



**Board of Trustees Meeting  
March 11, 2019 6:00 pm  
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
  - Treasurer's update**
  - Manual invoices**
  - Resolutions**
  - Personnel report**
  - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
  - Book drop off/Service in Glenmont**
  - Auditor RFP letter**
  - Annual school district safety inspection**
  - Other new business**
- **Old business**
  - Budget**
  - Studio makerspace ribbon cutting – March 22 11:00 am**
  - HVAC Update**
  - Long range capital plan**
  - Other old business**
- **Future business**
  - Friends of the Library Book Bash – April 12th-14th**
  - Background checks**
  - Plaza feasibility**
  - Policy updates/schedule**
  - Resource sharing**
  - Fines and Fees**
- **Public Participation**
- **Adjournment**
  - Next board meeting: April 8, 2019 6:00pm**
  - Next Friends of the Library meeting: April 15, 2019 6:30pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
Monday February 11, 2019

PRESENT: Caroline Brancatella  
Joyce Becker  
Mark Kissinger  
Harmeet Narang  
Mary Redmond  
Lisa Scoons  
Brian Sweeney  
Robert Khalife, treasurer

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, Accounts Clerk  
Catherine Stollar Peters, Head of Tech Services, Circulation  
Chris McGinty, Head of Public Services  
Catherine Brenner, CSEA Local 6015 president  
Tracey McShane, Personnel Administrator

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

PUBLIC PARTICPATION

None

MINUTES

Minutes of the 14 January 2019 board meeting were approved unanimously on a MOTION by M. Kissinger with a SECOND by J. Becker.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by H. Narang, the board unanimously approved the Financial Statement dated 31 January 2019 (Manual Disbursements for January \$65,032.96; Cash Disbursements/Accounts Payable for February \$85,617.26; Trust & Agency Disbursements/Salaries for January \$177,655.15; CapProject Fund/Hand-Drawn Checks for February \$1,874.54; Total: \$330,179.91).

G. Kirkpatrick said that a treasurer's update would now be a standing agenda item.

R. Khalife began his report by saying he had reviewed the financial statements and they looked good. He said he had been working with G. Kirkpatrick on preparing the budget proposal. He noted that the surplus page that had previously been a part of the director's report has been removed, and he will be working on a better way to represent those funds for the next meeting. He also said he would have an RFP for a new auditor prepared by the March meeting. He noted that he spent much of last month meeting with local banks that do municipal banking and will be reviewing the library's current investment policy.

#### BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for January 1-31, 2019.

#### MANUAL INVOICES

None

#### RESOLUTIONS

M. Redmond noted that authorizing R. Khalife to sign checks on behalf of the library is the first step in identifying the job responsibilities of the board treasurer, and they would be further looking at the matrix of financial responsibilities and division of duties that was outlined as they began developing the position.

R. Khalife said that there is no change in procedure at this time and the authorization simply gives him the same signing authority that already exists for G. Kirkpatrick and T. Choppy.

H. Narang asked if the discussions with the banks have included how they might help the library maintain the financial rules put in place.

On a MOTION by M. Kissinger and a SECOND by L. Scoons, the board voted unanimously to adopt a certificate of resolution authorizing R. Khalife to sign checks on behalf of the library in addition to T. Choppy and G. Kirkpatrick.

#### PERSONNEL REPORT

M. Redmond noted that the Librarian II position had been filled by C. Brenner.

#### PERSONNEL ACTION

None requested at this time.

#### DIRECTOR'S REPORT

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

- A call with the engineer just this week indicated that components of the HVAC system are not working as designed and the airflow should be better modulated. The library has now gone back to the company in charge of the components to seek solutions.
- The new AV system in the Community Room is already a major improvement in terms of microphone sound quality. Some bugs in other aspects of the audio are still being worked out.
- The Premiere Elements training sessions have been well attended in the run up to the studio opening to the public.

- H. Narang asked why library cards had an expiration date. G. Kirkpatrick noted that it was a way to keep user data current and keep people who have moved out of the library district from accessing services funded by local taxpayers. The new online renewal process will better accommodate those who only use digital services.
- G. Kirkpatrick noted that the seed library, which was one of the ideas pitched at Staff Development Day is set to launch this spring, along with a pet adoption day, which is still being coordinated.
- Program highlights are now being included in the director's report.
- Trustees were invited to let G. Kirkpatrick know if they were interested in participating in Advocacy Day. He mentioned that a number of libraries in the 109<sup>th</sup> District attended Assemblymember Pat Fahy's open house.
- The G3 students at UAlbany will be working with the library again this year after a successful partnership two years ago. This time the program will be no charge to the library.
- Circulation numbers are generally up, and Wi-Fi use continues to see major increases.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said that Tim Burke has reported the state budget shows a proposed \$5 million cut in library funding and \$20 million in construction aid. She said that while these numbers are not set in stone, it means there is much to advocate for. The UHLS service committee will be meeting again to reallocate construction funds that have been returned.

## NEW BUSINESS

### *Draft budget review*

As always, the biggest portion of the budget goes toward staffing expenses, with some decreases in retirement costs and increases due to negotiated COLA and step increases. Health insurance is the most unpredictable number, but the budget assumes a 10 percent increase in those costs, as well as the possibility that unfilled full-time positions may ultimately take single full coverage. M. Kissinger asked if staffing levels have remained flat, and R. Khalife responded that his position was the equivalent of a quarter FTE. G. Kirkpatrick said that staffing level have remained consistent.

More money is proposed to bolster the e-collections, which are seeing significant use and unmet need, especially with e-audiobooks as people switch from the CD format.

B. Sweeney said he would like to see additional funding for the media line, as items in that category are also seeing circulation increases. C. McGinty noted that some of the items in that line have 7-day loan periods so they turn over more frequently.

In operations, some costs in equipment are offset by toner savings resulting from a consolidation of printers. Telephone and Wi-Fi costs are increasing as the library takes over funding of the hotspots from the Friends.

Real property tax refunds have had an effect as they were unexpected in the last fiscal year but are planned for in the upcoming budget. Professional services will see an increase as the library expects additional cost to switch to a new auditor.

H. Narang asked if there could be savings found by buying the equipment and taking over some of the previously contracted services, such as plowing.

G. Kirkpatrick said that once the one-year warranty for the HVAC system is up, the library will have to enter into a new service contract.

The budget proposal comes in under the tax cap as set forth by Tax and Finance.

The board agreed to vote on the budget at the March meeting.

B. Sweeney reiterated his concern about the reduction in media line.

H. Narang asked if, given the percent spent on personnel, the library evaluating whether employees are spending time on tasks that are “value added.” G. Kirkpatrick said this is something the library is continuously looking at. As an example, he noted staffers in circulation have begun loaning out items that take more time to process as they are freed up from other tasks. He said additional efficiencies have allowed for an IT position to be shifted to a library clerk to help in other areas. He also said the library is seeking software to track benefit leave, which is currently handled by time-consuming paperwork.

The board discussed whether employees were required to complete tasks in off hours. G. Kirkpatrick said it was strongly discouraged, and librarians are given time off the desk and outside of programs to work on planning for and coordinating events.

H. Narang asked if there was any way to encourage gifts and donations to see an increase in the \$1,000 income line. G. Kirkpatrick said that staffers and the board are prohibited from fundraising, so that task falls to the Friends. T. Choppy noted that the Friends disburse between \$10,000-\$15,000 per year to the library, but it generally goes to offset specific expenses so it does not appear in the gifts and donations line. J. Becker and M. Kissinger said they would like to see the Friends actively solicit funds. G. Kirkpatrick said the Friends are currently exploring ways to grow their membership and provide meaningful contributions to the library, and there is a lot of potential there.

#### *Library conferences*

K. Roberts has requested to go to a library marketing conference in the fall with total expenses to be around \$1,300. A copy of the 2018 conference schedule was included in the packet.

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board voted unanimously to approve travel and registration expenses in the approximate amount of \$1,285-\$1,385 for K. Roberts to attend the Library Marketing and Communications Conference in St. Louis Nov. 13-14.

#### *Studio Makerspace ribbon cutting*

The library will be holding a ribbon cutting for the new Studio Makerspace Friday, March 22, at 11 a.m. It will be coordinated with the Bethlehem Chamber of Commerce, and Assemblymember Pat Fahy has agreed to attend.

#### *NYS annual report*

G. Kirkpatrick asked the board to review their personal information in a future email, as it was redacted from the online copy.

On a MOTION by M. Kissinger and a SECOND by C. Brancatella, the board unanimously voted to accept the information in the annual state report as accurate for filing.

#### *Other new business*

B. Sweeney asked that the board take some time at the next meeting to discuss what will happen

to the position of fiscal officer now that R. Khalife has been hired as treasurer. M. Redmond agreed that it places a burden on board members who may not have a financial background, and she would be in favor of getting rid of it if the bylaws allow it. G. Kirkpatrick and the board agreed to review the bylaws to see if the position is a requirement.

## OLD BUSINESS

### *Long-range capital plan meeting 2/20 with Paul Mays*

Paul Mays will make his building presentation in the storyhour room in what is the first step in putting together a long-range plan for the library. He will be able to explain what a capital plan process will look like.

M. Redmond noted that the board packet includes a list of upcoming discussion topics and asked trustees to let her know if there is a topic they would like included on the list.

### *HVAC update*

The library has seen some temperature improvements, but it remains to be seen whether there is a big fix or a number of tweaks that need to be made to get the system working as it should. DASNY has offered to meet with library and the engineers at M/E to discuss it further.

### *BCN-TV/studio makerspace update*

Someone was in the studio recording a show for the first time earlier in the day. G. Noble is reaching out to Rabbi Simon to do some additional beta testing, and M. Farley and R. Molineaux have been training the public on the video editing software. A video of G. Kirkpatrick is on the website, and additional intro videos are planned.

### *Other old business*

M. Redmond reminded the board committees to start scheduling times to meet.

## FUTURE BUSINESS

### *Friends of the Library – April Book Bash*

The Friends' Book Bash will take place the April 12-14 and is the same weekend as the town's Recycle Fest. M Kissinger asked how board members could volunteer, and G. Kirkpatrick said he would get in touch with Friends President Jeremy Johannesen.

### *Background checks*

No further discussion at this time.

### *Plaza feasibility*

No further discussion at this time.

### *Policy updates/schedule*

No further discussion at this time.

*Resource sharing*

No further discussion at this time.

*Fines and fees*

No further discussion at this time.

The board discussed the open trustee position, noting that there has been a lot of interest. Library petition packets will be available Feb. 25 in coordination with the school district.

**PUBLIC PARTICIPATION**

There was no public participation

**EXECUTIVE SESSION**

On a MOTION by B. Sweeney with a SECOND by H. Narang, the board adjourned to executive session at 7:49 to discuss the employment performance of a specific individual.

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board adjourned executive session at 8:35pm.

On a MOTION by J. Becker with a SECOND by B. Sweeney, the board adjourned the regular meeting at 8:36pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
Mary Redmond, board president

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #8  
2/28/2019**

**CURRENT MONTHLY REVENUE**

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	1,891.72
Interest on Investment	1,910.90
Sale of Books	278.75
Gifts and Donations	25.00
Insurance Recovery	0.00
Photocopier	608.82
State Aid	0.00
Grants	0.00
Miscellaneous Income	75.00
<b>Total</b>	<b>\$4,790.19</b>

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #8  
2/28/2019**

**REPORT OF ESTIMATED AND ACTUAL YTD REVENUES**

FISCAL YEAR 2018-2019

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,934,858.00	3,789,566.30	145,291.70	96.31%
PILOT	196,336.00	197,033.70	(697.70)	100.36%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	30,000.00	24,075.07	5,924.93	80.25%
Interest on Investment	5,000.00	8,624.37	(3,624.37)	172.49%
Sale of Books	6,000.00	3,455.08	2,544.92	57.58%
Gifts and Donations, Misc	1,000.00	850.00	150.00	85.00%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	7,000.00	5,483.35	1,516.65	78.33%
State Aid	23,000.00	25,036.70	(2,036.70)	108.86%
Grants	0.00	25,000.00	(25,000.00)	
Miscellaneous Income	0.00	350.00	(350.00)	
Sub-Total	\$4,203,194.00	4,079,474.57	149,069.43	97.06%
Appropriated Funds Balance	\$0.00			
<b>TOTAL</b>	<b>\$4,203,194.00</b>			

**OPERATING CASH SUMMARY**

TD Checking Account:	2,168,002.77 *
TD Money Market:	1,626,007.26
TD Payroll Account:	0.00
Capital Project Fund:	261,084.69
<b>TOTAL</b>	<b>4,055,094.72</b>

\*Includes Interest of \$1,910.90 credited on 2/15/19

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #8**

**2/28/2019**

MANUAL DISBURSEMENTS - FEBRUARY HAND DRAWN CHECKS TD BANK	\$37,527.91
CASH DISBURSEMENTS - MARCH ACCOUNTS PAYABLE TD BANK	\$69,171.01
TRUST & AGENCY DISBURSEMENTS - FEBRUARY SALARIES - TD BANK	\$181,128.35
CAPITAL PROJECT FUND HAND DRAWN CHECKS - MARCH	\$3,419.86
<b>TOTAL</b>	<b>\$291,247.13</b>

**BETHLEHEM PUBLIC LIBRARY**

Check Warrant Report For A - 30: MANUAL DISB (FEB 19) For Dates 2/1/2019 - 2/28/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37751	02/06/2019	1833	BLUESHIELD OF NORTHEASTERN NY		5,537.85
37752	02/06/2019	1918	HANCOCK SHAKER VILLAGE	190467	250.00
37753	02/06/2019	2212	IROQUOIS INDIAN MUSEUM	190469	35.00
37754	02/06/2019	1581	UNITED STATES POSTAL SERVICE	190468	1,256.81
37755	02/06/2019	1607	VERIZON BUSINESS FIOS	190002	201.98
37756	02/06/2019	1607	VERIZON BUSINESS FIOS	190002	126.98
37757	02/06/2019	1607	VERIZON BUSINESS FIOS	190002	127.77
37762	02/20/2019	1424	AFLAC NEW YORK		415.92
37763	02/20/2019	1831	CDPHP UNIVERSAL BENEFITS, INC.		17,510.58
37764	02/20/2019	2087	CITIBANK	190411	1,450.56
37765	02/20/2019	720	MVP HEALTH PLAN, INC.		3,337.68
37766	02/20/2019	1570	NATIONAL GRID		6,509.72
37767	02/20/2019	2296	THE WILD CENTER	190487	440.00
37768	02/20/2019	2061	UNITED HEALTHCARE INSURANCE CO		72.67
37769	02/20/2019	1954	USS SLATER DE 766	190493	100.00
37770	02/20/2019	1607	VERIZON BUSINESS FIOS	190002	122.77
37771	02/20/2019	2137	WEX BANK	190006	31.62

Number of Transactions: 17

**Warrant Total: 37,527.91**

**Vendor Portion: 37,527.91**

**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 - 32: CASH DISB (MAR 19) For Dates 3/12/2019 - 3/12/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37779	03/12/2019	30	ALBANY PUBLIC LIBRARY-MAIN BR	190491	192.23
37780	03/12/2019	1935	ALTAMONT FREE LIBRARY	190492	8.00
37781	03/12/2019	1009	AMAZON CREDIT PLAN	190496	2,646.10
37782	03/12/2019	61	AQUASCAPE DESIGNS LLC	190016	96.96
37783	03/12/2019	64	ARM PRINTING & GRAPHICS	190424	229.00
37784	03/12/2019	2286	AUDIO VISUAL SALES & SERVICE INC.	190369	13,357.88
37785	03/12/2019	77	BAKER & TAYLOR , INC.	190463	14,922.31
37786	03/12/2019	90	BETHLEHEM CENTRAL HIGH SCHOOL	190477	54.00
37787	03/12/2019	2248	BREAKOUT INC.	190482	150.00
37788	03/12/2019	103	BRODART INC	190224	63.87
37789	03/12/2019	2200	CCB TECHNOLOGY, INC.	190422	845.00
37790	03/12/2019	150	COMMERCIAL MAILING AND	190523	578.42
37791	03/12/2019	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	190008	426.47
37792	03/12/2019	1154	CRISAFULLI BROTHERS	190489	640.03
37793	03/12/2019	169	CURTIS LUMBER CO INC	190522	108.88
37794	03/12/2019	1240	DE LAGE LANDEN FINANCIAL SER	190010	440.00
37795	03/12/2019	2295	DE LONG, ERIC	190476	75.00
37796	03/12/2019	1220	DEMCO, INC	190398	3,818.79
37797	03/12/2019	2041	DRUCKENMILLER, DAVID H.	190475	600.00
37798	03/12/2019	1991	EASTERN MANAGED PRINT NETWORK LLC	190466	184.29
37799	03/12/2019	195	EBSCO SUBSCRIPTION SRVS	190483	824.59
37800	03/12/2019	1674	FINDAWAY	190401	69.99
37801	03/12/2019	1986	FIRSTLIGHT FIBER	190007	197.76
37802	03/12/2019	1330	DAVID FRUEH	190509	1,600.00
37803	03/12/2019	2272	GLOBAL EQUIPMENT COMPANY INC.	190465	2,630.68
37804	03/12/2019	787	GUILDERLAND PUBLIC LIBRARY	190512	5.00
37805	03/12/2019	1024	**CONTINUED** MIDWEST TAPE		0.00
37806	03/12/2019	1024	MIDWEST TAPE	190464	5,090.07
37807	03/12/2019	2280	NATIONAL LEARNING CORPORATION	190480	139.87
37808	03/12/2019	2088	NYSID	190471	194.54
37809	03/12/2019	2121	NYSPSP	190264	336.00
37810	03/12/2019	1823	OVER DRIVE INC.	190495	7,680.05
37811	03/12/2019	2054	PANGBURN LANDSCAPING	190390	1,550.00
37812	03/12/2019	450	PHILLIPS HARDWARE INC	190013	141.37
37813	03/12/2019	458	PITNEY BOWES INC	190473	95.18
37814	03/12/2019	1834	PURCHASE POWER - RESERVE ACCOUNT	190500	1,000.00
37815	03/12/2019	478	QUILL.COM	190415	71.99
37816	03/12/2019	487	RAVENA NEWS HERALD	190521	70.00
37817	03/12/2019	2289	RELYCO SALES INC.	190446	546.99
37818	03/12/2019	505	ROEMER WALLENS GOLD & MINEAUX	190508	826.00
37819	03/12/2019	2288	SCHLIMMER, ERIK	190479	200.00
37820	03/12/2019	2129	SOLUTIONS BY DESIGN, INC.	190502	4,372.50
37821	03/12/2019	597	SPOTLIGHT NEWS	190514	84.00
37822	03/12/2019	2038	STAPLES BUSINESS ADVANTAGE	190220	294.81
37823	03/12/2019	2154	STERICYCLE, INC.	190462	32.09
37824	03/12/2019	587	THE EVANGELIST	190520	25.00

**BETHLEHEM PUBLIC LIBRARY**

Check Warrant Report For A - 32: CASH DISB (MAR 19) For Dates 3/12/2019 - 3/12/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37825	03/12/2019	1161	TOWN OF BETHLEHEM	190528	619.42
37826	03/12/2019	1968	VERIZON WIRELESS	190124	146.41
37827	03/12/2019	645	W W GRAINGER INC	190015	845.47
37828	03/12/2019	1593	WILLIAM K. SANFORD LIBRARY	190504	44.00
<b>Number of Transactions: 50</b>				<b>Warrant Total:</b>	<b>69,171.01</b>
				<b>Vendor Portion:</b>	<b>69,171.01</b>

**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 - 31: TRUST & AGENCY (FEB 19) For Dates 2/1/2019 - 2/28/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37758	02/15/2019	712	CIVIL SERVICE EMPL ASSOC INC.		999.91
37759	02/15/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
37760	02/15/2019	2003	NEW YORK STATE DEFERRED		2,392.77
37761	02/15/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
37772	02/28/2019	712	CIVIL SERVICE EMPL ASSOC INC.		988.82
37773	02/28/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
37774	02/28/2019	2003	NEW YORK STATE DEFERRED		2,273.61
37775	02/28/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100331	02/15/2019	709	BPL SPECIAL PAYROLL ACCOUNT		60,057.61
100332	02/15/2019	710	NYS INCOME TAX BUREAU		3,360.67
100333	02/15/2019	1946	IRS - PAYROLL TAX PMT		19,555.21
100334	02/28/2019	709	BPL SPECIAL PAYROLL ACCOUNT		63,750.83
100335	02/28/2019	710	NYS INCOME TAX BUREAU		3,524.59
100336	02/28/2019	730	NYS EMPLOYEES RETIREMENT SYSTE		3,042.48
100337	02/28/2019	1946	IRS - PAYROLL TAX PMT		20,641.85

**Number of Transactions: 15**

**Warrant Total: 181,128.35**  
**Vendor Portion: 181,128.35**

**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 H - 6: CASH DISB - H FUND (MAR 19) For Dates 3/1/2019 - 3/31/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1199	03/12/2019	2292	ACOUSTICAL SURFACES INC.	190457	590.94
1200	03/12/2019	1009	AMAZON CREDIT PLAN	190421	199.92
1201	03/05/2019	1220	DEMCO, INC	190399	2,629.00
<b>Number of Transactions: 3</b>				<b>Warrant Total:</b>	<b>3,419.86</b>
				<b>Vendor Portion:</b>	<b>3,419.86</b>

**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**  
**BANK ACCOUNT RECONCILIATION SUMMARY**

**2/28/2019**

<b>ACCOUNT</b>	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>ENDING BALANCE</b>
TD Bank General Fund	\$2,464,368.54	\$7,907.75	\$304,273.52	\$2,168,002.77
TD Bank Payroll	\$0.00	\$123,808.44	\$123,808.44	\$0.00
TD Bank Money Market	\$1,626,007.26	\$0.00	\$0.00	\$1,626,007.26
Capital Project Fund	\$262,959.23	\$0.00	\$1,874.54	\$261,084.69
<b>TOTAL:</b>	<b>\$4,353,335.03</b>	<b>\$131,716.19</b>	<b>\$429,956.50</b>	<b>\$4,055,094.72</b>

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

17

***TD Bank - General Fund***

For the month beginning 2-1-19 and ending 2-28-19

Balance on hand at the beginning of the month \$2,464,368.54

**Receipts during the month**

Interest	1,910.90
Transfers from Money Maket Account TD Bank	0.00
Fines	1,891.72
Copier	608.82
Miscellaneous (Abate)	3,117.56
Book Sale	278.75
PILOT	0.00
School Taxes	0.00
Gifts	25.00
Sale of Equipment	0.00
Grants	0.00
State/System Aid	0.00
Miscellaneous Income	75.00

Total Receipts \$7,907.75

Total Receipts Including Balance \$2,472,276.29

**Disbursements During Month By Check**

From Check #37751 to Check #37771	37,527.91
Trust & Agency Payments (Payroll)	181,128.35
From Check #37707 to Check #37750	85,617.26
Transfers to Money Maket Account	0.00
Adjustment	0.00

**Total amount of Disbursements** \$304,273.52  
**Balance on Hand at End of Month** **\$2,168,002.77**

**Reconciliation With Bank Statement**

Total Amount of Cash Balance on Deposit as shown by Bank Statement	2,171,937.20
Amount of Outstanding Checks	3,934.43
Balance on Deposit	2,168,002.77

Received by Board of Trustees and  
entered as part of the minutes of Board  
Meeting held on \_\_\_\_\_

This is to certify that the above  
statement is in agreement with  
my bank statement.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Business Manager

**BETHLEHEM PUBLIC LIBRARY**  
**Outstanding Checks - TD Bank**  
**General Fund**  
**2/28/19**

<b>Check Number</b>	<b>Date</b>	<b>Amount</b>
37684	1/15/2019	402.00 Called vendor - no response yet
37742	2/12/2019	100.00
37772	2/28/2019	988.82
37774	2/28/2019	2,273.61
37775	2/28/2019	170.00

**TOTAL** **\$3,934.43**

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - Payroll Account***

**For the month beginning 2-1-19 and ending 2-28-19**

**Balance on hand at the beginning of the month** \$0.00

Receipts during the month

Transfer from Checking 2/15/19	60,057.61
Transfer from Checking 2/28/19	63,750.83

Total Receipts \$123,808.44

Total Receipts Including Balance \$123,808.44

**Disbursements During Month By Check**

2/15/19 - From Check #85519 to Check #85588	60,057.61
2/28/19 - From Check #85589 to Check #85658	63,750.83

<b>Total Amount of Disbursements</b>	<u>\$123,808.44</u>
<b>Balance on Hand at End of Month</b>	<b>\$0.00</b>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by bank statement	3,770.31
Amount of Outstanding Checks	3,770.31
Balance on Deposit	\$0.00

Received by Board of Trustees and  
entered as part of the minutes of Board  
Meeting held on \_\_\_\_\_

This is to certify that the above  
statement is in agreement with  
my bank statement.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Business Manager

**BETHLEHEM PUBLIC LIBRARY**  
**Outstanding Checks**  
**TD Bank Payroll Fund**  
**2/28/19**

<b>Check Number</b>	<b>Date</b>	<b>Amount</b>
85604	2/28/2019	1,586.97
85611	2/28/2019	1,196.85
85615	2/28/2019	543.89
85642	2/28/2019	442.60

TOTAL		3,770.31
-------	--	----------

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - Money Market Account***

**For the month beginning 2-1-19 and ending 2-28-19**

**Balance on hand at the beginning of the month** \$1,626,007.26

**Receipts during the month**

Transfer from General Fund 0.00

Total Receipts \$0.00  
Total Receipts Including Balance \$1,626,007.26

**Disbursements During Month By Check**

Transfers to General Fund 0.00  
Transfers to Capital Projects Fund 0.00

Total Amount of Disbursements \$0.00  
**Balance on Hand at End of Month** **\$1,626,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit  
as shown by Bank Statement 1,626,007.26  
Amount of Outstanding Checks 0.00  
Balance on Deposit 1,626,007.26

Received by Board of Trustees and  
entered as part of the minutes of Board  
Meeting held on \_\_\_\_\_

This is to certify that the above  
statement is in agreement with  
my bank statement.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Business Manager

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***Capital Project Fund Account (HVAC, Technology & Misc.)  
TD Bank***

For the month beginning 2-1-19 and ending 2-28-19

Balance on hand at the beginning of the month \$262,959.23

Receipts during the month

	Technology Fund Donation	0.00
	Transfer from Money Market Account	0.00
	PEG Reimbursement	0.00
	Construction Grant	0.00
	Total Receipts	<u>\$0.00</u>
	Total Receipts Including Balance	\$262,959.23

Disbursements During Month By Check

From Check #1196 to Check #1198 1,874.54

	Total Amount of Disbursements	<u>1,874.54</u>
	Balance on Hand at End of Month	<b>\$261,084.69</b>

Reconciliation With Bank Statement

	Total Amount of Cash Balance on Deposit	
	as shown by Bank statement	261,084.69
	Amount of Outstanding Checks	0.00
	Balance on Deposit	261,084.69

Received by Board of Trustees and  
entered as part of the minutes of Board  
Meeting held on \_\_\_\_\_

This is to certify that the above  
statement is in agreement with  
my bank statement.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Business Manager



4427533000280997901450560145056062



Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	03/03/2019	\$1,450.56	\$1,450.56	1450.56

BETHLEHEM PUB LIBRARY  
 TANYA CHOPPY  
 451 DELAWARE AVE  
 DELMAR NY 12054-3042

\*\*T0000161

CITIBANK  
 P.O. BOX 78025  
 PHOENIX, AZ 85062-8025

For a credit balance refund, or a telephone or address change, please place an X in the parentheses and make the desired changes on the reverse side. Thank you.

Payment coupon: Please tear along perforation and return this portion with your payment. Make company check or money order payable in U.S. dollars on a U.S. bank to Citibank. Include company account number on check or money order. No cash please. Do not staple or tape your check to this coupon.

## CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$31,549	\$00	\$00

Statement Date  
02/06/19

Payment Date  
03/03/19

For customer service call or write 1-800-248-4553 P.O. Box 6125 Sioux Falls, SD 57117

Send payments to: Citibank P.O. Box 78025 Phoenix, AZ 85062-8025

### COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases Advances	1,560.92	- 1,560.92		1,450.56		1,450.56
Company Totals TOTAL	1,560.92	- 1,560.92		1,450.56		1,450.56

OK to pay  
GK  
2/19/19

Citi is committed to the reduction of paper. Within the Commercial Cards business, you can switch to online statements now by registering your card on CitiManager at <https://home.cards.citidirect.com/CommercialCard/Cards.html> Thanks to those who already access statements online, together we are saving 2,170 trees each year through this initiative alone.

Your total finance charge paid for 2018 was \$0.00.

Account management made easier: Online statements & CitiManager Mobile offer 24/7 access, security, and mobility. Log in at [www.citimanager.com/login](http://www.citimanager.com/login) and click Go Paperless under the Statement tab.

Sign-up for email or text message alerts to know when your statement is ready to view. When on the go, access your account and recent activity through your mobile device at [www.citimanager.com/mobile](http://www.citimanager.com/mobile)

### CARDMEMBER SUMMARY

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$1,300	Purchases Advances TOTAL			517.14		517.14
				517.14		517.14

PETERS, M CATHERINE XXXX-XXXX-XX82-7385	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$625	Purchases Advances TOTAL			257.87		257.87
				257.87		257.87

COFFEY, KEVIN J XXXX-XXXX-XX56-3708	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases Advances TOTAL			675.55		675.55
				675.55		675.55

<b>DAYS IN BILLING PERIOD:</b> 31				
Balance Subject		<b>Purchases</b>	<b>Cash Advances</b>	Payment Due: 1,450.56
To Interest Charges	>	.00	.00	Amount Over Credit Limit: .00
Periodic Rate	>	.0000%	.0000%	Amount Past Due: .00
ANNUAL PERCENTAGE RATE	>	0.00%	0.00%	MINIMUM AMOUNT DUE: 1,450.56



XXXX-XXXX-XX80-9979

Statement Date  
02/06/19

COMPANY BOOKKEEPING DETAIL				
<b>BETHLEHEM PUB LIBRARY</b> <span style="float: right;">XXXX-XXXX-XX80-9979</span>				
Monthly Limit		Cash Limit*	Available Credit Line	Available Cash Line**
\$33,000		\$00	\$31,549	\$00
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
01-24	01-24	74046589024024000020029	PAYMENT - THANK YOU	1,560.92 PY

INDIVIDUAL CARDHOLDER ACTIVITY				
<b>KIRKPATRICK, GEOFFREY</b> <span style="float: right;">XXXX-XXXX-XX82-7377</span>				
Monthly Limit		Cash Limit*		
\$1,300		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
01-10	01-11	24492159010637906952011	AUDIOCOMPLIANCE.COM HTTPSAUDIOCOM CA <b>190411</b>	169.00
01-10	01-11	24692169010100635570817	PAY ICONTIMESYSTEMSINC 971-249-1700 NY <b>190411</b>	255.00
01-17	01-18	24692169017100336155598	VISTAPR VISTAPRINT.COM 866-8936743 MA <b>190411</b>	50.97
02-05	02-06	24692169036100012678829	VISTAPR VISTAPRINT.COM 866-8936743 MA <b>190411</b>	42.17
TOTAL PURCHASES/ADVANCES/CREDITS				517.14

*Handwritten notes: Payroll Webinar, Time Clock Support, Business Cards*

<b>PETERS, M CATHERINE</b> <span style="float: right;">XXXX-XXXX-XX82-7385</span>				
Monthly Limit		Cash Limit*		
\$625		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
01-11	01-14	24688079013017030910584	HUDSON VALLEY SEED LIB 845-204-8769 NY <b>190411</b>	126.87
01-11	01-14	24717059012170120891368	COLLECTIVE EYE INC 503-2325345 OR <b>190411</b>	131.00
TOTAL PURCHASES/ADVANCES/CREDITS				257.87

*Handwritten notes: Seeds for Seed Library*

<b>COFFEY, KEVIN J</b> <span style="float: right;">XXXX-XXXX-XX56-3708</span>				
Monthly Limit		Cash Limit*		
\$750		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
01-11	01-14	24137469012200139322056	WAREHOUSE AT HUCK FINN ALBANY NY <b>190411</b>	55.00
01-14	01-15	24431069014981000054386	SHERWIN WILLIAMS 705389 DELMAR NY <b>190411</b>	400.70
01-17	01-18	24431069017981000054730	SHERWIN WILLIAMS 705389 DELMAR NY <b>190411</b>	219.85
TOTAL PURCHASES/ADVANCES/CREDITS				675.55

*Handwritten notes: Documentary Film, Rug for Studio, Paint for Garage Area*

\*Cash Advance Limit is a portion of your Total Monthly Limit  
\*\*Available Cash Line is a portion of your Available Credit Line



## Director's Report March 2018

### Building and Grounds

M/E Engineering has been working with Trane and Johnson Controls to help alleviate the low temperature in the meeting rooms and the children's area. Solutions are being implemented, and the first round of proposed changes should have taken place before the March board meeting.

Staff and consultants from BCSD performed the annual safety/fire inspection. There are several things that need to be addressed quickly, and some others that need to be addressed before our next inspection. I have included the emails from the school district in the board packet.

### Public Service

Several smaller children's collections are being relocated in order to allow the removal of a few shelves in the Children's Place. This should create more open space and much better sight lines for the new outdoor patio area from the children's information desk.

New furniture has been installed in the Tech Makerspace and the Studio Makerspace. The tables in the Tech Makerspace have opened up the room tremendously. We are looking forward to having the new equipment installed and ready to go by the end of March.

We have begun bringing in beta testers for the One Button Studio. Michael, Rene and Tori continue to provide editing software training for adults and teens.

We received \$457.26 in lost item or fine payments from online payments collected by UHLS from 10/1/18-12/31/18. A total of \$100.96 was replacement fees, and \$356.30 was for fines. This was the first quarterly payment from UHLS.

The robot continues to be the most popular self-checkout station. In February we saw an increase in total percentage with the robot handling 58% of all self-checkout transactions. We think this is due to the large number of kids in the library over the winter break.

The Library of Games has launched. In a little more than two weeks, the games have been checked out 34 times.

### Program Highlights

- Children's programming was booming during February break. We provided 14 programs during the week and had over 500 attendees with lots of happy families.
- We celebrated Black History month with the completion of our Racism and the Law program, as well as a program on the Underground Railroad. Both faced the challenges of winter weather, but the participants enjoyed the presentations and had some great discussions. The Black History month display in the children's place was very popular and many non-fiction titles went out.
- We are now offering book discussion programs for all age groups. This month we had 3 adult and 1 children's in-house, and co-facilitated 2 more (a middle and high school book

club) that took place at the schools. It's fantastic for the library to be so active in encouraging life-long reading.

- We had 4 programs and 1 outreach cancelled this month due to weather-related closings (not including the 2 events that we managed to reschedule). Attendance looks lower than last February due to the change in Rubber Ducky tracking, but we actually increased the number of programs we offered this month compared to last year.

## Outreach

- Tori visited the Hamagrael 5th graders. She worked with the Hamagrael librarian to create a special Breakout Edu box based on the Dewey decimal system. Not only did the students have a great time, but it was a positive opportunity to share her expertise with a school colleague. Mrs. Held told me personally how great working with Tori was, and how much her students enjoyed their project together.
- Tori visited the Pit, as well as the BCMS book club, at which they discussed "Dumpling," and she collaborated with the BCMS librarian to offer a Valentine's craft after school.
- Michelle visited the Hamagrael skills class. They read fiction and non-fiction books about time and measuring time.
- Mary helped to facilitate the BCHS book club and has ordered the next book for their club.
- Mary visited 12 classes at Glenmont this month in grades 4, 4/5, 3, and 1. She promoted the Library of Things, current programs, and library cards. She shared picture books about libraries with the younger grades and a You Choose adventure with the older students.
- Cathy visited the Slingerlands 2nd graders during library classes. They learned about new items available at the library and talked about pop-up books while doing a pop-up craft.
- Michael visited Kenwood Manor for a book talk, and went to Bethlehem Commons where he shared poetry and music on theme for Black History month and President's Day.

## Meetings and Miscellany

I attended the February Friends of the Library meeting. At the meeting, the Friends discussed more about the logistics of the Friends Book Bash in April. They also voted to provide more than \$4,000 in support for library programs. In particular, the mini-golf event this summer, and prizes for the summer reading programs.

I met with Maureen Cunningham from the Bethlehem Town Board about how the library and town can work together on electric car charging stations. She is energetic and enthusiastic, I look forward to partnering with her and the town on this.

I attended Library Advocacy Day on February 27. I was pleased to meet with the library's representatives and provide information about the library's mission and programs. As always, Assemblymember Fahy and Senator Breslin expressed their support of libraries in general and our library in particular.

**CE training provided for the staff**

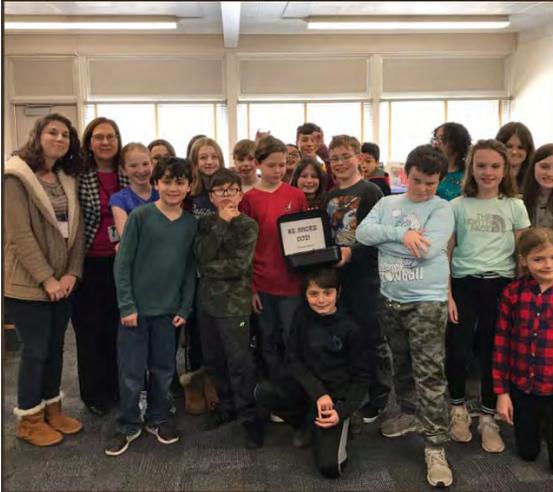
Sylvia and Catherine conducted Active Shooter and Library Safety training two evenings in February, and Sylvia conducted training March 6. The training was a refresher on library exits and various emergency protocols. It was useful for staff who attended and the training encouraged a lot of dialog among attendees. The training was focused on staff that are not normally able to attend the training during the day.

**Individual/Small Group CE**

- Michelle viewed the archived Novelist webinar, “Webinar: Unlocking Themes to Improve Your Readers’ Advisory”
- Michelle attended the NYLA Leadership & Management Academy program. (The Customer Experience 9:30 - 12:30 PM, followed by Communication & Presentation Skills 1:30 - 4:30 PM). Michelle stated that “the best part of this experience was the affirmation that I know good customer service and by extension that I work somewhere that supports this with all those that we serve. As for the Communication & Presentation Skills part of the day, I did pick up a pointer or two that I will work towards using.”
- Cathy attended the UHLS/MVLS Summer Reading Planning workshop.

Geoffrey Kirkpatrick, Library Director

BreakoutEdu at Hamagrael



Anne Seegal Memorial Series presents *Bawshou and the Water Dragon* performed by Bells and Motley.



Tori received the following email from one of her Open Sewing participants.

### Open Sewing at the Library

You replied to this message on 2/7/2019 10:17 AM.

Sent: Thu 2/7/2019 10:15 AM

I cannot say enough what a great resource our library is and everyone, like you, who introduce and promote the programs, activities and the like. I am grateful I happened upon this wonderful, enlightened community when I moved here.

<b>Library Collection</b>				<b>2017-18</b>	<b>Current Total</b>
Adult fiction				25,650	25,943
Adult non-fiction				29,279	28,786
Adult audio				7,387	7,391
Adult video				7,462	7,920
Young adult fiction				5,493	5,438
Young adult nonfiction				498	509
Young adult audiobooks				322	351
Children's fiction				26,831	26,160
Children's non-fiction				15,094	15,086
Children's audiobooks				1,380	1,495
Children's video				2,130	2,090
OverDrive - UHLS Shared				59,361	66,000
e-magazines				113	116
Electronic (games, ereaders)				467	456
<b>Total</b>				<b>181,467</b>	<b>187,741</b>
<b>Library Programs</b>	<b>Feb-19</b>	<b>Feb-18</b>	<b>% change</b>	<b>2017-18</b>	<b>F-Y-T-D</b>
Programs	71	67	6.0%	854	576
Program attendance	1,673	1,946	-14.0%	26,583	17,791
Outreach Programs	27	20	35.0%	304	122
Outreach Attendance	440	418	5.3%	8,919	2,630
<b>Circulation</b>	<b>Feb-19</b>	<b>Feb-18</b>	<b>% change</b>	<b>2017-18</b>	<b>F-Y-T-D</b>
Adult fiction	11,534	10,892	5.9%	143,450	100,959
Adult non-fiction	7,973	7,854	1.5%	94,927	63,652
Adult audio	3,915	4,028	-2.8%	52,342	33,256
Adult video	8,937	8,597	3.9%	106,685	75,573
Adult magazines	1,945	1,712	13.6%	19,756	15,258
Young adult fiction	1,433	1,452	-1.3%	18,900	12,796
Young adult nonfiction	133	105	26.7%	1,379	1,015
Young adult audiobooks	95	82	16.7%	1,243	892
Young adult magazines	1	13	-92.3%	98	41
Children's fiction	10,654	10,799	-1.4%	144,538	92,499
Children's non-fiction	3,786	3,524	7.5%	41,533	25,217
Children's audiobooks	639	561	13.8%	7,249	5,179
Children's video	1,182	1,154	2.4%	15,823	11,067
Children's magazines	29	18	61.1%	435	242
Electronic (games, ereaders)	512	480	6.7%	6,581	4,374
<b>Total</b>	<b>52,768</b>	<b>51,271</b>	<b>2.9%</b>	<b>654,937</b>	<b>442,020</b>
<b>Interlibrary Loan</b>	<b>Feb-19</b>	<b>Feb-18</b>	<b>% change</b>	<b>2017-18</b>	<b>F-Y-T-D</b>
Borrowed from others	7,192	6,867	4.7%	86,973	56,968
Loaned to others	5,150	5,418	-4.9%	67,687	46,188
<b>Miscellaneous</b>	<b>Feb-19</b>	<b>Feb-18</b>	<b>% change</b>	<b>2017-18</b>	<b>F-Y-T-D</b>
Visits to our home page	76,720	67,235	14.1%	939,696	508,236
Public use of meeting rooms	65	57	14.0%	484	299
Public meeting attendance	866	634	36.6%	5,860	4,594
Staff use & library programs	80	80	0.0%	1,355	645
Study room sessions	367	309	18.8%	4,935	3,343
Tech room use	12	26	-53.8%	364	220
Door count	24,187	24,574	-1.6%	325,408	207,016
Registered BPL borrowers	80	99	-19.2%	1,117	674
Computer signups	2,936	2,899	1.3%	37,496	21,119
Museum Pass use	122	132	-7.6%	1,666	1,240
E-book use	5,776	4,557	26.8%	55,407	46,053
E-magazine use	1,301	1,150	13.1%	12,186	8,743
Equipment	472	286	65.0%	4,444	3,505
Wireless Use	14,149	6,943	103.8%	109,852	112,653

## 2018-19 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Feb. Exp.	Exp to date	Encumbered	Available	% Available
<b>Personnel</b>								
Salaries-Librarians	1,122,789	0	1,122,789	88,114	726,059	0	\$396,730	35%
Salaries-Clerical	987,451	0	987,451	74,074	592,109	0	\$395,342	40%
Salaries-Custodians	152,187	0	152,187	11,975	96,082	0	\$56,105	37%
Retirement	285,626	0	285,626	0	283,682	0	\$1,944	1%
SocSec/Medicare	173,483	0	173,483	12,917	107,237	0	\$66,246	38%
Worker's Comp.	23,000	0	23,000	0	18,851	0	\$4,149	18%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	294,558	0	294,558	20,591	210,789	0	\$83,769	28%
Disability Ins.	1,400	0	1,400	0	1,266	0	\$134	10%

**Materials**

Adult books	171,000	29,435	200,435	13,245	98,787	10,672	\$90,976	45%
Audiobooks	33,000	931	33,931	2,144	14,358	926	\$18,648	55%
Ebooks	105,000	0	105,000	24,719	97,681	8,741	-\$1,423	-1%
Electronic Resources	28,000	0	28,000	5,469	17,525	0	\$10,475	37%
Periodicals	21,000	0	21,000	5,085	18,801	934	\$1,266	6%
YS Books	85,000	16,253	101,253	4,640	46,280	4,787	\$50,186	50%
YS Audiobooks	5,000	869	5,869	550	2,655	55	\$3,159	54%
YS Media	7,000	5,288	12,288	115	8,093	322	\$3,873	32%
Special Collections	10,500	1,582	12,082	3,282	7,360	1,715	\$3,008	25%
AS Media	58,000	7,805	65,805	3,426	22,709	4,317	\$38,779	59%

**Operations**

Copiers and supplies	15,000	0	15,000	1,206	7,608	3,565	\$3,827	26%
Office supplies	23,000	0	23,000	948	4,997	2,295	\$15,709	68%
Custodial supplies	17,000	0	17,000	475	6,095	3,687	\$7,218	42%
Postage	17,000	479	17,479	1,257	9,983	1,884	\$5,612	32%
Printing	30,000	79	30,079	0	12,120	8,542	\$9,416	31%
Van lease & oper.	1,500	0	1,500	32	307	293	\$900	60%
Gas and Electric	65,000	0	65,000	6,510	38,267	0	\$26,733	41%
Telecommunications	11,000	0	11,000	911	9,125	5,189	-\$3,314	-30%
Water	3,000	0	3,000	0	2,475	0	\$525	18%
Taxes-sewer&water	3,700	0	3,700	0	3,114	0	\$586	16%
Refund property taxes	4,000	0	4,000	46	17,914	0	-\$13,914	-348%
Prof. Services	12,000	550	12,550	0	3,027	826	\$8,697	69%
Contract Services	37,500	0	37,500	235	7,988	9,366	\$20,146	54%
Insurance	29,000	0	29,000	0	25,995	0	\$3,006	10%
Travel/Conference	10,000	0	10,000	169	5,247	0	\$4,753	48%
Memberships	2,000	0	2,000	30	475	95	\$1,431	72%
Special Programs	20,000	2,244	22,244	3,032	12,735	1,826	\$7,683	35%
Furniture&Equipment	50,000	1,941	51,941	734	12,021	20,982	\$18,938	36%
IT Hardware & Software	42,000	4,721	46,721	3,694	23,179	5,762	\$17,780	38%
Bld&Grnd. Repair	40,000	162	40,162	971	23,076	6,792	\$10,295	26%
Furn/Equip Repair	2,000	0	2,000	167	692	0	\$1,308	65%
Miscellaneous	3,500	0	3,500	-1,018	-1,861	294	\$5,067	145%
Audit Service	13,000	0	13,000	0	19,375	0	-\$6,375	-49%
Accounting Service	13,000	0	13,000	0	13,068	682	-\$750	-6%
UHLAN fees	50,000	0	50,000	11,859	35,609	0	\$14,391	29%
Capital Expenditures	125,000	0	125,000	0	6,740	0	\$118,261	95%
<b>TOTAL</b>	<b>\$4,203,194</b>	<b>\$72,339</b>	<b>\$4,275,533</b>	<b>\$301,603</b>	<b>\$2,669,691</b>	<b>\$104,547</b>	<b>\$1,501,295</b>	<b>35%</b>

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
1/11/2017	30	2,269	76	\$1,150.42	\$38.35	\$0.51	30	28,800	960	\$3,405.58	\$113.52	\$0.12
1/11/2018	30	2,964	99	\$1,474.51	\$49.15	\$0.50	30	30,336	1,011	\$3,501.04	\$116.70	\$0.12
2/10/2017	30	2,118	71	\$1,280.34	\$42.68	\$0.60	29	29,184	1,006	\$2,866.03	\$98.83	\$0.10
2/9/2018	29	2,380	82	\$1,388.85	\$47.89	\$0.58	29	28,800	993	\$3,871.09	\$133.49	\$0.13
3/13/2017	31	2,015	65	\$1,188.31	\$38.33	\$0.59	32	33,792	1,056	\$2,837.83	\$88.68	\$0.08
3/13/2018	33	1,833	56	\$1,238.17	\$37.52	\$0.68	32	30,336	948	\$2,672.72	\$83.52	\$0.09
4/12/2017	30	1,862	62	\$1,037.51	\$34.58	\$0.56	29	29,568	1,020	\$3,267.38	\$112.67	\$0.11
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10
7/13/2017	30	604	20	\$259.97	\$8.67	\$0.43	30	57,600	1,920	\$5,198.19	\$173.27	\$0.09
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10
8/10/2018	29	35	1	\$44.40	\$1.53	\$1.27	29	39,936	1,377	\$4,473.49	\$154.26	\$0.11
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09
9/11/2018	32	38	1	\$46.65	\$1.46	\$1.23	32	39,168	1,224	\$4,428.29	\$138.38	\$0.11
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09
10/11/2018	30	99	3	\$86.02	\$2.87	\$0.87	30	34,176	1,139	\$3,643.09	\$121.44	\$0.11
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10
11/8/2018	28	1,420	51	\$754.30	\$26.94	\$0.53	28	27,264	974	\$2,432.22	\$86.87	\$0.09
12/12/2017	33	1,606	49	\$798.17	\$24.19	\$0.50	33	29,184	884	\$2,618.16	\$79.34	\$0.09
12/11/2018	33	3,661	111	\$1,993.69	\$60.41	\$0.54	33	31,872	966	\$3,051.82	\$92.48	\$0.10
1/11/2018	30	2,964	99	\$1,474.51	\$49.15	\$0.50	30	30,336	1,011	\$3,501.04	\$116.70	\$0.12
1/11/2019	31	3,801	123	\$2,727.32	\$87.98	\$0.72	31	31,872	1,028	\$2,832.86	\$91.38	\$0.09
2/9/2018	29	2,380	82	\$1,388.85	\$47.89	\$0.58	29	28,800	993	\$3,871.09	\$133.49	\$0.13
2/11/2019	31	4,947	160	\$2,863.48	\$92.37	\$0.58	31	33,408	1,078	\$3,451.77	\$111.35	\$0.10

**Bethlehem Public Library**

## Request For Proposals – Audit of Financial Statements

(sample form letter)

March 14, 2019

To Managing Partner,  
XYZ CPA firm,

The Bethlehem Public Library (“library”) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending June 30, 2019 and June 30, 2020 (with the option to extend for another 1 to 2 years). The audits are to be conducted in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

To assist you in planning your proposal, I have attached a copy of the most recent audited financial statements of the library as of June 30, 2018. Financial statements for prior years, required communication letters, and other relevant financial information are available online on the library website.

There is no expressed or implied obligation for the library to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Timetable: See appendix A for timetable

At the discretion of the library, qualified firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Your primary contact at the library for your proposal will be:

Robert Khalife, Treasurer

[Robert@bethpl.org](mailto:Robert@bethpl.org)

(518) 339-0103 (cell)

Sincerely,

Robert Khalife  
Treasurer  
Bethlehem Public Library

List of CPA firms:

BST & Co., CPAs LLP  
Marvin & Co. P.C.  
Teal Becker & Chiaramonte, CPA's P.C.  
Cusack & Co. CPAs LLC  
UHY LLP  
Lutz, Selig & Zeronda LLP

## Appendix A

### Bethlehem Public Library

Timeline – RFP – CPA firms:

March 11, 2019 – **BPL Board meeting** – Board to approve RFP process & RFP letter

March 15, 2019 – Mailing of RFP to qualified CPA firms

April 5, 2019 – Deadline for preliminary indications of interest by CPA firms

Weeks of April 8 and April 15, 2019 – meeting with Library staff to respond to inquiries

April 24, 2019 – Deadline for receipt of proposals

May 1 – May 8, 2019 – Oral presentations by qualified CPA firms to Finance Committee

May 13, 2019 – **BPL Board meeting** – Board to approve selection of CPA firm, upon recommendation by Finance Committee

May 17, 2019 – Selected CPA firm notified

## Results of the 2/21/2019 Public Library fire inspection

### Library Shed:

16b-2 Service or replace the expired fire extinguisher.

### Main Building:

1D-1 Add dots to the exterior exit door glass in the community room.

### Boiler Room:

9 F-2 Combustibles are not stored in the boiler rooms, mechanical rooms, or electrical rooms. This includes all of the filing cabinets if there are combustibles within them. Metal carts and empty file cabinets would be allowed in a designated area within the boiler room.

12G-1 Electric panels block by stored items. For equipment serving between 120 volts and 250 volts, the regulations require a minimum of three feet of **clearance**. The width of the working space in front shall be 30 inches minimum or width of the equipment.

6F-1 Storage of items in the boiler room is to be orderly and restricted to items of obvious value and usefulness.

Although there will not be a re-inspection of your building the items mentioned above are required to be corrected by 3/15/19. Please send the correction dates of each of the violations above.

**6021 Public Library:**

- Means of Egress: Exit corridors must remain clear unless an Architect's "exit analysis" letter is obtained and approved by SED to keep items such as chairs, pub tables, etc. in them. Get verification from the Architect. SED gives fire inspector's a little more leeway in non-school building, however, this building is open to the public and needs to get this in wetting or clear all exit corridors. Examples: Circulation hall to move all book carts as agreed; Main entry chairs & tables; Main entry - remove walker, wheelchair & powered cart (items were moved while I was there); Delaware Hall pub tables & chairs;
- Kitchen – keep electrical panel boxes clear (moved cart & chair while I was there)
- Boiler Room: replace missing ceiling tiles; smoke detectors will not work as designed without the ceiling tiles
- Children's Exit Door – adjust the closer to fully latch consistently (door is slated for removal Spring 2019)
- Elevator Cabinet in Custodial Storage Area – remove all items sorted on top of the cabinet and around the cabinet; keep area clear of combustibles and non-essential elevator items

**Budget 2019-20  
DRAFT**

		2018-19	6 Month Expenses+	2019-20 Proposed	2019-20 +/- 2018-19	% +/-	NOTES							
<b>Expenses</b>														
<b>Salaries &amp; Benefits</b>			<b>Encumbrances</b>											
-150	Librarians	\$1,122,789	\$549,838	\$1,158,186	\$35,397	3.15%	Negotiated salary increases							
-160	Support Staff	\$987,451	\$447,249	\$1,014,578	\$27,127	2.75%	Negotiated salary increases							
-170	Custodians	\$152,187	\$71,411	\$160,373	\$8,186	5.38%	Negotiated salary increases							
-200	Retirement	\$285,626	\$283,682	\$279,232	(\$6,394)	-2.24%	Impact of new retirement tiers - cost reduction							
-210	Soc Sec/Medicare	\$173,483	\$81,599	\$178,485	\$5,002	2.88%	Proportional increase							
-220	Worker's Comp	\$23,000	\$18,851	\$23,000	\$0	0.00%	Stable							
-230	Unemp. Ins.	\$0	\$0	\$0	\$0	#DIV/0!	Self insured to \$10,000							
-240	Health Insurance	\$294,558	\$144,520	\$308,660	\$14,102	4.79%	Assumes 10% increase @1/1/2020 and estimates for three unfilled FT positions							
-250	Disability Insurance	\$1,400	\$1,266	\$1,400	\$0	0.00%								
	<b>Total-Salaries &amp; Benefits</b>	<b>\$3,040,494</b>	<b>\$1,597,150</b>	<b>\$3,123,914</b>	\$83,420	2.74%								
<b>Library Materials</b>														
-300	Books	\$171,000	\$85,357	\$171,000	\$0	0.00%	Funding sufficient for current materials							
-305	Audio books (physical)	\$33,000	\$12,308	\$33,000	\$0	0.00%	Flat funding represents change to e-audiob							
-307	E-collections	\$105,000	\$73,660	\$122,000	\$17,000	16.19%	Significant increase to meet increasing demand							
-310	Electronic resources	\$28,000	\$12,057	\$28,000	\$0	0.00%	Costs stable, continued negotiated savings							
-313	Periodicals	\$21,000	\$13,716	\$21,000	\$0	0.00%	Stable costs for magazines							
-380	Media	\$58,000	\$19,295	\$58,000	\$0	0.00%	Slight decrease in media spending							
-350	Children's Books	\$85,000	\$41,640	\$85,000	\$0	0.00%	Budget sufficient for demand							
-355	Children's audio books	\$5,000	\$2,105	\$4,500	(\$500)	-10.00%	Decreases in demand for physical audio							
-356	Children's Media	\$7,000	\$8,193	\$7,000	\$0	0.00%	Stable costs							
-370	Special collections	\$10,500	\$3,135	\$15,500	\$5,000	47.62%	Purchase innovative collections							
	<b>Total-Materials</b>	<b>\$523,500</b>	<b>\$271,466</b>	<b>\$545,000</b>	\$21,500	4.11%								

**Budget 2019-20  
DRAFT**

	2018-19	6 Mo Exp.	2019-20 Proposed	2019-20 +/- 2018-19	% +/-	Notes							
<b>Operations</b>													
-400 Photocopiers/supplies	\$15,000	\$10,189	\$22,000	\$7,000	46.67%	Shift to central printing							
-401 Office supplies	\$23,000	\$6,081	\$13,000	(\$10,000)	-43.48%	Centralized printing therefore fewer toner cartridges							
-402 Custodial supplies	\$17,000	\$9,393	\$18,000	\$1,000	5.88%	Cleaning supplies, hardware, light bulbs, etc.							
-403 Postage	\$17,000	\$9,503	\$18,000	\$1,000	5.88%	Slight increase in postage costs							
-404 Printing & Marketing	\$30,000	\$19,878	\$30,000	\$0	0.00%	Expanded marketing operations - less expensive printing							
-405 Van operation	\$1,500	\$600	\$2,000	\$500	33.33%	Van due for brakes and tires							
-420 Electricity & Gas	\$65,000	\$26,015	\$60,000	(\$5,000)	-7.69%	New HVAC electricity reductions							
-421 Telephone	\$11,000	\$14,314	\$17,000	\$6,000	54.55%	Expanded wifi access							
-422 Water	\$3,000	\$2,475	\$2,700	(\$300)	-10.00%	Stable water costs							
-423 Taxes-Sewer & water	\$3,700	\$0	\$3,700	\$0	0.00%	Stable sewer costs							
-430 Refund of real property taxes	\$4,000	\$17,868	\$20,000	\$16,000	400.00%	Assumes recent increase in tax refunds will continue							
-450 Professional services	\$12,000	\$3,027	\$15,000	\$3,000	25.00%	Union contract due at the end of FY 2020							
-451 Contractual services	\$37,500	\$8,544	\$37,500	\$0	0.00%								
-452 Insurance	\$29,000	\$25,995	\$29,000	\$0	0.00%	Stable costs							
-454 Travel/conference	\$10,000	\$5,083	\$10,000	\$0	0.00%	Budget sufficient for need							
-455 Memberships	\$2,000	\$445	\$2,000	\$0	0.00%	Membership fees paid to UHLS							
-456 Special programs	\$20,000	\$11,045	\$25,000	\$5,000	25.00%	Continue to build on the success of special programs							
-460 Equipment and Furniture	\$50,000	\$24,772	\$50,000	\$0	0.00%	Planned increased in needed furniture							
-461 IT-hardware & software	\$42,000	\$19,461	\$42,000	\$0	0.00%	Upgrades to hardware and replacements as needed. Software.							
-462 Bldg. & grounds repair	\$40,000	\$23,429	\$40,000	\$0	0.00%	Carpet cleaning, seal coat, lamps, supplies							
-463 Equipment/furniture repair	\$2,000	\$525	\$2,000	\$0	0.00%	Maintenance equipment repairs							
-464 Miscellaneous	\$3,500	-\$1,222	\$3,500	\$0	0.00%	Stable incidental costs							
-481 Audit services	\$13,000	\$19,375	\$25,000	\$12,000	92.31%	Potential new auditor and new GASB filings							
-482 Accounting services	\$13,000	\$13,750	\$15,000	\$2,000	15.38%	Financial software - additional user							
-483 UHLAN fees & services	\$50,000	\$23,749	\$50,000	\$0	0.00%	UHLS increases within budget							
-490 Capital Expenditures	\$125,000	\$6,740	\$125,000	\$0	0.00%	Upgrades and building needs							
Total-Operations	\$639,200	\$301,035	\$677,400	\$38,200	5.98%								
<b>TOTAL EXPENSES</b>	<b>\$4,203,194</b>	<b>\$2,169,651</b>	<b>\$4,346,314</b>	\$143,120	3.41%								

**Budget 2019-20  
DRAFT**

	2018-19	6-month	2019-20	2019-20	% +/-								
<b>Income</b>		<b>income</b>	<b>Proposed</b>	<b>+/- 2018-19</b>									
Fines	\$30,000	\$17,502	\$30,000	\$0	0.00%	Still waiting for automatic renewals - could impact fines							
Interest	\$5,000	\$4,882	\$10,000	\$5,000	100.00%	Expected increases in interest rates							
BookSale	\$6,000	\$2,704	\$5,000	(\$1,000)	-16.67%	Slight drop in expected book sales							
Gifts and donations	\$1,000	\$825	\$1,000	\$0	0.00%								
Photocopiers	\$7,000	\$4,191	\$8,000	\$1,000	14.29%	Modest increases based on color copying							
State Aid	\$23,000	\$25,037	\$24,000	\$1,000	4.35%	Estimated decrease in NYS aid from actual received							
PILOT	\$196,336	\$197,034	\$203,162	\$6,826	3.48%	Estimate received from BCSD							
<b>Total - Income</b>	<b>\$268,336</b>		<b>\$281,162</b>	\$12,826	4.78%								
<b>Total Expenses (Budget)</b>	\$4,203,194		\$4,346,314	\$143,120	3.41%	Total budget							
<b>Total Income</b>	\$268,336		\$281,162	\$12,826	4.78%	Total income							
<b>Taxes to be Raised (Levy)</b>	<b>\$3,934,858</b>		<b>\$4,065,152</b>	\$130,294	3.31%	<b>Total Levy (budget less income)</b>							

THE SUCCESS OF BETHLEHEM PUBLIC LIBRARY lies in our ability to balance the varying needs of a diverse and engaged community – not just now, but in the years to come. We take pride in the number of active library users we serve – with 319,251 visits in the past year – and this year’s budget, while under the state-mandated cap, allows us to continue offering and improving the programs, services, materials and community spaces our patrons are looking for.

SO HOW DO WE KNOW what our community is looking for in a library? We ask! Last November, we launched a survey to find out how patrons use the library and what they value most about it. The response was overwhelming, and the feedback has provided a useful framework for long-range decision making. Most of all, we learned that our community thinks we are doing a lot of things right. With the 2019-20 budget, we will be able to stay this course with an eye to maintaining the very building where it all happens.

SAVINGS FROM OUR switch to centralized printing, as well as a decrease in electrical costs due to the recent upgrade in our heating and air conditioning system, have allowed us to allocate additional funding for library materials, including e-books and the Library of Things. In addition, we’ve increased spending on programs to bring in more of the concerts, expert lecturers and author visits that are in high demand. Our proposed budget also takes into account upcoming capital expenses to keep our facility comfortable and safe, as well as expected increases in professional services and property tax refunds.

AS WE BEGIN our long-range planning process to outline library goals for the future, we are looking to identify the maintenance needs of our 45-year-old building, as well as the kinds of community-supported enhancements that will allow us to continue to grow with and be a reflection of the people we serve.

THIS YEAR’S BUDGET represents our commitment to being an important part of the community, today and many years from now. On the ballot is a levy x.xx% higher than last year, within the limit specified by New York State.

— Bethlehem Public Library Board of Trustees

## Anticipated Board Projects

### Schedule for 2019

- March
  - Book drop off/Service to Glenmont
  - Auditor RFP – vote to send
  - ~~Long range plan/ Capital Plan meeting~~
  - Vote on proposed budget – deadline
- April
  - First Night 2020 participation
  - Review chart of financial responsibilities
  - HVAC service contract approval
  - Long Range Capital Plan proposal discussion
- May
  - Select auditor
  - Budget presentation to the public
  - Investment strategy discussion
  - Discuss long range service plan
- June
  - Investment Policy
  - Nominating committee
- July
  - Annual board authorizations
- December
  - Long Range Plan (including capital plan) completed and approved



**WEDNESDAY MARCH 27 • 2-4PM**

This all-female Celtic band from Albany performs traditional, original and some modern Irish music.

*Co-sponsored by Bethlehem Senior Projects.*

**All ages welcome!**

**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR



518-439-9314 • [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)

**WEDNESDAY MARCH 27 • 2-4PM**

This all-female Celtic band from Albany performs traditional, original and some modern Irish music.

*Co-sponsored by Bethlehem Senior Projects.*

**All ages welcome!**

**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR



518-439-9314 • [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)

**WEDNESDAY MARCH 27 • 2-4PM**

This all-female Celtic band from Albany performs traditional, original and some modern Irish music.

*Co-sponsored by Bethlehem Senior Projects.*

**All ages welcome!**

**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR



518-439-9314 • [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)

WOMEN'S • HISTORY • MONTH

# IN HER RIGHTFUL PLACE: WOMEN IN SHAKER SOCIETY

WEDNESDAY MARCH 6 • 1-2PM



Lorraine Weiss from the Shaker Heritage Society will talk about some of the key women in the Watervliet Shaker Community.

WOMEN'S • HISTORY • MONTH

# IN HER RIGHTFUL PLACE: WOMEN IN SHAKER SOCIETY

WEDNESDAY MARCH 6 • 1-2PM



Lorraine Weiss from the Shaker Heritage Society will talk about some of the key women in the Watervliet Shaker Community.

WOMEN'S • HISTORY • MONTH

# IN HER RIGHTFUL PLACE: WOMEN IN SHAKER SOCIETY

WEDNESDAY MARCH 6 • 1-2PM



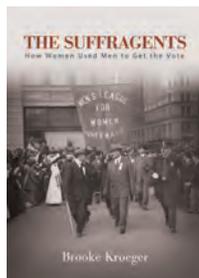
Lorraine Weiss from the Shaker Heritage Society will talk about some of the key women in the Watervliet Shaker Community.

# THE SUFFRAGENTS

SUNDAY MARCH 24 • 3PM

Brooke Kroeger will discuss her book "The Suffragents: How Women Used Men to Get the Vote."

*Co-sponsored by the League of Women Voters of Albany County.*



**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR



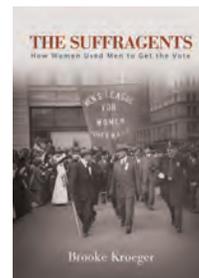
518-439-9314 • [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)

# THE SUFFRAGENTS

SUNDAY MARCH 24 • 3PM

Brooke Kroeger will discuss her book "The Suffragents: How Women Used Men to Get the Vote."

*Co-sponsored by the League of Women Voters of Albany County.*



**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR



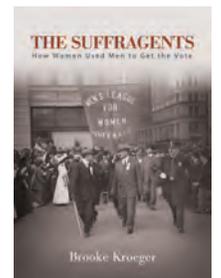
518-439-9314 • [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)

# THE SUFFRAGENTS

SUNDAY MARCH 24 • 3PM

Brooke Kroeger will discuss her book "The Suffragents: How Women Used Men to Get the Vote."

*Co-sponsored by the League of Women Voters of Albany County.*



**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR



518-439-9314 • [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)

# GET GROWING

INTRODUCING THE BPL SEED LIBRARY!



Our seed library promotes sustainability and food security by allowing people free access to the means of growing their own food. Join us for one or more of these events as we get our seed library up and running!

## SEED: THE UNTOLD STORY

**Saturday March 9 • 3-4:40pm**

An introduction to the new Seed Library with a screening of this documentary film about the importance of heirloom seeds (PG, 94 min., Seneca Falls Picture Company).

## STARTING SEEDLINGS AT HOME

**Sunday March 31 • 2-3pm**

Learn the basics of starting seedlings at home, including low-cost options for light, water and heat requirements. Presented by Eric de Long of Foxtail Community Farm.

## EDEN 2.0: HOW FARMING WITH NATURE CAN SAVE THE FOOD SYSTEM AND THE PLANET

**Tuesday April 16 • 7-8pm**

Farmer and author Gary Kleppel will talk about the ways that agriculture can improve environmental quality, public health and the economy.

## GET GROWING FOR EARTH DAY

**Monday April 22 • 2-2:45pm**

Read a story, learn how seeds germinate and plant your own to take home. **Sign up online or call. For kids and families!**



**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR

[www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)

518-439-9314

# GET GROWING

INTRODUCING THE BPL SEED LIBRARY!



Our seed library promotes sustainability and food security by allowing people free access to the means of growing their own food. Join us for one or more of these events as we get our seed library up and running!

## SEED: THE UNTOLD STORY

**Saturday March 9 • 3-4:40pm**

An introduction to the new Seed Library with a screening of this documentary film about the importance of heirloom seeds (PG, 94 min., Seneca Falls Picture Company).

## STARTING SEEDLINGS AT HOME

**Sunday March 31 • 2-3pm**

Learn the basics of starting seedlings at home, including low-cost options for light, water and heat requirements. Presented by Eric de Long of Foxtail Community Farm.

## EDEN 2.0: HOW FARMING WITH NATURE CAN SAVE THE FOOD SYSTEM AND THE PLANET

**Tuesday April 16 • 7-8pm**

Farmer and author Gary Kleppel will talk about the ways that agriculture can improve environmental quality, public health and the economy.

## GET GROWING FOR EARTH DAY

**Monday April 22 • 2-2:45pm**

Read a story, learn how seeds germinate and plant your own to take home. **Sign up online or call. For kids and families!**



**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR

[www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)

518-439-9314

# GET GROWING <sup>46</sup>

INTRODUCING THE BPL SEED LIBRARY!



Our seed library promotes sustainability and food security by allowing people free access to the means of growing their own food. Join us for one or more of these events as we get our seed library up and running!

## SEED: THE UNTOLD STORY

**Saturday March 9 • 3-4:40pm**

An introduction to the new Seed Library with a screening of this documentary film about the importance of heirloom seeds (PG, 94 min., Seneca Falls Picture Company).

## STARTING SEEDLINGS AT HOME

**Sunday March 31 • 2-3pm**

Learn the basics of starting seedlings at home, including low-cost options for light, water and heat requirements. Presented by Eric de Long of Foxtail Community Farm.

## EDEN 2.0: HOW FARMING WITH NATURE CAN SAVE THE FOOD SYSTEM AND THE PLANET

**Tuesday April 16 • 7-8pm**

Farmer and author Gary Kleppel will talk about the ways that agriculture can improve environmental quality, public health and the economy.

## GET GROWING FOR EARTH DAY

**Monday April 22 • 2-2:45pm**

Read a story, learn how seeds germinate and plant your own to take home. **Sign up online or call. For kids and families!**



**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR

[www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)

518-439-9314

# PLACES IN 'PRIDE AND PREJUDICE'

SATURDAY APRIL 6 • 2PM

David M. Shepard, author of  
"The Annotated Pride and Prejudice,"  
will share pictures and anecdotes about  
some of the locations in Jane Austen's novel  
and how they related to her own life.

*Presented by the Capital Region Chapter  
of the Jane Austen Society of North America.*



*\*Watch the 2005 film version of "Pride and Prejudice" (PG, 129 min.,  
Universal) as part of the Friday Cinema series **March 29 at 2:30pm!***

**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR



518-439-9314 • [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)

# PLACES IN 'PRIDE AND PREJUDICE'

SATURDAY APRIL 6 • 2PM

David M. Shepard, author of  
"The Annotated Pride and Prejudice,"  
will share pictures and anecdotes about  
some of the locations in Jane Austen's novel  
and how they related to her own life.

*Presented by the Capital Region Chapter  
of the Jane Austen Society of North America.*



*\*Watch the 2005 film version of "Pride and Prejudice" (PG, 129 min.,  
Universal) as part of the Friday Cinema series **March 29 at 2:30pm!***

**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR



518-439-9314 • [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)

# PLACES IN<sup>47</sup> 'PRIDE AND PREJUDICE'

SATURDAY APRIL 6 • 2PM

David M. Shepard, author of  
"The Annotated Pride and Prejudice,"  
will share pictures and anecdotes about  
some of the locations in Jane Austen's novel  
and how they related to her own life.

*Presented by the Capital Region Chapter  
of the Jane Austen Society of North America.*



*\*Watch the 2005 film version of "Pride and Prejudice" (PG, 129 min.,  
Universal) as part of the Friday Cinema series **March 29 at 2:30pm!***

**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR



518-439-9314 • [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)