



Board of Trustees Meeting

May 13, 2019 6:00 pm

Agenda

- **Call to order**
- **Budget presentation**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Treasurer's update**
 - Personnel report**
 - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
 - Nominating committee**
 - Audit firm selection**
 - Scanning proposal**
 - UHLS annual celebration**
 - Studio Makerspace ceiling proposal**
 - Contract attorney discussion**
 - Budget vote and trustee election – Tuesday May 21**
 - Other new business**
- **Old business**
 - Long range capital plan proposal**
 - HVAC Update**
 - HVAC maintenance contract**
 - Other old business**
- **Future business**
 - Background checks**
 - Plaza feasibility**
 - Policy updates/schedule**
 - Resource sharing**
 - Fines and Fees**
- **Public Participation**
- **Adjournment**
 - Next board meeting: June 10, 2019 6:00pm**
 - Next Friends of the Library meeting: May 20, 2019 6:30pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday April 8, 2019

PRESENT: Joyce Becker
Caroline Brancatella
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
Marc Gronich

President M. Redmond called the meeting to order at 5:59pm.

PUBLIC PARTICPATION

None

MINUTES

Minutes of the 11 March 2019 board meeting were unanimously approved with the following amendments on a MOTION by B. Sweeney with a SECOND by M. Kissinger.

- M. Redmond noted that the paragraph about the assistant treasurer discussion should note that the board had decided to review whether the position was even necessary.
- The wording about Paul Mays should indicate that, if hired, he would *facilitate* the long-range planning process.

FINANCIAL REPORT

On a MOTION by J. Becker with a SECOND by H. Narang, the board unanimously approved the Financial Statement dated 31 March 2019 (Manual Disbursements for March \$37,282.82; Cash Disbursements/Accounts Payable for April \$54,698.99; Trust & Agency Disbursements/Salaries for March \$180,575.41; CapProject Fund/Hand-Drawn Checks for April \$224.15; Total: \$272,781.37).

TREASURER'S UPDATE

R. Khalife said he had reviewed all of the financial schedules in the board packet and he was satisfied they were accurate.

- He said that 5 of the 6 firms have indicated they were interested in responding to the library's RFP for auditing services.
- G. Kirkpatrick, T. Choppy and R. Khalife continue to review the financial responsibilities matrix and will have some recommendations after speaking with M. Redmond.
- R. Khalife, G. Kirkpatrick and T. Choppy met with Judy Kehoe, chief financial officer with BCSD, to learn about the district's investment and accounting practices. R. Khalife also has met earlier with Mike Cohen from the town.
- He has been reviewing H Fund activity for the past 10 years and will provide a summary at the next meeting.
- He noted that interest earnings continue to increase favorably.

BANK ACCOUNT RECONCILIATION REPORT

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

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

G. Kirkpatrick noted that the long list of library clerk actions requested mostly represented a domino effect of internal moves by staffers seeking different available positions following an internal promotion.

One library page position opened due to resignation. The second 6-hour/week position was created from excess hours due to schedule changes.

The request for a temporary technology assistant position would allow the library to bring in help a few hours a week until the new technology assistant starts working at the beginning of May.

The part-time custodial position is open due to a resignation.

PERSONNEL ACTION

On a MOTION by L. Scoons with a SECOND B. Sweeney, the board unanimously approved new hires for the following vacancies, pending Civil Service approval:

- Library clerk, part-time, permanent, 13.57 hours/week at \$13.45/hour or per contract
- Library clerk, part-time, permanent, 16.57 hours/week at \$13.45/hour or per contract
- Library clerk, part-time, permanent, 11.66 hours/week at \$13.45/hour or per contract
- Library page, part-time, permanent, 6 hours/week at \$11.10/hour or per contract
- Library page, part-time, permanent, 11.67 hours/week at \$11.10/hour or per contract
- Technology assistant, part-time, temporary, 10-15 hours/week at \$18.84/hour or per contract
- Custodial worker, part-time, permanent, 10 hours/week at \$15.45/hour or per contract

DIRECTOR'S REPORT

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

- G. Kirkpatrick consulted with an attorney regarding the board's question about obtaining the title to the library building from the school district to avoid SED project review delays. The attorney said that although there is a process for the library to obtain the title, construction projects would still need to be reviewed. He noted that there does exist a fast-track review process that comes at a premium, and most architects and designers are aware of it. M. Redmond said that a positive from the discussion is that the board now knows that there is a fast-track process should the library ever need to consider it. The board thanked G. Kirkpatrick for getting clarification on the issue.
- He noted that the fire inspection is state-required, and the school's certificate of occupancy is based on it. The library is now in compliance with all of the findings from this year, but notice has been given about what they could be looking at in coming years. M Redmond requested we follow up with a Library attorney, to determine what latitude we have on the additional findings, particularly removal of all items in hallways.
- G. Kirkpatrick noted that the Bethlehem Chamber did an excellent job with the ribbon cutting, and he was appreciative of all of the officials who spoke at the event.
- The gas bill continues to be high, but a series of fixes to the CO2 monitoring have just been completed, so it's too soon to tell if there will be future reductions. The library is also approaching the end of the heating season.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said annual UHLS celebration will be held Wednesday, June 12, at the Holiday Inn Express in Latham.

NEW BUSINESS

Long-range capital plan proposal

The design services proposal from Butler Rowland Mays was received over the weekend. The total came in at \$41,000 plus reimbursables for three phases of design planning: Existing Conditions, Program and Design.

G. Kirkpatrick said that the design planning process would fulfill the regulatory obligation of the library to create a long range plan focusing on services and facilities. It would also provide a playbook for the next 10 years and map out the collective goals of the library in terms of programming, safety, maintenance and the added value "win" projects, including the use of the 54 Borthwick property. The first phase of the process would include a deep dive in the existing facility needs, which would be of real value to current and future boards. The final phase would result in a conceptual design that would incorporate long-range goals.

B. Sweeney said he had some questions about the cost of the individual phases, and noted that the existing conditions review for \$11,000 seemed reasonable, but the program fee of \$12,000 seemed a bit high for what was being described in the proposal. The board discussed potential reasons for the cost, including a lot of in-person interviews and meetings with the public, but they agreed they would want more details about what would be involved.

The board discussed whether the overall price of the process was reasonable and where savings could be negotiated.

R. Khalife said they should talk to other libraries that have been through the process.

G. Kirkpatrick said the process would help the board figure out a framework as to how they can move forward with their ideas for future library needs and the decisions that need to be made to meet those goals.

C. Brancatella said that while there might not be much room in negotiating for price, the board should really be looking at how they can get the most out of this service in terms of results.

B. Sweeney said he would not want the planning process to slow any progress on addressing the plaza icing issue. M. Redmond said that while she believes the Existing Conditions planning phase is a given, she agrees that it should not delay moving forward with fixing the plaza.

L. Scoons said she would like to see a better breakdown in the proposal of how long each of the phases would be expected to take. C. Brancatella agreed that timeliness in communication and the work involved should be a key component in the board's decision to move forward with the proposal.

The board was generally in favor of the first phase of the proposal, but said they would table a decision until May so they could have a chance to review and document any questions about the proposal regarding price, the timeline, end result and any other issues. They agreed to review and compile their comments and concerns by April 15, so they could be addressed, by Paul Mays, in time to have a clearer idea about how to move forward at the May meeting.

Records retention and records manager resolutions

The board reviewed two resolutions regarding records retention at the library. G. Kirkpatrick said that putting a records management official in place opens up opportunities for grant money for digitization projects.

On a MOTION by M. Kissinger with a SECOND by L. Scoons the board unanimously adopted Resolution 1901 establishing Records and Retention Disposition Schedule MI-1, pursuant to Article 57-A of the Arts and Cultural Affairs Law, AND Resolution 1902 appointing Catherine Stollar Peters as Records Management Officer for Bethlehem Public Library.

SED facilities review information

This was discussed earlier during the director's report.

Other new business

On a MOTION by C. Brancatella with a SECOND by J. Becker the board unanimously approved Chris McGinty's request to attend the BookExpo in NYC from May 28-June 1 for an estimated total cost of \$1,490.

The board reviewed the current PILOT MOU to run through June 30, 2023. G. Kirkpatrick said that it is the same one that has been in place for past years. PILOT money received by the library amounts to about \$200,000 per year.

On a MOTION by H. Narang and a SECOND by J. Becker the board unanimously accepted the PILOT Memorandum of Agreement with the Bethlehem Central School District through June 30, 2023.

The board noted that it would be beneficial to have a lawyer to review library contracts in the future.

OLD BUSINESS

Annual school district safety inspection

Discussed earlier.

HVAC update

G. Kirkpatrick said that the project has not yet been closed out because of ongoing tweaks to the system. The library has received an extension on the \$26,000 left in grant money, but it cannot be handed over until the project is closed out. H. Narang said it would be hard to make the argument that it wasn't still an ongoing project. M. Redmond said she would like to be sure that all options for tweaking the system have been exhausted before closing out on the project. Because some of the major changes to the CO2 monitoring were only made recently, the data is not yet in on whether it is an effective solution. M. Redmond noted that the library will have to make a decision in 4-6 weeks on a maintenance contract. The board agreed they were not yet ready to close out the project.

Friends of the Library Book Bash

The sale will be taking place the coming weekend. G. Kirkpatrick said the Friends would be grateful for volunteers.

Other old business

The board noted that they had intended to discuss First Night participation at the April meeting. G. Kirkpatrick said he would not be in town for the event. Because the event is difficult to staff, the board agreed that the library would not be participating in future First Night events.

FUTURE BUSINESS

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.

PUBLIC PARTICIPATION

There was no public participation

ADJOURNMENT

On a MOTION by J. Becker with a SECOND by C. Brancatella, the board adjourned the regular meeting at 7:51pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #10
4/30/2019**

CURRENT MONTHLY REVENUE

Real Property Taxes	142,908.65
PILOT	0.00
Sale of Equipment	0.00
Fines	2,106.52
Interest on Investment	2,390.70
Sale of Books	459.00
Gifts and Donations	0.00
Insurance Recovery	0.00
Photocopier	860.10
State Aid	0.00
Grants	0.00
Miscellaneous Income	50.00
Total	\$148,774.97

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #10
4/30/2019**

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	3,932,475.26	2,382.74	99.94%
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	28,350.83	1,649.17	94.50%
Interest on Investment	5,000.00	13,414.34	(8,414.34)	268.29%
Sale of Books	6,000.00	4,369.33	1,630.67	72.82%
Gifts and Donations, Misc	1,000.00	1,050.00	(50.00)	105.00%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	7,000.00	7,159.77	(159.77)	102.28%
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	425.00	(425.00)	
Sub-Total	\$4,203,194.00	4,234,314.93	(5,695.93)	100.74%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,203,194.00			

OPERATING CASH SUMMARY

TD Checking Account:	1,770,933.42 *
TD Money Market:	1,626,007.26
TD Payroll Account:	0.00
Capital Project Fund:	261,836.08
TOTAL	3,658,776.76

*Includes Interest of \$2,390.70 credited on 4/15/19

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #10**

4/30/2019

MANUAL DISBURSEMENTS - APRIL	
HAND DRAWN CHECKS TD BANK	\$45,078.32
CASH DISBURSEMENTS - MAY	
ACCOUNTS PAYABLE TD BANK	\$71,283.98
TRUST & AGENCY DISBURSEMENTS - APRIL	
SALARIES - TD BANK	\$189,536.10
CAPITAL PROJECT FUND	
HAND DRAWN CHECKS - MAY	\$0.00
TOTAL	\$305,898.40

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 38: MANUAL DISB (APR 19) For Dates 4/1/2019 - 4/30/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37923	04/17/2019	2087	**CONTINUED** CITIBANK		0.00
37924	04/17/2019	2087	CITIBANK	190636	1,714.22
37925	04/17/2019	1576	JAEGER & FLYNN ASSOCIATES, INC	190639	50.00
37926	04/17/2019	1570	NATIONAL GRID		3,847.56
37927	04/17/2019	2224	SCHUYLER MANSION STATE HISTORIC SITE	190626	25.00
37928	04/17/2019	1607	VERIZON BUSINESS FIOS	190002	201.98
37933	04/29/2019	1424	AFLAC NEW YORK		415.92
37934	04/29/2019	1833	BLUESHIELD OF NORTHEASTERN NY		13,400.19
37935	04/29/2019	1831	CDPHP UNIVERSAL BENEFITS, INC.		5,111.90
37936	04/29/2019	720	MVP HEALTH PLAN, INC.		5,562.80
37937	04/29/2019	2061	UNITED HEALTHCARE INSURANCE CO		86.70
37938	04/29/2019	1607	VERIZON BUSINESS FIOS	190002	122.77
37939	04/30/2019	1831	CDPHP UNIVERSAL BENEFITS, INC.		14,284.53
37940	04/30/2019	1607	VERIZON BUSINESS FIOS	190002	126.98
37941	04/30/2019	1607	VERIZON BUSINESS FIOS	190002	127.77

Number of Transactions: 15

Warrant Total: 45,078.32
Vendor Portion: 45,078.32

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 42: CASH DISB (MAY 19) For Dates 5/14/2019 - 5/14/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37942	05/14/2019	2099	4IMPRINT, INC.	190645	1,097.67
37943	05/14/2019	2304	AIR DELIGHTS INC	190616	536.19
37944	05/14/2019	30	ALBANY PUBLIC LIBRARY-MAIN BR	190669	19.95
37945	05/14/2019	1009	AMAZON CREDIT PLAN	190646	2,978.06
37946	05/14/2019	61	AQUASCAPE DESIGNS LLC	190016	172.91
37947	05/14/2019	886	AUDIO VIDEO	190513	392.25
37948	05/14/2019	77	BAKER & TAYLOR, INC.	190613	15,664.77
37949	05/14/2019	1186	BAKER AND TAYLOR ENTERTAINMENT	190647	174.49
37950	05/14/2019	1578	BRUNSWICK LIBRARY	190628	5.00
37951	05/14/2019	697	CAPITAL REGION BOCES	190052	161.95
37952	05/14/2019	150	COMMERCIAL MAILING AND	190650	576.50
37953	05/14/2019	1154	CRISAFULLI BROTHERS	190624	125.00
37954	05/14/2019	1220	DEMCO, INC	190265	288.76
37955	05/14/2019	1485	KATHRYN E. DUDDING	190308	200.00
37956	05/14/2019	1463	EAST GREENBUSH COMM LIBRARY	190627	29.95
37957	05/14/2019	1991	EASTERN MANAGED PRINT NETWORK LLC	190665	154.54
37958	05/14/2019	195	EBSCO SUBSCRIPTION SRVS	190655	151.43
37959	05/14/2019	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	190625	484.00
37960	05/14/2019	2215	ELM USA, INC	190612	99.95
37961	05/14/2019	1674	FINDAWAY	190640	357.42
37962	05/14/2019	1986	FIRSTLIGHT FIBER	190007	200.84
37962	05/14/2019	1986	**VOID** FIRSTLIGHT FIBER	190007	-200.84
37963	05/14/2019	1646	GRASSLAND EQPMT & IRRIG CORP	190615	554.43
37964	05/14/2019	787	GUILDERLAND PUBLIC LIBRARY	190673	5.00
37965	05/14/2019	277	INFOGROUP	190576	333.00
37966	05/14/2019	1576	JAEGER & FLYNN ASSOCIATES, INC	190672	52.50
37967	05/14/2019	2201	LANE PRESS OF ALBANY	190011	3,160.00
37968	05/14/2019	2261	LIBRARY IDEAS, LLC	190641	444.40
37969	05/14/2019	2048	MAKERBOT INDUSTRIES	190635	85.47
37970	05/14/2019	2181	MARINELLO CONSTRUCTION COMPANY INC.	190663	1,980.00
37971	05/14/2019	1024	MIDWEST TAPE	190661	4,915.68
37972	05/14/2019	2148	NORTHEAST PEST CONTROL	190001	199.00
37973	05/14/2019	2088	NYSID	190334	167.32
37974	05/14/2019	2121	NYSPSP	190103	908.43
37975	05/14/2019	1479	OCLC, INC.	190664	20.00
37976	05/14/2019	1823	OVER DRIVE INC.	190658	16,698.75
37977	05/14/2019	450	PHILLIPS HARDWARE INC	190013	54.43
37978	05/14/2019	458	PITNEY BOWES INC	190012	460.41
37979	05/14/2019	478	QUILL.COM	190051	275.93
37980	05/14/2019	1767	SCHOLASTIC, INC.	190548	20.00
37981	05/14/2019	2038	**CONTINUED** STAPLES BUSINESS ADVANTAGE		0.00
37982	05/14/2019	2038	STAPLES BUSINESS ADVANTAGE	190623	596.88
37983	05/14/2019	1784	GEORGE STEELE	190546	425.00
37984	05/14/2019	2056	SUPERIOR PRESS	190614	672.50
37985	05/14/2019	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	190668	10.00
37986	05/14/2019	632	UPPER HUDSON LIBRARY SYSTEM	190631	11,859.25

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 42: CASH DISB (MAY 19) For Dates 5/14/2019 - 5/14/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37987	05/14/2019	2142	VANGUARD ID SYSTEMS	190651	570.68
37988	05/14/2019	1968	VERIZON WIRELESS	190124	146.17
37989	05/14/2019	645	W W GRAINGER INC	190015	1,125.09
37990	05/14/2019	1884	W.B. MASON CO., INC.	190619	280.60
37991	05/14/2019	2305	WHITEMAN OSTEMAN & HANNA LLP	190667	1,192.50
37992	05/14/2019	1593	WILLIAM K. SANFORD LIBRARY	190629	12.95
37993	05/14/2019	1986	FIRSTLIGHT FIBER	190007	185.98

Number of Transactions: 53**Warrant Total: 71,083.14****Vendor Portion: 71,083.14****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 19) For Dates 4/1/2019 - 4/30/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37919	04/15/2019	712	CIVIL SERVICE EMPL ASSOC INC.		979.16
37920	04/15/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
37921	04/15/2019	2003	NEW YORK STATE DEFERRED		2,347.11
37922	04/15/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
37929	04/30/2019	712	CIVIL SERVICE EMPL ASSOC INC.		1,019.21
37930	04/30/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
37931	04/30/2019	2003	NEW YORK STATE DEFERRED		2,236.90
37932	04/30/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100345	04/15/2019	709	BPL SPECIAL PAYROLL ACCOUNT		64,582.42
100346	04/15/2019	710	NYS INCOME TAX BUREAU		3,669.88
100347	04/15/2019	1946	IRS - PAYROLL TAX PMT		21,445.49
100348	04/30/2019	709	BPL SPECIAL PAYROLL ACCOUNT		64,706.50
100349	04/30/2019	710	NYS INCOME TAX BUREAU		3,549.90
100350	04/30/2019	730	NYS EMPLOYEES RETIREMENT SYSTE		3,187.33
100351	04/30/2019	1946	IRS - PAYROLL TAX PMT		21,272.20

Number of Transactions: 15

Warrant Total: 189,536.10
Vendor Portion: 189,536.10

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

4/30/2019

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$1,889,988.46	\$170,258.37	\$289,313.41	\$1,770,933.42
TD Bank Payroll	\$0.00	\$129,288.92	\$129,288.92	\$0.00
TD Bank Money Market	\$1,626,007.26	\$0.00	\$0.00	\$1,626,007.26
Capital Project Fund	\$262,060.23	\$0.00	\$224.15	\$261,836.08
TOTAL:	\$3,778,055.95	\$299,547.29	\$418,826.48	\$3,658,776.76

BETHLEHEM PUBLIC LIBRARY BANK ACCOUNT RECONCILIATION REPORT

TD Bank - General Fund

For the month beginning 4-1-19 and ending 4-30-19

Balance on hand at the beginning of the month \$1,889,988.46

Receipts during the month

Interest	2,390.70	
Transfers from Money Maket Account TD Bank	0.00	
Fines	2,106.52	
Copier	860.10	
Miscellaneous (Abate)	21,483.09	
Book Sale	459.00	
PILOT	0.00	
School Taxes	142,908.96	
Gifts	0.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	50.00	
Total Receipts		<u>\$170,258.37</u>
Total Receipts Including Balance		\$2,060,246.83

Disbursements During Month By Check

From Check #337924 to Check #37941	45,078.32	
Trust & Agency Payments (Payroll)	189,536.10	
From Check #37861 to Check #37918	54,698.99	
Transfers to Money Maket Account	0.00	
Adjustment	0.00	
Total amount of Disbursements		<u>\$289,313.41</u>
Balance on Hand at End of Month		\$1,770,933.42

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	1,770,933.42
Amount of Outstanding Checks	49,627.79
Balance on Deposit	1,721,305.63

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
4/30/19

Check Number	Date	Amount
37795	3/12/2019	75.00 Performer - left email
37971	4/9/2019	25.00
37887	4/9/2019	864.00
37895	4/9/2019	350.00
37903	4/9/2019	3,100.00
37910	4/9/2019	500.00
37918	4/9/2019	25.00
37927	4/17/2019	25.00
37933	4/29/2019	415.92
37934	4/29/2019	13,400.19
37935	4/29/2019	5,111.90
37936	4/29/2019	5,562.80
37937	4/29/2019	86.70
37938	4/29/2019	122.77
37931	4/30/2019	2,236.90
37939	4/30/2019	14,284.53
37940	4/30/2019	126.98
37941	4/30/2019	127.77
100350	4/30/2019	3,187.33

TOTAL		\$49,627.79
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**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 4-1-19 and ending 4-30-19

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

Receipts during the month

Transfer from Checking 4/15/19	64,582.42
Transfer from Checking 4/30/19	64,706.50

Total Receipts	<u>\$129,288.92</u>
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Total Receipts Including Balance	\$129,288.92
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Disbursements During Month By Check

4/15/19 - From Check #85797 to Check #85868	64,582.42
4/30/19 - From Check #85867 to Check #85941	64,706.50

Total Amount of Disbursements	<u>\$129,288.92</u>
Balance on Hand at End of Month	\$0.00

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by bank statement	2,939.46
Amount of Outstanding Checks	2,939.46
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
4/30/19

Check Number	Date	Amount
85884	4/30/2019	1,586.97
85895	4/30/2019	30.76
85897	4/30/2019	409.57
85914	4/30/2019	158.79
85926	4/30/2019	753.37

TOTAL		2,939.46
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**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 4-1-19 and ending 4-30-19

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

Receipts during the month

Transfer from General Fund 0.00

\$0.00
Total Receipts
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

\$0.00
Total Amount of Disbursements
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 4-1-19 and ending 4-30-19

Balance on hand at the beginning of the month \$262,060.23

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	\$262,060.23

Disbursements During Month By Check

From Check #1202 to Check #1202 224.15

Total Amount of Disbursements	<u>224.15</u>
Balance on Hand at End of Month	<u>\$261,836.08</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	261,836.08
Amount of Outstanding Checks	0.00
Balance on Deposit	261,836.08

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



4427533000280997901714220171422066



Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	05/01/2019	\$1,714.22	\$1,714.22	1714.22



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

**T0000058

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	\$31,285	\$00	\$00

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

Statement Date
04/06/19

Payment Date
05/01/19

COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	753.13	- 753.13	- 30.42	1,744.64		1,714.22
Advances						
Company Totals TOTAL	753.13	- 753.13	- 30.42	1,744.64		1,714.22

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.

Account management made easier: Online statements & CitiManager Mobile offer 24/7 access, security, and mobility. Log in at 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

CARDMEMBER SUMMARY

MCGINTY,CHRISTINE XXXX-XXXX-XX82-7336	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				349.77		349.77
Advances						
Monthly Limit: \$500				349.77		349.77
TOTAL						

KIRKPATRICK,GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				367.59		367.59
Advances						
Monthly Limit: \$1,300				367.59		367.59
TOTAL						

PETERS,M CATHERINE XXXX-XXXX-XX82-7386	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				129.99		129.99
Advances						
Monthly Limit: \$625				129.99		129.99
TOTAL						

DAYS IN BILLING PERIOD: 31	Purchases	Cash Advances	Payment Due:	1,714.22
Balance Subject			Amount Over Credit Limit:	.00
To Interest Charges	.00	.00	Amount Past Due:	.00
Periodic Rate	.0000%	.0000%	MINIMUM AMOUNT DUE:	1,714.22
ANNUAL PERCENTAGE RATE	0.00%	0.00%		



XXXX-XXXX-XX80-9979

Statement Date
04/06/19

CARDMEMBER SUMMARY

COFFEY, KEVIN J XXXX-XXXX-XX56-3708			Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit:	Purchases				- 30.42	653.20		622.78
\$750	Advances							
	TOTAL				- 30.42	653.20		622.78

BRENNER, CATHERINE XXXX-XXXX-XX81-3574			Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit:	Purchases					244.09		244.09
\$750	Advances							
	TOTAL					244.09		244.09

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY

XXXX-XXXX-XX80-9979

Monthly Limit		Cash Limit*	Available Credit Line	Available Cash Line**
\$33,000		\$00	\$31,285	\$00
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
03-25	03-26	74046589085084000032354	PAYMENT - THANK YOU	753.13 PY

INDIVIDUAL CARDHOLDER ACTIVITY

MCGINTY, CHRISTINE

XXXX-XXXX-XX82-7336

Monthly Limit			Cash Limit*	
\$500			\$00	
Sale Date	Post Date	Reference Number	Type of Activity	Amount
03-11	03-13	24688079071017027775585	HUDSON VALLEY SEED LIB 845-204-8769 NY 190634 Seeds TOTAL PURCHASES/ADVANCES/CREDITS	349.77 349.77

KIRKPATRICK, GEOFFREY

XXXX-XXXX-XX82-7377

Monthly Limit			Cash Limit*		
\$1,300			\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Posters	Amount
03-28	03-29	24692169087100019252782	VISTAPR	VISTAPRINT.COM 866-8936743 MA 190636	35.20
04-02	04-03	24498139092027017478857	BETHLEHEM	CHAMBER OF COMM 518-439-0512 NY 190633	300.00
04-03	04-05	24164079094105003907573	STAPLES	00104521 LATHAM NY 190637	32.39
TOTAL PURCHASES/ADVANCES/CREDITS					367.59

Chamber Dinner
SD Card

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



XXXX-XXXX-XX80-9979

Statement Date
04/06/19

INDIVIDUAL CARDHOLDER ACTIVITY

PETERS, M CATHERINE					XXXX-XXXX-XX82-7385
Monthly Limit \$625		Cash Limit* \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
04-01	04-02	24492159091894713483134	MOBILE BEACON 401-934-1100 RI	129.99	
TOTAL PURCHASES/ADVANCES/CREDITS				129.99	

COFFEY, KEVIN J					XXXX-XXXX-XX56-3708
Monthly Limit \$750		Cash Limit* \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
03-11	03-13	24138299071708000097464	SEARS.COM 9301 847-286-1940 IL	53.80	
03-21	03-22	24692169080100963172462	LOWES #01784 GLENMONT NY	59.38	
03-22	03-25	24692169081100469843789	LOWES #01784 GLENMONT NY	118.76	
03-26	03-27	24492159085894460212833	OVISONLINE COM 800-326-6847 WV	17.39	
04-01	04-03	24445009092200113835671	U-HAUL-CTR-COHES #80058 800-528-0463 NY	389.42	
04-03	04-05	74445009094200086371995	U-HAUL-CTR-COHES #80058 COHOES NY	30.42	CR
04-04	04-05	24138299095305001039670	PRICE CHOPPER #159 SLINGERLANDS NY	14.45	
TOTAL PURCHASES/ADVANCES/CREDITS				622.78	

BRENNER, CATHERINE					XXXX-XXXX-XX81-3574
Monthly Limit \$750		Cash Limit* \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
03-15	03-18	24138299075305000774006	PRICE CHOPPER #159 SLINGERLANDS NY	36.73	
03-21	03-22	24492159080894272572197	PAYPAL AMIGOSLIBRA 402-935-7733 TX	155.00	
03-28	03-29	24445009088000693390261	DOLLAR TREE DELMAR NY	9.72	
03-28	03-29	24445009088000693390345	DOLLAR TREE GLENMONT NY	16.20	
04-03	04-05	24138299094305000793458	PRICE CHOPPER #159 SLINGERLANDS NY	26.44	
TOTAL PURCHASES/ADVANCES/CREDITS				244.09	

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

2018-19 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Apr. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,122,789	0	1,122,789	91,829	905,089	0	\$217,700	19%
Salaries-Clerical	987,451	0	987,451	77,744	743,924	0	\$243,527	25%
Salaries-Custodians	152,187	0	152,187	12,798	121,146	0	\$31,041	20%
Retirement	285,626	0	285,626	0	283,682	0	\$1,944	1%
SocSec/Medicare	173,483	0	173,483	13,515	133,616	0	\$39,867	23%
Worker's Comp.	23,000	0	23,000	-5,944	12,907	0	\$10,093	44%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	294,558	0	294,558	34,030	266,573	53	\$27,932	9%
Disability Ins.	1,400	0	1,400	0	1,266	0	\$134	10%

Materials

Adult books	171,000	29,435	200,435	10,313	119,539	10,619	\$70,276	35%
Audiobooks	33,000	931	33,931	1,236	16,518	2,320	\$15,093	44%
Ebooks	105,000	0	105,000	2,000	107,361	17,760	-\$20,121	-19%
Electronic Resources	28,000	0	28,000	2,310	19,286	1,682	\$7,032	25%
Periodicals	21,000	0	21,000	0	19,804	191	\$1,004	5%

YS Books	85,000	16,253	101,253	4,696	55,763	5,505	\$39,985	39%
YS Audiobooks	5,000	869	5,869	305	3,014	697	\$2,157	37%
YS Media	7,000	5,288	12,288	674	8,922	755	\$2,611	21%

Special Collections	10,500	1,582	12,082	892	10,970	1,148	-\$35	0%
AS Media	58,000	7,805	65,805	3,663	30,669	2,295	\$32,841	50%

Operations

Copiers and supplies	15,000	0	15,000	1,014	9,626	2,996	\$2,378	16%
Office supplies	23,000	0	23,000	305	6,117	3,587	\$13,296	58%
Custodial supplies	17,000	0	17,000	985	8,220	1,722	\$7,058	42%
Postage	17,000	479	17,479	1,248	12,904	1,354	\$3,221	18%
Printing	30,000	79	30,079	3,104	16,236	5,063	\$8,780	29%
Van lease & oper.	1,500	0	1,500	0	345	353	\$802	53%
Gas and Electric	65,000	0	65,000	3,848	46,699	0	\$18,301	28%
Telecommunications	11,000	0	11,000	927	11,230	3,084	-\$3,314	-30%
Water	3,000	0	3,000	0	3,094	0	-\$94	-3%
Taxes-sewer&water	3,700	0	3,700	0	3,114	0	\$586	16%
Refund property taxes	4,000	0	4,000	0	17,914	0	-\$13,914	-348%
Prof. Services	12,000	550	12,550	500	4,353	1,559	\$6,639	53%
Contract Services	37,500	0	37,500	6,435	18,486	2,489	\$16,525	44%
Insurance	29,000	0	29,000	-2,592	24,157	0	\$4,843	17%
Travel/Conference	10,000	0	10,000	155	5,402	0	\$4,598	46%
Memberships	2,000	0	2,000	0	569	0	\$1,431	72%
Special Programs	20,000	2,244	22,244	1,787	15,915	3,309	\$3,020	14%
Furniture&Equipment	50,000	1,941	51,941	-7,246	31,873	1,970	\$18,098	35%
IT Hardware & Software	42,000	4,721	46,721	3,788	32,730	5,667	\$8,324	18%
Bld&Grnd. Repair	40,000	162	40,162	1,901	28,356	9,990	\$1,816	5%
Furn/Equip Repair	2,000	0	2,000	176	868	654	\$478	24%
Miscellaneous	3,500	0	3,500	77	-1,964	895	\$4,570	131%
Audit Service	13,000	0	13,000	0	19,375	0	-\$6,375	-49%
Accounting Service	13,000	0	13,000	864	13,932	682	-\$1,614	-12%
UHLAN fees	50,000	0	50,000	945	36,554	11,859	\$1,587	3%
Capital Expenditures	125,000	0	125,000	0	6,740	0	\$118,261	95%
TOTAL	\$4,203,194	\$72,339	\$4,275,533	\$268,281	\$3,232,896	\$100,257	\$942,379	22%

Director's Report May 2019

Building and Grounds

The spring season has barely begun, and the maintenance staff and garden volunteers have already kicked into high gear preparing our grounds for the summer ahead. The Delmar Progress Club has been very generous in supporting the purchase of annual plantings for the gardens.

Some small drainage work has been completed, which should help alleviate some of the icing on the plaza next winter.

We continue to work with Trane and our engineers at M/E to help fix continuing issues with the HVAC system. We have had several meetings and phone calls with Trane about their proposal for an HVAC system maintenance contract.

Public Service

Wi-Fi access has been launched at the Colonial Acres Park. We were able to launch the service before the town's annual I Love My Park Day.

The Seed Library continues to be very popular. Ninety-six patrons have checked out 451 seed packets since April 4. Since the service was started on March 5, a total of 293 patrons have checked out 1,375 seed packets. The library has received positive comments about this new service. Tori said that one positive comment came from a staff member of the Radix Center who was selecting some seeds to grow with children at the Creighton Story Homes in Albany. The children have a garden there and had specifically requested to grow pumpkins. The patron was very happy to select some pumpkin and squash seeds for them, along with sunflowers to beautify their vegetable garden.

Summer Teen Volunteer applications have been available beginning May 1 online, in the library and handed out by the librarians at their school visits. Applications will be accepted through June 17 or until all training sessions are fill. The teens are asked to volunteer at least six hours over the summer and are required to attend an orientation session.

Program Highlights

The Spring Coffee and Conversation series has returned successfully. This continues to be a great partnership with Senior Services, and participants love the presentations. Mary managed to film the Mark Twain presentation with IT's help and hopes to make it available electronically at some point.

Spring Break programming for children and families was excellent this year. We had live birds of prey in the Community Room, Earth Day celebrations, movies and some great STEM building programs. Overall, participants were pleased with the quantity and variety we offered.

Outreach

We are in the process of establishing a Pop-Up Library to take out into the community. This will allow us to bring to new areas in the community more library services, such as the

latest books and movies for kids and adults. We also plan to provide library card registration and offer an opportunity for patrons to drop off materials for return. A collection of books and DVDs will be purchased just for these outreach events and will circulate for one or two weeks, depending on the item and will be available for renewal. Upcoming scheduled Pop-Up Library events will be listed in Footnotes and online. We look forward to bringing the Pop-Up Library to the town parks, festivals, community events, schools and other locations within the BCSD area.

Frank completed his enrichment series at Hamagrael. They enjoyed his chess club and hope to have him back again. The students loved the tournament prizes of 3D printed chess pieces.

Tori, Michelle and Kate visited the Pit this month.

Mary attended the town's Eggstravaganza. It was our first year participating in this event, and everyone had a great time. Mary saw many families and brought along a spring craft to add to the festivities.

Michael visited Kenwood Manor for a book talk, and went to Bethlehem Commons as well.

Jody visited the Atria Delmar to start a new book club group.

Tori visited BCMS to work on some haiku and origami for National Poetry Month.

Tori collaborated on the middle school book club. They read "Renegades" and set their dates for May and June.

Mary attended the BCSD K101 Fair at Slingerlands. She brought a sneak peek of the new suggested reading list and promoted some upcoming library programs.

Anne attended the YMCA's Healthy Kids Day.

Michelle worked with the Mohawk Hudson Land Conservancy again this year to arrange an Earth Day walk. They had lovely weather and a great turn out. She's hoping to collaborate with them more in the future.

Michelle visited the Circle of Friends pre-school. She shared books and talked about friendship.

Michelle visited the Hamagrael special needs class to share books and talk about friendship and Earth Day.

Anne visited both Elsmere kindergarten classes to talk about Earth Day and share some stories.

Meetings and Miscellany

Once the new fence is installed, the new outdoor reading space will be open. The official dedication in memory of our young patron Ian Boegel, will be held Saturday, June 29, at 1 p.m. With the weather warming up, we look forward to opening up this cozy outdoor reading nook, which will offer an inspiring, engaging and multi-sensory environment.

The new G3 session has started. The students from the UAlbany MBA program will provide us with suggestions to increase our sustainability practices. We are excited to work with this new group.

I was asked to present Civil Service 101 to the NYLA Leadership and Management Academy. It is always fun to talk with future library leaders.

I attended a Capital District Library Council meeting about oral history programs. I highlighted the Studio Makerspace as a potential site for oral history interviews. I look forward to more information about regional oral history initiatives.

I was asked to record a piece for Wildwood highlighting our continued partnership with them to provide job training and job readiness for people in our community. The library has been partnered with them for almost 20 years.

Several staff members attended the Bethlehem Chamber of Commerce Annual Awards Ceremony. It is a wonderful community event and we love to cheer on the local award winners.

I was delighted to be asked to be a guest judge for the Center for Disabilities Services annual art show. Not only did I get to help choose the award recipients, I got to select the pieces of art that will be displayed in the Delaware Avenue hallway this fall. I am always inspired by the creativity of the artists.

Individual/Small Group continuing education for staff

Michelle:

Completed *Project ENABLE Accessibility Training* comprised of six modules (Disability Awareness, Disability Law & Policy, Creating an Accessible Library, Planning Inclusive Programs and Instruction, Assistive Technology in Libraries, Targeting Autism in Libraries). Watched the WebJunction archived webinar, *Supercharge Your Storytime Assessment: Using Data to Tell Your Story*.

Viewed the archived from the Association for Library Service to Children's (ALSC), *Early Literacy and STEAM*.

Tori:

Attended the Greatest Of All Time (G.O.A.T.) Teen Services Meeting. Her report is attached.

Anne:

Viewed the Booklist webinar: *Middle Grade Mania, Part One*, a discussion of new books coming out for ages 8-12 by representatives from Penguin, Random House, and Disney Book Group, as well as some of the authors.

Chris O. and Laura S. attended the UHLS training on customer service "The Customer Experience" April 25, 2019.

Catherine attended Grow with Google April 25, 2019. The training highlighted pre-developed courses by Google on job readiness, digital skills training, resume writing, and business tools.

Geoffrey Kirkpatrick, Library Director



Grow with Google Vermont

Catherine Stollar Peters 4/25/2019

Google hosted two public trainings at public libraries in Vermont during the month of April. The trainings were geared toward libraries and non-profits, small business owners, veterans, and the general public. The trainings provided an introduction to existing tools and training materials available for teaching and learning about digital skills. Many of the tools have broad applications outside of the Google platform.

Applications for Bethlehem Programs:

Add to our stellar computer programming courses for the following populations/following topics with course training materials and syllabi provided by Google on the Google Partners Page:

<https://grow.google/partnerresources/>

- Job Seekers: build a resume, search for jobs, build digital skills
- Teens: Applied digital skills
- Adults: Applied digital skills
- Small business: Primer app, Google My Business, Speed test, Google Ads
- Partner with Chamber on teaching small business courses

All courses have lesson plans, assignments, and small videos developed by Google available online at our partner resources page.

Internal applications for Bethlehem Organization:

- Business Profile on Google
 - update hours
 - respond to comment(s)
 - mobile speed test
 - Primer (marketing content in app)
 - Google Ads
- ALA Google MicroGrants (New York has not opened yet)
- Libraries Lead with Digital Skills PLA/ALA initiative
- Post Grow with Google .gif on social media
- BETH has access to Google provided resources at <https://grow.google/partnerresources/>

Tori Russo
G.O.A.T. Teen Services Meetup 2.0
April 11, 2019
East Greenbush Community Library

Session 1: Getting Teens in the Door

This was run as a discussion session between all attendees (I was in the room with medium and small libraries). Some tips that others had included doing most programs as community service hours and offering volunteer credit for teens who help advertise programs, offering programs that tweens/teens and parents can do together (which has been successful here a couple of times), being seen in the community at other organizations' events so teens and families can get to know you, setting up an SRP table in the school lunchroom with giveaways, providing regularly scheduled programs that teens can rely on, and getting your teen program and SRP information on SNN notifications and/or school announcements. Some of the ideas discussed are things we are already doing here, though others were helpful to hear discussed. I would like to try doing SRP visits to the middle school lunchroom and have contacted the middle school librarian about possibly setting this up.

Session 2: Panel Discussion on Teen Volunteers

Three librarians had a short panel discussion about how their teen volunteer programs work. None of them had nearly the number of teen volunteers that we have over the summer, so most of the tips weren't that helpful for me.

Session 3: "Non-author" Talk

This was originally supposed to be a Skype talk by a guest author, but the plans fell through and there was no author. The backup plan was to show a YouTube video of a talk Jason Reynolds gave called "Finding Humility Through Chaos" but there were potential copyright issues with showing it to a group. Mary led a very brief discussion about the themes in the Jason Reynolds talk, discussing how to bridge the "chaos" between adults and teens using humility, intimacy, and gratitude. They also provided everyone with the link to the talk to view on our own, but I haven't had a chance to view it yet.

Session 4: Hands on Tech

Jack Scott put out lots of tech toys that he has used in the library for us to check out up close. He mentioned a few fun programs he has done, including programming Raspberry Pis to scan for various objects around a room, building a theramin-like machine called a Drawdio, programming light strips called NeoPixels, and RFID nail stickers.

Session 5: Collection Development

This was another large group discussion. Some of the challenges that were discussed included balancing book space with other uses of the library and how long to hold on to items, particularly items in a series. One helpful tip that someone gave was to use phrasing that doesn't use the words "order" or "request" when placing requests for patrons, as teens may sometimes feel uncomfortable with requesting items because they think we're spending money "ordering" books just for them, or doing a lot of extra work just for them. One librarian mentioned that she uses the phrase "I'll put you on the list for it" so that teens don't feel uncomfortable.

Session 6: Programming

This was a large group discussion with the other small and medium libraries. People provided suggestions of successful programs they've held, including an Adulting 101 series and LGBTQ+ programs. There was also a discussion of programs that have had big draws of patrons, including cooking programs, escape rooms, and paint and sips. One librarian mentioned having a "Boredom Bowl" on the service desk, that was filled with suggestions of things to do in the library for when teens are hanging around bored and looking for something to do.

Library Collection				2017-18	Current Total
Adult fiction				25,650	25,707
Adult non-fiction				29,279	29,053
Adult audio				7,387	7,184
Adult video				7,462	8,087
Young adult fiction				5,493	5,536
Young adult nonfiction				498	518
Young adult audiobooks				322	356
Children's fiction				26,831	25,882
Children's non-fiction				15,094	15,203
Children's audiobooks				1,380	1,503
Children's video				2,130	1,945
OverDrive - UHLS Shared				59,361	67,280
e-magazines				113	107
Electronic (games, ereaders)				467	478
Total				181,467	188,839
Library Programs	Apr-19	Apr-18	% change	2017-18	F-Y-T-D
Programs	85	74	14.9%	854	742
Program attendance	2162	2,016	7.2%	26,583	21,905
Outreach Programs	18	19	-5.3%	304	164
Outreach Attendance	602	715	-15.8%	8,919	3,662
Circulation	Apr-19	Apr-18	% change	2017-18	F-Y-T-D
Adult fiction	11,888	11,442	3.9%	143,450	125,074
Adult non-fiction	8,268	8,117	1.9%	94,927	80,713
Adult audio	4,075	4,264	-4.4%	52,342	41,566
Adult video	8,543	9,310	-8.2%	106,685	93,492
Adult magazines	1,815	1,738	4.4%	19,756	19,049
Young adult fiction	1,642	1,557	5.5%	18,900	16,030
Young adult nonfiction	128	124	3.2%	1,379	1,270
Young adult audiobooks	114	85	33.1%	1,243	1,110
Young adult magazines	6	5	20.0%	98	50
Children's fiction	11,170	11,516	-3.0%	144,538	115,334
Children's non-fiction	3,696	3,839	-3.7%	41,533	32,389
Children's audiobooks	641	566	13.3%	7,249	6,379
Children's video	1,079	1,233	-12.5%	15,823	13,384
Children's magazines	39	30	30.0%	435	310
Electronic (games, ereaders)	690	508	35.8%	6,581	5,769
Total	53,793	54,335	-1.0%	654,937	551,919
Interlibrary Loan	Apr-19	Apr-18	% change	2017-18	F-Y-T-D
Borrowed from others	7,470	7,052	5.9%	86,973	72,202
Loaned to others	5,283	5,232	1.0%	67,687	57,173
Miscellaneous	Apr-19	Apr-18	% change	2017-18	F-Y-T-D
Visits to our home page	93,608	65,075	43.8%	939,696	683,167
Public use of meeting rooms	49	35	40.0%	484	399
Public meeting attendance	560	443	26.4%	5,860	5,752
Staff use & library programs	95	169	-43.8%	1,355	828
Study room sessions	433	417	3.8%	4,935	4,265
Tech room use	36	64	-43.8%	364	277
Door count	25,749	28,051	-8.2%	325,408	260,067
Registered BPL borrowers	61	113	-46.0%	1,117	820
Computer signups	3,539	3,276	8.0%	37,496	28,255
Museum Pass use	156	137	13.9%	1,666	1,520
E-book use	6,129	4,440	38.0%	55,407	58,336
E-magazine use	1,174	1,053	11.5%	12,186	11,227
Equipment	469	401	17.0%	4,444	4,482
Wireless Use	17,949	8,163	119.9%	109,852	147,334

Monthly Gas and Electric Comparisons												
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of days	kWh	Use per day	Cost	Cost per day	Cost per kWh
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
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
3/12/2019	29	3,562	123	\$1,746.64	\$60.23	\$0.49	29	29,952	1,033	\$2,687.90	\$92.69	\$0.09
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09
4/10/2019	29	2,054	71	\$1,102.54	\$38.02	\$0.54	29	30,336	1,046	\$2,629.48	\$90.67	\$0.09

Memo

To: BPL Board

From: Geoff Kirkpatrick

Re: Scanning Proposal

Date: May 9, 2019

Catherine, in her role as library records manager, investigated scanning library HR and payroll records. Some records we are required to keep in perpetuity, others should be destroyed on proscribed cycles according to the library's records management policy.

Some of the permanent records needed to be relocated from filing cabinets in the boiler room per our annual fire inspection. A proposal to scan these is attached.



Partnership Request for Price Concurrence

Date Sent: April 23, 2019

Contracting Agency: Bethlehem Public Library

Customer Contact: Catherine Stollar Peters, Ph.D.

Job Title: Assistant Director of Operations

Street Address: 451 Delaware Avenue

City, State Zip: Delmar, NY 12054

PLEASE UPDATE
INFORMATION IF
NEEDED

Phone: (518) 439-9314

Fax: [Customer
Contact Fax
Number]

E-Mail: catherine@bethpl.org

Member Agency: Rehabilitation Support Services

Corporate Partner: Imaging Data

Description: Data Imaging Services

Location: Albany

Proposed Price: \$10,748.00

If a Renewal, Current Contract # [Contract #]

Proposed Term: 5/1/2019 – 9/30/2019

This form is not a contract; it is only an acknowledgment of your concurrence to the above proposed price. If requested a cost analysis can be provided for your review documenting the proposed cost of service.

Please Note: All contracts with Prevailing Wage Schedules issued on or after 8/1/2010 must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the annual NYS Department of Labor Published Prevailing Wage Schedules.

All contracts with NYC Prevailing Wage Schedules must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the NYC Comptrollers Published Prevailing Wage Schedule

Contract Notes: [Contract Notes]

If you are in agreement with the proposed price, please sign this form as soon as possible and return by mail or fax. Upon receipt, NYSID will apply to the NYS Office of General Services for price approval if necessary. If you have any questions, please call NYSID Contract Administration at the number below. Please fax or mail to:

New York State Industries for the Disabled, Inc.

E-mail: serickson@nysid.org

ATTN: Sara Erickson

Phone: 518-463-9706

11 Columbia Circle Drive

Ext.: 245

Albany, NY 12203-5156

Fax: 518-455-0345

Authorized Signature: _____

NYSID Account Representative

Printed Name: _____

Sara Erickson

Job Title: _____

Date: _____



See attached documents in lieu of signed form.



**Record Scanning Services for
For
Fiscal and Payroll Records
Bethlehem Public Library**

Submitted Date: April 16, 2019

**Submitted By: Laurie Green
Senior Account Executive
Image Data, Inc.
(518) 862-2740
lgreen@imgdata.com**

Statement of Services

Scope of Work

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and scanning of Fiscal and Payroll records for the Bethlehem Public Library. The project will be converted in our Albany, New York production facility according to the requirements detailed in this Statement of Work.

Image Data, Inc. (IDI) will work closely with the designated representatives from the Bethlehem Public Library throughout the term of this project to provide for a smooth, timely, confidential and successful partnership.

2.0 SUMMARY of CONTENTS

The following sections are included in this SOW:

- Production Contacts
- Pickup and Delivery
- Document Preparation
- Conversion Services
- Directory Naming
- Transmission of Images
- Image Retrievals
- Facility, Production and QC Overview
- Pricing Schedules

3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following Image Data individuals, who will be responsible for completion of production activities.

- | | |
|---|--------------------|
| 1. Kara Heniges
(518) 862-2740 ext. 1030 | Operations Manager |
| 2. Ken Major
(518) 862-2740 ext. 1023 | Director of IT |
| 3. Laurie Green
(518) 862-2740 ext. 1024 | Account Executive |

4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

The Bethlehem Public Library will box all records for pick-up by IDI driver. Contents will be delivered IDI's production facility in Albany. Shipment dates, schedules and volume of boxes to be determined.

Based upon the supplied image volumes, Image Data anticipates the production time on a typical pick-up to be 120 to 180 days from the date of pick-up.

5.0 DOCUMENT PREPARATION

Document preparation will be needed to unfold or burst documents, remove staples, paperclips, and /or rubber bands from documents prior to scanning and will be completed by IDI. Taping of any torn paper would need to be completed to make the documents scan ready.

6.0 CONVERSION SERVICES

Documents will be scanned on high speed scanners to multi page 300 DPI black and white searchable PDF/A files.

- OCR will not be performed on handwritten journals
- Mix of greenbar and 8.5x11
- Greenbar paper received will be mostly burst
- Any CD's within folder do not need to be scanned and should be placed aside
- Any loose papers between pages will be scanned in the order they're found and become part of the document
- Documents will not be placed back into binders/ clips or reassembled after scanning.

Image Data is not able to improve the quality of a poor original. If poor quality originals are found, a "Best Image Available" document may be scanned prior to the original imaged document.

7.0 INDEXING/FILE NAMING

Indexing will be completed by IDI according to the criteria listed below:

Fiscal Records-	Folder Tab
Payroll Records-	Folder Tab

8.0 TRANSMISSION OF IMAGES

IDI will return images on a USB drive.

9.0 IMAGE RETRIEVALS DURING PRODUCTION

While the Records are at Image Data during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives from the Bethlehem Public Library can be made via email and delivered via email, FTP, FedEx or UPS. The cost would be \$17.00 per retrieval plus the imaging fee.

Retrieval: One record pulled from one file = one retrieval. All FedEx, USPS, UPS, or other ground service costs incurred are not part of this pricing structure and will be billed accordingly.

10. SERVICE LEVEL AND RETENTION

Documents will not be returned to Bethlehem Public Library. Documents will be securely destroyed once authorization is given.

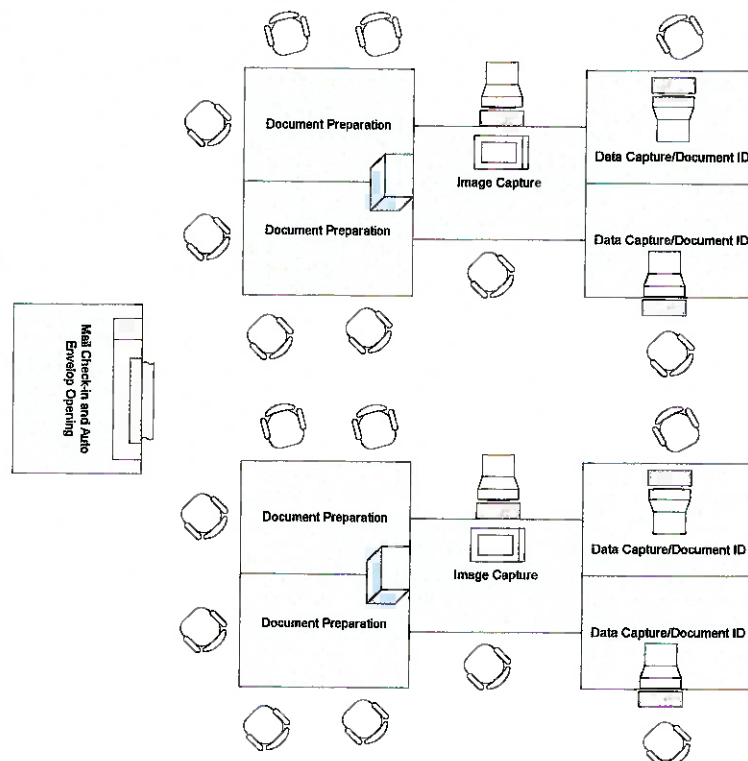
10.0 PRODUCTION AND QUALITY CONTROL (QC) OVERVIEW

Lean Sigma Cells

All Image Data centers operate in a Lean Sigma Cell design. This design ensures efficiency by eliminating delays in any work queue. Work is not stacked or bottlenecked with the possibility that errors may be contained in an over produced work station. With this workflow design, all elements are synchronized to maximize a daily throughput rate by balancing and managing workloads at each station of the cell. The error prone design of separating prep/imaging/index/document identification within different areas of the room is not utilized by Image Data. Errors are virtually eliminated by employees working side-by-side to ensure that process or product deficiencies are reported to the previous station. This flow enables the Lean Cell to find and correct deficiencies instantly, ensuring that the correction is made at the time of occurrence. In addition, our Lean Sigma work cells process the information in smaller batches, resulting in faster net throughput times. Fast processing times promote the turnaround times required and ensures quality assurance checks continue to be completed in conjunction with deliverable times. Image Data will create a lean cell for each unique task order under this agreement.

Lean Sigma continuously improves overall production and eliminates errors resulting in providing the Bethlehem Public Library higher quality images and data with the highest accuracy levels and at the same time lowering overall costs to our clients.

Sample Lean Cell Design

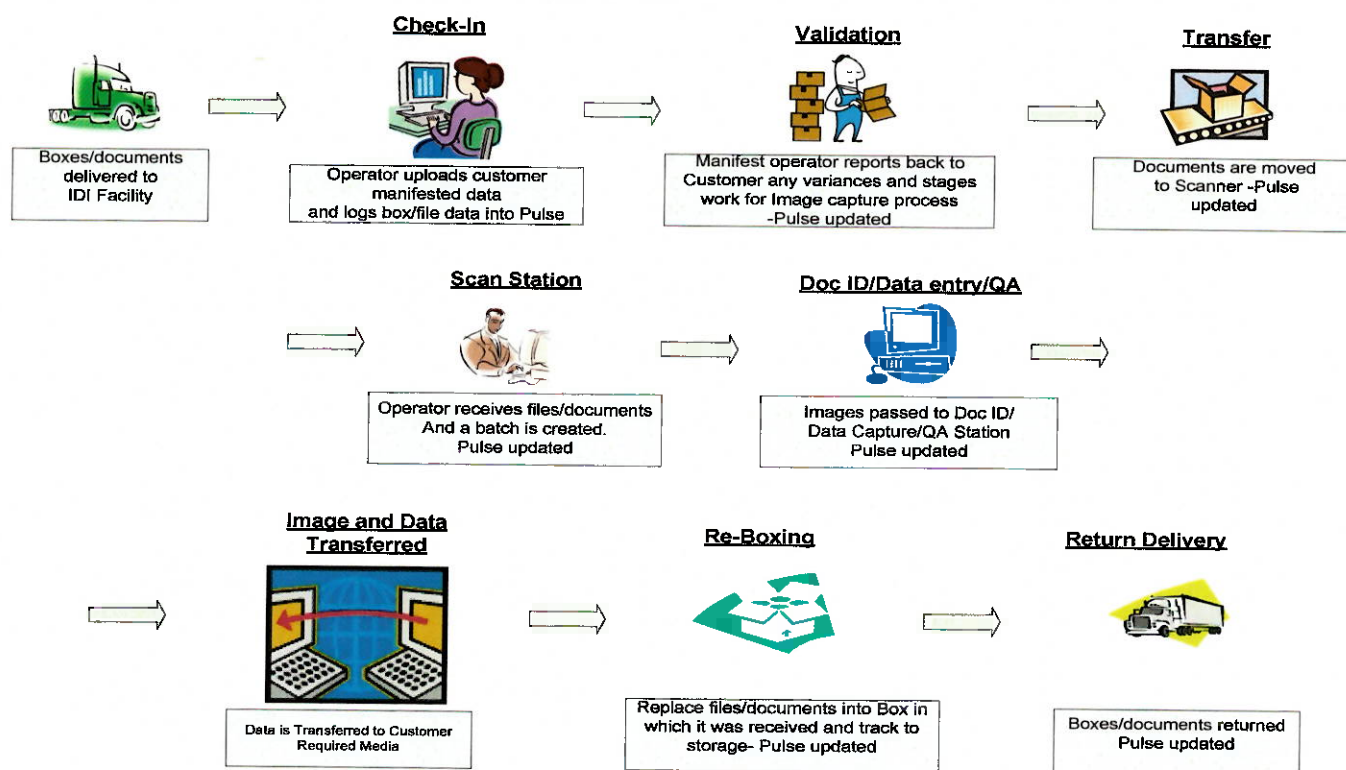


Production and Process Control Activities

The Production phase commences with the transfer of project knowledge from Ramp up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp up, software, and production activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.

IDI Paper Conversion Process



The following are examples of quality measures within the project:

Document Preparation - Paper Audit (If warranted)

- IDI will insert a "File Level" barcode sheet as well as "Document Type" barcode labels on the various document types within the file.
- Paper files will be audited to validate the document preparation process is complete and accurate prior to being sent to the scanning area.

Scanning – Attended Mode QC

- Scan in "Attended Mode" to assure that the best quality image is rendered
- Visually inspects each image as it is captured and interrupt scanning if any issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
- While attended mode scanning is slower than unattended scanning, it provides the first line of image quality control and avoids re-scanning documents.
- IDI unitizes auto-blank page deletion when dropping the back side/page of a paper document with no content. This process is over 99% effective/accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

Image Clean-up Processes

- Image processing includes de-skew, de-speckle, black border removal and crop.
- IDI utilizes state of the art production scanners and image processing technologies to render the best possible electronic document images comparable to the quality of the original documents.
- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

Post Scan Automated QC

- QC steps are looking for a corrupt image, large image file size, etc.
- In addition other steps are typically introduced which may include:
- Manually review blank backs and delete.

Post Scan Visual QC

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to "Release". This is a random effort after all errors in the process have been corrected.

Workflow Quality Control

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

Pricing Elements as Applicable:

Bethlehem Library Pricing					
	Boxes	Folders	Images	Cost per Image	Estimated Cost
Fiscal Records	12	450	26,000	0.114	\$ 2,964.00
Payroll Records	7	150	56,000	0.139	\$ 7,784.00
Total Estimated Cost					\$ 10,748.00

Cost includes one pick-up and destruction

Note: Pricing is based on the document samples reviewed and outlined in this proposal. Other documents not described for these same and other departments may need review for valid pricing points.

IDI expects documents to be in orderly condition, not damaged by water or other contaminants, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Pricing is based on the quantities listed in this proposal. If the images are more or less than 10% of the assumed quantities, the per-image price is subject to change based on the number of images actually submitted.

Conclusion

We are confident that, if given the opportunity, we will add tremendous value to the Bethlehem Public Library and its success in this initiative.

We look forward to discussing next steps to ensure that the proper course of action is taken and all parties are successful.

If you have any questions or would like further clarification on this proposal, please contact:

Laurie Green
Image Data, Inc.
18 Petra Drive, #3B
Albany, NY 12205
518.862.2740 x1024
lgreen@imgdata.com

In witness whereof, this agreement has been executed by a respective signatory of each party whose signature appears below and is on the date of this Agreement duly authorized by all necessary and required corporate action to execute this agreement.

Customer: **Bethlehem Public Library**
Address: 451 Delaware Ave.
Delmar, NY 12054

Vendor: **Image Data, Inc.**
Address: 18 Petra Lane
Albany, New York 12205

Name: _____

Name: Laurie Green

Printed: _____

Printed: Laurie Green

Title: _____

Title: Account Executive

Date: _____

Date: April 16, 2019

SUBMITTED TO: Bethlehem Public Library

DATE: 5/6/19

ATTN: Kevin Coffey

NAME OF JOB: Studio Room - Ceiling

TYPE OF WORK: Acoustical Ceiling

Subject to all terms and conditions contained herein, we submit this proposal for all labor, and equipment required to complete the following work per drawings

Inclusions:

- **Scope:** Install new 2x2 Hi-NRC Acoustical Ceiling in Studio room as Follows:
 - Mobilize to Site.
 - Remove and relocate steel pipe lighting support frame to below new ceiling level, leaving mains in place and moving laterals from above to below main supports. Removal of existing lights by owner.
 - Remove existing surface mounted lights and fire detectors and relocate branch circuit wiring to new ceiling.
 - Install new wall angle, 2x2 grid and extend existing Electrical and HVAC system components as required into new ceiling system.
 - Provide (4) new 2x2 LED lights into new ceiling grid. Provide new dimmer controls at existing switch locations. (Up to 2 locations provided)
 - Install ceiling tile at completion of mechanical work.
- General information:
 - Union carpenters.
 - Work to be done during normal working hours.
 - Clean up of our work.

Excludes:

- Anything not mentioned in the inclusions.
- Additional Emergency/Exit lighting, certification of relocated fire alarm detector by owner.
- Painting and finishing of existing items not included in ACT ceiling work.
- Building Permit Not Required per Town Building Inspector.

RW Dake Ceiling Installation & Material including light support relocation labor	\$6,075.00
HVAC & Electrical Subcontractors	\$3,393.00
Base Bid; Total	\$9,468.00 Tax Exempt.

Terms: See Attached General Conditions on Following Page

Please Sign and Return one copy.

Accepted: _____
(Purchaser)

Respectfully Submitted,
R.W. Dake & Co., Inc.

By: _____
(Name and Title)

By: Brian Carr
Brian Carr – Project Manager

General Conditions:

- a) R.W. Dake & Co., Inc. shall not be responsible for delays or defaults where occasioned by any causes of any kind and extend beyond its control, including, but not limited to, armed conflict or economic dislocation resulting there from: embargoes, shortages of labor, raw materials, production facilities or transportation; labor difficulties; civil disorders of any kind; action of civil or military authorities (including priorities and allocations); fires, floods and accidents.
- b) You will receive, and properly protect from all damage and loss, the materials necessary for the carrying out this contract, and allow up free and reasonable use of light, heat, water, power, available elevators, hoists, etc.
- c) Surfaces on which the materials are to be applied shall be given us to work on at one time so that work will not be interrupted and the surfaces shall be in a clean, dry and accessible condition, and suitable for receiving our work.
- d) No credit or allowance shall be made for alterations, unless we have agreed to such credit or allowance in writing before such alterations are made.
- e) We shall not be responsible for any damages or expenses resulting from specifications not conforming to the requirements of the law.
- f) Work called for herein is to be performed during our regular working hours. Overtime rates will be charged for all work performed outside such hours.
- g) Expenses of sending our men to the job on your notifications before surfaces are ready for the applications of our materials as agreed, or expenses due to any delays for which you may be responsible during the progress of the work shall be borne by you.
- h) All electrical fixtures and other obstructions to our work shall be taken care of by others, unless specifically described in our work on this proposal.
- i) Any sales, excise, processing or any other direct tax hereafter put into effect upon the manufacture, sale or applications of materials supplied in accordance with this proposal or any contract based thereon shall be added to the contract price.
- j) We carry liability, property damage, workman's compensation, etc., insurance, as required by the current laws.
- k) Actions on claims arising hereunder shall be barred unless brought within one year after they arise.
- l) Any expense incurred by us for insurance or bond to cover our liability under any "hold harmless" or "indemnity" clause or clause of a similar nature in any contract, specifications, letter or acceptance notice submitted by you or your contractors which in any way requires us to assume any liability which is not imposed on us by law shall be paid by you.
- m) This proposal does not include costs associated with testing for asbestos or lead paint. Customer must certify that the existing materials on site are free from asbestos and lead paint.

Terms of payment when Installation is Included:

Net cash **60** days on all work started and completed in one calendar month. On all other work: On the 10th of each month, the value of all materials and labor furnished during the preceding month is due and payable. All accounts overdue as per above payment schedule are subject to a 1 ½% per month service charge unless other arrangements are made prior to acceptance of this proposal.

This proposal is subject to written acceptance within 30 days of its date, and will only become binding upon us as a contract when approved for credit and signed below.

R.W. Dake & Co., Inc.

Anticipated Board Projects

Schedule for 2019

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

HATCH!

AN INCUBATION EGGSPERIMENT

Help us hatch a brood of chicks inside the library this June with guidance from environmental educator George Steele.

Stop by the Children's Place to check out the incubator and see how the eggs are doing.

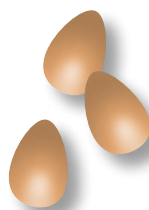


WANT TO LEARN MORE? COME TO:

MEET THE CHICKENS

Saturday June 1 • 3pm

Meet a rooster and a hen while learning how an egg incubator works.



PART II

Sunday June 9 • 3pm

See how our eggs are doing and learn about the embryo development process.

YOU'RE INVITED!

GOCK HOP

for seniors

FRIDAY MAY 10 • 2-4PM

Adults 60 years and up are invited
to don their poodle skirts and rolled up jeans
as we take a trip down memory lane at
Bethlehem Town Hall.

Enjoy live music, refreshments, green screen
portraits and an Elvis impersonator!



Registration required;
call (518) 439-4955, ext. 1176.

*Co-hosted by Bethlehem Senior Services
in conjunction with Bethlehem Senior Projects, Inc.*

BETHLEHEM PUBLIC LIBRARY

www.bethlehempubliclibrary.org

518-439-9314



YOU'RE INVITED!

GOCK HOP

for seniors

FRIDAY MAY 10 • 2-4PM

Adults 60 years and up are invited
to don their poodle skirts and rolled up jeans
as we take a trip down memory lane at
Bethlehem Town Hall.

Enjoy live music, refreshments, green screen
portraits and an Elvis impersonator!



Registration required;
call (518) 439-4955, ext. 1176.

*Co-hosted by Bethlehem Senior Services
in conjunction with Bethlehem Senior Projects, Inc.*

BETHLEHEM PUBLIC LIBRARY

www.bethlehempubliclibrary.org

518-439-9314



YOU'RE INVITED!

GOCK HOP

for seniors

FRIDAY MAY 10 • 2-4PM

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A **UNIVERSE** of Stories

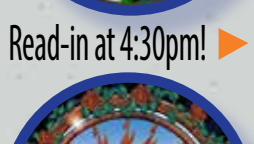
SUMMER READING BLASTS OFF!

WEDNESDAY JUNE 26

An event for all ages!



◀ Balloon art with
Daryl Baldwin at 4pm!



Read-in at 4:30pm! ▶



◀ Music by The Wheel
at 7pm!

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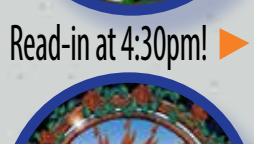
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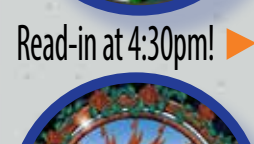
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SUMMER 2019 PROGRAMMING FOR TWEENS AND TEENS

We'll have tons of fun programs for tweens and teens this summer, including art classes, gaming programs, science and tech events, and more!

We're kicking things off with a Read-In and concert
Wednesday June 26 at 4pm.

Check for the rest of our summer schedule on the library's website after **June 17.**



LIBRARY BOOK REVIEW CREW

If you love to read, join our **Book Review Crew** this summer for a chance to read and review books ahead of their publication!

Sign up for the info session to get involved:
Friday July 12 • noon



WWW.BETHLEHEMPUBLICLIBRARY.ORG

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BETHLEHEM PUBLIC LIBRARY SUMMER — AT THE — LIBRARY



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518-439-9314



SUMMER READING CHALLENGE 2019



This summer, BPL challenges YOU to complete all **16 activities** for a chance to win some awesome prizes!

Sign up begins June 26.

Every time you complete three activities, stop by for your prize!



TEEN VOLUNTEERS

If you're entering the **6th-12th grade** in the fall and are interested in volunteering at the library, applications will be accepted from **May 1 through June 17.**

Summer teen volunteers help out with all aspects of the Summer Reading Program, including working the desk to award prizes, assisting with programs for children, presenting storytimes, and more. Volunteers are required to do at least six hours over the summer and are able to schedule their own shifts within the library's scheduled programs.

All volunteers will be required to attend one of the following training dates:

Monday June 24 • 6:30-8:30pm

Tuesday July 2 • 10am-noon

Thursday July 11 • 6:30-8:30pm

Wednesday July 24 • 2-4pm

Tuesday July 30 • 2-4pm

Applications are available starting **May 1** in the library and on the website. They must be returned in person at the Children's Desk.

Applications will be accepted on a first-come basis until June 17 or when all spaces are filled, whichever comes first. When you drop off an application, you'll receive a confirmation sheet. Please be sure you don't leave without getting one.

Thanks for helping out this summer!



READ IT FORWARD

No due dates, no late fines — just **Read It Forward!** All you need to do is read the book, write your comments in the back, and pass it on to someone else.

This year's title is **"Miles Morales: Spider-Man" by Jason Reynolds.** Get a copy from a friend, or check the library's RIF display.



Read It Forward is a collaborative project of Upper Hudson Library System and Mohawk Valley Library System.

