



**Board of Trustees Meeting
September 9, 2019 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Treasurer's update**
 - Resolutions**
 - Personnel report**
 - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
 - Sexual harassment policy**
 - Long range plan steering committee**
 - Other new business**
- **Old business**
 - Contract negotiation team**
 - HVAC Update**
 - Anticipated project timeline**
 - 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: October 15, 2019 6:00pm (Tuesday Meeting)**
 - Next Friends of the Library meeting: October 21, 2019 6:30pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday August 12, 2019

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

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

President M. Redmond called the meeting to order at 5:57pm.

PUBLIC PARTICPATION

There was no public participation

MINUTES

Minutes of the 8 July 2019 board meeting were approved unanimously on a MOTION by B. Sweeney with a SECOND by L. Scoons.

FINANCIAL REPORT

On a MOTION by C. Brancatella with a SECOND by H. Narang, the board unanimously approved the Financial Statement dated 31 July 2019 (Manual Disbursements for July \$14,415.28; Cash Disbursements/Accounts Payable for August \$119,957.37; Trust & Agency Disbursements/Salaries for July \$199,424.15; CapProject Fund/Hand-Drawn Checks for July \$0; Total: \$333,796.80).

In his treasurer's report, R. Khalife said his review of the bank recs showed everything was in order. He also noted that the financial report for July includes the \$22,000 received in state aid. He said primary activities in the past month included getting ready for the annual audit that begins at the end of the month, as well as looking at the investment policy and comparing it with best practices among other similar institutions. He said he has made a small revision to the policy to reflect current practices, to be discussed and voted on as an agenda item later in the meeting. He said he expects to make further recommendations for revisions at a future meeting.

R. Khalife asked the board to let him know if they had any feedback on the way the financial information is presented in the packet. H. Narang asked if it would be possible to include some kind of chart or graphic that could potentially reveal any trends that the board might want to take action on. M. Kissinger said it would be useful to have some sort of introduction that notes anything in the packet that is outside the norm. C. Brancatella said an executive summary paragraph would be useful.

M. Redmond said the board would be interested in looking at what was paid out in attorney's fees this calendar year for reviewing contracts and other legal advice. She said it was a good value for the sound advice received by the library in recent months.

BANK ACCOUNT RECONCILIATION REPORT

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

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

G. Kirkpatrick asked the board to allow the library to hire a part-time clerk and a part-time librarian at 19 hours each, instead of the current open full-time library assistant position in order to fill existing service needs.

B. Sweeney asked if the change would have an impact on the budget, and G. Kirkpatrick said the goal was to make it budget neutral, with a slight increase to what would be paid in salary costs offset by the fact that the part-time positions do not have benefits costs associated with them.

The board briefly discussed the civil service process for filling library positions from a list of approved candidates.

T. McShane said that before the board voted, she wanted to note that the report in the board packet misidentified the hourly rate for the part time clerk position, and it should be listed as \$13.75 per hour.

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

- Librarian 1, part-time, permanent, 19 hours/week at \$27.04/hour or per contract
- Library Clerk, part-time permanent, 19 hours/week at \$13.75/hour or per contract

DIRECTOR'S REPORT

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

- G. Kirkpatrick said that as Summer Reading winds down, he wanted to give kudos to C. Brenner who redesigned how people participated, leading to higher numbers than in recent years and more books being given out to children. People have said they like the new method of tracking their reading.
- M. Walsh asked what it meant when staffers participating in the long-range services discussion said they wanted to see more tech help outside of the library. G. Kirkpatrick said that tech help is a big part of what libraries do these days, but the guidelines are vague as to how to provide those services to people where they are, like getting their Bluetooth set up in their cars so they can hear digital audiobooks, etc. He said there are already a lot of tech questions for staffers when they are out and about as a pop-up library. He noted that the library has held tech help classes offsite in the past. Those outreach programs can be expensive and complicated from a staffing standpoint, and the library is constantly evaluating how to reach the people who wouldn't normally use the library. He said that is one of the reasons behind providing passive services like WiFi in town parks and public areas.
- L. Scoons asked if the library has ever considered using volunteers to provide tech help. G. Kirkpatrick said that was done very successfully in the past with the library's Computer Partners program, which paired volunteers with new computer users, but as technology needs have changed, many patrons are looking for more immediate help.
- Self-check statistics show that usage hovers around 11 percent, which is what C. Stollar Peters had predicted. H. Narang asked if it had reached a point where it would affect how the library staffs the desk. G. Kirkpatrick said that the library has already changed staffing on Wednesday nights, but the self checkout at the library has always been more about providing privacy for patrons who want it.

G. Kirkpatrick told the board about a banking glitch in late July that could have affected payroll. R. Khalife said there was an issue at the bank level, but everyone ended up getting paid on time because G. Kirkpatrick was able to complete a manual transfer to make that happen. M. Redmond commended G. Kirkpatrick for getting to the bottom of the situation before it affected the timeliness of payroll. She said she realized the situation was very stressful for everyone involved. H. Narang asked if the bank had provided an explanation on what happened and why. T. Choppy said she has been in contact with the bank, but is still waiting for a satisfactory explanation. G. Kirkpatrick commended staff for alerting him when their direct deposits didn't look right.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the service committee would be meeting this month to talk about the guidelines for applying for state aid money, since an extra \$20 million has been added to the total pool of construction grant money. She said the application window has been pushed back until October.

NEW BUSINESS

NYLA conference attendance/continuing education

NYLA has relaunched its leadership program, and the library would like to support Librarian II C. Brenner's attendance at this continuing education opportunity. She has already applied and has been accepted. She has also received a scholarship from Upper Hudson for half the total cost of \$995. The program runs for an entire year.

On a MOTION by L. Scoons with a SECOND by M. Kissinger, the board unanimously approved spending \$497.50 for C. Brenner to participate in NYLA's Developing Leader Program.

G. Kirkpatrick said the library would like to send a group of staffers to the NYLA conference in Saratoga Springs in mid-November. The location in Saratoga makes it cheaper to attend as there are no overnight costs associated.

On a MOTION by C. Brancatella with a SECOND by M. Walsh, the board unanimously approved the proposed NYLA conference attendance costs of an estimated \$3,392.

Collections committee report

B. Sweeney said he, M. Kissinger and H. Narang met July 22 with G. Kirkpatrick to further discuss some ideas generated over email. Most of the conversation centered on genre fiction and DVDs. He said the group discussed ways to make sure patrons were able to pursue additional works by newly discovered authors, as older titles that were generally available at other libraries in the Upper Hudson system may not be so available as weeding practices change. The primary roadblock for providing access is a lack of space. The group explored whether there may be storage possibilities offsite or spaces within the library like the second floor or bookshelves in the community rooms. The library is already opening up more space by using bottom shelves. G. Kirkpatrick said he spoke with Tim Burke at Upper Hudson and was told there might be some space available there. The committee will continue trying to brainstorm some creative ways to expand that collection, and it is a topic that is likely to come up as architect P. Mays begins looking at the library's space needs. The committee also discussed the DVD collection and its acquisition policies. In recent years, the library has taken a new approach to buying and weeding the collection that has ended the decline in DVD circulation. The committee discussed how the library could continue to meet that demand and still create opportunities for people to discover classic/independent/foreign films.

Investment policy

On a MOTION by M. Kissinger with a SECOND B. Sweeney, the board unanimously adopted a revision to the Investment Policy as presented.

R. Khalife said he had made a small change to the investment policy to reflect how the library's deposits are currently collateralized with TD Bank through a standby letter of credit. This type of collateral is permitted in the guidelines for government banking, but was not included in the investment policy when last revised. R. Khalife said the finance committee is investigating additional revisions to the policy but recommended adopting the current revision in order to clarify the practice.

Contract negotiation team

G. Kirkpatrick noted that contract negotiations would be coming up and asked board members to think about if they would like to sit in on the discussions, which would most likely take place during daytime work hours. He said ideally the discussion would start at the end of the calendar year but really get going in late winter/early spring.

Other new business

G. Kirkpatrick said that K. Roberts would not be available for the November meeting but will transcribe the minutes from a video recording when she returns. T. Choppy has volunteered to record the motions and seconds live.

OLD BUSINESS

Committee memberships

On a MOTION by C. Brancatella with a SECOND H. Narang, the board unanimously approved the following committee memberships with the understanding that M. Walsh can join one or more at a future date:

Building committee: H. Narang

Finance committee: M. Redmond, R. Khalife (meeting with G. Kirkpatrick and T. Choppy)

Personnel committee: M. Kissinger, C. Brancatella

Policy committee: C. Brancatella, M. Kissinger, L. Scoons

Collection committee: B. Sweeney, M. Kissinger, H. Narang

The nominating committee will be populated as needed after election time.

G. Kirkpatrick remind the board that if there are more than four of them at a given meeting, it is a quorum and subject to open meeting laws.

M. Redmond reminded the board that there is a lot of work coming up in the next few months with the Long Range Planning process and contract negotiations.

*HVAC update**Anticipated project timeline*

The final revisions of the HVAC design have been delivered to DASNY by the engineers, and Wilkins was expected to provide a cost for the work by the end of the week. The library has some money remaining with DASNY that can go toward the project, and depending on what the difference is, the board may need to hold a special meeting to authorize G. Kirkpatrick to spend the additional funds so as not to delay the project. It is hoped that fixes to the system can be completed before October when the heating season kicks into full gear.

Holidays and closings

G. Kirkpatrick presented a revised holiday schedule that has the library closed Friday, July 3, to accommodate the contractual holiday for staff. M. Redmond noted that it is the first weekend of summer and staffers may get some complaints.

On a MOTION by C. Brancatella with a SECOND by M. Kissinger, the board unanimously approved the 2020 holidays and closings schedule as amended with the library closing Friday, July 3, 2020.

Other old business

P. Mays will be at the library Aug. 20 to begin preliminary discussions about space needs for the Long Range Planning process.

FUTURE BUSINESS

Background checks

No further discussion at this time.

Plaza feasibility

No further discussion at this time.

Policy updates/schedule

No further discussion at this time.

Resource sharing

No further discussion at this time.

Fines and fees

No further discussion at this time.

PUBLIC PARTICIPATION

There was no public participation.

EXECUTIVE SESSION

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board adjourned to executive session at 7:58pm to discuss future contract negotiations pursuant to Article Fourteen of the Civil Service Law.

On a MOTION by B. Sweeney with a SECOND by L. Scoons, the board adjourned executive session at 8:12pm.

ADJOURNMENT

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board adjourned the regular meeting at 8:13pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

Treasurer's Report September 2019

Annual financial statements audit

Marvin & Co., the Library's new auditors, commenced their preliminary audit work during the month of August, which consists of reviewing internal controls, reviewing selected disbursements and related documentation. They also reviewed selected bank reconciliations. They worked primarily with Tanya, and so far there is nothing to report. The auditors will be returning at the beginning of October to perform their final testing.

Investment policy

The updated investment policy adopted by the Board at the August meeting was posted on the Library's website. A further update to the investment policy is in process and is currently being discussed by the finance committee.

Interest on Deposits

We are currently earning an annualized 2% interest rate from TD Bank on a good portion of our cash balances – interest income was \$2,770.47 in August. This is a very competitive rate and I expect this rate to decrease in the current interest rate environment.

Insurance Renewal.

Geoff, Tanya and I met with the Library's insurance broker, Fernando Gomes of Amsure, to discuss the annual renewal of the insurance policies effective 9/1/2019. We are seeing a very modest reduction in premiums from \$25,995 to \$25,846 (reduction of \$149) for similar coverage. This is the premium for the following policies: Property, Crime, General Liability, Umbrella Liability, Auto and Inland Marine. We have separate policies for D&O and Workers' Compensation (renewal times are March 9 and July 1 respectively).

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #2
8/31/2019**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	1,487.49
Interest on Investment	2,770.47
Sale of Books	575.05
Gifts and Donations	100.00
Insurance Recovery	0.00
Photocopier	757.15
State Aid	0.00
Grants	0.00
Miscellaneous Income	50.00
Total	\$5,740.16

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #2
8/31/2019**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2019-2020

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	4,065,152.00	0.00	4,065,152.00	0.00%
PILOT	203,162.00	0.00	203,162.00	0.00%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	30,000.00	4,364.43	25,635.57	14.55%
Interest on Investment	10,000.00	5,689.36	4,310.64	56.89%
Sale of Books	5,000.00	874.00	4,126.00	17.48%
Gifts and Donations, Misc	1,000.00	200.00	800.00	20.00%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	8,000.00	1,350.48	6,649.52	16.88%
State Aid	24,000.00	22,545.00	1,455.00	93.94%
Grants	0.00	0.00	0.00	
Miscellaneous Income	0.00	50.00	(50.00)	
Sub-Total	\$4,346,314.00	35,073.27	4,311,240.73	0.81%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,346,314.00			

OPERATING CASH SUMMARY

TD Checking Account:	561,579.82 *
TD Money Market:	1,633,770.91 **
TD Payroll Account:	0.00
Capital Project Fund:	240,812.88
TOTAL	2,436,163.61

*Includes Bank Fees of \$187.54 debited on 8/15/19

**Includes Interest of \$2,770.47 credited on 8/31/19

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #2**

8/31/2019

MANUAL DISBURSEMENTS - AUGUST HAND DRAWN CHECKS TD BANK	\$67,993.73
CASH DISBURSEMENTS - SEPTEMBER ACCOUNTS PAYABLE TD BANK	\$36,679.40
TRUST & AGENCY DISBURSEMENTS - AUGUST SALARIES - TD BANK	\$182,944.74
CAPITAL PROJECT FUND HAND DRAWN CHECKS - AUGUST	\$0.00
TOTAL	\$287,617.87

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 6: MANUAL DISB (AUG19) For Dates 8/1/2019 - 8/31/2019



12

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37927	08/13/2019	2224	**VOID** SCHUYLER MANSION STATE HISTORIC SITE		-25.00
38226	08/07/2019	1424	AFLAC NEW YORK		415.92
38227	08/07/2019	1833	BLUESHIELD OF NORTHEASTERN NY		6,271.34
38228	08/07/2019	1831	CDPHP UNIVERSAL BENEFITS, INC.		19,127.27
38229	08/07/2019	720	MVP HEALTH PLAN, INC.		5,006.52
38230	08/07/2019	1570	NATIONAL GRID		3,844.19
38231	08/07/2019	2061	UNITED HEALTHCARE INSURANCE CO		145.58
38236	08/13/2019	2087	CITIBANK	200063	401.00
38237	08/13/2019	2208	FRIENDS OF THE TRANS ADIRONDACK ROUTE C/O ERIK SCH	200072	200.00
38238	08/13/2019	1710	CHRISTINE MCGINTY	200091	93.64
38239	08/13/2019	2113	NYSIF DISABILITY BENEFITS	200095	33.81
38240	08/13/2019	2224	SCHUYLER MANSION STATE HISTORIC SITE	190626	25.00
38241	08/13/2019	1581	UNITED STATES POSTAL SERVICE	200092	1,248.22
38242	08/13/2019	1607	VERIZON BUSINESS FIOS	200001	102.77
38243	08/13/2019	1607	VERIZON BUSINESS FIOS	200001	201.98
38244	08/13/2019	1607	VERIZON BUSINESS FIOS	200001	127.77
38245	08/13/2019	1607	VERIZON BUSINESS FIOS	200001	126.98
38246	08/13/2019	2137	WEX BANK	200008	30.33
38251	08/22/2019	1424	AFLAC NEW YORK		415.92
38252	08/22/2019	2087	CITIBANK	200103	374.94
38253	08/22/2019	2118	FASNY MUSEUM OF FIREFIGHTING	200106	50.00
38254	08/22/2019	1264	FENIMORE ART MUSEUM SHOP	200105	115.00
38255	08/22/2019	720	MVP HEALTH PLAN, INC.		5,006.52
38256	08/22/2019	1570	NATIONAL GRID		4,401.11
38257	08/22/2019	2260	UNDERGROUND RAILROAD HISTORY PROJECT	200107	100.00
38258	08/22/2019	2061	UNITED HEALTHCARE INSURANCE CO		100.75
38259	08/22/2019	1607	VERIZON BUSINESS FIOS	200001	122.77
38260	08/28/2019	1018	ALBANY INSTITUTE HISTORY & ART	200114	200.00
38261	08/28/2019	1831	CDPHP UNIVERSAL BENEFITS, INC.		19,212.15
38262	08/28/2019	2207	SPRINGFIELD MUSEUMS	200120	262.50
38263	08/28/2019	1607	VERIZON BUSINESS FIOS	200001	127.77
38264	08/28/2019	1607	VERIZON BUSINESS FIOS	200001	126.98

Number of Transactions: 32

Warrant Total: 67,993.73

Vendor Portion: 67,993.73

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 - 8: CASH DISB (SEPT 19) For Dates 9/10/2019 - 9/10/2019



13

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38265	09/10/2019	30	ALBANY PUBLIC LIBRARY-MAIN BR	200099	6.00
38266	09/10/2019	1009	AMAZON CREDIT PLAN	200123	1,649.63
38267	09/10/2019	61	AQUASCAPE DESIGNS LLC	200003	70.00
38268	09/10/2019	77	BAKER & TAYLOR , INC.	190798	9,396.74
38269	09/10/2019	1186	BAKER AND TAYLOR ENTERTAINMENT	200098	35.65
38270	09/10/2019	2318	BRIGHT STAR CHILDREN'S THEATRE LLC	200022	745.00
38271	09/10/2019	103	BRODART INC	200085	467.24
38272	09/10/2019	150	COMMERCIAL MAILING AND	200122	578.18
38273	09/10/2019	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	200025	238.58
38274	09/10/2019	1220	DEMCO, INC	200028	1,211.60
38275	09/10/2019	1463	EAST GREENBUSH COMM LIBRARY	200100	57.00
38276	09/10/2019	1991	EASTERN MANAGED PRINT NETWORK LLC	200079	213.98
38277	09/10/2019	2215	ELM USA, INC	200080	134.70
38278	09/10/2019	1674	FINDAWAY	200068	2,523.18
38279	09/10/2019	1986	FIRSTLIGHT FIBER	200005	191.55
38280	09/10/2019	292	INDUSTRIAL APPRAISAL	200023	565.00
38281	09/10/2019	1576	JAEGER & FLYNN ASSOCIATES, INC	200096	112.50
38282	09/10/2019	2263	JODI PASINELLO	200081	500.00
38283	09/10/2019	2301	MATT VIA PRUNING	200089	188.75
38284	09/10/2019	1024	MIDWEST TAPE	200044	3,499.01
38285	09/10/2019	2030	MUVCHAT	200110	35.00
38286	09/10/2019	404	NEW YORK LIBRARY ASSOC	200108	497.50
38287	09/10/2019	2314	NOLAN HELLER KAUFFMAN LLP	200111	530.00
38288	09/10/2019	2148	NORTHEAST PEST CONTROL	200088	199.00
38289	09/10/2019	2088	NYSID	200027	224.05
38290	09/10/2019	2121	NYSPSP	200045	20.10
38291	09/10/2019	2255	OAKES, ARTHUR C.	200054	150.00
38292	09/10/2019	2094	ORIENTAL TRADING COMPANY, INC.	200097	323.19
38293	09/10/2019	1823	OVER DRIVE INC.	200062	1,375.79
38294	09/10/2019	478	QUILL.COM	200075	21.98
38295	09/10/2019	2320	RADIANCE HOT YOGA LLC	200090	40.00
38296	09/10/2019	2289	RELYCO SALES INC.	200035	119.03
38297	09/10/2019	505	ROEMER WALLENS GOLD & MINEAUX	200119	48.00
38298	09/10/2019	2308	RW DAKE & CO., INC.	190726	9,468.00
38299	09/10/2019	2129	SOLUTIONS BY DESIGN, INC.	200078	32.50
38300	09/10/2019	2038	STAPLES BUSINESS ADVANTAGE	200026	265.65
38301	09/10/2019	2154	STERICYCLE, INC.	200071	32.09
38302	09/10/2019	2269	TEUMIM, PHILLIP S.	200082	100.00
38303	09/10/2019	2142	VANGUARD ID SYSTEMS	200069	333.45
38304	09/10/2019	645	W W GRAINGER INC	200004	479.78

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 8: CASH DISB (SEPT 19) For Dates 9/10/2019 - 9/10/2019



14

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 40				Warrant Total:	36,679.40
				Vendor Portion:	36,679.40

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 - 7: TRUST & AGENCY (AUG 19) For Dates 8/1/2019 - 8/31/2019



15

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38232	08/15/2019	712	CIVIL SERVICE EMPL ASSOC INC.		1,017.78
38233	08/15/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38234	08/15/2019	2003	NEW YORK STATE DEFERRED		2,402.58
38235	08/15/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
38247	08/30/2019	712	CIVIL SERVICE EMPL ASSOC INC.		1,017.78
38248	08/30/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38249	08/30/2019	2003	NEW YORK STATE DEFERRED		2,390.70
38250	08/30/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100373	08/15/2019	709	BPL SPECIAL PAYROLL ACCOUNT		55,003.74
100374	08/15/2019	710	NYS INCOME TAX BUREAU		3,579.42
100375	08/15/2019	1946	IRS - PAYROLL TAX PMT		21,089.68
100376	08/30/2019	709	BPL SPECIAL PAYROLL ACCOUNT		67,350.62
100377	08/30/2019	710	NYS INCOME TAX BUREAU		3,712.32
100378	08/30/2019	730	NYS EMPLOYEES RETIREMENT SYSTE		2,686.72
100379	08/30/2019	1946	IRS - PAYROLL TAX PMT		22,153.40

Number of Transactions: 15

Warrant Total: 182,944.74
Vendor Portion: 182,944.74

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
8/31/2019

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$926,053.49	\$6,609.71	\$371,083.38	\$561,579.82
TD Bank Payroll	\$8,498.49	\$122,354.36	\$130,852.85	\$0.00
TD Bank Money Market	\$1,631,000.44	\$2,770.47	\$0.00	\$1,633,770.91
Capital Project Fund	\$240,812.88	\$0.00	\$0.00	\$240,812.88
TOTAL:	\$2,806,365.30	\$131,734.54	\$501,936.23	\$2,436,163.61

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

17

TD Bank - General Fund

For the month beginning 8-1-19 and ending 8-31-19

Balance on hand at the beginning of the month \$926,053.49

Receipts during the month

Interest	0.00	
Transfers from Capital Projects account	0.00	
Fines	1,487.49	
Copier	757.15	
Reimbursement	3,640.02	
Book Sale	575.05	
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	50.00	
Total Receipts		<u>\$6,609.71</u>
Total Receipts Including Balance		\$932,663.20

Disbursements During Month By Check

From Check #38226 to Check #38264	67,993.73	
Trust & Agency Payments (Payroll)	182,944.74	
From Check #38185 to Check #38225	119,957.37	
Transfers to Money Market Account	0.00	
Bank Fees	187.54	
Total amount of Disbursements		<u>\$371,083.38</u>
Balance on Hand at End of Month		\$561,579.82

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	590,750.67	
Amount of Outstanding Checks	29,170.85	
Balance on Deposit	561,579.82	

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
8/31/19

Check Number	Date	Amount
38224	8/13/2019	35.00
38237	8/13/2019	200.00
38240	8/13/2019	25.00
38251	8/22/2019	415.92
38252	8/22/2019	374.94
38253	8/22/2019	50.00
38254	8/22/2019	115.00
38256	8/22/2019	4,401.11
38257	8/22/2019	100.00
38258	8/22/2019	100.75
38260	8/28/2019	200.00
38261	8/28/2019	19,212.15
38262	8/28/2019	262.50
38247	8/30/2019	1,017.78
38248	8/30/2019	100.00
38249	8/30/2019	2,390.70
38250	8/30/2019	170.00

TOTAL **\$29,170.85**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 8-1-19 and ending 8-31-19

Balance on hand at the beginning of the month \$8,498.49

Receipts during the month

Transfer from Checking 8/15/19	55,003.74
Transfer from Checking 8/30/19	67,350.62

Total Receipts \$122,354.36

Total Receipts Including Balance \$130,852.85

Disbursements During Month By Check

8/15/19 - From Check #86381 to Check #86455	63,502.23
8/30/19 - From Check #86456 to Check #86530	67,350.62

Total Amount of Disbursements	<u>\$130,852.85</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	3,690.05
Amount of Outstanding Checks	3,690.05
Balance on Deposit	\$0.00

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 8-1-19 and ending 8-31-19

Balance on hand at the beginning of the month \$1,631,000.44

Receipts during the month

Transfer from General Fund	0.00
Interest	2,770.47

Total Receipts	<u>\$2,770.47</u>
Total Receipts Including Balance	<u>\$1,633,770.91</u>

Disbursements During Month By Check

Transfers to General Fund	0.00
Transfers to Capital Projects Fund	0.00

Total Amount of Disbursements	<u>\$0.00</u>
Balance on Hand at End of Month	<u>\$1,633,770.91</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	1,633,770.91
Amount of Outstanding Checks	0.00
Balance on Deposit	1,633,770.91

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

***Capital Project Fund Account
TD Bank***

For the month beginning 8-1-19 and ending 8-31-19

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

Receipts during the month

	0.00	
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	\$240,812.88	

Disbursements During Month By Check

	0.00	
From Check # to Check #	0.00	
Transfer to General	0.00	
Total Amount of Disbursements	<u>0.00</u>	
Balance on Hand at End of Month	\$240,812.88	

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

CITIBANK CORPORATE CARD

Statement Date
08/06/19

Payment Date
08/31/19

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$32,625	\$00	\$00

*OK to P/R
C/L
8/27/19*

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

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

COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	6,232.13	- 6,232.13		374.94		374.94
Advances						
Company Totals	6,232.13	- 6,232.13		374.94		374.94

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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
Monthly Limit: \$500				77.20		77.20
Purchases						
Advances						
TOTAL				77.20		77.20

KIRKPATRICK,GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$1,300				3.23		3.23
Purchases						
Advances						
TOTAL				3.23		3.23

COFFEY,KEVIN J XXXX-XXXX-XX56-3706	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750				204.70		204.70
Purchases						
Advances						
TOTAL				204.70		204.70

DAYS IN BILLING PERIOD: 31		Purchases	Cash Advances	Payment Due:	374.94
Balance Subject	>	.00	.00	Amount Over Credit Limit:	.00
To Interest Charges	>	.0000%	.0000%	Amount Past Due:	.00
Periodic Rate	>	0.00%	0.00%	MINIMUM AMOUNT DUE:	374.94
ANNUAL PERCENTAGE RATE	>				



21132180 - 000175 - 0002 - 0003 - 26

XXXX-XXXX-XX80-9979

Statement Date
08/06/19

CARDMEMBER SUMMARY

BRENNER, CATHERINE XXXX-XXXX-XX81-3574		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases Advances TOTAL				89.81		89.81
					89.81		89.81

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY		XXXX-XXXX-XX80-9979			
Monthly Limit \$33,000		Cash Limit* \$00	Available Credit Line \$32,625	Available Cash Line** \$00	
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount	
07-26	07-29	74046589210207000011122	PAYMENT - THANK YOU	6,232.13 PY	

INDIVIDUAL CARDHOLDER ACTIVITY

MCGINTY, CHRISTINE		XXXX-XXXX-XX82-7336			
Monthly Limit \$500		Cash Limit* \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
07-16	07-16	24055239197083327790710	WALMART.COM 8009666546 800-966-6546 AR 200065	77.20	
				TOTAL PURCHASES/ADVANCES/CREDITS	
				77.20	

KIRKPATRICK, GEOFFREY		XXXX-XXXX-XX82-7377			
Monthly Limit \$1,300		Cash Limit* \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
07-16	07-16	24692169197100423216610	APL ITUNES.COM/BILL 866-712-7753 CA 200103	3.23	
				TOTAL PURCHASES/ADVANCES/CREDITS	
				3.23	

App for Library Card Program

*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
08/06/19

INDIVIDUAL CARDHOLDER ACTIVITY

COFFEY, KEVIN J			XXXX-XXXX-XX56-3708		
Monthly Limit		Cash Limit*			
\$750		. \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
07-09	07-10	24692169190100349937528	Lawn Mower Blades		
07-16	07-17	24755429198131985805673	LOWES #01784 GLENMONT NY 200057	49.55	
07-19	07-22	24138299201305000979024	NINOS EQUIPMENT SCHENECTADY NY 200065	119.97	
			PRICE CHOPPER #159 SLINGERLANDS NY 200103	35.18	
			TOTAL PURCHASES/ADVANCES/CREDITS	204.70	
BRENNER, CATHERINE			XXXX-XXXX-XX81-3574		
Monthly Limit		Cash Limit*			
\$750		. \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
07-09	07-10	24427339190060000694928	} HANNAFORD #8339 DELMAR NY } 200103	13.50	
07-30	07-31	24427339211060000710083		HANNAFORD #8339 DELMAR NY	13.27
08-02	08-05	24445009215400130303214		WM SUPERCENTER #3583 GLENMONT NY	22.64
08-02	08-05	24055239214083739418156		WALMART GROCERY 800-966-6546 AR	40.40
			TOTAL PURCHASES/ADVANCES/CREDITS	89.81	

Lawn Mower Blades

Popcorn / Cotton Candy Supplies

Distilled H₂O for Resurfacing Machine

Program Supplies

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

4404658000607786000401000040100220



26



21112030 - 003642 - 0001 - 0002 - 26

Company Account Number XXXX-XXXX-XX07-7860	Payment Date 08/16/2019	New Balance \$401.00	Minimum Amount Due \$401.00	Enter Amount Paid 40.00
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BETHLEHEM PUBL LIBRARY
TANYA CHOPPY
451 DELAWARE AVE
DELMAR NY 12054-3042

**T0001242

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
\$50,000	\$49,599	\$50,000	\$49,599

OK to pay
GL
8/13/19

Statement Date
07/22/19

Payment Date
08/16/19

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

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

COMPANY SUMMARY

BETHLEHEM PUBL LIBRARY XXXX-XXXX-XX07-7860	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	1,404.00	- 1,404.00		401.00		401.00
Advances						
Company Totals	TOTAL 1,404.00	- 1,404.00		401.00		401.00

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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-XX13-5601	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$650				401.00		401.00
Purchases						
Advances						
TOTAL				401.00		401.00

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUBL LIBRARY			XXXX-XXXX-XX07-7860		
Monthly Limit		Cash Limit*	Available Credit Line		Available Cash Line**
\$50,000		\$50,000	\$49,599		\$49,599
Sale Date	Post Date	Reference Number	Type of Activity		Total Amount
07-08	07-09	74046589190189000010854	PAYMENT - THANK YOU		1,404.00 PY

DAYS IN BILLING PERIOD: 30					
Balance Subject	>	Purchases	Cash Advances	Payment Due:	401.00
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:	401.00



XXXX-XXXX-XX07-7860

Statement Date
07/22/19

INDIVIDUAL CARDHOLDER ACTIVITY

KIRKPATRICK, GEOFFREY				XXXX-XXXX-XX13-5601	
Monthly Limit \$650			Cash Limit* \$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
07-15	07-17	24692169197100739111547	SOUTHWES 5262498258873 800-435-9792 TX ROBERTS/KRISTEN A DEPARTURE: 11-12-19 ALB WN U MDW WN U STL WN T BWI WN T ALB TOTAL PURCHASES/ADVANCES/CREDITS	401.00 401.00	

200063
 ↳ Airfare for Marketing Conference
 November 2019

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

Account Name	Budget	Adjustments	Adj. Budget	Aug. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,158,186	0	1,158,186	93,787	187,940	0	\$970,246	84%
Salaries-Clerical	1,014,578	0	1,014,578	77,901	155,087	0	\$859,491	85%
Salaries-Custodians	160,373	0	160,373	12,541	25,005	0	\$135,368	84%
Retirement	279,232	0	279,232	0	0	0	\$279,232	100%
SocSec/Medicare	178,485	0	178,485	13,658	27,284	0	\$151,201	85%
Worker's Comp.	23,000	0	23,000	0	17,717	0	\$5,283	23%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	308,660	501	309,161	43,562	49,310	113	\$259,738	84%
Disability Ins.	1,400	0	1,400	34	1,307	0	\$93	7%

Materials

Adult books	171,000	36,184	207,184	24,524	24,524	13,348	\$169,312	82%
Audiobooks	33,000	4,446	37,446	2,573	2,573	2,946	\$31,926	85%
Ebooks	122,000	0	122,000	19,738	19,759	2,551	\$99,691	82%
Electronic Resources	28,000	0	28,000	0	0	0	\$28,000	100%
Periodicals	21,000	0	21,000	19	19	80	\$20,901	100%

YS Books	85,000	13,189	98,189	12,059	12,059	3,584	\$82,546	84%
YS Audiobooks	4,500	1,150	5,650	596	596	574	\$4,480	79%
YS Media	7,000	1,133	8,133	3,002	3,002	380	\$4,752	58%

Special Collections	15,500	0	15,500	1,029	1,029	864	\$13,607	88%
AS Media	58,000	12,862	70,862	4,324	4,324	8,715	\$57,823	82%

Operations

Copiers and supplies	22,000	281	22,281	744	744	583	\$20,953	94%
Office supplies	13,000	6	13,006	507	522	2,690	\$9,793	75%
Custodial supplies	18,000	24	18,024	411	579	9,309	\$8,137	45%
Postage	18,000	1,000	19,000	1,709	2,039	1,968	\$14,994	79%
Printing	30,000	296	30,296	3,040	4,403	15,875	\$10,018	33%
Van lease & oper.	2,000	0	2,000	28	103	494	\$1,402	70%
Gas and Electric	60,000	0	60,000	8,245	8,245	0	\$51,755	86%
Telecommunications	17,000	255	17,255	1,270	1,952	10,863	\$4,440	26%
Water	2,700	0	2,700	0	0	0	\$2,700	100%
Taxes-sewer&water	3,700	0	3,700	0	0	0	\$3,700	100%
Refund property taxes	20,000	8,930	28,930	228	9,158	0	\$19,772	68%
Prof. Services	15,000	0	15,000	1,382	1,382	1,143	\$12,476	83%
Contract Services	37,500	28,026	65,526	19,049	19,644	13,958	\$31,924	49%
Insurance	29,000	0	29,000	0	0	0	\$29,000	100%
Travel/Conference	10,000	1,617	11,617	401	1,875	1,299	\$8,443	73%
Memberships	2,000	325	2,325	0	1,388	0	\$938	40%
Special Programs	25,000	169	25,169	4,275	5,657	2,919	\$16,593	66%
Furniture&Equipment	50,000	4,398	54,398	3,356	3,356	4,167	\$46,875	86%
IT Hardware & Software	42,000	11,970	53,970	12,837	14,691	358	\$38,921	72%
Bld&Grnd. Repair	40,000	3,600	43,600	790	864	6,764	\$35,971	83%
Furn/Equip Repair	2,000	0	2,000	50	50	0	\$1,950	98%
Miscellaneous	3,500	297	3,797	-1,075	1,707	244	\$1,846	49%
Audit Service	25,000	0	25,000	0	0	2,095	\$22,905	92%
Accounting Service	15,000	0	15,000	0	13,444	556	\$1,000	7%
UHLAN fees	50,000	0	50,000	0	11,859	0	\$38,141	76%
Capital Expenditures	125,000	18,843	143,843	5,480	5,480	16,343	\$122,020	85%
TOTAL	\$4,346,314	\$149,500	\$4,495,814	\$372,071	\$640,676	\$124,783	\$3,730,354	83%

September 9, 2019 - Board of Trustee Meeting											
Job Status Report											
											29
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
<u>Previously Approved & Currently Recruiting</u>											
Custodial Worker PT	10 hrs/wk		\$15.45/hour or per contract	L. Luykx	5/17/2019	Resignation	4/8/2019	Filled	L. Luykx	9/16/2019	Hire
Librarian 1 PT	19 hrs/wk		\$27.04/hour or per contract				8/12/2019				
Library Clerk PT	19 hrs/wk		\$13.75/hour or per contract				8/12/2019				
<u>Action Requested</u>											
Sr. Library Clerk FT	35 hrs/wk		\$34,714/annual or per contract	K. Martin	10/30/2019	Retirement					
<u>Positions Held</u>											
None											

Director's Report September 2019

Building and Grounds

DASNY, M/E Engineering, and Wilkins Mechanical have been working this month to address the comfort issues in the meeting rooms. Plans are coalescing, and there are several options to choose from that will improve the temperature swings in the meeting rooms.

There are several trees that should be removed as recommended by our arborist and garden volunteers. Of particular note is the large hemlock that is between the library and the house next door. Some trees are on neighboring properties but overhang our parking lot. We will coordinate with our neighbors to get the dead weight removed before any significant branches come down.

Public Service

We are codifying our procedures for the Pop-Up Library as we gain experience running the program this summer. The service has been incredibly popular at the Saturday Farmers Market. We made the pop-up materials available in the library for a few days to populate the new book displays near the circulation desk. Books have been flying off the displays since their launch. Cathy has been in contact with the folks at the farmers market. We will be visiting throughout the fall as the market moves indoors.

We started circulating kids' mindfulness kits with books, yoga flashcards, a bubbler and a chime. The kits should augment mindfulness lessons being taught in the local schools this year.

It has been a while since we printed braille library cards since introducing this service several years ago. This month we printed two cards. We are happy to see the cards continue to be used.

Michael is working on refreshing the music CD collection. He weeded the collection from the classical and jazz genres and has identified the important titles from the "best of the year" lists from 2017 and 2018. He is replacing the weeded titles with similar but updated albums. We are reducing the number of genres in the collection. Medieval and Renaissance are going away and being added to the classical section. Easy Listening will be dropped and the titles in that section will be refiled under more specific headings like Rock/Pop, Classical, Jazz, etc.

We are working on cataloging two boxes of new Chinese children's books. Cataloging these items is a challenge, but our staff is making good progress.

Scanners for documents, photos, slides, etc. continue to be very popular with the public. To meet demand, we installed four new scanners on our public PCs.

As expected, the seed library is winding down for the season. We will remove the seed library from display with the exception of herbs. We will return next year at the end of winter as people begin to plan their garden for summer 2020.

Program/Outreach Highlights

We continued our Universe of Stories themed programs with another talk about space, building Solar Rovers, alien stories, and a life-sized version of Space Land (like Candy Land, but in space).

Our summer reading program concluded with a lot of positive feedback from participants. A more detailed breakdown is attached. The librarians are going over the program and looking for places to improve even more next year. The adult summer reading challenge had its biggest year ever with 149 participants, and youth summer reading managed to award over 500 books this summer (compared to last year's 114).

The Friends of the Library supported us at the Alyssa Yeager Evenings on the Green concert, as well as our End of Summer Concert with Rick Bedrosian. Both events were a ton of fun. We shared videos of both concerts on the library's Instagram account.

The ever-popular Teen Lock-In made a return this year. Tori and Michelle (with special help from custodian Ed) held a scavenger hunt, ice cream party, and movie with video games and crafts. One parent told us that his son's goal of attending the lock-in was to make a friend – and he did! (Check out a couple of lock-in photos below).

The Pop-Up Library travelled to the Elm Ave. Park for one last Thursday night event, as well as the Farmers Market (photo below), Clarksville Heritage Day and the National Night Out. As always, the Pop-Up Library is very popular with the community who love to see us out and about.

Michelle and Mary brought an activity and the Pop-Up Library to the last two park programs for the summer. These programs were a new collaboration with the town and were positively received by the community.

Jody visited Good Sam and Kenwood Manor.

Jody facilitated a book discussion at the Atria.

Meetings and Miscellany

A preliminary group of trustees and staff met with Paul Mays to kick off our long range capital plan process. We are moving forward with the charrette process and are currently looking for a date in late September or early October to host the program. The meeting room schedule is so tight that it looks like it may have to be held on a Friday night, with a Saturday as a second day if we would like to ask Paul to hold one.

The final shipment of fiscal records has been sent off to be digitized. Payroll records have been returned, checked for quality control, and duplicated to ensure proper backup. Catherine is currently working on how to integrate the scanning of invoices into our monthly business practices so we will not have to do another retrospective digitization project in the future.

Continuing education for staff

Gordon provided a refresher on how to use Kindle with René, Anne, Alex, Ann Marie, Chieko, Jody, Karen, Kate, Mary, Michelle, Patti and Sarah. Tori gave the refresher on the Kindle to Kristen.

Anne viewed two Booklist webinars: “We Need to Talk: Great Book-Group Reads for Fall and Beyond” and “Adult Announcements: Fall (and Winter) Faves.”

Cathy attended the NYLA Developing Leaders Retreat. Report is attached.

Geoffrey Kirkpatrick, Library Director







NYLA Developing Leaders Retreat: August 19 and 20, 2019.

The 24 hour retreat took place at the Carey Center in Rensselaerville.

We were introduced to the program and logistics by Jeremy Johannsen (NYLA Executive Director). Over the course of the year I will be attending webinars, workshops and working on a capstone project in a team. The course will complete in April of 2020.

Over the two days, we participated in lectures and exercises about different concepts dealing with leadership. The overarching themes included integrity, values, communication, ethics and self-reflection.

The first session of the retreat was a workshop on communication styles with Evelyn Neale. She had presented on the same topic here at BPL last year, but this workshop was much more personalized and in depth about communication and leadership.

The second session was about leadership and management concepts with Jennifer Bollerman. She shared many stories and scenarios about misconceptions of leaders. She recommended several books about leadership and management and share stories of her professional career path.

The third session dealt mainly with professional ethics. As we read over and discussed the ALA Code of Ethics it occurred to me that many of us read these in library school and never again. Also- many library staffers do not attend an MLS program and possibly have never seen them. It might be an interesting topic to explore at staff development day one year. The speaker focused on maintaining core values and being willing to stand against opposition. As a school librarian, she definitely deals with more ethics issues than I think really arise here at our library, but it was interesting to hear about her experiences.

We spend some time working in our groups to start figuring out what our group project is going to be. My group is using some online project management software to keep us on track and planned our first conference call for early September.

The speakers asked us to be self-reflective on our journey as leaders and to spend time thinking about what is crucial to ourselves and our libraries. To think about communication methods with staff and patrons.

I think that this program is going to be very valuable. I much appreciate the library board and administration for supporting me and allowing me the time to attend.

Respectfully submitted by Catherine Brenner- 8/29/19

Public Services
2019 Summer Reading Program for Adults
June 26 to August 30
Universe of Stories

36

Adult Program

- 149 participants
- 8 raffle baskets
- 207 raffle tickets awarded
- 843 activities logged
- 13 Full Completed (all 16)

2018 Summer Reading Program for Pre-K, School-aged Children and Teens
June 26 to August 30
Universe of Stories

Registered participants:

- 108 Pre-K (ages 0-5)
- 532 School age (grades K-5)
- 245 Teen (grades 6-12)

Activities Logged:

- 574 Pre-K (ages 0-5)
- 3076 School age (grades K-5)
- 1306 Teen (grades 6-12)

Books awarded:

- 51 Pre-K (ages 0-5)
- 339 School age (grades K-5)
- 129 Teen (grades 6-12)

Full Completion (all 16)

- 8 Pre-K (ages 0-5)
- 49 School age (grades K-5)
- 13 Teen (grades 6-12)

Number of Programs: 144 (children/family, intergenerational, teen and similar outreach events)

Attendance: 7798 (children/parents or caregivers, teens and those at intergenerational programs)

School Outreach (End of the school year visits to promote the Summer Reading Program)

Number of Programs: 93

Attendance: 2805

Users by School:

37

BC High School	41	Hamagrael Elementary	82
BC Middle School	155	Home School	12
Eagle Elementary	53	Slingerlands Elementary	94
Elsmere Elementary	46	St. Thomas	15
Glenmont Elementary	78	Other schools/districts**	66

*There are 135 users without school data due to a glitch in the new system early on.

Users by age

0-5 years <i>(were not separated by age)</i>	108	9 year olds	88	14 year olds	20
5 year olds	80	10 year olds	88	15 year olds	21
6 year olds	101	11 year olds	96	16 year olds	11
7 year olds	103	12 year olds	32	17 year olds	4
8 year olds	97	13 year olds	34	18 year olds	2
				Adults over 18	149

Users by grade

K	62	Grade 4	92	Grade 8	40	Grade 12	9
Grade 1	90	Grade 5	75	Grade 9	15		
Grade 2	113	Grade 6	106	Grade 10	19		
Grade 3	98	Grade 7	39	Grade 11	19		

Teen Volunteers – this year the teen volunteers were combined into one group and trained to work on all of the volunteer tasks.

Applications accepted: 162

Attended the mandatory orientation session: 151

Completed volunteer requirements: 123 *(minimum of 6 volunteer hours)*

Hours volunteered: 1319.75 total *(average of approximately 8.74 hours per teen)*

Summer Reading comparison 2010 – 2019:

SRP	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Participants (Pre-K-Gr. 12)	885	692*	777*	906	913	972	964	1007	1010	942
Programs offered (excl. school outreach)	144	147	159	162	151	147	128	153	149	140
Program attendance (excl. school outreach)	7798	7885	7678	7950	4649	6109	5144	6015	4956	4757
Teen Volunteers	151	141	143	139	172	172	165	175	153	116
Teen Volunteer hours	1320	1273	1223	1332	1425	1330	1139	1368	1306	N/A
Adult SRP participants	149	79	97	57	74					

*Rubber Ducky Club

Library Collection				2018-19	Current Total
Adult fiction				26,708	27,397
Adult non-fiction				29,506	29,449
Adult audio				7,216	7,016
Adult video				7,964	8,290
Young adult fiction				5,607	5,764
Young adult nonfiction				543	549
Young adult audiobooks				364	371
Children's fiction				25,716	26,408
Children's non-fiction				15,034	15,168
Children's audiobooks				1,462	1,533
Children's video				1,989	1,998
OverDrive - UHLS Shared				69,231	70,501
e-magazines				107	107
Electronic (games, ereaders)				482	559
Total				191,929	195,110
Library Programs	Aug-19	Aug-18	% change	2018-19	F-Y-T-D
Programs	83	72	15.3%	843	155
Program attendance	2,941	3,290	-10.6%	24,838	6,223
Outreach Programs	9	5	80.0%	285	20
Outreach Attendance	847	322	163.0%	9,929	1,648
Circulation	Aug-19	Aug-18	% change	2018-19	F-Y-T-D
Adult fiction	14,040	14,465	-2.9%	149,583	28,864
Adult non-fiction	8,324	8,631	-3.6%	97,179	17,313
Adult audio	4,156	4,553	-8.7%	49,601	8,432
Adult video	8,622	10,160	-15.1%	109,652	17,470
Adult magazines	1,745	2,080	-16.1%	21,596	3,593
Young adult fiction	1,904	1,996	-4.6%	19,610	4,022
Young adult nonfiction	145	122	18.9%	1,476	292
Young adult audiobooks	146	132	10.5%	1,331	272
Young adult magazines	6	12	-50.0%	74	16
Children's fiction	12,962	12,920	0.3%	137,492	26,714
Children's non-fiction	2,797	3,123	-10.4%	38,616	6,373
Children's audiobooks	794	984	-19.3%	7,690	1,523
Children's video	1,055	1,593	-33.8%	14,997	2,145
Children's magazines	37	29	27.6%	370	86
Electronic (games, ereaders)	825	656	25.8%	6,966	1,525
Total	56,406	61,455	-8.2%	656,232	117,488
Interlibrary Loan	Aug-19	Aug-18	% change	2018-19	F-Y-T-D
Borrowed from others	7,193	7,846	-8.3%	86,393	15,232
Loaned to others	5,284	6,077	-13.0%	67,302	10,867
Miscellaneous	Aug-19	Aug-18	% change	2018-19	F-Y-T-D
Visits to our home page	88,732	71,442	24.2%	849,506	175,493
Public use of meeting rooms	25	27	-7.4%	436	46
Public meeting attendance	356	332	7.2%	6,867	617
Staff use & library programs	90	97	-7.2%	1,038	181
Study room sessions	439	430	2.1%	5,267	869
Tech room use	9	44	-79.5%	305	38
Door count	26,850	28,335	-5.2%	310,464	55,512
Registered BPL borrowers	119	112	6.3%	1,012	243
Computer signups	3,896	2,393	62.8%	34,871	7,894
Museum Pass use	269	293	-8.2%	1,833	538
E-book use	7,127	5,978	19.2%	71,054	14,382
E-magazine use	1,152	1,360	-15.3%	12,415	2,230
Equipment	483	458	5.5%	5,432	983
Wireless Use	12,883	9,620	33.9%	172,258	25,018

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
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
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12
7/12/2019	30	67	2	\$57.96	\$1.93	\$0.87	30	38,400	1,280	\$3,737.61	\$124.59	\$0.10
8/10/2018	29	35	1	\$44.40	\$1.53	\$1.27	29	39,936	1,377	\$4,473.49	\$154.26	\$0.11
8/13/2019	32	59	2	\$55.18	\$1.72	\$0.94	32	41,856	1,308	\$4,294.98	\$134.22	\$0.10

DRAFT Bethlehem Public Library Sexual Harassment Prevention Policy

Adopted [Date]; Revised [Date]

I. POLICY STATEMENT

Bethlehem Public Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment, which includes harassment on the basis of sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status, is a form of workplace discrimination. Sexual harassment is considered a serious form of employee misconduct. All employees, interns, volunteers, and non-employees are required to work in a manner that prevents sexual harassment in the workplace. Any employee, intern, volunteer, or non-employee in the workplace who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination. This Policy is one component of Bethlehem Public Library's commitment to a discrimination-free work environment.¹

Sexual harassment is against the law. All persons have a legal right to a workplace free from sexual harassment. This right can be enforced by filing a complaint internally with Bethlehem Public Library, and/or with a government agency or in court under federal, state or local antidiscrimination laws.

Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Bethlehem Public Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Those covered by this Policy who engage in sexual harassment, and managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be subject to remedial action or discipline in accordance with law or an applicable Collective Bargaining Agreement.

This Policy also prohibits retaliation against individuals who report or complain of sexual harassment or participate in the investigation of a sexual harassment complaint, as further described herein.

Complaints of sexual harassment must be submitted to the Compliance Officer: Geoffrey Kirkpatrick. In the event that the Compliance Officer is the subject of the complaint, complaints must be made to President, Board of Trustees. Bethlehem Public Library will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever Bethlehem Public Library or its supervisory or managerial personnel receives a complaint about sexual harassment or retaliation, or otherwise knows of possible sexual harassment occurring. Bethlehem Public Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment or retaliation is found to have occurred. All persons covered by this Policy, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

All employees, interns, volunteers, and non-employees are to report any harassment or behaviors that violate this Policy. Bethlehem Public Library will provide a complaint form for the reporting of harassment and to file complaints. Managers and supervisors are **required** to report **any** complaint that they receive, or any harassment that they observe or become aware of in the workplace. Such reporting must be in written form to the Compliance Officer. Confronting the harasser is not required but is encouraged if the complainant feels it is possible and safe to do so. Anyone covered by this Policy has the right to file a good

¹ Note that other forms of discrimination, as well as harassment based on protected classes or characteristics other than those covered under this policy are covered separately under Bethlehem Public Library's Harassment Policy.

faith complaint without first communicating with the offender.

II. SCOPE

- A. Who is covered by this Policy?** This Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, volunteers, non-employees and persons conducting business with Bethlehem Public Library².
- B. Who can be a target of sexual harassment?** Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees who provide services in the workplace. This Policy also protects volunteers of the Bethlehem Public Library.
- C. Who can be a sexual harasser:** A harasser can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor, or anyone with whom the person interacts while conducting their job duties.
- D. Where can sexual harassment occur?** Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees, interns and/or volunteers are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage can constitute or contribute to unlawful workplace harassment, even if occurring away from the workplace premises or not during work hours.

III. DEFINITIONS OF PROHIBITED CONDUCT

A. What is sexual harassment?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; *or*
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation,

² Non-employees, as defined by law, includes contractors, vendors and consultants or those who are employees of the contractor, vendor or consultant.

and/or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to offer job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Anyone subject to and/or covered by this Policy who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

B. Examples of sexual harassment

Sexual harassment under the law and prohibited by this Policy may include, but is not limited to, the following prohibited conduct:

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another person's body or poking another person's body; rape, sexual battery, molestation or attempts to commit these assaults (which should be reported to local authorities as promptly as is possible).
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other employment benefits or detriments; subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate or treated negatively simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should look or act.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace or in a work-related gathering or setting.
- Hostile actions taken against an individual because of that individual's sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

C. Retaliation

In addition to sexual harassment, retaliation for opposing or complaining of sexual harassment or participating in investigations of sexual harassment is prohibited by law and prohibited under this Policy. No person covered by this Policy shall be subjected to such unlawful retaliation. Unlawful retaliation can be any adverse employment action, including being discharged, disciplined, discriminated against, or any action that would keep or discourage anyone covered by this Policy from coming forward to make or

support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

The New York State Human Rights Law and this Policy protect any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under this Policy, the State Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to Bethlehem Public Library (including a supervisor or manager) or by simply informing a supervisor or manager of harassment;
- reported that another employee, intern, volunteer or non-employee covered by this Policy has been sexually harassed; or
- encouraged a fellow employee, intern, volunteer and/or non-employee covered by this Policy to report harassment.

Employees, interns, volunteers, and non-employees who believe they have been subjected to retaliation should report this conduct in accordance with the same reporting procedures as are outlined below. These complaints of retaliation will be investigated in accordance with the same procedures utilized to investigate a complaint of sexual harassment. Individuals also may file complaints of retaliation with the federal or state enforcement agencies (EEOC or New York State Division of Human Rights.) Any individual found to have engaged in retaliation as defined in this Policy may be subject to disciplinary action up to and including termination, and/or other corrective or remedial action as necessary.

IV. REPORTING PROCEDURES AND RESPONSIBILITIES

A. Reporting Procedures

Preventing sexual harassment is everyone’s responsibility. Bethlehem Public Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, intern, volunteer or non-employee who has been subjected to behavior that may constitute sexual harassment is strongly encouraged to report such behavior to the Compliance Officer set forth below. Anyone who witnesses or becomes aware of potential or perceived instances of sexual harassment should also report such behavior to the Compliance Officer.

- Compliance Officer: Geoffrey Kirkpatrick
- In the event that the Compliance Officer is the subject of the complaint, complaints are to be made to President, Board of Trustees

Although encouraged, note that neither this Policy nor state or federal law requires that an individual tell an alleged harasser to stop his/her actions. Failure to do so does not preclude the individual from filing a complaint of sexual harassment. Individuals should feel free to keep written records of any actions which may constitute sexual harassment, including time, date, location, names of others involved, witnesses (if any), and who said or did what to whom.

Reports of sexual harassment may be made verbally or in writing. If made verbally, the Complaint must be reduced to writing by the individual who it was reported to. The written report must be given to the Compliance Officer. A form for submission of a written complaint is attached to this Policy, and all employees, interns, volunteers, and non-employees conducting business in the workplace are encouraged

to use this complaint form. Individuals who are reporting sexual harassment on behalf of other employees, interns, volunteers or non-employees should use the complaint form and note that it is on another person's behalf.

Employees, interns, volunteers or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

B. Supervisory Responsibilities

All managerial and supervisory personnel of Bethlehem Public Library shall be responsible for enforcing this Policy and shall have particular responsibility for ensuring that the work environment under their supervision is free from sexual harassment and retaliation. In addition to being subject to discipline or other remedial action if they engaged in sexually harassing conduct themselves, **all supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report same in writing, to the Compliance Officer.** Supervisors and managers will be subject to discipline (or other remedial and appropriate action) for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline or other appropriate remedial action for engaging in retaliation.

C. Bethlehem Public Library's Responsibilities

Bethlehem Public Library will be responsible for ensuring that this Policy is provided to employees, interns, and volunteers, and that training on this Sexual Harassment Prevention Policy is conducted annually.

V. INVESTIGATION AND RESPONSE PROCEDURES

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commencing immediately and completed as soon as possible. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded appropriate due process to protect their rights to a fair and impartial investigation.

Any employee, volunteer, intern or non-employee may be required to cooperate as needed in an investigation of suspected sexual harassment. As further set forth herein, Bethlehem Public Library will not tolerate retaliation against those who file complaints, support another's complaint, or participate in the investigation of a complaint.

All investigations will be conducted by the Compliance Officer or their designee. The nature of an investigation may vary on a case by case basis dependent upon the circumstances and extent of the

allegations. Generally, investigations should be conducted by the Compliance Officer or their designee in accordance with the following steps:

- Upon receipt of complaint, the Compliance Officer or their designee will conduct an immediate review of the allegations, and take interim actions, as appropriate. If the complaint is oral, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form or other write up of the complaint based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create (at a minimum) written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - Recommendation(s) for the final resolution of the complaint, together with any recommendations for corrective or remedial actions to be taken.
- Keep the written documentation and associated documents in the employer’s records.

Once the investigation is completed, the Compliance Officer or their designee will make a Final Determination as to whether the Policy has been violated.

The Compliance Officer or their designee shall promptly notify the complainant of the Final Determination, and also inform the complainant of their right to file a complaint or charge externally as outlined below.³

If a complaint of sexual harassment or retaliation is determined to be founded, Bethlehem Public Library may take disciplinary and/or corrective action. The Compliance Officer will be responsible for overseeing the implementing of any corrective or remedial actions deemed necessary.

VI. REIMBURSEMENT

Any employee who has been subject to a judgement of personal liability for intentional wrongdoing in connection with a claim for sexual harassment shall reimburse the Bethlehem Public Library for any monies it paid to a complainant for what was found to be the employee’s proportionate share of said judgement. These reimbursements must be made within ninety (90) days from payment by the Bethlehem Public Library to the Complainant. A failure to reimburse will result in the sum being withheld directly from the employee’s compensation or through enforcement of a money judgement.

VII. FURTHER CONFIDENTIALITY AND DISCLOSURE

³ Where a complaint was filed regarding sexual harassment against an individual other than the person making the written complaint, the person against whom the harassment was directed will be treated as the complainant for purposes of this Policy.

In recognition of the personal nature of discrimination complaints and the emotional impact of alleged discrimination, the Bethlehem Public Library shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreements, and other laws and regulations regarding employees and the workplace setting. For the protection of all individuals who make complaints or are accused of prohibited discrimination, every witness interviewed during an investigation under this Policy will be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation, or the persons involved. To the extent complaints made under this Policy implicate criminal conduct, the Bethlehem Public Library may be required by law to contact and cooperate with the appropriate law enforcement authorities.

The terms of any settlement or other resolution are subject to disclosure UNLESS the Complainant seeks confidentiality. This request for confidentiality may be revoked within a certain time period in accordance with State law.

VIII. FALSE REPORTS

Reporting of a false complaint is a serious act. In the event it is found that an individual bringing the complaint has knowingly made false allegations, Bethlehem Public Library may take appropriate remedial action and/or disciplinary action in accordance with the provisions of applicable collective bargaining agreement and/or state law

IX. LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Sexual harassment is not only prohibited by Bethlehem Public Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Bethlehem Public Library, individuals may also choose to pursue legal remedies with the following governmental entities **at any time**.

A. New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, Art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, interns and non-employees. A complaint alleging violation of the Human Rights Law may be filed either with Division of Human Rights or in New York State Supreme Court. Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Bethlehem Public Library does not extend the time for filing a complaint with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

An individual does not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate the complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to act to stop the harassment, or redress the damage

caused, including paying monetary damages, attorney's fees and civil fines.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

B. United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within **300 days** from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an individual believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

C. Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

D. Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Bethlehem Public Library Harassment Complaint Form
Submit to Compliance Officer or Designee or Alternative Person or
Office More Senior to Compliance Officer

This form may be used to file a complaint of harassment which is a form of discrimination prohibited by federal law, the New York State Human Rights Law, and Bethlehem Public Library Policy.

Filing this complaint form with Bethlehem Public Library in no way deprives you of the right to file a complaint with the US Equal Employment Opportunity Commission, New York State Division of Human Rights, and/or the Federal/State courts.

(PLEASE PRINT OR TYPE)

1. Name _____
 Phone Number _____
 Residence _____
 Mailing Address (if different from residence) _____
 City _____ State _____ Zip Code _____

2. Department _____

3. Have you filed this charge with a Federal, State or local government agency?
 YES/NO: _____ When _____ Where _____
 (Month/Day/Year)

Have you instituted a suit or court action on this charge?
 YES/NO: _____ When _____ Where _____
 (Month/Day/Year)

(AN AFFIRMATIVE REPLY TO THIS QUESTION WILL IN NO WAY STOP A REVIEW OF YOUR COMPLAINT)

4. Alleged Discrimination Occurred on or about:
 Month: _____ Day: _____ Year: _____ Time: _____

Is this alleged discrimination continuing: YES _____ NO _____?

Are you personally the subject of the alleged harassment? YES _____ NO _____?

If not, please state the name of the person(s) who are the subject of the alleged harassment:

CSEA Contract Negotiation Timeline/Key Dates

Fall 2019

Members selected to participate on the library's negotiation team

Presentation about contract by Tracey and Geoff

December 2019

Initial budget numbers are assembled for FY 2020-21

Winter/Spring 2020

First date for contract negotiations are scheduled

Negotiations continue until provisional agreement is met

Agreement is voted on by the library board and union members

February 2020

Budget review by Finance Committee

March 2020

Board votes on proposed library budget (if contract negotiations are concluded by this vote, more accurate personnel numbers can be included in the budget)

July 2020

Term of the contract begins

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
Sept 2019	DASNY, M/E, and Library agree on change order scope and design – in process
Sept 2019	Price estimate from Wilkins – dependent on change order plans – in process
Sept 2019	Approval from my board for additional funding (if needed) beyond the funds that DASNY currently has on hand for the project
Sept 2019	Amendment of the contract with DASNY, if necessary
Sept 2019	Establish a budget for the project
Sept 2019	Funding for project remitted to DASNY, if necessary
Sept 2019	DASNY pursues approval for a JOC (?) contract for Wilkins
Sept 2019	Wilkins contract executed by DASNY
Oct 2019	Work begins
Oct/Nov 2019	Work completed in time for heating season

Anticipated Board Projects

Schedule for 2019-20

- July
 - ~~Officer elections~~
 - Swearing in for new trustee
 - ~~Annual board authorizations~~
- August
 - ~~Investment Policy (Yearly re-authorization needed)~~
 - ~~Committee appointments~~
- September
 - HVAC addendum decisions (possible special board meeting)
- October
 - Discuss long range service plan
 - Hallway furniture
 - Trustees for contract negotiation team
 - Investment policy
 - Investment strategy discussion
- November
 - Audit presentation
 - CSEA contract presentation to board
- December
 - UHLAN contract
- January 2020
 - Preliminary budget discussions
- Fall/Winter 2019-20
 - Contract negotiations
- Spring 2019
 - Budget discussion and board vote
 - Long Range Plan (including capital plan) completed and approved
 - Revisit specialized attorneys

*co-sponsored by
Bethlehem Senior Projects, Inc.

COFFEE



CONVERSATION

FRIDAYS • 1PM

September 6

Adirondack Place Names

According to presenter and author Erik Schlimmer, behind every name is a story, and that story's usually pretty good.

September 13

**Native American Art
at the Fenimore Museum**

Eva Fognell of the Fenimore Museum will give a presentation on the Thaw Collection and Native American Art.

September 20

The Best of the West

Local entertainer Chuck Oakes celebrates the American West with songs, photographs and a screening of "The Best of the West" TV pilot he created for PBS.

..... *Continued on the back*



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COFFEE



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COFFEE AND CONVERSATION

Continued from the front

FRIDAYS • 1PM

October 4

The Delmariners in Concert

A folk concert sing-along with local musicians Phil Teunim, Ron Tweedie and Will Vail.

October 18

Sonny and Perley

Popular local entertainers perform songs from "The Great American Songbook."

October 25

To Life! Part VII

Richard Feldman returns to showcase songs from popular American musicals about optimism and following your dreams.

*Programs followed
by a coffee break.*



COFFEE AND CONVERSATION

Continued from the front

FRIDAYS • 1PM

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COFFEE AND ⁵⁵ CONVERSATION

Continued from the front

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* An Ann Seegal Memorial Storytelling event.

LITTLE RED AND THE BIG BULLY WOLF

MONDAY OCTOBER 14
10AM **OR** 2:30PM



Presented by Bight Star Touring Theatre!
Follow Little Red and friends as they learn to face
their fears and stand up to the Big Bully Wolf!

For all ages! Seating is available on a first-come basis.



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Kids

Bethlehem Public Library

activities for PRESCHOOLERS — September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Library closed Labor Day Weekend	2 Library closed Labor Day Weekend	3	4	5 Pajama-Rama 6:30pm	6 What Comes Next? 10am	7 Time Out for Tales 11am
Creation Station — Shape Your Fire Truck						
8 Creation Station <i>cont.</i>	9	10 Expedition Party at The Crossings of Colonie* 4-7pm	11 	12	13	14 Time Out for Tales 11am
15 Traveling Petting Zoo • 1-3pm	16 Tiny Tots 9:30am Family Storytime 10:30am	17 Tiny Tots 9:30am & 10:30am Popcorn Trail Mix 2pm (ages 3-5)	18 Sensory Playtime • 9:30am Family Playtime 10:15am Kids Builder Association • 4pm	19 Music & Movement • 9:30am Family Storytime 10:30am Pajama-Rama 6:30pm	20 Apple Math 10am	21 Time Out for Tales 11am
22 	23 Tiny Tots 9:30am Family Storytime 10:30am First Day of Fall Fun 3:30pm	24 Tiny Tots 9:30am & 10:30am	25 Sensory Playtime • 9:30am Family Playtime 10:15am Family STEAM: Ocean Layers* • 6:30pm	26 Music & Movement • 9:30am Family Storytime 10:30am	27 	28 Time Out for Tales 11am
29 	30 'The Little Engine that Could' • 10am (rated G) French Bread Pizza and Stories • 2pm No school today	September				

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

Go online or see the September/October footnotes for program descriptions.

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

*program requires signup



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
 <h1>October</h1>			1 Tiny Tots 9:30am & 10:30am	2 Sensory Playtime • 9:30am Family Playtime 10:15am Kids Builder Association • 4pm	3 Music & Movement • 9:30am Family Storytime 10:30am Pajama-Rama • 6:30pm	4 Number Play 10am 	5 Time Out for Tales 11am
6	7 Tiny Tots 9:30am Family Storytime 10:30am	8 Tiny Tots 9:30am & 10:30am	9 Family Build Challenge • 2pm No school today	10 Music & Movement • 9:30am Family Storytime 10:30am	11 Fire Prevention Storytime • 10:30am <i>(at Elsmere Fire Station)</i>	12 Time Out for Tales 11am	
Creation Station — Fall Tree							
13 Creation Station <small>cont.</small>	14 Little Red and the Big Bully Wolf 10am OR 2:30pm No school today	15 Tiny Tots 9:30am & 10:30am	16 Sensory Playtime 9:30am Family Playtime 10:15am	17 Music & Movement • 9:30am Family Storytime 10:30am Pajama-Rama • 6:30pm	18 Keepsake Trick-or-Treat Bag* 10am <i>(ages 3-5)</i> Cards of Hope • 3pm	19 Time Out for Tales 11am	
20 	21 Tiny Tots 9:30am Family Storytime 10:30am	22 Tiny Tots 9:30am & 10:30am	23 Sensory Playtime • 9:30am Family Playtime 10:15am Trunk or Treat at Elm Ave. Park • 4pm	24 Music & Movement 9:30am Family Storytime 10:30am	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 Trick or Treat at the Library 10:15-10:45am or 2:15-2:45pm	*program requires signup 	 Literacy Tip Reading and writing go together. Both are ways to represent spoken words and to tell stories.	

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

Go online or see the September/October footnotes for program descriptions.

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