



**Board of Trustees Meeting
July 8, 2019 6:00 pm
Agenda**

- **Call to order**
- **Swearing in of new trustee**
- **Election of officers**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Treasurer's update**
 - Network equipment purchase**
 - Property tax refund**
 - Resolutions**
 - Personnel report**
 - Personnel actions**
 - Salaries**
- **Director's report**
- **UHLS report**
- **New business**
 - Yearly authorizations**
 - Committee membership**
 - Alternative e-content platforms**
 - Other new business**
- **Old business**
 - HVAC Update**
 - Anticipated project timeline**
 - Library minigolf – Sunday July 14th**
 - Other old business**
- **Future business**
 - Background checks**
 - Plaza feasibility**
 - Policy updates/schedule**
 - Resource sharing**
 - Fines and Fees**
- **Public Participation**
- **Executive Session**
- **Adjournment**
 - Next board meeting: August 12, 2019 6:00pm**
 - Next Friends of the Library meeting: August 19, 2019 6:30pm**



ELECTED AND APPOINTED LIBRARY OFFICERS' OATH

I do solemnly swear (affirm) that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the office of

Bethlehem Public Library Trustee

name (please print)

residential address (please print)

signature

Sworn and subscribed before me this _____ day of _____, _____.

name and title of subscribing officer (please print)

signature of subscribing officer

beginning date of subscribing officer's term



ETHICS STATEMENT FOR LIBRARY TRUSTEES

- Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all functions of library trustees.

I agree to abide by this ethics statement.

name (please print) _____

signature _____ date _____

*Adopted by the Board of Directors of the American Library Trustee Association, July 1985
 Adopted by the Board of Directors of the Public Library Association, July 1985
 Amended by the Board of Directors of the American Library Trustee Association, July 1988
 Amendment approved by the Board of Directors of the Public Library Association, January 1989*

Association for Library Trustees and Advocates (ALTA)
a division of the American Library Association

Bethlehem Public Library Board of Trustees proposed slate of officers for 2019-20

Mary Redmond, president

Mark Kissinger, vice president, policies and governance

Brian Sweeney, vice president, strategic planning

Caroline Brancatella, secretary

Lisa Scoons, UHLS board representative

Robert Khalife, treasurer



MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday June 10, 2019

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Chris McGinty, assistant director
Michelle Walsh, trustee-elect
Catherine Brenner, CSEA Local 6015 president

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

PUBLIC PARTICPATION

Trustee-elect M. Walsh was welcomed by the board and introduced to J. Becker, whom she will be replacing on the board in July.

MINUTES

Minutes of the 13 May 2019 board meeting were approved unanimously on a MOTION by M. Kissinger with a SECOND by J. Becker, with the following changes.

K. Roberts said she was changing the title for C. Stollar Peters to reflect her new status as assistant director. L. Scoons noted some stray wording in the public participation section.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 May 2019 (Manual Disbursements for May \$39,486.53; Cash Disbursements/Accounts Payable for June \$55,272.39; Trust & Agency Disbursements/Salaries for May \$188,786.21; CapProject Fund/Hand-Drawn Checks for June \$0; Total: \$283,545.13).

TREASURER'S UPDATE:

- R. Khalife said he reviewed the financial report in the packet and found everything in order. He said that the library will likely have an estimated surplus of \$350,000 at the end of the fiscal year.
- He noted that after reviewing the activity in the H Fund, which is the Capital Project Fund, going back several years with T. Choppy and the Finance Committee, there were some housecleaning items that are reflected in the three resolutions presented to the board.

The first resolution presented by R. Khalife relates back to authorizing the transfer of \$199,750 from the A Fund to the H Fund, which relates the purchase of 59 Borthwick Ave. in July 2017. When the property was purchased, the board authorized the purchase without specifying the specific fund. The property was purchased from the H Fund, but the cash was in the A Fund. The funds to purchase the property were transferred from the A Fund to the H Fund, creating an interfund balance. The first resolution allows the library to settle the interfund balance before year-end.

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board unanimously voted to authorize an operating transfer of \$199,750 from the A Fund to the H Fund, relating to the purchase of 59 Borthwick Ave. in July 2017.

R. Khalife presented a second resolution to move the balance of the PEG money from the H Fund to the A Fund, where it belongs.

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously voted to authorize the transfer of \$5,453.20 from the H Fund to the A Fund, which represents money received from the Town of Bethlehem for PEG expenditures.

The third resolution presented by R. Khalife relates to moving the money received from the Storch Technology Fund from the H Fund to the A Fund, where it belongs.

On a MOTION by J. Becker with a SECOND by L. Scoons, the board unanimously voted to authorize the transfer of \$14,050 from the H Fund to the A Fund, which represents money received from the Storch Technology Fund.

M. Redmond asked why the library was overspent in the auditing services line. G. Kirkpatrick said that there were additional actuarial expenses to account for a GASB requirement change. The 2019-2020 budget line has been increased to reflect that.

The board discussed where the library was at with materials purchases as the fiscal year draws to a close. Spending on eBooks was about \$30,000 over budget due to demand, with those funds coming from surpluses in the personnel line. G. Kirkpatrick said the library was close to spending 12% percent of the budget on materials, and while there is no standard set in New York, that number is representative of the Pennsylvania standard. In response to a question by M. Kissinger, he said it would not be unreasonable to eventually reach for 15% of the budget spent on materials.

B. Sweeney asked if the board would consider scheduling some time at a future meeting to discuss employee healthcare compensation and the library's reimbursement rates prior to contract negotiations. M. Redmond said that because it was a negotiation discussion, it might not be appropriate for an open meeting. H. Narang agreed that it would be beneficial to talk about healthcare before contract negotiations.

R. Khalife said that he is continuing to review how the financial information is presented and how it could be improved. G. Kirkpatrick asked board members to let him know if they have any ideas about how the information could be presented in a way that would be useful to them.

RESOLUTIONS

On a MOTION by M. Kissinger with a SECOND by B. Sweeney the board unanimously voted to adopt Resolution No. 1903, recognizing Joyce Becker's 10 years of service as a trustee.

The board presented J. Becker with a framed copy of the resolution and thanked her for her service to the library.

PERSONNEL REPORT

There was a request to fill two positions. G. Kirkpatrick said the library was still trying to fill the part-time maintenance position approved at the previous meeting. He said the early-morning hours makes it one of the hardest library positions to hire for.

PERSONNEL ACTION

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

- Library page, part-time, permanent, 13.85 hours/week at \$11.10/hour or per contract
- Library assistant, full-time, permanent, \$36,860/annual or per contract

DIRECTOR'S REPORT

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

- Staffers continue to document complaints related to the library's HVAC system. G. Kirkpatrick said it was not an insignificant number.
- G. Kirkpatrick praised the work of Ann Vandervort and Priscilla Miller on the library gardens. He said that have mentioned how happy they are with their relationship with the library's maintenance department.
- The plaza drainage installed by the maintenance department held up well during a recent bout of torrential rains. G. Kirkpatrick said that in reviewing old building records, he is seeing that the library's drainage issues are nothing new.
- An e-content advisory council is in the process of investigating alternative platforms for video content. Many of these services are priced per use, so the library would have to decide how to budget for and absorb those costs. Canopy is one of the services being considered. B. Sweeney said St. Rose uses Canopy, and it is very popular.
- Tori Russo recently unveiled the prize wheel at an outreach event at the middle school, and it was very popular. K. Roberts created an outreach-to-go bag that eliminates the use of bulky tri-folds so that librarians can carry the items and set up at outreach events.

- Following a request from M. Kissinger at a previous meeting, G. Kirkpatrick included graphs to represent the library's energy usage. They show electrical use down in the heating season but gas use during the heating season is much higher with the new HVAC system.
- G. Kirkpatrick said the library wasn't yet able to schedule a meeting with M/E to discuss some of the issues with the system. He said that following a review of the contract, the library's lawyer at Nolan Heller Kauffmann said the statute of limitations covering the design work is three years following completion of the project. The library is continuing to pursue a meeting later in June with the engineers, DASNY and the contractors to discuss the issues and ways they could be addressed. M. Redmond and H. Narang both said they would like to be a part of the meeting. The board discussed whether or not they would like to have an attorney present, but agreed that it might be counterproductive to coming up with solutions. Everyone on the board agreed that if there is no satisfactory resolution at the meeting, they would begin pursuing other options. Staff, patrons and trustees have all expressed frustration with the uncomfortable temperatures in the Community Room, and a sign has been put up informing patrons that the library is aware there is an issue and working toward a solution.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said there was nothing to report and she would see her fellow trustees at the UHLS annual dinner on Wednesday.

NEW BUSINESS

Nominating committee

B. Sweeney said that the nominating committee made up of him, C. Brancatella and L. Scoons met the previous week to discuss the forthcoming slate of officers, and to gauge the interest of fellow board members in filling those roles. C. Brancatella said she would serve as secretary. L. Scoons would continue in her role as UHLS liaison.

C. Brancatella said that the committee decided to add a second vice president to build a slate around trustee interest, with M. Kissinger and B. Sweeney agreeing to serve as vice presidents and M. Redmond expressing a willingness to return as president of the board. C. Brancatella said part of the idea was to create leadership opportunities down the line and delegate more responsibilities among board members. M. Kissinger would focus on policies and governance, while B. Sweeney would focus on strategic planning. C. Brancatella said that trustee bylaws as they stand allow the board to be flexible with the duties of each position. L. Scoons noted that the bylaws would need to be updated to reflect that R. Khalife now fills the role of treasurer.

Chart of financial responsibilities

M. Redmond said that the chart created in the process of hiring the board treasurer position has been expanded to include that new role and create a designated backup in some cases. R. Khalife said the biggest change in procedure is that he will be signing the checks that T. Choppy prepares. He said T. Choppy does a great job in her role as business manager for the library.

Library minigolf – Sunday, July 14

G. Kirkpatrick told the board that the library would be open at noon for staff, trustees and their families and at 1 p.m. for the public. He said volunteers are welcome. He also noted that the library would be monitoring attendance to see if it decreases to a point where it might be time to take a break for a year or more.

Other new business

There was no other new business.

OLD BUSINESS

UHLS annual celebration

No additional discussion.

Memorial patio dedication – June 29

Board members were invited to attend. There will not be a big public announcement as the family wanted to keep it low-key.

The emergency exit door in the periodical room has been delayed by the vendor. Although it is under contract, the library will pursue other options if it is not done soon.

Long-range capital plan proposal

The long-range proposal with the board members' comments was sent to Paul Mays with most suggestions integrated in the final proposal. The library lawyer Nolan Heller Kauffman was reviewing the most recent version and the wording regarding the indemnification clause. The timeline associated with the proposal would need to be revised for the final version as time has passed since it was created. The board noted that if they did not approve the proposal at this meeting, it would have to wait until July to be finalized, so they agreed to vote to move forward once the library's attorney was satisfied with the language in the proposal.

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously voted to accept the Architectural Services Proposal for Master Planning and Preliminary Design Service from Butler Rowland Mays for \$40,400, contingent upon approval of the indemnification clause by the library's attorney and inclusion of an updated project timeline.

HVAC update

No additional discussion.

Plaza drainage

No additional discussion.

Other old business

The G3 presentation had some service suggestions, and the students focused heavily on the concept of community solar. The group also suggested using rain barrels to collect runoff, which the library is looking in to. B. Sweeney asked if it was a library goal to be certified by the Sustainable Library Certification Program through NYLA. G. Kirkpatrick said that many of the steps have already been completed, but there has been no formal decision to pursue it further. M. Redmond asked how high of a priority is a community solar agreement. G. Kirkpatrick said it could save the library about 10 percent in energy costs. H. Narang said he'd like to see a higher percentage in savings offered. While the board agreed it might be something to investigate further, M. Redmond said it would be best to wait until after HVAC and current energy use concerns are addressed.

FUTURE BUSINESS

The list of future projects includes the authorizations in July, as well as the election of officers and swearing in of trustee-elect M. Walsh.

R. Khalife will also be looking at updating the investment policy. M. Redmond said that draft will go first to the finance committee and the policy committee, and R. Khalife suggested that there was no need to rush to get it on the July agenda, as long as it is in place before the September audit.

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

M. Walsh thanked J. Becker for her service and said she was looking forward to working with the board.

ADJOURNMENT

On a MOTION by J. Becker with a SECOND by H. Narang, the board adjourned the regular meeting at 7:55pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #12
6/30/2019**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	1,750.84
Interest on Investment	4,333.80
Sale of Books	531.50
Gifts and Donations	500.00
Insurance Recovery	0.00
Photocopier	540.21
State Aid	0.00
Grants	0.00
Miscellaneous Income	25.00
Total	\$7,681.35

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #12
6/30/2019**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2018-2019

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,934,858.00	3,932,475.26	2,382.74	99.94%
PILOT	196,336.00	197,033.70	(697.70)	100.36%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	30,000.00	35,471.44	(5,471.44)	118.24%
Interest on Investment	5,000.00	19,871.89	(14,871.89)	397.44%
Sale of Books	6,000.00	5,395.78	604.22	89.93%
Gifts and Donations, Misc	1,000.00	1,750.00	(750.00)	175.00%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	7,000.00	8,469.99	(1,469.99)	121.00%
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	600.00	(600.00)	
Sub-Total	\$4,203,194.00	4,251,104.76	(47,910.76)	101.14%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,203,194.00			

OPERATING CASH SUMMARY

TD Checking Account:	1,257,503.06 *
TD Money Market:	1,628,234.67 **
TD Payroll Account:	0.00
Capital Project Fund:	240,812.88
TOTAL	3,126,550.61

*Includes Interest of \$2,106.39 credited on 6/15/19

**Includes Interest of \$2,227.41 credited on 6/28/19

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #12**

6/30/2019

MANUAL DISBURSEMENTS - JUNE HAND DRAWN CHECKS TD BANK	\$50,704.23
CASH DISBURSEMENTS - JULY ACCOUNTS PAYABLE TD BANK	\$117,049.31
TRUST & AGENCY DISBURSEMENTS - JUNE SALARIES - TD BANK	\$186,924.85
CAPITAL PROJECT FUND HAND DRAWN CHECKS - JUNE	\$1,520.00
TOTAL	\$356,198.39

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 44: MANUAL DISB (JUN 19) For Dates 6/1/2019 - 6/30/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38080	06/20/2019	1424	AFLAC NEW YORK		415.92
38081	06/20/2019	2126	BERKSHIRE MUSEUM	190795	100.00
38082	06/20/2019	2087	**CONTINUED** CITIBANK		0.00
38083	06/20/2019	2087	CITIBANK	190787	1,659.95
38084	06/20/2019	2315	KHALIFE, ROBERT	190809	51.82
38085	06/20/2019	2127	MASS MoCA	190782	250.00
38086	06/20/2019	1570	NATIONAL GRID		3,241.77
38087	06/20/2019	1865	NYS PUBLIC ENTITIES SAFETY GRP		1,699.90
38088	06/20/2019	2113	NYSIF DISABILITY BENEFITS		1,273.03
38089	06/20/2019	559	STATE INSURANCE FUND		16,017.27
38090	06/20/2019	2117	THE HYDE COLLECTION	190780	100.00
38091	06/20/2019	2312	ULYSSES S. GRANT COTTAGE	190771	100.00
38092	06/20/2019	2064	UNITED STATES TREASURY		2.45
38093	06/20/2019	1607	VERIZON BUSINESS FIOS	190002	201.98
38094	06/20/2019	1607	VERIZON BUSINESS FIOS	190692	102.77
38095	06/20/2019	1607	VERIZON BUSINESS FIOS	190002	122.77
38096	06/20/2019	2137	WEX BANK	190006	33.32
38097	06/20/2019	2162	CHILDREN'S MUSEUM AT SARATOGA	190781	250.00
38098	06/26/2019	1424	AFLAC NEW YORK		95.17
38098	06/26/2019	1424	**VOID** AFLAC NEW YORK		-95.17
38099	06/26/2019	1831	CDPHP UNIVERSAL BENEFITS, INC.		19,254.59
38100	06/26/2019	2130	MUSEUM OF INNOVATION & SCIENCE	190800	600.00
38101	06/26/2019	720	MVP HEALTH PLAN, INC.		5,006.52
38102	06/26/2019	2211	STORM KING ART CENTER	190801	125.00
38103	06/26/2019	2061	UNITED HEALTHCARE INSURANCE CO		95.17

Number of Transactions: 25

Warrant Total: 50,704.23

Vendor Portion: 50,704.23

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 - 1: CASH DISB (JUL 19) For Dates 7/9/2019 - 7/9/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38104	07/09/2019	1963	3N DOCUMENT DESTRUCTION		25.00
38105	07/09/2019	30	ALBANY PUBLIC LIBRARY-MAIN BR		59.95
38106	07/09/2019	2316	ALYSSA YEAGER	200014	100.00
38107	07/09/2019	1009	AMAZON CREDIT PLAN		4,699.60
38108	07/09/2019	2317	ANA MARIA SANCHEZ	200015	195.00
38109	07/09/2019	61	AQUASCAPE DESIGNS LLC		70.00
38110	07/09/2019	64	ARM PRINTING & GRAPHICS		191.00
38111	07/09/2019	77	BAKER & TAYLOR, INC.		24,466.39
38112	07/09/2019	1186	BAKER AND TAYLOR ENTERTAINMENT		163.92
38113	07/09/2019	84	BAY STATE ELEVATOR CO.		952.14
38114	07/09/2019	1507	BEE PUBLISHING CO, INC		92.00
38115	07/09/2019	719	BETHLEHEM CENTRAL SCHOOL DIST	190815	8,929.78
38116	07/09/2019	103	BRODART INC		284.42
38117	07/09/2019	697	CAPITAL REGION BOCES	200007	13,444.00
38118	07/09/2019	2218	CASEY, PHILIP M.	200019	300.00
38119	07/09/2019	2200	CCB TECHNOLOGY, INC.		1,637.50
38120	07/09/2019	827	PHYLLIS CHAMBERS		406.50
38121	07/09/2019	150	COMMERCIAL MAILING AND	200010	578.18
38122	07/09/2019	2078	COUNTY WASTE & RECYCLING SERVICE, INC.		238.58
38123	07/09/2019	1220	DEMCO, INC		2,849.12
38124	07/09/2019	1463	EAST GREENBUSH COMM LIBRARY		114.74
38125	07/09/2019	1991	EASTERN MANAGED PRINT NETWORK LLC		620.19
38126	07/09/2019	2215	ELM USA, INC		172.20
38127	07/09/2019	1532	ENVISION WARE, INC.	190529	595.00
38128	07/09/2019	117	FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	190775	501.00
38129	07/09/2019	1674	FINDAWAY		1,888.37
38130	07/09/2019	1986	FIRSTLIGHT FIBER		187.66
38131	07/09/2019	1996	GEO DOODY	200024	400.00
38132	07/09/2019	1965	PATRICIA GEROU		406.50
38133	07/09/2019	2272	GLOBAL EQUIPMENT COMPANY INC.		2,025.53
38134	07/09/2019	745	MARY HARTMAN		406.50
38135	07/09/2019	1962	HOMETOWN AWARDS & ENGRAVING		17.35
38136	07/09/2019	1680	LEXINGTON VACUUM CLEANER REBLD		18.98
38137	07/09/2019	1359	LEXIS NEXIS MATTHEW BENDER		488.07
38138	07/09/2019	879	LIBRARY TRUSTEES ASSOC. OF NYS	190793	325.00
38139	07/09/2019	1872	MARIST COLLEGE / HRVI		20.00
38140	07/09/2019	2313	MARVIN AND COMPANY, P.C.		595.00
38141	07/09/2019	1024	MIDWEST TAPE		8,144.07
38142	07/09/2019	1172	ANNE B MOSHER		406.50
38143	07/09/2019	809	NANCY PIERI		406.50
38144	07/09/2019	2280	NATIONAL LEARNING CORPORATION		2,495.34
38145	07/09/2019	2314	NOLAN HELLER KAUFFMAN LLP		1,359.00
38146	07/09/2019	2088	NYSID		129.61
38147	07/09/2019	2121	NYSPSP		21.39
38148	07/09/2019	2094	ORIENTAL TRADING COMPANY, INC.		277.20
38149	07/09/2019	1823	OVER DRIVE INC.		17,239.92

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 1: CASH DISB (JUL 19) For Dates 7/9/2019 - 7/9/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38150	07/09/2019	450	PHILLIPS HARDWARE INC		180.10
38151	07/09/2019	458	PITNEY BOWES INC		47.59
38152	07/09/2019	984	RESERVE ACCOUNT	190784	1,000.00
38153	07/09/2019	505	ROEMER WALLENS GOLD & MINEAUX		295.00
38154	07/09/2019	2282	ROGER HELD PIANO SERVICE		100.00
38155	07/09/2019	1951	S & S WORLDWIDE INC.		232.23
38156	07/09/2019	2184	SOCIETY FOR THE PRESERVATION OF BSHOP QRT	200018	300.00
38157	07/09/2019	2038	STAPLES BUSINESS ADVANTAGE		152.64
38158	07/09/2019	2154	STERICYCLE, INC.		32.09
38159	07/09/2019	2049	THE RENSSELAERVILLE LIBRARY		5.99
38160	07/09/2019	632	UPPER HUDSON LIBRARY SYSTEM		13,511.75
38161	07/09/2019	1607	VERIZON BUSINESS FIOS	190002	127.77
38162	07/09/2019	1607	VERIZON BUSINESS FIOS	190002	126.98
38163	07/09/2019	645	W W GRAINGER INC		1,416.22
38164	07/09/2019	2182	W.M. BIERS INC.		158.76
38165	07/09/2019	1707	AUDREY WATSON		406.50
38166	07/09/2019	1593	WILLIAM K. SANFORD LIBRARY		10.99

Number of Transactions: 63

Warrant Total: 117,049.31
Vendor Portion: 117,049.31

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 - 47: TRUST & AGENCY (JUN 19) For Dates 6/1/2019 - 6/30/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38072	06/14/2019	712	CIVIL SERVICE EMPL ASSOC INC.		1,028.87
38073	06/14/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38074	06/14/2019	2003	NEW YORK STATE DEFERRED		2,450.77
38075	06/14/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
38076	06/28/2019	712	CIVIL SERVICE EMPL ASSOC INC.		1,017.78
38077	06/28/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38078	06/28/2019	2003	NEW YORK STATE DEFERRED		2,387.68
38079	06/28/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100359	06/14/2019	709	BPL SPECIAL PAYROLL ACCOUNT		60,911.16
100360	06/14/2019	710	NYS INCOME TAX BUREAU		3,424.51
100361	06/14/2019	1946	IRS - PAYROLL TAX PMT		20,322.60
100362	06/28/2019	709	BPL SPECIAL PAYROLL ACCOUNT		66,450.07
100363	06/28/2019	710	NYS INCOME TAX BUREAU		3,640.45
100364	06/28/2019	730	NYS EMPLOYEES RETIREMENT SYSTE		2,859.21
100365	06/28/2019	1946	IRS - PAYROLL TAX PMT		21,891.75

Number of Transactions: 15

Warrant Total: 186,924.85
Vendor Portion: 186,924.85

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 9: MANUAL DISB - H FUND (JUN 19) For Dates 6/1/2019 - 6/30/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1203	06/20/2019	1973	BETHLEHEM PUBLIC LIBRARY		1,520.00
Number of Transactions: 1				Warrant Total:	1,520.00
				Vendor Portion:	1,520.00

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

6/30/2019

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$1,484,068.52	\$36,336.01	\$292,901.47	\$1,227,503.06
TD Bank Payroll	\$0.00	\$127,361.23	\$127,361.23	\$0.00
TD Bank Money Market	\$1,626,007.26	\$2,227.41	\$0.00	\$1,628,234.67
Capital Project Fund	\$261,836.08	\$0.00	\$21,023.20	\$240,812.88
TOTAL:	\$3,371,911.86	\$165,924.65	\$441,285.90	\$3,096,550.61

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund

For the month beginning 6-1-19 and ending 6-30-19

Balance on hand at the beginning of the month \$1,484,068.52

Receipts during the month

Interest	2,106.39
Transfers from Capital Projects account	21,023.20
Fines	1,750.84
Copier	540.21
Miscellaneous (Abate)	9,858.87
Book Sale	531.50
PILOT	0.00
School Taxes	0.00
Gifts	500.00
Sale of Equipment	0.00
Grants	0.00
State/System Aid	0.00
Miscellaneous Income	25.00

Total Receipts \$36,336.01

Total Receipts Including Balance \$1,520,404.53

Disbursements During Month By Check

From Check #38080 to Check #38103	50,704.23
Trust & Agency Payments (Payroll)	186,924.85
From Check #38020 to Check #38067	55,272.39
Transfers to Money Market Account	0.00
Adjustment	0.00

Total amount of Disbursements \$292,901.47

Balance on Hand at End of Month **\$1,227,503.06**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	1,257,716.13
Amount of Outstanding Checks	30,213.07
Balance on Deposit	1,227,503.06

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
6/30/19

Check Number	Date	Amount
37795	3/12/2019	75.00
37927	4/17/2019	25.00
38032	6/11/2019	450.00
38037	6/11/2019	400.00
38039	6/11/2019	400.00
38044	6/11/2019	303.10
38045	6/11/2019	500.00
38046	6/11/2019	150.00
38054	6/11/2019	250.00
38060	6/11/2019	57.69
38091	6/20/2019	100.00
38096	6/20/2019	33.32
38099	6/26/2019	19,254.59
38100	6/26/2019	600.00
38101	6/26/2019	5,006.52
38102	6/26/2019	125.00
38103	6/26/2019	95.17
38078	6/28/2019	2,387.68

TOTAL **\$30,213.07**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 6-1-19 and ending 6-30-19

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

Receipts during the month

Transfer from Checking 6/14/19	60,911.16
Transfer from Checking 6/28/19	66,450.07

Total Receipts \$127,361.23

Total Receipts Including Balance \$127,361.23

Disbursements During Month By Check

6/14/19 - From Check #86088 to Check #86160	60,911.16
6/28/19 - From Check #86161 to Check #86233	66,450.07

Total Amount of Disbursements	<u>\$127,361.23</u>
Balance on Hand at End of Month	\$0.00

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by bank statement	3,716.59
Amount of Outstanding Checks	3,716.59
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 6-1-19 and ending 6-30-19

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

Receipts during the month

Transfer from General Fund	0.00	
Interest	2,227.41	

Total Receipts		<u>\$2,227.41</u>
Total Receipts Including Balance		\$1,628,234.67

Disbursements During Month By Check

Transfers to General Fund	0.00	
Transfers to Capital Projects Fund	0.00	

Total Amount of Disbursements		<u>\$0.00</u>
Balance on Hand at End of Month		\$1,628,234.67

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	1,626,234.67	
Amount of Outstanding Checks	0.00	
Balance on Deposit	1,626,234.67	

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 6-1-19 and ending 6-30-19

Balance on hand at the beginning of the month \$261,836.08

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 <u>\$261,836.08</u>

Disbursements During Month By Check

From Check # 1203 to Check #1203	1,520.00	
Transfer to General (Storch and PEG)	19,503.20	
		Total Amount of Disbursements <u>21,023.20</u>
		Balance on Hand at End of Month <u>\$240,812.88</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	240,812.88
Amount of Outstanding Checks	0.00
Balance on Deposit	240,812.88

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



4427533000280997901659950165995068



Company Account Number XXXX-XXXX-XX80-9979	Payment Date 07/01/2019	New Balance \$1,659.95	Minimum Amount Due \$1,659.95	Enter Amount Paid 1659.95
--	-----------------------------------	----------------------------------	---	-------------------------------------



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

**T0000033

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	\$31,340	\$00	\$00

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

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

COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979		Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases		2,510.49	- 2,510.49	- 756.81	2,416.76		1,659.95
Advances							
Company Totals	TOTAL	2,510.49	- 2,510.49	- 756.81	2,416.76		1,659.95

OK to pay
GK
6/19/19

Statement Date
06/06/19

Payment Date
07/01/19

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

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

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

CARDMEMBER SUMMARY

MCGINTY,CHRISTINE XXXX-XXXX-XX82-7336		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases					268.70		268.70
Advances							
Monthly Limit: \$500	TOTAL				268.70		268.70

MCSHANE,TRACEY XXXX-XXXX-XX82-7369		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases					48.80		48.80
Advances							
Monthly Limit: \$200	TOTAL				48.80		48.80

KIRKPATRICK,GEOFFREY XXXX-XXXX-XX82-7377		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				- 756.81	1,234.30		477.49
Advances							
Monthly Limit: \$3,000	TOTAL			- 756.81	1,234.30		477.49

DAYS IN BILLING PERIOD: 31					
Balance Subject		Purchases	Cash Advances	Payment Due:	1,659.95
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:	1,659.95



21131570 - 000184 - 0002 - 0004 - 26

XXXX-XXXX-XX80-9979

Statement Date
06/06/19

CARDMEMBER SUMMARY

PETERS, M CATHERINE XXXX-XXXX-XX82-7385		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$625	Purchases Advances TOTAL				135.27		135.27
					135.27		135.27

COFFEY, KEVIN J XXXX-XXXX-XX56-3708		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$2,000	Purchases Advances TOTAL				694.09		694.09
					694.09		694.09

BRENNER, CATHERINE XXXX-XXXX-XX81-3574		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases Advances TOTAL				35.60		35.60
					35.60		35.60

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY		XXXX-XXXX-XX80-9979			
Monthly Limit	Cash Limit*	Available Credit Line	Available Cash Line**		
\$33,000	\$00	\$31,340	\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount	
05-20	05-21	74046589141140000012507	PAYMENT - THANK YOU	2,510.49 PY	

INDIVIDUAL CARDHOLDER ACTIVITY

MCGINTY, CHRISTINE		XXXX-XXXX-XX82-7336			
Monthly Limit	Cash Limit*				
\$500	\$00				
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
05-23	05-24	24692169144100329451646	MICHAELS STORES 1336 RENSSELAER NY 190736	208.79	
05-26	05-27	24692169147100095149512	MICHAELS STORES 9955 ALBANY NY 190734	59.91	
			TOTAL PURCHASES/ADVANCES/CREDITS	268.70	

Memorial Day Parade Float

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



XXXX-XXXX-XX80-9979

Statement Date
06/06/19

INDIVIDUAL CARDHOLDER ACTIVITY

MCSHANE, TRACEY						XXXX-XXXX-XX82-7369
Monthly Limit			Cash Limit*			
\$200			\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount		
06-04	06-05	24138299156305003420021	PRICE CHOPPER #159 SLINGERLANDS NY	48.80		
			Program Supplies (Volunteer) 190787			
			TOTAL PURCHASES/ADVANCES/CREDITS	48.80		

KIRKPATRICK, GEOFFREY						XXXX-XXXX-XX82-7377
Monthly Limit			Cash Limit*			
\$3,000			\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount		
05-08	05-09	2469216912810028724710	VISTAPR VISTAPRINT.COM 866-8936743 MA	170.43		
05-09	05-10	74692169129100049556256	OPT ORION TELESCOPES 800-447-1001 CA	55.20	CR	
05-09	05-10	24906419129072830123974	WWW.VISTAPRINT.COM 866-8593406 MA	156.72		
05-09	05-10	24692169129100820941581	OPT ORION TELESCOPES 800-447-1001 CA	745.21		
05-10	05-13	74906419130072894382138	WWW.VISTAPRINT.COM 866-8593406 MA	11.61	CR	
05-16	05-17	24692169136100143682582	WALMART.COM 800-966-6546 AR	55.17		
05-17	05-20	24072809137083305229139	JOANN STORES JOANN.COM 888-739-4120 OH	5.79		
05-30	05-31	24906419150073924195219	FS INDIGO DOMOTICS 877-3278914 CA	59.95		
06-03	06-04	74692169154100512066179	OPT ORION TELESCOPES 800-447-1001 CA	690.00	CR	
06-04	06-05	24692169155100164836006	VISTAPR VISTAPRINT.COM 866-8936743 MA	24.55		
06-05	06-06	24692169156100800518108	VISTAPR VISTAPRINT.COM 866-8936743 MA	16.48		
			TOTAL PURCHASES/ADVANCES/CREDITS	477.49		

PETERS, M CATHERINE						XXXX-XXXX-XX82-7385
Monthly Limit			Cash Limit*			
\$625			\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount		
05-06	05-07	2469216912610028555705	VISTAPR VISTAPRINT.COM 866-8936743 MA	125.47		
06-03	06-04	24055239154083718837824	WALMART.COM 8009666546 800-966-6546 AR	9.80		
			TOTAL PURCHASES/ADVANCES/CREDITS	135.27		

COFFEY, KEVIN J						XXXX-XXXX-XX56-3708
Monthly Limit			Cash Limit*			
\$2,000			\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount		

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



XXXX-XXXX-XX80-9979

Statement Date
06/06/19

Lawn Mower

Sling Chair

INDIVIDUAL CARDHOLDER ACTIVITY

05-10	05-13	24692169130100535579129	LOWES #01784 GLENMONT NY <i>190730</i>	151.11
05-16	05-20	24692169137100576950554	THE HOME DEPOT 1262 ALBANY NY <i>190734</i>	490.32
05-29	05-30	24431069150400291000614	ROBINSON HDWE & GARDEN SLINGERLANDS NY <i>190787</i>	37.99
05-31	06-03	24222149152090290050859	CENTER GATEWAY 518-5125454 NY <i>190787</i>	14.67
TOTAL PURCHASES/ADVANCES/CREDITS				694.09

Carburetor Assembly

Shipping

BRENNER, CATHERINE	XXXX-XXXX-XX81-3574
Monthly Limit \$750	Cash Limit* \$00

Sale Date	Post Date	Reference Number	Type of Activity	Amount
05-31	06-03	24138299152305000725038	PRICE CHOPPER #159 SLINGERLANDS NY <i>190671</i>	35.60
TOTAL PURCHASES/ADVANCES/CREDITS				35.60

Program Supplies

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

July 8, 2019 - Board of Trustee Meeting											
Job Status Report											
											30
<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
Custodial Worker PT	10 hrs/wk		\$15.45/hour or per contract	L. Luykx	5/17/2019	Resignation	4/8/2019				
Library Page PT	13.85 hrs/wk		\$11.10/hour	D. Fitzsimmons	6/30/2019	Resignation	6/10/2019				
Library Assistant FT	35 hrs/wk		\$36,860/annual or per contract	L. Gao	7/17/2019	Separation	6/10/2019				
<u>Action Requested</u>											
Library Page	13.85 hrs/wk		\$11.10/hour	B. Cairns	6/26/2019	Resignation					
Library Page	13.85 hrs/wk		\$11.10/hour	J. O'Keefe	8/15/2019	Resignation					
<u>Positions Held</u>											

Director's Report July 2019

Building and Grounds

Work on installation/equipment issues, including leaking curb seals and damaged actuators on the air handlers is to start on July 8. Wilkins will work with Johnson Controls to complete this work under installation warranty.

Designs for the project change order work are in progress. Draft plans have been submitted and reviewed by DASNY. DASNY, M/E, and the library will work together to agree on the final scope of the change order work and M/E will produce final plans. Those plans will be given to Wilkins as the installer for estimated costs. An anticipated timeline is included in the packet outlining the next steps for the completion of the HVAC project.

Public Service

Three new Orion telescopes are circulating in time for the space-themed summer reading program. Incorporating what we learned from our previous telescopes, these should be easier to use and allow for a tripod mount as well.

The Ian Boegel Outdoor Children's Space is officially open. A dedication was held with family and friends of Ian on Saturday June 29, which brought in approximately 85 people. It was wonderful to see such an amazing turnout. Kevin, Michael and Mark were great to work with in helping to put the space together and building the chalkboard art and wall flower boxes. The space is bright and welcoming with hidden whimsical items to explore at each visit. Since the doors opened at the end of May, many patrons have been seen relaxing in the space enjoying the new furniture and weather. (Photos below)

We had a graduating BCSD high school student request to borrow a copy of the 1934 yearbook for his commencement speech. He used the library's digital archives in assisting him with writing his speech, which touched on a bit on local history. We were happy to be able to allow this student the opportunity to borrow this yearbook in an important event in his life.

The UHLS MyCard has been officially launched to the public at many libraries across Albany and Rensselaer counties. Our library is accepting the cards from other libraries but not issuing them to our patrons at this time. The card is limited to three items at a time, fine-free for youth, and allows for kids to get a card without parental permission. These accounts may only check out books, kids and teen DVDs, and kids and teen audiobooks. No museum passes, library of things items or other "special" items can be circulated to these cards. We will be tracking how many of these cards are used at Bethlehem in the coming months.

Program Highlights

The Chicken Eggperiment was a huge hit once again this year. We had two educational programs, 246 people suggest chicken names, and we tracked the amount of questions and engagement at the children's desk, which was well over 1,000 at last count. We had well over 4,000 views of the Chick-Cam livestream and more than 100 likes on Instagram, as well as about 2,000 views of our chick theme posts on Facebook.

The Summer Reading kickoff was an intergenerational event this year. We combined family friendly balloons, and the Llama Llama costume, with a read-in that was open to all-ages in the afternoon. We finished with a concert by the Wheel. Unfortunately, we had to move the concert inside due to the weather, which limited the number of participants.

Michael teamed up with the director from Voorheesville Library, Sarah Clark to celebrate David Bowie's Space Odyssey. The first event was held here at BPL, and the next will be at Voorheesville on July 11.

Registration for Summer Reading Challenge began on June 26 this year with the newly created software. We had over 200 people sign up the first day and doubled that number within the first week. The redesign of the Summer Reading Program Challenge has already been successful. We have almost handed out more goal prize books in the first week than we did during the entire summer last year. As we know, if we want children to read during the summer, putting books into their hands is a good first step. Having to purchase more goal prize books is an excellent problem to have.

Outreach

On June 22, staff from the library debuted the Pop-up Library at the Delmar Farmer's Market. Cathy and Brianna from Public Services and Circulation Services went to ensure that we could handle any and all requests. They interacted with more than 400 people, 59 items were checked out, accounts were updated and new library cards were issued. The public was very excited to see the library represented at the market. We are working on a plan to see how many market Saturdays we can attend this summer, and will absolutely incorporate a larger presence into next year's budget and service plan.

Tori co-presented the BCMS Book Club this school year, and this month they had their wrap-up party with participant book talks.

Mary co-presented the BCHS book club. Her attendance was not as good as she would have liked this year so she's making plans to promote the club more and choose different books for the next school year.

Mary brought the three 1st grade classes to the library on a field trip from Glenmont. They were all able to get library cards and check out books.

Mary and Michelle started the Storywalk season at Five Rivers this year. It's a new location, and the librarians are pleased with the turn-out but think another location would probably be better for next year.

Michelle visited two Circle of Friends preschool classes.

Michelle visited the Hamagrael special needs class and talked about community helpers.

Jody conducted a book discussion at the Atria at their request.

Michael visited Kenwood Manor to do book talks and visited Good Samaritan where he did readings on some interesting topics.

In May and June 2019 the Public Services librarians visited nine different schools to provide 93 presentations that promoted the summer reading challenge to **2,805** students and teachers.

Meetings and Miscellany

We are conducting two brainstorming sessions with the library staff in mid-July in preparation for the draft of the long range service plan. We anticipate submitting our draft document to the board by September.

The first batch of payroll records has been sent out to Image Data for scanning. Several staff members worked diligently to prepare the records for scanning and eliminate duplication and unneeded records from being scanned.

At the UHLS Annual Dinner, the library received a certificate for fulfilling the requirements for the UHLS Family Literacy Grant – Benchmarking Early Literacy Library Services (BELLS). These requirements included such things as selected staff attending early literacy classes, qualified staff serving as mentors to other librarians in the system, hosting a board mini training and a full training (at Staff Development Day).

Going forward our Trustee manual will be available online. This will eliminate the need for printed copies and make the information the board needs easier to access. Here's a link: <http://www.bethlehempubliclibrary.org/about-us/board-of-trustees/resources-for-bethlehem-public-library-trustees/>

Continuing education for staff

Mary viewed the first session of the *Intro to STEM in Preschool Library Programming* webinar sponsored by the NYSL with plans to watch the archived recording for the second part of the series.

Michelle viewed the PLA webinar *The Public Library's Role during Elections: Voter Education in the Age of Misinformation*.

Tori and Cathy viewed the PLA webinar *Implementing Community Change: Positive and Productive Partnerships*.

Jody viewed the Web junction webinar *Serving Adults in a Changing World*, which was helpful in providing good resources for outreach.

Kate participated in the webinar *Intro to STEM in Preschool Library Programming* sponsored by the NYSL. The first session was an introduction to STEM in preschool programming – why it is important and how the Math and Science Story Time (MASST) program curriculum developed has been successful. The second session included practical applications and specific ideas for math and science programs. The full MASST curriculum will be available online this fall, and is something that we may find beneficial to look at.

Geoffrey Kirkpatrick, Library Director

4th Grade Glenmont



High School visit



Pop-Up Library at the Farmer's Market



Ian Boegel Outdoor Children's Space dedication



Photo courtesy of Brian Sweeney.

Balloon man from Summer Reading Program kickoff



SRP Kickoff



Llama llama



Eggspirement!





Library Collection				2017-18	Current Total
Adult fiction				25,650	26,708
Adult non-fiction				29,279	29,506
Adult audio				7,387	7,216
Adult video				7,462	7,964
Young adult fiction				5,493	5,607
Young adult nonfiction				498	543
Young adult audiobooks				322	364
Children's fiction				26,831	25,716
Children's non-fiction				15,094	15,034
Children's audiobooks				1,380	1,462
Children's video				2,130	1,989
OverDrive - UHLS Shared				59,361	69,231
e-magazines				113	107
Electronic (games, ereaders)				467	482
Total				181,467	191,929
Library Programs	Jun-19	Jun-18	% change	2017-18	F-Y-T-D
Programs	49	46	6.5%	854	843
Program attendance	1,500	1,303	15.1%	26,583	24,838
Outreach Programs	95	85	11.8%	304	285
Outreach Attendance	2,593	1,844	40.6%	8,919	9,929
Circulation	Jun-19	Jun-18	% change	2017-18	F-Y-T-D
Adult fiction	12,677	12,814	-1.1%	143,450	149,583
Adult non-fiction	8,306	8,206	1.2%	94,927	97,179
Adult audio	3,979	4,294	-7.3%	52,342	49,601
Adult video	7,844	8,892	-11.8%	106,685	109,652
Adult magazines	720	1,774	-59.4%	19,756	21,596
Young adult fiction	1,974	1,965	0.4%	18,900	19,610
Young adult nonfiction	111	133	-16.5%	1,379	1,476
Young adult audiobooks	117	113	3.1%	1,243	1,331
Young adult magazines	14	12	16.7%	98	74
Children's fiction	11,787	12,365	-4.7%	144,538	137,492
Children's non-fiction	2,861	3,365	-15.0%	41,533	38,616
Children's audiobooks	690	721	-4.3%	7,249	7,690
Children's video	860	1,230	-30.0%	15,823	14,997
Children's magazines	36	44	-18.2%	435	370
Electronic (games, ereaders)	581	629	-7.6%	6,581	6,966
Total	52,556	56,556	-7.1%	654,937	656,232
Interlibrary Loan	Jun-19	Jun-18	% change	2017-18	F-Y-T-D
Borrowed from others	7,159	6,643	7.8%	86,973	86,393
Loaned to others	4,859	5,411	-10.2%	67,687	67,302
Miscellaneous	Jun-19	Jun-18	% change	2017-18	F-Y-T-D
Visits to our home page	82,574	71,927	14.8%	939,696	849,506
Public use of meeting rooms	34	32	6.3%	484	436
Public meeting attendance	452	437	3.4%	5,860	6,867
Staff use & library programs	113	101	11.9%	1,355	1,038
Study room sessions	500	439	13.9%	4,935	5,267
Tech room use	14	47	-70.2%	364	305
Door count	25,725	27,520	-6.5%	325,408	310,464
Registered BPL borrowers	103	143	-28.0%	1,117	1,012
Computer signups	3,370	3,085	9.2%	37,496	34,871
Museum Pass use	145	180	-19.4%	1,666	1,833
E-book use	6,463	5,229	23.6%	55,407	71,054
E-magazine use			#DIV/0!	12,186	12,415
Equipment	475	459	3.5%	4,444	5,432
Wireless Use	13,732	9,145	50.2%	109,852	172,258

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
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10
7/13/2017	30	604	20	\$259.97	\$8.67	\$0.43	30	57,600	1,920	\$5,198.19	\$173.27	\$0.09
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10
8/10/2018	29	35	1	\$44.40	\$1.53	\$1.27	29	39,936	1,377	\$4,473.49	\$154.26	\$0.11
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09
9/11/2018	32	38	1	\$46.65	\$1.46	\$1.23	32	39,168	1,224	\$4,428.29	\$138.38	\$0.11
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09
10/11/2018	30	99	3	\$86.02	\$2.87	\$0.87	30	34,176	1,139	\$3,643.09	\$121.44	\$0.11
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10
11/8/2018	28	1,420	51	\$754.30	\$26.94	\$0.53	28	27,264	974	\$2,432.22	\$86.87	\$0.09
12/12/2017	33	1,606	49	\$798.17	\$24.19	\$0.50	33	29,184	884	\$2,618.16	\$79.34	\$0.09
12/11/2018	33	3,661	111	\$1,993.69	\$60.41	\$0.54	33	31,872	966	\$3,051.82	\$92.48	\$0.10
1/11/2018	30	2,964	99	\$1,474.51	\$49.15	\$0.50	30	30,336	1,011	\$3,501.04	\$116.70	\$0.12
1/11/2019	31	3,801	123	\$2,727.32	\$87.98	\$0.72	31	31,872	1,028	\$2,832.86	\$91.38	\$0.09
2/9/2018	29	2,380	82	\$1,388.85	\$47.89	\$0.58	29	28,800	993	\$3,871.09	\$133.49	\$0.13
2/11/2019	31	4,947	160	\$2,863.48	\$92.37	\$0.58	31	33,408	1,078	\$3,451.77	\$111.35	\$0.10
3/13/2018	33	1,833	56	\$1,238.17	\$37.52	\$0.68	32	30,336	948	\$2,672.72	\$83.52	\$0.09
3/12/2019	29	3,562	123	\$1,746.64	\$60.23	\$0.49	29	29,952	1,033	\$2,687.90	\$92.69	\$0.09
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09
4/10/2019	29	2,054	71	\$1,102.54	\$38.02	\$0.54	29	30,336	1,046	\$2,629.48	\$90.67	\$0.09
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10
5/13/2019	33	1,161	35	\$607.54	\$18.41	\$0.52	33	34,944	1,059	\$2,915.97	\$88.36	\$0.08
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10
6/12/2019	30	445	15	\$250.06	\$8.34	\$0.56	30	34,560	1,152	\$2,935.52	\$97.85	\$0.08

Board Authorizations 2019-20 (Draft)

Library Attorneys

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

Library Insurance Broker

Amsure Associates
Marshall and Sterling

Library Auditors

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

Official Bank Depositories for Library Funds

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

Official Newspapers

The Spotlight

Board Meeting Dates

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

Authorizations

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

A petty cash fund of \$100 is established.

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

Some payroll-related transactions (IRS, NYS Tax, NYS Deferred Comp) may be transferred electronically.

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

Bonding

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

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

The Messengers are bonded for \$35,000.

Bethlehem Public Library Board Meetings 2020
(start time 6pm)

January 13

February 10

March 9

April 13

May 11

June 8

July 13

August 10

September 14

October 12 (Tuesday)

November 9

December 14



HOLIDAYS AND OTHER CLOSINGS

2019

Tuesday, January 1	New Year's Day	Closed
Monday, January 21	MLK, Jr. Day	Open 9-9
Monday, February 18	Presidents' Day	Open 9-9
Sunday, April 21	Easter Sunday	Closed
Saturday, May 25		Closed
Sunday, May 26		Closed
Monday, May 27	Memorial Day	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Thursday, July 4	Independence Day	Closed
Saturday, August 31		Closed
Sunday, September 1		Closed
Monday, September 2	Labor Day	Closed
Sunday, September 8: SUNDAY HOURS RESUME		
Monday, October 14	Columbus Day	Open 9-9
Monday, November 11	Veterans Day	Open 9-9
Wednesday, November 27		Open 9-5
Thursday, November 28	Thanksgiving	Closed
Friday, November 29		Open 9-5
Friday, December 6	Staff Development Day	Closed
Tuesday, December 24	Christmas Eve	Closed
Wednesday, December 25	Christmas Day	Closed
Tuesday, December 31	New Year's Eve	Open 9-3
Wednesday, January 1, 2020	New Year's Day	Closed

2020 PROPOSED

Wednesday, January 1	New Year's Day	Closed
Monday, January 20	MLK, Jr. Day	Open 9-9
Monday, February 17	Presidents' Day	Open 9-9
Sunday, April 12	Easter Sunday	Closed
Saturday, May 23		Closed
Sunday, May 24		Closed
Monday, May 25	Memorial Day	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Saturday, July 4	Independence Day	Closed
Saturday, September 5		Closed
Sunday, September 6		Closed
Monday, September 7	Labor Day	Closed
Sunday, September 13: SUNDAY HOURS RESUME		
Monday, October 12	Columbus Day	Open 9-9
Wednesday, November 11	Veterans Day	Open 9-9
Wednesday, November 25		Open 9-5
Thursday, November 26	Thanksgiving	Closed
Friday, November 27		Open 9-5
Friday, December 4	Staff Development Day	Closed
Thursday, December 24	Christmas Eve	Closed
Friday, December 25	Christmas Day	Closed
Thursday, December 31	New Year's Eve	Open 9-3
Friday, January 1, 2021	New Year's Day	Closed

Red indicates days that are part of the union contract.

HVAC Project

Change order anticipated next steps

July 2019	Draft plans from M/E for the electric reheats in the community rooms/hot water reheats in the children's library area - Completed
July 2019	DASNY review of draft plans – Completed
July 2019	DASNY, M/E, and Library agree on change order scope and design
July 2019	Price estimate from Wilkins – dependent on change order plans
Jul/Aug 2019	Approval from my board for additional funding (if needed) beyond the funds that DASNY currently has on hand for the project
Jul/Aug 2019	Amendment of the contract with DASNY, if necessary
Jul/Aug 2019	Establish a budget for the project
Aug 2019	Funding for project remitted to DASNY, if necessary
Aug 2019	DASNY pursues approval for a JOC (?) contract for Wilkins
Aug/Sept 2019	Wilkins contract executed by DASNY
Sept 2019	Work begins
Oct 2019	Work completed in time for heating season

Anticipated Board Projects

Schedule for 2019

- May
 - ~~Select auditor~~
 - ~~Budget presentation to the public~~
 - ~~HVAC service contract discussion~~
 - ~~Establish nominating committee~~
 - ~~Long range capital plan discussion — cont.~~
- June
 - ~~Review chart of financial responsibilities~~
 - ~~Long range capital plan discussion — cont.~~
 - ~~Nominating committee — cont.~~
- July
 - Officer elections
 - Swearing in for new trustee
 - Committee appointments
 - Investment Policy (Yearly re-authorization needed)
 - Annual board authorizations
- August
 - Investment policy
 - Investment strategy discussion
- September
 - Discuss long range service plan
 - Trustees for contract negotiation team
 - Hallway furniture
- Fall/Winter 2018-19
 - Long Range Plan (including capital plan) completed and approved
 - Contract negotiations
 - Revisit specialized attorneys

NEWS

Bethlehem Library live-streaming hatching chicks

timesunion.com | June 19, 2019 | Updated: June 19, 2019 1:32 p.m.



The Bethlehem Public Library has something new to check out — an "Incubation Eggsperiment" that features hatching chicks inside the library. They are live-streaming the fowl's progress through a chick cam that can be found on their [website](#).

The library has been gently rotating and tending to the eggs for weeks.

GIVE FEEDBACK

Something's different, right?

Welcome to our new article page. Tell us what you think about our new look by [taking this survey](#).

Most Popular

Food Network show seeking free skilled labor



Cohoes murder trial delayed after defendant injured



Former Crossgates restaurateur faces tax fraud, larceny charges





WISH YOU WERE HERE LIBRARY CARDS

TUESDAY JULY 16 • 5PM

WEDNESDAY JULY 17 • 10AM

Get a custom vacation-themed library card featuring you enjoying your favorite place at the library, or be part of our upcoming "Wish You Were Here" parking lot banner series — or BOTH!

*** Sign up online or call.**



518-439-9314 • www.bethlehempubliclibrary.org



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WEDNESDAYS JULY 3-AUGUST 7 • 2019

EVENINGS

ON THE

GREEN

- ★ MUSIC!
- ★ FAMILY!
- ★ FRIENDS!
- ★ FUN!

★ *Live* ★

AT BETHLEHEM PUBLIC LIBRARY
451 DELAWARE AVENUE, DELMAR

BRING A
BLANKET OR
LAWN CHAIR

FREE

RELAX & ENJOY
THE SHOW

⇒ SCHEDULE ⇐
ON THE OTHER SIDE

CONCERTS MOVE INSIDE IF IT RAINS!

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2019 LINEUP

July 3 • 7pm

TANAGER

Traditional jazz from the 1920s and '30s.

July 10 • 7pm

KATSURA AND FRIENDS

Playing pop, folk and classic rock.

July 17 • 7pm

ELECTRIC CITY CHORUS

An a cappella group that performs in the traditional Barber-shop Quartet style.

July 24 • 7pm

OFF THE RECORD

Energetic rock 'n' roll trio that plays hits from the early '60s.

July 31 • 7pm

CASEY AND SPAIN

Multi-instrumentalist duo playing American originals and covers.

August 7 • 7pm

ALYSSA YEAGER

Family-friendly music that engages the imagination with imagery and creative storytelling.* *Featuring an ice cream social and membership drive at 6:30pm sponsored by the Friends of the Library.*



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mini golf at the library

Sunday, July 14 • 1-5pm



Course set up **INSIDE** the library!
Keep score or keep it casual! Fun for all ages!

**Sponsored by the Friends of Bethlehem Public Library*

BETHLEHEM PUBLIC LIBRARY
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