



Board of Trustees Meeting

Monday January 10, 2022 6:00 pm (Virtual Meeting)

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

Agenda

- **Call to order**
- **Public participation**
 - Communications can be delivered via email to the library director. The link is available here: <https://www.bethpl.org>
- **Review previous meeting minutes (p. 2-5)**
- **Financial report (p. 6-14)**
 - Treasurer's update (p. 6)
 - Tree service payment
- **Personnel report (p. 15)**
 - Personnel actions
- **Director's report (p. 16-27)**
- **UHLS report**
- **New business**
 - **Independent auditor authorization**
 - **COVID-19 response/Town emergency management partnership**
 - **Annual UHLS Ebook contribution (p. 28)**
- **Old business**
 - **Long range plan**
 - Meeting scheduled for 1/20/22 6pm (online)
 - **Building committee**
 - Process update
- **Future business**
- **Public participation**
- **Adjournment**
 - Next board meeting: February 14, 2022 6:00pm (Community Room)
 - Next Friends of the Library meeting: February 21, 2022

MINUTES OF THE BOARD OF TRUSTEES MEETING
 BETHLEHEM PUBLIC LIBRARY **DRAFT**
 Monday December 13, 2021

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

Geoffrey Kirkpatrick, director
 Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Chris McGinty, assistant director
 Catherine Stollar Peters (virtual), assistant director
 Tanya Choppy (virtual), accounts clerk
 Tracey McShane, personnel administrator
 Chris O'Brien, CSEA Local 6015 vice president
 Anne Moore, Borthwick Avenue resident

President M. Kissinger called the meeting to order at 5:58pm.

PUBLIC PARTICIPATION

Anne Moore addressed the board and said she had two comments. First, she said she believes library programs should come first when it comes to Community Room use. She said the town does need a community center but she does not believe that is the library's role. Second, she asked the board to include in their long-range planning discussions provisions for greener energy and a greener building.

MINUTES

Minutes of the 8 November 2021 board meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond.

C. Wijeyesinghe addressed comments made by Anne Moore at the November meeting and said she was mindful of her desire for the board to share information.

FINANCIAL REPORT

Treasurer's update

The board noted S. Whiting's treasurer's report. Additional items:

- M. Walsh asked about the increase in utilities costs. S. Whiting said that was due rising rates overall. M. Redmond noted that even with the rising costs, usage was down.

- C. Wijeyesinghe asked if the library would be over, under or on budget if all of the open staff positions were filled. S. Whiting said the library would likely be right on track but she would look into it further and get back to her. She said we made some conservative assumptions about turnover in the budget that happens during the year.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 30 November 2021 (Manual Disbursements \$358,126.06; Cash Disbursements/Accounts Payable \$44,810.36; Trust & Agency Disbursements/Salaries \$213,823.41; CapProject Fund/Hand-Drawn Checks \$0; Total: \$616,759.83).

PERSONNEL REPORT

The board reviewed the personnel report. H. Narang asked how many of the previously approved positions the library was actively trying to fill. G. Kirkpatrick said that the library was hoping to fill most of them scaling up with increases in circulation. He noted the Librarian II position is not being filled at this time while Civil Service reviews the list.

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

- Library Page, part-time, permanent, 12.8 hours/week, \$12.50/hour or per contract

DIRECTOR'S REPORT

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

- G. Kirkpatrick thanked the trustees for providing the snacks at Staff Development Day. He said the guest speakers were well received. Although some staffers said they would like SDD to be in-person, going virtual was the right decision this year.
- New guidance from the state about masks in public spaces is in effect through at least Jan. 15. G. Kirkpatrick said the board might want to start thinking about any potential room capacity requirements for public groups using the meeting space. He said the library is already limiting staff-led programs to 20 people, but have put no limits on public groups other than fire capacity requirements. Sometimes staffers have to go into the room to assist these groups with technology and other questions.
- The tree facing Delaware Avenue has been removed.
- A diversity audit of the library's collection is ongoing. So far, the numbers indicate that only 8.5% of the collection is by BIPOC (Black, indigenous, and people of color) authors. The goal is to have about 33% of any collection with some form of diverse representation, including religious, LGBTQIA+, and disabilities/mental health. The benchmarks are still under active development. C. Wijeyesinghe said the term BIPOC does not cover all people who are considered socially or racially targeted, so she was glad to see the library was looking at other groups as well.
- Priority program registration is going to Bethlehem School District residents before opening up to the general public.
- C. Stollar Peters shared a link to the digital equity portal, which shows the level of broadband access in the area. In the towns of New Scotland and Bethlehem, 1,100 homes are without broadband access.
- G. Kirkpatrick said circulation continues to edge upward, with the library within 5,000 items of where it would be expected this time of year in the absence of a pandemic. Door count, however, continues to be about half of what would be considered normal, with afternoon study hours particularly quiet.

- M. Redmond asked if patrons have adjusted to the re-implementation of fines. G. Kirkpatrick said they seem to have picked up the new routine.
- M. Walsh asked if the Makerspace had reopened. G. Kirkpatrick said they were finalizing some of it, but it would be available to the public very soon. The maker and A/V equipment are now sharing the same space in the studio. Some of the equipment is now circulating as part of the Library of Things.
- In response to a question from H. Narang, G. Kirkpatrick noted that the approximate cost per therm in November was 91 cents compared to last year's 47 cents.
- C. Wijeyesinghe asked for clarification about the insurance policy mentioned in the NYLA reports. G. Kirkpatrick said that trustees, volunteers and Friends are covered under the general liability when performing library duties. He is waiting for further clarification from the insurance agency. C. Wijeyesinghe requested that he share the policy with the board.

UHLS REPORT

L. Scoons said the board does not meet in December.

NEW BUSINESS

Health insurance invoice

G. Kirkpatrick presented an invoice from the library's insurance broker, with the largest amount representing the pre-funding of the flex spending benefit, which begins Jan 1. That money is eventually self-funded over the year through payroll deduction.

On a MOTION by M. Redmond with a SECOND by C. Brancatella, the board unanimously approved payment of the Jaeger and Flynn health insurance and benefits management invoice in the amount of \$13,283.54.

Rooftop unit quote

G. Kirkpatrick presented a quote from Trane for a coil replacement on Rooftop Unit 2. The library had tried to get additional quotes on it, but would still need Trane to come in and hook it up to the control units. The library asked Trane to resubmit a quote through the procurement policy, allowing for a pre-negotiated price.

M. Redmond asked if it was part of the system that was put in with the HVAC project. G. Kirkpatrick said that it was, but it was no longer under warranty. M. Redmond suggested the library keep a file of this and other repair expenses related to the HVAC system.

C. Wijeyesinghe asked which budget line the money would come from. G. Kirkpatrick said it would come out of capital expenditures.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously accepted a quote from Trane in the amount of \$11,378 for the replacement of a coil in Rooftop Unit 2.

OLD BUSINESS

Long range plan/process update

G. Kirkpatrick said he is looking to get the LRP committee together in the new year to finalize the services plan.

Building committee/process update

The committee has talked about interviewing some architects and putting together a recommendation for some design work. C. Wijeyesinghe asked how many of the trustees had previously been involved in issuing a bond and asked if they could bring in some agency or person to walk them through the stages and timeframe. She suggested Judi Kehoe with the school district could be a resource. G. Kirkpatrick said he would try to put something together.

Other old business

None at this time.

FUTURE BUSINESS

C. Brancatella asked if the board could reach out to the union to find out their contract talking points before the end of the year.

C. Wijeyesinghe said she would like the fines committee to meet in January and come up with a recommendation for the full board. C. Brancatella said she was looking for additional information she had come across about the impact of fines on early literacy.

C. Wijeyesinghe also asked fellow board members to consider joining her on the personnel committee. She said something to consider in the future would be the personnel needs of the library.

C. Wijeyesinghe asked about the status of the most recent policy reviewed by the policy committee. G. Kirkpatrick said that it hadn't come back to the board yet.

PUBLIC PARTICIPATION

No public participation at this time.

EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board adjourned to executive session at 6:50pm to discuss the employment history of a particular individual.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board adjourned executive session at 7:29pm; no action was taken.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by H. Narang, the board adjourned the regular meeting at 7:30pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report January 2022

Revenue and Expense Report

As of December 31, expenses are tracking about 3% underbudget, comparable to last year at this time. We have turnover and vacancy savings in salaries and expect to be at least 4% underbudget at year end. Library materials are currently underbudget by about 18% but additional encumbrances bring that percentage down to about 10%.

We received two sizable donations this month; \$1,000 for the Storch Fund and \$2,500 from the Hungerford Family Foundation.

I am working on the budget for 2022-23 and will have a draft ready for discussion at the next board meeting.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 12/31/21

SUMMARY OF CASH ACTIVITY

ACCOUNT	CASH BALANCE 11/30/2021	RECEIPTS	DISBURSEMENTS	TRANSFERS	CASH BALANCE 12/31/2021
TD Bank General Fund	1,507,017.61	5,519.80	(130,374.13)	180,691.88	1,562,855.16
TD Bank Payroll	-		(129,308.12)	129,308.12	-
TD Bank Money Market	4,828,232.70	390.34	-	(300,000.00)	4,528,623.04
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	14,897.69	2,559.11	(113.75)	(10,000.00)	7,343.05
TOTAL:	6,350,148.00	8,469.25	(259,796.00)	-	6,098,821.25

INVESTMENTS

None

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$ 19,050.00 of Storch Fund money

REVENUE & EXPENSE REPORT

6 MONTHS ENDED 12/31/21

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 6 MO. ENDED 12/31/2021	Percent YTD 12/31/2021	ANNUAL BUDGET 2020-2021	YTD PRIOR 6 MO. ENDED 12/31/2020	Percent YTD 12/31/2020
REVENUE						
Real Property Taxes	4,172,563	4,101,158	98.3%	4,172,563	4,051,336	97.1%
PILOT	219,570	219,916	100.2%	211,637	212,436	100.4%
Fines	15,000	10,386	69.2%	28,000	673	2.4%
Interest on Deposits	7,500	1,995	26.6%	30,000	3,749	12.5%
Lost Book Payments	-	4,015	0.0%	-	748	0.0%
Sale of Books	5,000	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	2,000	4,502	225.1%	1,000	2,020	202.0%
Photocopier	7,500	2,715	36.2%	7,500	-	0.0%
State Aid	23,170	21,961	94.8%	24,000	17,571	73.2%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	154	0.0%	-	-	0.0%
Total Revenue	4,452,303	4,366,803	98.1%	4,479,700	4,288,534	95.7%
EXPENSES						
Salaries	2,344,152	1,107,825	47.3%	2,363,565	1,068,235	45.2%
Retirement	323,103	316,827	98.1%	291,089	287,751	98.9%
Health Insurance	307,889	129,170	42.0%	310,433	140,741	45.3%
Other Benefits	209,759	100,984	48.1%	201,213	103,016	51.2%
Subtotal Salaries & Benefits	3,184,903	1,654,806	52.0%	3,166,300	1,599,743	50.5%
Library Materials - Print	292,000	91,063	31.2%	302,500	124,063	41.0%
Library Materials - Electronic & Audio	269,000	84,858	31.5%	284,000	133,170	46.9%
Subtotal Library Material	561,000	175,921	31.4%	586,500	257,233	43.9%
Operations	571,400	237,672	41.6%	601,900	249,850	41.5%
Capital Expenditures	100,000	12,497	12.5%	125,000	-	0.0%
Contingency	35,000	-				
Total Expenses	4,452,303	2,080,896	46.7%	4,479,700	2,106,826	47.0%

EXPENSES REPORT - DETAIL

6 MONTHS ENDED 12/31/21

FISCAL YEAR 2020-2021

Account Name	ANNUAL BUDGET 2021-2022	YTD ACTUAL 6 MO. ENDED 12/31/2021	Percent YTD 12/31/2021	ANNUAL BUDGET 2020-2021	YTD PRIOR 6 MO. ENDED 12/31/2020	Percent YTD 12/31/2020
Salaries & Benefits						
Salaries-Librarians	1,203,711	576,409	47.9%	1,197,064	521,536	43.6%
Salaries-Support Staff	976,846	453,468	46.4%	996,099	470,673	47.3%
Salaries-Custodians	163,595	77,948	47.6%	170,402	76,026	44.6%
Subtotal Salaries	2,344,152	1,107,825	47.3%	2,363,565	1,068,235	45.2%
Retirement	323,103	316,827	98.1%	291,089	287,751	98.9%
Health Ins.	307,889	129,170	42.0%	310,433	140,741	45.3%
SocSec/Medicare	179,359	82,144	45.8%	180,813	80,233	44.4%
Worker's Comp.	19,000	16,845	88.7%	19,000	15,989	84.2%
Unemployment	10,000	-	0.0%	-	5,472	0.0%
Disability Ins.	1,400	1,995	142.5%	1,400	1,322	94.4%
Subtotal Salaries & Benefits	3,184,903	1,654,806	52.0%	3,166,300	1,599,743	50.5%
Library Materials						
Adult books	171,000	61,082	35.7%	171,000	82,805	48.4%
Periodicals	18,000	100	0.6%	24,000	10,071	42.0%
YS Books	85,000	25,037	29.5%	85,000	28,327	33.3%
Special Collections	18,000	4,844	26.9%	22,500	2,860	12.7%
Subtotal Print Materials	292,000	91,063	31.2%	302,500	124,063	41.0%
Audiobooks	25,000	6,248	25.0%	30,000	14,367	47.9%
E-Collections	156,000	62,342	40.0%	156,000	88,298	56.6%
Electronic Resources	28,000	-	0.0%	28,000	2,631	9.4%
YS Audiobooks	7,000	598	8.5%	5,000	4,849	97.0%
YS Media	5,000	2,033	40.7%	7,000	2,667	38.1%
AS Media	48,000	13,637	28.4%	58,000	20,359	35.1%
Subtotal Electronic & Audio	269,000	84,858	31.5%	284,000	133,170	46.9%
Subtotal Library Materials	561,000	175,921	31.4%	586,500	257,233	43.9%
Operations						
Copiers and supplies	18,000	3,578.49	19.9%	20,000	2,224	11.1%
Office supplies	20,000	7,411.87	37.1%	14,000	12,089	86.3%
Custodial supplies	26,000	4,199.52	16.2%	22,000	7,824	35.6%
Postage	20,000	7,154.34	35.8%	20,000	7,730	38.7%
Printing & Marketing	38,000	8,534.05	22.5%	35,000	5,397	15.4%
Van lease & oper.	4,000	265.98	6.6%	4,000	119	3.0%
Gas and Electric	50,000	31,626.43	63.3%	60,000	16,746	27.9%
Telecommunications	18,000	6,176.21	34.3%	18,000	5,498	30.5%
Water	3,000	1,464.57	48.8%	2,700	1,319	48.8%
Taxes-sewer & water	3,400	0.00	0.0%	3,700	-	0.0%
Refund property taxes	10,000	1,322.76	13.2%	20,000	55	0.3%
Prof. Services	30,000	13,196.61	44.0%	30,000	15,650	52.2%
Contract Services	42,000	22,183.55	52.8%	42,000	3,613	8.6%
Insurance	29,000	26,749.09	92.2%	29,000	23,502	81.0%
Bank Fees	-	642.52	0.0%	-	-	0.0%
Travel/Conference	3,000	2,317.59	77.3%	8,000	1,143	14.3%
Memberships	3,000	1,767.50	58.9%	3,000	2,012	67.1%
Special Programs	35,000	6,187.31	17.7%	43,000	5,954	13.8%
Furniture & Equipment	40,000	6,842.91	17.1%	50,000	30,928	61.9%
IT Hardware & Software	42,000	10,552.74	25.1%	42,000	27,808	66.2%
Bld & Grnd. Repair	40,000	11,591.29	29.0%	40,000	13,356	33.4%
Furn/Equip Repair	2,000	96.99	4.8%	2,000	-	0.0%
Miscellaneous	4,000	5,798.57	145.0%	3,500	7,895	225.6%
Audit Service	24,000	16,876.32	70.3%	24,000	21,620	90.1%
Accounting Service	15,000	14,010.00	93.4%	15,000	13,175	87.8%
UHLAN fees	52,000	27,124.86	52.2%	51,000	24,193	47.4%
Subtotal Operations	571,400	237,672	41.6%	601,900	249,850	41.5%
Capital Expenditures	100,000	12,497	12.5%	125,000	-	0.0%
Contingency	35,000	-	0.0%	-	-	0.0%
TOTAL	4,452,303	2,080,896	46.7%	4,479,700	2,106,826	47.0%

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN DECEMBER 2021 BASED ON PRE-APPROVAL	\$	29,031.60
CHECKS DISBURSED IN DECEMBER 2021 RELATING TO PAYROLL	\$	185,840.29
CHECKS BEING SUBMITTED FOR APPROVAL	\$	77,134.75
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 22: MANUAL DISB (DEC 21) For Dates 12/1/2021 - 12/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40039	12/07/2021	2087	CITIBANK	*See Detail Report	571.12
40040	12/07/2021	2387	GEORGE EDWARD HACK	220261	250.00
40041	12/07/2021	1607	VERIZON BUSINESS FIOS	220004	125.78
40042	12/07/2021	1607	VERIZON BUSINESS FIOS	220004	124.99
40043	12/07/2021	1607	VERIZON BUSINESS FIOS	220004	199.99
40044	12/07/2021	1965	PATRICIA GEROU		3,478.20
40048	12/09/2021	1581	UNITED STATES POSTAL SERVICE	220267	1,307.97
40049	12/13/2021	270	HASLAM TREE SERVICE	220118	1,400.00
40050	12/16/2021	1576	JAEGER & FLYNN ASSOCIATES, INC	220283	13,283.54
40051	12/16/2021	1607	VERIZON BUSINESS FIOS	220004	100.78
40052	12/16/2021	2137	WEX BANK	220006	43.90
40056	12/23/2021	1424	AFLAC NEW YORK		363.32
40057	12/23/2021	2087	CITIBANK	*See Detail Report	1,303.99
40058	12/23/2021	2385	MICHAEL BRUNK	220284	221.79
40059	12/23/2021	1570	NATIONAL GRID		6,018.88
40060	12/23/2021	2061	UNITED HEALTHCARE INSURANCE CO		116.57
40061	12/23/2021	1607	VERIZON BUSINESS FIOS	220004	120.78
Number of Transactions: 17				Warrant Total:	29,031.60
				Vendor Portion:	29,031.60

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

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 - 23: TRUST & AGENCY (DEC 21) For Dates 12/1/2021 - 12/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40045	12/15/2021	712	CIVIL SERVICE EMPL ASSOC INC.		819.12
40046	12/15/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
40047	12/15/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
40053	12/30/2021	712	CIVIL SERVICE EMPL ASSOC INC.		819.12
40054	12/30/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
40055	12/30/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100616	12/15/2021	709	BPL SPECIAL PAYROLL ACCOUNT		61,988.48
100617	12/15/2021	710	NYS INCOME TAX BUREAU		3,533.55
100618	12/15/2021	1946	IRS - PAYROLL TAX PMT		20,092.34
100619	12/15/2021	2003	NEW YORK STATE DEFERRED		1,277.53
100620	12/30/2021	709	BPL SPECIAL PAYROLL ACCOUNT		67,319.64
100621	12/30/2021	710	NYS INCOME TAX BUREAU		3,748.00
100622	12/30/2021	730	NYS EMPLOYEES RETIREMENT SYSTE		2,830.67
100623	12/30/2021	1946	IRS - PAYROLL TAX PMT		21,515.28
100624	12/30/2021	2003	NEW YORK STATE DEFERRED		1,356.56
Number of Transactions: 15				Warrant Total:	185,840.29
				Vendor Portion:	185,840.29

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 - 24: BILL SCHEDULE (JAN 22) For Dates 1/11/2022 - 1/11/2022**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40062	01/11/2022	1531	A-J LAWN SPRINKLER CO., INC.	220278	170.00
40063	01/11/2022	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	56.95
40064	01/11/2022	1009	AMAZON CREDIT PLAN	*See Detail Report	1,096.62
40065	01/11/2022	61	AQUASCAPE DESIGNS LLC	220000	70.00
40066	01/11/2022	2264	B&H FOTO & ELECTRONICS CORP	220232	1,004.25
40067	01/11/2022	77	BAKER & TAYLOR , INC.	*See Detail Report	13,065.13
40068	01/11/2022	719	BETHLEHEM CENTRAL SCHOOL DIST	220277	127.71
40069	01/11/2022	103	BRODART INC	220143	25.56
40070	01/11/2022	827	PHYLLIS CHAMBERS		445.50
40071	01/11/2022	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	220002	238.58
40072	01/11/2022	1220	DEMCO, INC	*See Detail Report	98.67
40073	01/11/2022	1991	EASTERN MANAGED PRINT NETWORK LLC	*See Detail Report	422.64
40074	01/11/2022	195	EBSCO INFORMATION SERVICES	*See Detail Report	19,714.00
40075	01/11/2022	1674	FINDAWAY	*See Detail Report	1,919.12
40076	01/11/2022	1986	FIRSTLIGHT FIBER	220001	15.21
40077	01/11/2022	2090	FRS SPECTRA INC. DBA XSTAMPERSONLINE	220233	40.60
40078	01/11/2022	2361	FUN EXPRESS, LLC	*See Detail Report	577.74
40079	01/11/2022	1965	PATRICIA GEROU		445.50
40080	01/11/2022	787	GUILDERLAND PUBLIC LIBRARY	220274	13.99
40081	01/11/2022	1147	HAMILTON NEWS CO, INC.	220268	4,822.37
40082	01/11/2022	745	MARY HARTMAN		445.50
40083	01/11/2022	292	INDUSTRIAL APPRAISAL	*See Detail Report	595.00
40084	01/11/2022	297	INTERNATIONAL BUILT-IN SYSTEMS	220275	276.00
40085	01/11/2022	2201	LANE PRESS OF ALBANY	220011	3,180.00
40086	01/11/2022	2393	MELISSA HURT	220276	75.00
40087	01/11/2022	1024	MIDWEST TAPE LLC	*See Detail Report	3,148.55
40088	01/11/2022	1172	ANNE B MOSHER		445.50
40089	01/11/2022	809	NANCY PIERI		445.50
40090	01/11/2022	2088	NYSID	220115	237.74
40091	01/11/2022	2391	ONNESA ROYCHOUDHURI	220210	90.00
40092	01/11/2022	2356	OTIS ELEVATOR COMPANY	220281	2,803.80
40093	01/11/2022	1823	OVER DRIVE INC.	*See Detail Report	8,440.36
40094	01/11/2022	2054	PANGBURN LANDSCAPING	220216	1,650.00
40095	01/11/2022	450	PHILLIPS HARDWARE INC	220016	34.97
40096	01/11/2022	458	PITNEY BOWES INC	*See Detail Report	587.67
40097	01/11/2022	505	ROEMER WALLENS GOLD & MINEAUX	220302	2,094.28
40098	01/11/2022	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	160.53
40099	01/11/2022	2340	T-MOBILE	220015	185.00
40100	01/11/2022	2100	THE AMPERSAND GROUP, LLC/APTCO	*See Detail Report	782.02
40101	01/11/2022	2344	ULINE, INC.	*See Detail Report	1,102.08
40102	01/11/2022	2328	UNIFIRST CORPORATION	*See Detail Report	367.32
40103	01/11/2022	2396	UNIQUE MANAGEMENT SERVICES, INC.	220288	1,604.70
40104	01/11/2022	632	UPPER HUDSON LIBRARY SYSTEM	220286	110.00
40105	01/11/2022	2258	VENTFORT HALL MUSEUM & GUIDED AGE MANSION	220298	100.00
40106	01/11/2022	1607	VERIZON BUSINESS FIOS	220004	125.78
40107	01/11/2022	1607	VERIZON BUSINESS FIOS	220004	124.99

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 24: BILL SCHEDULE (JAN 22) For Dates 1/11/2022 - 1/11/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40108	01/11/2022	1968	VERIZON WIRELESS	220003	100.49
40109	01/11/2022	645	**CONTINUED** W W GRAINGER INC		0.00
40110	01/11/2022	645	W W GRAINGER INC	*See Detail Report	2,993.37
40111	01/11/2022	1707	AUDREY WATSON		445.50
40112	01/11/2022	1593	WILLIAM K. SANFORD LIBRARY	220297	12.96
Number of Transactions: 51				Warrant Total:	77,134.75
				Vendor Portion:	77,134.75

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

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

January 10, 2022 - 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	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	E. Sullivan	8/24/2020	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 Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Page PT	Collection Maintenance	9.8 hrs/wk		\$12.50/hour	K. Smith	12/2/2020	12/14/2020				
Librarian II FT	Public Services	35 hrs/wk		\$63,207/annual or per contract	C. Brenner	8/31/2021	8/9/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$12.50/hour	L. Graf	11/30/2021	12/13/2021	Filled	M. Mitchell	12/20/2021	Hire
Action Requested											
Library Page PT	Collection Maintenance	6 hrs/wk		\$13.20/hour	S. Hamilton	12/12/2021					
Positions Held											
None											

Director's Report January 2022

COVID and Phased Reopening

We continue to experience staff shortages. There is every reason to expect this to persist in the immediate future. I need to express my sincere gratitude to the entire staff at the library for their flexibility and their willingness to cover for one another when necessary. The library continues to operate at a normal schedule and near normal services due to their dedication.

I have asked the staff to be vigilant about enforcing the mask policy in the library. Recent increases in community spread and cases make this even more critical now.

We have an ongoing partnership with the Town of Bethlehem Emergency Management Office to distribute masks and COVID test kits. Test kits have been provided to the public free of charge twice recently. The distributions have gone quickly and smoothly. I appreciate the partnership with the town and their willingness to work with us. The response from the public has been very positive.

Frank from the Public Services Department reported that compliance with the library's mask policy was good this month. Negative interactions were at a minimum, which is helpful. Most of the people Frank needed to speak with were college-age students studying who seemed newly back in the library and did not understand our policy. A number had taken masks off once they sat down at study carrels which may have been in accordance with procedures at their schools

Building and Grounds

Several dead trees have been removed from the library property and other trees had dead limbs removed to increase safety in the parking lots.

The new vacuum robot has been deployed. Kevin reports that it does a very nice job with carpeted areas of the main library and has little trouble negotiating the book stacks and furniture.

Public Services

The Overdrive app will no longer be available for download and will not be updated or supported beginning January 2022. Patrons will be directed to use the Libby app instead. Libby is not currently available for all the devices that the OverDrive app was, like the Kindle Fire. Overdrive plans to add Kanopy titles to the Libby app, however the implementation date for this has not yet been announced.

Luke created a new Hoopla Instruction Sheet for the library website.

<https://www.bethlehempubliclibrary.org/borrow/hoopla>

Frank has renewed Flipster, Consumer Reports, NoveList Plus, Novelist K-8 Plus and Heritage Quest online databases.

Programs and Outreach

Luke and Sarah have been providing a variety of virtual and in-person technology informational sessions. Sarah offered a crash course researching on Gale Academic OneFile and Luke offered an introduction session to streaming videos. They both plan to continue offering a variety of sessions on software and devices.

Mary visited the high school to check out copies of “Annie on My Mind” to the Inclusive Literacy Club. She interacted with 25 teens and checked out 16 copies of the book. Mary is planning more pop-up library opportunities at the high school in the coming months when possible.

Anne compiled a list of mock Caldecott resources for the Elsmere librarian.

Sarah provided a library tour for 7 Daisy girl scouts and 6 parents. She provided a brief talk about the responsibilities of having a library card. The Daisies received welcome packets, redeemed their Free Book coupons, signed up for library cards, had a tour of the children’s area, and checked out books.

Kate installed a new story at the Elm Ave Park trail for families to enjoy interacting with as they take the loop around the trail.

Circulation and Technical Services

Automatic renewals were approved by the UHLS Directors Association at the meeting in January. UHLS will begin working on the implementation now, with an anticipated implementation on February 1, unless there are complications.

Updated bike locks, portable CD players, and knitting needles are all waiting to be added to our Library of Things collection.

Continuing Education and Committee Work

Included in the packet is the new UHLS Racial Equity Training program description. They have contracted with the McLean group to provide training to library staff and trustees. There are several options for trustee training requiring different levels of commitment. UHLS is seeking to have all member library boards participate within the next two years. This training does qualify to meet the NYS required annual trustee training.

Sarah viewed a Ryan Dowd webinar COVID: How to Deal with Problem Behaviors Related to COVID-19, which covered such things as approaching patrons about mask compliance.

Luke viewed the webinar Myth Busting with OverDrive: Innovative Ways to Talk About Your Digital Library provided by OverDrive Resource Center.

Patti viewed the training video Getting Started with Libby provided by OverDrive Resource Center and viewed the recorded UHLS December ASAC meeting.

Sharon and Frank participated in the virtual UHLS December Adult Services Advisory Council meeting.

Geoffrey Kirkpatrick, Library Director



Racial Equity Training for Your Library from The McLean Group

Introduction

UHLS has contracted with [The McLean Group](#), a well-respected Capital Region firm, to offer training on racial equity for both boards and staff of our libraries. This effort is a direct result of requests from member libraries, and is part of the Racial Equity Committee. The training aims to foster understanding of how racism affects libraries and library services, to identify library-specific barriers to racial equity, and to stimulate positive change in library services at UHLS member libraries.

Racial equity training is a marathon rather than a sprint. With understanding of and respect for the value of both board and staff time, we have worked carefully to develop a curriculum and training schedule robust enough to meaningfully address this complex topic, and flexible enough for different levels of library engagement.

This training will be available through December 2023, while funding is available, at no direct cost to the library. UHLS fully subsidizes this unique training program from NYS Outreach Funds to make it available and accessible to all member libraries. UHLS is strongly encouraging all libraries to take advantage of this opportunity to evaluate your library through a new lens.

Training is available for two audiences: boards and staff.

Board training

Board training is offered in three options available through 12/31/23:

- 1. Board representative(s).** Components:

- Six 90-minute in-person group sessions held at UHLS offices and attended by one or more trustees from your library, who will learn along with trustees from other libraries
- A summary of the training, presented by your attending trustee to your full board
- A 60-minute UHLS-led, in-person session for the full board where the context is made local and the board identifies actionable steps to improve library services.

2. Full board, smaller commitment. Components:

- Two 90-minute in-person sessions held at your library for the full board. In-person sessions are strongly preferred. Virtual sessions are possible.
- A 60-minute UHLS-led, in-person session for the entire board where the context is made local and the board identifies actionable steps to improve library services.

3. Full board, larger commitment. Components:

- Four 90-minute in-person sessions held at your library for the full board. In-person sessions are strongly preferred. Virtual sessions are possible.
- A 60-minute UHLS-led, in-person session for the full board where the context is made local and the board identifies actionable steps to improve library services.

This training will be most powerful, and most transformative, if the whole board participates in full-board sessions. We suggest that boards schedule training segments separate from their regular meetings to maximize members' energy and focus. Sessions may be spread out at intervals that work for the board, with the understanding that the same group of trustees working through all sessions is most beneficial.

The six-session in-person series at UHLS (Option 1 above) will begin the week of April 4th. Session dates will be developed taking into account the schedules of the presenter and participants. It is expected that the sessions

will be monthly, and that the exact dates will be determined by the group. ²¹

This training meets the requirement in recent legislation for each trustee to have two hours approved training annually.

Short description of content:

For participants in Option 1, the six-session training at UHLS offices led by The McLean Group, topics address:

1. Implicit bias and microaggressions
2. Race and ethnicity in society
3. Racial categorizations and socialization
4. Courageous conversations
5. Systemic racism and historical context
6. White supremacy characteristics in the library

Followed by the UHLS-led session at your library for the full board.

For boards choosing Option 2, the two-session full-board training at your library led by The McLean Group, topics address:

1. Racial categorization and social organization
2. Race and ethnicity in society

Followed by the UHLS-led session at your library for the full board.

For boards choosing Option 3, the four-session full-board training at your library led by The McLean Group, topics address:

1. Unconscious bias and microaggressions
2. Racial categorization and social organization
3. Race and ethnicity society
4. Courageous conversations

Followed by the UHLS-led, in-person session at your library for the full board.

Staff training

Short description of content

The staff training is focused on exploration and education around the topics of equity, inclusion, unconscious bias, white supremacy as related to libraries, race and ethnicity in society, and other connected areas.

Options:

- 1 Three hour session
2. Four hour session
3. Five hour session
4. Six hour session

Group size

Maximum group size is 30 and minimum is six to keep learning effective. To meet the minimum, smaller libraries have the option of partnering with nearby member libraries or notifying UHLS of their interest in a multi-library session at UHLS.

Continuing Education (CE) credit will be awarded based on length of training.

About The McLean Group

Kathleen McLean is the principal of The McLean Group, which has worked with many Capital Region organizations including the North Colonie School District (board and staff), Hudson Valley Community College, New York Library Association, Envirospec Engineering, and many more. Kathleen is a years-long user of Colonie Town Library.

Next Steps for Curious or Interested Libraries

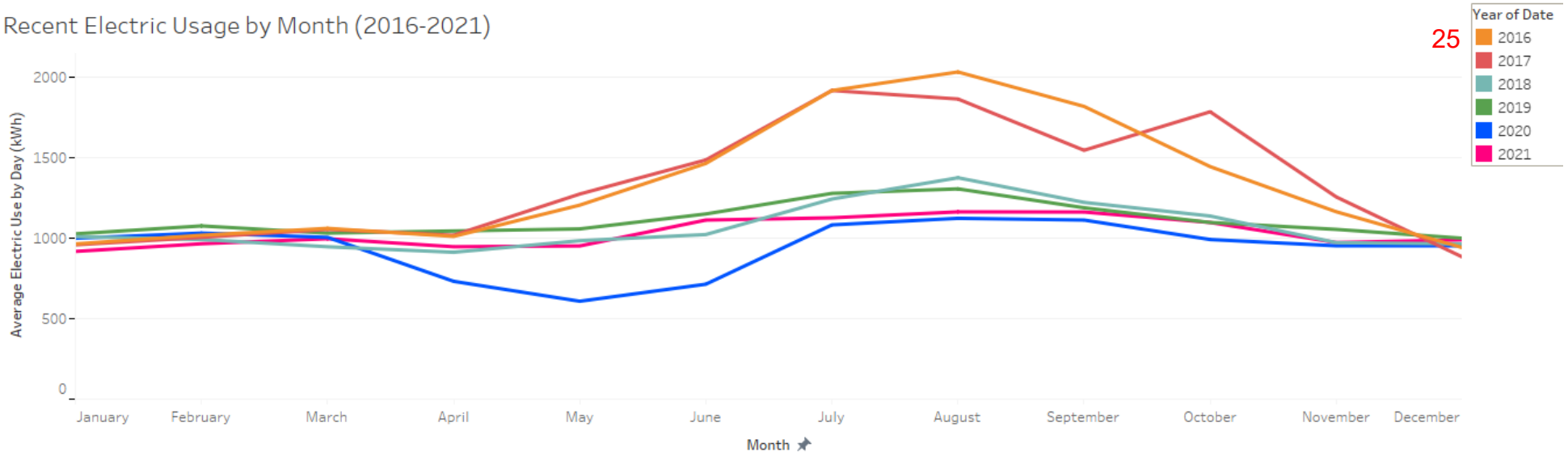
To ask questions, express interest, or begin scheduling, please contact Mary Fellows, 518-437-9880.

Library Collection				2020-21	Current Total
Adult fiction				27,576	27,757
Adult non-fiction				29,912	29,303
Adult audio				6,342	6,142
Adult video				8,146	8,373
Young adult fiction				5,372	5,314
Young adult nonfiction				492	548
Young adult audiobooks				418	424
Children's fiction				27,336	27,699
Children's non-fiction				15,910	16,005
Children's audiobooks				1,850	1,596
Children's video				1,961	1,486
OverDrive - UHLS Shared				100,026	106,994
e-magazines				3,582	2,986
Electronic (games, ereaders)				450	435
Total				229,373	235,062
Library Programs	Dec-21	Dec-20	% change	2020-21	F-Y-T-D
Programs	22	13	69.2%	211	200
Program attendance	229	209	9.6%	2,531	4,722
Outreach Programs	0	1	-100.0%	450	11
Outreach Attendance	0	40	-100.0%	1,357	3,858
Circulation	Dec-21	Dec-20	% change	2020-21	F-Y-T-D
Adult fiction	10,508	10,063	4.4%	122,358	69,744
Adult non-fiction	6,544	5,197	25.9%	62,005	37,365
Adult audio	4,391	3,492	25.7%	43,240	26,197
Adult video	6,547	5,269	24.3%	54,329	37,431
Adult magazines	1,422	1,957	-27.3%	19,130	8,919
Young adult fiction	1,293	1,400	-7.6%	18,086	9,504
Young adult nonfiction	104	118	-11.9%	1,303	694
Young adult audiobooks	196	235	-16.6%	2,364	1,277
Young adult magazines	0	6	-100.0%	25	0
Children's fiction	9,864	8,537	15.5%	106,794	65,434
Children's non-fiction	2,254	1,761	28.0%	24,559	15,226
Children's audiobooks	886	748	18.4%	8,160	6,156
Children's video	740	535	38.3%	4,734	3,878
Children's magazines	0	8	-100.0%	91	1
Electronic (games, ereaders)	463	203	128.1%	2,772	2,539
Total	45,212	39,529	14.4%	469,949	283,688
Interlibrary Loan	Dec-21	Dec-20	% change	2020-21	F-Y-T-D
Borrowed from others	6,180	8,491	-27.2%	95,316	36,983
Loaned to others	4,099	6,122	-33.0%	64,417	26,377
Miscellaneous	Dec-21	Dec-20	% change	2020-21	F-Y-T-D
Visits to our home page	39,007	35,616	9.5%	483,316	236,156
Public use of meeting rooms	26	0	und	0	150
Public meeting attendance	365	0	und	0	1,696
Staff use & library programs	25	0	und	0	50
Study room sessions	177	0	und	0	1,062
Tech room/ Studio use	0	0	und	0	4
Door count	11,846	3,778	213.6%	41,521	74,664
Registered BPL borrowers	46	28	64.3%	562	474
Computer signups	718	0	und	860	4,215
Museum Pass use	69	9	666.7%	324	698
E-book use	5,627	5,873	-4.2%	73,602	33,748
E-audiobook use	3,596	3,175	13.3%	38,322	21,546
E-magazine use	1,188	1,644	-27.7%	16,380	7,375
Streaming video use	1,414	1,432	-1.3%	16,004	7,945
BCSD use via Overdrive	179	263	-31.9%	1,643	952
Equipment	31	122	-74.6%	1,379	1,125
Wireless Use	7,426	5,748	29.2%	75,484	51,301

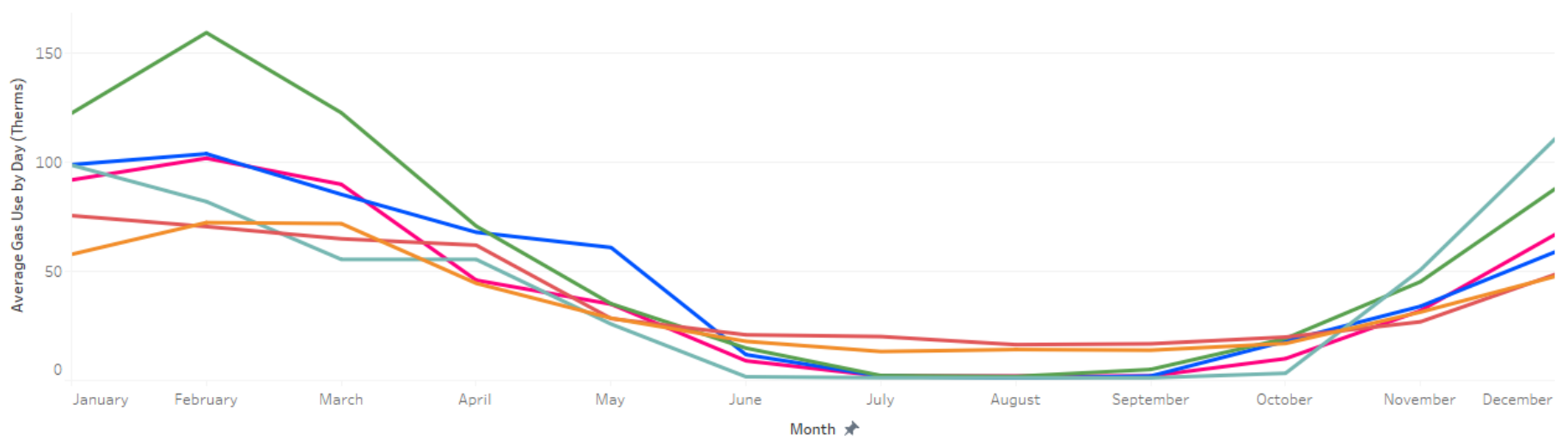
Monthly Gas and Electric Comparisons

Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
11/8/2019	28	1,268	45	\$609.93	\$21.78	\$0.48	28	29,568	1,056	\$2,573.81	\$91.92	\$0.09
11/9/2020	28	952	34	\$443.69	\$15.85	\$0.47	31	29,568	954	\$2,778.85	\$89.64	\$0.09
12/11/2019	33	2,902	88	\$1,321.32	\$40.04	\$0.46	33	33,024	1,001	\$2,882.77	\$87.36	\$0.09
12/10/2020	31	1,820	59	\$838.43	\$27.05	\$0.46	31	29,568	954	\$3,018.09	\$97.36	\$0.10
1/13/2020	33	3,261	99	\$1,714.16	\$51.94	\$0.53	33	33,024	1,001	\$2,940.08	\$89.09	\$0.09
1/12/2021	33	3,030	92	\$1,440.20	\$43.64	\$0.48	33	30,336	919	\$3,200.45	\$96.98	\$0.11
2/11/2020	29	3,016	104	\$1,579.16	\$54.45	\$0.52	29	29,952	1,033	\$2,551.49	\$87.98	\$0.09
2/10/2021	29	2,957	102	\$1,554.35	\$53.60	\$0.53	29	28,032	967	\$3,577.36	\$123.36	\$0.13
3/11/2020	29	2,476	85	\$1,210.30	\$41.73	\$0.49	29	29,184	1,006	\$2,514.49	\$86.71	\$0.09
3/12/2021	30	2,710	90	\$1,529.98	\$51.00	\$0.56	30	29,952	998	\$3,804.63	\$126.82	\$0.13
4/14/2020	34	2,301	68	\$1,034.00	\$30.41	\$0.45	33	24,192	733	\$1,969.02	\$59.67	\$0.08
4/15/2021	34	1,578	46	\$996.36	\$29.30	\$0.63	32	30,336	948	\$2,901.14	\$90.66	\$0.10
5/12/2020	28	1,696	61	\$603.68	\$21.56	\$0.36	29	17,664	609	\$1,944.36	\$67.05	\$0.11
5/12/2021	27	946	35	\$539.55	\$19.98	\$0.57	29	27,648	953	\$3,036.25	\$104.70	\$0.11
6/11/2020	30	355	12	\$203.47	\$6.78	\$0.57	29	20,736	715	\$2,356.33	\$81.25	\$0.11
6/11/2021	30	280	9	\$255.64	\$8.52	\$0.91	30	33,408	1,114	\$4,184.20	\$139.47	\$0.13
7/14/2020	33	76	2	\$61.40	\$1.86	\$0.81	34	36,864	1,084	\$3,550.71	\$104.43	\$0.10
7/14/2021	33	81	2	\$84.17	\$2.55	\$1.04	32	36,096	1,128	\$5,354.25	\$167.32	\$0.15
8/11/2020	28	15	1	\$30.91	\$1.10	\$2.06	28	31,488	1,125	\$3,434.45	\$122.66	\$0.11
8/12/2021	29	44	2	\$57.29	\$1.98	\$1.30	29	33,792	1,165	\$4,823.54	\$166.33	\$0.14
	30	52	2	\$50.86	\$1.70	\$0.98	30	33,408	1,114	\$3,256.70	\$108.56	\$0.10
9/14/2021	33	81	2	\$86.54	\$2.62	\$1.07	33	38,400	1,164	\$5,164.35	\$156.50	\$0.13
10/12/2020	32	566	18	\$271.07	\$8.47	\$0.48	29	28,800	993	\$2,584.09	\$89.11	\$0.09
10/12/2021	28	292	10	\$281.08	\$10.04	\$0.96	29	31,872	1,099	\$4,934.52	\$170.16	\$0.15
11/9/2020	28	952	34	\$443.69	\$15.85	\$0.47	31	29,568	954	\$2,778.85	\$89.64	\$0.09
11/9/2021	28	883	32	\$801.99	\$28.64	\$0.91	28	27,264	974	\$3,714.60	\$132.66	\$0.14
12/10/2020	31	1,820	59	\$838.43	\$27.05	\$0.46	31	29,568	954	\$3,018.09	\$97.36	\$0.10
12/10/2021	31	2,065	67	\$1,686.85	\$54.41	\$0.82	31	30,720	991	\$4,170.25	\$134.52	\$0.14

Recent Electric Usage by Month (2016-2021)



Recent Gas Usage by Month (2016-2021)

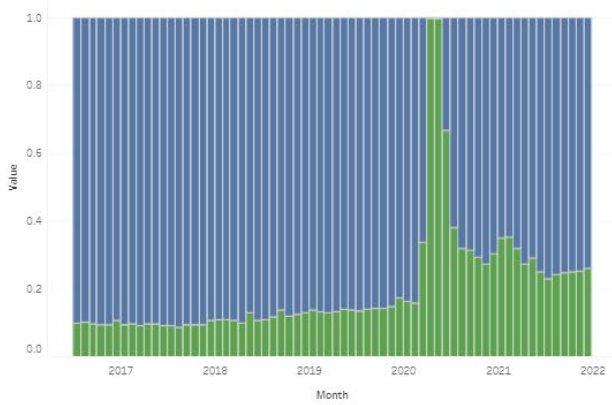


Measure N... %Digital of total %P...

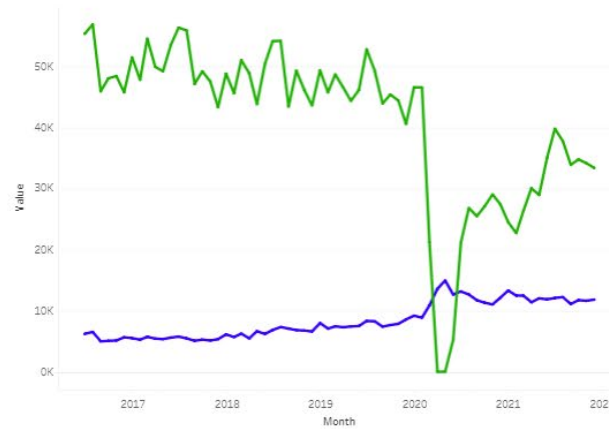
Circulation eContent Total

OverDrive Total eMagazine 26

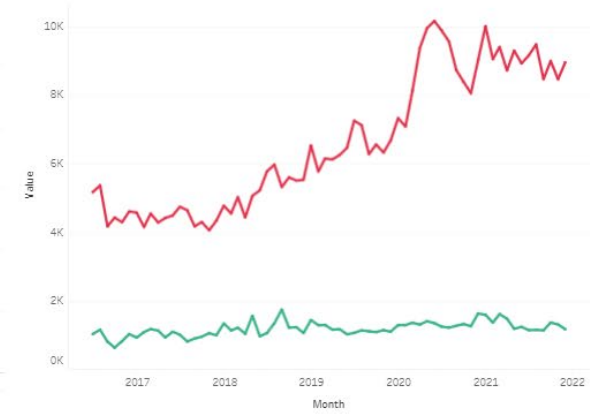
Circulation % Digital



Physical v. Digital Circulation



OverDrive and eMagazines



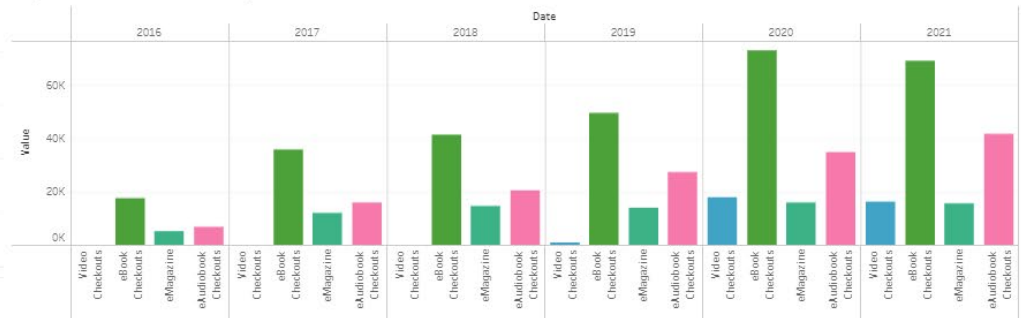
Measure Names

Video Checkouts eBook Checkouts eMagazine eAudiobook Ch... Music

Digital Content Circulation by Format

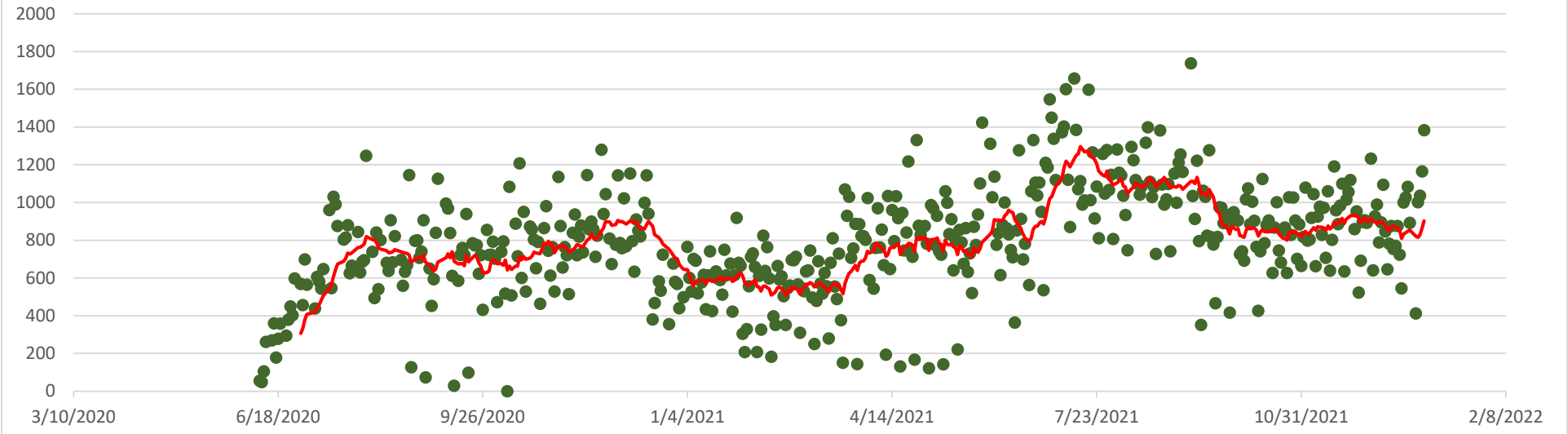


Digital Content Circulation by Format



The end of year Digital Content Circulation by format numbers are interesting. Although, eaudiobook circulation is the only category that increased over last year, the decrease in ebook, streaming video, and emagazine circulation is relatively small for 2021 compared to 2020. It looks like the demand for econtent has settled at about 25% of our total circulation.

Total Checkouts per Day





Upper Hudson Library System

28 Essex Street
Albany, NY 12206-2039

INVOICE ²⁸

Invoice Number: 22-003
Invoice Date: Jan 3, 2022
Page: 1

Voice: (518) 437-9880
Fax: (518) 437-9884

Bill To:
Bethlehem Public Library (BETH)

Ship to:
Bethlehem Public Library (BETH)

Customer ID	Customer PO	Payment Terms	
BETH		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			2/2/22

Quantity	Item	Description	Unit Price	Amount
		2022 ERO Contribution		14,704.22
Subtotal				14,704.22
Sales Tax				
Freight				
Total Invoice Amount				14,704.22
Payment/Credit Applied				
TOTAL				14,704.22

Check/Credit Memo No:



Bethlehem Public Library

Published by Kristen Roberts · 21h · 🌐



UPDATE: The test kits have all been handed out.

29

Tomorrow morning (Jan. 7), the library will once again be distributing a VERY limited number of home test kits for COVID-19. They can be picked up starting at 7:30 a.m., one per person, on a first-come basis in front of the plaza by the main entrance. We cannot accommodate any hold requests or early birds.

These kits are being made available through Albany County and the Town of Bethlehem, NY Emergency Management Office.



1,134
People reached

235
Engagements

↑ +3.4x higher
Distribution score

Boost post

👍❤️ 22

5 Comments 11 Shares



Bethlehem Public Library

Published by Kristen Roberts · Yesterday at 10:11 AM · 🌐



Before we even open our doors in the morning, this little 30bot friend is getting everything ready for you! #foundinthelibrary



547
People reached

157
Engagements

Boost post

30

1 Comment 3 Shares

Like

Comment

Share

You made it!

While you're here ...

Use the rubber stamp attached to this sign to mark a page in your expedition journal. Then complete the activity below.

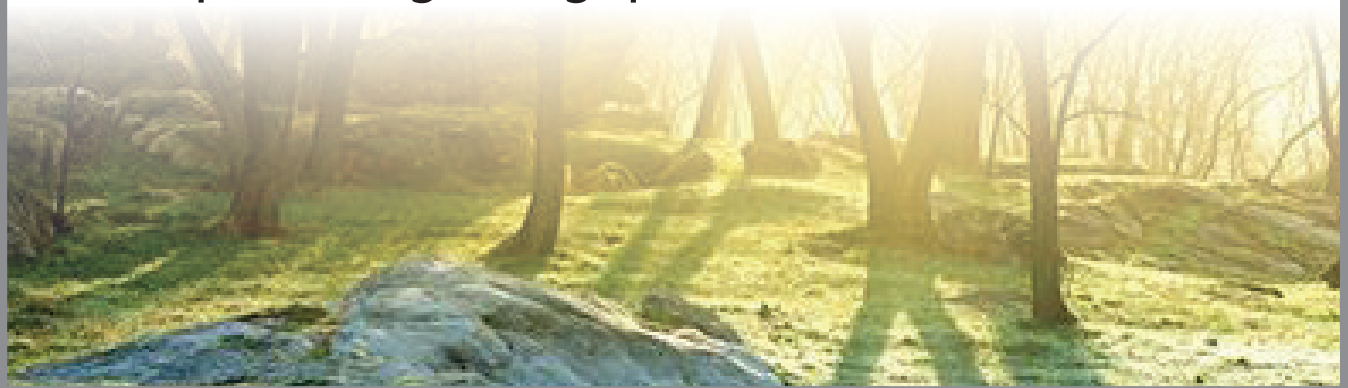


.....

Practice your mindfulness

skills. Take deep breaths, stretch, be quiet or still for a whole minute.

Create a doodle in your journal while you are practicing being quiet.



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You made it!

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.....

Use your senses. What do you see, hear, smell or feel? Write about or draw your observations in your journal.



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What types of animals do you think you might find here? Look around you — do you see evidence of animals? Do you hear any? Write about or draw your observations in your journal.



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Discuss the types of plants you see around you. How might they look the same or different in the summer? Write down your thoughts or draw a picture in your journal.



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.....

Discuss your favorite activity to do outside in the winter. Draw it or write about it in your journal.



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Check out a book on a new topic. Write down something you learned in your journal.



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How would you describe the weather today? Draw a picture or write down as many words as you can think of to describe today's weather.



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