



**Board of Trustees Meeting
January 14, 2019 6:00 pm
Agenda**

- **Call to order**
 - **Public participation**
 - **Introduction of board treasurer**
 - **Approval of previous meeting minutes**
 - **Financial report**
 - Manual invoices
 - Resolutions - none
 - Personnel report
 - Personnel actions
 - **Director's report**
 - **UHLS report**
 - **New business**
 - Board committee schedule/rotation
 - UHLS system-wide MyCard**
 - NYS library smoking prohibition law
 - School district veterans tax credit
 - Board treasurer - resolutions needed?
 - Other new business
 - **Old business**
 - Long range capital plan
 - Bethlehem First Night - Report
 - HVAC Update
 - BCN-TV/studio makerspace update
 - Other old business
 - **Future business**
 - Background checks
 - Plaza feasibility
 - Policy updates/schedule
 - Resource sharing
 - Fines and Fees
 - **Public Participation**
 - **Adjournment**
- Next board meeting: January 24th, 2019 6:00pm Long Range Plan (Story Room)**
February 11, 2019 6:00pm Typical 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 December 10, 2018

PRESENT: Caroline Brancatella
Joyce Becker
Mark Kissinger
Harmeet Narang
Mary Redmond
Lisa Scoons

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Brian Sweeney

GUESTS: Tanya Choppy, Account Clerk
Catherine Stollar Peters, Head of Tech Services, Circulation
Chris McGinty, Head of Public Services
Catherine Brenner, CSEA Local 6015 president
Tracey McShane, Personnel Administrator
Mary Fellows, Manager, Youth and Family Services
Jared King

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

PUBLIC PARTICPATION
None

BELLS PRESENTATION

Mary Fellows from Upper Hudson discussed the way in which views on early literacy have changed over the past five decades. She said early literacy is a core service provided by the 21st century library because it provides foundational reading skills and brings families into libraries, creating lifelong users. She discussed ways to promote those skills through interactive storytimes, outreach and investment in staff.

The board thanked M. Fellows for her time. Several board members said they were intrigued by the Storyville concept at three Baltimore libraries that provides an immersive experience for children. The Ravena library is currently working on a smaller-scale version of the idea, and board members expressed an interest in checking it out when it's complete.

MINUTES

Minutes of the 13 November 2018 board meeting were approved unanimously with one correction noted below on a MOTION by M. Kissinger with a SECOND by C. Brancatella.

The discussion on Page 3 of 6 about the director's evaluation form should have reflected that C. Brancatella and M. Kissinger had volunteered to update it.

FINANCIAL REPORT

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board unanimously approved the Financial Statement dated 30 November 2018 (Manual Disbursements for November \$318,400.22; Cash Disbursements/Accounts Payable for December \$71,397.97; Trust & Agency Disbursements/Salaries for November \$195,136.04; CapProject Fund/Hand-Drawn Checks for December \$0; Total: \$584,934.23).

G. Kirkpatrick noted that the \$25,000 in bullet aid from Assemblymember Pat Fahy had been received.

G. Kirkpatrick noted the budget was overspent on the tax line due to an influx of refunds on large commercial parcels that had gone through the grievance process. The library normally budgets about \$4,000 for this, but current totals are already near \$16,000. Money for this can be easily covered by other underspent areas in the budget. H. Narang asked if there was a deadline for when these calculations will be complete. T. Choppy said it all depends on when they make their way through the system. J. Becker said the library can probably expect more grievances on large-scale parcels.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for November 1-30, 2018.

MANUAL INVOICES/OFF CYCLE CHECK

G. Kirkpatrick asked the board to approve an off-cycle check related to the library's health-care offerings.

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board unanimously approved payment to Jaeger and Flynn to pre-fund flex spending and high-deductible health plan contributions in the amount of \$10,300.

RESOLUTIONS

None

PERSONNEL REPORT

G. Kirkpatrick said he was requesting four new actions, noted below and was dropping of the held positions due to the organization and to offset some of the expenses of the newly created treasurer position.

PERSONNEL ACTION

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

- Board treasurer, part-time, permanent, 15 hours/week at \$50/hour, to be filled by Robert Khalife, effective Jan. 7, 2019.
- Library Clerk, full-time, permanent, 35 hours/week at \$28,995/ annual or per contract (reclassification of Technology Assistant FT).

And the following promotions, effective Jan. 1, 2019:

- Chris McGinty to Assistant Director from Department Head at 35 hours/week at no salary change
- Catherine Stollar Peters to Assistant Director from Department Head at 35 hours/week at \$76,695/annual

DIRECTOR'S REPORT

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

- Trane, which is responsible for the controls/brain of the HVAC system has been very responsive about troubleshooting issues. M. Redmond asked if DASNY had a lawyer with them during the recent meeting and said the library needs to revisit the issue of having a lawyer ready proactively if the issues do not get resolved.
- Trustees were invited to participate in First Night activities at the library, if interested.
- G. Kirkpatrick noted that the HVAC project roundup was not included in the packet this month because nothing had change. M. Redmond asked to have DASNY keep sending the monthly reports.
- Staff Development Day was a high-energy affair with an hourlong State of the Library that covered some of the results from the recent community survey. Shark Tank in the afternoon brought forward some exciting proposals, many of which can be implemented. G. Kirkpatrick said one group proposed the idea of a prefabricated band shell at a cost of about \$60,000. J. Becker said it could also be used for storytimes and as a bookable space.

M. Redmond noted that Cathy Brenner was in attendance in her role as union president.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the construction grant money from Bethlehem library had been returned and divided among seven other libraries that had unmet needs. Cohoes also returned their grant allocation. The library can still apply for a grant for smaller pieces of the fire alarm and security project in the future.

NEW BUSINESS

Copier purchase

G. Kirkpatrick asked to replace the Ricoh in the supply room with a Konica with Eastern Managed Print Network, which is on state contract. The printer will replace a bunch of individual printer/copiers in tech services.

On a MOTION by C. Brancatella with a SECOND by M. Kissinger, the board unanimously approved the purchase of a new copier with finisher from Eastern Managed Print Network in the amount of \$6,739.50.

Fine Free at Albany

Albany Public Library announced this month that they will be going fine-free on Jan. 1. While Bethlehem library has a clear idea of how loan rules should work in the event of fines assessed on books checked out from non-APL locations and returned at Albany, there is still some question as to how it will work in practice. The board noted that it is a good test case to observe as APL is the largest library in the state to go fine free for everyone.

Community Room A/V System

G. Kirkpatrick said the library has received frequent complaints about the A/V system in the community room from both audiences and presenters. In an earlier discussion, B. Sweeney echoed those concerns after a recent presentation he did for the library.

G. Kirkpatrick said that he has had some difficulty getting the required three quotes for this purchase as the number of people providing the service is limited. He currently has a quote from Audio Visual Sales and Service in the amount of \$13,395.87.

Most of the components in the Audio Visual Sales and Service proposal are on state contract, and the company comes highly recommended by Upper Hudson and other libraries that use their services. G. Kirkpatrick asked if the board would consider a one-time waiver of the policy requirement of three quotes for this purchase in order to move forward with a new system.

On a MOTION by M. Kissinger and a SECOND by J. Becker, the board voted to do a one-time override of the library's three-quote purchasing policy provision and approve the purchase of a new A/V system for the Community Room from Audio Visual Sales and Service in an amount up to \$14,000.

Other new business

There was no other new business at this time.

OLD BUSINESS

Annual audit

The auditors at Bonadio Group have responded to questions about the audit that were brought up at the November meeting. Once the draft is approved, the audit and required communication will be posted to the website.

On a MOTION by M. Kissinger and a SECOND by H. Narang, the board voted to approve the audit and required communications drafts as presented by Bonadio Group.

The board noted that they have been very happy with Bonadio Group and will be conducting an RFP for new auditors simply because it is important to bring in new eyes occasionally and not because of any dissatisfaction with Bonadio.

Cyber liability

G. Kirkpatrick provided the board with some additional information about what the \$2,400 cyber liability insurance policy would cover. He noted that much of the library's patron data is at Upper Hudson, so they have the most exposure. M. Redmond asked if the school district has a cyber liability. BOCES has a policy on the financial data it collects, but the library was going to look into whether the district carries one. C. Brancatella said that the concept of data security is a hot button issue these days, and an insurance policy, while it may not actually provide much coverage, may be important in terms of optics. M. Kissinger said he did not believe the policy was worth the money. M. Redmond agreed but said the optics were an issue to her as well. The board agreed that knowing whether or not the school district had a similar policy would better inform their decision.

UHLAN contract extension

Upper Hudson is pursuing a one-year extension to its contract for services, so the organization can continue to hammer out the details of what constitutes a "net lender" and how that impacts how fees are assessed.

On a MOTION by C. Brancatella and a SECOND by L. Scoons, the board unanimously approved the one-year extension to the UHLN contract at a cost of \$47,437 for 2019.

Long range capital plan

Library architect Paul Mays will meet with library trustees Jan. 24 from 6-8 p.m. after spending a day at the library assessing space needs. He will talk about what the planning process will look like. The community survey is a part of the process.

M. Redmond said that anyone who wants to add a topic to the anticipated board projects schedule should let her know. She said the schedule has helped move some of the previous projects along in a timely manner.

G. Kirkpatrick said the board should keep in mind that the long-range plan is not just a capital plan; it is a capital and service plan.

Bethlehem First Night

In response to a question from M. Kissinger, G. Kirkpatrick said the library would close at 3 p.m. on New Year's Eve and reopen around 7. The main performance begins once a sufficient crowd has gathered following the opening fireworks. There will also be face painting and green screen pictures.

HVAC project update

The project was discussed earlier in the meeting. G. Kirkpatrick said he would continue to keep the pressure on the players involved until there is a resolution.

M. Redmond asked if the board wanted to discuss some of the survey comments they received and whether or not they wanted to craft some type of response. The board suggested pulling out some of the top recurring comments, like a wish for more quiet space and longer hours, and creating some publicity to indicate that the board has heard the commenters and will be keeping those concepts in mind as they move forward with their long-range planning. There was also a suggestion that the library continue publicizing services and items that currently exist in a way to reach people who might not already know about them. H. Narang asked if there was some kind of as-yet unexplored marketing concept that could increase the library's exposure.

BCN-TV/studio makerspace update

The studio is getting ready to enter the beta testing phase. Discussions are ongoing as to what kind of software and equipment would be most useful.

Other old business

No other old business.

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

J. King, who arrived at 7:05pm, said he had a couple of points to share with the board. He noted the board's discussion about quiet spaces in the library and said he believes that it could be achieved if the library just enforced the rules. He also brought up an incident in August when he was asked to leave a meeting room after an hour's time. He said he was not happy with the way it was communicated to him. He mentioned that he was unhappy that a teen who did not provide a library card was allowed to use a computer. He also asked how the library made decisions about materials in the collection. G. Kirkpatrick said there is a collection development policy on the website that addresses this.

EXECUTIVE SESSION

On a MOTION by C. Brancatella with a SECOND by J. Becker, the board adjourned to executive session at 7:58pm to discuss the employment performance of a specific individual.

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board adjourned executive session at 8:11pm; no action was taken.

On a MOTION by H. Narang with a SECOND by C. Brancatella, the board adjourned the regular meeting at 8:12pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #6
12/31/2018**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	2,377.88
Interest on Investment	1,892.59
Sale of Books	450.85
Gifts and Donations	100.00
Insurance Recovery	0.00
Photocopier	835.42
State Aid	0.00
Grants	0.00
Miscellaneous Income	25.00
Total	\$5,681.74

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #6
12/31/2018**

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	17,502.04	12,497.96	58.34%
Interest on Investment	5,000.00	4,882.10	117.90	97.64%
Sale of Books	6,000.00	2,704.34	3,295.66	45.07%
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	4,191.37	2,808.63	59.88%
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	250.00	(250.00)	
Sub-Total	\$4,203,194.00	4,066,991.55	161,452.45	96.76%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,203,194.00			

OPERATING CASH SUMMARY

TD Checking Account:	2,748,530.60 *
TD Money Market:	1,626,007.26
TD Payroll Account:	0.00
Capital Project Fund:	262,959.23
TOTAL	4,637,497.09

*Includes Interest of \$1,892.59 credited on 12/17/18

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #6**

12/31/2018

MANUAL DISBURSEMENTS - DECEMBER HAND DRAWN CHECKS TD BANK	\$26,421.18
CASH DISBURSEMENTS - JANUARY ACCOUNTS PAYABLE TD BANK	\$52,795.67
TRUST & AGENCY DISBURSEMENTS - DECEMBER SALARIES - TD BANK	\$197,901.15
CAPITAL PROJECT FUND HAND DRAWN CHECKS - DECEMBER	\$0.00
TOTAL	\$277,118.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 22: MANUAL DISB (DEC 18) For Dates 12/1/2018 - 12/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37493	12/21/2018	719	**VOID** BETHLEHEM CENTRAL SCHOOL DIST	190231	-169.81
37543	12/05/2018	1607	**VOID** VERIZON BUSINESS FIOS	190002	-201.98
37558	12/05/2018	1607	VERIZON BUSINESS FIOS	190002	201.98
37612	12/05/2018	1833	BLUESHIELD OF NORTHEASTERN NY		6,211.02
37613	12/05/2018	2087	CITIBANK	190299	1,666.44
37614	12/05/2018	1161	TOWN OF BETHLEHEM	190346	1,137.66
37615	12/05/2018	2061	UNITED HEALTHCARE INSURANCE CO		94.71
37620	12/13/2018	1576	JAEGER & FLYNN ASSOCIATES, INC	190352	10,300.00
37621	12/14/2018	2170	FRIENDS OF HILDANE	190356	200.00
37622	12/14/2018	2137	WEX BANK	190006	73.10
37627	12/21/2018	1424	AFLAC NEW YORK		415.92
37628	12/21/2018	719	BETHLEHEM CENTRAL SCHOOL DIST	190231	169.81
37629	12/21/2018	2087	CITIBANK	190325	824.04
37630	12/21/2018	1570	NATIONAL GRID		5,205.52
37631	12/21/2018	2287	SCHENECTADY CO. HISTORICAL SOCIETY	190370	50.00
37632	12/21/2018	1747	TOWN OF BETHLEHEM-HIGHWAY DEPT	190367	120.00
37633	12/21/2018	1607	VERIZON BUSINESS FIOS	190002	122.77

Number of Transactions: 17

Warrant Total: 26,421.18

Vendor Portion: 26,421.18

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 - 25: CASH DISB (JAN 19) For Dates 1/15/2019 - 1/15/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37638	01/15/2019	2242	ALPHA CARD SYSTEMS	190345	46.84
37639	01/15/2019	1009	AMAZON CREDIT PLAN	190397	1,488.95
37640	01/15/2019	61	AQUASCAPE DESIGNS LLC	190016	78.99
37641	01/15/2019	77	BAKER & TAYLOR , INC.	190349	9,058.14
37642	01/15/2019	1186	BAKER AND TAYLOR ENTERTAINMENT	190371	34.99
37643	01/15/2019	2245	BLUE 360 MEDIA	190376	54.25
37644	01/15/2019	1820	BONADIO & CO., LLP	190357	3,875.00
37645	01/15/2019	103	BRODART INC	190224	74.53
37646	01/15/2019	827	PHYLLIS CHAMBERS		402.00
37647	01/15/2019	150	COMMERCIAL MAILING AND	190383	551.10
37648	01/15/2019	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	190008	187.89
37649	01/15/2019	1240	DE LAGE LANDEN FINANCIAL SER	190010	440.00
37650	01/15/2019	1220	DEMCO, INC	190215	595.00
37651	01/15/2019	1463	EAST GREENBUSH COMM LIBRARY	190380	5.98
37652	01/15/2019	1991	EASTERN MANAGED PRINT NETWORK LLC	190358	7,216.44
37653	01/15/2019	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	190389	2,197.00
37654	01/15/2019	117	FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	190366	758.50
37655	01/15/2019	1674	FINDAWAY	190362	1,136.13
37656	01/15/2019	1986	FIRSTLIGHT FIBER	190007	187.77
37657	01/15/2019	1965	PATRICIA GEROU		402.00
37658	01/15/2019	787	GUILDERLAND PUBLIC LIBRARY	190381	42.94
37659	01/15/2019	2281	HAIMOWITZ, STEPHAN	190288	150.00
37660	01/15/2019	745	MARY HARTMAN		402.00
37661	01/15/2019	297	INTERNATIONAL BUILT-IN SYSTEMS	190360	276.00
37662	01/15/2019	2285	KATHERINE KLOSS	190368	100.00
37663	01/15/2019	2201	LANE PRESS OF ALBANY	190011	3,045.00
37664	01/15/2019	1680	LEXINGTON VACUUM CLEANER REBLD	190363	699.99
37665	01/15/2019	2261	LIBRARY IDEAS, LLC	190378	409.45
37666	01/15/2019	1024	MIDWEST TAPE	190351	3,443.52
37667	01/15/2019	1172	ANNE B MOSHER		402.00
37668	01/15/2019	1328	MOVIE LICENSING USA	190359	199.00
37669	01/15/2019	809	NANCY PIERI		402.00
37670	01/15/2019	2088	NYSID	190334	158.08
37671	01/15/2019	2121	NYSPSP	190103	16.56
37672	01/15/2019	1823	OVER DRIVE INC.	190379	7,609.60
37673	01/15/2019	2054	PANGBURN LANDSCAPING	190390	1,550.00
37674	01/15/2019	450	PHILLIPS HARDWARE INC	190013	43.97
37675	01/15/2019	458	PITNEY BOWES INC	190012	460.41
37676	01/15/2019	505	ROEMER WALLENS GOLD & MINEAUX	190382	394.00
37677	01/15/2019	2038	STAPLES BUSINESS ADVANTAGE	190046	32.66
37678	01/15/2019	2154	STERICYCLE, INC.	190350	64.18
37679	01/15/2019	1774	TELEVEND SERVICES, INC.	190343	95.07
37680	01/15/2019	1161	TOWN OF BETHLEHEM	190386	3,113.72
37681	01/15/2019	1968	VERIZON WIRELESS	190124	146.25
37682	01/15/2019	746	VOORHEESVILLE PUBLIC LIBRARY	190394	6.99
37683	01/15/2019	645	W W GRAINGER INC	190015	238.78

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 25: CASH DISB (JAN 19) For Dates 1/15/2019 - 1/15/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37684	01/15/2019	1707	AUDREY WATSON		402.00
37685	01/15/2019	2282	ROGER HELD PIANO SERVICE	190289	100.00
Number of Transactions: 48				Warrant Total:	52,795.67
				Vendor Portion:	52,795.67

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 - 23: TRUST & AGENCY (DEC 18) For Dates 12/1/2018 - 12/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37616	12/14/2018	712	CIVIL SERVICE EMPL ASSOC INC.		928.51
37617	12/14/2018	1679	METLIFE-TSA CONTRIBUTIONS		100.00
37618	12/14/2018	2003	NEW YORK STATE DEFERRED		2,301.26
37619	12/14/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
37623	12/28/2018	712	CIVIL SERVICE EMPL ASSOC INC.		928.51
37624	12/28/2018	1679	METLIFE-TSA CONTRIBUTIONS		100.00
37625	12/28/2018	2003	NEW YORK STATE DEFERRED		2,500.90
37626	12/28/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100317	12/14/2018	709	BPL SPECIAL PAYROLL ACCOUNT		71,012.99
100318	12/14/2018	710	NYS INCOME TAX BUREAU		4,636.21
100319	12/14/2018	1946	IRS - PAYROLL TAX PMT		25,739.04
100320	12/28/2018	709	BPL SPECIAL PAYROLL ACCOUNT		62,362.25
100321	12/28/2018	710	NYS INCOME TAX BUREAU		3,510.24
100322	12/28/2018	730	NYS EMPLOYEES RETIREMENT SYSTE		3,111.61
100323	12/28/2018	1946	IRS - PAYROLL TAX PMT		20,329.63

Number of Transactions: 15

Warrant Total: 197,901.15
Vendor Portion: 197,901.15

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
BANK ACCOUNT RECONCILIATION SUMMARY
12/31/2018

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$3,034,348.89	\$9,902.01	\$295,720.30	\$2,748,530.60
TD Bank Payroll	\$0.00	\$133,375.24	\$133,375.24	\$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
TOTAL:	\$4,923,315.38	\$143,277.25	\$429,095.54	\$4,637,497.09

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund

For the month beginning 12-1-18 and ending 12-31-18

Balance on hand at the beginning of the month \$3,034,348.89

Receipts during the month

Interest	1,892.59
Transfers from Money Maket Account TD Bank	0.00
Fines	2,377.88
Copier	835.42
Miscellaneous (Abate)	4,220.27
Book Sale	450.85
PILOT	0.00
School Taxes	0.00
Gifts	100.00
Sale of Equipment	0.00
Grants	0.00
State/System Aid	0.00
Miscellaneous Income	25.00

Total Receipts \$9,902.01

Total Receipts Including Balance \$3,044,250.90

Disbursements During Month By Check

From Check #37559 to Check #37611	71,397.97
Trust & Agency Payments (Payroll)	197,901.15
From Check #37493 to Check #37633	26,421.18
Transfers to Money Maket Account	0.00
Adjustment	0.00

Total amount of Disbursements \$295,720.30
Balance on Hand at End of Month **\$2,748,530.60**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	2,753,938.00
Amount of Outstanding Checks	5,407.40
Balance on Deposit	2,748,530.60

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
12/31/18

Check Number	Date	Amount
37489	11/14/2018	39.00 Stopped payment reissued 1/3
37580	12/11/2018	112.88
37630	12/21/2018	5,205.52
37631	12/21/2018	50.00

TOTAL **\$5,407.40**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 12-1-18 and ending 12-31-18

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

Receipts during the month

Transfer from Checking 12/13/18	71,012.99
Transfer from Checking 12/27/18	62,362.25

Total Receipts \$133,375.24

Total Receipts Including Balance \$133,375.24

Disbursements During Month By Check

12/14/18 - From Check #85242 to Check #85310	71,012.99
12/28/18 - From Check #85311 to Check #85379	62,362.25

Total Amount of Disbursements	<u>\$133,375.24</u>
Balance on Hand at End of Month	\$0.00

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by bank statement	2,389.08
Amount of Outstanding Checks	2,389.08
Balance on Deposit	\$0.00

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

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

Secretary

Business Manager

BETHLEHEM PUBLIC LIBRARY
Outstanding Checks
TD Bank Payroll Fund
12/31/18

Check Number	Date	Amount
85294	12/14/2018	351.66
85326	12/28/2018	1,539.28
85336	12/28/2018	64.03
85363	12/28/2018	434.11

TOTAL 2,389.08

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 12-1-18 and ending 12-31-18

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 12-1-18 and ending 12-31-18

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	\$262,959.23

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



4427533000280997900824040082404063



21133400 - 000182 - 0001 - 0003 - 26

Company Account Number XXXX-XXXX-XX80-9979	Payment Date 12/31/2018	New Balance \$824.04	Minimum Amount Due \$824.04	Enter Amount Paid 824.04
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BETHLEHEM PUB LIBRARY
TANYA CHOPPY
451 DELAWARE AVE
DELMAR NY 12054-3042

**T0000054

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

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

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

CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$32,175	\$00	\$00

OK to pay
GK
12/19/18

Statement Date
12/06/18
Payment Date
12/31/18

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	1,493.44	- 1,493.44		824.04		824.04
Advances						
Company Totals	TOTAL 1,493.44	- 1,493.44		824.04		824.04

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

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				227.52		227.52
Advances						
Monthly Limit: \$1,300	TOTAL			227.52		227.52

COFFEY, KEVIN J XXXX-XXXX-XX56-3708	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				395.42		395.42
Advances						
Monthly Limit: \$750	TOTAL			395.42		395.42

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				201.10		201.10
Advances						
Monthly Limit: \$0	TOTAL			201.10		201.10

DAYS IN BILLING PERIOD: 30					
Balance Subject To Interest Charges	>	Purchases	Cash Advances	Payment Due:	824.04
Periodic Rate	>	.0000%	.0000%	Amount Over Credit Limit:	.00
ANNUAL PERCENTAGE RATE	>	0.00%	0.00%	Amount Past Due:	.00
				MINIMUM AMOUNT DUE:	824.04



21133400 - 000182 - 0002 - 0003 - 26

XXXX-XXXX-XX80-9979

Statement Date
12/06/18

COMPANY BOOKKEEPING DETAIL			
BETHLEHEM PUB LIBRARY			XXXX-XXXX-XX80-9979
Monthly Limit \$33,000		Cash Limit* \$00	Available Credit Line \$32,175
Available Cash Line** \$00			
Sale Date	Post Date	Reference Number	Type of Activity
11-23	11-26	74046588330327000040041	PAYMENT - THANK YOU
			Total Amount 1,493.44 PY

INDIVIDUAL CARDHOLDER ACTIVITY			
KIRKPATRICK, GEOFFREY			XXXX-XXXX-XX82-7377
Monthly Limit \$1,300		Cash Limit* \$00	
Sale Date	Post Date	Reference Number	Type of Activity
11-25	11-26	24492158329719989620836	RIDE WITH GPS 415-472-9809 OR 190206
11-23	11-26	24072808327083720858092	JOANN STORES JOANN.COM 888-739-4120 OH 190325
11-30	12-03	24204298334000170211529	FACEBK NCD5TJ6JK2 650-5434800 CA 190339
12-01	12-03	24492158335637949527705	NAME-CHEAP.COM WWW.NAMECHEAP AZ 190339
			TOTAL PURCHASES/ADVANCES/CREDITS 227.52

Basor
Positive SSC

COFFEY, KEVIN J			XXXX-XXXX-XX56-3708
Monthly Limit \$750		Cash Limit* \$00	
Sale Date	Post Date	Reference Number	Type of Activity
11-13	11-14	24692168317100399464126	LOWES #01784 GLENMONT NY 190209
11-15	11-19	24388948320630116448001	PRICE GREENLEAF INC. DELMAR NY 190325
11-26	11-27	24692168330100936624706	LOWES #01784 GLENMONT NY 190325
11-30	12-03	24692168334100400828193	LOWES #01784 GLENMONT NY 190339
			TOTAL PURCHASES/ADVANCES/CREDITS 395.42

Ceiling Paint & Supplies
Floor Cleaner

MCDONOUGH, NATALIE			XXXX-XXXX-XX42-8387
Monthly Limit \$00		Cash Limit* \$00	
Sale Date	Post Date	Reference Number	Type of Activity
11-06	11-08	24388948311630162513543	CSEA WORK INSTITUTE 518-7824428 NY 190203
11-19	11-20	24692168324100068603898	SHOPRITESLINGERLANDSS1 SLINGERLANDS NY 190325

Civil Service Study Guides
Program Supplies

*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
12/06/18

INDIVIDUAL CARDHOLDER ACTIVITY

11-20	11-21	24427338324060000704066	HANNAFORD #8339 DELMAR NY 190325	13.16
TOTAL PURCHASES/ADVANCES/CREDITS				201.10

▶ Program Supplies

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

2018-19 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Dec. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,122,789	0	1,122,789	100,741	549,838	0	\$572,951	51%
Salaries-Clerical	987,451	0	987,451	77,205	447,249	0	\$540,202	55%
Salaries-Custodians	152,187	0	152,187	12,430	71,411	0	\$80,776	53%
Retirement	285,626	0	285,626	1,140	283,682	0	\$1,944	1%
SocSec/Medicare	173,483	0	173,483	14,158	81,599	0	\$91,884	53%
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	12,970	143,762	759	\$150,038	51%
Disability Ins.	1,400	0	1,400	0	1,266	0	\$134	10%

Materials

Adult books	171,000	29,435	200,435	14,999	80,026	5,331	\$115,078	57%
Audiobooks	33,000	931	33,931	3,231	11,027	1,281	\$21,623	64%
Ebooks	105,000	0	105,000	5,702	65,353	8,307	\$31,340	30%
Electronic Resources	28,000	0	28,000	7,078	12,057	0	\$15,943	57%
Periodicals	21,000	0	21,000	5,631	13,716	0	\$7,284	35%
YS Books	85,000	16,253	101,253	4,276	37,449	4,191	\$59,614	59%
YS Audiobooks	5,000	869	5,869	402	1,850	255	\$3,764	64%
YS Media	7,000	5,288	12,288	538	7,150	1,043	\$4,095	33%
Special Collections	10,500	1,582	12,082	1,859	3,035	100	\$8,948	74%
AS Media	58,000	7,805	65,805	3,611	16,846	2,450	\$46,509	71%

Operations

Copiers and supplies	15,000	0	15,000	958	5,471	4,718	\$4,811	32%
Office supplies	23,000	0	23,000	713	3,763	2,318	\$16,919	74%
Custodial supplies	17,000	0	17,000	703	4,090	5,303	\$7,607	45%
Postage	17,000	479	17,479	0	7,714	1,789	\$7,975	46%
Printing	30,000	79	30,079	-308	8,838	11,040	\$10,200	34%
Van lease & oper.	1,500	0	1,500	73	276	324	\$900	60%
Gas and Electric	65,000	0	65,000	5,206	26,015	0	\$38,985	60%
Telecommunications	11,000	0	11,000	917	7,300	7,014	-\$3,314	-30%
Water	3,000	0	3,000	1,138	2,475	0	\$525	18%
Taxes-sewer&water	3,700	0	3,700	0	0	0	\$3,700	100%
Refund property taxes	4,000	0	4,000	1,658	17,868	0	-\$13,868	-347%
Prof. Services	12,000	550	12,550	1,971	2,633	394	\$9,523	76%
Contract Services	37,500	0	37,500	3,901	5,596	2,948	\$28,956	77%
Insurance	29,000	0	29,000	0	25,995	0	\$3,006	10%
Travel/Conference	10,000	0	10,000	3,166	5,083	0	\$4,917	49%
Memberships	2,000	0	2,000	395	445	0	\$1,555	78%
Special Programs	20,000	2,244	22,244	889	9,329	1,716	\$11,199	50%
Furniture&Equipment	50,000	1,941	51,941	2,106	10,379	14,393	\$27,169	52%
IT Hardware & Software	42,000	4,721	46,721	1,118	19,361	100	\$27,261	58%
Bld&Grnd. Repair	40,000	162	40,162	2,799	19,908	3,521	\$16,733	42%
Furn/Equip Repair	2,000	0	2,000	0	525	0	\$1,475	74%
Miscellaneous	3,500	0	3,500	-193	-1,615	393	\$4,722	135%
Audit Service	13,000	0	13,000	3,000	15,500	3,875	-\$6,375	-49%
Accounting Service	13,000	0	13,000	0	13,068	682	-\$750	-6%
UHLAN fees	50,000	0	50,000	438	23,749	0	\$26,251	53%
Capital Expenditures	125,000	0	125,000	0	0	6,740	\$118,261	95%
TOTAL	\$4,203,194	\$72,339	\$4,275,533	\$296,618	\$2,079,932	\$90,985	\$2,104,615	49%

2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Encumbrances	Subtotal	Dec exp.	YTD Exp.	Available
Operating Fund Balance	1,200,000	0	0	1,200,000	0	0	\$1,200,000
Fire Alarm (Board Designat	0	9,626	12,561	-2,935	0	0	-\$2,935
HVAC (Board Designated)	70,717	15,882	6,538	80,061	0	13,082	\$66,979
Unassigned	678,537	616,926	0	1,295,463	0	0	\$1,295,463
Board Designated Fund balance Subtotal	1,949,254	642,434	19,099	2,572,589	0	9,344	\$2,563,246
PEG/miscellaneous	2,561	21,310	899	22,972	0	5,557	\$17,415
Total Fund Balance *	1,951,815	663,744	19,998	2,595,561	0	13,394	\$2,582,167

* Initial Fund Balance 6/30/2018 (unaudited)

note: All numbers are unaudited

Initial surplus from 2017-18 fiscal year (unaudited)
 \$356,328+\$260,520
 NYS construction grant+\$78.40 from liquidation of backflow PO

\$28,947 yet to be received from NYS Construction Grant

January 14, 2019 - Board of Trustee Meeting											
Job Status Report											
											28
<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				
Librarian II FT	35 hrs/wk		\$60,004/ annual or per contract	N. McDonough	11/23/2018	Resignation	11/12/2018	Pending			Promotion
Library Clerk FT (reclass of Technology Assistant FT)	35 hrs/wk		\$28,995/ annual or per contract	M. Giuffre	11/30/2018	Retirement	12/10/2018				
<u>Action Requested</u>											
Librarian 1 PT	7.66 hrs/wk		\$26.44/hour or per contract	E. Sullivan	1/29/2019	Resignation					
Librarian 1 FT	35 hrs/wk		\$51,682/ annual or per contract		1/31/2019	Promotion					
<u>Positions Held</u>											

Director's Report January 2018

Building and Grounds

I have very little to report about the HVAC system. Things remain about the same. The largest number of complaints continue to be about the Community Room and Board Room temperatures and air flow. The system continues to blow cool/cold air into these rooms. Kevin and I will keep working with our contractors on a solution.

We have received a few complaints about the closing of the sidewalks over the berm between lot 2 and lot 3. For safety reasons we will continue to keep these closed throughout the winter.

Public Service

We have expanded the teen program volunteers from summer only to year round. Two teen volunteers assisted on the New Year's at Noon celebration for kids. One of the sewing volunteers assisted with Open Sewing programs in December. Tori trained a new teen to assist with programs and projects. Several teen volunteers are working with Frank's popular Chess Club series. Cathy had a teen volunteer working on adding introduction screens to storytime videos shot last year. One teen and one adult volunteer work a combined 3 hours per week on the Local History digitization project.

Several of the Shark Tank ideas are being actively implemented. Nintendo Switches has been ordered, board games are being cataloged. Seeds for the seed library are on the way as are associated programs for a program series related to gardening. The Friends expressed interest in participating with a pet "meet and greet" program at the library as well as fundraising for improvements to the outdoor program space. Redesigns to the children's early literacy area are under investigation, the board books are being reclassified for ease of use.

Our participation in Bethlehem First Night was a success. Our attendance was 412 people, which was a significant increase over last year's attendance of 228. The weather remained warm enough that the rain stayed rain and we had no signs of icing on the plaza. We could not have done this without the efforts of the staff people and volunteers who made the evening work so smoothly. Our busiest hour was between 7-8pm. Andy the Music Man's second show was less well attended than the first but still had a sizable audience for 9pm. The face painting was a continued success from last year. We put up the green screen in the Board Room, and attendees were able to get a picture of themselves in Times Square, in front of fireworks, or any of a number of backgrounds. The room was busy all night. While not needed due to the weather, a special thank you to folks from the Masonic Lodge who agreed to be on deck for shoveling in case of snow.

Upgrades to the Community Room A/V system are scheduled to take place January 28-29. This should significantly improve audio performance in the room.

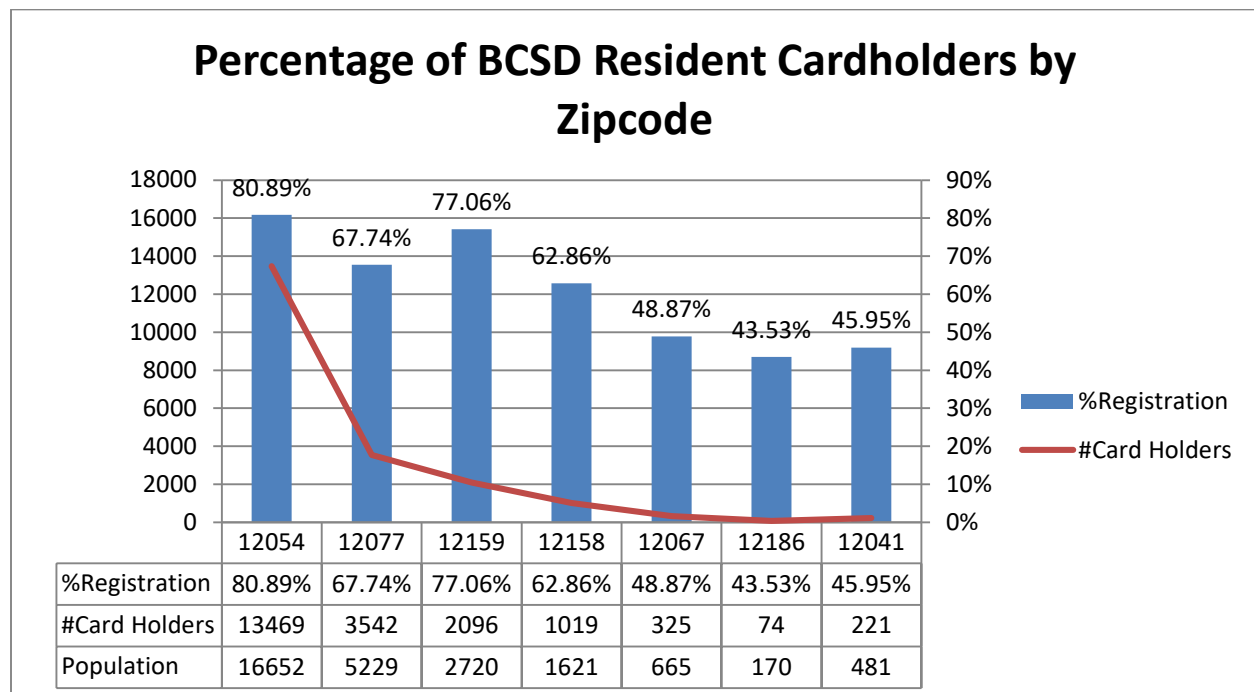
Meetings and Miscellany

Some things to note about physical circulation during the past year. Our 2018 circulation of physical items was 550,059. This number does not include ebooks or e-audiobooks.

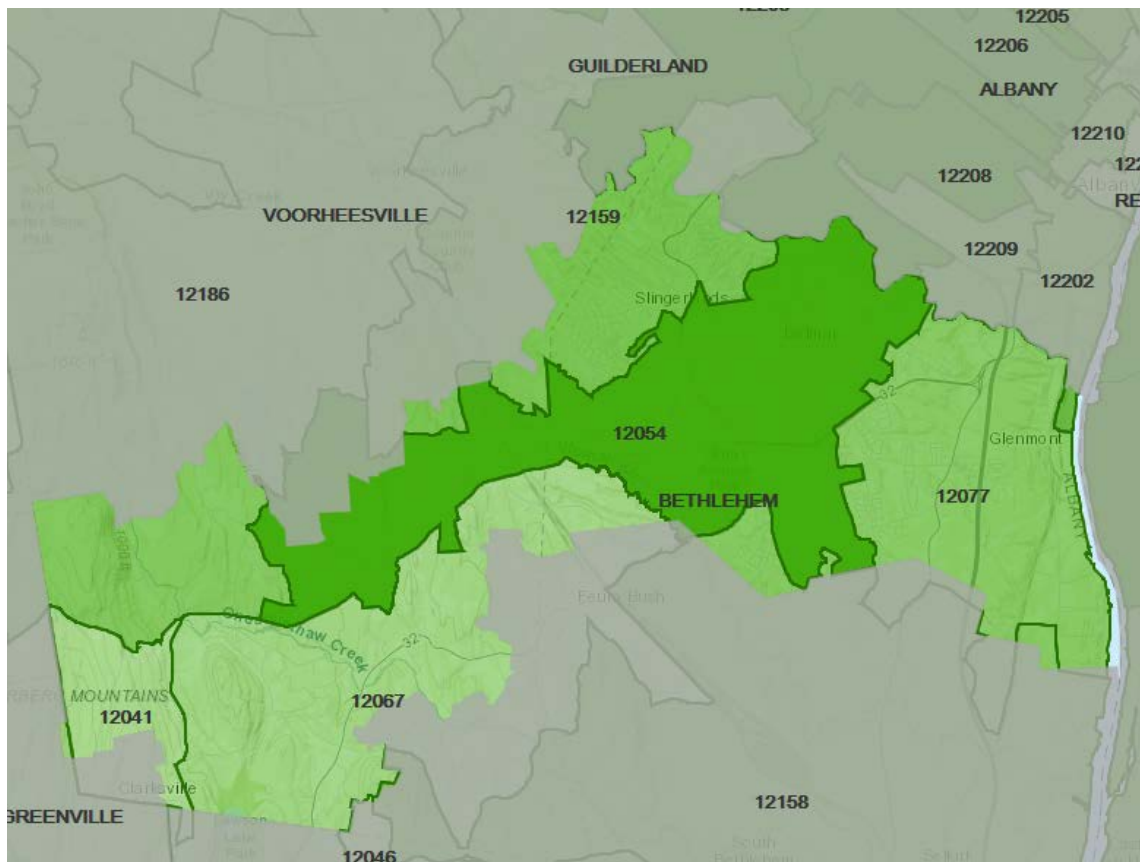
- **18%** of all physical circulation across the Upper Hudson Library System happened at Bethlehem Public Library (almost 1 in 5 of total checkouts).
- **78%** of the circulation at Bethlehem Public Library was by Bethlehem Public Library district residents.
- **93%** of all circulation transactions by Bethlehem Adult residents were at Bethlehem Public Library.
- **96%** of all circulation transactions by Bethlehem Youth residents were at Bethlehem Public Library
- **2.2%** (Bethlehem Adults) and **.08%** (Bethlehem Youth) of checkouts by Bethlehem patrons happened at Albany Public Library Branches. This is the number we will be watching to see if there are impacts of Albany’s fine-free policies.

Ebook, e-audiobook, and electronic magazine circulation realized strong increases in 2018. This is a result of the implementation of the Advantage program purchasing and increased spending in these collections. These collections are consortium wide by nature, and strong gains in use of these collections was observed across the system. I have attached a summary from UHLS to this report.

Catherine has begun an analysis of Bethlehem Card Holders compared to population by zip code (using 2010 census block data). **The analysis shows services to 12077 could be improved.**



Percentage of BCSD Resident Cardholders by Zipcode (Map available at: <https://arcg.is/iD4WT>)



NYS has a new library smoking law. I am copying the text of the law here:

6. SMOKING SHALL NOT BE PERMITTED AND NO PERSON SHALL SMOKE WITHIN ONE HUNDRED FEET OF THE ENTRANCES, EXITS OR OUTDOOR AREAS OF ANY PUBLIC OR ASSOCIATION LIBRARY AS DEFINED IN SUBDIVISION TWO OF SECTION TWO HUNDRED FIFTY-THREE OF THE EDUCATION LAW; PROVIDED, HOWEVER, THAT THE PROVISIONS OF THIS SUBDIVISION SHALL NOT APPLY TO SMOKING IN A RESIDENCE, OR WITHIN THE REAL PROPERTY BOUNDARY LINES OF SUCH RESIDENTIAL REAL PROPERTY.

The draft executive budget is well along. I am waiting for a few key pieces of information before I can present the draft budget to you. I have met with Robert, the new Board Treasurer, to discuss some of the details of the budget. There are no really glaring items. As soon as I have the levy limit information and PILOT estimate, I will put the draft budget together and send it to the board. We will discuss the budget in detail at the February meeting.

A new tax exemption is being considered by the Bethlehem School Board. This would issue a partial tax exemption to qualifying Cold War veterans. There is no action necessary by the library board. If the school board adopts the exemption, it will automatically apply to library taxes as well as school taxes. There will be no change in the overall amount collected under the levy. If applied, the exemption would likely increase library taxes on a \$250,000 non-qualifying house about \$.06.

The amount of real property tax refunds this year has been high, significantly more than has traditionally been budgeted for. I will be recommending an increase in this line in the budget going forward.

CE training provided for the staff

Staff Development Day – all available staff members. Communication training, hazcom training, report of the workplace violence prevention program.

Individual/Small Group CE

Webjunction programming for adults webinar: Cathy

Geoffrey Kirkpatrick, Library Director

Program and Outreach Report

December 2018

AfterDinner Too – Book discussion on *Dead Wake* by Erik Larson, a WWI 100th anniversary title, documenting the sinking of the *Lusitania* in 1915. Anne attended Frank's program to observe and participate. Anne will be taking over this spring's DayBook discussions.

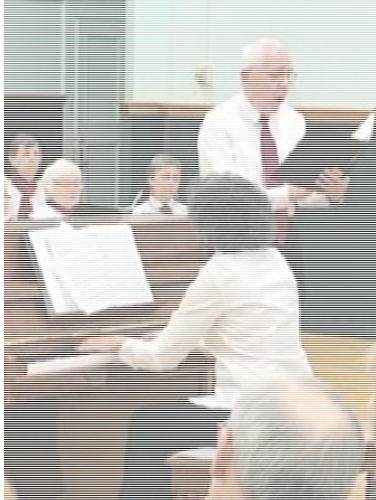
The New Year's Eve celebrations kicked off with the family New Year's Until Noon program that had 125 people dancing, playing games, and counting down the stroke of noon. The evening 1st Night celebration involved 412 party goers as they got their face painted, listened to a children's musical performer, enjoyed a performance by local children, and posed in front of the green screen. A special thank-you to Geoff, Tanya, Kristen, and Catherine for working this community event.

Tori and Cathy provided four days of programming for Computer Science Education Week/ Hour of Code. The goal of this international event goal is to inspire school-age students (K-12) to take an interest in computer science. Cathy and Tori presented daily programs on Scratch Jr, 3D Printing, Ozobots and Snap Circuits for the school-aged kids and teens. While the turn-out was small, they did get a lot of interest from the participants on the activities. They even took it a step further by engaging the preschoolers with a creation station and a pre-K game. There are plans to participate in this event again.

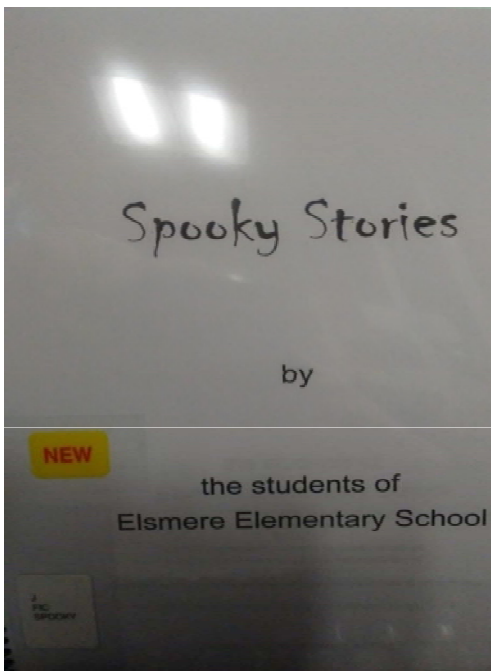
Michael and Rene continue to offer Adobe Premiere Element training sessions in anticipation of the Studio opening up to the public.

Kristen concluded her four-part Philosophy of Philanthropy series, which was grant-funded and sponsored by Humanities New York. In this series, Dr. Erzsebet Fazekas talked about key issues behind charitable giving. The series included the following sessions:

1. The ethics of giving and taking
2. Why give? Motivations and impact
3. To whom or for what to give?
4. What and how much to give



Bethlehem Senior Chorus Winter concert



Anne provided a copy of Spooky Stories by the students of Elsmere Elementary School to the school and made available on our shelves to be checked out.

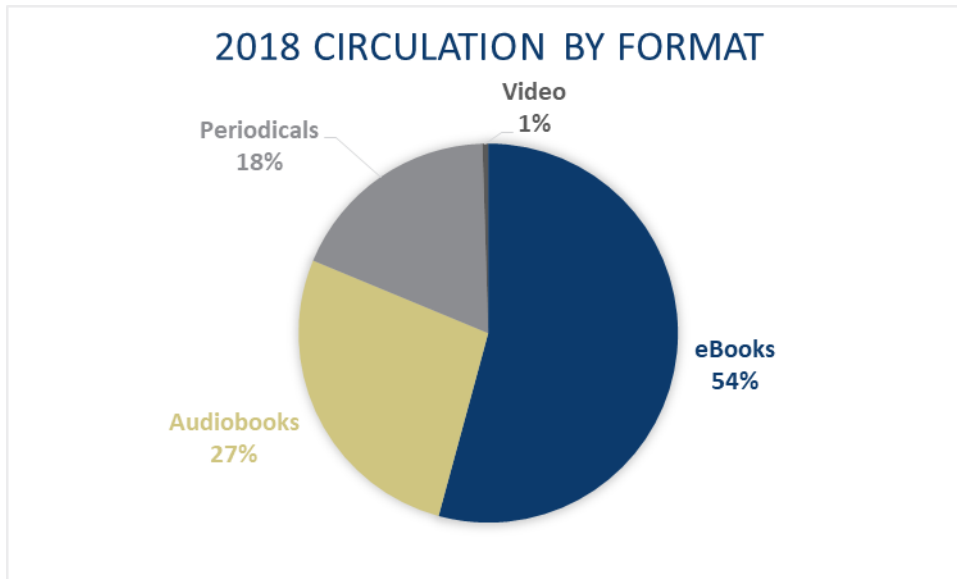


Anne received a nice Thank You from St. Thomas kindergarten and 1st grade, which I hung up on an endcap in the Children's Place. She provided the Kindergarten class a winter storytime and craft, utilizing the big books from the Story Hour Room to show the artistic details of Jan Brett's *The Mitten*, and other winter-themed books. The kindergarten class gave her a Nativity-themed ornament as a thank you for visiting.

Library Collection				2017-18	Current Total
Adult fiction				25,650	26,119
Adult non-fiction				29,279	28,568
Adult audio				7,387	7,487
Adult video				7,462	7,672
Young adult fiction				5,493	5,382
Young adult nonfiction				498	494
Young adult audiobooks				322	342
Children's fiction				26,831	26,177
Children's non-fiction				15,094	14,929
Children's audiobooks				1,380	1,512
Children's video				2,130	2,070
OverDrive - UHLS Shared				59,361	64,970
e-magazines				113	115
Electronic (games, ereaders)				467	461
Total				181,467	186,298
Library Programs	Dec-18	Dec-17	% change	2017-18	F-Y-T-D
Programs	73	83	-12.0%	854	450
Program attendance	2190	1651	32.6%	26,583	15,086
Outreach Programs	10	14	-28.6%	304	78
Outreach Attendance	141	290	-51.4%	8,919	1,932
Circulation	Dec-18	Dec-17	% change	2017-18	F-Y-T-D
Adult fiction	11,484	10,633	8.0%	143,450	76,330
Adult non-fiction	7,303	7,110	2.7%	94,927	46,926
Adult audio	4,046	3,982	1.6%	52,342	24,965
Adult video	9,128	8,510	7.3%	106,685	56,310
Adult magazines	1,635	1,558	4.9%	19,756	11,160
Young adult fiction	1,476	1,328	11.2%	18,900	9,659
Young adult nonfiction	112	77	45.5%	1,379	773
Young adult audiobooks	116	101	15.3%	1,243	691
Young adult magazines	5	10	-50.0%	98	39
Children's fiction	9,983	10,211	-2.2%	144,538	71,127
Children's non-fiction	2,730	2,738	-0.3%	41,533	17,875
Children's audiobooks	470	492	-4.5%	7,249	4,024
Children's video	1,229	1,407	-12.7%	15,823	8,586
Children's magazines	13	24	-45.8%	435	175
Electronic (games, ereaders)	441	455	-3.1%	6,581	3,308
Total	50,171	48,636	3.2%	654,937	331,948
Interlibrary Loan	Dec-18	Dec-17	% change	2017-18	F-Y-T-D
Borrowed from others	7,010	7,047	-0.5%	86,973	41,514
Loaned to others	5,054	5,453	-7.3%	67,687	35,198
Miscellaneous	Dec-18	Dec-17	% change	2017-18	F-Y-T-D
Visits to our home page	75,959	69,275	9.6%	939,696	434,058
Public use of meeting rooms	38	41	-7.3%	484	215
Public meeting attendance	477	430	10.9%	5,860	3,044
Staff use & library programs	80	98	-18.4%	1,355	554
Study room sessions	383	312	22.8%	4,935	2,378
Tech room use	33	33	0.0%	364	174
Door count	22,803	22,791	0.1%	325,408	154,166
Registered BPL borrowers	55	59	-6.8%	1,117	524
Computer signups	3,667	2,846	28.8%	37,496	18,500
Museum Pass use	91	97	-6.2%	1,666	1,036
E-book use	5,536	4,347	27.4%	55,407	33,739
E-magazine use	1,074	1,009	6.4%	12,186	5,987
Equipment	392	375	4.5%	4,444	2,618
Wireless Use	11,923	6,719	77.5%	109,852	82,122

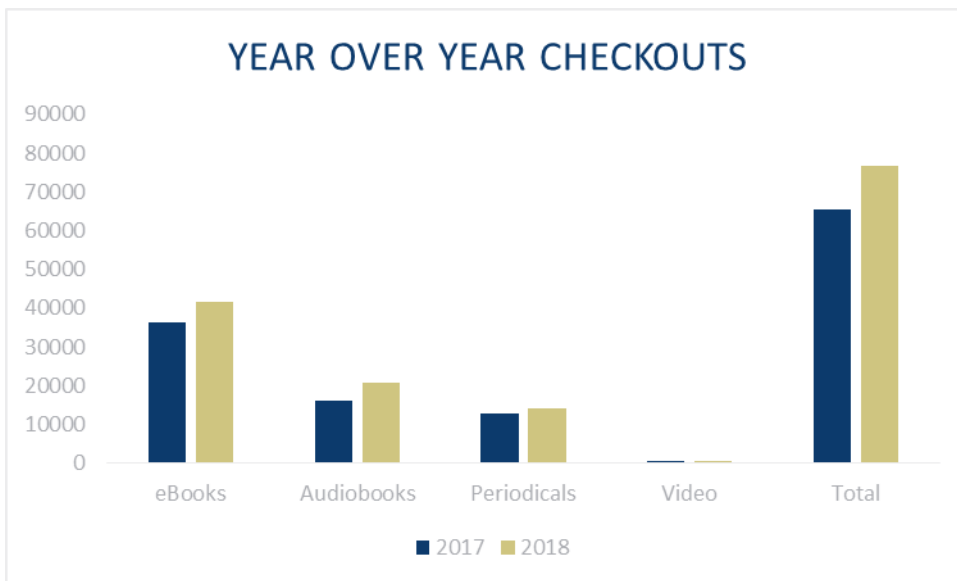
Monthly Gas and Electric Comparisons												
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
11/9/2016	28	878	31	\$363.94	\$13.00	\$0.41	28	32,640	1,166	\$2,913.35	\$104.05	\$0.09
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10
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

OverDrive and Flipster Circulation



2018: Checkouts by Format

Total 2018 Checkouts.....	76,876
eBook checkouts.....	41,683
Audiobook checkouts.....	20,783
Periodical checkouts.....	14,031
Video checkouts.....	379

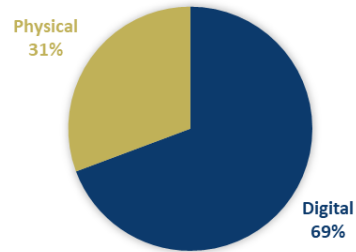


Year over Year Change: 2017-2018

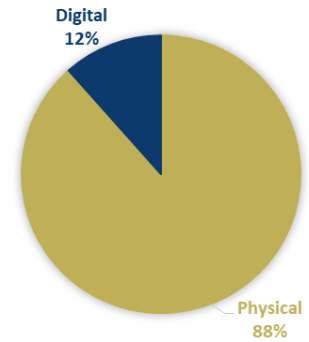
eBooks.....	15%
Audiobooks.....	29%
Periodicals.....	10%
Video.....	-22%
Total.....	17%

Circulation Comparison: Digital v. Physical

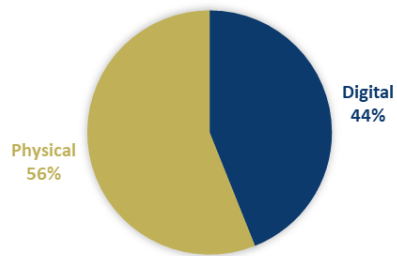
MAGAZINE CIRCULATION:
LAST TWELVE MONTHS



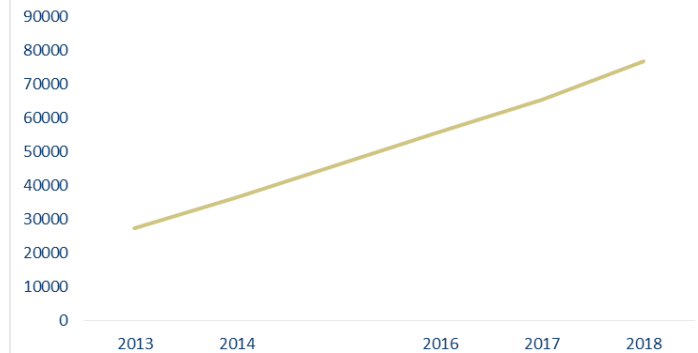
YTD TOTAL CHECKOUTS



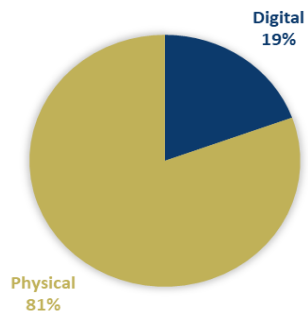
AUDIOBOOK CIRCULATION:
LAST TWELVE MONTHS



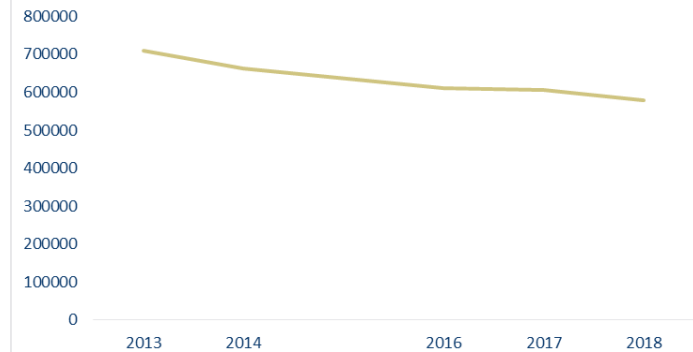
TOTAL DIGITAL CHECKOUTS



ADULT FICTION CIRCULATION:
LAST TWELVE MONTHS



TOTAL PHYSICAL CHECKOUTS



1. Number of signatures needed: 49
2. Petitions are due: Monday, April 22, 2019 at 5:00 p.m. (ESC Office, at the High School)
3. Lottery to determine placement on ballot: Tuesday, April 23, 2019 at 9:00 a.m. (ESC Office, at the High School)
4. 1st Statement of Expenses: Monday, April 22, 2019
5. 2nd Statement of Expenses: Thursday, May 16, 2019
6. Election and Budget Vote Date: Tuesday, May 21, 2019
7. 3rd Statement of Expenses: Monday, June 10, 2019

EVENTS FOR GRADE 6 AND UP AT BETHLEHEM PUBLIC LIBRARY



STUDY HALL @ THE LIBRARY

JANUARY 2019

Group-study space
for Regents exams.
Schedule available
in the library and online at
www.bethlehempubliclibrary.org
and www.bplteens.org.

JANUARY



▶ KNIT ONE, PURL ONE, 2-3PM

For beginner and experienced knitters. **Age 9 and up.**



▶ SEW IT YOURSELF: SWEETHEART CHARMS, 3:30PM

Create hand-sewn felt heart-shaped charms with a pocket for a special note — just in time for Valentine's Day. **Sign up online or call.**



FEBRUARY



▶ VIDEO EDITING, 3:30-4:30PM

Take Adobe Premiere Elements for a test drive and try some basic video editing. **Sign up online or call.**



▶ SUPER SMASH AFTERNOON, 3:30-4:30PM

Join your friends to play Nintendo's Super Smash Bros.



▶ KNIT ONE, PURL ONE, 2-3PM

For beginner and experienced knitters. **Age 9 and up.**



▶ BAWSHOU AND THE WATER DRAGON, 11AM OR 2PM

Enjoy an interactive storytelling performance about a young boy who bravely sets out on a quest to defeat a powerful dragon.

*Students in grades 2-8 **can sign up** to participate in performance workshops prior to the shows at **10:30am OR 1:30pm.**



AFTER SCHOOL @ BCMS

THE PIT
WEDNESDAYS
JANUARY 9-FEBRUARY 27*

WiiU gaming
*except February 20



BOOK CLUB

TUESDAY JANUARY 15
"The War That Saved My Life"
by Kimberly Brubaker Bradley

FEBRUARY TIME
AND TITLE TBA

Discuss the book
and enjoy some snacks.
Meet in the Middle School
library after school.



THURSDAY JANUARY 17
SHARPIE LAB

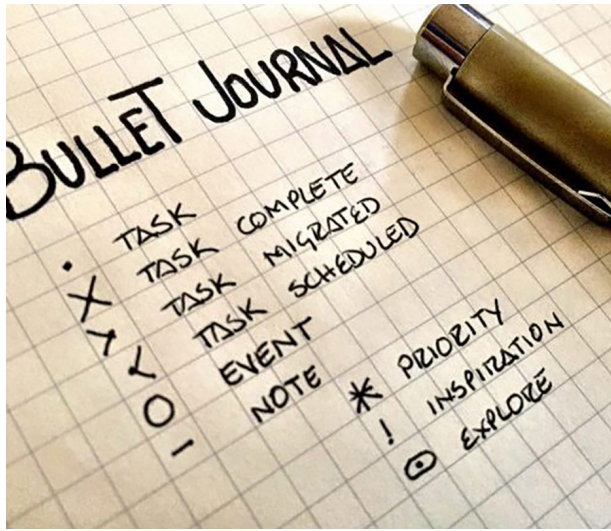
TUESDAY FEBRUARY 12
VALENTINE'S DAY
CARDS & CRAFTS

Meet in the Middle School
library after school.

questions? ideas? contact Tori • 518-439-9314 ext. 3034 • tori@bplteens.org

bethlehem public library • 451 delaware av • delmar ny 12054 • www.bplteens.org

BASIC BULLET JOURNALS



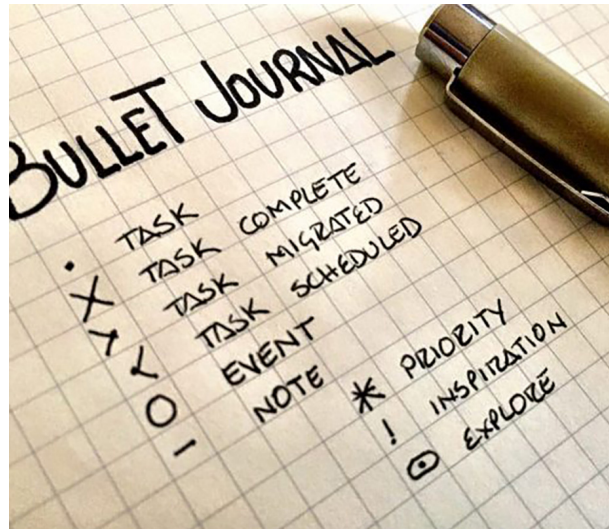
THURSDAY JANUARY 3 • 6:30-7:30PM

Bring a journal or notebook and see how fun it can be to get organized through bullet journaling. If you already keep a bullet journal, you're invited to share your insight and experience.

**Sign up online or call.*

BETHLEHEM PUBLIC LIBRARY
451 DELAWARE AVE., DELMAR

BASIC BULLET JOURNALS



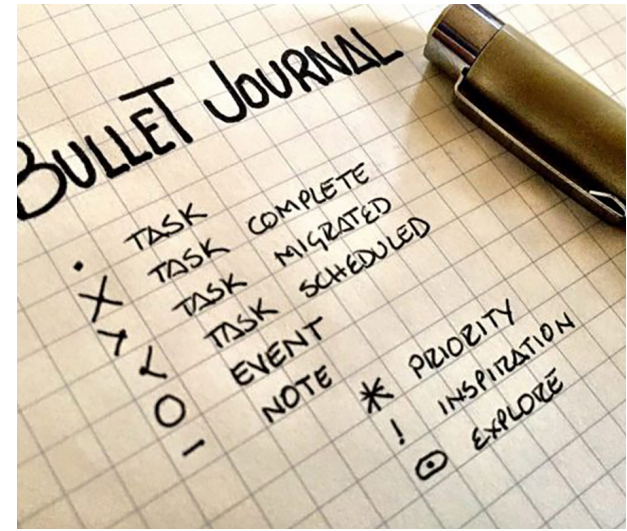
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BETHLEHEM PUBLIC LIBRARY
451 DELAWARE AVE., DELMAR

BASIC BULLET JOURNALS ⁴²



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HELPING VICTIMS OF HUMAN TRAFFICKING



HELPING VICTIMS OF HUMAN TRAFFICKING



HELPING VICTIMS⁴³ OF HUMAN TRAFFICKING



TUESDAY JANUARY 8 • 7-8PM

Theresa Schillaci, Safe Harbour coordinator for Albany County, will talk about how the organization helps youth who are victims or at risk for human trafficking.

**Sign up online or call.*

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Kids

activities for **PRESCHOOLERS** — January 2019
Bethlehem Public Library

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 		1 Library closed New Year's Day	2	3	4	5 Time Out for Tales 11am
6	7	8	9	10  11	12 Time Out for Tales 11am	
Creation Station — Doily Snowperson						
13 Creation Station <i>cont.</i>	14 Tiny Tots 9:30am Family Storytime 10:30am	15 Tiny Tots 9:30am & 10:30am	16 Sensory Playtime 9:30am Family Playtime 10:15am	17 Music & Movement • 9:30am Quiet Time • 10:15am	18 	19 Time Out for Tales 11am
20 	21 'Shrek' (PG) 10am No school today Creation Station Make a Penguin	22 Tiny Tots 9:30am & 10:30am	23 Sensory Playtime 9:30am Family Playtime 10:15am	24 Music & Movement • 9:30am Quiet Time • 10:15am	25	26 Time Out for Tales 11am
27	28 Tiny Tots 9:30am Family Storytime 10:30am	29 Tiny Tots 9:30am & 10:30am	30 Sensory Playtime 9:30am Family Playtime 10:15am	31 Music & Movement • 9:30am Quiet Time • 10:15am	 <p>Snow days In the event of inclement weather, please call ahead for information about delays and closings.</p> <p>Literacy tip Clapping along to rhythms helps children hear the syllables in words, and it improves motor skills!</p>	



Go online or see the January/February footnotes for program descriptions.

www.bethlehempubliclibrary.org • www.bplkids.org • 518-439-9314

Key to age ranges (unless otherwise noted):

- up to age 3-1/2
- up to age 35 months
- up to age 6
- kids and families

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>February</h1>					1 Valentines and Hearts Galore 10-11am	2 Time Out for Tales • 11am
					3	4 Tiny Tots • 9:30am Family Storytime 10:30am
Creation Station — Heart Piggy						
10	11 Tiny Tots 9:30am Family Storytime 10:30am	12 Tiny Tots 9:30am & 10:30am	13 Sensory Playtime 9:30am Family Playtime 10:15am	14 Music & Movement • 9:30am Quiet Time • 10:15am	15 	16 Time Out for Tales 11am
17 	18 Bawshou and the Water Dragon 11am OR 2pm	19 Unicorn Party* 11am OR 2:30pm	20 Stone Soup* 2pm	21 KBA: Kids Builder Association • 10am	22 No-Sew Caterpillar and Story* • 10:30am Smallfoot (PG) • 2:30pm	23 Time Out for Tales 11am
Winter Break Week • Creation Station — Presidents						
24	25 Tiny Tots 9:30am Family Storytime 10:30am	26 Tiny Tots 9:30am & 10:30am	27 Sensory Playtime 9:30am Family Playtime 10:15am	28 Music & Movement • 9:30am Quiet Time • 10:15am	<div style="background-color: #e91e63; color: white; padding: 5px; transform: rotate(-5deg);"> Snow days In the event of inclement weather, please call ahead for information about delays and closings. </div>	

Go online or see the January/February footnotes for program descriptions.

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Key to age ranges (unless otherwise noted):

- up to age 3-1/2
- up to age 35 months
- up to age 6
- kids and families

*program requires signup