



**Board of Trustees Meeting**  
**November 12, 2019 5:00 pm (Tuesday Meeting) (Special Time)**  
**Agenda**

- **Call to order @ 5:00 pm**
- **Executive Session (Begins at 5:00 pm – ends by 6:00 pm)**
- **Public participation @ 6:00 pm**
- **Audit Presentation**
- **Approval of previous meeting minutes**
- **Financial report**
  - Treasurer's update
  - Personnel report
  - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
  - Investment policy
  - Investment presentation
  - Staff Development Day (Friday December 6<sup>th</sup>) – Library Closed
  - NYS retirement invoice
  - Friends of the Library
  - NYLA annual conference
  - Other new business
- **Old business**
  - Contract negotiation team
  - Long range plan steering committee – status report
    - Long range capital plan charrette – Tuesday November 19
  - HVAC Update
  - UHLAN agreement
  - Other old business
- **Future business**
  - Background checks
  - Plaza feasibility
  - Policy updates/schedule
  - Resource sharing
  - Fines and Fees
- **Public Participation**
- **Adjournment**
  - Next board meeting: December 9, 2019 6:00pm
  - Next Friends of the Library meeting: December 16, 2019 6:30pm

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
Tuesday, October 15, 2019

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, accounts clerk  
Catherine Stollar Peters, assistant director  
Tracey McShane, personnel administrator  
Chris McGinty, assistant director

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

PUBLIC PARTICIPATION

There was no public participation.

LONG RANGE PLAN PROCESS UPDATE

Architect Paul Mays was unable to attend the meeting as originally scheduled. G. Kirkpatrick provided an overview of P. Mays' facilities review so far. He has conducted small group staff discussions over the course of three days to discuss workspaces and program/service areas. A charette community workshop has been scheduled for the evening of Tuesday November 19 in the Community Room. P. Mays will talk to staffers again the afternoon of Staff Development Day Friday December 6. He will also be scheduling discussions with board members either individually or in small groups, as well as community stakeholders.

G. Kirkpatrick said P. Mays would be willing to provide an update to the board at the November meeting. The board was in agreement that the November meeting schedule was already quite packed with the auditor's presentation, a potential CSEA presentation and an Investment Policy discussion. They said it would be fine to wait for an update in December.

MINUTES

M. Kissinger asked if there was a written contract negotiation timeline. G. Kirkpatrick said the dates were still a little fluid at this point, but he would email M. Kissinger the information he had.

Minutes of the 9 September 19 board meeting were approved unanimously on a MOTION by B. Sweeney with a SECOND by H. Narang.

#### FINANCIAL REPORT

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 September 2019 (Manual Disbursements for September \$61,821.67; Cash Disbursements/Accounts Payable for October \$59,386.70; Trust & Agency Disbursements/Salaries for September \$191,090.04; CapProject Fund/Hand-Drawn Checks for September \$0; Total: \$312,298.41).

R. Khalife discussed his Treasurer's Report for the month of October. He said the auditors had been professional and responsive. H. Narang asked if there were any differences in the audit process compared to past years. T. Choppy noted that, in the past, Bonnadio had met with her, G. Kirkpatrick and T. McShane separately to discuss their thoughts on internal controls.

R. Khalife said the Investment Policy draft was nearly ready and is currently being reviewed by the policy committee. It will be presented to the board next month. He said the main point of the revision was to allow the library to use banks other than TD Bank.

R. Khalife said that following his discussion with the library's insurance broker, he was recommending increasing the liability coverage from \$3 million to \$5 million. Specifically, he suggested increasing the current \$2 million umbrella policy, to \$4 million at the added expense of \$1,715/year. The primary liability coverage would remain \$1 million. He said his recommendation is based on his experience running the insurance program at TaylorMade. M. Kissinger asked how Bethlehem's current coverage compares to other libraries of similar size. G. Kirkpatrick said most have around \$3 million in coverage. M. Redmond said she is not in favor of raising the umbrella before a capital plan is in place. R. Khalife said that as winter approaches, the board might want to consider upping the umbrella because of the increasing risk of slips and other accidents. C. Brancatella noted that strong umbrella coverage might make the library a stronger contracting and vendor partner. In response to a question by M. Walsh, G. Kirkpatrick said there have not been any incidents where the library has had to access this coverage.

A MOTION by H. Narang and a SECOND by B. Sweeney proposed the library increase its umbrella coverage to \$5 million at the additional cost of \$1,715 per year. The motion was defeated with H. Narang, C. Brancatella and B. Sweeney voting in favor and M. Walsh, L.Scoons, M. Kissinger and M. Redmond against.

M. Redmond noted that there was a suggestion to look again at the insurance issue during budget planning.

#### BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for September 1-30, 2019.

## MANUAL INVOICES

None

## RESOLUTIONS

None

## PERSONNEL REPORT

G. Kirkpatrick noted that there was an internal promotion to senior clerk, which has opened up a full-time clerk position. He said that contract dictates the salary increase for promotions.

H. Narang asked the pros and cons of two part-time positions versus one full-time position. G. Kirkpatrick noted that it is always a balance to strike, as it is easier to cover a twelve-hour day using some part-timers, but the library also benefits from the experience of full-time employees.

On a MOTION by L. Scoons with a SECOND by C. Brancatella, the board unanimously approved a new hire for the following vacancies, pending Civil Service approval:

- Library Clerk, part-time permanent, \$13.75/hour or per contract
- Library Clerk, full-time permanent, \$28,995/annual or per contract

## DIRECTOR'S REPORT

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

- Architect Lisa Hayes told G. Kirkpatrick she will provide an architect's letter regarding the hallway furniture and vending machine, and said she believes it is clear the hallways were as wide as they are because they were intended as a gathering space. She is looking into occupancy rates for the Community, Story Hour and Board rooms.
- The Pop-Up Library remains popular. G. Kirkpatrick commended the staff for all the work they do to bring all those materials to outreach events. He said the library van is now seeing a lot of varied use between the Pop-Up Library and maintenance and delivery needs. He and staff are looking into a way to get it wrapped so that it is colorful and engaging if it is going to be out and about more.
- G. Kirkpatrick noted that the Fine Free Experience session is meant to share information from the three libraries that moved to being fine free in the past year. H. Narang asked if there was any way for Bethlehem to experiment with going fine free for a brief amount of time to gather some data. G. Kirkpatrick said that while that might be technically possible, it would be hard to go back once you have started down that path. He said a one-time fine amnesty might be a possibility.
- L. Scoons asked if the library had ever considered doing the "This year, you have saved this much ..." addition to checkout receipts. G. Kirkpatrick noted that it is great for frequent users but not so much for occasional users, and it may not be possible for those whose accounts do not save information about past materials. C. Stollar Peters said the receipt could note how much the user saved at each individual visit.
- M. Redmond pointed out that electricity use has been dropping over the past three years. She asked if it was possible to provide a graph of gas and electric use over multiple years.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board continues to look at allocating construction grant money, and spent time finalizing the UHLAN agreement draft. She said much effort went into trying to keep the pricing structure fair based on net borrowers and lenders, but ultimately the result is similar to past

years. G. Kirkpatrick presented the draft agreement that includes a 2 percent increase in fees per year over three years. He said the services are of a huge value to the library. The board can expect to vote on the agreement at an upcoming meeting.

## NEW BUSINESS

### *UHLAN agreement*

Discussed above under the UHLS report.

### *Kanopy*

Kanopy, a pay-per-use streaming video service that offers backlist films, criterion collection, classics, foreign films and documentaries has offered the library a yearlong contract that caps at \$5,600 despite the number of uses. G. Kirkpatrick said that over the course of the year, the library will be able to collect data to see whether it is a service patrons will use. He said that a number of area libraries are looking into expanding their e-content. B. Sweeney said the College of Saint Rose uses Kanopy, and it has been hugely popular with its student and staff population.

On a MOTION by B. Sweeny with a SECOND by M. Walsh, the board unanimously agreed to enter into a contract for streaming video services for one year through Kanopy in the amount of \$5,600.

### *Children's Place door*

The door in the Children's Place was originally designed as an emergency door and not one that accesses a public space, and it needs to be replaced. G. Kirkpatrick has two quotes for its replacement, but was unable to get a third. His recommended vendor comes in with a price of \$5,700. M. Redmond said she thinks the board should move forward with the vote on the door, but to look at the policy regarding quotes in the future.

H. Narang asked how much the library spends on capital repairs over the course of the year and whether that might be something that could be handled in house.

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board unanimously agreed to move forward with the replacement of the door in the Children's Place that leads to the reading patio at a cost of \$5,700.

### *Public Library Association Conference*

G. Kirkpatrick said the PLA Conference typically runs every other year and is valuable because it only covers public libraries. He said he would like to be able to send himself, C. McGinty, C. Stollar Peters and a non-administration librarian.

He reiterated his invitation to the board to attend the NYLA conference in November.

On a MOTION by L. Scoons with a SECOND by C. Brancatella, the board unanimously approved the estimated cost of \$8,996 to send four employees to the February 2020 PLA Conference in Nashville, TN.

*Yearly board projects draft*

G. Kirkpatrick provided the board with a general overview of recurring tasks/events that take place throughout the year to use for planning purposes.

*Other new business*

There was no other new business.

## OLD BUSINESS

*Contract negotiation team*

T. McShane and G. Kirkpatrick have been asked to present some background and general information about the CSEA contract to the board. The presentation could take place prior to the board meeting in an executive session as it pertains to contract negotiations. G. Kirkpatrick said they have about an hour's worth of material to cover. M. Redmond asked if that hour could potentially be broken into shorter segments. She said there is value to hearing the information before they embark on union negotiations, but it did not need to be at the November meeting.

*Long range plan steering committee – status report**Long range plan capital plan charrette – Tuesday November 19*

M. Walsh asked how the public would be notified about the charette. K. Roberts said the information would go out through most of the library's available PR channels, including in-house signage, the website, social media, local media columns and calendars. P. Mays is supposed to be providing language for the publicity. Once online, the board is encouraged to share the information with their neighbors and constituents so the library can get as broadly represented group of participants as possible. B. Sweeney said he is concerned with delays in the process and P. Mays' communication with the board.

*HVAC update**Anticipated project timeline*

G. Kirkpatrick said the board would need to transfer additional funds to DASNY to complete the HVAC retrofit, and because of that, the library would need to amend the existing Project Management Agreement, which is currently being reviewed by the library's attorney. The additional cost associated with the Phase 1 retrofit is estimated to be \$19,803.44. Phase 2 reheat work would cost an additional \$66,696.06, but DASNY engineers are fairly confident that the modulator retrofit alone will amply address the air temperature comfort issue. M. Redmond said she wanted the board to be able to approve the expense right away so there would be no additional delays to getting the work done. C. Brancatella suggested they approve it, but add language giving the attorney some time to review the document.

On a MOTION by C. Brancatella with a SECOND by M. Kissinger, the board unanimously approved the additional cost of \$19,803.44 to complete the retrofit to the HVAC system as outlined in the amendment to the DASNY Project Management Agreement (pages 43-49 of the October Board Packet) to be signed by G. Kirkpatrick pending legal approval. In the event that no legal comments are received by Friday, October 18, the board unanimously agreed to allow G. Kirkpatrick the option to move forward with the updated agreement.

M. Redmond noted that the \$19, 803.44 would be coming from the H Fund.

H. Narang revisited his earlier question about professional services and asked if there could be a cost analysis done on whether there is any value to doing those services in house as opposed to contracting them out.

*Other old business*

M. Redmond reminded the board that Staff Development Day is December 6. Trustees are invited to join the employees at any point during the day, and it has been positively received in the past. She said that the trustees have typically provided dessert for that staff on that day, and a board member would need to coordinate that.

## 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 at this time.

## ADJOURNMENT

On a MOTION by B. Sweeney with a SECOND by M. Walsh, the board adjourned the regular meeting at 8:07pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president

MINUTES OF THE BOARD OF TRUSTEES  
LONG-RANGE SERVICES COMMITTEE MEETING  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
Friday, October 19, 2019

PRESENT: Mark Kissinger  
Harmeet Narang  
Lisa Scoons  
Brian Sweeney  
Michelle Walsh

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director  
Catherine Stollar Peters, assistant director  
Chris McGinty, assistant director  
Kristen Roberts, public information specialist  
Kevin Coffey, building and grounds supervisor  
Robert Khalife, board treasurer

B. Sweeney called the meeting to order at 9:05am.

LONG RANGE SERVICES PLAN DISCUSSION

The board discussed the services portion of the long-range planning process. No action was taken.

ADJOURNMENT

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board adjourned the regular meeting at 10:10am.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president



MINUTES OF THE BOARD OF TRUSTEES  
 LONG-RANGE SERVICES COMMITTEE MEETING  
 BETHLEHEM PUBLIC LIBRARY **DRAFT**

Friday, November 8, 2019

PRESENT: Mark Kissinger  
 Harmeet Narang  
 Lisa Scoons  
 Brian Sweeney  
 Michelle Walsh

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director  
 Catherine Stollar Peters, assistant director  
 Chris McGinty, assistant director  
 Kristen Roberts, public information specialist  
 Kevin Coffey, building and grounds supervisor  
 Robert Khalife, board treasurer  
 Paul Mays, architect, Butler Rowland Mays  
 Lisa Hayes, architect, Butler Rowland Mays

B. Sweeney called the meeting to order at 9:04am.

UPDATE ON THE BUILDING NEEDS INFORMATION GATHERING PROCESS

P. Mays and L. Hayes updated the board on where they were with the information gathering process and what was still ahead.

ADJOURNMENT

On a MOTION by H. Narang with a SECOND by M. Walsh, the board adjourned the regular meeting at 10am.

Prepared by  
 Kristen Roberts, recording secretary

Cosigned by  
 M. Redmond, board president

## **Treasurer's Report November 2019**

### **Annual financial statements audit**

Marvin & Co., the Library's auditors, have completed their audit work and have provided a draft copy of the financial statements and related documents. There is nothing of significance to report. As previously noted, the audit team assigned to the Library was very professional and responsive. Tom Hosey, of Marvin & Co. will be attending the upcoming November Board meeting. He will present the audit report and will be available for questions.

### **Investment policy**

The proposed updated investment policy was approved by both the Finance Committee and the Policy committee and will be presented to the Board for a vote at the upcoming Board meeting. A draft copy of the proposed policy was circulated in advance of that meeting and is included in the Board packet.

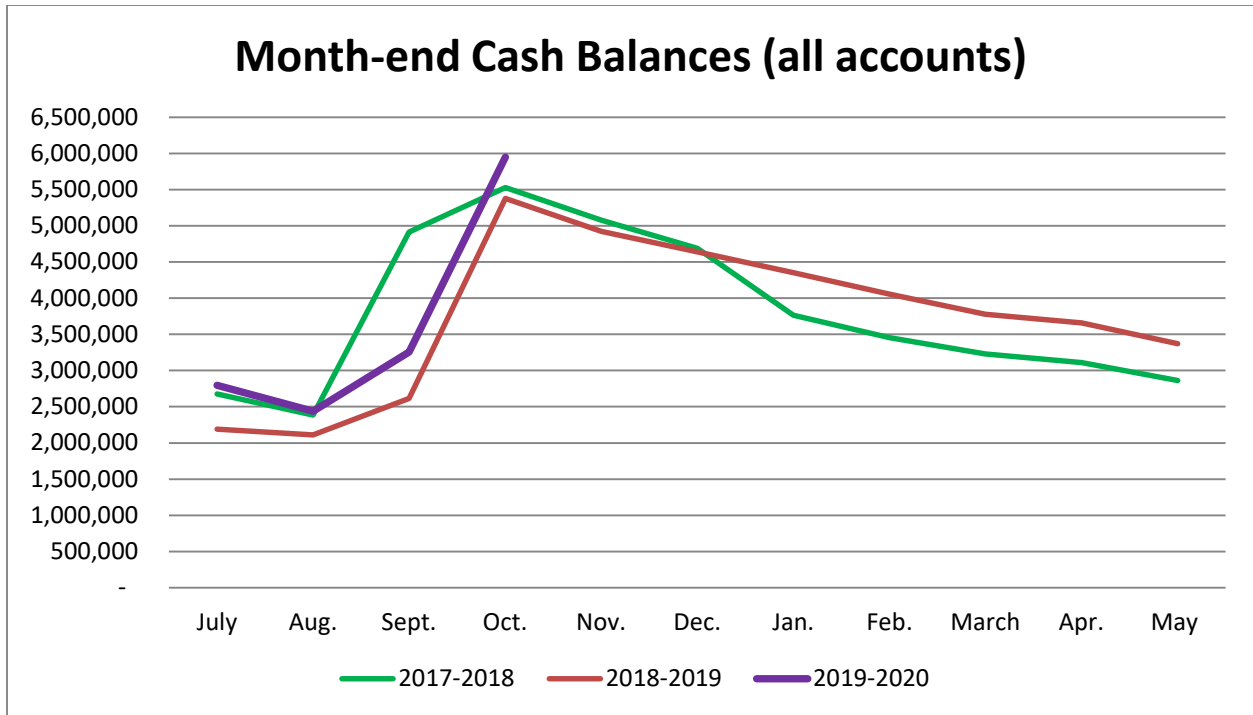
### **Interest on Deposits**

As expected, TD Bank reduced the interest rate earned on the Money Market account from 2.00% to 1.75%, in line with current market conditions. Interest income was \$5,122.53 for the month of October. The recent increase in interest income is due to the increase in deposits as a result of collecting \$4,100,000 in property taxes and PILOT in September and October.

### **Cash balances graph**

The following graph depicts the Library's cash balances as of month-end since July 2017 and was updated through October 2019 to reflect the collection of the majority of the property taxes. I will not be showing this graph every month, but as needed to demonstrate the Library's cash position.

As noted on the graph, the Library's cash position is peaking at around \$6,000,000.



**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #4  
10/31/2019**

**CURRENT MONTHLY REVENUE**

Real Property Taxes	2,965,152.00
PILOT	34,848.00
Sale of Equipment	0.00
Fines	2,572.22
Interest on Investment	5,122.53
Sale of Books	457.10
Gifts and Donations	0.00
Insurance Recovery	0.00
Photocopier	902.33
State Aid	0.00
Grants	0.00
Miscellaneous Income	0.00
<b>Total</b>	<b>\$3,009,054.18</b>

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #4  
10/31/2019**

**REPORT OF ESTIMATED AND ACTUAL YTD REVENUES**

FISCAL YEAR 2019-2020

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	4,065,152.00	4,065,152.00	0.00	100.00%
PILOT	203,162.00	34,848.00	168,314.00	17.15%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	30,000.00	8,176.47	21,823.53	27.25%
Interest on Investment	10,000.00	13,497.54	(3,497.54)	134.98%
Sale of Books	5,000.00	1,632.50	3,367.50	32.65%
Gifts and Donations, Misc	1,000.00	700.00	300.00	70.00%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	8,000.00	2,980.57	5,019.43	37.26%
State Aid	24,000.00	22,545.00	1,455.00	93.94%
Grants	0.00	0.00	0.00	
Miscellaneous Income	0.00	75.00	(75.00)	
Sub-Total	\$4,346,314.00	4,149,607.08	196,706.92	95.47%
Appropriated Funds Balance	\$0.00			
<b>TOTAL</b>	<b>\$4,346,314.00</b>			

**OPERATING CASH SUMMARY**

TD Checking Account:	1,586,261.50 *
TD Money Market:	4,141,579.09 **
TD Payroll Account:	0.00
Capital Project Fund:	221,009.44
<b>TOTAL</b>	<b>5,948,850.03</b>

\*Includes Bank Fees of \$286.39 debited on 10/15/19

\*\*Includes Interest of \$5,122.53 credited on 10/31/19

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #4**

**10/31/2019**

MANUAL DISBURSEMENTS - OCTOBER HAND DRAWN CHECKS TD BANK	\$45,516.20
CASH DISBURSEMENTS - NOVEMBER ACCOUNTS PAYABLE TD BANK	\$87,990.44
TRUST & AGENCY DISBURSEMENTS - OCTOBER SALARIES - TD BANK	\$194,105.29
CAPITAL PROJECT FUND HAND DRAWN CHECKS - OCTOBER	\$19,803.44
<b>TOTAL</b>	<b>\$347,415.37</b>

**BETHLEHEM PUBLIC LIBRARY**

Check Warrant Report For A - 14: MANUAL DISB (OCT 19) For Dates 10/1/2019 - 10/31/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38327	10/04/2019	1833	BLUESHIELD OF NORTHEASTERN NY		6,271.34
38328	10/04/2019	2257	CANAJOHARIE LIBRARY & ART GALLERY	200186	85.00
38329	10/04/2019	2273	THOMAS COLE NATIONAL HISTORICAL SITE	200185	100.00
38330	10/04/2019	1581	UNITED STATES POSTAL SERVICE	200189	1,251.58
38331	10/04/2019	1607	VERIZON BUSINESS FIOS	200001	126.98
38332	10/04/2019	1607	VERIZON BUSINESS FIOS	200001	127.77
38392	10/17/2019	1656	TRACEY MCSHANE	200214	16.59
38393	10/17/2019	559	STATE INSURANCE FUND	200220	385.16
38394	10/17/2019	1607	VERIZON BUSINESS FIOS	200001	201.98
38395	10/17/2019	1607	VERIZON BUSINESS FIOS	200001	102.77
38400	10/24/2019	1424	AFLAC NEW YORK		415.92
38400	10/24/2019	1424	**VOID** AFLAC NEW YORK		-415.92
38401	10/24/2019	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,424.87
38402	10/24/2019	2087	CITIBANK	200215	530.28
38403	10/24/2019	720	MVP HEALTH PLAN, INC.		5,006.52
38404	10/24/2019	1570	NATIONAL GRID		3,028.09
38405	10/24/2019	2061	UNITED HEALTHCARE INSURANCE CO		100.75
38406	10/24/2019	2011	UTICA NATIONAL INSURANCE GROUP	200236	2,644.00
38407	10/24/2019	1607	VERIZON BUSINESS FIOS	200001	122.77
38408	10/24/2019	2137	WEX BANK	200008	47.74
38409	10/24/2019	1424	AFLAC NEW YORK		415.92
38410	10/31/2019	1833	BLUESHIELD OF NORTHEASTERN NY		6,271.34
38411	10/31/2019	1607	VERIZON BUSINESS FIOS	200001	126.98
38412	10/31/2019	1607	VERIZON BUSINESS FIOS	200001	127.77

Number of Transactions: 24

**Warrant Total: 45,516.20**  
**Vendor Portion: 45,516.20**

**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 - 17: CASH DISB (NOV 19) For Dates 11/12/2019 - 11/12/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38413	11/12/2019	1531	A-J LAWN SPRINKLER CO., INC.	200250	160.00
38414	11/12/2019	919	ALTAMONT ENTERPRISE	200208	39.00
38415	11/12/2019	1009	AMAZON CREDIT PLAN	200243	881.52
38416	11/12/2019	2007	APPLE EDUCATION SALES SUPPORT	200242	4,790.00
38417	11/12/2019	61	AQUASCAPE DESIGNS LLC	200003	70.00
38418	11/12/2019	77	**CONTINUED** BAKER & TAYLOR , INC.		0.00
38419	11/12/2019	77	BAKER & TAYLOR , INC.	200179	21,492.61
38420	11/12/2019	1186	BAKER AND TAYLOR ENTERTAINMENT	200191	180.58
38421	11/12/2019	89	BETHLEHEM C OF C	200248	405.00
38422	11/12/2019	103	BRODART INC	200076	69.71
38423	11/12/2019	2087	CITIBANK	200274	915.00
38424	11/12/2019	1771	CLCD, LLC	200251	237.70
38425	11/12/2019	150	COMMERCIAL MAILING AND	200245	576.94
38426	11/12/2019	169	CURTIS LUMBER CO INC	200272	123.96
38427	11/12/2019	1220	DEMCO, INC	200028	330.58
38428	11/12/2019	1991	EASTERN MANAGED PRINT NETWORK LLC	200263	180.07
38429	11/12/2019	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	200219	179.70
38430	11/12/2019	1674	FINDAWAY	200199	1,825.20
38431	11/12/2019	1986	FIRSTLIGHT FIBER	200005	190.42
38432	11/12/2019	2272	GLOBAL EQUIPMENT COMPANY INC.	200200	1,067.00
38433	11/12/2019	2321	HELDER-HERDWYCK FARM C/O ERIN BRADT	200148	200.00
38434	11/12/2019	310	JANWAY COMPANY	200166	714.46
38435	11/12/2019	2322	KANOPY INC.	200244	5,600.00
38436	11/12/2019	2201	LANE PRESS OF ALBANY	200011	3,045.00
38437	11/12/2019	2313	MARVIN AND COMPANY, P.C.	200213	1,100.00
38438	11/12/2019	1024	**CONTINUED** MIDWEST TAPE		0.00
38439	11/12/2019	1024	MIDWEST TAPE	200203	6,048.83
38440	11/12/2019	1563	PRISCILLA MILLER	200273	62.61
38441	11/12/2019	404	NEW YORK LIBRARY ASSOC	200247	65.00
38442	11/12/2019	2314	NOLAN HELLER KAUFFMAN LLP	200233	178.50
38443	11/12/2019	2148	NORTHEAST PEST CONTROL	200088	199.00
38444	11/12/2019	2088	NYSID	200086	7,240.53
38445	11/12/2019	2121	NYSPPS	200045	34.56
38446	11/12/2019	2094	ORIENTAL TRADING COMPANY, INC.	200212	62.85
38447	11/12/2019	1823	OVER DRIVE INC.	200261	23,543.37
38448	11/12/2019	450	PHILLIPS HARDWARE INC	200006	34.97
38449	11/12/2019	458	PITNEY BOWES INC	200276	460.41
38450	11/12/2019	478	QUILL.COM	200075	21.98
38451	11/12/2019	2320	RADIANCE HOT YOGA LLC	200090	40.00
38452	11/12/2019	493	RECORDED BOOKS, LLC	200178	111.37
38453	11/12/2019	984	RESERVE ACCOUNT	200237	1,000.00
38454	11/12/2019	505	ROEMER WALLENS GOLD & MINEAUX	200246	220.00
38455	11/12/2019	2038	STAPLES BUSINESS ADVANTAGE	200163	262.37
38456	11/12/2019	2154	STERICYCLE, INC.	200264	20.51
38457	11/12/2019	2250	TECH LOGIC CORPORATION	200234	146.00
38458	11/12/2019	2279	TIMES UNION	200205	663.00



# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 17: CASH DISB (NOV 19) For Dates 11/12/2019 - 11/12/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38459	11/12/2019	2307	TRANE U.S. INC.	200196	480.00
38460	11/12/2019	632	UPPER HUDSON LIBRARY SYSTEM	200260	672.86
38461	11/12/2019	2202	VADNEY'S UNDERGROUND PLUMBING	200259	250.00
38462	11/12/2019	1968	VERIZON WIRELESS	200002	147.53
38463	11/12/2019	746	VOORHEESVILLE PUBLIC LIBRARY	200249	15.00
38464	11/12/2019	645	W W GRAINGER INC	200004	1,348.54
38465	11/12/2019	1884	W.B. MASON CO., INC.	200187	286.20
<b>Number of Transactions: 53</b>				<b>Warrant Total:</b>	<b>87,990.44</b>
				<b>Vendor Portion:</b>	<b>87,990.44</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 H - 1: MANUAL DISB - H FUND For Dates 10/1/2019 - 10/31/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1204	10/16/2019	2243	DORMITORY AUTHORITY OF STATE OF NY		19,803.44
<b>Number of Transactions: 1</b>				<b>Warrant Total:</b>	<b>19,803.44</b>
				<b>Vendor Portion:</b>	<b>19,803.44</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 - 15: TRUST &amp; AGENCY (OCT 19) For Dates 10/1/2019 - 10/31/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38388	10/15/2019	712	CIVIL SERVICE EMPL ASSOC INC.		1,017.78
38389	10/15/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38390	10/15/2019	2003	NEW YORK STATE DEFERRED		2,512.00
38391	10/15/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
38396	10/30/2019	712	CIVIL SERVICE EMPL ASSOC INC.		1,006.69
38397	10/30/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38398	10/30/2019	2003	NEW YORK STATE DEFERRED		2,448.85
38399	10/30/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100387	10/15/2019	709	BPL SPECIAL PAYROLL ACCOUNT		64,000.25
100388	10/15/2019	710	NYS INCOME TAX BUREAU		3,598.42
100389	10/15/2019	1946	IRS - PAYROLL TAX PMT		21,189.19
100390	10/30/2019	709	BPL SPECIAL PAYROLL ACCOUNT		68,576.26
100391	10/30/2019	710	NYS INCOME TAX BUREAU		3,821.02
100392	10/30/2019	730	NYS EMPLOYEES RETIREMENT SYSTE		2,761.11
100393	10/30/2019	1946	IRS - PAYROLL TAX PMT		22,633.72

Number of Transactions: 15

**Warrant Total: 194,105.29****Vendor Portion: 194,105.29****Certification of Warrant**

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

Date

Signature

Title

**BETHLEHEM PUBLIC LIBRARY**  
**BANK ACCOUNT RECONCILIATION SUMMARY**  
**10/31/2019**

<b>ACCOUNT</b>	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>ENDING BALANCE</b>
TD Bank General Fund	\$1,377,160.72	\$3,008,395.36	\$2,799,294.58	\$1,586,261.50
TD Bank Payroll	\$0.00	\$132,576.76	\$132,576.76	\$0.00
TD Bank Money Market	\$1,636,456.56	\$2,505,122.53	\$0.00	\$4,141,579.09
Capital Project Fund	\$240,812.88	\$0.00	\$19,803.44	\$221,009.44
<b>TOTAL:</b>	<b>\$3,254,430.16</b>	<b>\$5,646,094.65</b>	<b>\$2,951,674.78</b>	<b>\$5,948,850.03</b>

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - General Fund***

For the month beginning 10-1-19 and ending 10-31-19

Balance on hand at the beginning of the month \$1,377,160.72

**Receipts during the month**

Interest	0.00
Transfers from Capital Projects account	0.00
Fines	2,572.22
Copier	902.33
Reimbursement	4,463.71
Book Sale	457.10
PILOT	34,848.00
School Taxes	2,965,152.00
Gifts	0.00
Sale of Equipment	0.00
Grants	0.00
State/System Aid	0.00
Miscellaneous Income	0.00

Total Receipts \$3,008,395.36

Total Receipts Including Balance \$4,385,556.08

**Disbursements During Month By Check**

From Check #38327 to Check #38412	45,516.20
Trust & Agency Payments (Payroll)	194,105.29
From Check #38333 to Check #38387	59,386.70
Transfers to Money Market Account	2,500,000.00
Bank Fees	286.39

**Total amount of Disbursements** \$2,799,294.58

**Balance on Hand at End of Month** \$1,586,261.50

**Reconciliation With Bank Statement**

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	1,601,138.13
Amount of Outstanding Checks	14,876.63
Balance on Deposit	1,586,261.50

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**  
**10/31/19**

<b>Check Number</b>	<b>Date</b>	<b>Amount</b>
38344	10/16/2019	200.00
38356	10/16/2019	200.00
38362	10/16/2019	4,850.00
38376	10/16/2019	150.00
38377	10/16/2019	425.00
38387	10/16/2019	28.95
38408	10/24/2019	47.74
38398	10/30/2019	2,448.85
38410	10/31/2019	6,271.34
38411	10/31/2019	126.98
38412	10/31/2019	127.77

**TOTAL** **\$14,876.63**

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - Payroll Account***

**For the month beginning 10-1-19 and ending 10-31-19**

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

Receipts during the month

Transfer from Checking 10/15/19	64,000.25
Transfer from Checking 10/30/19	68,576.51

Total Receipts \$132,576.76

Total Receipts Including Balance \$132,576.76

**Disbursements During Month By Check**

10/15/19 - From Check #86679 to Check #86751	64,000.25
10/30/19 - From Check #86752 to Check #86824	68,576.51

<b>Total Amount of Disbursements</b>	<u>\$132,576.76</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	2,910.05
Amount of Outstanding Checks	2,910.05
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**  
**10/31/09**

<b>Check Number</b>	<b>Date</b>	<b>Amount</b>
86757	10/30/2019	297.77
86767	10/30/2019	1,662.72
86776	10/30/2019	119.01
86778	10/30/2019	418.61
86808	10/30/2019	411.94

TOTAL		2,910.05
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**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

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

**For the month beginning 10-1-19 and ending 10-31-19**

**Balance on hand at the beginning of the month** \$1,636,456.56

**Receipts during the month**

Transfer from General Fund	2,500,000.00
Interest	5,122.53

Total Receipts	<u>\$2,505,122.53</u>
Total Receipts Including Balance	<u>\$4,141,579.09</u>

**Disbursements During Month By Check**

Transfers to General Fund	0.00
Transfers to Capital Projects Fund	0.00

Total Amount of Disbursements	<u>\$0.00</u>
<b>Balance on Hand at End of Month</b>	<b><u>\$4,141,579.09</u></b>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	4,141,579.09
Amount of Outstanding Checks	0.00
Balance on Deposit	4,141,579.09

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  
TD Bank***

For the month beginning 10-1-19 and ending 10-31-19

Balance on hand at the beginning of the month \$240,812.88

Receipts during the month

Technology Fund Donation	0.00	
Transfer from Money Market Account	0.00	
PEG Reimbursement	0.00	
Construction Grant	0.00	
	<b>Total Receipts</b>	<b><u>\$0.00</u></b>
	<b>Total Receipts Including Balance</b>	<b>\$240,812.88</b>

Disbursements During Month By Check

From Check #1204 to Check #1204	19,803.44
Transfer to General	0.00

Total Amount of Disbursements	<u>19,803.44</u>
Balance on Hand at End of Month	<b>\$221,009.44</b>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	221,009.44
Amount of Outstanding Checks	0.00
Balance on Deposit	221,009.44

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



4427533000280997900530280053028062



21192770 - 000160 - 0001 - 0003 - 26

Company Account Number XXXX-XXXX-XX80-9979	Payment Date 10/31/2019	New Balance \$530.28	Minimum Amount Due \$530.28	Enter Amount Paid 530.28
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BETHLEHEM PUB LIBRARY  
TANYA CHOPPY  
451 DELAWARE AVE  
DELMAR NY 12054-3042

\*\*T0000057

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	\$32,469	\$00	\$00

OK to pay  
EUC  
10/17/19

Statement Date  
10/06/19

Payment Date  
10/31/19

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	776.00	- 776.00		530.28		530.28
Company Totals	TOTAL 776.00	- 776.00		530.28		530.28

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](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

MCGINTY,CHRISTINE XXXX-XXXX-XX82-7336	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$500	Purchases Advances TOTAL			76.79		76.79
				76.79		76.79

PETERS,M CATHERINE XXXX-XXXX-XX82-7386	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$625	Purchases Advances TOTAL			40.00		40.00
				40.00		40.00

COFFEY,KEVIN J XXXX-XXXX-XX56-3708	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases Advances TOTAL			119.87		119.87
				119.87		119.87

<b>DAYS IN BILLING PERIOD:</b> 30					
Balance Subject To Interest Charges	>	<u>Purchases</u>	<u>Cash Advances</u>	Payment Due:	530.28
Periodic Rate	>	.00	.00	Amount Over Credit Limit:	.00
ANNUAL PERCENTAGE RATE	>	.0000%	.0000%	Amount Past Due:	.00
		0.00%	0.00%	MINIMUM AMOUNT DUE:	530.28



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XXXX-XXXX-XX80-9979

Statement Date  
10/06/19

CARDMEMBER SUMMARY

BRENNER,CATHERINE XXXX-XXXX-XX81-357		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases Advances TOTAL				293.62		293.62
					293.62		293.62

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY		XXXX-XXXX-XX80-9979	
Monthly Limit	Cash Limit*	Available Credit Line	Available Cash Line**
\$33,000	\$00	\$32,469	\$00
Sale Date	Post Date	Reference Number	Type of Activity
			Total Amount
09-23	09-24	74046589267266000031672	PAYMENT - THANK YOU
			776.00 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
			Business Cards
19-20	09-23	24692169263100211519877	VISTAPR VISTAPRINT.COM 866-8936743 MA 200215
			401 TOTAL PURCHASES/ADVANCES/CREDITS
			76.79
			76.79

PETERS,M CATHERINE		XXXX-XXXX-XX82-7385	
Monthly Limit	Cash Limit*		
\$625	\$00		
Sale Date	Post Date	Reference Number	Type of Activity
			Workshop Registration
0-01	10-02	24492159274713632058828	EB MARCREDIT WORKSHOP 801-413-7200 CA 200215
			4154 TOTAL PURCHASES/ADVANCES/CREDITS
			40.00
			40.00

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



21132770 - 000180 - 0003 - 0003 - 26

XXXX-XXXX-XX80-9979

Statement Date  
10/06/19

INDIVIDUAL CARDHOLDER ACTIVITY

COFFEY, KEVIN J			XXXX-XXXX-XX56-3708	
Monthly Limit		Cash Limit*		
\$750		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
09-25	09-26	24431069268981000097768	SHERWIN WILLIAMS 705389 DELMAR NY 462	119.87
			Paint for Garage 200215	119.87
			TOTAL PURCHASES/ADVANCES/CREDITS	119.87

BRENNER, CATHERINE			XXXX-XXXX-XX81-3574	
Monthly Limit		Cash Limit*		
\$750		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
09-06	09-09	24055239249083332619209	WALMART GROCERY 800-966-6546 AR	54.08
09-19	09-20	24427339262060000638563	HANNAFORD #8339 DELMAR NY	32.61
09-30	10-01	24138299274305003431496	PRICE CHOPPER #159 SLINGERLANDS NY	32.90
10-03	10-04	24137469277001276340616	CVS/PHARMACY #00375 DELMAR NY	14.03
10-03	10-04	24692169276100460158380	IN COSTUME SPECIALISTS I 614-4642115 OH	160.00
			TOTAL PURCHASES/ADVANCES/CREDITS	293.62

Program Supplies

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

## 2019-20 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Oct. Exp.	Exp to date	Encumbered	Available	% Available
<b>Personnel</b>								
Salaries-Librarians	1,158,186	0	1,158,186	94,994	376,851	0	\$781,335	67%
Salaries-Clerical	1,014,578	0	1,014,578	78,399	310,146	0	\$704,432	69%
Salaries-Custodians	160,373	0	160,373	13,241	50,713	0	\$109,660	68%
Retirement	279,232	0	279,232	0	0	0	\$279,232	100%
SocSec/Medicare	178,485	0	178,485	13,846	54,727	0	\$123,758	69%
Worker's Comp.	23,000	0	23,000	385	18,102	0	\$4,898	21%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	308,660	501	309,161	30,860	101,517	0	\$207,644	67%
Disability Ins.	1,400	0	1,400	0	1,307	0	\$93	7%

**Materials**

Adult books	171,000	36,184	207,184	12,968	45,589	18,995	\$142,599	69%
Audiobooks	33,000	4,446	37,446	2,519	7,140	2,581	\$27,725	74%
Ebooks	122,000	0	122,000	777	21,911	22,888	\$77,200	63%
Electronic Resources	28,000	0	28,000	0	0	5,838	\$22,162	79%
Periodicals	21,000	0	21,000	80	99	810	\$20,091	96%
YS Books	85,000	13,189	98,189	4,612	19,980	6,478	\$71,731	73%
YS Audiobooks	4,500	1,150	5,650	250	1,075	435	\$4,140	73%
YS Media	7,000	1,133	8,133	43	3,207	913	\$4,014	49%
Special Collections	15,500	0	15,500	298	1,929	414	\$13,157	85%
AS Media	58,000	12,862	70,862	5,321	11,373	3,928	\$55,560	78%

**Operations**

Copiers and supplies	22,000	281	22,281	1,209	2,236	1,181	\$18,864	85%
Office supplies	13,000	6	13,006	703	2,805	2,132	\$8,069	62%
Custodial supplies	18,000	24	18,024	538	1,755	8,147	\$8,123	45%
Postage	18,000	1,000	19,000	1,712	5,577	2,506	\$10,917	57%
Printing	30,000	296	30,296	3,040	6,482	12,716	\$11,098	37%
Van lease & oper.	2,000	0	2,000	48	151	447	\$1,402	70%
Gas and Electric	60,000	0	60,000	3,028	14,904	0	\$45,096	75%
Telecommunications	17,000	255	17,255	1,418	3,989	8,826	\$4,440	26%
Water	2,700	0	2,700	0	1,541	0	\$1,159	43%
Taxes-sewer&water	3,700	0	3,700	0	0	0	\$3,700	100%
Refund property taxes	20,000	8,930	28,930	0	9,158	0	\$19,772	68%
Prof. Services	15,000	0	15,000	2,562	5,086	399	\$9,516	63%
Contract Services	37,500	28,026	65,526	611	20,795	12,905	\$31,826	49%
Insurance	29,000	0	29,000	2,644	25,846	0	\$3,154	11%
Travel/Conference	10,000	1,617	11,617	1,249	3,832	415	\$7,370	63%
Memberships	2,000	325	2,325	0	1,388	405	\$533	23%
Special Programs	25,000	169	25,169	786	8,808	1,938	\$14,424	57%
Furniture&Equipment	50,000	4,398	54,398	1,902	6,398	6,666	\$41,334	76%
IT Hardware & Software	42,000	11,970	53,970	2,025	17,074	5,365	\$31,532	58%
Bld&Grnd. Repair	40,000	3,600	43,600	5,101	6,154	5,167	\$32,279	74%
Furn/Equip Repair	2,000	0	2,000	661	711	100	\$1,190	59%
Miscellaneous	3,500	297	3,797	-626	925	216	\$2,656	70%
Audit Service	25,000	0	25,000	5,850	7,350	1,100	\$16,550	66%
Accounting Service	15,000	0	15,000	0	13,444	556	\$1,000	7%
UHLAN fees	50,000	0	50,000	0	11,859	563	\$37,578	75%
Capital Expenditures	125,000	18,843	143,843	950	15,898	16,292	\$111,653	78%
<b>TOTAL</b>	<b>\$4,346,314</b>	<b>\$149,500</b>	<b>\$4,495,814</b>	<b>\$294,003</b>	<b>\$1,219,828</b>	<b>\$151,321</b>	<b>\$3,124,664</b>	<b>70%</b>

November 15, 2019 - Board of Trustee Meeting											
Job Status Report											31
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
<u>Previously Approved &amp; Currently Recruiting</u>											
Librarian 1 PT	19 hrs/wk		\$27.04/hour or per contract				8/12/2019	Filled	F. Waldman	10/29/2019	Hire
Library Clerk PT	19 hrs/wk		\$13.75/hour or per contract				8/12/2019	Filled	S. Davis	10/24/2019	Hire
Library Clerk PT	11.67 hrs/wk		\$13.75/hour or per contract	E. Viscuso	9/27/2019	Resignation	10/15/2019	Filled	N. Cammarata	11/14/2019	Hire
Library Clerk FT	35 hrs/wk		\$28,995/annual or per contract	E. Nehme	10/27/2019	Internal Hire/Promotion	10/15/2019	Filled	A. Ford	11/14/2019	Hire
<u>Action Requested</u>											
Library Clerk PT (Temporary)	15 hrs/wk		\$13.75/hour or per contract	A. Ford	11/13/2019	Internal Hire (see above)					
Library Page	11.67 hrs/wk		\$11.10/hour	G. Pascarella	11/13/2019	Resignation					
<u>Positions Held</u>											
None											



## Director's Report November 2019

### Building and Grounds

The heating season has begun. Trane has completed the install of boiler-associated hardware as well as much of their seasonal maintenance work.

The upgrades to the plaza drainage which were completed by the maintenance staff dealt successfully with some very heavy rains. This should have a positive impact as we come into the winter season.

### Public Service

We are about to start a big shift of adult fiction titles, utilizing some of the empty bottom shelves. Notable books and book discussion titles will be relocated to the end of the fiction area opening up space to shift the media collection.

Umbrellas are now available at the three service desks to be made available on rainy days for patrons to borrow on the honor system. The umbrellas were purchased by the Friends of the Library.

Kanopy has been added on November 1 as a one-year trial to see if our community is interested in this video streaming service.

We have added the new Children's Literature Comprehensive Database (CLCD) Discovery upgrade, which offers a more visually appealing and user friendly interface for the public. It is similar to Novelist in that it should link titles we own directly to our catalog.

Frank edited and indexed 18 digitized Tri-Village Area Directories this month (1932-1950). He corrected images when necessary, utilizing photo/OCR software for images and to create plain text files. The plain text files will allow users to search the directories via keyword once they are uploaded to the New York Heritage site. This provides remote searchable access to our local history materials on the web.

The Tech Room Makerspace has a sewing machine available for use any time. Sewing volunteers will provide one-on-one assistance by appointment. This will be more flexible for the volunteers' schedules and provide more opportunities for patrons as well. These changes make the sewing machine much more available to the public.

### Program Highlights

October was exceptionally busy and successful in programs and outreach as you can see in the report.

The first Annual Trunk or Treat was a huge success. Over 577 people came to claim treats from local community organizations at Elm Avenue Park. We had about 15 organizations provide a trunk, including the Friends of the Library, three high school clubs, two fire stations, EMS, and the police. Patti and Chris handed out treats for the library's trunk, and Michelle W. was instrumental in contacting the organizations to arrange who was coming. *Photos below and on Facebook.*

We participated in the Great Give Back this year. We collected cleaning supplies for the Bethlehem Food Pantry, had a station for Color a Smile and did an intergenerational program for Cards for Hope (which were delivered to the Delmar Atria).



The preschool Trick or Treat parade was a huge hit as always. Staff from all over the library helped to hand out treats and we had a lot of happy families. *Photos were posted on Facebook.*

Evening storytimes are continuing to be offered based on the survey results from last year. Attendance has been low, even to the point that no one or just one family has attended.

The Dungeons and Dragons program has been growing in popularity every month. It's rare that a teen program taking place physically at the library gets such a good turn-out. The participants take responsibility for running campaigns at the programs and the librarians provide the space and some materials. By stacking the D&D program with a Breakout EDU program, this month, we had one of the best turn-outs that was most enjoyed by the teens. Tori and Kate are doing a great job with this series. *Photos below.*

Adult lectures and programs have been extremely well attended this month. In addition to the Coffee and Conversation series, we hosted a lecture on Putting Gardens to Bed, Hiking the El Camino, Cats of the Adirondacks, two authors, and a diabetes series. The librarians are actively working to meet the PS department's goals and objectives with innovative and interesting new program topics.

### **Outreach Highlights**

Anne visited the Elsmere 3, 4, 5 graders.

Anne hosted the Tri-Village Nursery School on a trip to the library for a program and tour.

Anne attended the Elsmere PTO meeting and provided information on library programs and services.

Anne visited the Elsmere 1, 2 graders including the skills class.

Anne visited the St Thomas 4<sup>th</sup> Graders

Michelle provided a fire prevention storytime and activity at the Elsmere Fire Station. They sent a really nice thank you note. We are pleased that this has become an annual collaboration. *Photo below.*

Michelle began an After School Enrichment series at Hamagrael Elementary on coding and programming for grades K -1.

Jody visited the Atria.

Mary co-facilitated the HS book club.

Tori co-facilitated the Middle School book club.

Tori visited the Pit three times this month, providing the Switch gaming console and promoting library activities.

Tori co-facilitated the annual Spooky Stories program with the middle school teachers and librarians.

Mary visited the Glenmont K, 1, 2<sup>nd</sup>, 3, and 4<sup>th</sup> graders.

### **Pop-Up Library - Outreach**

Cathy and Sylvia took the Pop-Up library to the farmers market. It was extremely cold when they got there, but the day warmed up and they saw many people. More and more patrons know to look for a library booth at the market and are still excited to see it there.

Tori and Michelle C. took the Pop-Up Library to the Town Parks' Hay Day. The turnout was great and the Parks and Rec staff was really pleased that they came. It rained for a large part

of the afternoon, and Tori and Michelle still managed to provide a great activity and check out materials and have new card registrations. *Photo below.*

Chris and Mary Kim took the Pop-Up Library to the Slingerlands Fall Festival sponsored by the PTO

Mary brought the Pop-Up Library to the high school.

### **Meetings and Miscellany**

The UHLAN contract that was presented last month is likely to be finalized by the UHLS board this month. The contract will be available for our final approval in December.

The New York Library Association annual conference will take place from November 13-16. Bethlehem will be well represented at the conference. Reports from the conference will be included in the December board packet.

### **Continuing education for staff**

Cathy attended a full day Developing Leaders Workshop. (report attached)

Kate and Michelle attended the UHLS/MVLS workshop Meet the Millennials: Early Literacy Success Through Parent Engagement presented by Rebecca Parlakian from the Zero to Three organization. (reports attached)

Michelle attended the Notary public class workshop at HVCC. (report attached)

Lisa Bouchard and Catherine attended training on MarcEdit (a software used for editing metadata records) by the software creator Terry Reese on October 22. The workshop was instrumental in investigating changes to UHLS system-wide practices to update and standardize bibliographic records in our catalog.

Catherine taught two sessions of the NYLA Library Skills Reference Services training October 9 and 23 in Plattsburg and Penfield/Rochester.

I spoke with other members of the NYLA Sustainability Initiative at the annual Drawdown Learn conference at the Omega Institute in Rhinebeck, NY. We presented on the process that lead to the creation of the Sustainable Library Certification Program.

Geoffrey Kirkpatrick, Library Director

### BreakoutEDU



### Dungeons and Dragons



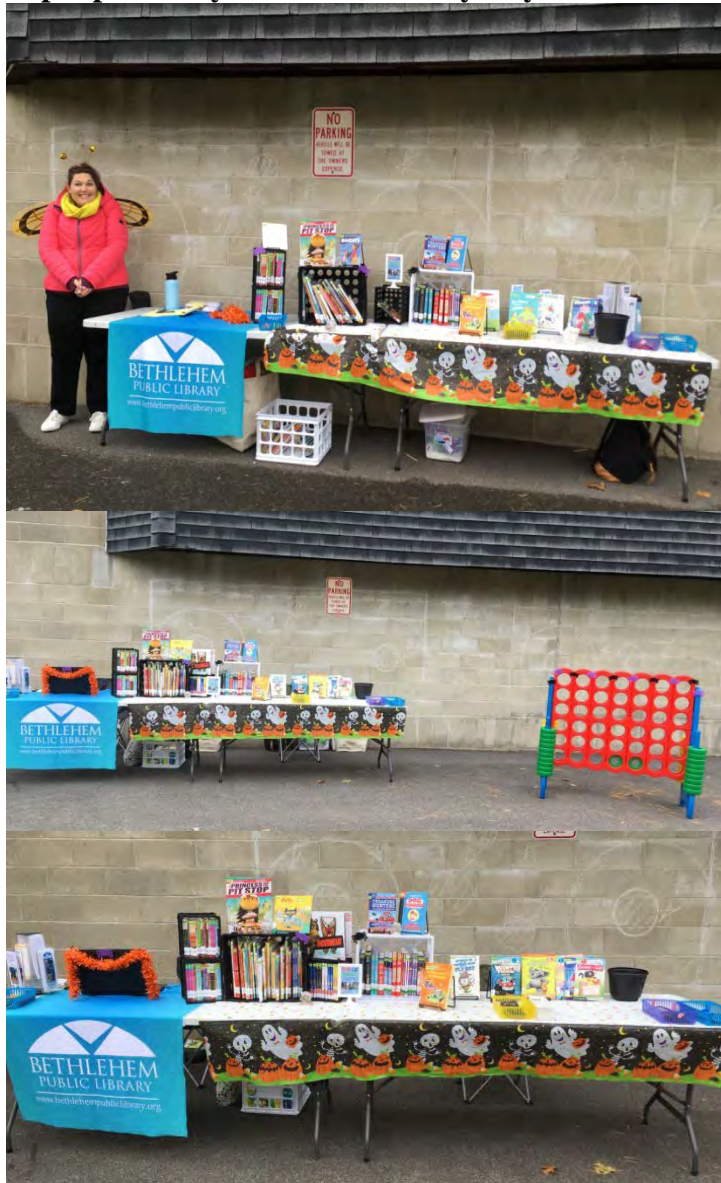
**Make It Yourself: Fleece Hats to Sew and Share**

*(Donated to an organization that provides services to Albany's homeless population.)*





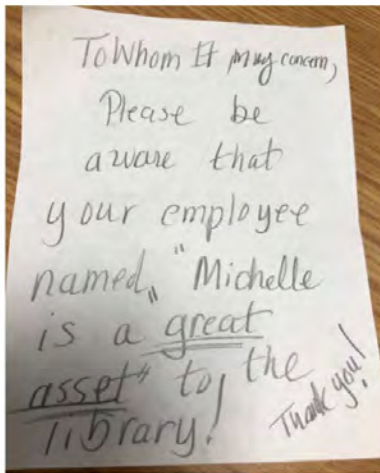
### Pop-Up Library at the town's Hay Day event



# Trunk or Treat at Elm Ave Park (more photos on FB)



## Received notes



## Meet the millennials CE at GPL – Oct 22nd

This CE had two separate presentations, one was about the “implications of early screen/media use on children’s learning and development” and the other was about “closing the parenting information gap using multimedia tools.”

- In regards to screen/media use, I found most of the information not new to me. I did appreciate the breadth of the research cited/explained during the presentation to support the recommendations from the organization Zero to three. Their take is one that focuses on moderate use of high quality programming with a caregiver. Their definition for high quality is one that meets the E-AIMS test, which asks, “Is it engaging? Is the child actively involved? Is it meaningful? Does it support socialness?” They also support the current recommendations from the American Academy of Pediatrics on the topic.
- The other presentation was interesting and actually gave me an idea to pursue for our library to help support caregivers by providing them a way to exchange ideas/comments/or concerns on a topic within the library both physically and virtually. I have asked Kate to work on this with me. I think we could use a Facebook post to provide the virtual aspect and simultaneously promote the physical one in the Children’s Place. I would like to take one of the windows above the board books and frame it out in way that I can post a question or topic to which caregivers would respond using post-its within a defined space below. At the same time, the library would post it on Facebook using a picture of the space in the Children’s Place with the invitation for caregivers either to visit the library and respond or to respond via the comment section. When there are, a few post-its up it would be a good idea to recharge the idea by posting that on Facebook showing it and allowing those online to see some of the responses. I asked Kate to help with the design and on what should be the question/topic.

## **HVCC Notary public class:** Attended on Oct 15<sup>th</sup> at UHLS

The instructor for this class, Mr. Victor Bujanow, has decades of experience as a notary himself. The class did in fact take the full four hours allotted for it and there was only one 15-minute break. The content was dry and dense but the instructor disseminated the information in a very logical and efficient manner with good pacing that made the timeframe it took overall not that unpleasant. Most noteworthy were the following recommendations: 1. That a log book should be used at this time because in the near future it will be mandated opposed to now when it is an option 2. A notary has the legal right and definitive obligation to retain all things associated with their duties regardless of who purchased them. The exam for a notary to be commissioned cost \$15 and the cost of the commission is \$60 and last for four years. Lastly, a notary should carry E&O insurance for their work either through an employer or as an individual.

Submitted by Michelle Waldenmaier, Public Services Librarian

Catherine Brenner

Developing Leaders Workshop- October 15, 2019 Guilderland, NY

The morning session was with Mark Puente, Director of Diversity & Leadership Programs Association of Research Libraries “Equity, Diversity & Inclusion”. It was a really excellent presentation both in terms of content and his expertise, but also because Mark is a librarian. Often presenters on these topics struggle to understand the unique environment libraries have. This presentation addressed the barriers to creating more diverse library staff. We also talked about institutional racism and the legal precedents that a lot of American racial issues stem from.

The afternoon session was with Amanda Travis, Director of Northern Onondaga Public Library on “Group Dynamics”. Amanda shared a lot of resources about group dynamics and team building. She shared many anecdotes about working in teams and some great recommendations for activities to try. She also recommended a personality quiz 16 Personalities as a free alternative to the DISC assessment that we have talked about here. My group took the quiz during our break and was all really interested in the results. It was much more approachable than the DISC assessment and didn’t require the same level of interpretation.

My group worked during our free time and through our lunch to make progress on our project. We are creating a toolkit for libraries on creating more trauma-aware libraries and making staff more trauma-aware. This is a concept that is becoming more prevalent in different sectors, and as most libraries work with the public it could be a really interesting avenue for exploration. Trauma is any event in a person’s life that is unexpected and could not be controlled- this can include accidents, fire, crime or abuse. Many people are unaware of the effects trauma have on the people around them and creating a more trauma-aware environment could be really beneficial for a library and their patrons.



Kate Lambert

### Millennial Parents CE

The Millennial Parents CE at Guilderland Library, presented by Rebecca Parlakian of Zero to Three, was broken into two topics: Millennial Parents and Screens from the Start. The first topic provided a general overview on Millennial Parents, their demographic information, how their parenting beliefs and habits differ from previous generations of parents, and where they get most of their parenting information. The second topic covered new research into screen time and technology and how it relates to young children, how best to consume digital media with a child, and how to assess whether media is high-quality and educational.

Research by Babycenter.com shows that Millennials tend to feel more pressure and have more anxiety about being the “perfect parent” than generations preceding them. They experience information overload and often have trouble determining which sources to trust, so libraries can help by teaching digital literacy and pointing parents toward authoritative sources, as well as providing a social space for parents to connect and learn from one another. One skill parents report struggling with a lot is effective discipline, and this could potentially be related to an “expectation gap.” A study by Zero to Three shows that parents tend to underestimate their babies (they do not realize how much events in the first year of life affect a child later in life) but overestimate their toddlers, expecting them to have much more self-control and self-discipline than is realistic at their age. Understanding the capabilities and limitations of toddlers can help parents be more compassionate and set their child up for success. Zero to Three also found that Millennial dads tend to want to be more involved with child rearing than those in previous generations, and they show more affection and spend more quality play time with their children. Libraries should be aware of this and make sure that they are catering to all caregivers and not only moms and using dad-inclusive language. A big takeaway is that studies show parents are more receptive and trusting of information from other parents than authoritative sources that may come off as judgmental or out of touch, so something we can look into is providing a space in our library for parents to communicate more with each other.

The presentation on screens was pretty much what you would expect. Zero to Three looks at the research then tries to create actionable guides for parents on how to utilize that information. There were some pieces of information that I thought might be useful to parents we see at our library. While adults can watch a YouTube video and immediately transfer the information to real life, toddlers have a harder time with that, however with parent involvement and coaching some of that “transfer deficit” can be reduced. Parents read and make sense of books together with children, asking questions, making connections, etc. – they should be applying those same practices to all forms of digital media. Furthermore, Rebecca discussed ways to determine whether media is high-quality and educational or low-quality.

Some high-quality media, such as shows like Dora the Explorer and Caillou, can help with language acquisition and vocabulary. In one study, four year old children either watched Caillou, Spongebob, or just colored, then were asked to perform some cognitive tasks afterwards. The children who had watched Spongebob performed significantly worse. A hypothesis on the reason for this is that shows that are busy and confusing for Children, like Spongebob, require too much cognitive energy for children to process, leaving them cognitively exhausted for a period afterwards. Some ways to assess quality of media are The Three Cs – Child, Content, and Context, and E-AIMS – Engaging, Actively Involved, Meaningful, Social. Some high-quality screen time can be beneficial for children, whereas low-quality screen time correlates with negative impacts on children.

**MarcEdit with Terry Reese**

Clifton Park-Halfmoon Public Library

Tuesday, October 22, 2019

9:30 am – 4:30 pm

This interesting continuing education workshop was sponsored by the Capital District Library Council (CDLC). Terry Reese was formerly a cataloger in an academic library. He is currently Head of Digital Initiatives at the Ohio State University Library, and is the creator and developer of MarcEdit, a free editing software suite (a collection of related computer programs that exchange data) used primarily to create and manipulate Marc (Machine Readable Cataloging) records, especially large-scale group record editing. Over a third of people who are using MarcEdit are living outside the U.S.A.

Mr. Reese presented an overview of MarcEdit functionality and discussed the software for individual cataloging tasks. He gave examples and answered questions. He addressed potential problems and specific issues concerning the use of this software. Batch editing of Marc records can save time, and settings may be saved for the merge process. Circulation systems are shared databases. MarcEdit will tell you what you cannot do; check with your local administrators. You can search for help in the toolbar when you need it. Among the features discussed was RDA Helper, a necessary element after the Library of Congress officially transitioned from AACR2 (Anglo American Cataloging Rules, second edition) to RDA (Resource Description and Access). RDA became necessary because items in circulation databases are no longer only books, and AACR2 could not be revised to accommodate new media items, objects in collections, etc. RDA Helper can help facilitate modifying bibliographic Marc records from AACR2 to RDA.

Mr. Reese was well versed in his subject, and provided time for discussion. The capabilities of this program, and its ability to connect with files in other types of software, is pretty amazing. This workshop may have been better if laptops had been provided to participants along with some practice exercises during the session, which would have allowed them a hands-on opportunity to gain actual experience using the many functions of MarcEdit. Perhaps this type of setup was unavailable at the host library.

Mr. Reese provided a link to his webpage, which contains a variety of sources :

<https://marcredit.reeset.net/>

I appreciate the opportunity to attend this local continuing education program.

Lisa Bouchard

Technical Services Librarian

<b>Library Collection</b>				<b>2018-19</b>	<b>Current Total</b>
Adult fiction				26,708	27,300
Adult non-fiction				29,506	29,628
Adult audio				7,216	7,045
Adult video				7,964	8,115
Young adult fiction				5,607	5,882
Young adult nonfiction				543	566
Young adult audiobooks				364	378
Children's fiction				25,716	26,786
Children's non-fiction				15,034	15,251
Children's audiobooks				1,462	1,587
Children's video				1,989	1,900
OverDrive - UHLS Shared				69,231	71,621
e-magazines				107	107
Electronic (games, ereaders)				482	555
<b>Total</b>				<b>191,929</b>	<b>196,721</b>
<b>Library Programs</b>	<b>Oct-19</b>	<b>Oct-18</b>	<b>% change</b>	<b>2018-19</b>	<b>F-Y-T-D</b>
Programs	94	85	10.6%	843	311
Program attendance	3,071	2,525	21.6%	24,838	10,665
Outreach Programs	47	43	9.3%	285	81
Outreach Attendance	1,982	914	116.8%	9,929	4,486
<b>Circulation</b>	<b>Oct-19</b>	<b>Oct-18</b>	<b>% change</b>	<b>2018-19</b>	<b>F-Y-T-D</b>
Adult fiction	12,771	12,389	3.1%	149,583	54,021
Adult non-fiction	7,845	7,875	-0.4%	97,179	32,888
Adult audio	3,960	4,119	-3.9%	49,601	16,021
Adult video	7,908	9,579	-17.4%	109,652	32,951
Adult magazines	1,696	1,993	-14.9%	21,596	7,046
Young adult fiction	1,555	1,438	8.1%	19,610	7,005
Young adult nonfiction	109	115	-5.2%	1,476	521
Young adult audiobooks	126	97	29.3%	1,331	510
Young adult magazines	0	6	-100.0%	74	21
Children's fiction	11,833	12,575	-5.9%	137,492	50,341
Children's non-fiction	2,947	3,126	-5.7%	38,616	12,015
Children's audiobooks	561	605	-7.2%	7,690	2,637
Children's video	1,028	1,611	-36.2%	14,997	4,040
Children's magazines	22	36	-38.9%	370	129
Electronic (games, ereaders)	648	527	23.0%	6,966	2,784
<b>Total</b>	<b>53,008</b>	<b>56,091</b>	<b>-5.5%</b>	<b>656,232</b>	<b>221,777</b>
<b>Interlibrary Loan</b>	<b>Oct-19</b>	<b>Oct-18</b>	<b>% change</b>	<b>2018-19</b>	<b>F-Y-T-D</b>
Borrowed from others	7,023	7,238	-3.0%	86,393	28,726
Loaned to others	5,799	5,976	-3.0%	67,302	21,756
<b>Miscellaneous</b>	<b>Oct-19</b>	<b>Oct-18</b>	<b>% change</b>	<b>2018-19</b>	<b>F-Y-T-D</b>
Visits to our home page	67,187	67,461	-0.4%	849,506	327,534
Public use of meeting rooms	60	51	17.6%	436	147
Public meeting attendance	723	832	-13.1%	6,867	1,908
Staff use & library programs	115	99	16.2%	1,038	380
Study room sessions	400	424	-5.7%	5,267	1,616
Tech room/ Studio use	44	15	193.3%	305	101
Door count	25,702	27,222	-5.6%	310,464	103,623
Registered BPL borrowers	92	86	7.0%	1,012	416
Computer signups	3,421	3,880	-11.8%	34,871	14,686
Museum Pass use	146	145	0.7%	1,833	836
E-book use	6,564	5,604	17.1%	71,054	27,225
E-magazine use	1,104	1,232	-10.4%	12,415	4,459
Equipment	401	480	-16.5%	5,432	1,791
Wireless Use	11,676	9,295	25.6%	172,258	48,663

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
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
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10
5/13/2019	33	1,161	35	\$607.54	\$18.41	\$0.52	33	34,944	1,059	\$2,915.97	\$88.36	\$0.08
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10
6/12/2019	30	445	15	\$250.06	\$8.34	\$0.56	30	34,560	1,152	\$2,935.52	\$97.85	\$0.08
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12
7/12/2019	30	67	2	\$57.96	\$1.93	\$0.87	30	38,400	1,280	\$3,737.61	\$124.59	\$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
8/13/2019	32	59	2	\$55.18	\$1.72	\$0.94	32	41,856	1,308	\$4,294.98	\$134.22	\$0.10
9/11/2018	32	38	1	\$46.65	\$1.46	\$1.23	32	39,168	1,224	\$4,428.29	\$138.38	\$0.11
9/12/2019	30	151	5	\$109.19	\$3.64	\$0.72	30	35,712	1,190	\$3,473.94	\$115.80	\$0.10
10/11/2018	30	99	3	\$86.02	\$2.87	\$0.87	30	34,176	1,139	\$3,643.09	\$121.44	\$0.11
10/11/2019	29	558	19	\$289.40	\$9.98	\$0.52	29	31,872	1,099	\$2,681.35	\$92.46	\$0.08

## BETHLEHEM PUBLIC LIBRARY

### INVESTMENT POLICY

*Policy adopted by the Board of Trustees October 14, 1997*

*Policy revised December 12, 2005*

*Policy revised February 10, 2014*

*Policy revised August 12, 2019*

#### Scope

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

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

#### Objectives

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

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

#### Delegation of Authority

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

#### Prudence

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

Investments shall be made with prudence, diligence, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, persons of prudence, discretion, and intelligence exercise in the management of their own affairs,- not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

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

**Diversification**

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

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**Internal Controls**

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

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

**Designation of Depositories**

The banks and trust companies authorized for the deposit of monies, and up to the maximum amounts which must be kept on deposit at any time are:

<u>Depository name</u>	<u>Maximum Amount</u>
<u>Depository Name: TD Bank</u>	
<u>Maximum Amount: \$10 million</u>	
<u>TD Bank</u>	<u>\$8,000,000</u>
<u>M&amp;T Bank</u>	<u>\$8,000,000</u>
<u>Key Bank</u>	<u>\$8,000,000</u>
<u>NBT Bank</u>	<u>\$2,000,000</u>
<u>Pioneer Bank</u>	<u>\$ 250,000</u>

**Collateralizing of Deposits**

In accordance with the provisions of General Municipal Law §10, All deposits and investments of the Bethlehem Public Library, including all demand deposits, certificates of deposit and special time deposits, that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, shall be secured by:

1. A pledge of "eligible securities" with an aggregate "market value" as provided by General Municipal Law (GML) Section GML §10, that is at least equal to the aggregate amount of deposits from the categories designated in SubSection F of GML Section §10.
2. A pledge of a pro rata portion of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits.
3. An irrevocable letter of credit<sup>2</sup> issued in favor of the Bethlehem Public Library by a federal home loan bank whose commercial paper and other unsecured short-term obligations are rated in the highest rating category by at least one nationally recognized rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

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**Collateralization and Safekeeping**

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

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**Permitted Investments**

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

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

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**Authorized Financial Institutions**

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

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



**Annual Review and Amendments**

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

3.

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## Board Authorizations 2019-20

### Library Attorneys

Roemer, Wallens, Gold & Mineaux, LLP  
Nolan Heller Kauffman, LLP  
Whiteman Osterman and Hanna, LLP

### Library Insurance Broker

Amsure Associates  
Marshall and Sterling

### Library Auditors

Marvin and Company (*Last RFP 2019 – contract started July 2019*)

### Official Bank Depositories for Library Funds

TD Bank (*Last RFP 2014 – contract started July 2014*)

### Official Newspapers

*The Spotlight*

### Board Meeting Dates

Official business – generally the second Monday of the month  
Special meetings – called as needed

### Authorizations

The Treasurer of the Board is to verify payrolls for the library.

A petty cash fund of \$100 is established.

The Treasurer, Account Clerk II and Director are authorized to enter into an agreement with TD Bank for electronic transfers of funds between library accounts effective July 1, 2014.

The following payroll-related transactions may be transferred electronically: IRS, NYS Tax, NYS Deferred Comp.

The Board authorizes payment of some time-sensitive bills by hand-drawn check between Board meetings.

**Wire transfers between authorized financial institutions are allowed.**

### Bonding

The Director and Account Clerk II are bonded for \$1,000,000.

The Staff Assistant who prepares bank deposits is bonded for \$35,000.

The Messengers are bonded for \$35,000.



**BETHLEHEM PUBLIC LIBRARY**

**51463 ERS - 2020 Annual Invoice**

Payment of this invoice must be received by the Retirement System on or before February 1, 2020. If paying the prepay amount, payment must be received on or before December 15, 2019. Unpaid balances accrue interest at the rate of 7.0%. If you have questions, contact Tanya Callahan at 518-474-3140 or the Employer Billing Unit at 518-473-0681.

**Payment Due  
February 1, 2020**

**Prepayment Due  
December 15, 2019**

**Total Amount Due:**

**\$286,389**

**\$283,977**

**Contribution Details**

Tier	Plan ID	Options	Reported Salary	Rate	Regular Pension Contribution *	GTLI
2	75I	41J	\$7,872	19.5%	\$1,504	\$31
3	A14	41J	\$125,968	15.8%	\$19,399	\$504
4	A15	41J	\$1,320,526	15.8%	\$203,361	\$5,282
5	A15	41J	\$118,438	13.2%	\$15,160	\$474
6	A15	41J1	\$336,802	9.3%	\$29,976	\$1,347
6	A15	41J2	\$100,550	9.3%	\$8,949	\$402
<b>Sub Totals</b>			<b>\$2,010,156</b>		<b>\$278,349</b>	<b>\$8,040</b>

\* Regular Pension Bill without GTLI - Uses 3/31/2019 Salaries with Final Rates

2020 Regular Pension Contribution, Including GTLI \$286,389

**Invoice Details**

**Due February 1,  
2020 Payments**

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**Pre Pay December  
15, 2019 Payments**

**Total Adjustments and Installments**

\$0

\$0

2020 Regular Pension Contribution

\$286,389

1.008493 =

\$283,977

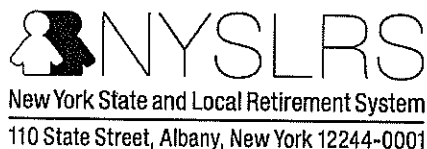
**Total Amount Due**

**\$286,389**

**\$283,977**

*OK to pay  
TD 11/7/19*

Office of the New York State Comptroller  
Thomas P. DiNapoli



Richard Hruby, Principal Accountant  
Member & Employer Services Bureau

November 6, 2019

Dear Employer:

Your invoice of employer contributions owed for the State fiscal year ending (SFYE) 2020 is now available. The invoice shows the amount due on February 1, 2020 as well as the optional discounted amount if you choose to prepay by December 15, 2019.

Because the usual deadline for prepayment discounts, December 15, falls on a Sunday, payments made electronically or sent *certified mail* with a postmark date on or before December 16, 2019 will be accepted as the discounted payment. Payments received *after* December 16 will be applied to the full amount due in February 2020. Because February 1, 2020 falls on a Saturday, all payments made electronically or sent by certified mail postmarked on or before February 3, 2020, will be considered on time to avoid additional interest. Payments received after February 3, 2020 will be subject to a delinquency interest rate of 7 percent.

### How to Pay

You can pay your invoice by wire transfer, paper check, or through Automated Clearing House (ACH). Instructions are available on the "How to Pay" page in the invoice application.

ACH is an electronic network for financial transactions in the United States that processes large volumes of credit and debit transactions. It is less costly than wiring money, and faster and more reliable than mailing a check. You should be aware that **ACH payments are not immediate**. It can take two-to-three business days for ACH transactions to be processed.

Whether you pay by ACH, wire transfer, or paper check, **it is very important that you provide us with the following identifying information when making your payment:**

- Your 5-digit employer location code
- Retirement system (ERS or PFRS)
- Employer name
- The amount you are paying

**Contribution Stabilization Program (Chapter 57, Laws of 2010)**

The maximum amount that can be amortized for 2020 is provided on your invoice. If you choose to amortize that amount in 2020 under this program, the first installment payment is shown on your 2021 projection and will be due with the February 1, 2021 invoice. If you wish to amortize less than the maximum, enter the amount you wish to amortize on your payment coupon and pay the calculated revised amount. The interest rate on 2020 amortizations under this program is 2.55 percent.

If you do not yet participate in the Contribution Stabilization Program and are eligible to participate and wish to opt in, you must complete the Employer Contribution Stabilization Program election form available on the "How to Pay" page and submit it with your payment. Once you elect to participate and amortize an amount, you cannot withdraw from the program; however, you are not required to amortize each year and you may amortize less than the maximum amount.

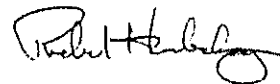
If you chose to amortize on any of your eight previous annual invoices, then you have already opted into the Contribution Stabilization Program. You may, therefore, choose to amortize up to the maximum amount on this invoice, or not amortize at all this year. If you choose to amortize, you do not need to complete another form.

**Alternate Contribution Stabilization Program (Chapter 57, Laws of 2013)**

If you chose to participate in the Alternate Contribution Stabilization Program (Laws of 2013) during the one-time election period, the maximum amount that can be amortized is provided on your 2020 invoice. If you choose to amortize that amount in 2020 under this program, the first installment payment is shown on your 2021 projection and will be due with the February 1, 2021 invoice. You may also choose to amortize less than the maximum amount. In that case, enter the amount you wish to amortize on your payment coupon and pay the calculated revised amount. The interest rate on 2020 amortizations under this program is 2.87 percent.

Information about both programs is available on our Employer home page at [www.osc.state.ny.us/retire/employers/index.php](http://www.osc.state.ny.us/retire/employers/index.php). If you have any questions regarding either program or your invoice, you may contact the Billing Unit at [NYSLRS\\_Billing@osc.ny.gov](mailto:NYSLRS_Billing@osc.ny.gov), or at 518-474-3140.

Sincerely,



Richard Hruby  
Principal Accountant  
Member & Employer Services

## Anticipated Board Projects

### Schedule for 2019-20

- October
  - ~~Discuss long range service plan (LRP Steering Committee 10/18)~~
  - ~~HVAC addendum decisions~~
- November
  - Audit presentation
  - Investment policy
  - Investment strategy discussion
  - CSEA contract presentation to board (5:00—6:00?)
- December
  - Architect Long Range Plan Presentation @ Board Meeting
  - Discuss finance systems with school district
  - Trustees for contract negotiation team
  - UHLAN contract
- January 2020
  - Hallway furniture
  - Preliminary budget discussions
- Winter/Spring 2020
  - Budget discussion and board vote
  - Long Range Plan (including capital plan) completed and approved
  - Revisit specialized attorneys
  - Contract negotiations
- Spring 2019
  - Footnotes budget letter approved
  - Library advocacy day
  - Election packets are ready
  - Deliver director evaluation

## Annual Board Events

## July

Elected trustees take oath of office (new and incumbent)  
 Board members, director and treasurer sign ethics statements  
 Oaths registered with the county clerk  
 Election of board officers  
 Committee appointments  
 Authorizations, holidays, board meetings, investment policy

## August

## September

## October

## November

Audit report to the BOT  
 NYLA annual conference

## December

Budget preparation begins (Finance committee)  
 Personnel Committee begins Director evaluation process

## January

Draft budget presented to the BOT  
 Candidate information (number of signatures required etc.) available by the end of the month

## February

Trustees vote on annual budget (Feb or March depending on school publication schedule)  
 Vote on NYS report for public libraries  
 Candidate petition packets available at the end of the month or beginning of March to coincide with school district

## March

Footnotes budget letter finalized and approved  
 Library advocacy day  
 Deliver Director evaluation

## April

## May

Public budget vote/Trustee election  
 Budget presentation to the public  
 Meet the candidates night

## June

UHLS annual dinner  
 Nominating committee appointed

## Every 2-3 years

CSEA contract negotiation

## Every 5 years

Long range plan development



# JOIN US FOR A CRAFT SWAP

MONDAY NOVEMBER 25

Are you a crafter who has accumulated a bunch of tools or supplies that you no longer need? Come to our Craft Swap and exchange those unwanted but still usable items for something different! Starting at **6:30pm** in the Community Room, we will be accepting craft supplies that are clean and in good shape in exchange for an admission ticket to the swap session, which begins at **7pm**. Shop the swap and see where your inspiration takes you! Bags will be provided.



# MAKER TOOLS AT THE LIBRARY

If you haven't checked out our Tech Room Makerspace in a while, then now is the time to stop by and see all of the great new tools we've been busy adding over the summer.

Front and center is our brand-new **Cricut Maker**, which allows for precision cutting of paper, vinyl, fabric and other materials. This versatile tool is perfect for scrapbooking, quilting, creating custom cards, and more! It can even letter and emboss for a polished text presentation. Patrons will be responsible for bringing their own materials to use in the Cricut.

The Cricut joins the **Makerbot 3D printer, a die cutter, laminator, button maker, light tracing board** and **sewing machine** available for use anytime during library hours. Visit our expanded Tech Room Makerspace today and set your imagination and creativity free at the library!

## BETHLEHEM PUBLIC LIBRARY

451 Delaware Ave., Delmar NY  
www.bethlehempubliclibrary.org  
518-439-9314



*Get creative at the library!*



NOVEMBER/DECEMBER

**BETHLEHEM PUBLIC LIBRARY**

451 DELAWARE AVE., DELMAR





## KNIT ONE PURL ONE

**Sunday November 3 • 2pm**

**Sunday December 8 • 2pm**

If you're an experienced knitter, bring your current project. If you're a beginner, bring size 8 knitting needles no longer than 10 inches; we'll provide yarn and get you started. For adults, teens and kids age 9 and up.



## MAKE IT YOURSELF: NO WATER WINTER SNOWGLOBE\*

**Wednesday December 4 • 6:30pm**

Create a winter scene in a water-less snow globe. Please register each person completing a craft. All ages welcome; children must be assisted by an adult.



## CRICUT DEMONSTRATION

**Monday November 4 • 6-8pm**

Drop in the library's updated Tech Room Makerspace and see the Cricut cutter in action or give it a try yourself. The Cricut can be used to create precision designs in hundreds of different materials. Teens welcome!

## TERRACOTTA POT SNOWMAN\*

**Sunday December 1 • 2pm**

Whether the pot is right side up or upside down, you can't go wrong with this clever terracotta craft. Teens 14 and up welcome!

## FELTED SOAP\*

**Monday December 9 • 7pm**

Learn about life on the Helder~Herdwyck Farm and how to use fiber felting to create a washcloth-like covering for a bar of soap. Teens 14 and up welcome!

## MAKE IT YOURSELF: DECORATIVE BOOKMARKS<sup>57</sup>

**Tuesday December 10 • 2pm**

Choose from among several projects to make beautiful bookmarks to keep or give as gifts.

## SEW IT YOURSELF: SOUP BOWL COZIES\*

**Monday December 16 • 6pm**

Protect hands and furniture with a soup bowl cozy that's cute and functional. Bring two 10-inch squares of cotton fabric. Teens welcome!

## PAINT A CARDINAL WITH NOREEN POWELL\*

**Saturday December 28 • 11am**

Make a painting featuring red cardinals on a snowy branch by following step by step directions to make the scene come to life!



**\* Programs require registration. Sign up online at [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org) or call 518-439-9314.**

This is not the place to ...

# ACT YOUR AGE

Fun and games at the library!

## TRIVIA NIGHT

— ALL ABOUT THE '90s —

Wednesday November 6 • 7pm



## CARDS & CHITCHAT

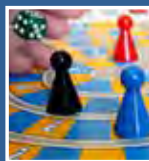
Friday November 22 • 1pm

## INTERNATIONAL GAMING WEEK

— TABLE TOP GAMES —

Tuesday November 5 • 5:30-8pm

Thursday November 7 • 5:30-8pm



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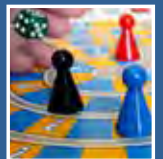
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# RELAX & RENEW

## AT THE LIBRARY

### Intro to Essential Oils\*

**Tuesday November 12 • 7pm**

*Learn about essential oils and how to safely use them for your home, health and creativity. Make a scented craft to bring home.*

### Yoga\*

**Thursday November 21 • 7pm**

*Find your balance with hatha yoga led by a local instructor. Mats will be provided, but bring your own if you have one. Beginners welcome.*

### Time to Unwind

**Wednesday December 18 • 7pm**

*Say goodbye to stress as you indulge in a little self care with some tea, cookies, classical music and relaxing activities like adult coloring books and puzzles. **Teens 14 and up welcome!***

### Vision Board Workshop

**Monday December 30 • 2pm**

*Create a collage of images and affirmations designed to serve as a source of inspiration in the new year. Some materials provided.*

**\*Program requires sign up.**



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