the library and to make sure it is a welcoming space for all.

Catherine participated in a training from Center for Technology in *Government Public Libraries and Smart Communities Virtual Workshop*. They demonstrated a new toolkit (which will be made available soon) providing guidance on building smart, sustainable community-supported libraries.

Catherine also attended a two-part session from Rochester Regional Library Council on: *Why Inclusive Data Matters to Underrepresented Groups and How Public Libraries Can Help*. This session provided great handouts on determining how to collect, use, and consider data on underrepresented groups.

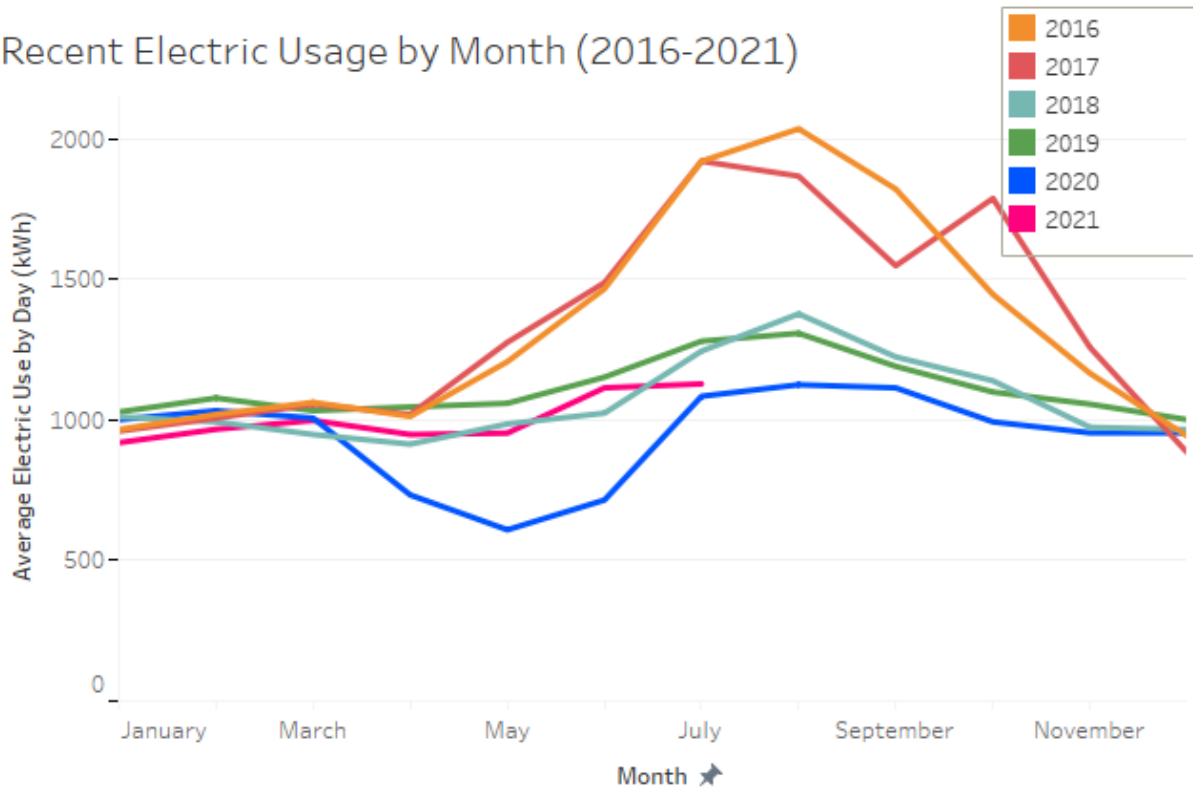
Lisa attended a webinar on *Decolonizing the Catalog: Anti-Racist Description Practices from Authority Records to Discovery Layers* from RUSA, a part of ACRL.

Edra and Jane attended a UHLS presentation on *Doing As We Say: The Role of Language in Libraries' Equity Work*. The session was well reviewed and available for all staff to watch on the UHLS ATF website.

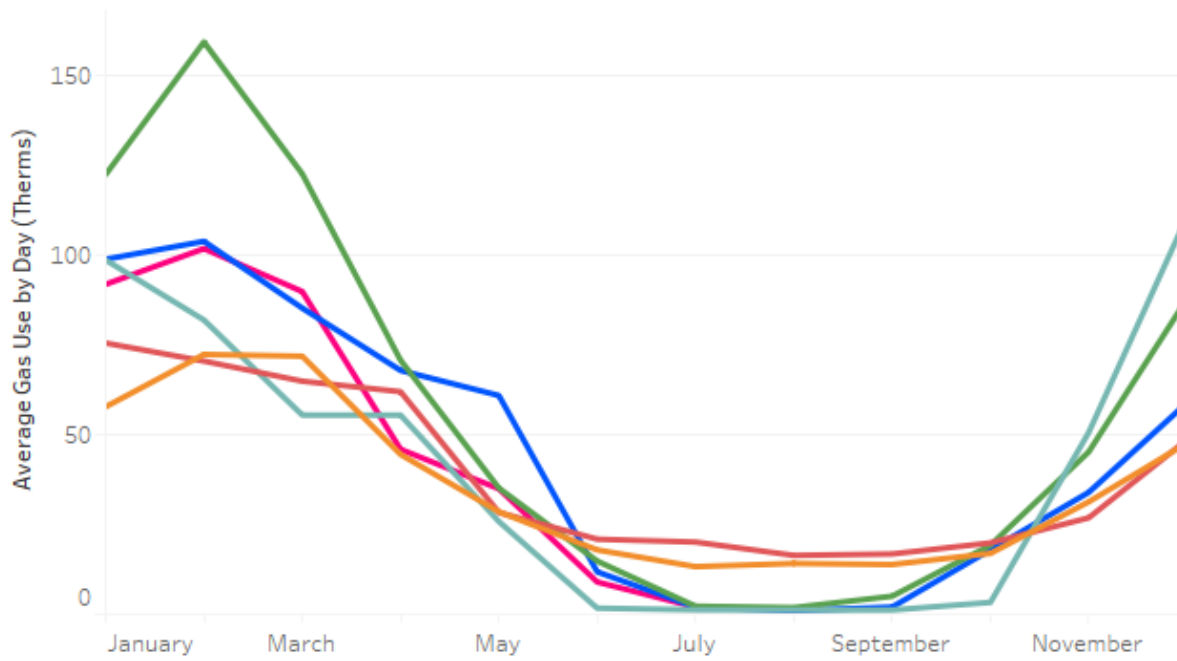
Geoffrey Kirkpatrick, Library Director

Library Collection				2020-21	Current Total
Adult fiction				27,576	27,951
Adult non-fiction				29,912	30,038
Adult audio				6,342	6,388
Adult video				8,146	8,203
Young adult fiction				5,372	5,537
Young adult nonfiction				492	511
Young adult audiobooks				418	418
Children's fiction				27,336	27,506
Children's non-fiction				15,910	15,882
Children's audiobooks				1,850	1,807
Children's video				1,961	1,975
OverDrive - UHLS Shared				100,026	101,357
e-magazines				3,582	2,575
Electronic (games, ereaders)				450	453
Total				229,373	230,601
Library Programs	Jul-21	Jul-20	% change	2020-21	F-Y-T-D
Programs	39	12	225.0%	211	39
Program attendance	990	145	582.8%	2,531	990
Outreach Programs	2	0	und	450	2
Outreach Attendance	588	0	und	1,357	588
Circulation	Jul-21	Jul-20	% change	2020-21	F-Y-T-D
Adult fiction	13,068	10,411	25.5%	122,358	13,068
Adult non-fiction	6,525	4,856	34.4%	62,005	6,525
Adult audio	4,446	3,109	43.0%	43,240	4,446
Adult video	6,334	3,813	66.1%	54,329	6,334
Adult magazines	1,438	1,290	11.5%	19,130	1,438
Young adult fiction	2,090	1,680	24.4%	18,086	2,090
Young adult nonfiction	164	85	92.9%	1,303	164
Young adult audiobooks	227	133	70.7%	2,364	227
Young adult magazines	0	0	#DIV/0!	25	0
Children's fiction	12,254	6,844	79.0%	106,794	12,254
Children's non-fiction	2,865	1,255	128.3%	24,559	2,865
Children's audiobooks	1,198	372	222.0%	8,160	1,198
Children's video	764	301	153.8%	4,734	764
Children's magazines	1	3	-66.7%	91	1
Electronic (games, ereaders)	469	158	196.8%	2,772	469
Total	51,843	34,310	51.1%	469,949	51,843
Interlibrary Loan	Jul-21	Jul-20	% change	2020-21	F-Y-T-D
Borrowed from others	6,540	8,247	-20.7%	95,316	6,540
Loaned to others	4,860	4,953	-1.9%	64,417	4,860
Miscellaneous	Jul-21	Jul-20	% change	2020-21	F-Y-T-D
Visits to our home page	39,606	54,323	-27.1%	483,316	39,606
Public use of meeting rooms	10	0	und	0	10
Public meeting attendance	83	0	und	0	83
Staff use & library programs	0	0	und	0	0
Study room sessions	160	0	und	0	160
Tech room/ Studio use	0	0	und	0	0
Door count	12,905	0	und	41,521	12,905
Registered BPL borrowers	152	48	216.7%	562	152
Computer signups	515	0	und	860	515
Museum Pass use	191	8	2287.5%	324	191
E-book use	5,867	7,269	-19.3%	73,602	5,867
E-audiobook use	3,646	3,074	18.6%	38,322	3,646
E-magazine use	1,160	1,261	-8.0%	16,380	1,160
Streaming video use	1,414	1,512	-6.5%	16,004	1,414
BCSD use via Overdrive	57	0	und	1,643	57
Equipment	289	45	und	1,379	289
Wireless Use	8,983	5,196	72.9%	75,484	8,983

Recent Electric Usage by Month (2016-2021)



Recent Gas Usage by Month (2016-2021)

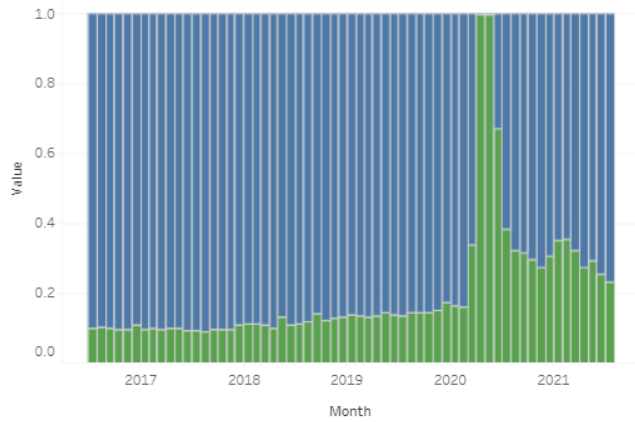


Measure N... %Digital of tot

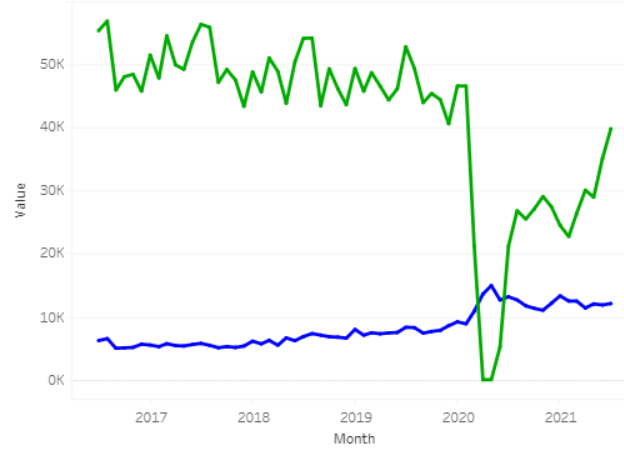
Circulation eConte

OverDrive Total eMagazine

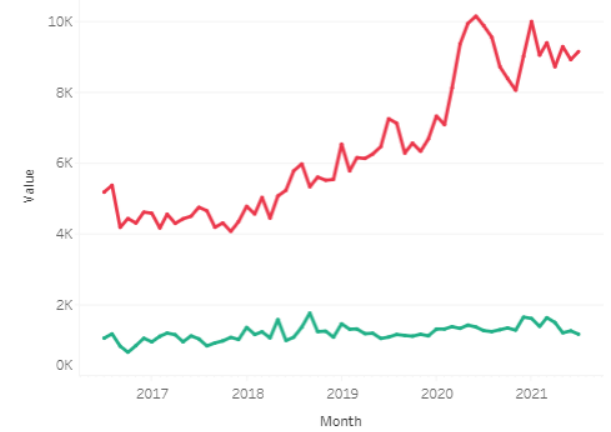
Circulation % Digital



Physical v. Digital Circulation

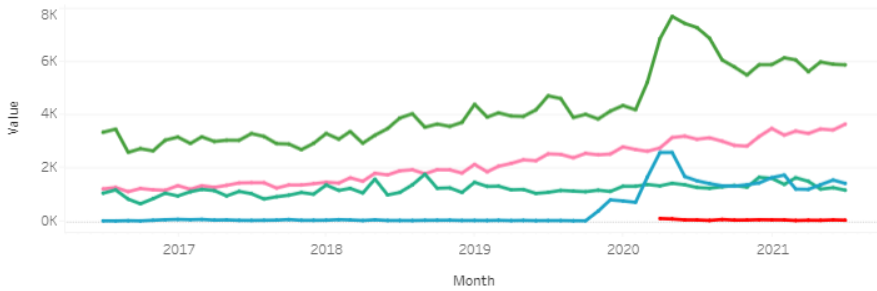


OverDrive and eMagazines

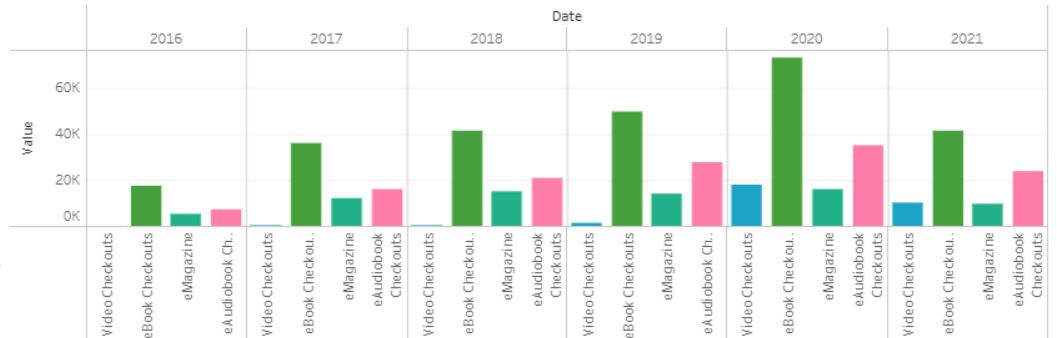


Measure N... Video Checkouts eBook Checkouts eMagazine eAudiobook Ch... Music

Digital Content Circulation by Format



Digital Content Circulation by Format





Phased Reopening Plan Bethlehem Public Library Working Document (v. 8/5/2021)

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

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

CURRENT PHASE

Phase 5 – Continued progress towards service normalization

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 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
- Masks required for all staff when working indoors
- Staff members demonstrating status as fully vaccinated to HR or Administration may remove masks when indoors (possibly instituted towards the end of phase 5)
- 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)

Potential phase initiators: Local, state, and federal guidance

Building

- In accordance with guidance from New York State COVID-19 restrictions are completely lifted
- Masks are not required for staff or patrons, any staff member or member of the public may choose to wear a face mask
- No toys in children's area
- Some furniture returns in the Children's Place
- Hand sanitizer continues to be made available for staff and public
- Masks are available for staff and public
- Furniture begins to return to traditional layout

Staffing

- Typical staffing levels and work schedules
- Work from home shifts at the needs of the library
- In accordance with updated social distancing guidelines staff members return to traditional work spaces

Duties

- Moderated cleaning protocols continue
- Staff practice good hand sanitizing procedures before and after shift, and before and after desk shifts
- Cleaning products remain available for staff to sanitize workstations if desired
- Phones are cleaned between users

Services

- No phone use by the public
- Only pre-packaged food (if at all) during programs
- Indoor book returns are open
- Volunteer opportunities resume
- Reservations for public meeting rooms resume with no capacity limits or mask requirements
 - Reservations may be limited in frequency or time until normal operations resume
- Study Rooms become available
- Embargoed Library of Things items return to circulation
- Fees for printing/photocopying return
- Modified procedures for public PCs continue
- Laptop checkout returns
- In person board/hybrid board meetings under Open Meetings Law
- Indoor adult programs may resume

Phase 7 – Complete full operation

Potential phase initiators: Unknown

Building

Staffing

- Typical staffing levels and work schedules

Duties

- 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

BETHLEHEM PUBLIC LIBRARY

MEETING ROOM POLICY

Policy adopted by Library Board of trustees January 13, 1997

Policy revised November 17, 1997

Policy revised March 12, 2001

Policy revised November 12, 2002

Policy revised April 11, 2005

Policy revised March 6, 2006

Policy revised January 11, 2010

Policy revised March 14, 2011

Policy revised November 14, 2011

Policy revised January 13, 2014

Policy revised October 13, 2015

Policy revised March 7, 2016

Policy revised xxxxx x, 2021

The library's ~~two~~ public meeting rooms are reserved primarily for programs conducted or sponsored by the library, and secondarily for meetings of ~~established and recognized~~ institutions, groups and associations that serve residents of the Bethlehem Central School District. The library adheres to the American Library Association's policy statement *Meeting Rooms: An Interpretation of the Library Bill of Rights*, which states that facilities should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Meetings must be open to the public.

~~Library programs and events~~ ~~Programs that are planned by the library~~ take precedence over meetings of outside groups. ~~The library reserves the right to pre-empt the use of meeting space~~ The library may pre-empt reservations of outside groups for library purposes upon four weeks' notice. ~~In such cases, t~~The library will make every effort to find alternative meeting space ~~for the affected group~~ within the library ~~should a conflict occur.~~

Reservations ~~requests may be made on~~ ~~may be requested via~~ the library website. ~~All applications will be considered pending until approved by the library.~~ Groups needing assistance with this process may call the library information desk. The library cannot guarantee that reservation requests made less than one week in advance will be accommodated.

Groups are limited to one meeting a month. Additional meetings may be allowed if space is available. Requests for additional meetings may be made no more than four weeks in advance of the requested date.

Groups that do not show up to use the room within the first 30 minutes of their reserved time may lose the use of the room for the remainder of the reserved time. The second time a group does not use a previously reserved meeting room without prior notice the library may suspend that group's meeting privileges for one year.

General Rules of Use

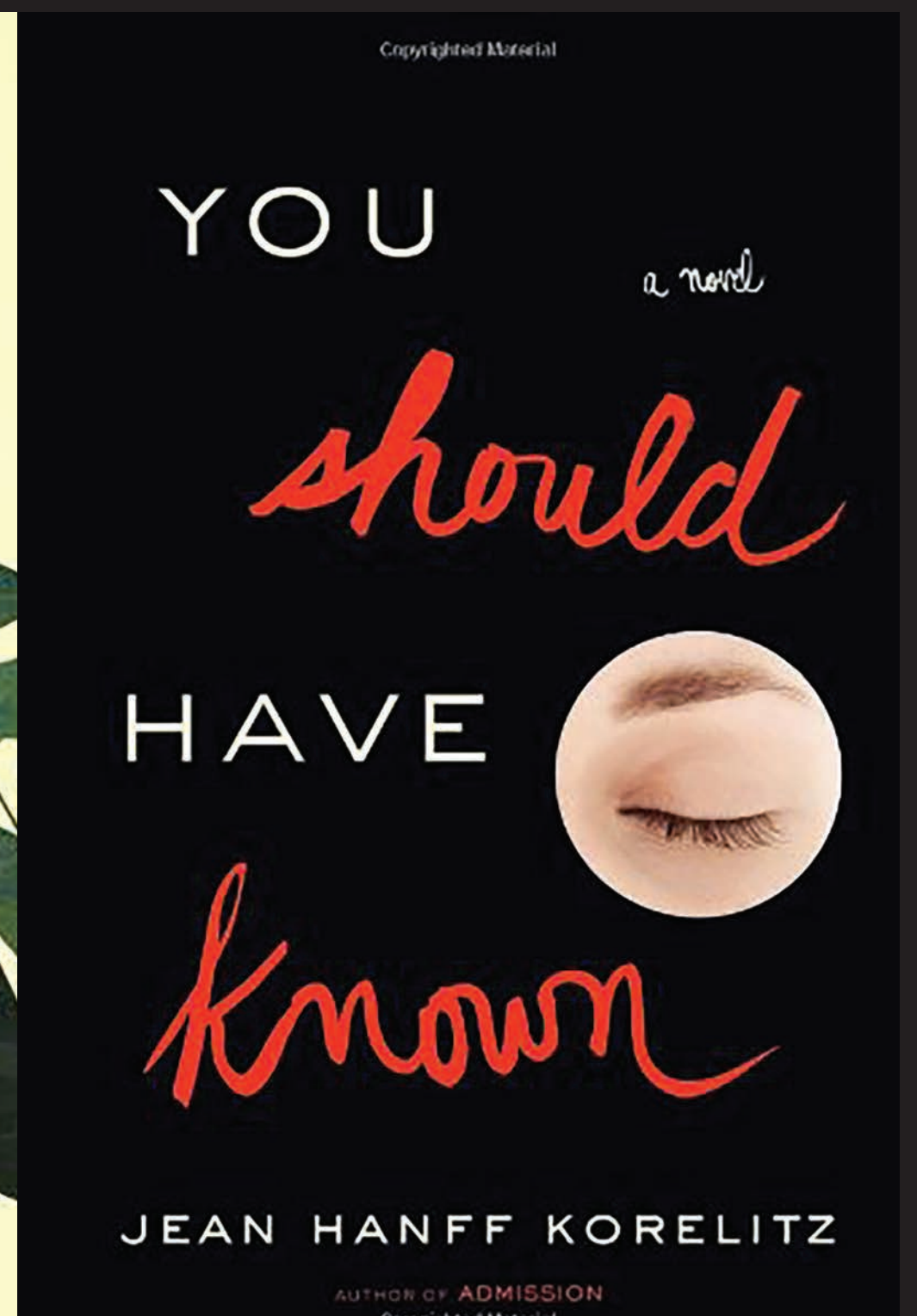
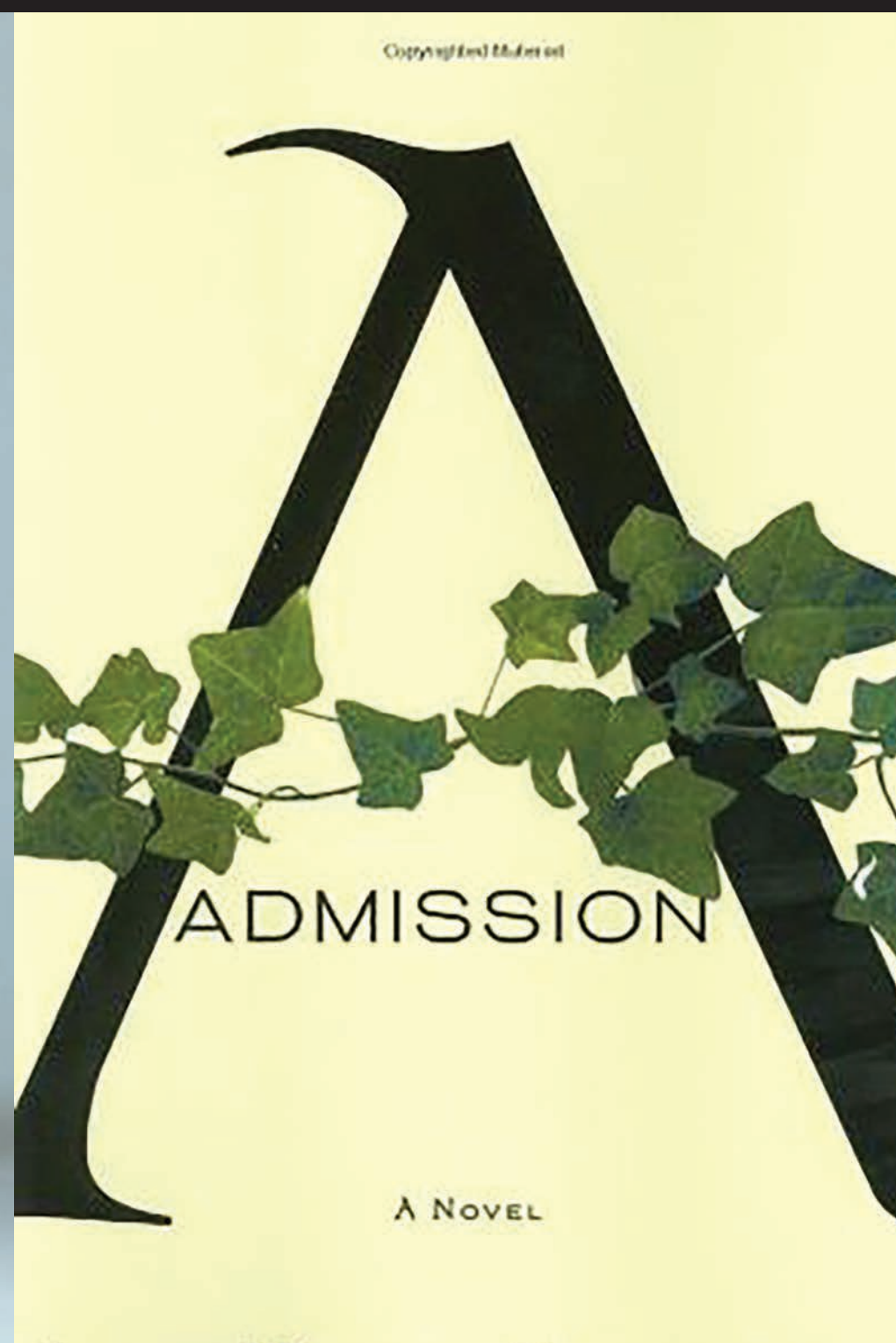
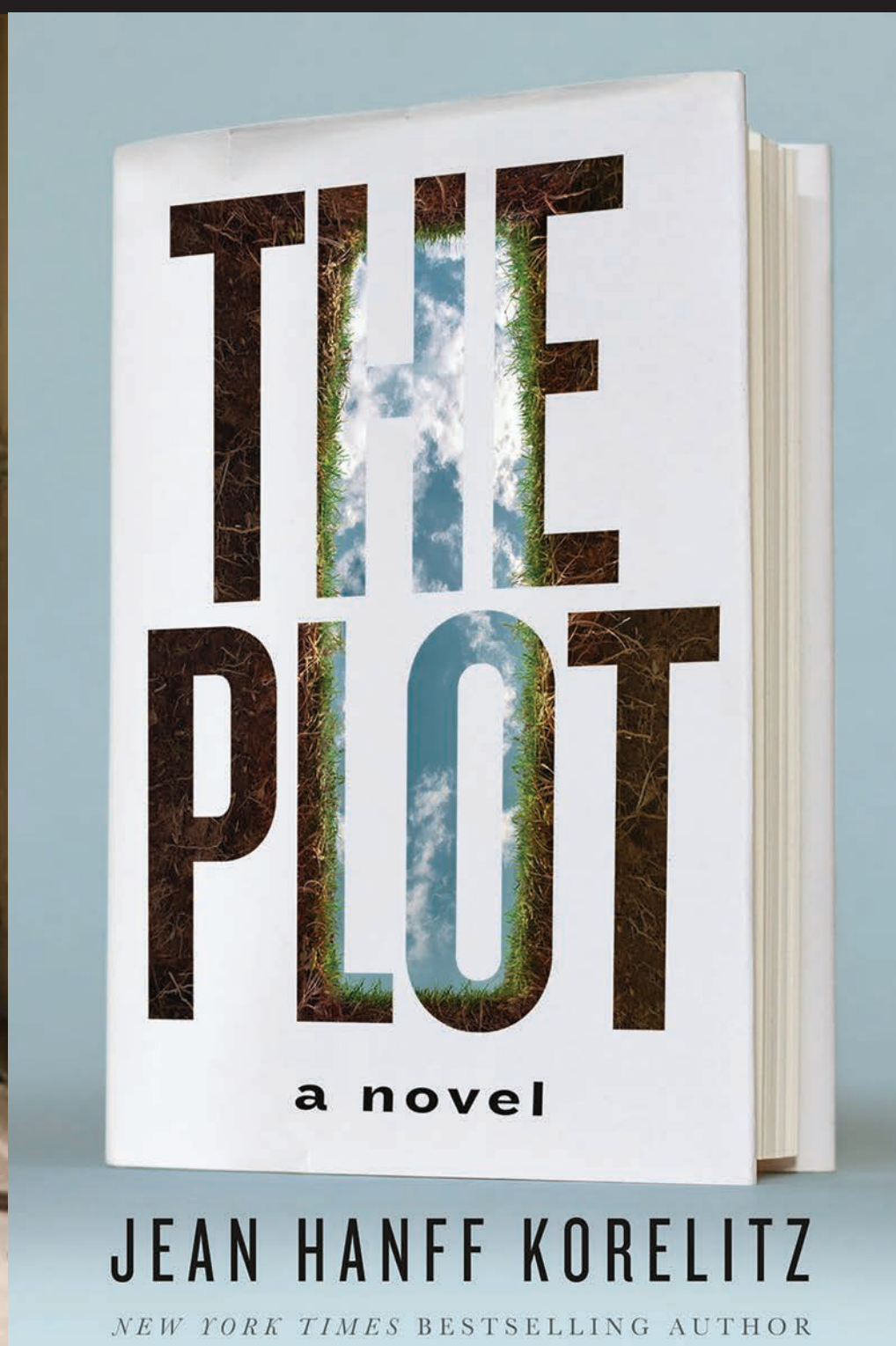
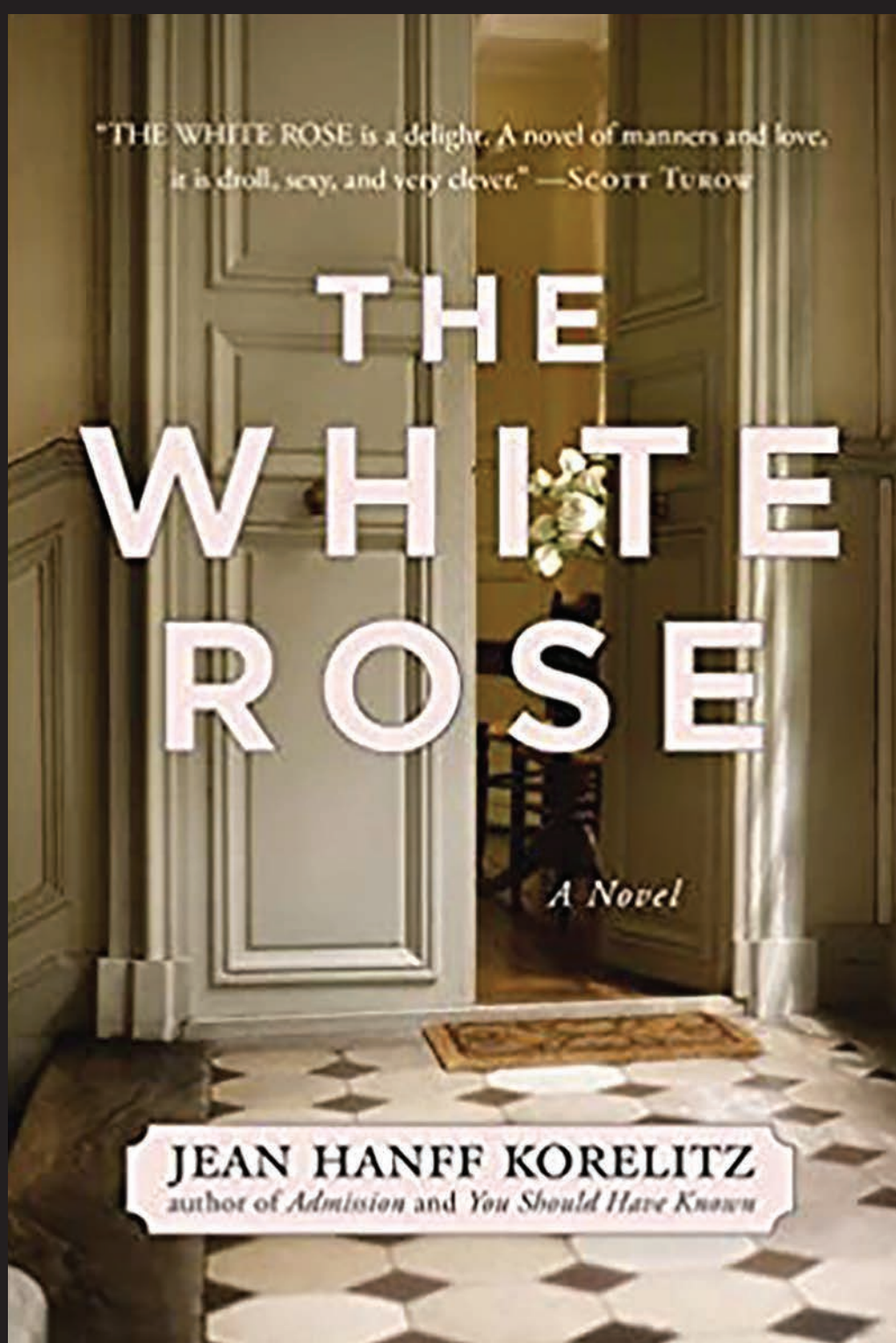
1. No admission fee or required donation may be charged. A sponsor of a meeting or program may request a fee from participants only to the extent that such fee covers the cost of materials furnished to participants. Such charges should not be construed as an admission fee, and attendance may not be limited to those individuals who pay the fee. No portion of any fee shall accrue to the benefit of an organization or individual.
2. Except as stated in #13 [renumber as necessary] below, meeting rooms may not be used for sales promotions, social affairs, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services.
3. **Permission to use the rooms does not imply library endorsement of the goals, policies, or activities of any group or organization.** Except as a designation of location, the name of the library may not be used in any publicity relating to use of meeting rooms. **It must be clear in any publicity that Bethlehem Public Library is not a sponsor of any meetings or events.**
4. Meeting rooms are available for use during the library's normal hours of operation. Meetings should not be scheduled for the first hour the library is open if extensive setup is necessary. Programs should be planned so that meeting space will be vacated ~~promptly at fifteen minutes before the library~~ closing time (8:45 p.m. or 4:45 p.m. ~~9 p.m. or 5 p.m.~~). If a meeting extends beyond the library's usual closing time, the organization will be charged a ~~\$25~~ \$50 service fee.
5. Meeting rooms and kitchen must be left clean and all trash put in receptacles. Projects involving glitter are not allowed in the meeting rooms. The library will charge a minimum of ~~\$25~~ \$50 if extra custodial service is necessary. All food and beverages must be removed from the refrigerator **at the end of the meeting.**
6. **Groups shall not exceed the legal posted capacity of the meeting room and hallways may not be used as overflow viewing space for meetings.**
6. **[Renumber as necessary] Replacement or repair of any library property that occurs during the meeting will be ~~Damage to library property during the course of a group meeting is~~ the responsibility of the group.**
7. The library cannot provide operators for audiovisual equipment. **Staff from ~~Ask~~ at the library's Information Desk may provide instruction for operation of equipment as needed, with advance notice. ~~if assistance is required.~~**

8. ~~Typical~~ **Room** setup configurations can be selected at the time of booking. Special setup requests may be accommodated within reason and depending on availability of staff. Changes in room set-ups and equipment requirements must be submitted at least 48 hours in advance of the meeting.
9. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to individuals using the meeting rooms.
10. An adult must be in attendance **for the duration of events held by** ~~with~~ groups whose members are under the age of 18.
11. Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above rules.
12. Piano
 - The piano is tuned on a regular basis. Additional tuning must be arranged and paid for by the user and tuning time booked with the library.
 - The piano may not be used for casual playing or for outdoor performances.
 - No mechanical or electrical equipment may be attached to the piano.
13. Group Music Recitals

Teachers residing in the Bethlehem Central School District may reserve the Community Room for no more than two group music recitals per year. All general meeting room policies stated above will apply. ~~At this time,~~ **Upon room reservation**, a \$100 fee ~~will be~~ **is** charged to help defray the cost of tuning the piano. ~~That~~ **This** charge ~~may~~ **could** change to reflect current pricing. One reserved, supervised rehearsal session may be booked if space is available.
14. Film screenings

Groups must secure public performance rights to screen films in library meeting rooms, and provide the library with proof of same. The library is not responsible for securing these rights, nor is it liable for a group's violation of this regulation.

Infringement of any of these regulations shall be grounds for denial of future use of meeting space.



JEAN HANFF KORELITZ

SUNDAY OCTOBER 17 • 1PM

Spend an afternoon with the New York Times bestselling author whose novel "You Should Have Known" is the basis for the HBO miniseries "The Undoing."



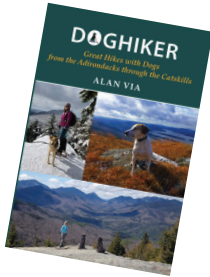
**Registration begins October 1; space is limited.*



DOGHIKER

WEDNESDAY OCTOBER 27 • 7PM

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



Program begins with a book sale and signing.

For all ages.



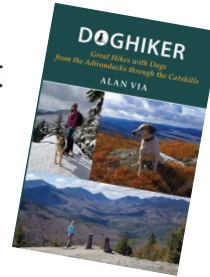
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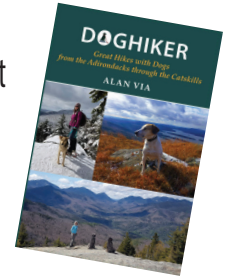
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CRAFT & COLOR

— FOR ADULTS —

MONDAY SEPTEMBER 20 • 11AM

Relax and get creative at the library! Choose between coloring or doing an open-ended craft activity specifically tailored for adults of all abilities.



Bethlehem Public Library • 518-439-9314 • www.bethlehempubliclibrary.org