



Board of Trustees Meeting
Monday May 9, 2022 6:00 pm (Virtual Meeting)

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

Public comments can be submitted here:

<https://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>

Agenda

- Call to order
- **Budget Presentation (p. 2)**
- Public participation
 - Communications can be delivered via email to the library director at the link above.
- Review previous meeting minutes (p. 3-8)
- Financial report (p. 10-17)
 - Treasurer's update (p. 9)
- Personnel report (p. 18)
 - Personnel actions
- Director's report (p. 19-26)
- UHLS report
- New business
 - 5G cell phone hotspot proposal (p. 27-28)
 - Investment policy (p. 29-32)
 - Open meetings law changes
- Old business
 - Director evaluation process (p. 34)
 - Building committee
 - Recommendation for architectural design services
- Future business
- Public participation
- Executive Session
- Adjournment

Next board meeting: June 13, 2022 6:00pm

Next Friends of the Library meeting: June 20, 2022

Friends Booksale Fundraiser: Saturday May 21 and Sunday May 22

2022-23 Budget

2

	2021-22	2022-23	Comments
Library materials			
Books/audiobooks/ebooks	\$444,000	\$480,000	————— Maintains core collection and reflects increase in e-content usage
Online services	28,000	27,000	
Periodicals	18,000	19,000	
Movies and music	53,000	45,000	————— Decreased demand due to streaming
Special collections	18,000	15,000	————— Decreased demand for the Library of Things
Total materials	\$561,000	\$586,000	
Salaries and benefits	\$3,184,903	\$3,266,500	————— Negotiated salary increases and estimated health-care costs
Operations			
Utilities	\$71,000	\$82,000	————— Increased costs for electricity and gas
Photocopiers	18,000	15,000	
Office and custodial supplies	46,000	47,400	
Equipment and furniture	40,000	40,000	
Postage	20,000	20,000	
Insurance	29,000	29,000	
Taxes (water and sewer)	3,400	3,400	
Conference and travel	3,000	3,000	
Memberships	3,000	3,000	
Special programs	35,000	32,000	————— Reduced in-person programming for the public
Building and equip. maint.	84,000	87,000	————— Increased operational costs
Van operation	4,000	4,000	
Financial services and auditing	39,000	54,000	————— Includes upgrade to financial services system
Printing and marketing	38,000	35,000	
Professional services	30,000	30,000	————— Attorney's fees for contract negotiations
Miscellaneous	4,000	6,000	————— Incidentals
Online catalog/circ. system	52,000	53,000	————— Planned increase in library system fees
IT/hardware and software	42,000	42,000	
Refund of real property taxes	10,000	7,500	————— Expected fewer tax refunds
Capital improvements/contingency	135,000	135,000	————— For building updates and other needs
Total operations	\$706,400	\$728,300	
TOTAL EXPENSES	\$4,452,303	\$4,580,800	
Income			
PILOT	219,570	227,724	
State aid	23,170	24,500	
Photocopiers	7,500	6,500	
Interest	7,500	6,000	
Lost book payments	0	2,500	————— Charges for lost or damaged library items
Fines and fees	15,000	2,000	————— Elimination of fines; overdue fees still apply for museum passes and Library of Things
Gifts and donations	2,000	3,500	
Book sale	5,000	0	————— Book sale now managed by the Friends
TOTAL INCOME	\$279,740	\$272,724	
BUDGET	\$4,452,303	\$4,580,800	————— 2.89% increase
Minus income	279,740	272,724	
Equals LEVY	\$4,172,563	\$4,308,076	————— 3.25% increase — under the state tax cap
Fund balance			
		\$1,400,000	————— Funds operations from July until taxes received in October
		2,310,100	————— Designated for capital expenditure and building needs in conjunction with the library's Long Range Plan
TOTAL FUND BALANCE		\$3,710,100	

Proposed levy increase: 3.25%

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



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MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (VIRTUAL) **DRAFT**

Monday April 11, 2022

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Caroline Brancatella

GUESTS: Catherine Stollar Peters, assistant director
Chris McGinty, assistant director
Tanya Choppy, accounts clerk

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

Vice President M. Walsh called the meeting to order at 6:01pm.

PUBLIC PARTICPATION

Geoff shared with the board a letter and flyer submitted anonymously by a patron regarding the potential language used to communicate the library's elimination of fines.

MINUTES

L. Scoons asked that a reference to the Library of Things be spelled out in the March 14 minutes.

Minutes of the 14 March 2022 board meeting were approved unanimously on a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe.

Minutes of the 24 March 2022 special board meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond.

FINANCIAL REPORT

Treasurer's update

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

- C. Wijeyesinghe noted the Brainfuse payment on the check warrant and asked for more information about the service, which provides online education and tutoring opportunities for cardholders, as well as career resources.

- S. Whiting discussed her recommendation that the board of trustees authorize the purchase of \$1 million in a six-month T-Bill that would that would bring in \$10,000 once it matures. The T-Bill will tie up \$990,000 of the library's surplus for the duration of the six months, but would leave approximately \$1.8 million for operating expenses for April through September, along with a surplus remainder of \$1.2 million. M. Redmond said that as a finance committee member, she was in favor of the investment. She said that it was a good first step, and if the library continued in that direction, they might consider laddering some of the T-Bill investments in terms of when they would mature. T. Choppy noted that it also provides an opportunity for financial diversification, which is something the comptroller looks at favorably. M. Walsh asked that the board remain mindful of when they might need access to the money in the fund balance for any upcoming projects. S. Whiting said she would be watching that timeframe closely in order to advise what a next step should be. In response to board questions, G. Kirkpatrick noted that a typical fund balance when there isn't a construction project on the horizon is closer to 50% of the budget. S. Whiting said purchasing the T-Bill is relatively easy and carries a small transaction fee. This type of investment is backed by the U.S. government.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board unanimously agreed to authorize the purchase of a \$1 million 6-month T-Bill using money from the library's fund balance.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 31 March 2022 (Checks disbursed in March 2022 based on pre-approval \$59,262.10; Checks disbursed in March 2022 relating to payroll \$182,650.29; Checks being submitted for approval \$69,410.62; CapProject Fund/Hand-Drawn Checks \$0; Total: \$311,323.01).

PERSONNEL REPORT

G. Kirkpatrick said the library was seeking to fill two part-time clerk positions to maintain circulation desk coverage. M. Redmond asked if the board was actively seeking to fill the previously approved library clerk positions. G. Kirkpatrick said that the ones related to collection maintenance and public services were being filled as needed as those duties ramp up. The library is interviewing for the Librarian II position.

On a MOTION by M. Redmond with a SECOND by L. Scoons, the board unanimously approved new hires for the following vacancies:

- Library Clerk, part-time, permanent, 11.67 hours/week, \$14.17/hour
- Library Clerk, part-time, permanent, 11.67 hours/week, \$14.17/hour

DIRECTOR'S REPORT

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

- G. Kirkpatrick noted that despite the uptick in area COVID cases, library staff have still been able to provide services in a safe way. He noted that the home test kits have helped the staff self-monitor any potential exposures. At this time, there are ample tests for both staff and the public.
- The library is planning a "Then and Now" photo display to celebrate the 50th anniversary of the library building this summer. L. Scoons said she expects that to be a popular promotion on social media.

- The contract with the Library Speakers Consortium will make available 2-3 virtual author talks per month for Bethlehem cardholders. G. Kirkpatrick said that while virtual programs are not everyone's cup of tea, the pandemic exposed that they are a viable option. The success of this subscription will be evaluated at the end of the contract.
- In the past month, the library has been looking less like a transaction-only space with foot traffic increasing and in-person programs bringing people in to the library to gather.
- The Friends book sale fundraiser in May has scheduled some musical performers for the outdoor event.
- Circulation is getting very close to pre-pandemic levels.
- Electric costs continue to be high, but not as high as last month.
- L. Scoons asked if some of the technology programs could be offered in the evening or recorded so that they can be watched by people who aren't able to attend daytime meetings.
- C. Wijeyesinghe asked if there was a cost to expanding the library WiFi in town. G. Kirkpatrick said that, depending on where it is, there can be significant costs associated with it. He continues to pursue grant options and member items for potential funding. C. Wijeyesinghe asked if there a possibility for another agency to share in the funding. L. Scoons said the board has discussed this on previous occasions and feel that it isn't the library's responsibility to do all of the work.

UHLS REPORT

L. Scoons reported that library aid in the state budget is up \$5.5 million this year and construction aid is at \$34 million. She said the library should be considering what projects they might be able to submit.

She said the UHLS board has begun the racial equity training, and it has been enlightening and worthwhile.

NEW BUSINESS

Personnel committee report/Director evaluation process

C. Wijeyesinghe said the personnel committee of herself, M. Kissinger and G. Kirkpatrick is presenting a pair of timelines to the board: one to review the materials and the other to lay out the review process. She said the goal is to conduct a director's review annually – with the first one completed by January 2023. The proposed process would include a section for goals developed by the director and expanded questions regarding the director's communication and relationship with the board. C. Wijeyesinghe asked the board to review the timelines and evaluation materials with the goal of finalizing them and adopting them by May 31.

Chairs

G. Kirkpatrick presented the board with a state contract quote for 30 new chairs for patron use. The price for the chairs, which would match the fabric of the existing chairs, has increased dramatically. These upholstered wooden chairs have slowly been replacing the solid wooden chairs that are not popular with most of the public. He noted that with the increase in foot traffic at the library, there is a growing need for more seating. Another option would be to bring out some of the solid wooden chairs once again. The board asked G. Kirkpatrick if he could look into possibly less expensive options in neutral colors and styles. In the meantime, the library would bring out some of the older wooden chairs to increase seating.

Naming rights – Makerspace

Bethlehem resident Joe Storch, whose family funds the Krakower-Storch Family Technology Fund, spoke recently to G. Kirkpatrick and said he was interested in continuing that level of giving. An interest was expressed in naming rights for the Studio Makerspace. G. Kirkpatrick asked the board to consider if that was something they were interested in doing for the community spaces and what the level of giving might be to qualify for naming rights. Board members said they wanted a little time to think about how they felt about it. C. Wijeyesinghe asked if it could be put under old business on future agendas.

OLD BUSINESS

Borrowing policy

C. Wijeyesinghe clarified that the language referring to patrons should be standardized in the final version of the policy. The board agreed that the preferred term would be “patron.” G. Kirkpatrick noted that in addition to information about fine-free rules, the updated policy changed the threshold at which point a cardholder would be blocked from borrowing from \$5 to \$10 in fines. There was also additional clarification about electronic materials and how they do not accrue fines.

On a MOTION by H. Narang with a SECOND by C. Wijeyesinghe, the board unanimously approved the recommended updates to the library’s borrowing policy, which will go into effect July 1, 2022.

Building committee update/Report/Next steps

The committee has met with three architects and have been impressed with all of them. The next step is to meet as a committee and narrow down the options.

Fines committee/existing overdue fines discussion

The board continued their discussion about whether or not to waive pre-existing fines when going fine-free. G. Kirkpatrick said that other large libraries that have gone fine-free have waived those back fines. He noted that it would be helpful to eliminate those pre-existing fines in order to maximize the “welcome back” aspect of marketing the library’s fine-free status. Board members said they would be hesitant to bend the rules before the implementation date of July 1. They also encouraged all marketing materials to make it clear that fines were being waived but not charges for lost or damaged items. L. Scoons said it would also be helpful to provide real-world examples to the public so they can see how it will work. Marketing for the library going fine free will begin in mid-June.

On a MOTION by L. Scoons with a SECOND by M. Redmond, the board unanimously approved the following fine-free lending parameters:

- Implementation date of July 1, 2022
- Keeping the current 31-day billing period
- Waiving pre-existing overdue fines

Also part of the lending parameters and included in the updated borrowing policy, which will go into effect July 1, is the blocked card threshold being raised to \$10, as well as maintaining \$1/day fines on Library of Things and ILL items and \$5/day fines on museum passes

OTHER BUSINESS

G. Kirkpatrick mentioned a pair of incidents the previous week involving the harassment of a library volunteer on library property. The perpetrator was a minor, and a letter detailing the incident had been sent to their parents. G. Kirkpatrick asked the board to approve banning the individual from the library until Sept. 15. The board discussed the process in place for the individual to appeal the decision and noted that it could be appealed at the next board meeting or in writing to the board.

On a MOTION by M. Redmond and a SECOND by H. Narang, the board voted unanimously to ban from the library the minor patron mentioned above until Sept. 15, 2022.

PUBLIC PARTICIPATION

There was no public participation at this time.

EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by H. Narang, the board adjourned to executive session at 7:50pm to discuss the employment history of a particular individual.

On a MOTION by M. Redmond with a SECOND by H. Narang, the board adjourned executive session at 8:13pm.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board adjourned the regular meeting at 8:14pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
 BETHLEHEM PUBLIC LIBRARY (VIRTUAL)
 Monday April 27, 2022 **DRAFT**

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

Geoffrey Kirkpatrick, director

EXCUSED: Harmeet Narang

GUESTS: Tracey McShane, personnel administrator
 Elena Pablo, library attorney

*All present via Zoom broadcast live on YouTube.

President M. Kissinger called the meeting to order at 6:00pm.

PUBLIC PARTICPATION

None

NEW BUSINESS

HVAC maintenance contract

The board reviewed the three-year maintenance contract for the library's HVAC system.

On a MOTION by M. Redmond and a SECOND by C. Wijeyesinghe, the board voted unanimously to approve a three-year HVAC maintenance contract with Trane with a payment of \$19,606 in the first year, \$20,390 in the second, and \$21,206 in the third.

EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board voted unanimously to adjourn to executive session at 6:05pm to discuss the employment history of a particular individual.

On a MOTION by M. Redmond with a SECOND by L. Scoons, the board voted unanimously to adjourn the executive session at 6:31pm.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board voted unanimously to adjourn the regular meeting at 6:32pm.

Prepared by
 Kristen Roberts, recording secretary

Cosigned by
 M. Kissinger, board president

Treasurer's Report May 2022

Revenue and Expense Report

The revenue and expense report through April continues to show underspending in most categories, with expenses currently tracking at about 8% underbudget, consistent with last year at this time. We received the final tax payment for the year of \$70,753, and our revenue stands at 100% of budget.

Investment Update

A \$1 million six-month Treasury bill with an investment yield of 1.365% was purchased on May 3. (Actual cost: \$993,201.88). A new account has been set up in the general ledger to track it and next month's cash and investment report will reflect it.

A copy of the Investment Policy, which should be reviewed annually, is included in the board packet. The Finance Committee has reviewed the policy and no changes are recommended.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 4/30/22

SUMMARY OF CASH ACTIVITY

	CASH BALANCE				CASH BALANCE
	<u>3/31/2022</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>TRANSFERS</u>	<u>4/30/2022</u>
TD Bank General Fund	1,502,913.69	81,542.33	(166,989.47)	172,635.84	1,590,102.39
TD Bank Payroll	-		(127,364.16)	127,364.16	-
TD Bank Money Market	3,629,608.27	447.07	-	(300,000.00)	3,330,055.34
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	14,465.07	1,934.84	(106.68)	-	16,293.23
TOTAL:	<u>5,146,987.03</u>	<u>83,924.24</u>	<u>(294,460.31)</u>	<u>-</u>	<u>4,936,450.96</u>

INVESTMENTS

None

Checks outstanding greater than 90 days old: 40079 - vendor has been contacted

General Fund cash balance includes \$ 20,050.00 of Storch Fund money

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

10 MONTHS ENDED 4/30/22

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 10 MO. ENDED 4/30/2022	Percent YTD 4/30/2022	ANNUAL BUDGET 2020-2021	YTD PRIOR 10 MO. ENDED 4/30/2021	Percent YTD 4/30/2021
Real Property Taxes	4,172,563	4,171,911	100.0%	4,172,563	4,172,563	100.0%
PILOT	219,570	219,916	100.2%	211,637	213,581	100.9%
Fines	15,000	17,615	117.4%	28,000	1,197	4.3%
Interest on Deposits	7,500	3,527	47.0%	30,000	5,959	19.9%
Lost Book Payments	-	6,909	0.0%	-	2,778	0.0%
Sale of Books	5,000	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	2,000	5,591	279.5%	1,000	9,320	932.0%
Photocopier	7,500	4,678	62.4%	7,500	-	0.0%
State Aid	23,170	24,401	105.3%	24,000	17,571	73.2%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	204	0.0%	-	-	0.0%
Total Revenue	4,452,303	4,454,753	100.1%	4,479,700	4,422,969	98.7%
EXPENSES						
Salaries	2,344,152	1,831,977	78.2%	2,363,565	1,800,231	76.2%
Retirement	323,103	316,827	98.1%	291,089	287,751	98.9%
Health Insurance	307,889	272,566	88.5%	310,433	250,274	80.6%
Other Benefits	209,759	149,076	71.1%	201,213	157,326	78.2%
Subtotal Salaries & Benefits	3,184,903	2,570,447	80.7%	3,166,300	2,495,583	78.8%
Library Materials - Print	292,000	170,903	58.5%	302,500	179,854	59.5%
Library Materials - Electronic & Audio	269,000	190,234	70.7%	284,000	234,914	82.7%
Subtotal Library Material	561,000	361,137	64.4%	586,500	414,768	70.7%
Operations	571,400	383,063	67.0%	601,900	393,745	65.4%
Capital Expenditures	100,000	12,497	12.5%	125,000	20,398	16.3%
Contingency	35,000	-			-	
Total Expenses	4,452,303	3,327,143	74.7%	4,479,700	3,324,494	74.2%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

10 MONTHS ENDED 4/30/22

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 10 MO. ENDED 4/30/2022	Percent YTD 4/30/2022	ANNUAL BUDGET 2020-2021	YTD PRIOR 10 MO. ENDED 4/30/2021	Percent YTD 4/30/2021
Salaries & Benefits						
Salaries-Librarians	1,203,711	939,946	78.1%	1,197,064	877,387	73.3%
Salaries-Support Staff	976,846	761,241	77.9%	996,099	793,129	79.6%
Salaries-Custodians	163,595	130,790	79.9%	170,402	129,715	76.1%
Subtotal Salaries	2,344,152	1,831,977	78.2%	2,363,565	1,800,231	76.2%
Retirement	323,103	316,827	98.1%	291,089	287,751	98.9%
Health Ins.	307,889	272,566	88.5%	310,433	250,274	80.6%
SocSec/Medicare	179,359	134,788	75.1%	180,813	134,059	74.1%
Worker's Comp.	19,000	12,294	64.7%	19,000	16,449	86.6%
Unemployment	10,000	-	0.0%	-	5,495	0.0%
Disability Ins.	1,400	1,995	142.5%	1,400	1,322	94.4%
Subtotal Salaries & Benefits	3,184,903	2,570,447	80.7%	3,166,300	2,495,583	78.8%
Library Materials						
Adult books	171,000	100,882	59.0%	171,000	122,946	71.9%
Periodicals	18,000	18,096	100.5%	24,000	12,564	52.3%
YS Books	85,000	42,631	50.2%	85,000	39,536	46.5%
Special Collections	18,000	9,293	51.6%	22,500	4,808	21.4%
Subtotal Print Materials	292,000	170,903	58.5%	302,500	179,854	59.5%
Audiobooks	25,000	14,170	56.7%	30,000	21,414	71.4%
E-Collections	156,000	124,030	79.5%	156,000	159,693	102.4%
Electronic Resources	28,000	23,702	84.7%	28,000	18,336	65.5%
YS Audiobooks	7,000	1,531	21.9%	5,000	5,427	108.5%
YS Media	5,000	2,228	44.6%	7,000	3,754	53.6%
AS Media	48,000	24,572	51.2%	58,000	26,291	45.3%
Subtotal Electronic & Audio	269,000	190,234	70.7%	284,000	234,914	82.7%
Subtotal Library Materials	561,000	361,137	64.4%	586,500	414,768	70.7%
Operations						
Copiers and supplies	18,000	7,209	40.0%	20,000	4,805	24.0%
Office supplies	20,000	15,420	77.1%	14,000	17,352	123.9%
Custodial supplies	26,000	10,828	41.6%	22,000	12,722	57.8%
Postage	20,000	12,303	61.5%	20,000	12,594	63.0%
Printing & Marketing	38,000	17,280	45.5%	35,000	11,334	32.4%
Van lease & oper.	4,000	408	10.2%	4,000	203	5.1%
Gas and Electric	50,000	61,651	123.3%	60,000	40,266	67.1%
Telecommunications	18,000	10,412	57.8%	18,000	10,080	56.0%
Water	3,000	1,881	62.7%	2,700	1,665	61.7%
Taxes-sewer & water	3,400	3,184	93.7%	3,700	3,144	85.0%
Refund property taxes	10,000	1,450	14.5%	20,000	55	0.3%
Prof. Services	30,000	17,409	58.0%	30,000	22,137	73.8%
Contract Services	42,000	34,666	82.5%	42,000	14,033	33.4%
Insurance	29,000	23,842	82.2%	29,000	18,935	65.3%
Bank Fees	-	1,075	0.0%	-	-	0.0%
Travel/Conference	3,000	2,318	77.3%	8,000	1,367	17.1%
Memberships	3,000	1,997	66.6%	3,000	2,012	67.1%
Special Programs	35,000	13,087	37.4%	43,000	10,204	23.7%
Furniture & Equipment	40,000	13,421	33.6%	50,000	32,263	64.5%
IT Hardware & Software	42,000	19,920	47.4%	42,000	56,524	134.6%
Bld & Grnd. Repair	40,000	32,413	81.0%	40,000	36,444	91.1%
Furn/Equip Repair	2,000	3,683	184.1%	2,000	1,307	65.3%
Miscellaneous	4,000	5,271	131.8%	3,500	10,803	308.6%
Audit Service	24,000	16,876	70.3%	24,000	21,620	90.1%
Accounting Service	15,000	14,242	94.9%	15,000	14,408	96.1%
UHLAN fees	52,000	40,818	78.5%	51,000	37,469	73.5%
Subtotal Operations	571,400	383,063	67.0%	601,900	393,745	65.4%
Capital Expenditures	100,000	12,497	12.5%	125,000	20,398	16.3%
Contingency	35,000	-	0.0%	-	-	0.0%
TOTAL	4,452,303	3,327,143	74.7%	4,479,700	3,324,494	74.2%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN APRIL 2022 BASED ON PRE-APPROVAL	\$	36,396.29
CHECKS DISBURSED IN APRIL 2022 RELATING TO PAYROLL	\$	188,546.72
CHECKS BEING SUBMITTED FOR APPROVAL	\$	114,982.53
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 38: MANUAL DISB (APR 22) For Dates 4/1/2022 - 4/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40001	04/01/2022	61	**VOID** AQUASCAPE DESIGNS LLC	220000	-70.00
40310	04/27/2022	2058	**VOID** RENSSELAER PUBLIC LIBRARY	220417	-24.99
40323	04/06/2022	61	AQUASCAPE DESIGNS LLC	220000	70.00
40326	04/13/2022	2087	CITIBANK	*See Detail Report	1,899.79
40327	04/13/2022	1581	UNITED STATES POSTAL SERVICE	220464	1,404.00
40328	04/21/2022	720	MVP HEALTH PLAN, INC.		4,653.88
40329	04/21/2022	1570	NATIONAL GRID		5,473.22
40330	04/21/2022	2011	UTICA NATIONAL INSURANCE GROUP	220483	420.00
40331	04/21/2022	1607	VERIZON BUSINESS FIOS	220004	120.78
40334	04/26/2022	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,814.28
40335	04/26/2022	2061	UNITED HEALTHCARE INSURANCE CO		128.83
40336	04/26/2022	1607	VERIZON BUSINESS FIOS	220004	125.78
40337	04/26/2022	1607	VERIZON BUSINESS FIOS	220004	124.99
40338	04/28/2022	2066	KEVIN COFFEY	220496	230.74
40339	04/28/2022	2049	THE RENSSELAERVILLE LIBRARY	220502	24.99
Number of Transactions: 15				Warrant Total:	36,396.29
				Vendor Portion:	36,396.29

*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 - 39: TRUST & AGENCY (APR 22) For Dates 4/1/2022 - 4/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40324	04/15/2022	712	CIVIL SERVICE EMPL ASSOC INC.		962.51
40325	04/15/2022	1679	METLIFE-TSA CONTRIBUTIONS		100.00
40332	04/29/2022	712	CIVIL SERVICE EMPL ASSOC INC.		962.51
40333	04/29/2022	1679	METLIFE-TSA CONTRIBUTIONS		100.00
100652	04/15/2022	709	BPL SPECIAL PAYROLL ACCOUNT		62,725.17
100653	04/15/2022	710	NYS INCOME TAX BUREAU		3,535.46
100654	04/15/2022	1946	IRS - PAYROLL TAX PMT		20,539.23
100655	04/15/2022	2003	NEW YORK STATE DEFERRED		1,784.40
100656	04/29/2022	709	BPL SPECIAL PAYROLL ACCOUNT		67,407.35
100657	04/29/2022	710	NYS INCOME TAX BUREAU		3,709.75
100658	04/29/2022	730	NYS EMPLOYEES RETIREMENT SYSTE		3,175.85
100659	04/29/2022	1946	IRS - PAYROLL TAX PMT		21,562.52
100660	04/29/2022	2003	NEW YORK STATE DEFERRED		1,981.97

Number of Transactions: 13

Warrant Total: 188,546.72

Vendor Portion: 188,546.72

Certification of Warrant

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Date Signature Title

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 40: BILL SCHEDULE - MAY 22 For Dates 5/10/2022 - 5/10/2022**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40343	05/10/2022	2334	ALLEGRA MKTG C/O GLENN READ ENTERPRISES LLC	220465	575.20
40344	05/10/2022	919	ALTAMONT ENTERPRISE	220485	49.00
40345	05/10/2022	1009	AMAZON CREDIT PLAN	220484	2,685.63
40346	05/10/2022	77	BAKER & TAYLOR , INC.	*See Detail Report	11,321.96
40347	05/10/2022	1186	BAKER AND TAYLOR ENTERTAINMENT	220490	22.06
40348	05/10/2022	103	BRODART INC	*See Detail Report	132.83
40349	05/10/2022	2404	CAPITAL COMMUNICATIONS INDUSTRIES, INC	*See Detail Report	497.09
40350	05/10/2022	2333	CASTUS CORPORATION	220486	2,400.00
40351	05/10/2022	1137	CORNELL COOPERATIVE EXTENSION	220456	50.00
40352	05/10/2022	2366	CORNING MUSEUM OF GLASS	220504	300.00
40353	05/10/2022	634	CSLP C/O DEMCO	220326	342.63
40354	05/10/2022	1434	DELL MARKETING L.P.	220419	16,774.00
40355	05/10/2022	1220	DEMCO, INC	220445	176.00
40356	05/10/2022	1991	EASTERN MANAGED PRINT NETWORK LLC	220009	456.29
40357	05/10/2022	1674	FINDAWAY	220467	232.46
40358	05/10/2022	1986	FIRSTLIGHT FIBER	220001	188.76
40359	05/10/2022	2272	GLOBAL EQUIPMENT COMPANY INC.	220457	4,684.00
40360	05/10/2022	959	INFO USA MARKETING, INC (SUBSIDIARY OF DATA AXLE INC.)	*See Detail Report	2,653.00
40361	05/10/2022	2201	LANE PRESS OF ALBANY	220011	3,349.00
40362	05/10/2022	1839	LARRY KOT ELECTRICAL SVCS	220459	152.50
40363	05/10/2022	2301	MATT VIA PRUNING	220460	175.00
40364	05/10/2022	1024	MIDWEST TAPE LLC	*See Detail Report	2,333.16
40365	05/10/2022	380	MORNINGSTAR	220469	2,208.00
40366	05/10/2022	2403	NICOLE MIELE	220487	150.00
40367	05/10/2022	412	NORTHEAST INFORMATN SYST	220488	2,962.72
40368	05/10/2022	2088	NYSID	*See Detail Report	509.60
40368	05/10/2022	2088	**VOID** NYSID	*See Detail Report	-509.60
40369	05/10/2022	1823	OVER DRIVE INC.	*See Detail Report	9,916.56
40370	05/10/2022	2402	PBC GURU LLC	220509	3,500.00
40371	05/10/2022	450	PHILLIPS HARDWARE INC	220016	122.89
40372	05/10/2022	478	QUILL.COM	220489	102.98
40373	05/10/2022	505	ROEMER WALLENS GOLD & MINEAUX	220508	3,926.00
40374	05/10/2022	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	242.94
40375	05/10/2022	2406	STEVE LAMBERT	220479	200.00
40376	05/10/2022	2273	THOMAS COLE NATIONAL HISTORICAL SITE	220498	100.00
40377	05/10/2022	2307	TRANE U.S. INC.	220503	19,606.00
40378	05/10/2022	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	220482	31.90
40379	05/10/2022	2344	ULINE, INC.	220473	72.90
40380	05/10/2022	2328	UNIFIRST CORPORATION	220017	91.83
40381	05/10/2022	632	UPPER HUDSON LIBRARY SYSTEM	220463	19,631.94
40382	05/10/2022	1607	VERIZON BUSINESS FIOS	220004	49.00
40383	05/10/2022	1968	VERIZON WIRELESS	220003	100.43
40384	05/10/2022	645	W W GRAINGER INC	*See Detail Report	1,455.27
40385	05/10/2022	1884	W.B. MASON CO., INC.	220476	401.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 40: BILL SCHEDULE - MAY 22 For Dates 5/10/2022 - 5/10/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40386	05/10/2022	2405	WARREN SIEME	220478	50.00
40387	05/10/2022	2088	NYSID	220115	20.40
40387	05/10/2022	2088	**VOID** NYSID	220115	-20.40
40388	05/10/2022	2121	NYSPSP	*See Detail Report	489.20
40388	05/10/2022	2121	**VOID** NYSPSP	*See Detail Report	-489.20
40389	05/10/2022	2088	NYSID	220115	20.40
40390	05/10/2022	2121	NYSPSP	*See Detail Report	489.20
Number of Transactions: 51				Warrant Total:	114,982.53
				Vendor Portion:	114,982.53

*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

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Date Signature Title

May 9, 2022 - Board of Trustee Meeting											
											18
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
<u>Previously Approved to Fill</u>											
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	12.8 hrs/wk	9.8 hrs/wk	\$13.20/hour	K. Smith	12/2/2020	12/14/2020	Filled	C. Zeilman	5/10/2022	Hire
Librarian II FT	Public Services	35 hrs/wk		\$63,207/annual or per contract	C. Brenner	8/31/2021	8/9/2021	Filled	L. Kozilski	5/2/2022	Hire
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	3 hrs/wk	6 hrs/wk	\$13.20/hour	S. Hamilton	12/12/2021	1/10/2022				
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.17/hour or per contract	B. Griffith	4/1/2022	4/11/2022	Filled	M. Beutel	4/27/2022	Hire
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.17/hour or per contract	D. Janse	5/26/2022	4/11/2022				
<u>Action Requested</u>											
Library Page	Collection Maintenance	12.8 hrs/wk		\$13.20/hour	M. Mitchel	5/11/2022					
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.17/hour or per contract	A. Rusch	5/4/2022					
<u>Positions Held</u>											
None											

Director's Report May 2022

COVID and Phased Reopening

The increases in infection rate noted in last month's report continued over the month of April and into May. The hospitalization rate in Albany County continues to be lower than when the library re-implemented the mandatory mask policy in the Fall of 2021.

Albany Public Library is now requiring masks as is the Altamont Library and Castleton Library. The Guilderland Library is strongly encouraging.

Signs have been posted to the library entrances indicating that we are in an area of high community spread for COVID and that the Albany County Department of Health is recommending masks in indoor public spaces.

Our partnership with the Town of Bethlehem Emergency Management Office continues to work well for the community. The library has distributed more than 2,000 COVID-19 test kits and 1,000 KN95 masks to community members.

Building and Grounds

Most garden tools have been updated to battery-powered electric models. These include the leaf blower, small hand mower, pole saw, and small chain saw. These tools have proven to be extremely reliable, require little servicing, and are much quieter than their gas-powered predecessors. This allows for less storage of gas onsite. Some of our larger power machines are still gas-powered but we will consider electric-powered options as they reach the end of their service life.

Public Services

The museum pass for the Intrepid Sea, Air, and Space Museum was not renewed. It is an expensive pass that saw few checkouts during the past year. We will consider adding this pass back into the collection in the future.

Programs

The library is planning to participate in this year's Memorial Day Parade. Invitations were not sent out by the Blanchard Post this year so we are attempting to contact them to let them know we would like to be included. All board members are welcome to participate, just let me know if you would like to join us. Our van and float will highlight the summer reading program theme for this year, Oceans of Possibility.

Sharon oversaw the four-week Forces of Nature program series presented by a 4-H educator.

Kate covered the first in-person outdoor Family Storytime of the year, which had over 60 participants. People were happy to be able to bring their children to an in-person early literacy program at the library. Each family received a storytime kit sponsored by the Friends of the Library through our Kindness Matters initiative.

Kate also held the first in-person Music and Movement on the Green with over 70 people in attendance. The Green is an ideal location for this program as it gives everyone the chance to spread out while moving around.

Sarah offered the program Cold Case Analysis presented by Dr. Christina Lane, program director for the Cold Case Analysis Center (CCAC) at the College of Saint Rose. Dr. Lane was joined by several colleagues, including a forensic psychologist (Dr. Kunkle) and forensic anthropologist (Dr. Fabian), and two of her current students. The CCAC is the only center of its kind in New York State and one of six nationally which allows students from the criminal justice, behavior and law, forensic science, and forensic psychology degree programs to work on true cold cases helping with unsolved homicides and missing persons cases. Forty-two people participated in this virtual program, with many asking questions and leaving positive feedback on the program.

After numerous rescheduling attempts due to the pandemic, Sarah was finally able to offer an in-person program with Alan Via presenting a talk and book signing on his book *Doghiker: Great Hikes with Dogs*. Alan's talk was accompanied by a lengthy slideshow with images of dogs (and other pets) hiking with their owners. Toby, his dog, was in attendance, which really helped to round out the event.

The four-part series Leadership Lessons from Plutarch presented by Giacomo Calabria had one final session scheduled for May 6. Giacomo once again provided an engaging series with lots of questions and conversations. The sessions were recorded and will soon be made available on the library's YouTube channel.

Fifth-grade Eagle Elementary classes visited the library for an overview of Ancestry and HeritageQuest to support their immigration lessons. Frank took two classes in the morning and Luke took two in the afternoon. Included in their visit was a brief tour of the library and an opportunity for those students without library cards to get one. We received numerous thank you cards from the students.

Luke presented Accessing Digital Newspapers and Historical Collections, a virtual program exploring online resources such as NYS Historical Newspapers, NY Digital Heritage, Fulton History, Sanborn Fire Maps, and Bethlehem's digitized Spotlight and BCSD Yearbook collections. Fourteen people participated in this program.

Chris oversaw the Get Ready for Earth Day program, which allowed the participants to create paper flowers and plant different types of seeds to take home.

Outreach

Many teens are seeking volunteer hours at the library. It is possible that this represents a backlog of missed volunteer opportunities during the pandemic. We have accommodated as many as

possible, with some students placed on a waitlist. We are no longer accepting new volunteer applications from those who need hours before the end of the school year.

Kate held an Earth Day program in collaboration with the Mohawk Hudson Land Conservancy. She led some families on a short hike and to hear some stories along the way at the Normans Kill West preserve. At the conclusion of the program, each kid was given a kit to grow some marigolds at home, and a journal in which they could record their observations of the seed growing.

Chris attended the YMCA's Healthy Kid's Day event and talked with 136 people and gave away over 125 items, such as free book coupons, snack containers, bags, hand sanitizer, kits to grow marigolds or basil, and more. COVID test kits and KN-95 masks were also available to anyone who was interested in one. While the event had lower attendance than in the past, it was still a successful day engaging with those that were there.

Upcoming Programs

The library is collecting feminine hygiene products to be donated to Bethlehem Food Pantry in connection with the May 23 Mooncatcher Project program.

Circulation and Technical Services

Updated Chromebooks have been added to the collection. Our previous two-week loan Chromebooks now circulate for an extended loan period of four-weeks and replace the smaller, refurbished models we were lending. The oldest Chromebooks have been offered to other UHLS libraries though UHLS.

In response to a patron request, we added underwater cameras to the Library of Things.

According to our wireless service provider, our existing WiFi hotspots need to be replaced. We have an opportunity to upgrade the service as well as the hardware. The proposal is included as an agenda item.

Continuing Education and Committee Work

At this month's supervisors meeting, Tracey presented on the Family Medical Leave Act and the requirements and duties of supervisors.

Geoff will be presenting a program on May 12 at the Central New York Library Resources Council about Civil Service for libraries.

This month, a large portion of our staff participated in an ALA training on Cultural Competence. The training "explores culture, cultural humility, and identity to increase awareness of ourselves and our interactions with colleagues and the communities we serve." This training provided a forum for and a model for staff to reflect upon their views of the world and how those views shape interactions with each other and library users.

Sharon participated in a 2-part Excel webinar provided by UHLS.

Patti participated in the webinar *The Truth is Out There: A Closer Look at Conspiracy Theories* sponsored by CALA and presented by Caroline Buff, Research and Instruction Librarian at SUNY Schenectady.

Chris participated in the national Collaborative Summer Library Program Theme and Slogan committee meeting to finalize plans for the upcoming listening sessions in May.

Meetings and miscellany

Representatives from the library, Friends of the Library, and the Delmar Progress Club met to discuss opportunities to work together. The DPC formed the original Delmar Public Library in 1913. They are seeking to strengthen their ties with the library and the Friends of the Library.

We submitted a grant to Representative Tonko's office as a FY2023 Community Project Funding opportunity for *E-PINK: Emergency Pop-Up Internet Network Kit with Satellite service*. This project is supported by the Town of Bethlehem Emergency Management Office to purchase a mobile emergency pop-up network with equipment to use satellite data on-demand. The network would have a small radius, but would be very useful during an emergency where we lost internet service and/or power to our network.

Frank and Chris met with two potential MLS graduate students looking to do their internship at the library. One will start in May, we are waiting to hear back from the second student.

Geoffrey Kirkpatrick, Library Director

Table at the Y's Healthy Kid's Day



Photos from Doghiker reading & book signing:



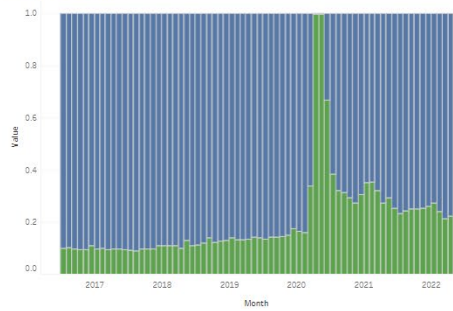
Above, Alan signs books for guests.



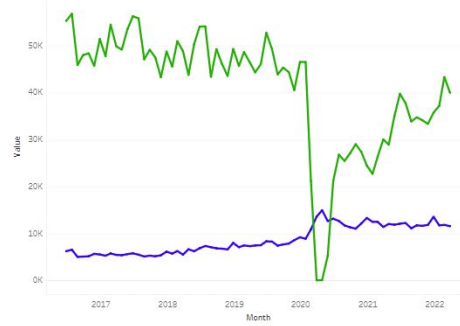
Above, Alan's grandson was Toby's handler for the evening, who greeted everyone and also demonstrated some basic training skills.

Library Collection				2020-21	Current Total
Adult fiction				27,576	26,900
Adult non-fiction				29,912	29,198
Adult audio				6,342	5,680
Adult video				8,146	8,620
Young adult fiction				5,372	4,694
Young adult nonfiction				492	538
Young adult audiobooks				418	464
Children's fiction				27,336	28,088
Children's non-fiction				15,910	16,164
Children's audiobooks				1,850	1,623
Children's video				1,961	1,467
OverDrive - UHLS Shared				100,026	112,623
e-magazines				3,582	3,123
Electronic (games, ereaders)				450	420
Total				229,373	239,602
Library Programs	Apr-22	Apr-21	% change	2020-21	F-Y-T-D
Programs	37	22	68.2%	211	314
Program attendance	577	365	58.1%	2,531	6,120
Outreach Programs	3	0	und	450	16
Outreach Attendance	219	0	und	1,357	4,206
Circulation	Apr-22	Apr-21	% change	2020-21	F-Y-T-D
Adult fiction	12,095	10,225	18.3%	122,358	118,269
Adult non-fiction	6,788	5,567	21.9%	62,005	64,667
Adult audio	4,784	3,878	23.4%	43,240	45,198
Adult video	6,553	4,683	39.9%	54,329	64,605
Adult magazines	1,461	1,683	-13.2%	19,130	15,173
Young adult fiction	1,428	1,431	-0.2%	18,086	15,201
Young adult nonfiction	145	114	27.2%	1,303	1,235
Young adult audiobooks	224	205	9.3%	2,364	2,170
Young adult magazines	0	4	-100.0%	25	0
Children's fiction	12,006	9,607	25.0%	106,794	111,999
Children's non-fiction	3,462	2,453	41.1%	24,559	28,948
Children's audiobooks	1,262	812	55.4%	8,160	10,747
Children's video	661	438	50.9%	4,734	6,149
Children's magazines	0	14	-100.0%	91	1
Electronic (games, ereaders)	703	310	126.8%	2,772	5,084
Total	51,572	41,424	24.5%	469,949	488,769
Interlibrary Loan	Apr-22	Apr-21	% change	2020-21	F-Y-T-D
Borrowed from others	6,360	7,113	-10.6%	95,316	64,806
Loaned to others	4,214	5,046	-16.5%	64,417	43,903
Miscellaneous	Apr-22	Apr-21	% change	2020-21	F-Y-T-D
Visits to our home page	39,223	30,408	29.0%	483,316	374,144
Public use of meeting rooms	42	0	und	0	286
Public meeting attendance	542	0	und	0	3,279
Staff use & library programs	17	0	und	0	111
Study room sessions	317	0	und	0	2,560
Tech room/ Studio use	1	0	und	0	8
Door count	13,530	6,514	107.7%	41,521	126,517
Registered BPL borrowers	92	55	67.3%	562	759
Computer signups	942	119	691.6%	860	7,590
Museum Pass use	82	35	134.3%	324	941
E-book use	5,434	5,610	-3.1%	73,602	56,833
E-audiobook use	3,844	3,289	16.9%	38,322	36,370
E-magazine use	1,079	1,279	-15.6%	16,380	12,361
Streaming video use	1,208	1,191	1.4%	16,004	13,726
BCSD use via Overdrive	149	157	-5.1%	1,643	1,442
Equipment	302	157	92.4%	1,379	1,851
Wireless Use	9,232	6,783	36.1%	75,484	82,461

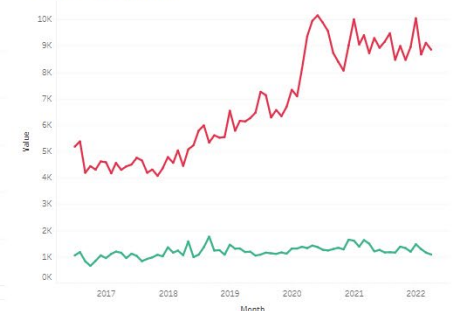
Circulation % Digital



Physical v. Digital Circulation

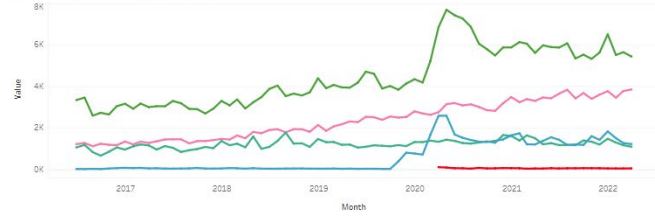


OverDrive and eMagazines

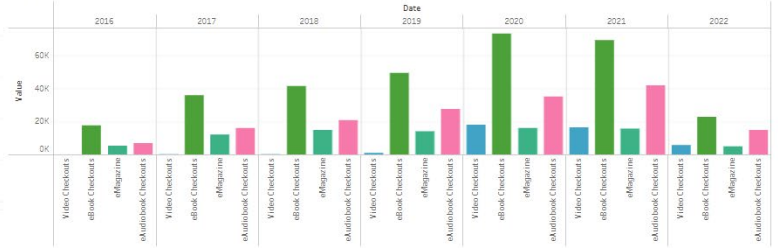


Measure Names
■ Video Checkouts ■ eBook Checkouts ■ eMagazine ■ eAudiobook Ch... ■ Music

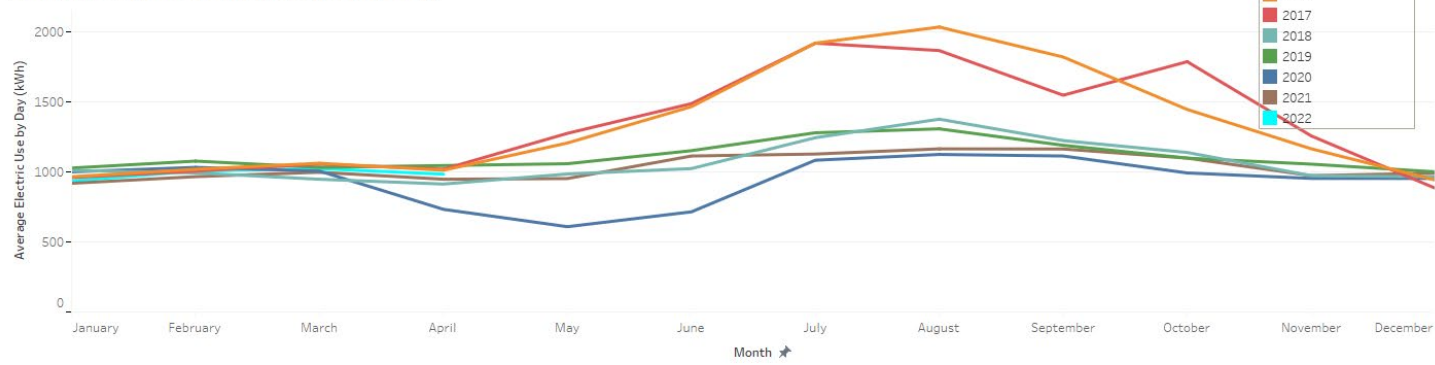
Digital Content Circulation by Format



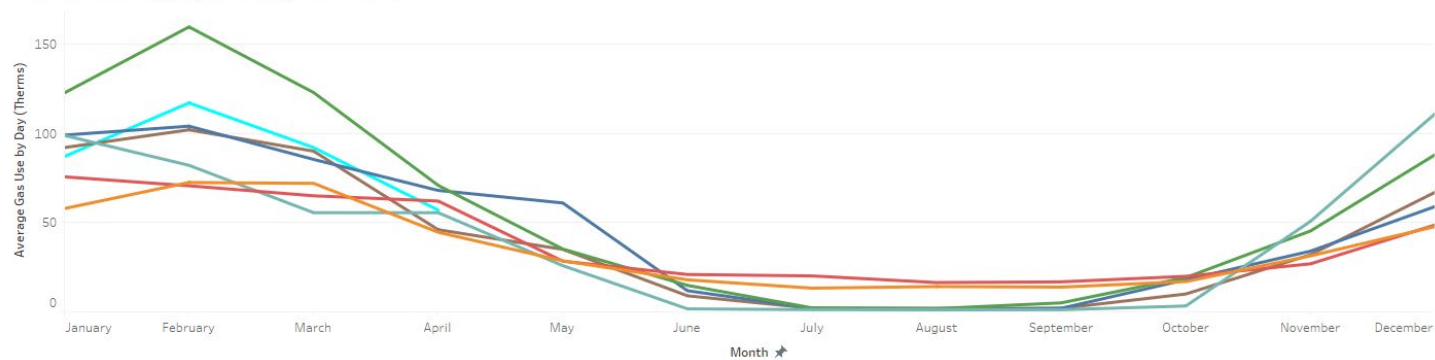
Digital Content Circulation by Format



Recent Electric Usage by Month (2016-2022)



Recent Gas Usage by Month (2016-2022)



Recommendations to update mobile hotspot service (May 2022)

1. Our Wi-Fi hotspot provider is required we replace all of our hotspots. Our wireless provider Mobile Beacon uses the Education Broadband Service spectrum on the T-Mobile network after a recent merger with Sprint. All of our devices have a Sprint SIM card. They need updated T-Mobile SIM cards and devices.
2. Using our current vendor, Mobile Beacon, replacement with a compatible 4G only device and T-Mobile SIM card is free. Replacement of a 5G compatible device, T-Mobile SIM card, and 5G service will cost an extra \$10 per month for service and \$268.80 per device.
3. The need for home internet access has been exacerbated during the pandemic.
 - a. Updated post-pandemic, home networking guidelines note: If you primarily use Wi-Fi or foresee using upload bandwidth on multiple devices at once, **aim for upload speeds of 10Mbps or higher. For minimum upload speeds of 10Mbps, we need to move to circulating 5G enabled devices.**
 - b. For comparison, the wired internet network connection for staff at the library is: 50 mbps down and 75 mbps up
 - c. Library Wi-Fi speed is: 18 mbps up and 70 mbps down
 - d. My home Wi-Fi is: 88 up and 271 down
4. Our Wi-Fi hotspots are only requestable and primarily used by Bethlehem Library Card holders.
5. **I recommend we improve the quality of connectivity for Wi-Fi hotspots that we circulate by lending out 5G enabled devices, specifically from T-Mobile** where the device is included in the monthly cost of \$28.70 per month.
6. **Our annual contract with Mobile Beacon for \$3,600 renews mid-July.** Our current hotspots will need to be replaced soon to prevent failure to connect with the updated network. Already, two devices no longer work in their current configuration. The board would need to decide by June 2022.

Wi-Fi Hotspots Service Comparison			
	Mobile Beacon	Mobile Beacon	T-Mobile
Device name:	Franklin T10	Inseego5G MiFi M0000	Franklin T9
Device replacement:	Charge per new device	Charge per new device	Free device replacement
Device cost:	\$0*	\$268.80*	\$0.00
Monthly charge:	\$10	\$20	\$28.70
No of devices:	30	30	30
Data plan:	unlimited (deprioritized after 23GB)	unlimited (deprioritized after 23GB)	unlimited
Network:	4G	5G	5G
Throughput#	up: 4-20 Mbps down: 19-76 Mbps	up: 10-34 Mbps down: 43-143 Mbps	up: 10-34 Mbps down: 43-143 Mbps
TOTAL cost year 1:	\$3,600	\$15,264	\$10,332
TOTAL cost year 2:	\$3,600	\$7,200	\$10,332
COMBINED 2 Year Cost:	\$7,200	\$22,464	\$20,664
TOTAL cost year 3:	\$3,600	\$7,200	\$10,332
COMBINED 3 Year Cost:	\$10,800	\$29,664	\$30,996
	*free replacement	*Regular cost: \$336 20% discount if we replace now	

<https://www.t-mobile.com/responsibility/consumer-info/policies/internet-service>

BETHLEHEM PUBLIC LIBRARY

INVESTMENT POLICY

Policy adopted by the Board of Trustees October 14, 1997

Policy revised December 12, 2005

Policy revised February 10, 2014

Policy revised August 12, 2019

Policy revised November 12, 2019

Scope

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

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

Objectives

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

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

Delegation of Authority

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

Prudence

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

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

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

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

Diversification

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

Internal Controls

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

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

Designation of Depositories

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

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

Collateralizing of Deposits

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

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

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

Collateralization and Safekeeping

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

Permitted Investments

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

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

Authorized Financial Institutions

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

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

Annual Review and Amendments

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

Bethlehem Public Library

Internal Controls – Investments (updated October 2019)

- The Board of Trustees is responsible for developing and overseeing the implementation of the Investment Policy of the Library.
- The Investment Policy will be reviewed at least annually by the Board of Trustees, and will be amended as needed. The Board of Trustees shall have the power to amend the investment policy at any time.
- The Board of Trustees is the only authorized body which can amend the Investment Policy.
- The Board of Trustees will delegate the day to day oversight and administration of the investment program to the Treasurer.
- The Treasurer will be responsible for making the investment decisions on behalf of the Library. The Treasurer will coordinate with the Business Manager in estimating the cash flow of the Library.
- Transfer of funds between financial institutions will be initiated by the Business Manager on the instructions of the Treasurer, and with the agreement of the Director.
- Investment reports will be furnished monthly by the Treasurer to the Board of Trustees.
- All agreements relating to the Library's deposits and investments must be reviewed by the Library's attorney. (e.g. custodial agreements, collateral agreements, cash management agreements, etc.)
- All agreements relating to the Library's deposits and investments will be executed by the Director of the Library.



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000118120805.1	Sales Rep	Patrick Mcgee
Total	\$9,993.95	Phone	(800) 456-3355, 6179287
Customer #	14122520	Email	Patrick_D_McGee@Dell.com
Quoted On	Apr. 21, 2022	Billing To	TONYA CHOPPY
Expires by	May. 21, 2022		BETHLEHEM PUBLIC LIBRARY
	Dell National Cooperative		451 DELAWARE AVE
Contract Name	Purchasing Alliance-NCPA		DELMAR, NY 12054-3042
	Master Agreement		
Contract Code	C000000005600		
Customer Agreement #	NCPA 01-42		
Solution ID			

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you are ready to place an order. Thank you for shopping with Dell!

Regards,
Patrick Mcgee

Shipping Group

Shipping To	Shipping Method
JOHN LOVE BETHLEHEM PUBLIC LIBRARY 451 DELAWARE AVE DELMAR, NY 12054-3042 (518) 439-9314	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Latitude 5520	\$1,998.79	5	\$9,993.95
	Subtotal:		\$9,993.95
	Shipping:		\$0.00
	Environmental Fee:		\$0.00
	Non-Taxable Amount:		\$9,993.95
	Taxable Amount:		\$0.00
	Estimated Tax:		\$0.00
	Total:		\$9,993.95

To all staff at Bethlehem Public library,

Part of the job of the Board of Trustees is to provide leadership and guidance to the Director. We also are very interested in the views and opinions of all staff. Please take a few minutes to fill out the following survey.

If you would like to provide comments outside the survey process, please email them to the Board email address available here (www.bethlehempubliclibrary.org/about-us/board-of-trustees/e-mail-the-board-of-trustees) or send to the personnel committee at xxxxxxxxxx

Thanks for all your work on behalf of the Bethlehem community

Using a five-part scale with 5 representing "strongly agree" and 1 indicating "strongly disagree" please respond to the following:

1. I know what is going on at and with the library.
2. My opinions matter to my supervisor and library leadership.
3. I feel supported by library leadership.
4. I feel challenged at my job.
5. I feel trusted by my supervisor.
6. I would recommend employment at the library to a good friend.

THURSDAYS IN THE PARK

JUNE 16-AUGUST 18 • 2022

Shows start at 6:30PM

 JUNE 16 Heard: World Jazz	 JUNE 23 Zucchini Brothers	 JUNE 30 Rumble Kings*
 JULY 7 Magician Ron Cain	 JULY 14 Doc Benson Band	 JULY 21 Out of the Box Jazz
 JULY 28 David Engel	 AUG 4 Diane Edgecomb	 AUG 11 Playin' with Fire*
 AUG 18 The Traveling Lantern Theater Co.	<p>Free, family-friendly entertainment in the Town of Bethlehem!</p> <p>All performances at Elm Avenue Park except: * June 30 - Rumble Kings/South Bethlehem Park * August 11 - Playin' with Fire/Henry Hudson Park</p>	

This summer performance series is brought to you by:



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This summer performance series is brought to you by:



DONATE

37

Feminine Hygiene Products



Please bring in new, unopened products.

**Donated supplies will be given to
the local food pantry. THANK YOU!**



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