



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

- **Call to order**
  - **Public participation**
  - **Approval of previous meeting minutes**
  - **Financial report**
    - Treasurer's update
    - Manual invoices
    - Resolutions
      - Banking authorized signatures
    - Personnel report
    - Personnel actions
  - **Director's report**
  - **UHLS report**
  - **New business**
    - Draft budget review**
    - Library conferences
    - Studio makerspace ribbon cutting
    - NYS annual report
    - Other new business
  - **Old business**
    - Long range capital plan meeting – 2/20 with Paul Mays
    - HVAC Update
    - BCN-TV/studio makerspace update
    - Other old business
  - **Future business**
    - Friends of the Library – April Book Bash
    - Background checks
    - Plaza feasibility
    - Policy updates/schedule
    - Resource sharing
    - Fines and Fees
  - **Public Participation**
  - **Adjournment**
- Next board meeting: February 20, 2019 6:00pm Capital plan meeting  
 March 11, 2019 6:00pm Board meeting  
 Next Friends of the Library board meeting: February 18, 2019 6:30pm

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
Monday January 14, 2019

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

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

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

PUBLIC PARTICPATION

None

INTRODUCTION OF BOARD TREASURER

The board welcomed R. Khalife, who was hired as board treasurer for the library and whose first day was Jan. 7. R. Khalife introduced himself and provided some personal and professional background.

R. Khalife took an oath of office as the appointed Bethlehem Public Library Board Treasurer.

G. Kirkpatrick took an oath of office as Bethlehem Public Library Director.

Both oaths will be filed with the Albany County Clerk.

G. Kirkpatrick said that according to the New York State Trustee handbook, non-voting officers of the board who are appointed and not elected, such as he and R. Khalife, must take an oath of office.

B. Sweeney asked how frequently they would be required to take the oath, and G. Kirkpatrick said he was unsure and would seek further guidance on that.

## MINUTES

Minutes of the 10 December 2018 board meeting were approved unanimously on a MOTION by J. Becker with a SECOND by M. Kissinger.

B. Sweeney said that, although he was not at the December meeting, he was glad to see the decision was made to move forward with the replacement of the A/V system in the Community Room.

## FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 31 December 2018 (Manual Disbursements for December \$26,421.18; Cash Disbursements/Accounts Payable for January \$52,795.67; Trust & Agency Disbursements/Salaries for December \$197,901.15; CapProject Fund/Hand-Drawn Checks for December \$0; Total: \$277,118.00).

In response to a question by M. Kissinger, T. Choppy noted that library has received about 96% of the property tax owed, which is expected to reach 100% sometime after April.

L. Scoons asked if the library has received PEG reimbursement for the equipment upgrades in the studio. G. Kirkpatrick said PEG money has been received for much of the equipment, and the library will be looking for additional reimbursement for the fire-resistant sound-dampening material on order.

M. Redmond said the Fund Balance Capital Projects report on Page 28 of the board packet should say 2018-19 instead of 2017-18. G. Kirkpatrick said that, as recommended by R. Khalife, the report had been integrated as part of the financial report instead of his director's report. R. Khalife said that in the coming weeks, he will be working to make the report easier to follow and provide a more accurate picture of the actual surplus.

R. Khalife asked board members to let him know if they had anything specific they wanted to look into. He asked the board if they would like him to sign the financial reports beginning in February, and they were all in favor of that change.

## BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for December 1-31, 2018.

## MANUAL INVOICES

None

## RESOLUTIONS

G. Kirkpatrick said the board should consider any resolutions that will be needed to allow R. Khalife to conduct his job moving forward. The board asked R. Khalife to come up with a list for the next meeting.

## PERSONNEL REPORT

G. Kirkpatrick noted that the library is filling the Librarian 2 position with an internal candidate but was not ready to make an announcement at the meeting. He was requesting to fill the soon-to-be-vacated Librarian 1 position.

H. Narang asked about overall staffing levels. G. Kirkpatrick said that even with some shifts in job titles over the past year, the FTE has remained flat. He noted that the positions that were previously held had been dropped off the list permanently and would not be part of the budget considerations.

The board discussed whether or not the “position held” designation was useful on the report. B. Sweeney said it seemed unnecessary to include unless the position represented an unmet need.

## PERSONNEL ACTION

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

- Librarian 1, part-time, permanent, 7.66 hours/week at \$26.44/hour or per contract
- Librarian 1, full-time, permanent, 35 hours/week at \$51,682/annual or per contract

## DIRECTOR’S REPORT

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

- The Friends of the Library will be holding a book collection and sale the weekend of April 12-14. They are still working out the details, but they will likely be collecting books on Friday and Saturday morning, with the sale taking place Saturday afternoon through Sunday. C. Brancatella said they may end up being inundated by donations in light of the current decluttering obsession. M. Kissinger said board members should consider volunteering to help. G. Kirkpatrick said the Friends are aware that book sales are something the community is interested in, so this is a way for them to test the process. The board suggested reaching out to the town to see if they could add a second book recycling bin that weekend. L. Scoons suggested reaching out to community groups such as the Scouts for volunteers. J. Becker also recommended youth court as a potential source of volunteers.
- G. Kirkpatrick reached out the Bethlehem School District, and they do have cyber liability insurance.
- The library received a thank you note from the town supervisor for participating in First Night. G. Kirkpatrick said visits to the library that night were steady, and overall attendance showed a big increase over the previous year. B. Sweeney asked whether the board would be participating in future years because discussion leading up to the event seemed to indicate it was unlikely and that the library was following through with it this year because a commitment had been made. G. Kirkpatrick said there was ultimately an agreement with the Masonic Temple for snow removal, but there are other factors that would play into future participation, including staffing needs. He noted that the community was very appreciative the library was participating. M. Kissinger asked that the board put the First Night discussion on the April agenda so trustees could have plenty of time to work out the particulars if they decide to participate next year.
- The board discussed the physical circulation stats in the report and noted that per capita numbers are some of the highest in the country.
- M. Kissinger asked how Albany’s fine free policy would work in practice. G. Kirkpatrick said some things may become clearer in a few months when the process has had a chance to work out the kinks. Ultimately, he said, the library will be looking at the small percentage of Bethlehem users that check out materials from the Albany to see if that number grows, an indication that being fine-free is enough of a motivator to change people’s behavior. H. Narang said any lost fine revenue would have to be significant enough to warrant the energy spent in trying to recover it.

- G. Kirkpatrick noted that C. Stollar Peters' stats indicate an unmet service need in Glenmont. J. Becker said that people have mentioned in the past that a drop box would be useful. G. Kirkpatrick said it was something to keep in mind as the library starts talking about the long-range plan. H. Narang asked if it was something they had to wait to address if there was an inexpensive solution, and asked that the board put it on the agenda for the March discussion. J. Becker suggested the Elsmere Fire Department as a potential drop-off point. M. Redmond said that the board is meeting with library architect Paul Mays later this month to start to get an idea of how to address those kinds of issues.
- G. Kirkpatrick is still waiting for tax levy limits from the comptroller and PILOT numbers from the town before he can finalize the budget draft for review. The board is working with a March deadline for the final decision.
- E-content is more than 10% in total circulation, indicating a significant shift in usage patterns in recent years. Demand is still high but it is starting to flatten out. Despite their cost, investment in eBooks and other e-content has a service impact because there still is unmet need. B. Sweeney asked what G. Kirkpatrick would expect e-content use to look like in 5-10 years. G. Kirkpatrick said he would guess that it would eventually even out near 25% of total checkouts, with some genres seeing higher electronic use than others.

#### UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said there will likely be a big push for more library funding at Advocacy Day with the Democrats winning the majority in the state Senate. She said she would be happy to provide dates and times to any trustee who would like to attend.

#### NEW BUSINESS

##### *Board committee schedule/rotation*

M. Kissinger suggested that each committee work to meet in the next six months to see if it is feasible. Committee members can decide which times work best for them. G. Kirkpatrick said that while the meetings did not represent a quorum, he would seek additional information about how to best satisfy open meeting obligations.

##### *UHLS System-wide My Card*

The Directors Association is considering a universal fine-free library card for youths 18 and under, similar to the My Cards issued by some libraries like Albany and Ravena. G. Kirkpatrick asked the board to allow Bethlehem library to accept My Cards from other libraries in the system. He said the number was pretty low with the biggest number of people it would affect coming from Ravena. C. Brancatella said there seemed to be no good reason to not accept them, and the board agreed.

On a MOTION by C. Brancatella and a SECOND by B. Sweeney, the board unanimous agreed to allow My Card library cards issued at other Upper Hudson libraries to be used at Bethlehem.

The board wanted the minutes to reflect that this decision ONLY refers to My Cards issued by other libraries and does not authorize BPL to issue its own My Card, as that would be a larger discussion for another time.

*NYS library smoking prohibition law*

The ban goes into effect after June 18, and refers only to smoking and not other tobacco use. The library will put up signs informing patrons of the new rules.

*School district veterans credit*

The school district is considering offering Cold War veterans a tax exemption, and if they do, it would automatically apply to library taxes. It would have no effect on total library income as it would redistribute the tax among area households.

*Board treasurer – resolutions needed*

R. Khalife said that he would need a board resolution if he will be signing financial reports in the future. The board asked him to provide a list of requested resolutions to act on the following month.

*Other new business*

K. Roberts noted the petition requirements for board candidates and said that packets would be available for pickup beginning Feb. 25. J. Becker said she would not be seeking re-election. Board members said they would get the word out to those who might be interested in running.

## OLD BUSINESS

*Long-range capital plan*

G. Kirkpatrick reminded the board that library architect Paul Mays would make a presentation Jan. 24 in the Storyhour Room at 6pm. Trustees will be able to ask questions following the approximately one-hour presentation covering space and service needs to kick off the long-range planning process. H. Narang said he spent some time with G. Kirkpatrick touring the building in December so he will be interested in hearing P. Mays' ideas.

*Bethlehem First Night Report*

Covered in an earlier discussion during the director's report.

*HVAC update*

The library is still waiting for some reports from DASNY, and an engineer is scheduled to be brought in at some point to evaluate why the HVAC system is not running properly. H. Narang said he would like to attend the upcoming meeting of those involved with the installation of the system.

*BCN-TV/studio makerspace update*

G. Kirkpatrick said there is one small technical issue with the one-button system, but the studio is nearly ready with new podcasting equipment and furniture. M. Kissinger asked if there would be a ribbon cutting and noted that the Chamber of Commerce loans out giant scissors for such events.

*Other old business*

No other old business at this time.

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

On a MOTION by J. Becker with a SECOND by C. Brancatella, the board adjourned the regular meeting at 7:48pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #7  
1/31/2019**

**CURRENT MONTHLY REVENUE**

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	4,681.31
Interest on Investment	1,831.37
Sale of Books	471.99
Gifts and Donations	0.00
Insurance Recovery	0.00
Photocopier	683.16
State Aid	0.00
Grants	0.00
Miscellaneous Income	25.00
<b>Total</b>	<b>\$7,692.83</b>

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #7  
1/31/2019**

**REPORT OF ESTIMATED AND ACTUAL YTD REVENUES**

FISCAL YEAR 2018-2019

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,934,858.00	3,789,566.30	145,291.70	96.31%
PILOT	196,336.00	197,033.70	(697.70)	100.36%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	30,000.00	22,183.35	7,816.65	73.94%
Interest on Investment	5,000.00	6,713.47	(1,713.47)	134.27%
Sale of Books	6,000.00	3,176.33	2,823.67	52.94%
Gifts and Donations, Misc	1,000.00	825.00	175.00	82.50%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	7,000.00	4,874.53	2,125.47	69.64%
State Aid	23,000.00	25,036.70	(2,036.70)	108.86%
Grants	0.00	25,000.00	(25,000.00)	
Miscellaneous Income	0.00	275.00	(275.00)	
Sub-Total	\$4,203,194.00	4,074,684.38	153,784.62	96.94%
Appropriated Funds Balance	\$0.00			
<b>TOTAL</b>	<b>\$4,203,194.00</b>			

**OPERATING CASH SUMMARY**

TD Checking Account:	2,464,368.54 *
TD Money Market:	1,626,007.26
TD Payroll Account:	0.00
Capital Project Fund:	262,959.23
<b>TOTAL</b>	<b>4,353,335.03</b>

\*Includes Interest of \$1,831.37 credited on 1/15/19

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #7**

**1/31/2019**

MANUAL DISBURSEMENTS - JANUARY HAND DRAWN CHECKS TD BANK	\$65,032.96
CASH DISBURSEMENTS - FEBRUARY ACCOUNTS PAYABLE TD BANK	\$85,617.26
TRUST & AGENCY DISBURSEMENTS - JANUARY SALARIES - TD BANK	\$177,655.15
CAPITAL PROJECT FUND HAND DRAWN CHECKS - FEBRUARY	\$1,874.54
<b>TOTAL</b>	<b>\$330,179.91</b>

**BETHLEHEM PUBLIC LIBRARY**

Check Warrant Report For A - 27: MANUAL DISB (JAN 19) For Dates 1/1/2019 - 1/31/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37489	01/09/2019	919	**VOID** ALTAMONT ENTERPRISE	190233	-39.00
37686	01/10/2019	919	ALTAMONT ENTERPRISE	190233	39.00
37687	01/10/2019	1833	BLUESHIELD OF NORTHEASTERN NY		7,004.83
37688	01/10/2019	1831	CDPHP UNIVERSAL BENEFITS, INC.		5,111.90
37689	01/10/2019	720	MVP HEALTH PLAN, INC.		3,337.68
37690	01/10/2019	2061	UNITED HEALTHCARE INSURANCE CO		112.64
37691	01/10/2019	1607	VERIZON BUSINESS FIOS	190002	201.99
37692	01/10/2019	1607	VERIZON BUSINESS FIOS	190002	126.98
37693	01/10/2019	1607	VERIZON BUSINESS FIOS	190002	127.77
37694	01/18/2019	1040	ALBANY COUNTY CLERK	190428	10.00
37695	01/18/2019	2087	CITIBANK	190384	1,560.92
37696	01/18/2019	2293	COMMERCIAL INVESTIGATIONS LLC	190427	128.30
37697	01/18/2019	1607	VERIZON BUSINESS FIOS	190002	122.77
37702	01/25/2019	1424	AFLAC NEW YORK		415.92
37703	01/25/2019	1831	CDPHP UNIVERSAL BENEFITS, INC.		37,588.88
37704	01/25/2019	720	MVP HEALTH PLAN, INC.		3,337.68
37705	01/25/2019	1570	NATIONAL GRID		5,742.12
37706	01/25/2019	2061	UNITED HEALTHCARE INSURANCE CO		102.58

Number of Transactions: 18

**Warrant Total: 65,032.96**

**Vendor Portion: 65,032.96**

**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 - 26: TRUST & AGENCY (JAN 19) For Dates 1/1/2019 - 1/31/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37634	01/15/2019	712	CIVIL SERVICE EMPL ASSOC INC.		991.11
37635	01/15/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
37636	01/15/2019	2003	NEW YORK STATE DEFERRED		2,143.50
37637	01/15/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
37698	01/30/2019	712	CIVIL SERVICE EMPL ASSOC INC.		991.11
37699	01/30/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
37700	01/30/2019	2003	NEW YORK STATE DEFERRED		2,394.53
37701	01/30/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100324	01/15/2019	709	BPL SPECIAL PAYROLL ACCOUNT		59,278.92
100325	01/15/2019	710	NYS INCOME TAX BUREAU		3,324.56
100326	01/15/2019	1946	IRS - PAYROLL TAX PMT		19,241.28
100327	01/30/2019	709	BPL SPECIAL PAYROLL ACCOUNT		62,199.94
100328	01/30/2019	710	NYS INCOME TAX BUREAU		3,415.91
100329	01/30/2019	730	NYS EMPLOYEES RETIREMENT SYSTE		3,015.72
100330	01/30/2019	1946	IRS - PAYROLL TAX PMT		20,118.57

**Number of Transactions: 15**

**Warrant Total: 177,655.15**  
**Vendor Portion: 177,655.15**

**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 - 29: CASH DISB (FEB 19) For Dates 2/12/2019 - 2/12/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37707	02/12/2019	30	ALBANY PUBLIC LIBRARY-MAIN BR	190460	56.95
37708	02/12/2019	2242	ALPHA CARD SYSTEMS	190413	354.08
37709	02/12/2019	1009	AMAZON CREDIT PLAN	190455	6,544.99
37710	02/12/2019	77	BAKER & TAYLOR , INC.	190396	17,850.69
37711	02/12/2019	1186	BAKER AND TAYLOR ENTERTAINMENT	190395	386.70
37712	02/12/2019	719	BETHLEHEM CENTRAL SCHOOL DIST	190451	45.69
37713	02/12/2019	103	BRODART INC	190224	58.28
37714	02/12/2019	2284	BROMKA, SONDRRA	190323	1,000.00
37715	02/12/2019	1771	CLCD, LLC	190433	675.00
37716	02/12/2019	1154	CRISAFULLI BROTHERS	190445	243.75
37717	02/12/2019	634	CSLP C/O DEMCO	190387	638.44
37718	02/12/2019	1240	DE LAGE LANDEN FINANCIAL SER	190010	440.00
37719	02/12/2019	1220	DEMCO, INC	190215	284.85
37720	02/12/2019	1991	EASTERN MANAGED PRINT NETWORK LLC	190417	131.13
37721	02/12/2019	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	190416	106.76
37722	02/12/2019	2215	ELM USA, INC	190391	167.20
37723	02/12/2019	1674	FINDAWAY	190441	318.68
37724	02/12/2019	1986	FIRSTLIGHT FIBER	190007	185.48
37725	02/12/2019	2090	FRS SPECTRA INC. DBA XSTAMPersonLINE	190388	78.80
37726	02/12/2019	1147	HAMILTON NEWS CO, INC.	190425	5,084.91
37727	02/12/2019	1576	JAEGER & FLYNN ASSOCIATES, INC	190404	1,253.50
37728	02/12/2019	1155	LAKESHORE LEARNING MATERIALS	190437	229.69
37729	02/12/2019	2246	LANGUAGE SERVICES ASSOCIATES, INC.	190009	3.75
37730	02/12/2019	2261	LIBRARY IDEAS, LLC	190454	34.95
37731	02/12/2019	1024	**CONTINUED** MIDWEST TAPE		0.00
37732	02/12/2019	1024	MIDWEST TAPE	190409	5,252.53
37733	02/12/2019	2148	NORTHEAST PEST CONTROL	190001	199.00
37734	02/12/2019	2088	NYSID	190334	174.23
37735	02/12/2019	2121	NYSPPSP	190264	245.40
37736	02/12/2019	2094	ORIENTAL TRADING COMPANY, INC.	190438	191.11
37737	02/12/2019	1823	OVER DRIVE INC.	190458	12,588.76
37738	02/12/2019	450	PHILLIPS HARDWARE INC	190013	48.88
37739	02/12/2019	1210	PROQUEST LLC	190444	2,693.60
37740	02/12/2019	478	QUILL.COM	190415	402.95
37741	02/12/2019	493	RECORDED BOOKS, LLC	190318	118.32
37742	02/12/2019	2294	SHAKER HERITAGE SOCIETY	190452	100.00
37743	02/12/2019	2038	STAPLES BUSINESS ADVANTAGE	190220	382.98
37744	02/12/2019	2154	STERICYCLE, INC.	190402	32.09
37745	02/12/2019	632	UPPER HUDSON LIBRARY SYSTEM	190423	24,005.25
37746	02/12/2019	638	VALUE LINE PUBLISHING LLC	190426	2,100.00
37747	02/12/2019	1968	VERIZON WIRELESS	190124	146.41
37748	02/12/2019	645	W W GRAINGER INC	190015	252.35
37749	02/12/2019	1884	W.B. MASON CO., INC.	190405	268.50
37750	02/12/2019	1714	WALKER DISPLAY, INC.	190414	240.63



**BETHLEHEM PUBLIC LIBRARY**

Check Warrant Report For H - 5: CASH DISB (H FUND) For Dates 2/1/2019 - 2/28/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1196	02/12/2019	1009	AMAZON CREDIT PLAN	190373	899.00
1197	02/12/2019	2264	B&H FOTO & ELECTRONICS CORP	190434	439.56
1198	02/12/2019	2292	ACOUSTICAL SURFACES INC.	190435	535.98

**Number of Transactions: 3**

**Warrant Total: 1,874.54**

**Vendor Portion: 1,874.54**

**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**

1/31/2019

<b>ACCOUNT</b>	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>ENDING BALANCE</b>
TD Bank General Fund	\$2,748,530.60	\$11,321.72	\$295,483.78	\$2,464,368.54
TD Bank Payroll	\$0.00	\$121,478.86	\$121,478.86	\$0.00
TD Bank Money Market	\$1,626,007.26	\$0.00	\$0.00	\$1,626,007.26
Capital Project Fund	\$262,959.23	\$0.00	\$0.00	\$262,959.23
<b>TOTAL:</b>	<b>\$4,637,497.09</b>	<b>\$132,800.58</b>	<b>\$416,962.64</b>	<b>\$4,353,335.03</b>

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

17

***TD Bank - General Fund***

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

**Balance on hand at the beginning of the month** \$2,748,530.60

**Receipts during the month**

Interest	1,831.37	
Transfers from Money Maket Account TD Bank	0.00	
Fines	4,681.31	
Copier	683.16	
Miscellaneous (Abate)	3,628.89	
Book Sale	471.99	
PILOT	0.00	
School Taxes	0.00	
Gifts	0.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	25.00	
<b>Total Receipts</b>		<u>\$11,321.72</u>
<b>Total Receipts Including Balance</b>		<b>\$2,759,852.32</b>

**Disbursements During Month By Check**

From Check #37638 to Check #37685	52,795.67	
Trust & Agency Payments (Payroll)	177,655.15	
From Check #37489 to Check #37706	65,032.96	
Transfers to Money Maket Account	0.00	
Adjustment	0.00	
<b>Total amount of Disbursements</b>		<u>\$295,483.78</u>
<b>Balance on Hand at End of Month</b>		<b>\$2,464,368.54</b>

**Reconciliation With Bank Statement**

Total Amount of Cash Balance on Deposit as shown by Bank Statement	2,476,518.73
Amount of Outstanding Checks	12,150.19
Balance on Deposit	2,464,368.54

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**  
**1/31/19**

<b>Check Number</b>	<b>Date</b>	<b>Amount</b>
37657	1/15/2019	402.00
37658	1/15/2019	42.94
37673	1/15/2019	1,550.00
37682	1/15/2019	6.99
37684	1/15/2019	402.00
37685	1/15/2019	100.00
37702	1/25/2019	415.92
37705	1/25/2019	5,742.12
37706	1/25/2019	102.58
37698	1/30/2019	991.11
37700	1/30/2019	2,394.53

**TOTAL** **\$12,150.19**

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - Payroll Account***

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

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

Receipts during the month

Transfer from Checking 1/15/19	59,278.92
Transfer from Checking 1/30/19	62,199.94

Total Receipts \$121,478.86

Total Receipts Including Balance \$121,478.86

**Disbursements During Month By Check**

1/15/19 - From Check #85380 to Check #85448	59,278.92
1/30/19 - From Check #85449 to Check #85518	62,199.94

<b>Total Amount of Disbursements</b>	<u>\$121,478.86</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	1,953.01
Amount of Outstanding Checks	1,953.01
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  
BANK ACCOUNT RECONCILIATION REPORT**

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

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

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

**Receipts during the month**

Transfer from General Fund 0.00

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

**Disbursements During Month By Check**

Transfers to General Fund 0.00  
Transfers to Capital Projects Fund 0.00

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

Reconciliation With Bank Statement

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

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

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

\_\_\_\_\_  
Secretary

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

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

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

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

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

Receipts during the month

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

Disbursements During Month By Check

From Check #1195 to Check #1195 0.00

	Total Amount of Disbursements	<u>0.00</u>
	Balance on Hand at End of Month	<b>\$262,959.23</b>

Reconciliation With Bank Statement

	Total Amount of Cash Balance on Deposit	
as shown by Bank statement	262,959.23	
Amount of Outstanding Checks	0.00	
Balance on Deposit	262,959.23	

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



23



Company Account Number XXXX-XXXX-XX80-9979	Payment Date 01/31/2019	New Balance \$1,560.92	Minimum Amount Due \$1,560.92	Enter Amount Paid 1560.92
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BETHLEHEM PUB LIBRARY      \*\*T0000054  
TANYA CHOPPY  
451 DELAWARE AVE  
DELMAR NY 12054-3042

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

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

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

## CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$31,439	\$00	\$00

*OK to pay  
GIC  
1/18/19*

Statement Date  
01/06/19

Payment Date  
01/31/19

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		824.04	- 824.04		1,560.92		1,560.92
Advances							
Company Totals	TOTAL	824.04	- 824.04		1,560.92		1,560.92

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

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

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

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

### CARDMEMBER SUMMARY

MCGINTY,CHRISTINE XXXX-XXXX-XX82-7335		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases					370.00		370.00
Advances							
Monthly Limit:	TOTAL				370.00		370.00

KIRKPATRICK,GEOFFREY XXXX-XXXX-XX82-7377		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases					1,025.47		1,025.47
Advances							
Monthly Limit:	TOTAL				1,025.47		1,025.47

PETERS,M CATHERINE XXXX-XXXX-XX82-7386		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases					82.00		82.00
Advances							
Monthly Limit:	TOTAL				82.00		82.00

<b>DAYS IN BILLING PERIOD: 31</b>							
Balance Subject	>	<b>Purchases</b>	<b>Cash Advances</b>	Payment Due:	1,560.92		
To Interest Charges	>	.00	.00	Amount Over Credit Limit:	.00		
Periodic Rate	>	.0000%	.0000%	Amount Past Due:	.00		
ANNUAL PERCENTAGE RATE	>	0.00%	0.00%	MINIMUM AMOUNT DUE:	1,560.92		



XXXX-XXXX-XX80-9979

Statement Date  
01/06/19

**CARDMEMBER SUMMARY**

COFFEY, KEVIN J XXXX-XXXX-XX56-3708	<i>Previous Balance</i>	<i>Payments</i>	<i>Credits</i>	<i>Purchases and Advances</i>	<i>Interest Charges</i>	<i>New Balance</i>
Monthly Limit: \$750	<i>Purchases Advances TOTAL</i>			83.45		83.45
				83.45		83.45

**COMPANY BOOKKEEPING DETAIL**

<b>BETHLEHEM PUB LIBRARY</b>				<b>XXXX-XXXX-XX80-9979</b>			
<i>Monthly Limit</i> \$33,000		<i>Cash Limit*</i> \$00		<i>Available Credit Line</i> \$31,439		<i>Available Cash Line**</i> \$00	
<i>Sale Date</i>	<i>Post Date</i>	<i>Reference Number</i>	<i>Type of Activity</i>			<i>Total Amount</i>	
12-25	12-28	74046588362359000020260	PAYMENT - THANK YOU			824.04	PY

**INDIVIDUAL CARDHOLDER ACTIVITY**

<b>MCGINTY, CHRISTINE</b>				<b>XXXX-XXXX-XX82-7336</b>			
<i>Monthly Limit</i> \$500		<i>Cash Limit*</i> \$00					
<i>Sale Date</i>	<i>Post Date</i>	<i>Reference Number</i>	<i>Type of Activity</i>			<i>Amount</i>	
12-10	12-11	24755418345133450016666	NYS PARKS SALES EPP WEB 518-4730767 NY TOTAL PURCHASES/ADVANCES/CREDITS			370.00	370.00

*Empire Pass sponsored by Friends*  
*190384*

<b>KIRKPATRICK, GEOFFREY</b>				<b>XXXX-XXXX-XX82-7377</b>			
<i>Monthly Limit</i> \$1,300		<i>Cash Limit*</i> \$00					
<i>Sale Date</i>	<i>Post Date</i>	<i>Reference Number</i>	<i>Type of Activity</i>			<i>Amount</i>	
12-07	12-10	24013398342001103247209	BELLINIS ITALIAN EATERY SLINGERLANDS NY			857.35	
12-21	12-24	24692168355100344954372	VISTAPR VISTAPRINT.COM 866-8936743 MA			113.91	
12-25	12-26	24492158359715776798564	RIDE WITH GPS 415-472-9809 OR			10.00	
01-01	01-02	24692169001100214432786	APL ITUNES.COM/BILL 866-712-7753 CA			3.23	
01-03	01-04	24692169003100493286323	VISTAPR VISTAPRINT.COM 866-8936743 MA			40.98	
TOTAL PURCHASES/ADVANCES/CREDITS						1,025.47	

*Staff Development Day*  
*190384*  
*190384*  
*190206*  
*190385*  
*190411*

*Program Posters*  
*Green Screen Backgrounds for 1st Night*  
*Survey Results Poster*

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



21130040 - 000177 - 0003 - 0003 - 26

XXXX-XXXX-XX80-9979

Statement Date  
01/06/19

INDIVIDUAL CARDHOLDER ACTIVITY

<b>PETERS, M CATHERINE</b>			<b>XXXX-XXXX-XX82-7385</b>		
Monthly Limit \$625		Cash Limit* \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
12-28	12-31	24204298362000231033545	123RF.COM 866-6553733 IL <b>190384</b>	82.00	
				TOTAL PURCHASES/ADVANCES/CREDITS	82.00
<i>Download Credits (Stock Photos)</i>					
<b>COFFEY, KEVIN J</b>			<b>XXXX-XXXX-XX56-3708</b>		
Monthly Limit \$750		Cash Limit* \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
12-10	12-12	24137468345200171554566	WAREHOUSE AT HUCK FINN ALBANY NY <b>190384</b>	69.00	
12-14	12-17	24138298349305001025970	PRICE CHOPPER #159 SLINGERLANDS NY	14.45	
				TOTAL PURCHASES/ADVANCES/CREDITS	83.45

*Rug for Studio*

*Distilled H<sub>2</sub>O for resurfacing machine*

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



America's Most Convenient Bank®

GOVERNMENTAL ENTITY CERTIFICATE OF RESOLUTION

(For Deposit Accounts)

<b>Depositor (Name of Governmental Entity):</b> BETHLEHEM PUBLIC LIBRARY  <b>Address:</b> 451 DELAWARE AVENUE, DELMAR, NY 12054	<b>Financial Institution:</b> TD Bank, N.A 11000 Atrium Way Mt. Laurel, NJ 08054
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I HEREBY CERTIFY that I am the duly elected and qualified Authorized Governmental Agent and keeper of records for the Depositor (also referred to as "Governmental Entity") named above, that the following is a true and complete copy of a Resolution duly adopted at a meeting of the Governing Body of said Governmental Entity held on, or dated on \_\_\_\_\_, 20\_\_ in accordance with the law and the by-laws of, or consent of, said Governmental Entity, and that my delivery of this Certificate of Resolution to Financial Institution certifies to Financial Institution that such Resolution is still in full force and effect.

I FURTHER CERTIFY that the name of the Depositor set forth above is the complete and correct name of the Governmental Entity and that the Governmental Entity is organized and existing under and by virtue of the laws of the State/Commonwealth/District of NEW YORK a Governmental Entity.

RESOLVED, that the Financial Institution named above, at any one or more of its offices or branches, be and it hereby is designated as a Financial Institution of and depository for the funds of this Governmental Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies (including electronic orders) bearing the signature of, or as otherwise authorized by, any one (1) of the following officers, employees or agents of this Governmental Entity ("Agents"), whose actual signatures are shown below:

Title	Name	Signature
DIRECTOR	GEOFFREY KIRKPATRICK	
BUSINESS ADMINISTRATOR	TANYA CHOPPY	
TREASURER	ROBERT KHALIFE	

FURTHER RESOLVED, the Agents, whose names and signatures appear above, are hereby authorized to open and maintain a deposit account or accounts of the Governmental Entity with the Financial Institution, subject to the terms and conditions of the Business Deposit Account Agreement, as it may be amended from time to time (the "Account Agreement").

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item or payment order drawn against any of the Governmental Entity's accounts with the Financial Institution bearing the signature of or as otherwise authorized by any such Agents even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed, or payment order authorized, in accordance with the resolutions contained herein, or the application or disposition of such item or payment order or the proceeds of the item or payment order.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Governmental Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution, and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions or purposes for which funds, checks or items of the Governmental Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remains in full force and effect until written notice of the revocation thereof shall have been delivered to and received by the Financial Institution at the location where an account of the Governmental Entity is maintained and Financial Institution has had a reasonable period of time to act upon such notice.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing resolutions now stand of record on the books of the Governmental Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

IN TESTIMONY WHEREOF, I have hereunto set my hand on \_\_\_\_\_ and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

SEAL

X  
\_\_\_\_\_  
Authorized Governmental Agent or Assistant Authorized Governmental Agent

(Title)

Note: In case the Authorized Governmental Agent or other certifying officer is designated by the foregoing resolutions as one of the signing officers, this certificate should also be signed by a second Officer or Director of the Governmental Entity and that the Financial Institution shall be and is authorized to honor and pay the same

Internal

February 11, 2019 - Board of Trustee Meeting											
Job Status Report											
											27
<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
Library Assistant FT	35 hrs/wk		\$36,860/ annual or per contract	S. Bhatti	11/1/2018	Resignation	11/12/2018	Filled	L. Gao	2/15/2019	Hire
Librarian II FT	35 hrs/wk		\$60,004/ annual or per contract	N. McDonough	11/23/2018	Resignation	11/12/2018	Filled	C. Brenner	2/1/2019	Hire
Library Clerk FT (reclass Technology Assistant FT)	35 hrs/wk		\$28,995/ annual or per contract	M. Giuffre	11/30/2018	Retirement	12/10/2018				
Librarian 1 PT	7.66 hrs/wk		\$26.44/hour or per contract	E. Sullivan	1/29/2019	Resignation	1/14/2019				
Librarian 1 FT	35 hrs/wk		\$51,862/ annual or per contract	C. Brenner	1/31/2019	Promotion	1/14/2019				
<u>Action Requested</u>											
<u>Positions Held</u>											

## Director's Report February 2018

### Building and Grounds

We had a major flooding and icing issue on the plaza. With a lot of hard work on the part of the maintenance department, we only had to close early one evening. We could not have done it without them.



We had a call with our HVAC project engineer about the performance of the system in the Board Room specifically and some conditions overall. They will work with our control systems contractor to try to figure out what is happening. We have had several complaints about it blowing cold air in the Board Room, and one group asked to be moved to the Community Room because they found it unacceptably cold.

The A/V system has been updated in the Community Room. We are still figuring out some of the details, but the new wireless microphones are working very well. The new system is a bit simpler to operate than the old one, which was one of the primary goals. We have one wireless lapel mic and one wireless handheld mic, as well as the existing wired microphones. The sound quality is MUCH better.

New furniture and sound reduction wall coverings have been added to the Studio Makerspace. We are currently setting up times for our beta testers to come in and help us refine our system.

## **Public Service**

We have renewed all online databases that we offered in the previous year. A second seat has been added to Value Line and Morningstar due to increased demand for these products. For the year, we saw a small increase in overall database use. We did not choose to pursue adding new databases at this time.

New museum passes are being added to the collection for the spring. Two passes for the Schenectady Historical Society/Mabee Farm historic site are already available to check out. We are working on adding the Wild Center in Tupper Lake and the Shaker Museum in Mount Lebanon. We increased the number of Empire Passes for the NYS Parks based on very good use and an enthusiastic reception from the public.

For those with video game nostalgia, the Library of Things now includes Atari and Nintendo Entertainment System classic video game consoles. The library also added three new VR headsets, which will replace the previous models. We are also loaning a portable photo studio for taking professional quality tabletop photos. These can be used for collectables, items for sale online or for other moderately sized objects.

Rene and Michael continue to provide Adobe Premier Elements training to the community. Rene reports that his participants have been very excited with lots of ideas and questions.

With only one month of data, we are not seeing an increase in Bethlehem users going to Albany libraries. We will continue to monitor this until reliable trend data are established.

Based on changes suggested by the staff that handle the Library of Things, we are standardizing the loan period to two weeks as well as making most items requestable, which has been frequently suggested by the public. Fishing poles, board games and museum passes will continue to be non-requestable.

In the interest of sustainability, we are experimenting with paperless hold request lists. Thank you to Edra from the Circulation team for taking this initiative and testing the hold management workflow thoroughly.

Based on patron suggestions, we added an online form that will enable expiring library card holders to confirm their contact information via email instead of requiring a phone call or in-library visit. The form is only accessible from the expiring patron email notice.

Mary and Michelle have been diligently working with the Town's Senior Services department in planning the Senior Prom, scheduled for May 10.

The Seed Library is coming along. The reference books have been relocated and all of the supplies have arrived except for the actual seeds. Tori has been working on creating a label template for our seed envelopes and plans to schedule some PIG teen volunteers to make the labels and repackage the seeds during February after the seeds arrive. She also started putting together the files we will need for our seed checkout binder.

The Pet Adoption Day Shark Tank team and Tori have been working on planning their program. Lisa B is reaching out to animal rescues to find participants. Lisa T has requested samples of giveaway items for us to check out before purchasing. Tori is coordinating activities for the day, including a Paws to Read session, a pet themed storytime, a pet-themed Creation Station craft, and more.

## Program Highlights

Frank offered the *Helping Victims of Human Trafficking* program, presented by Theresa Schillaci, the Safe Harbour coordinator for Albany County. The program informed the community on how the organization helps youth who are victims or at risk for human trafficking.

Anne is very happy to be overseeing the DayBooks book discussion programs (two sessions). Reading and literature is her passion, so moderating *Less* by Andrew Sean Greer, last year's Pulitzer Prize for Fiction title was very rewarding. This was her first time with the group, and she was happy to receive a lot of feedback afterwards. They liked the questions she brought to the table and were happy with how she redirected when the discussion got off topic. There were several who informed her that they were glad they came to the discussion because her questions made them think more deeply about the book and realize they appreciated the book more than they realized.

Tori offered her first Sew It Yourself program, which had a nice mix of participants, including adults, teens on their own, and teens with their parents. The participants enjoyed making an easy Sweetheart Charms project and planned to make more at home.

Cathy oversaw the Racism and Law – Confronting the Realities program (two parts), which began this month. The weather was challenging, but there was a good turnout for the first session. The program discussed the range of racial controversies affecting this country — from mass incarceration, to voting rights, affirmative action and beyond. Many of today's disputes in terms of three divergent legal concepts: colorblindness, diversity and reparations were discussed. The presenter Stephan Haimowitz, Esq. is very knowledgeable and the participants had a lot of questions.

## Outreach

Jody:

- Has been in contact with Atria Delmar Place about providing outreach to their residents.
- Provided outreach to Good Samaritan celebrating the anniversary of aviation in America.
- Provided book talks and reviews to the residents at Kenwood Manor.

Tori:

- Brought the new Nintendo Switch game to the Pit. With the release of Super Smash Bros. Ultimate, the teens have been busy unlocking the characters. The teens are thrilled to use the Nintendo Switch. A new projector was also purchased for easier use of the updated electronic game console, which works very well in the space.
- Led one session of the Hamagrael 5th grade Newbery Book Club. School librarian Pam Held selected titles that were getting potential Newbery Award buzz and the 5th graders were able to read and discuss them during lunch. Tori led the session on *The Miscalculations of Lightning Girl* by Stacy McAnulty (who actually grew up in Delmar). The students enjoyed the selection and had a lovely discussion.
- Collaborated with the BCMS librarian to discuss *The War that Saved My Life* by Kimberly Brubaker Bradley at the BCMS Book Club session. Most of the students enjoyed it even though they didn't think they were fans of historical fiction before reading the book. The next book club title will be *Dumplin'* by Julie Murphy.

- Brought the Sharpie collection to the Middle School, and the kids had a great time coloring the various “blank” items along with coloring and doodling. The activity was held (as we have been holding book club meetings) in the Eagle’s Nest, a redesigned space in the BCMS LMC. School librarian Silvia repurposed a computer lab to be a relaxation space with comfy seating and relaxing activities so that students have a place to chill out. The program had a great turnout for the activity with the Sharpies.

Mary:

- Visited four classes at Glenmont elementary with scheduled visits to the other K-4 classes in February.
- Provided the book *Not Even Bones* by Rebecca Schaeffer to interested HS Book Club members. This collaborative program with the HS librarian involved the discussion of the first section of the book with further discussion at future program dates.

Cathy:

- Visited the 4<sup>th</sup> grade classes at Slingerlands to discuss non-fiction titles and some new history series that the students might be interested in.

### **Meetings and Miscellany**

Robert, the library treasurer and I met several times this month to explore how we can work together on the library finances. I am excited to have him here and even more excited about how he can benefit the library going forward.

I attended Pat Fahy’s open house at her legislative home office. The libraries from the 109<sup>th</sup> District were well represented, and Pat reaffirmed her support for public libraries.

We met several times to coordinate the new procedures for the Studio Makerspace in anticipation of the official launch which will be announced in the next Footnotes. Gordon has been placed in charge and will work directly with the public and develop the scheduling procedures and rules for the space.

I am working with other members of the Capital District Library Council on coordinating region-wide oral history projects. Our Studio Makerspace includes podcasting abilities, which makes us an ideal location to record oral histories. The library council will focus on best practices for hosting, organization and making oral histories available and discoverable across the capital region.

We will be participating in the G3 program with the SUNY Albany School of Business this spring. It is the final year for this program as the school is changing the MBA capstone project in future years. I am excited that Bethlehem Public Library was specifically invited back by Linda Krzykowski and Paul Meising who oversee the program because of our great work with the students two years ago. We take the educational role of the library seriously with our interns from universities and the school district, as well as through programs like this. It is always a pleasure to work with bright engaged students and they work their hearts out to create direct benefits for the library.

### **CE training provided for the staff**

Sylvia has worked to create a training program for the part time staff that will focus on safety and the library's lockdown procedures in the event of an emergency. We have conducted several of these trainings previously but Sylvia's training will focus on reaching those staff members that are not available during regular business hours.

**Individual/Small Group CE**

Gordon viewed the Novelist: Science Fiction and Fantasy Readers' Advisory webinar.

Jody viewed the LJ webinar Spiritually Thinking: Books for the Mind, Body and Soul

Michelle attended the CDLC RIO (Reference Instruction and Outreach) meeting.

Michael viewed the Novelist SciFi Webinar: "Why Read Science Fiction?"

Frank and Chris viewed the Missouri State Library's *A Universe of Stories: Adult Summer Reading Program Planning* webinar.

Geoffrey Kirkpatrick, Library Director

<b>Library Collection</b>				<b>2017-18</b>	<b>Current Total</b>
Adult fiction				25,650	25,880
Adult non-fiction				29,279	28,537
Adult audio				7,387	7,495
Adult video				7,462	7,702
Young adult fiction				5,493	5,382
Young adult nonfiction				498	504
Young adult audiobooks				322	345
Children's fiction				26,831	26,136
Children's non-fiction				15,094	15,027
Children's audiobooks				1,380	1,501
Children's video				2,130	2,077
OverDrive - UHLS Shared				59,361	65,586
e-magazines				113	118
Electronic (games, ereaders)				467	456
<b>Total</b>				<b>181,467</b>	<b>186,746</b>
<b>Library Programs</b>	<b>Jan-19</b>	<b>Jan-18</b>	<b>% change</b>	<b>2017-18</b>	<b>F-Y-T-D</b>
Programs	55	59	-6.8%	854	505
Program attendance	1,032	1646	-37.3%	26,583	16,118
Outreach Programs	17	21	-19.0%	304	95
Outreach Attendance	258	457	-43.5%	8,919	2,190
<b>Circulation</b>	<b>Jan-19</b>	<b>Jan-18</b>	<b>% change</b>	<b>2017-18</b>	<b>F-Y-T-D</b>
Adult fiction	13,095	11,680	12.1%	143,450	89,425
Adult non-fiction	8,753	8,293	5.5%	94,927	55,679
Adult audio	4,376	4,248	3.0%	52,342	29,340
Adult video	10,326	9,376	10.1%	106,685	66,637
Adult magazines	2,153	1,987	8.4%	19,756	13,313
Young adult fiction	1,704	1,441	18.3%	18,900	11,363
Young adult nonfiction	109	86	26.7%	1,379	882
Young adult audiobooks	105	101	4.4%	1,243	796
Young adult magazines	1	14	-92.9%	98	40
Children's fiction	10,718	11,460	-6.5%	144,538	81,846
Children's non-fiction	3,556	3,909	-9.0%	41,533	21,431
Children's audiobooks	516	481	7.3%	7,249	4,540
Children's video	1,300	1,250	4.0%	15,823	9,885
Children's magazines	38	41	-7.3%	435	213
Electronic (games, ereaders)	554	541	2.4%	6,581	3,862
<b>Total</b>	<b>57,304</b>	<b>54,907</b>	<b>4.4%</b>	<b>654,937</b>	<b>389,252</b>
<b>Interlibrary Loan</b>	<b>Jan-19</b>	<b>Jan-18</b>	<b>% change</b>	<b>2017-18</b>	<b>F-Y-T-D</b>
Borrowed from others	8,262	7,577	9.0%	86,973	49,776
Loaned to others	5,840	5,940	-1.7%	67,687	41,038
<b>Miscellaneous</b>	<b>Jan-19</b>	<b>Jan-18</b>	<b>% change</b>	<b>2017-18</b>	<b>F-Y-T-D</b>
Visits to our home page	73,417	65,472	12.1%	939,696	431,516
Public use of meeting rooms	57	64	-10.9%	484	234
Public meeting attendance	684	716	-4.5%	5,860	3,728
Staff use & library programs	91	97	-6.2%	1,355	565
Study room sessions	598	532	12.4%	4,935	2,976
Tech room use	34	20	70.0%	364	208
Door count	28,663	27,234	5.2%	325,408	182,829
Registered BPL borrowers	70	83	-15.7%	1,117	594
Computer signups	3,350	3,146	6.5%	37,496	18,183
Museum Pass use	82	107	-23.4%	1,666	1,118
E-book use	6,538	4,780	36.8%	55,407	40,277
E-magazine use	1,455	1,355	7.4%	12,186	7,442
Equipment	415	302	37.4%	4,444	3,033
Wireless Use	16,382	7,744	111.5%	109,852	98,504

## 2018-19 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Jan. Exp.	Exp to date	Encumbered	Available	% Available
<b>Personnel</b>								
Salaries-Librarians	1,122,789	0	1,122,789	88,106	637,944	0	\$484,845	43%
Salaries-Clerical	987,451	0	987,451	70,786	518,035	0	\$469,416	48%
Salaries-Custodians	152,187	0	152,187	12,696	84,107	0	\$68,080	45%
Retirement	285,626	0	285,626	0	283,682	0	\$1,944	1%
SocSec/Medicare	173,483	0	173,483	12,720	94,319	0	\$79,164	46%
Worker's Comp.	23,000	0	23,000	0	18,851	0	\$4,149	18%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	294,558	0	294,558	46,437	190,198	1,199	\$103,161	35%
Disability Ins.	1,400	0	1,400	0	1,266	0	\$134	10%

**Materials**

Adult books	171,000	29,435	200,435	5,515	85,542	13,245	\$101,648	51%
Audiobooks	33,000	931	33,931	1,187	12,214	2,144	\$19,573	58%
Ebooks	105,000	0	105,000	7,610	72,963	25,621	\$6,417	6%
Electronic Resources	28,000	0	28,000	0	12,057	5,469	\$10,475	37%
Periodicals	21,000	0	21,000	0	13,716	5,085	\$2,199	10%

YS Books	85,000	16,253	101,253	4,191	41,640	4,640	\$54,973	54%
YS Audiobooks	5,000	869	5,869	255	2,105	550	\$3,214	55%
YS Media	7,000	5,288	12,288	828	7,978	351	\$3,959	32%

Special Collections	10,500	1,582	12,082	1,043	4,078	2,529	\$5,476	45%
AS Media	58,000	7,805	65,805	2,438	19,283	3,446	\$43,076	65%

**Operations**

Copiers and supplies	15,000	0	15,000	930	6,401	4,587	\$4,011	27%
Office supplies	23,000	0	23,000	286	4,049	2,949	\$16,002	70%
Custodial supplies	17,000	0	17,000	1,530	5,619	4,162	\$7,218	42%
Postage	17,000	479	17,479	1,012	8,726	778	\$7,975	46%
Printing	30,000	79	30,079	3,282	12,120	8,234	\$9,724	32%
Van lease & oper.	1,500	0	1,500	0	276	324	\$900	60%
Gas and Electric	65,000	0	65,000	5,742	31,757	0	\$33,243	51%
Telecommunications	11,000	0	11,000	914	8,213	6,101	-\$3,314	-30%
Water	3,000	0	3,000	0	2,475	0	\$525	18%
Taxes-sewer&water	3,700	0	3,700	3,114	3,114	0	\$586	16%
Refund property taxes	4,000	0	4,000	0	17,868	46	-\$13,914	-348%
Prof. Services	12,000	550	12,550	394	3,027	0	\$9,523	76%
Contract Services	37,500	0	37,500	2,157	7,753	7,023	\$22,724	61%
Insurance	29,000	0	29,000	0	25,995	0	\$3,006	10%
Travel/Conference	10,000	0	10,000	-6	5,078	338	\$4,584	46%
Memberships	2,000	0	2,000	0	445	30	\$1,525	76%
Special Programs	20,000	2,244	22,244	374	9,703	3,617	\$8,924	40%
Furniture&Equipment	50,000	1,941	51,941	909	11,288	21,226	\$19,428	37%
IT Hardware & Software	42,000	4,721	46,721	125	19,485	8,564	\$18,672	40%
Bld&Grnd. Repair	40,000	162	40,162	2,197	22,105	4,984	\$13,074	33%
Furn/Equip Repair	2,000	0	2,000	0	525	167	\$1,308	65%
Miscellaneous	3,500	0	3,500	772	-842	75	\$4,268	122%
Audit Service	13,000	0	13,000	3,875	19,375	0	-\$6,375	-49%
Accounting Service	13,000	0	13,000	0	13,068	682	-\$750	-6%
UHLAN fees	50,000	0	50,000	0	23,749	11,859	\$14,391	29%
Capital Expenditures	125,000	0	125,000	6,740	6,740	0	\$118,261	95%
<b>TOTAL</b>	<b>\$4,203,194</b>	<b>\$72,339</b>	<b>\$4,275,533</b>	<b>\$288,156</b>	<b>\$2,368,088</b>	<b>\$150,023</b>	<b>\$1,757,421</b>	<b>41%</b>

Monthly Gas and Electric Comparisons												
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
12/12/2016	33	1,576	48	\$689.63	\$20.90	\$0.44	33	31,104	943	\$2,776.58	\$84.14	\$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
1/11/2017	30	2,269	76	\$1,150.42	\$38.35	\$0.51	30	28,800	960	\$3,405.58	\$113.52	\$0.12
1/11/2018	30	2,964	99	\$1,474.51	\$49.15	\$0.50	30	30,336	1,011	\$3,501.04	\$116.70	\$0.12
2/10/2017	30	2,118	71	\$1,280.34	\$42.68	\$0.60	29	29,184	1,006	\$2,866.03	\$98.83	\$0.10
2/9/2018	29	2,380	82	\$1,388.85	\$47.89	\$0.58	29	28,800	993	\$3,871.09	\$133.49	\$0.13
3/13/2017	31	2,015	65	\$1,188.31	\$38.33	\$0.59	32	33,792	1,056	\$2,837.83	\$88.68	\$0.08
3/13/2018	33	1,833	56	\$1,238.17	\$37.52	\$0.68	32	30,336	948	\$2,672.72	\$83.52	\$0.09
4/12/2017	30	1,862	62	\$1,037.51	\$34.58	\$0.56	29	29,568	1,020	\$3,267.38	\$112.67	\$0.11
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10
7/13/2017	30	604	20	\$259.97	\$8.67	\$0.43	30	57,600	1,920	\$5,198.19	\$173.27	\$0.09
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10
8/10/2018	29	35	1	\$44.40	\$1.53	\$1.27	29	39,936	1,377	\$4,473.49	\$154.26	\$0.11
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09
9/11/2018	32	38	1	\$46.65	\$1.46	\$1.23	32	39,168	1,224	\$4,428.29	\$138.38	\$0.11
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09
10/11/2018	30	99	3	\$86.02	\$2.87	\$0.87	30	34,176	1,139	\$3,643.09	\$121.44	\$0.11
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10
11/8/2018	28	1,420	51	\$754.30	\$26.94	\$0.53	28	27,264	974	\$2,432.22	\$86.87	\$0.09
12/12/2017	33	1,606	49	\$798.17	\$24.19	\$0.50	33	29,184	884	\$2,618.16	\$79.34	\$0.09
12/11/2018	33	3,661	111	\$1,993.69	\$60.41	\$0.54	33	31,872	966	\$3,051.82	\$92.48	\$0.10
1/11/2018	30	2,964	99	\$1,474.51	\$49.15	\$0.50	30	30,336	1,011	\$3,501.04	\$116.70	\$0.12
1/11/2019	31	3,801	123	\$2,727.32	\$87.98	\$0.72	31	31,872	1,028	\$2,832.86	\$91.38	\$0.09

**Budget 2019-20  
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		2018-19	6 Month Expenses+	2019-20 Proposed	2019-20 +/- 2018-19	% +/-	NOTES							
<b>Expenses</b>														
<b>Salaries &amp; Benefits</b>			<b>Encumbrances</b>											
-150	Librarians	\$1,122,789	\$549,838	\$1,158,186	\$35,397	3.15%	Negotiated salary increases							
-160	Support Staff	\$987,451	\$447,249	\$1,014,578	\$27,127	2.75%	Negotiated salary increases							
-170	Custodians	\$152,187	\$71,411	\$160,373	\$8,186	5.38%	Negotiated salary increases							
-200	Retirement	\$285,626	\$283,682	\$279,232	(\$6,394)	-2.24%	Impact of new retirement tiers - cost reduction							
-210	Soc Sec/Medicare	\$173,483	\$81,599	\$178,485	\$5,002	2.88%	Proportional increase							
-220	Worker's Comp	\$23,000	\$18,851	\$23,000	\$0	0.00%	Stable							
-230	Unemp. Ins.	\$0	\$0	\$0	\$0	#DIV/0!	Self insured to \$10,000							
-240	Health Insurance	\$294,558	\$144,520	\$308,660	\$14,102	4.79%	Assumes 10% increase @1/1/2020 and estimates for three unfilled FT positions							
-250	Disability Insurance	\$1,400	\$1,266	\$1,400	\$0	0.00%								
<b>Total-Salaries &amp; Benefits</b>		<b>\$3,040,494</b>	<b>\$1,597,150</b>	<b>\$3,123,914</b>	\$83,420	2.74%								
<b>Library Materials</b>														
-300	Books	\$171,000	\$85,357	\$171,000	\$0	0.00%	Funding sufficient for current materials							
-305	Audio books (physical)	\$33,000	\$12,308	\$33,000	\$0	0.00%	Flat funding represents change to e-audiob							
-307	E-collections	\$105,000	\$73,660	\$125,000	\$20,000	19.05%	Significant increase to meet increasing demand							
-310	Electronic resources	\$28,000	\$12,057	\$28,000	\$0	0.00%	Costs stable, continued negotiated savings							
-313	Periodicals	\$21,000	\$13,716	\$21,000	\$0	0.00%	Stable costs for magazines							
-380	Media	\$58,000	\$19,295	\$55,000	(\$3,000)	-5.17%	Slight decrease in media spending							
-350	Children's Books	\$85,000	\$41,640	\$85,000	\$0	0.00%	Budget sufficient for demand							
-355	Children's audio books	\$5,000	\$2,105	\$4,500	(\$500)	-10.00%	Decreases in demand for physical audio							
-356	Children's Media	\$7,000	\$8,193	\$7,000	\$0	0.00%	Stable costs							
-370	Special collections	\$10,500	\$3,135	\$15,500	\$5,000	47.62%	Purchase innovative collections							
<b>Total-Materials</b>		<b>\$523,500</b>	<b>\$271,466</b>	<b>\$545,000</b>	\$21,500	4.11%								

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

**Budget 2019-20  
DRAFT**

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

TO: Geoff Kirkpatrick

FROM: Kristen Roberts

DATE: January 14, 2019

RE: Request to attend Library Marketing and Communications Conference

Geoff,

I would like to ask you and the board for the opportunity to attend the 2019 Library Marketing and Communications Conference in St. Louis, MO, this Nov. 13-14. I believe this would put me in a position to expand my communications toolkit and learn about best practices from other libraries. I was thrilled to find out there is such a robust organization dedicated to the unique message and marketing circumstances libraries face.

I am particularly interested in growing my skills in the areas of marketing and social media, and a past schedule (attached) shows those types of talks are well-represented at this conference.

Below is an estimate of the cost to attend, based on 2018 pricing. Registration is expected to open in May, and the conference has sold out in the past.

- \$450 conference registration/includes breakfast and lunch both days
- \$150/night for 2 nights at the Hyatt Regency (conference location, with discounted LMCC rates)
- \$400-\$500 roundtrip flight from Albany-St. Louis (arrival Tuesday, Nov. 12, and departure evening of Thursday, Nov. 14)
- 3 dinners at per diem rate (\$65?)
- \$70 roundtrip transportation via taxi or Uber from the airport to the convention center
- TOTAL: Approx. \$1,285-\$1,385

Thank you for considering this proposal to attend the LMCC2019.

Sincerely,

Kristen

Bethlehem Public Library

WORKSHOPS • MEETINGS • SEMINARS • CONTINUING EDUCATION • PROFESSIONAL DEVELOPMENT

Name Kristen Roberts Date Jan. 11, 2019  
*please print*

I request approval to attend/participate in: 2019 Library Marketing and Communications Conference  
*program title*

Sponsored by LMCC

Date Nov. 13-14, 2019 Time \_\_\_\_\_

Place Hyatt at the Arch in St. Louis, MO

Have you registered?\* YES  NO  Is there a fee?\* YES: \$ 450, plus travel NO

*\*Attach documentation. When a fee is charged, you must obtain approval before registering.*

I am a current member of: NYLA  ALA  other \_\_\_\_\_

Supervisor's approval \_\_\_\_\_ Date \_\_\_\_\_

Director's approval \_\_\_\_\_ Date \_\_\_\_\_

# Welcome to #LMCC18

**Wednesday, November 14, 2018**

See full session descriptions at: [librarymarketingconference.org/schedule](http://librarymarketingconference.org/schedule)

**7:30 - 8:30 am**

Regency Foyer

Registration

**7:30 - 8:30 am**

Regency Ballroom C & D

Complimentary Breakfast

**8:30 - 9:30 am**

Regency Ballroom C & D

Welcome & The LMCC Inaugural President's Program  
*Sponsored by Gale Cengage*

*Cordelia Anderson of the Charlotte Mecklenburg Library & Jennifer Burke*

**9:30 - 10:00 am**

Regency Foyer

Beverage & Networking Break  
*Sponsored by OCLC & OCLC Wise*

**Communications/  
PR Track**

REGENCY A

**Graphic Design/  
Technology Track**

REGENCY B

**Social Media Track**

REGENCY E

**Marketing Strategies/  
Plans Track**

REGENCY F

**10:00 - 11:00 am**

The Conversation Continues  
with Cordelia and Jennifer

Practical Tips to Improve  
Your Library's Website

Influencer Marketing: Turn  
Social Media Followers into  
Brand Ambassadors

The Art and Science of  
Marketing Communications

**11:15 am - 12:15 pm**

Leveling Up: Using  
Assessment Data to Up  
Your Marketing Game  
and Communicate Your  
Library's Impact

Optimizing Library Marketing  
with Short Links

Building Strong  
Social Media  
Communications Teams

Crisis Communications:  
How to Keep Calm  
and Cut Down on Chaos

**12:15 pm - 1:30 pm**

Regency Ballroom C & D

Complimentary Lunch

**1:00 - 5:00 pm**

Regency Foyer

Swag Swap

**1:30 - 2:30 pm**

Learn to Enhance Your  
Library's Brand Through the  
Exploration and Creation of  
Your Personal Brand

Fundamentals of  
Compelling Design:  
Movement and Texture

5 Keys to  
#SocialMediaSuccess  
in Academic Libraries

From Print to Digital:  
Transforming Your  
Library Marketing with  
Strategy and Innovation

**2:45 - 3:45 pm**

Generating and Framing  
Content: Strategic  
Multi-Platform Content  
Marketing in  
Academic Libraries

This Library is #1 in Google  
for Over 100,000 Keywords:  
Here's How They Did It

Snapchat in Libraries:  
A Cross-Departmental  
Tool for Instruction  
and Communications

One Hook, Many Hats:  
How to Create an  
Evergreen Marketing  
Campaign

**3:45 - 4:15 pm**

Regency Foyer

Snack Break

*Sponsored by LibraryAware from EBSCO*

**4:15 - 5:15 pm**

An Ecology of News: How  
to Make the Most of Your  
Content and Finally Reach  
All Your Audiences

Not Another  
Boring, Cluttered Flyer:  
Graphic Design Tips  
and Tools Round-Up

#WinningatSocialMedia  
#AskMeHow

Adding Advertising  
to the Budget

**5:45 pm and 6:30 pm**

Leaving for Dine-Arounds

# Welcome to #LMCC18

**Thursday, November 15, 2018**

See full session descriptions at: [librarymarketingconference.org/schedule](http://librarymarketingconference.org/schedule)

**7:30 - 8:30 am**

Regency Ballroom C & D

Complimentary Breakfast

**8:30 - 8:45 am**

Regency Ballroom C & D

Welcome

**8:45 - 9:30 am**

Regency Ballroom C & D

Keynote: Customer Experience Marketing, Why Libraries Are Made for This

*Todd Baker, Non-Profit Marketing Expert*

**9:00 am - 3:00 pm**

Regency Foyer

Swag Swap

**9:30 - 10:00 am**

Regency Foyer

Beverage & Networking Break

*Sponsored by OCLC & OCLC Wise*

**Partnerships/  
Advocacy Track**

REGENCY A

**Engagement/Focus  
on User Track**

REGENCY B

**Internal Marketing Track**

REGENCY E

**Promoting Library  
Programs/Services Track**

REGENCY F

**10:00 - 11:00 am**

**Winning the Vote:  
The Administrator's  
Perspective on Advocating  
for a Successful  
Tax Proposition**

**What's My Motivation Here?  
Creating User Personas  
to Market to Diverse Users**

**Style Guides and Checklists  
and Logos, Oh My!  
Creating a Communications  
Toolkit to Empower Your  
Library Employees**

**Marketing Library Services  
to Distance Learners at an  
Online College: Strategies  
and Lessons Learned**

**11:15 am - 12:15 pm**

**Marketing Public  
Art in Libraries  
(REGENCY B)**

**Using Customer Segmentation  
and Data to Increase  
the Impact of Your  
Library's Marketing Efforts  
(REGENCY A)**

**"Just One Thing":  
A Marketing Concept  
for All Library Staff**

**We Have an Official Library  
Outreach Program!  
Now What?**

**12:15 pm - 1:30 pm**

Regency Ballroom C & D

Complimentary Lunch

**1:30 - 2:30 pm**

**Before, During, and After:  
Communications Techniques  
for a Successful  
Levy Campaign**

**What About Me?  
Bringing Diversity  
and Inclusion into  
Your Library Marketing**

**Transcending the Details:  
Building Productive Work  
Relationships with  
Your Library Staff**

**Energizing New  
Student Orientation**

**2:45 - 3:45 pm**

**Navigating Community  
Partnerships**

**What Color Is Your Gel Pen?  
Personality Quizzes  
and Their Place in Your  
Library's Engagement  
Strategy**

**From Serendipity to Success:  
Creating and Sustaining  
a Successful Marketing Team**

**Hiding Vegetables in  
Brownie Batter:  
Serving Up Mission-Focused  
Programming that Satisfies  
Evolving Community Needs**

**3:45 - 4:15 pm**

Regency Foyer

Snack Break

**3:45 - 4:45 pm**

Regency Ballroom C & D

Wrap Up

## Bethlehem Public Library Annual Report For Public And Association Libraries - 2018

CURRENT YEAR

PREVIOUS YEAR

### 1. GENERAL LIBRARY INFORMATION

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

Report all information in Part 1 as of December 31, 2018, except for questions related to the current library director/manager (questions 1.37 through 1.45).

1.1	Library ID Number	8400011730	8400011730
1.2	Library Name	BETHLEHEM PUBLIC LIBRARY	BETHLEHEM PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Delmar	Delmar
1.6	Beginning Fiscal Reporting Year	07/01/2017	07/01/2016
1.7	Ending Fiscal Reporting Year	06/30/2018	06/30/2017
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if N/A No was answered to Question 1.8.		N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2017	07/01/2016
1.12	Ending <u>Local</u> Fiscal Year	06/30/2018	06/30/2017
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.15	City	DELMAR	DELMAR
1.16	Zip Code	12054	12054
1.17	Mailing Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.18	City	DELMAR	DELMAR

1.19	Zip Code	12054	12054
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 439-9314	(518) 439-9314
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 478-0901	(518) 478-0901
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@bethlehempubliclibrary.org	director@bethlehempubliclibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.bethlehempubliclibrary.org	www.bethlehempubliclibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	27,878	27,878
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	09/10/1931	09/10/1931
1.30	Date the library was last registered	02/26/1914	02/26/1914
1.31	Federal Employer Identification Number	146000275	146000275
1.32	County	ALBANY	ALBANY
1.33	School District	Bethlehem Central School District	Bethlehem Central School District
1.34	Town/City	Bethlehem	Bethlehem
1.35	Library System	Upper Hudson Library System	Upper Hudson Library System
<b>THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.</b>			
1.36a	President/CEO Name		
1.36b	President/CEO Phone Number		

## 1.36c President/CEO Email

NOTE: For questions 1.37 through 1.45, report all information for the current library director/manager.

1.37	Title of Library Director/ Manager (select one):	Mr.	<i>Mr.</i>
1.38	First Name of Library Director/Manager	Geoffrey	<i>Geoffrey</i>
1.39	Last Name of Library Director/Manager	Kirkpatrick	<i>Kirkpatrick</i>
1.40	NYS Public Librarian Certification Number	22028	<i>22028</i>
1.41	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
1.43	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	<i>Y</i>
1.44	E-mail Address of the Director/Manager	director@bethlehempubliclibrary.org	<i>director@bethlehempubliclibrary.org</i>
1.45	Fax Number of the Director/Manager	(518) 478-0901	<i>(518) 478-0901</i>
1.46	Is the library a member of the New York State and Local Retirement System?	Y	<i>Y</i>
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	Y	<i>Y</i>
1.48	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2018? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49.	Y	<i>Y</i>
1.	Name of municipality or district holding the public vote	Bethlehem Central School District	<i>Bethlehem Central School District</i>
2.		School District	<i>School District</i>

Indicate the type of municipality or district holding the public vote			
3.	Date the vote was held (mm/dd/2018)	05/15/2018	05/16/2017
4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	budget vote (school district public library only)	<i>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$3,828,270	\$3,750,557
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$106,588	\$77,713
6c.	Total proposed appropriation (sum of 6a and 6b):	\$3,934,858	\$3,828,270

**This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

1.49	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2018) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50.	N	N
1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?		
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	N/A
1.50	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not	N	N

served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.51.

1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A
1.51	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	N	N

## 2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	31,143	30,042
2.2	Adult Non-fiction Books	29,484	30,189
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	60,627	60,231
2.4	Children's Fiction Books	26,831	25,523
2.5		15,094	15,230

	Children's Non-fiction Books		
2.6	<b>Total Children's Books</b> (Total questions 2.4 & 2.5)	41,925	40,753
2.7	<b>Total Cataloged Books</b> (Total questions 2.3 & 2.6)	102,552	100,984
<b>Other Print Materials</b>			
2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	426	468
2.10	All Other Print Materials	0	0
2.11	<b>Total Other Print Materials</b> (Total questions 2.8 through 2.10)	426	468
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	102,978	101,452
<b>ALL OTHER MATERIALS</b>			
<b>Electronic Materials</b>			
2.13	Electronic Books	45,810	35,553
2.14	Local Electronic Collections	15	14
2.15	NOVEL <sub>NY</sub> Electronic Collections	16	16
2.16	<b>Total Electronic Collections (Total questions 2.14 and 2.15)</b>	31	30
2.17	Audio - Downloadable Units	12,950	10,944
2.18	Video - Downloadable Units	654	522
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	12,882	11,390
2.20	<b>Total Electronic Materials</b> (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	72,327	58,439
<b>Non-Electronic Materials</b>			
2.21	Audio - Physical Units	9,089	9,161
2.22	Video - Physical Units	9,592	8,292
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	760	641
2.24	<b>Total Other Materials Holdings (Total questions 2.21 through 2.23)</b>	19,441	18,094
2.25		194,746	177,985

**GRAND TOTAL  
HOLDINGS** (Total  
questions 2.12, 2.20 and  
2.24)

**CURRENT SERIAL SUBSCRIPTIONS**

2.26	Current Print Serial Subscriptions	216	236
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.27	Cataloged Books	14,831	18,250
2.28	All Other Print Materials	0	0
2.29	Electronic Materials	8,718	8,339
2.30	All Other Materials	3,267	4,026
2.31	<b>Total Additions</b> (Total questions 2.27 through 2.30)	26,816	30,615

**3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**

Report all information on questions 3.1 through 3.28 as of the end of the fiscal year reported in Part 1; report information on questions 3.29 through 3.80 for the 2018 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

**LIBRARY USE**

3.1	Library visits (total annual attendance)	325,408	346,717
3.2	Registered resident borrowers	20,387	19,524
3.3	Registered non-resident borrowers	74	75

Please report information on WRITTEN POLICIES as of 12/31/18.

**WRITTEN POLICIES (Answer Y for Yes, N for No)**

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/18.

**ACCESSIBILITY (Answer Y for Yes, N for No)**

3.10	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.11	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y
3.12	Does the library have large print books?	Y	Y
3.13	Does the library have assistive technology for the blind and visually impaired?	Y	Y
3.14 -	If so, what do you have?		
	screen reader, such as JAWS or Windoweyes	No	No
	refreshable Braille keyboard	No	No
	screen magnification software, such as Zoomtext	Yes	Yes
	electronic scanning and reading software, such as OpenBook	No	No
3.15	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	Y

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

#### LIBRARY SPONSORED PROGRAMS

3.16	Adult Program Sessions	216	240
3.17	Young Adult Program Sessions	124	113
3.18	Children's Program Sessions	758	845
3.19	All Other Program Sessions	60	25
3.20	<b>Total Number of Program Sessions (Total questions 3.16 through 3.19)</b>	1,158	1,223
3.21	One-on-One Program Sessions	564	788
3.22	Do library staff, trustees and/or volunteers reach	Yes	Yes

outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?

3.23	Adult Program Attendance	4,257	4,486
3.24	Young Adult Program Attendance	2,766	3,243
3.25	Children's Program Attendance	22,046	22,271
3.26	All Other Program Attendance	6,866	4,470
3.27	<b>Total Program Attendance (Total questions 3.23 through 3.26)</b>	35,935	34,470
3.28	One-on-One Program Attendance	564	788

Please report information on SUMMER READING PROGRAMS for the 2018 calendar year.

### SUMMER READING PROGRAM

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2018 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.30	Library outlets offering the summer reading program	1	1
3.31	Children registered for the library's summer reading program	863	804
3.32	Young adults registered for the library's summer reading program	207	239
3.33	Adults registered for the library's summer reading program	79	98
3.34	<b>Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33)</b>	1,149	1,141
3.35		192	119

	Children's program sessions - Summer 2018		
3.36	Young adult program sessions - Summer 2018	50	33
3.37	Adult program sessions - Summer 2018	35	40
3.38	<b>Total program sessions - Summer 2018 (total 3.35 + 3.36 + 3.37)</b>	277	192
3.39	Children's program attendance - Summer 2018	6,059	5,451
3.40	Young adult program attendance - Summer 2018	1,136	1,266
3.41	Adult program attendance - Summer 2018	1,119	1,422
3.42	<b>Total program attendance - Summer 2018 (total 3.39 + 3.40 + 3.41)</b>	8,314	8,139
<b>COLLABORATORS</b>			
3.43	Public school district(s) and/or BOCES	1	1
3.44	Non-public school(s)	1	2
3.45	Childcare center(s)	1	1
3.46	Summer camp(s)	0	0
3.47	Municipality/Municipalities	1	1
3.48	Literacy provider(s)	0	0
3.49	Other (describe using the State note)	14	25
3.50	<b>Total Collaborators (total 3.43 through 3.49)</b>	18	30

Please report information on EARLY LITERACY PROGRAMS for the 2018 calendar year.

### EARLY LITERACY PROGRAMS

3.51	Did the library offer early literacy programs? (Enter Y Y for Yes, N for No)		Y
3.52	- Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.53	- Number of sessions		
a.	Focus on birth - school entry (kindergarten)	15	34
b.	Focus on parents & caregivers	0	0
c.	Combined audience	312	278
d.	N/A	0	0
3.54	<b>Total Sessions</b>	327	312
3.55	- Attendance at sessions		

a.	Focus on birth - school entry (kindergarten)	178	234
b.	Focus on parents & caregivers	0	0
c.	Combined audience	9,761	7,904
d.	N/A	0	0
3.56	<b>Total Attendance</b>	9,939	8,138
3.57 - Collaborators (check all that apply):			
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	Yes	Yes

Please report information on ADULT LITERACY for the 2018 calendar year.

#### ADULT LITERACY

3.58	Did the library offer adult literacy programs?	Yes	Yes
3.59	Total group program sessions	12	20
3.60	Total one-on-one program sessions	128	191
3.61	Total group program attendance	193	130
3.62	Total one-on-one program attendance	128	191
3.63 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	Yes	Yes

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2018 calendar year.

#### PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.64	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.65	Children's program sessions	0	0
3.66	Young adult program sessions	0	0
3.67	Adult program sessions	0	0
3.68		0	0

	<b>Total program sessions (total 3.65 + 3.66 + 3.67)</b>		
3.69	One-on-one program sessions	0	0
3.70	Children's program attendance	0	0
3.71	Young adult program attendance	0	0
3.72	Adult program attendance	0	0
3.73	<b>Total program attendance (total 3.70 + 3.71 + 3.72)</b>	0	0
3.74	One-on-one program attendance	0	0
3.75	- Collaborators (check all that apply):		
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2018 calendar year.

#### DIGITAL LITERACY

3.76	Did the library offer digital literacy programs?	Y	Y
3.77	Total group program sessions	43	50
3.78	Total one-on-one program sessions	128	228
3.79	Total group program attendance	541	790
3.80	Total one-on-one program attendance	128	228

#### 4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

##### CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	132,041	138,522
4.2	Adult Non-fiction Books	87,156	86,870
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	219,197	225,392
4.4	Children's Fiction Books	141,201	146,226
4.5	Children's Non-fiction Books	41,378	40,711
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	182,579	186,937
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	401,776	412,329

##### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	163,497	172,476
4.9	Circulation of Children's Other Materials	22,622	24,731
4.10	<b>Total Circulation of Other Materials (Total questions 4.8, 4.9)</b>	186,119	197,207
4.11	<b>Physical Item Circulation (Total questions 4.7 &amp; 4.10)</b>	587,895	609,536
<b>ELECTRONIC USE</b>			
4.12	Use of Electronic Material	68,575	63,508
4.13	Successful Retrieval of Electronic Information	54,495	65,235
4.14	<b>Electronic Content Use (Total questions 4.12 &amp; 4.13)</b>	123,070	128,743
4.15	<b>Total Circulation of Materials (Total questions 4.11 &amp; 4.12)</b>	656,470	673,044
4.16	<b>Total Collection Use (Total questions 4.13 &amp; 4.15)</b>	710,965	738,279
4.17	<b>Grand Total Circulation of Children's Materials (Total questions 4.6 &amp; 4.9)</b>	205,201	211,668
<b>REFERENCE TRANSACTIONS</b>			
4.18	Total Reference Transactions	94,866	82,402
4.19	Does the library offer virtual reference?	Y	Y
<b>INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)</b>			
4.20	TOTAL MATERIALS RECEIVED	87,018	84,021
<b>INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)</b>			
4.21	TOTAL MATERIALS PROVIDED	67,699	70,671

## 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2018.

### SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	939,696	653,745
5.5	Does the library use Internet filtering software on any computer?	N	N

5.6	Does your library use social media?	Y	
5.7	Does the library file for E-rate benefits?	N	
5.8	Is the library part of a consortium for E-rate benefits?	N	
5.9	If yes, in which consortium are you participating?	N/A	
5.10	Name of the person responsible for the library's Information Technology (IT) services	Geoffrey Kirkpatrick	<i>Geoffrey Kirkpatrick</i>
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 439-9314	<i>(518) 439-9314</i>
5.12	IT contact's email address	director@bethlehempubliclibrary.org	<i>director@bethlehempubliclibrary.org</i>

## 6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

### FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	35
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### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	13.48	14.15
6.5	Vacant Librarian (certified)	0	0.33
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	1.46	1.46
6.9	Vacant Library Specialist/Paraprofessional (not certified)	1	0
6.10	Other Staff	26.92	26.87
6.11	Vacant Other Staff	1.29	2.76
6.12	<b>TOTAL PAID STAFF</b> (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	42.86	43.48
6.13		2.29	3.09

**VACANT TOTAL PAID  
STAFF (Total questions  
6.3, 6.5, 6.7, 6.9 & 6.11)**

**SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	1	<i>1</i>
6.15	Salary - Entry Level Librarian (certified)	\$50,688	<i>\$50,668</i>
6.16	FTE - Library Director (certified)	1	<i>1</i>
6.17	Salary - Library Director (certified)	\$108,360	<i>\$108,360</i>
6.18	FTE - Library Manager (not certified)	N/A	<i>0</i>
6.19	Salary - Library Manager (not certified)	N/A	<i>\$0</i>

**7. MINIMUM PUBLIC LIBRARY STANDARDS**

Report all information as of December 31, 2018. Please click [here](#) to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y	<i>Y</i>
7.2	2. Has a board-approved written long range plan of service.	Y	<i>Y</i>
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y	<i>Y</i>
7.4	4. Has board-approved written policies for the operation of the library.	Y	<i>Y</i>
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y	<i>Y</i>
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y	<i>Y</i>
7.7	7. Is open the minimum standard number of public service hours for	Y	<i>Y</i>

population served. (see instructions)

8. Maintains a facility to meet community needs, including adequate:

7.8	8a. space	Y	Y
7.9	8b. lighting	Y	Y
7.10	8c. shelving	Y	Y
7.11	8d. seating	Y	Y
7.12	8e. restroom (see instructions)	Y	Y

9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

7.13	9a. telephone	Y	Y
7.14	9b. photocopier (see instructions)	Y	Y
7.15	9c. microcomputer or terminal	Y	Y
7.16	9d. printer	Y	Y
7.17	9e. Fax capability (see instructions)	Y	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS</b> (Total questions 8.1 - 8.4)	1	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	67.00	67.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9		67.00	67.00

Minimum Weekly Total  
Hours - Total Hours Open  
(Total questions 8.6 - 8.8)

8.10	Annual Total Hours - Main Library	3,704.00	3,704.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,704.00	3,704.00

## 9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#)

1.	Outlet Name	Bethlehem Public Library	<i>Bethlehem Public Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	451 Delaware Avenue	<i>451 Delaware Avenue</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code	12054	<i>12054</i>
7.	Phone (enter 10 digits only)	(518) 439-9314	<i>(518) 439-9314</i>
8.	Fax Number (enter 10 digits only)	(518) 478-0901	<i>(518) 478-0901</i>
9.	E-mail Address	information@bethlehempubliibrary.org	<i>information@bethlehempubliibrary.org</i>
10.	Outlet URL	http://www.bethlehempubliibrary.org	<i>http://www.bethlehempubliibrary.org</i>
11.	County	Albany	<i>Albany</i>
12.	School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
13.	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,704	<i>3,407</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use	N	<i>N</i>

	even when the outlet is closed?		
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	5,419	497
20.	Enter the appropriate outlet code (select one):	LRF	N/A
21.	Who owns this outlet building?	School District	School District
22.	Who owns the land on which this outlet is built?	School District	School District
23.	Indicate the year this outlet was initially constructed	1970	1970
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2004	2004
25.	Square footage of the outlet	32,360	32,360
26.	Number of internet computers at this outlet used by general public	78	68
27.	Number of uses (sessions) of public Internet computers per year	37,496	41,015
28.	Type of connection on the outlet's public Internet computers	Fiber	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Other (specify using the State note)	Other (specify using the State note)
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	109,852	84,156
34.	Does the outlet have interactive videoconferencing capability for public use?	Y	Y
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
37.	Does your <b>outlet</b> have a Makerspace?	Y	

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38.	<i>LIBID</i>	8400011730	<i>8400011730</i>
39.	<i>FSCSID</i>	NY0702	<i>NY0702</i>
40.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
41.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>

## 10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2018. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2018 to December 31, 2018)	12	<i>12</i>
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### NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	No	<i>No</i>
10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	7	<i>7</i>
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes	<i>Yes</i>
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	5 years	<i>5 years</i>

### BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	<i>EP - board members are elected in a public election</i>
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List Officers and Board Members as of February 1, 2019. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

### BOARD PRESIDENT

10.9	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant	Ms.	<i>Ms.</i>
10.10	First Name	Mary	<i>Mary</i>
10.11	Last Name	Redmond	<i>Redmond</i>
10.12	Mailing Address	xxxxxx	<i>xxxxxx</i>
10.13	City	Delmar	<i>Delmar</i>

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10.14	Zip Code (5 digits only)	12054	12054
10.15	Phone (enter 10 digits only)	518xxxxxxx	(518) xxxxxx
10.16	E-mail Address	mary.redmond@bethpl.org	mary.redmond@bethpl.org
10.17	Term Begins - Month	July	July
10.18	Term Begins - Year (yyyy)	2017	2017
10.19	Term Expires - Month	June	June
10.20	Term Expires - Year (yyyy)	2022	2022
10.21	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
10.22	The date the Oath of Office was taken (mm/dd/yyyy)	07/10/2017	7/10/2017
10.23	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/11/2017	7/11/2018
10.24	Is this a brand new trustee?	N	N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect (**but do not include the Board President—this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com).

1.	Title of Board Member (select one):	Mr.	Mr.
2.	First Name of Board Member	Mark	Mark
3.	Last Name of Board Member	Kissinger	Kissinger
4.	Mailing Address	xxxxxxx	xxxxxxx
5.	City	Delmar	Delmar
6.	Zip Code (5 digits only)	12054	12054
7.	E-mail address	mark.kissinger@bethpl.org	mark.kissinger@bethpl.org
8.	Office Held or Trustee	Vice President	Vice President
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2018	2013
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2023	2018
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/09/2018	07/09/2013
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2018	07/11/2013
16.	Is this a brand new trustee?	N	N
1.		Mrs.	Mr.

	Title of Board Member (select one):		
2.	First Name of Board Member	Joyce	<i>Brian</i>
3.	Last Name of Board Member	Becker	<i>Sweeney</i>
4.	Mailing Address	xxxxxx	<i>xxxxxx</i>
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code (5 digits only)	12054	<i>12054</i>
7.	E-mail address	joyce.becker@bethpl.org	<i>brian.sweeney@bethpl.org</i>
8.	Office Held or Trustee	Secretary	<i>Financial Officer</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2014	<i>2015</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2019	<i>2020</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/14/2014	<i>07/13/2015</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/22/2014	<i>07/17/2015</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Mr.	<i>Mrs.</i>
2.	First Name of Board Member	Brian	<i>Joyce</i>
3.	Last Name of Board Member	Sweeney	<i>Becker</i>
4.	Mailing Address	xxxxxx	<i>xxxxxx</i>
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code (5 digits only)	12054	<i>12054</i>
7.	E-mail address	brian.sweeney@bethpl.org	<i>joyce.becker@bethpl.org</i>
8.	Office Held or Trustee	Financial Officer	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2015	<i>2014</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2020	<i>2019</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2015	<i>07/14/2014</i>
15.		07/17/2015	<i>07/22/2014</i>

	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)		
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Mrs.	Mr.
2.	First Name of Board Member	Lisa	Harmeet
3.	Last Name of Board Member	Scoons	Narang
4.	Mailing Address	xxxxxx	xxxxxx
5.	City	Delmar	Clarksville
6.	Zip Code (5 digits only)	12054	12041
7.	E-mail address	lisa.scoons@bethpl.org	harmeet.narang@bethpl.org
8.	Office Held or Trustee	Other (Add State Note)	Trustee
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2015	2013
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2020	2018
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2015	07/08/2013
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/17/2015	07/11/2013
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Mrs.	Mrs.
2.	First Name of Board Member	Caroline	Lisa
3.	Last Name of Board Member	Brancatella	Scoons
4.	Mailing Address	Xxxxxx	xxxxx
5.	City	Delmar	Delmar
6.	Zip Code (5 digits only)	12054	12054
7.	E-mail address	caroline.brancatella@bethpl.org	lisa.scoons@bethpl.org
8.	Office Held or Trustee	Trustee	Other (Add State Note) July
9.	Term Begins - Month	July	2015
10.	Term Begins - Year (year)	2018	June
11.	Term Expires	June	2020
12.	Term Expires - Year (yyyy)	2023	Yes
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a	Yes	

	trustee who resigned their position).		
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/09/2018	07/13/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2018	07/17/2015
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Mr.	Mrs.
2.	First Name of Board Member	Harmeet	Caroline
3.	Last Name of Board Member	Narang	Brancatella
4.	Mailing Address	Xxxxxx	Xxxxxx
5.	City	Clarksville	Delmar
6.	Zip Code (5 digits only)	12041	12054
7.	E-mail address	harmeet.narang@bethpl.org	caroline.brancatella@bethpl.org
8.	Office Held or Trustee	Trustee	Trustee
9.	Term Begins - Month	July	August
10.	Term Begins - Year (year)	2018	2017
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2021	2018
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/09/2018	08/21/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2018	08/28/2017
16.	Is this a brand new trustee?	N	Y

## 11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

### LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y	Y
1.	Source of Funds	School District	School District
2.	Name of funding County, Municipality or School District	Bethlehem Central School District	Bethlehem Central School District
3.	Amount	\$4,018,723	\$3,949,580

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N	N
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$4,018,723	\$3,949,580
<b>SYSTEM CASH GRANTS TO MEMBER LIBRARY</b>			
11.3	Local Library Services Aid (LLSA)	\$24,792	\$24,778
11.4	Central Library Aid (CLDA and/or CBA)	\$0	\$0
11.5	Additional State Aid received from the System	\$0	\$0
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$600	\$0
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$25,392	\$24,778
<b>OTHER STATE AID</b>			
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
<b>FEDERAL AID FOR LIBRARY OPERATION</b>			
11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	\$0
<b>OTHER RECEIPTS</b>			
11.14	Gifts and Endowments	\$2,493	\$4,460
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$7,548	\$7,855
11.17	Library Charges	\$45,492	\$46,582
11.18	Other	\$5,780	\$15,216
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$61,313	\$74,113
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,105,428	\$4,048,471
11.21	<b>BUDGET LOANS</b>	\$0	\$0

**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2018 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$2,465,231	\$2,930,156
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$6,570,659	\$6,978,627

**12. OPERATING FUND DISBURSEMENTS**

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

**STAFF EXPENDITURES****Salaries & Wages Paid from Library Funds**

12.1	Certified Librarians	\$1,068,115	\$1,101,293
12.2	Other Staff	\$1,067,612	\$1,099,891
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$2,135,727	\$2,201,184
12.4	<b>Employee Benefits Expenditures</b>	\$731,293	\$750,358
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$2,867,020	\$2,951,542

**COLLECTION EXPENDITURES**

12.6	Print Materials Expenditures	\$233,945	\$269,935
12.7	Electronic Materials Expenditures	\$128,329	\$93,858
12.8	Other Materials Expenditures	\$93,950	\$113,840
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$456,224	\$477,633

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10	From Local Public Funds (71PF)	\$43,704	\$0
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12.11	From Other Funds (71OF)	\$0	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$43,704	\$0

#### OPERATION AND MAINTENANCE OF BUILDINGS

##### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$27,512	\$28,257
12.14	From Other Funds (72OF)	\$0	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$27,512	\$28,257
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$119,367	\$119,462
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$146,879	\$147,719

#### MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$20,457	\$25,773
12.19	Telecommunications	\$10,463	\$8,221
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$16,016	\$15,878
12.22	Professional & Consultant Fees	\$10,605	\$10,986
12.23	Equipment	\$33,056	\$20,202
12.24	Other Miscellaneous	\$83,383	\$155,082
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$173,980	\$236,142
12.26	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$47,846	\$45,718

#### DEBT SERVICE

##### Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	\$0	\$0
12.28	From Other Funds (73OF)	\$0	\$0
12.29	<b>Total</b> (Add Questions 12.27 and 12.28)	\$0	\$0
12.30	Budget Loans (Principal and Interest)	\$0	\$0
12.31	Short-Term Loans	\$0	\$0
12.32	<b>Total Debt Service</b> (Add Questions 12.29, 12.30 and 12.31)	\$0	\$0
12.33	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add	\$3,735,653	\$3,858,754

Questions 12.5, 12.9,  
12.12, 12.17, 12.25, 12.26  
and 12.32)

## TRANSFERS

### Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	\$349,750	\$654,642
12.35	From Other Funds (76OF)	\$0	\$0
12.36	<b>Total Transfers to Capital Fund</b> (Add Questions 12.34 and 12.35; same as Question 13.8)	\$349,750	\$654,642
12.37	<b>Transfer to Other Funds</b>	\$0	\$0
12.38	<b>TOTAL TRANSFERS</b> (Add Questions 12.36 and 12.37)	\$349,750	\$654,642
12.39	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.33 and 12.38)	\$4,085,403	\$4,513,396
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2018	\$2,485,256	\$2,465,231
12.41	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.39 and 12.40; same as Question 11.26)	\$6,570,659	\$6,978,627

## ASSURANCE

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/11/2019	2/12/2018
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## FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	09/17/2018	9/30/2017
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	7/1/2017-6/30/2018	7/1/2016-6/30/2017
12.45	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

## CAPITAL FUND

12.46	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop	Y	Y
-------	--	---	---

here. If Yes, complete the  
Capital Fund Report.

### 13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

#### REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$5,395	\$0
13.2	All Other Revenues from Local Sources	\$13,006	\$61
13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$18,401	\$61

#### STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0	\$0
13.5	Other State Aid	\$0	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$0	\$0

#### FEDERAL AID FOR CAPITAL PROJECTS

13.7	<b>TOTAL FEDERAL AID</b>	\$0	\$0
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#### INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	\$349,750	\$654,642
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$368,151	\$654,703
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$1,000
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$368,151	\$655,703
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2018 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$670,844	\$62,181
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$1,038,995	\$717,884

### 14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

#### PROJECT EXPENDITURES

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14.1	Construction	\$785,790	\$0
14.2	Incidental Construction	\$37,118	\$47,040
<b>Other Disbursements</b>			
14.3	Purchase of Buildings	\$199,750	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	<b>Total Other Disbursements</b> (Add Questions 14.3, 14.4 and 14.5)	\$199,750	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$1,022,658	\$47,040
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$1,022,658	\$47,040
14.11	<b>BALANCE IN CAPITAL FUND - Ending Balance</b> for the Fiscal Year Ending 2018	\$16,337	\$670,844
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$1,038,995	\$717,884

## 15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	12.67	13.55
16.2	Total Librarians	14.82	14.83
16.3	All Other Paid Staff	24.68	25.93
16.4	Total Paid Employees	39.50	40.76
16.5	State Government Revenue	\$24,792	\$24,778
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$61,913	\$74,113
16.8	Total Operating Revenue	\$4,105,428	\$4,048,471
16.9	Other Operating Expenditures	\$368,705	\$429,579
16.10	Total Operating Expenditures	\$3,691,949	\$3,858,754

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16.11	Total Capital Expenditures	\$1,066,362	\$47,040
16.12	Print Materials	102,978	101,452
16.13	Total Registered Borrowers	20,461	19,599
16.14	Other Capital Revenue and Receipts	\$362,756	\$655,703
16.15	Total Number of Internet Terminals Used by the General Public	78	68
16.16	Total Uses (sessions) of Public Internet Computers Per Year	37,496	41,015
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	109,852	84,156

### 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	8400011730	8400011730
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	LD	LD
17.4	Administrative Structure Code	SO	SO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	SD1	SD1
17.7	FSCS ID	NY0702	NY0702
17.8	SED CODE	010306700004	010306700004
17.9	INSTITUTION ID	800000055462	800000055462

### SUGGESTED IMPROVEMENTS

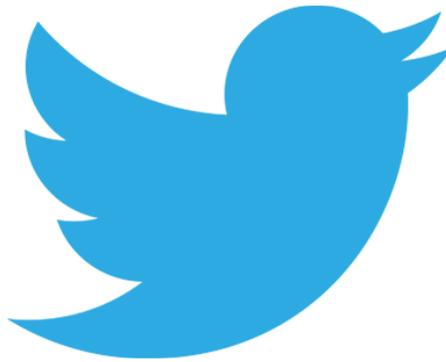
Library Name:	BETHLEHEM PUBLIC LIBRARY	BETHLEHEM PUBLIC LIBRARY
Library System:	Upper Hudson Library System	Upper Hudson Library System
Name of Person Completing Form:	Geoffrey Kirkpatrick	Geoffrey Kirkpatrick
Phone Number:	5184399314	(518) 439-9314
I am satisfied that this resource (Collect) is meeting library needs:	Neither Agree nor Disagree	Neither Agree nor Disagree
Applying this resource (Collect) will help improve library services to the public:	Strongly Disagree	Strongly Disagree
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!		

## Anticipated Board Projects

### Schedule for 2019

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

# Creating opportunities for more staff participation on social media



# Why?

- The library means different things to different people. New perspectives add variety. Let's share what's important to you!
- A significant number of our patrons use social media – let's meet them there and continue the conversation.

# Why now?

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- Social media has become an important way to engage with and inform our public.
- We need to develop new avenues for content to keep our social media feeds active. Sites that aren't active lose followers.
- With more than 2,300 followers on Facebook alone, we are seeing an actual correlation between what is shared and attendance or number of sign-ups.

# What are content <sup>77</sup> “streams” and why are they useful?



They are basically themes represented by hashtags, which allows us to better organize and brand them.

**#**

- They give us a way to provide multiple viewpoints while speaking with one consistent voice.
- Content streams can be scheduled far in advance, easing workflow.
- They have the potential to become recognizable brands.
- Our current “streams” and their descriptions are part of the submission form on the intranet.
- We’re going to try out a 12-month cycle and see what kind of traction we see.
- More may be added.

*\*Not all submissions may be used.*

# Meet the #hashtags

# #whatweloveBPL

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**Bethlehem Public Library**

January 20, 2019 at 10:35 AM · 🌐

BPL staffer Edra is a big fan of Spoon's latest CD "Hot Thoughts." She calls it "a fun mix of electronic rock with world influences." Check it out here:

[http://catalog.uhls.org/iii/encore/record/C\\_\\_Rb1695605](http://catalog.uhls.org/iii/encore/record/C__Rb1695605)

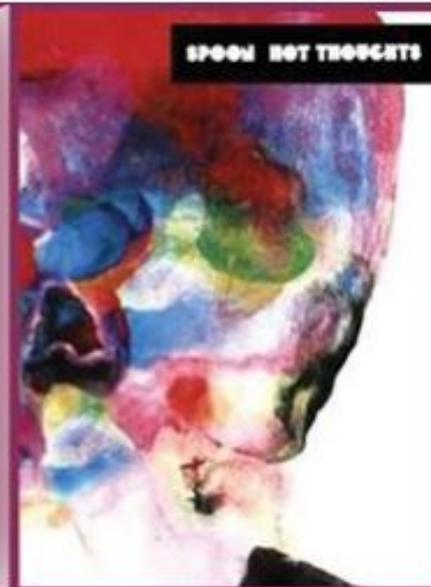
Find something you love at the library!

#whatweloveBPL #librarylife #staffpicks #librariestransform

#librariesareforeveryone #wishyouwerehereBPL #librarylove #CDpicks

**What we  
LOVE** 🥰

Bethlehem Public Library staff picks  
#whatweloveBPL



# #didyouknowBPL

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**Bethlehem Public Library**

January 31, 2019 at 12:02 PM · 🌐

Did you know the library delivers books to our housebound patrons through our free Books to People service for Bethlehem Central School District residents? If you know someone who might benefit, click below for information about how to sign up:

<http://www.bethlehempubliclibrary.org/serv.../books-to-people/>

Please share and spread the word!

#didyouknowBPL #librarylife #librariestransform #librariesareforeveryone

#wishyouwerehereBPL #librarylove



# #takealookBPL

83



**Bethlehem Public Library**



January 31, 2019 at 1:03 PM · 🌐

If you have to ask what these are ... well, we did too. Take a look at this cool collection in the Children's Place display case. Got a collection you'd like to display? Make a request here (for kids) <http://www.bethlehempubliclibrary.org/bo.../kids-display-case/> Or here (for adults) <http://www.bethlehempubliclibrary.org/.../display-and-exhibi.../>

#takealookBPL #librarydisplays #greatlibrarydisplays #librarylife #librariestransform #librariesareforevereveryone #wishyouwerehereBPL #librarylove



👍 Like

💬 Comment

➦ Share



**Bethlehem Public Library**



January 31, 2019 at 1:05 PM · 🌐

New year, new hobbies! Take a look at our New Year's resolutions display near the circulation desk for some inspiration.

#takealookBPL #librarydisplays #greatlibrarydisplays #librarylife #librariestransform #librariesareforevereveryone #wishyouwerehereBPL #librarylove



👍 Like

💬 Comment

➦ Share

# #foundinthelibrary

84



**Bethlehem Public Library**

January 31, 2019 at 11:29 AM · 🌐

We're so glad these comfy socks left outside the tech room were eventually reunited with their feet!

#foundinthelibrary #librarylife #librariestransform #librariesareforeveryone #wishyouwerehereBPL #librarylove



#foundinthelibrary

**BETHLEHEM**  
PUBLIC LIBRARY



Coming soon...

# #greetingsfromBPL

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**Bethlehem Public Library**

Written by Kristen Roberts [?] · January 31, 2019 at 2:32 PM · 🌐

Visit new and exciting digital worlds at Bethlehem Public Library!  
#greetingsfromBPL #wishyouwerehereBPL #librarylife #librariestransform  
#librariesareforeveryone #librarylove #oculusrift #minecraft



**Bethlehem Public Library**

Written by Kristen Roberts [?] · January 31, 2019 at 2:23 PM · 🌐

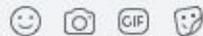
Get carried away in the library's Children's Place! Playing is an important part of early literacy.  
#greetingsfromBPL #wishyouwerehereBPL #librarylife #librariestransform  
#librariesareforeveryone #librarylove



Boost Post



Write a comment...



# Submitting your ideas

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- By email ([KristenR@bethpl.org](mailto:KristenR@bethpl.org))
- By form located on the intranet:

Welcome to  
**Bethlehem Public Library**

BPL homepage • Encore • Intranet home • BPL mail login • UHLS Homepage

**INTRANET**

**Staff**

- Directory
- Resources
  - Emergency procedures (pdf)
- **Forms**
- 2018 Holidays (pdf)
- 2019 Holidays (pdf)
- Director Calendar

Today is Friday, January 18, 2019

13	14	15	16	17	18
◦ 12:30 PM- Creation Station: Doily Snowperson	◦ All Day-Study Hall @ the Library				
◦ 9:30 AM-Tiny Tots	◦ 9:30 AM-Tiny Tots	◦ 9:30 AM-Tiny Tots	◦ 9:30 AM-Sensory Playtime	◦ 9:00 AM-Books to People Delivery	◦ 9:00 AM-Tech Advisory - IT Dept
◦ 1:30 PM-Girl Scout Troop 1703	◦ 9:45 AM-Delmar La Leche League	◦ 10:30 AM-Tiny Tots	◦ 10:15 AM-Family Playtime	◦ 9:30 AM-Music and	◦ 3:30 PM-
◦ 2:00 PM-	◦ 10:00 AM-	◦ 2:45 PM-RCMS Book			

**Other**

- Fax cover sheet
- Gift form
- Incident report
- Whistleblower reporting form
- Photo/video consent - general (blank-form-only/non-fill)
- Photo/video consent - youth services (blank-form-only/non-fill)
- Public information request
- **Social media post submission form**
- Volunteer application
- Request for reconsideration of resources

# For looks like this:

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► [Home](#) » Social media post submission form

## Social media post submission form

Help the library engage with our patrons through social media. Use this form to send one or more post ideas under the five listed themes. Check a theme and provide additional information in the text box below it. Have fun thinking about different ways the library and its services can be represented through these concepts!

Photos can be attached to this form or emailed to [KristenR@bethpl.org](mailto:KristenR@bethpl.org).

Please provide your name for any follow-up questions. This will not be published (Unless you are sharing a staff pick).

**Name:**  \*

**#whatweloveBPL**

Staff picks: Provide your pick, your name, and a quick reason why you chose it. Not all picks may be used. You do not need to send an image for this.