



Board of Trustees Meeting
August 13, 2018 6:00 pm
Agenda

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices - none**
 - Resolutions - none**
 - Personnel report**
 - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
 - Board committees**
 - Laptop computer purchase**
 - Bethlehem First Night participation**
 - NYLA annual conference**
 - Increase petty cash**
 - Other new business**
- **Old business**
 - Board treasurer**
 - **Civil service**
 - Capital Projects/Long Range Plan**
 - Fire alarm & security project update**
 - **NYS construction grant – assurances**
 - HVAC Update**
 - **Rooftop unit – quality control issues**
 - Community survey**
 - BCN-TV/studio makerspace update**
 - Other old business**

- **Future business**
 - Director evaluation**
 - Background checks**
 - Plaza feasibility**
 - Policy updates/schedule**
 - Resource sharing**
 - Fines and Fees**

- **Public Participation**

- **Adjournment**

Next board meeting: September 17, 2018 6:00pm

Next Friends of the Library board meeting: August 20, 2018 6:30pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday July 9, 2018

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, Accounts Clerk
Chris McGinty, Head of Public Services
Catherine Stollar Peters, Head of Tech Services, Circulation

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

PUBLIC PARTICIPATION

There was no public participation

OATHS OF OFFICE

M. Redmond administered the oath of office to returning trustees C. Brancatella, M. Kissinger and H. Narang.

Ethics statements were distributed to the trustees for signing and will be filed in the public record.

BOARD OFFICER ELECTION

The following slate of officers was proposed for 2018-19:

- President: Mary Redmond
- Vice President: Mark Kissinger
- Fiscal Officer: Brian Sweeney
- Secretary: Joyce Becker
- UHLS representative: Lisa Scoons

M. Kissinger and J. Becker, who made up the nominating committee, said they favored moving forward with the current slate of officers for the coming year.

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board unanimously accepted the slate as presented.

BOARD COMMITTEES

M. Kissinger suggested the board continue the discussion about committees or additional board meetings at a later time.

MINUTES

Minutes of the 11 June 2018 board meeting were approved unanimously on a MOTION by H. Narang with a SECOND by M. Kissinger.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 30 June 2018 (Manual Disbursements for June \$40,253.97; Cash Disbursements/Accounts Payable for July \$81,622.86; Trust & Agency Disbursements/Salaries for June \$250,706.44; CapProject Fund/Hand-Drawn Checks for July \$10,407.02; Total: \$382,990.29).

M. Redmond asked about the check from May that had not yet cleared. T. Choppy said she had been in contact with the bank, and the check had never made it to the vendor. She said she would be doing a stop payment and reissuing a new check.

BANK ACCOUNT RECONCILIATION REPORT

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

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

On a MOTION by B. Sweeny with a SECOND by L. Scoons, the board unanimously approved a new hire for the following vacancy, pending Civil Service approval:

- Library page, part-time, permanent, 13.85 hours/week at \$10.40/hour or per contract.

DIRECTOR'S REPORT

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

- The speed bumps will be taken up in the winter so as not to interfere with the plowing.
- Wireless use outside the library keeps going up at the pool and on the new Five Rivers connection. The number of users and the Wi-Fi footprint are expanding. John Love is able to monitor connectivity from the library to quickly address any issues. M. Redmond asked if there were any issues with bandwidth, and G. Kirkpatrick said there hasn't been any reported.
- C. Stollar Peters said that the self-checkout machines were installed in late June, and the reaction so far has been as expected – some people are very interested and others are opting for the human

interaction. The rate of use during the Mini-Golf event was 8 percent. C. Stollar Peters said she is still trying to figure out what kind of errors are being reported by the error rate, which hovers around 30 percent, and staffers were trouble shooting issues with the screen not defaulting back to the home page. Some patrons are scanning the wrong bar code, so there will be a learning curve there. C. Stollar Peters has requested an infographic showing the difference between the two bar codes to be part of the screen display. H. Narang said that he tried self checkout the first day it was set up and was initially distracted by all of the information on the screen. He noted the lack of a feedback noise. C. Stollar Peters said the noise could be turned back on, but the beep doesn't necessarily indicate a successful scan. B. Sweeney said his children love self checkout and it gives them a sense of ownership. He did note that someone might be easily able to accidentally scan a book to someone else's account. C. McGinty said that if that ever happens to just bring it to a staffer's attention right away, and it can be removed from the account. B. Sweeney said he heard from someone who asked how many librarian jobs the new service cost, and J. Becker noted that self-checkout is just an option for those who are interested.

- N. McDonough has been speaking with Rabbi Simon, who has agreed to be a pilot tester of the new one-button studio. M. Redmond mentioned that she had spoken with Frank DeSorbo, who said he was ultimately pleased with the studio decisions and how they were made. She noted that he might also be a good one to test the new training process.
- G. Kirkpatrick has spoken to town Supervisor David VanLuven to see if the town generator has enough capacity to tap into it in a disaster situation. The library is also looking at ways to provide internet to allow people to communicate in those circumstances. G. Kirkpatrick noted that libraries are not first responders in an emergency, but they are vital first recoverers. He said BPL already has a good capacity to help in those situations, but he'd like to see if there is more that can be done.
- Library Mini-Golf was a big success, with almost 900 people attending.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said it was good to see everyone at the annual dinner, and she congratulated the winning programs.

NEW BUSINESS

Board authorizations

M. Kissinger asked if the relationship with TD Bank was still working despite there not being a local branch. T. Choppy shared her frustration with the unreliable courier service. G. Kirkpatrick said so far it is working OK, but it bears a look in the future. M. Redmond suggested that in the meantime, it would make sense to increase the number of small bills available at the library so people wouldn't have to run for change so frequently. G. Kirkpatrick said he would put together a request for the August meeting.

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board unanimously approved board authorizations for 2018-19, as presented.

2019 board meeting schedule

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board unanimously approved the 2018 meeting schedule, with the changes noted above.

2019 holidays and closings

On a MOTION by B. Sweeney with a SECOND M. Kissinger, the board unanimously approved the 2019 holidays and closings schedule.

K. Roberts noted a pair of typos that would be fixed in the approved version.

Anti-nepotism policy

The policy does not ban those with a familial relationship with a staffer from applying for a library job, but it does require the library to document in writing why the applicant's qualifications overcome the presumption of nepotism. The onus to disclose that relationship would be on the applicant as the question is part of the job application form.

J. Becker asked if the library did background checks, as there are a number of young people who work at the library. G. Kirkpatrick said it was something that has been brought up in the past, but the library does not. M. Kissinger said the discussion would have to include what the board thought was a "knockout crime." M. Redmond said that discussion should be added to future business on the agenda.

On a MOTION by M. Kissinger with a SECOND L. Scoons, the board unanimously approved the anti-nepotism policy as presented.

Other new business

There was no other new business discussed at this time.

OLD BUSINESS

Capital Projects/Long Range Plan

G. Kirkpatrick noted that the capital needs identified in the previous long-range plan had all been addressed. He also noted that a computational error in the fund balance report has been corrected, with early estimates showing that the library may have approximately \$600,000 more than originally expected. The monthly financial report prepared by T. Choppy did not contain the error.

M. Redmond urged the board to come up with a prioritization of upcoming projects, based on the expected funding available. H. Narang said that he would like to see the rough cost of the projects on the list and a better descriptor of the impact on the public. He said they should aim to offer a visible improvement or "win" in addition to building maintenance like the plaza regrading and fire alarm projects. C. Brancatella said tackling the safety items mitigates an insurance risk, and the board could consider balancing those with things that have an optic impact but lower cost.

The board agreed the regrading of the plaza was a priority and asked if GPI could come back in September to discuss the feasibility study further. Board members agreed to pursue plaza options that did not include a snowmelt system. They also said the shovel-ready fire alarm and security project was another priority.

H. Narang asked how they could avoid doing work now that would have to be redone if they were to embark on a bigger building project later. G. Kirkpatrick said that was the purpose of the long-range plan and said that library design consultants can help with that kind of long-range thinking.

M. Kissinger asked whether the fund balance surpluses generated were reasonable. G. Kirkpatrick said that the auditor is asked every year what a sensible surplus should be and is satisfied if the funds are designated for a capital project listed in the long-range plan. The surplus has allowed the library to address some bigger maintenance issues like HVAC without having to bond money. The last time the library went out to bond was in 2002 for the interior renovation.

After tackling the plaza drainage and fire alarm and security projects, the board agreed to see what was available to address more service-oriented projects. They expressed an interest in potentially bringing in a library design consultant to help them identify which projects might have the greatest impact. L. Scoons said they need to develop some concepts for the Borthwick property.

Fire alarm and security update

The library is waiting for an official estimate from Gilbane so the project can be submitted for a state construction grant.

HVAC project update

M. Redmond estimated there would be a small surplus of \$20,000-\$40,000 when the project is complete.

Community survey

K. Roberts is taking a course on preparing effective patron surveys and will prepare something for the board to review at a future meeting.

BCN-TV update

Most of the equipment has arrived at the library and some work needs to be done to prepare the space. The goal is to have the studio up and running by the end of summer.

Self-checkout report

Discussed earlier during the director's report.

Board treasurer

G. Kirkpatrick and T. Choppy have prepared a list of current financial responsibilities for the board to review and discuss further in August as they define the new position.

Other old business

None was discussed.

FUTURE BUSINESS

Director evaluation

M. Redmond had seen a draft, and C. Brancatella said they were still in discussion as to how to best present the information.

Plaza feasibility

No further discussion.

Policy updates/schedule

Was not discussed at this time. M. Redmond asked that the board hold off on reviewing any policies during August and September.

Resource sharing

Was not discussed at this time.

Fines and fees

Was not discussed at this time.

PUBLIC PARTICIPATION

There was no public participation.

On a MOTION by L. Scoons with a SECOND by J. Becker, the board adjourned the regular meeting at 8:07pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #1
7/31/2018**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	5,494.71
Interest on Investment	385.67
Sale of Books	342.75
Gifts and Donations	0.00
Insurance Recovery	0.00
Photocopier	528.66
State Aid	22,533.00
Grants	0.00
Miscellaneous Income	0.00
Total	\$29,284.79

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #1
7/31/2018**

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	0.00	3,934,858.00	0.00%
PILOT	196,336.00	0.00	196,336.00	0.00%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	30,000.00	5,494.71	24,505.29	18.32%
Interest on Investment	5,000.00	385.67	4,614.33	7.71%
Sale of Books	6,000.00	342.75	5,657.25	5.71%
Gifts and Donations, Misc	1,000.00	0.00	1,000.00	0.00%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	7,000.00	528.66	6,471.34	7.55%
State Aid	23,000.00	22,533.00	467.00	97.97%
Miscellaneous Income	0.00	0.00	0.00	
Sub-Total	\$4,203,194.00	29,284.79	4,173,909.21	0.70%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,203,194.00			

OPERATING CASH SUMMARY

TD Checking Account:	7,259.27 *
TD Money Market:	2,176,007.26
TD Comp Fund:	0.00
Capital Project Fund:	5,705.04
TOTAL	2,188,971.57

*Includes Interest of \$385.67 credited on 7/15/18

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #1**

7/31/2018

MANUAL DISBURSEMENTS - JULY	
HAND DRAWN CHECKS TD BANK	\$68,482.71
CASH DISBURSEMENTS - AUGUST	
ACCOUNTS PAYABLE TD BANK	\$114,103.42
TRUST & AGENCY DISBURSEMENTS - JULY	
SALARIES - TD BANK	\$183,978.97
CAPITAL PROJECT FUND	
HAND DRAWN CHECKS - AUGUST	\$4,310.37
TOTAL	\$370,875.47

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 3: MANUAL DISB - JUL 18 For Dates 7/1/2018 - 7/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37079	07/16/2018	458	**VOID** PITNEY BOWES INC		-460.41
37246	07/12/2018	1833	BLUESHIELD OF NORTHEASTERN NY		6,211.02
37247	07/12/2018	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,633.13
37248	07/12/2018	2087	CITIBANK		109.98
37249	07/12/2018	1865	NYS PUBLIC ENTITIES SAFETY GRP	190033	1,862.50
37250	07/12/2018	2273	THOMAS COLE NATIONAL HISTORICAL SITE	190039	50.00
37251	07/12/2018	1607	VERIZON BUSINESS FIOS	190002	201.98
37256	07/24/2018	1424	AFLAC NEW YORK		415.92
37257	07/24/2018	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,633.13
37258	07/24/2018	2087	CITIBANK		1,843.60
37259	07/24/2018	1264	FENIMORE ART MUSEUM SHOP	190071	115.00
37260	07/24/2018	2234	LLOYD, PATRICIA	190079	25.00
37261	07/24/2018	720	MVP HEALTH PLAN, INC.		3,154.98
37262	07/24/2018	1570	NATIONAL GRID		4,248.58
37263	07/24/2018	2061	UNITED HEALTHCARE INSURANCE CO		123.80
37264	07/24/2018	1607	VERIZON BUSINESS FIOS	190002	127.77
37265	07/24/2018	2137	WEX BANK	190006	55.81
37266	07/30/2018	1009	**CONTINUED** AMAZON CREDIT PLAN		0.00
37267	07/30/2018	1009	AMAZON CREDIT PLAN	180776	6,927.59
37268	07/30/2018	1009	AMAZON CREDIT PLAN	190040	203.33

Number of Transactions: 20

Warrant Total: 68,482.71

Vendor Portion: 68,482.71

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 - 5: CASH DISB (AUG 18) For Dates 8/14/2018 - 8/14/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37269	08/14/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR	190085	95.98
37270	08/14/2018	2242	ALPHA CARD SYSTEMS	190055	46.74
37271	08/14/2018	61	AQUASCAPE DESIGNS LLC	190016	75.99
37272	08/14/2018	2264	B&H FOTO & ELECTRONICS CORP	180819	133.82
37273	08/14/2018	77	BAKER & TAYLOR, INC.	180844	31,089.46
37274	08/14/2018	1186	BAKER AND TAYLOR ENTERTAINMENT	180845	23.47
37275	08/14/2018	719	BETHLEHEM CENTRAL SCHOOL DIST	190095	357.04
37276	08/14/2018	103	BRODART INC	190058	47.13
37277	08/14/2018	697	CAPITAL REGION BOCES	190052	13,068.00
37278	08/14/2018	1137	CORNELL COOPERATIVE EXTENSION	190018	30.00
37279	08/14/2018	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	190008	375.78
37280	08/14/2018	169	CURTIS LUMBER CO INC	190034	21.99
37281	08/14/2018	1240	DE LAGE LANDEN FINANCIAL SER	190010	440.00
37282	08/14/2018	1434	DELL MARKETING L.P.	180820	2,559.68
37283	08/14/2018	1220	DEMCO, INC	190044	1,025.11
37284	08/14/2018	2274	DVORAK, SAMUEL	190057	150.00
37285	08/14/2018	1463	EAST GREENBUSH COMM LIBRARY	190054	10.00
37286	08/14/2018	1991	EASTERN MANAGED PRINT NETWORK LLC	190038	73.65
37287	08/14/2018	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	190035	1,168.50
37288	08/14/2018	2215	ELM USA, INC	190056	350.50
37289	08/14/2018	1532	ENVISION WARE, INC.	190031	727.60
37290	08/14/2018	1674	FINDAWAY	180849	3,552.14
37291	08/14/2018	1986	FIRSTLIGHT FIBER	190007	197.11
37292	08/14/2018	2272	GLOBAL EQUIPMENT COMPANY INC.	190032	1,359.05
37293	08/14/2018	787	GUILDERLAND PUBLIC LIBRARY	190037	57.98
37294	08/14/2018	1576	JAEGER & FLYNN ASSOCIATES, INC	190072	47.50
37295	08/14/2018	2076	JANINE MURPHY	190005	90.00
37296	08/14/2018	2268	JESSICA SHEA C/O REPTILE ADVENTURE	190019	190.00
37297	08/14/2018	1979	JIM SNACK	190017	500.00
37298	08/14/2018	1155	LAKESHORE LEARNING MATERIALS	190073	277.17
37299	08/14/2018	2261	LIBRARY IDEAS, LLC	180750	119.85
37300	08/14/2018	2042	LIBRARY MINI GOLF	180667	1,245.00
37301	08/14/2018	1024	MIDWEST TAPE	190048	4,200.06
37302	08/14/2018	2121	NATIONAL INDUSTRIES FOR THE BLIND	190050	515.00
37303	08/14/2018	2148	NORTHEAST PEST CONTROL	190001	199.00
37304	08/14/2018	2088	NYSID	190043	167.34
37305	08/14/2018	1823	OVER DRIVE INC.	190105	35,520.00
37306	08/14/2018	450	PHILLIPS HARDWARE INC	180006	91.40
37307	08/14/2018	1834	PURCHASE POWER - RESERVE ACCOUNT	190065	1,000.00
37308	08/14/2018	478	QUILL.COM	190051	18.98
37309	08/14/2018	505	ROEMER WALLENS GOLD & MINEAUX	190086	271.00
37310	08/14/2018	2129	SOLUTIONS BY DESIGN, INC.		7,185.00
37311	08/14/2018	2038	STAPLES BUSINESS ADVANTAGE	190083	423.50
37312	08/14/2018	2154	STERICYCLE, INC.	190092	90.56
37313	08/14/2018	2060	THE HERB QUARTERLY	190049	18.96
37314	08/14/2018	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	190067	17.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 5: CASH DISB (AUG 18) For Dates 8/14/2018 - 8/14/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37315	08/14/2018	632	UPPER HUDSON LIBRARY SYSTEM	190069	82.50
37316	08/14/2018	1968	VERIZON WIRELESS	190014	40.01
37317	08/14/2018	645	W W GRAINGER INC	190015	702.92
37318	08/14/2018	1585	WADE ELECTRIC CO. OF NY, INC.	190093	4,040.00
37319	08/14/2018	1593	WILLIAM K. SANFORD LIBRARY	190068	13.95
Number of Transactions: 51				Warrant Total:	114,103.42
				Vendor Portion:	114,103.42

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 - 2: TRUST & AGENCY (JUL 18) For Dates 7/1/2018 - 7/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37242	07/13/2018	712	CIVIL SERVICE EMPL ASSOC INC.		932.43
37243	07/13/2018	1679	METLIFE-TSA CONTRIBUTIONS		200.00
37244	07/13/2018	2003	NEW YORK STATE DEFERRED		4,162.68
37245	07/13/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
37252	07/30/2018	712	CIVIL SERVICE EMPL ASSOC INC.		951.16
37253	07/30/2018	1679	METLIFE-TSA CONTRIBUTIONS		200.00
37254	07/30/2018	2003	NEW YORK STATE DEFERRED		3,082.25
37255	07/30/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100282	07/13/2018	709	BPL SPECIAL PAYROLL ACCOUNT		61,224.73
100283	07/13/2018	710	NYS INCOME TAX BUREAU		3,487.35
100284	07/13/2018	1946	IRS - PAYROLL TAX PMT		20,364.13
100285	07/30/2018	709	BPL SPECIAL PAYROLL ACCOUNT		61,997.92
100286	07/30/2018	710	NYS INCOME TAX BUREAU		3,548.60
100287	07/30/2018	730	NYS EMPLOYEES RETIREMENT SYSTE		2,946.59
100288	07/30/2018	1946	IRS - PAYROLL TAX PMT		20,541.13

Number of Transactions: 15

Warrant Total: 183,978.97

Vendor Portion: 183,978.97

Certification of Warrant

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

_____	_____	_____
Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 2: MANUAL DISB (H FUND) - AUG 18 For Dates 8/1/2018 - 8/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1192	08/14/2018	2265	ROUNDTREE FURNITURE, INC.	180800	1,180.00
1193	08/14/2018	2264	B&H FOTO & ELECTRONICS CORP	180801	3,130.37
Number of Transactions: 2				Warrant Total:	4,310.37
				Vendor Portion:	4,310.37

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

7/31/2018

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$34,249.28	\$307,094.53	\$334,084.54	\$7,259.27
TD Bank Payroll	\$0.00	\$115,219.81	\$115,219.81	\$0.00
TD Bank Money Market	\$2,451,007.26	\$0.00	\$275,000.00	\$2,176,007.26
Capital Project Fund	\$16,337.01	\$25.00	\$10,656.97	\$5,705.04
TOTAL:	\$2,501,593.55	\$422,339.34	\$734,961.32	\$2,188,971.57

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

18

TD Bank - General Fund

For the month beginning 7-1-18 and ending 7-31-18

Balance on hand at the beginning of the month **\$34,249.28**

Receipts during the month

Interest	385.67	
Transfers from Money Maket Account TD Bank	275,000.00	
Fines	5,494.71	
Copier	528.66	
Miscellaneous (Abate)	2,809.74	
Book Sale	342.75	
PILOT	0.00	
School Taxes	0.00	
Gifts	0.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	22,533.00	
Miscellaneous Income	0.00	
Total Receipts		<u>\$307,094.53</u>
Total Receipts Including Balance		<u>\$341,343.81</u>

Disbursements During Month By Check

From Check #37079 to Check #37268	68,482.71	
Trust & Agency Payments (Payroll)	183,978.97	
From Check #37194 to Check #37241	81,622.86	
Transfers to Money Maket Account	0.00	
Adjustment	0.00	
Total amount of Disbursements		<u>\$334,084.54</u>
Balance on Hand at End of Month		<u>\$7,259.27</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	23,451.25
Amount of Outstanding Checks	16,191.98
Balance on Deposit	7,259.27

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
7/31/18

Check Number	Date	Amount
37194	7/10/2018	350.00
37202	7/10/2018	300.00
37214	7/10/2018	5.99
37221	7/10/2018	50.00
37241	7/10/2018	725.00
37256	7/10/2018	415.92
37258	7/10/2018	1,843.60
37259	7/10/2018	115.00
37262	7/10/2018	4,248.58
37265	7/10/2018	55.81
37252	7/30/2018	951.16
37267	7/30/2018	6,927.59
37268	7/30/2018	203.33

TOTAL		\$16,191.98
--------------	--	--------------------

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 7-1-18 and ending 7-31-18

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

Receipts during the month

Transfer from Checking 7/12/18	57,181.54
Transfer from Checking 7/27/18	58,038.27

Total Receipts	<u>\$115,219.81</u>
----------------	---------------------

Total Receipts Including Balance	\$115,219.81
----------------------------------	--------------

Disbursements During Month By Check

7/13/18 - From Check #84519 to Check #84589	57,181.54
7/30/18 - From Check #84590 to Check #84660	58,038.27

Total Amount of Disbursements	<u>\$115,219.81</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	3,908.05
Amount of Outstanding Checks	3,908.05
Balance on Deposit	\$0.00

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

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

Secretary

Business Manager

BETHLEHEM PUBLIC LIBRARY
Outstanding Checks
TD Bank Payroll Fund
7/31/18

Check Number	Date	Amount
84459	6/29/2018	656.11
84530	7/13/2018	357.34
84574	7/13/2018	172.80
84601	7/30/2018	487.56
84603	7/30/2018	1,539.28
84614	7/30/2018	138.92
84643	7/30/2018	268.66
84645	7/30/2018	287.38

TOTAL		3,908.05
--------------	--	-----------------

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 7-1-18 and ending 7-31-18

Balance on hand at the beginning of the month \$2,726,007.26

Receipts during the month

Transfer from General Fund 0.00

\$0.00
Total Receipts
Total Receipts Including Balance \$2,726,007.26

Disbursements During Month By Check

Transfers to General Fund 275,000.00
Transfers to Capital Projects Fund 0.00

\$275,000.00
Total Amount of Disbursements
Balance on Hand at End of Month **\$2,451,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit
as shown by Bank Statement 2,451,007.26
Amount of Outstanding Checks 0.00
Balance on Deposit 2,451,007.26

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 7-1-18 and ending 7-31-18

Balance on hand at the beginning of the month \$16,337.01

Receipts during the month

Technology Fund Donation	25.00
Transfer from Money Market Account	0.00
PEG Reimbursement	0.00

Total Receipts	<u>\$25.00</u>
Total Receipts Including Balance	\$16,362.01

Disbursements During Month By Check

From Check #1189 to Check #1191	10,656.97
---------------------------------	-----------

Total Amount of Disbursements	<u>10,656.97</u>
Balance on Hand at End of Month	<u>\$5,705.04</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	5,954.99
Amount of Outstanding Checks	249.95
Balance on Deposit	5,705.04

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

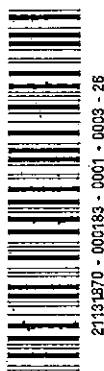
BETHLEHEM PUBLIC LIBRARY
Outstanding Checks
Capital Project Fund
07/31/18

Check Number	Check Date	Amount
1191	7/24/18	\$249.95

TOTAL		\$249.95
--------------	--	-----------------



4427533000280997902093550209355063



Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	07/31/2018	\$2,093.55	\$2,093.55	



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

**TDD00058

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

Statement Date
07/06/18

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$30,906	\$00	\$00

Payment Date
07/31/18

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	2,403.56	- 2,403.56		2,093.55		2,093.55
Advances						
Company Totals TOTAL	2,403.56	- 2,403.56		2,093.55		2,093.55

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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
Purchases				240.00		240.00
Advances						
Monthly Limit: \$500				240.00		240.00
TOTAL						

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				1,309.69		1,309.69
Advances						
Monthly Limit: \$2,500				1,309.69		1,309.69
TOTAL						

PETERS, M. CATHERINE XXXX-XXXX-XX82-7386	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				249.95		249.95
Advances						
Monthly Limit: \$625				249.95		249.95
TOTAL						

DAYS IN BILLING PERIOD: 30	Purchases	Cash Advances	Payment Due:	2,093.55
Balance Subject	.00	.00	Amount Over Credit Limit:	.00
To Interest Charges	.0000%	.0000%	Amount Past Due:	.00
Periodic Rate	.0000%	.0000%	MINIMUM AMOUNT DUE:	2,093.55
ANNUAL PERCENTAGE RATE	.0000%	.0000%		



XXXX-XXXX-XX80-9979

Statement Date
07/06/18

CARDMEMBER SUMMARY

COFFEY, KEVIN J XXXX-XXXX-XX56-3708		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases Advances TOTAL				84.84		84.84
					84.84		84.84

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$500	Purchases Advances TOTAL				209.07		209.07
					209.07		209.07

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY		XXXX-XXXX-XX80-9979			
Monthly Limit \$33,000		Cash Limit* \$00		Available Credit Line \$30,906	
				Available Cash Line** \$00	
Sale Date	Post Date	Reference Number	Type of Activity		Total Amount
06-18	06-19	74046588170169000041436	PAYMENT - THANK YOU		2,403.56 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	Empire Pass	Amount
06-21	06-22	24755418173121736525334	NYS PARKS SALES EPP WEB 518-4730767 NY	180858	240.00
TOTAL PURCHASES/ADVANCES/CREDITS					240.00

KIRKPATRICK, GEOFFREY		XXXX-XXXX-XX82-7377			
Monthly Limit \$2,500		Cash Limit* \$00			
Sale Date	Post Date	Reference Number	Type of Activity		Amount
06-07	06-08	24204298158000146003623	123RF.COM 866-6553733 IL		82.00
06-19	06-19	24430998170091187011067	DRI FARONICS WWW.ESLR8.COM MN		220.32
06-19	06-19	24430998170091187011141	DRI FARONICS WWW.ESLR8.COM MN		293.76
06-19	06-20	24692168170100745023655	VISTAPR VISTAPRINT.COM 866-8936743 MA		78.61

*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
07/06/18

INDIVIDUAL CARDHOLDER ACTIVITY

06-20	06-21	24492158171719477464639	TECHSOUP 415-633-9300 CA	140.00
07-05	07-06	24692168186100275535815	IN DON'S MOVING & STORAG 518-4620697 NY	495.00
TOTAL PURCHASES/ADVANCES/CREDITS				1,309.69

PETERS, M CATHERINE				XXXX-XXXX-XX82-7385
Monthly Limit		Cash Limit*		
\$625		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
			FOR STUDIO	
06-06	06-07	24492158157894421229491	INDIGOSTORE 214-432-1845 TX	249.95
TOTAL PURCHASES/ADVANCES/CREDITS				249.95

COFFEY, KEVIN J				XXXX-XXXX-XX56-3708
Monthly Limit		Cash Limit*		
\$750		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
			190060	
06-06	06-07	24013398157001296220348	PODS ALBANY 800-7767637 NY	69.00
06-11	06-13	24138298163305000509639	PRICE CHOPPER #159 SLINGERLANDS NY	15.84
TOTAL PURCHASES/ADVANCES/CREDITS				84.84

MCDONOUGH, NATALIE				XXXX-XXXX-XX42-8387
Monthly Limit		Cash Limit*		
\$500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
			180851P	
06-26	06-27	24692168177100239768743	WALMART.COM 800-966-6546 AR	180.94
07-05	07-06	24427338186060000628064	HANNAFORD #8339 DELMAR NY	28.13
TOTAL PURCHASES/ADVANCES/CREDITS				209.07

Program Supplies



4404658000607786000109980010998221



Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX07-7860	07/17/2018	\$109.98	\$109.98	109.98



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

**T0001385

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	\$49,890	\$50,000	\$49,890

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
				109.98		109.98
Company Totals	Purchases Advances TOTAL			109.98		109.98

OK to pay
GK
8/12/18

Statement Date
06/22/18

Payment Date
07/17/18

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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

MCDONOUGH, NATALIE XXXX-XXXX-XX19-3055	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
				109.98		109.98
Monthly Limit: \$2,000	Purchases Advances TOTAL			109.98		109.98

INDIVIDUAL CARDHOLDER ACTIVITY

MCDONOUGH, NATALIE				XXXX-XXXX-XX19-3055		
Monthly Limit \$2,000		Cash Limit* \$00				
Safe Date	Post Date	Reference Number	Type of Activity	Amount		
05-29	05-30	24445008150000483456319	WHOLEFDS BPK #10578 NEW YORK NY	13.38		
05-29	05-31	24164078150090161836801	NYCTAXI1M53 LONG ISLAND C NY	15.30		
05-30	06-01	24692168151100652001739	STARBUCKS STORE 07403 NEW YORK NY	10.83		
05-31	06-01	24445008152000492860400	WHOLEFDS CIR 10160 NEW YORK NY	12.11		
06-01	06-04	24013398153000278192875	JACOB JAVITS STRBUCK CON NEW YORK NY	3.45		
06-01	06-04	24013398153000280107358	JACOB JAVITS CC CONCESS 0 NEW YORK NY	10.30		

Book Expd

180781

DAYS IN BILLING PERIOD: 31		Purchases	Cash Advances	Payment Due:	109.98
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:	109.98
ANNUAL PERCENTAGE RATE	>				



XXXX-XXXX-XX07-7860

Statement Date
06/22/18

INDIVIDUAL CARDHOLDER ACTIVITY

06-01	06-04	24492158152741430675583	SQ MURRAY'S CHEESE NEW YORK NY	12.61
06-01	06-04	24431068153206388101945	CAPITAL DISTRICT TRANSP RENSSELAER NY	32.00
TOTAL PURCHASES/ADVANCES/CREDITS				109.98

August 13, 2018 - Board of Trustee Meeting											
Job Status Report											
<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	15 hrs/wk, 25 hrs/wk	\$36,137/ annual or per contract	Tel. Prod. Asst PT & Studio Mngr. PT	6/3/2017, 1/3/2018	Resignation, Retirement	5/14/2018	Filled	S. Bhatti	7/30/2018	Hire
Library Page	13.85 hrs/wk		\$10.40/hour	N. Aragona	6/19/2018	Separation	7/9/2018	Filled	B. Cairns	7/23/2018	Hire
<u>Action Requested</u>											
Library Page	13.85 hrs/wk		\$10.40/hour	E. Whalen	8/20/2018	Resignation					
Library Page	13.85 hrs/wk		\$10.40/hour	M. Schubmehl	8/23/2018	Resignation					
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hrs/wk		\$13.19/hr or per contract	R. Weatherby	2/27/2015	Resign	Hold				
Sr. Library Clerk	15 hrs/wk		\$15.75/hour or per contract	S. Taylor	7/12/2017	Promotion	Hold				
Board Treasurer	TBD		TBD	N/A	N/A	New	New-Hold 10/10/17				

Director's Report August 2018

Building and Grounds

Energy use continues to be significantly lower since the completion of the HVAC project. There was a \$200 decrease in the gas bill because the boiler is no longer being used in the summer. The most significant impact has been on electricity use, which was 35% lower per day than the same month last year. This month was an excellent test because it has been hot and the air conditioning has been running consistently during open hours. The summer savings have been about \$1,200/month so far. We will continue to monitor the trend. You may see on my chart that cost per unit of energy has increased, this is due to the delivery charge becoming a comparatively larger part of the overall energy charges.

Security cameras are being added to the library building and property. These will be placed in the hallways and in other locations on the library grounds. We have been careful to find locations that protect the confidentiality of library transactions. I want to thank the staff at Albany Public Library for their advice and information about how best to incorporate security cameras into library operations.

We had the final walkthrough with our construction manager and HVAC contractor. There are a few small items left on the punch list, as well as some documentation to be completed before the project can be finally closed out. Our engineer reports that they are waiting for the final balancing report submittal. There were some issues with the first report. Once the balancing issues are corrected and the submittal is reviewed and approved they will perform their final punch list. DASNY is aware of this requirement.

Public Service

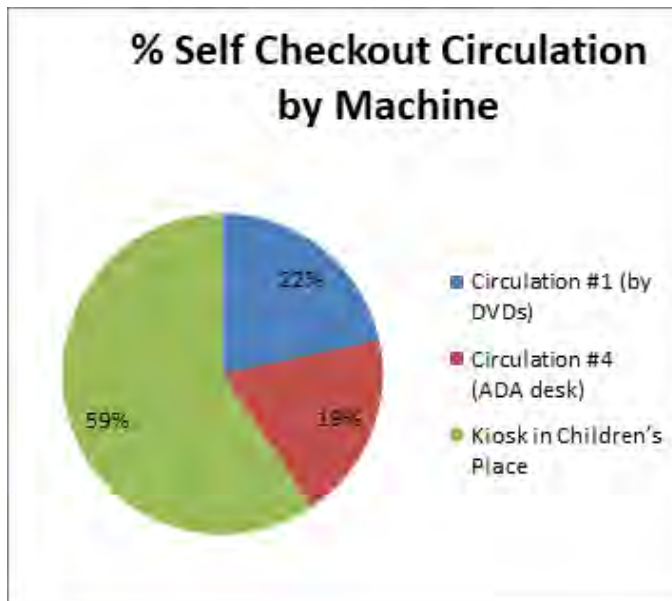
The library volunteers are working hard over the summer once again. Teen volunteers are helping with the Summer Reading Club, staff the SRP desk, reviewing books, and helping at programs. Three volunteers are working a combined 5 hours a week on the local history digitization project. Our 3D printer volunteer, Marc has agreed to continue in his role in 2019. Sue and Tina continue to assist with our Open Sewing programs. The Friends of the Library have been working at the Evenings on the Green and planned a great ice cream social on August 8. Our volunteers are amazing and help expand the services and reach of the library. Their efforts and dedication are greatly appreciated.

Self Checkout Stats for July 2-July 30, 2018

Total items checked out	4,694
Items per successful transaction	3.3
Total Circ during same timeframe	39,056
Self checkout % circulation	12.01%

% circulation by self checkout location

Circulation #1 (by DVDs)	21.64%
Circulation #4 (ADA desk)	18.89%
Kiosk in Children's Place	59.47%
Self checkout % total circulation	100%



14.55% of all logins were errors on login (usually a mistyped barcode)

1% of errors from account issues (expired, owed money)

95% of all successful logins turned into a successful checkout.

The One Button Studio is quickly coming together. The furniture has arrived. We have a solid plan to refresh the studio with a new coat of paint and the removal of the wall between the control room and the studio. We hope to be testing the equipment with staff people very soon, and then we will work with a few of our regular producers to test the studio and how it integrates with BCN-TV.

A new monitor that displays the Public Service Announcements from BCN-TV has been added to the hallway. In addition, we have signage that lets people know that they can run PSAs for their local nonprofits in our hallway and on the channels.

We held another custom library card program. We only had 6 new registrations. We will use the lessons learned to provide more structure for card content in the future. Speaking of cards, we are participating in an opportunity to use graphics from The Incredibles 2 for our library cards. This opportunity was made available through our relationship with the American Library Association.

A new type of read-along book called a Vox book has been added to the collection. These books have an integrated audio player that works with or without headphones so that kids can read along with the story. This recognizes the decreasing availability of CD players for kids to use. The content is mostly nonfiction with a few fiction titles.

Purchasing ebook and e-audiobook titles under the OverDrive Advantage program has decreased wait times for both Bethlehem patrons and system-wide. The greatest impact has been for our patrons, specifically for the high demand titles we selected, but there has been a collateral effect of decreasing overall wait times for everyone, as Bethlehem patrons are removed more quickly from the holds queues.

Some new items have been added to the Library of Things, and some more are on the way in the near future. The Nintendo Switch is circulating now. In addition, digital cassette converters were added in the Tech Room, with a couple portable devices added for circulation. Two backyard wildlife kits have been added. They include motion-activated cameras and tethers so our patrons can explore the wildlife in their own yards. Electronic drums and a home improvement kit have also been purchased and will be out soon.

I had a question from a patron about the possibility of the library sponsoring our citizens to host little free libraries around the school district.

Meetings and Miscellany

I have spent much of the month working with local law enforcement, the library board, and other stakeholders about security in the library. I feel that we have some greater mutual understanding between the library and the Bethlehem Police Department. I want to thank them for working with us given recent events.

Tanya and I met with our insurance broker. They shopped our policies around to several insurance companies. They recommend that we continue with Utica National for our library insurance plans. They have a niche in providing insurance to upstate NY libraries and their price is extremely competitive.

Geoffrey Kirkpatrick, Library Director

August 2018

- The library was once again transformed into a (mini) golf course for Sunday, July 8. We have developed a great relationship with the company and thanks to the hard work of our volunteers, from the Friends of the Library and the summer teens, it runs very smoothly. The new Sno Cone and Cotton Candy refreshments were a huge hit. Thank you as well to Chris, Catherine, Rich, Lizzie, Heather and Natalie for coming in and working at the event.
- René offered the first part of his Introduction to Word class, and had a small but very appreciative audience for the class, including one person who made a point to come back to the program a few minutes after it ended in order to thank René for teaching him something that he could use already.
- Frank and Jody launched this year's adult Summer Reading Program. There are 74 people who have registered to participate in this year's program and the raffle baskets included copies of books signed by the authors and titles from our upcoming book discussion groups.
- Natalie arranged the Libraries Rock! Program on caves on July 10 with Thom Engel, one of our regular patrons. The timing for the program worked out beautifully as it took place on the same day that all of the boys in the soccer team in Thailand were rescued from the cave.
- Mary wisely scheduled two back-to-back sessions for "Sam, Sam the Magic Man" on July 26. The first show filled up very quickly, before the 11am start time and had about 100 attendees, with a few people coming in when others had left. Mary did have to turn about 20 people away. Those that were turned away were told about the second performance at 12:30, though many still expressed frustration that they couldn't get into the first one as they were only a few minutes late. The second show had about 73 attendees and many were those who were turned away from the first show. Overall the shows seemed to go really well, and quite a few people mentioned they enjoyed it and that Sam did a great job.
- Michael arranged another stellar lineup for Evenings on the Green for three dates in July. The library was closed for Independence Day on the first Wednesday in July. For the first two dates, the concerts were able to be outside, which was crucial, as there were roughly 200 people in attendance for the first concert with The Lustre Kings and almost that many for the second concert with Craic Agus Ceol. The third concert was held indoors due to the weather conditions, but still had a good turnout of 73. Michael noted that the outdoor shows were on two of the most beautiful nights for outdoor music that he can remember. The Lustre Kings have been at the library in the past, but they keep getting better and there were many positive comments afterwards.
- Liz, our library school intern, had an incredibly popular Marvel trivia program on July 31. There were 12 teams, and 46 people, with parents and kids working together. Lots of "yes" and a few "urggh" when the answers to the questions were revealed. The teams were so well versed in the topic that TWO bonus questions were needed in order to crown the winner.
- Cathy had a unbelievable turnout for her Petting Zoo on the last Saturday of the month. The presenter even stayed about 10 minutes longer than scheduled so that everyone who was in line got a chance to pet the goats. There are some photos of the response to the program at the end of this report.
- Mary had "High Flying Fun" with a program on making paper airplanes. The attendees were able to take instruction sheets home with them, and many took advantage of the opportunity. Having several different plane designs to choose from worked well so everyone could decide which one they liked best and which they thought flew the best.

- Michelle worked with Five Rivers on a program on insects with two of their educators. In particular, Ms. Anik Gibeau, the lead educator was excellent. As part of the discussion after the program, she invited the library to participate in their fall festival on September 15. Michelle will be attending on behalf of the library.
- Cathy brought back the “Drama Llamas” program from last summer, which serves two purposes: it is a fun program for the children in attendance as they get a performance from the teen volunteers and the teens get a chance to do some volunteering if they were not able to get into the main summer volunteer program. There was a capacity crowd for the production which took place at 4pm after the teens had been developing the program over the past four hours.
- Anne has had a great response to her adult Monday cinema films and the Summer Cinema for families on Fridays. On Mondays the titles were The Greatest Showman (with Hugh Jackman), Victoria & Abdul and The Darkest Hour. For the last program, historian Ed Rosen came for the film and gave a brief talk before the screening to put it in historical context. He stayed after the film to take questions from the audience members. The highest attendance was for the family film Coco, which had a packed house. The audience was very appreciative- they clapped at the end (and not a few of them were crying). The library beat the free Albany screening by 4 days, so Anne was happy to have scheduled it early in the summer. In total there were 7 films with a total audience of 293 people.
- Cathy had a Ozobot program that went very well. She did note that if the program had been a little longer some of the participants would have gotten a little better, but the Ozos were almost out of charge after 90 minutes. The program was full without a waiting list.
- Tori offered a Super Smash videogame afternoon and the teens really enjoyed participating in the tournament. There were players with a range of experience but everyone one at least one match in the round robin tournament. The top three winners loved their 3D printed trophies.
- Anne offered a Paint a Flower Pot program. The kids and their caregivers enjoyed the painting and the extra coloring sheets that Anne provided. The kids have lots of talent.
- Michelle had a huge group for the Paws to Read program on July 11, in part due to the timing of the program dovetailing with the KBA (Kids Builders Association) program.
- Anne led a program on “worm” painting, and had a nice group of people experimenting with painting. The teen volunteers did a great job running this program while Anne gave instructions and supervised. Many masterpieces were created using various items as paint brushes: cooked spaghetti, feathers, cotton buds and more.
- Tori offered a program to make craft kits for the Children’s Hospital at Albany Med. The teens put together over 100 craft kits including beading kits, lacing kits, door hanger kits, and greeting card kits for a variety of holidays. Two boxes of craft kits were dropped off to the hospital and the staff were very appreciative of the teens’ work.

Community Outreach for July 2018

Cathy

- Cathy led several sessions for Playfactory. It was changed by the Parks and Recreation Department this year, to make it two week sessions at three separate locations (two of which are in our school district). The new arrangement seems to have condensed the kids and Cathy thought that it was nice to be able to work with a larger group in one location instead of several smaller groups.

Jody

- Jody visited with the residents at the two Good Sam locations this month, Kenwood Manor and 86 Bethlehem Commons.

Michelle

- Michelle led the Storywalk at the park on July 20 and 27. The program returned for the summer season and it continues to be popular and highly praised by the attendees. Michelle spoke to one caregivers about our other storytimes and the patron indicated that they go to their local library in Troy for those programs but it is the unique nature of the storywalk that brings her out for this program. There have been concerned about patron and staff safety for the program as some golf carts go racing through the area. We have reached out to the Parks and Recreation Dept.





Day 1 - June 5, 2018

I. Introductory Class with Tim Burke

Introductions around the room revealed many different levels of expertise and geography from participants. We focused on the basics of what a library is and how libraries evolved through time. An intricate timeline of library history was discussed. We talked about the Principles of Libraries and how libraries continue to engage the Laws of Library Science according to Raganathan and Michael Gorman. I was very interested in seeing libraries as a “living organism” and a powerful tool to shape the future. We had a lengthy discussion of the First Amendment, particularly, freedom of speech and how we can honor these rights. Questions relating to patron privacy and issues of censorship were discussed in depth. We looked at the ALA Library Bill of Rights. I came away from this with a clearer understanding of the essential nature of libraries.

II. Reference with Carol Ann Germain

Ann brought her reference librarian experience to us by examining the Information Services/Reference experience in libraries. We discussed directional and/or informational questions that assist with inquiries by patrons. The term “Information Detectives” aptly described this two sided process. A similar procedure arises between patrons who want to do research themselves, and those who want Librarian assistance. We talked about the various sources for seeking information and identifying reference sources. In addition to traditional printed materials and government documents, some sources are freely accessible like Google.com. Other sources may be subscription databases that are offered by libraries such as Consumer Reports and Novelist. We also talked about advanced search techniques involving text modifiers for google searching.

Day 2 - June 12, 2018

III. Public Service with S. Rebecca Lubin and Mary E. Coon

A lively full-day session began with both leaders instituting a confidential environment to speak freely about library service experiences. As opposed to the Introductory Class centering on library science, this workshop focused on customer

service and collection management. In group sessions we identified more than twenty different types of library user, including e-users.

Both Rebecca and Mary related a few scenarios of assisting patrons with public computers and other public office equipment and technology. They also spoke of how to draw more specifics out of people who may have vague questions. This segued into customer service topics of discussion, including the “Seven Deadly Sins of Customer Service” and “Q-TIP: Quit Taking It Personally”.

We discussed the importance of library organization, floor plans and displays and how that affects the user experience in libraries. The “Life Cycle of a Book” demonstrates the importance of weeding collections.

Day 3 - June 19, 2018

IV. Technical Services with Denise A. Garofalo

Denise presented a detailed, chronological presentation of what Technical Services does in libraries. In her experience, Technical Services should identify materials for collection development based on the needs of the community. We covered everything including; researching what should be ordered; finding the best vendors; creating on order records; managing periodicals; withdrawing materials. The second portion of the workshop focused on the cataloging of incoming materials. Denise explained what information is needed for record creation and where that information can be found on the materials themselves and also in RDA and FRBR listings. The group looked at MARC records and Denise explained what the many fields and codes stand for. We created some of our own MARC records to help us understand the coding. Lastly, we talked about property marking, security, barcoding and labeling materials for circulation.

Library Collection				2017-18	Current Total
Adult fiction				25,650	25,938
Adult non-fiction				29,279	28,945
Adult audio				7,387	7,405
Adult video				7,462	7,521
Young adult fiction				5,493	5,537
Young adult nonfiction				498	504
Young adult audiobooks				322	326
Children's fiction				26,831	26,905
Children's non-fiction				15,094	15,095
Children's audiobooks				1,380	1,401
Children's video				2,130	2,142
OverDrive - UHLS Shared				59,361	60,984
e-magazines				113	113
Electronic (games, ereaders)				467	504
Total				181,467	183,320
Library Programs	Jul-18	Jul-17	% change	2017-18	F-Y-T-D
Programs	73	77	-5.2%	854	73
Program attendance	3,691	3,412	8.2%	26,583	3,691
Outreach Programs	4	11	-63.6%	304	4
Outreach Attendance	77	183	-57.9%	8,919	77
Circulation	Jul-18	Jul-17	% change	2017-18	F-Y-T-D
Adult fiction	14,482	13,938	3.9%	143,450	14,482
Adult non-fiction	8,557	8,304	3.0%	94,927	8,557
Adult audio	4,263	4,863	-12.3%	52,342	4,263
Adult video	9,312	9,310	0.0%	106,685	9,312
Adult magazines	1,823	1,776	2.6%	19,756	1,823
Young adult fiction	2,154	2,201	-2.2%	18,900	2,154
Young adult nonfiction	179	140	27.9%	1,379	179
Young adult audiobooks	129	117	10.6%	1,243	129
Young adult magazines	8	5	60.0%	98	8
Children's fiction	13,493	14,728	-8.4%	144,538	13,493
Children's non-fiction	3,404	3,602	-5.5%	41,533	3,404
Children's audiobooks	761	788	-3.5%	7,249	761
Children's video	1,579	1,569	0.6%	15,823	1,579
Children's magazines	34	62	-45.2%	435	34
Electronic (games, ereaders)	750	659	13.8%	6,581	750
Total	60,927	62,062	-1.8%	654,937	60,927
Interlibrary Loan	Jul-18	Jul-17	% change	2017-18	F-Y-T-D
Borrowed from others	7,603	7,204	5.5%	86,973	7,603
Loaned to others	5,966	5,861	1.8%	67,687	5,966
Miscellaneous	Jul-18	Jul-17	% change	2017-18	F-Y-T-D
Visits to our home page	66,213	189,364	-65.0%	939,696	66,213
Public use of meeting rooms	19	23	-17.4%	484	19
Public meeting attendance	204	221	-7.7%	5,860	204
Staff use & library programs	97	88	10.2%	1,355	97
Study room sessions	409	398	2.8%	4,935	409
Tech room use	34	39	-12.8%	364	34
Door count	27,987	29,807	-6.1%	325,408	27,987
Registered BPL borrowers	126	112	12.5%	1,117	126
Computer signups	3,057	3,389	-9.8%	37,496	3,057
Museum Pass use	234	210	11.4%	1,666	234
E-book use	5,780	4,751	21.7%	55,407	5,780
E-magazine use	1,074	1,028	4.5%	12,186	1,074
Equipment	489	330	48.2%	4,444	489
Wireless Use	16,621	11,048	50.4%	109,852	16,621

2018-19 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	July Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,122,789	0	1,122,789	91,775	91,775	0	\$1,031,015	92%
Salaries-Clerical	987,451	0	987,451	74,000	74,000	0	\$913,451	93%
Salaries-Custodians	152,187	0	152,187	12,505	12,505	0	\$139,682	92%
Retirement	285,626	0	285,626	0	0	0	\$285,626	100%
SocSec/Medicare	173,483	0	173,483	13,168	13,168	0	\$160,315	92%
Worker's Comp.	23,000	0	23,000	18,851	18,851	0	\$4,149	18%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	294,558	0	294,558	41,093	41,093	48	\$253,418	86%
Disability Ins.	1,400	0	1,400	1,266	1,266	0	\$134	10%

Materials

Adult books	171,000	29,435	200,435	286	286	29,289	\$170,860	85%
Audiobooks	33,000	931	33,931	0	0	1,098	\$32,833	97%
Ebooks	105,000	0	105,000	0	0	21,161	\$83,839	80%
Electronic Resources	28,000	0	28,000	0	0	0	\$28,000	100%
Periodicals	21,000	0	21,000	0	0	19	\$20,981	100%

YS Books	85,000	16,253	101,253	0	0	16,253	\$85,000	84%
YS Audiobooks	5,000	869	5,869	0	0	869	\$5,000	85%
YS Media	7,000	5,288	12,288	1,616	1,616	3,755	\$6,917	56%

Special Collections	10,500	1,582	12,082	1,872	1,872	115	\$10,096	84%
AS Media	58,000	7,805	65,805	0	0	7,805	\$58,000	88%

Operations

Copiers and supplies	15,000	0	15,000	440	440	6,769	\$7,791	52%
Office supplies	23,000	0	23,000	0	0	1,798	\$21,202	92%
Custodial supplies	17,000	0	17,000	0	0	6,602	\$10,398	61%
Postage	17,000	479	17,479	548	548	3,890	\$13,041	75%
Printing	30,000	79	30,079	3,089	3,089	16,990	\$10,000	33%
Van lease & oper.	1,500	0	1,500	56	56	544	\$900	60%
Gas and Electric	65,000	0	65,000	4,651	4,651	0	\$60,349	93%
Telecommunications	11,000	0	11,000	330	330	12,134	-\$1,464	-13%
Water	3,000	0	3,000	0	0	0	\$3,000	100%
Taxes-sewer&water	3,700	0	3,700	0	0	0	\$3,700	100%
Refund property taxes	4,000	0	4,000	0	0	357	\$3,643	91%
Prof. Services	12,000	550	12,550	0	0	821	\$11,729	93%
Contract Services	37,500	0	37,500	0	0	4,587	\$32,913	88%
Insurance	29,000	0	29,000	0	0	0	\$29,000	100%
Travel/Conference	10,000	0	10,000	0	0	0	\$10,000	100%
Memberships	2,000	0	2,000	25	25	0	\$1,975	99%
Special Programs	20,000	2,244	22,244	3,650	3,650	3,514	\$15,080	68%
Furniture&Equipment	50,000	1,941	51,941	890	890	5,153	\$45,898	88%
IT Hardware & Software	42,000	4,721	46,721	2,026	2,026	4,649	\$40,046	86%
Bld&Grnd. Repair	40,000	162	40,162	0	0	9,693	\$30,470	76%
Furn/Equip Repair	2,000	0	2,000	0	0	351	\$1,650	82%
Miscellaneous	3,500	0	3,500	-334	-334	195	\$3,639	104%
Audit Service	13,000	0	13,000	0	0	0	\$13,000	100%
Accounting Service	13,000	0	13,000	0	0	13,750	-\$750	-6%
UHLAN fees	50,000	0	50,000	11,343	11,343	83	\$38,575	77%
Capital Expenditures	125,000	0	125,000	0	0	0	\$125,000	100%
TOTAL	\$4,203,194	\$72,339	\$4,275,533	\$283,144	\$283,144	\$172,290	\$3,820,099	89%

2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Encumbrances	Subtotal	July exp.	YTD Exp.	Available
Operating Fund Balance	1,200,000	0	0	1,200,000	0	0	\$1,200,000
Fire Alarm (Board Designated)	0	9,626	12,561	-2,935	0	0	-\$2,935
HVAC (Board Designated)	70,717	15,882	7,472	79,127	8,410	8,410	\$70,717
Unassigned	678,537	356,328	0	1,034,865	0	0	\$1,034,865
Board Designated Fund balance Subtotal	1,949,254	381,836	20,033	2,311,057	8,410	8,410	\$2,302,647
PEG/miscellaneous	2,561	15,619	14,447	3,733	1,247	1,247	\$2,486
Total Fund Balance *	1,951,815	397,455	34,480	2,314,790	9,657	9,657	\$2,305,133

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

note: All numbers are unaudited

Initial surplus from
2017-18 fiscal year
(unaudited)

NYS library construction
grant for \$289,467 to be
received in the 2018-19
fiscal year

Monthly Gas and Electric Comparisons												
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
7/13/2016	29	385	13	\$213.85	\$7.37	\$0.56	30	57,600	1,920	\$5,788.02	\$192.93	\$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
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$192.63	\$0.09
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10
9/12/2016	31	430	14	\$218.88	\$7.06	\$0.51	31	56,448	1,821	\$5,005.22	\$161.46	\$0.09
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09
10/12/2016	30	509	17	\$241.68	\$8.06	\$0.47	30	43,392	1,446	\$3,623.83	\$120.79	\$0.08
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09
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



A quote for your consideration!

Total: \$6,757.56

Based on your business needs, we put the following quote together to help with your purchase decision. Please review your quote details below, then contact your sales rep when you're ready to place your order.

Quote number:	Quote date:	Quote expiration:
3000026985458.1	Jul. 18, 2018	Aug. 17, 2018

Company name:	Customer number:	Phone:
BETHLEHEM PUBLIC LIBRARY	14122520	(518) 439-9314

Sales rep information:	Billing Information:
Kevin Rezka Kevin_Rezka@DELL.com (800) 456-3355 Ext: 7250416	BETHLEHEM PUBLIC LIBRARY 451 DELAWARE AVE DELMAR NY 12054-3042 US (518) 439-9314

Pricing Summary

Item	Qty	Unit Price	Subtotal
Dell Latitude 5590	4	\$1,689.39	\$6,757.56
Subtotal:			\$6,757.56
Shipping:			\$0.00
Environmental Fees:			\$0.00
Non-Taxable Amount:			\$6,757.56
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$6,757.56

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

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NYLA Conference Attendance Proposal 2018											
Conference Registration						Number of attendees		Total			
	Full Conference (member price)			\$213		4		\$852			
	1 special event per employee			\$39		4		\$156			
Lodging											
	Hotel Room for 4 days			\$604		3		\$1,812			
	Meals and Incidentals for 4 days			\$197		4		\$788			
Travel											
	Library van provided as transport - no mileage							0			
Total Proposed Cost								\$3,608			

Least expensive
conference hotel
\$151/night

\$59 per diem minus
\$39 for special event
times four days

Allocation of Library Financial Responsibilities

Proposed

Category	Task	Currently Performed By		Treasurer	Director	Business Manager	Board of Trustees	HR Admin	Staff	T/S Staff	Backup
											46
Vendor	Requesting New Vendor	Staff							Requesting New Vendor		
Vendor	New Vendor Form/Approval of Vendor	Director			New Vendor Form/Approval of Vendor						Department Heads
Vendor	Adding new Vendor to Financial System	Business Manager				Adding new Vendor to Financial System					
Vendor	Verification of Vendor information			Verification of Vendor information							
Procurement	Requests items for purchase	Staff							Requests items for purchase		
Procurement	Researches items and potential vendors/verifies prices	Technical Services Staff								Researches items and potential vendors/verifies prices	
Procurement	Approves Purchase requests/ verifies purchasing policy	Director			Approves Purchase requests/ verifies purchasing policy						Department Heads
Procurement	Creates Purchase Order	Technical Services Staff/Business Manager				Creates Purchase Order				Creates Purchase Order	
Procurement	Signs Purchase Order	Director			Signs Purchase Order						Department Heads
Procurement	Verifies items satisfactory arrival approves packing slip	Staff/Technical Services								Verifies items satisfactory arrival approves packing slip	
Accounts Payable	Adds approved invoice to bill schedule	Business Manager				Adds approved invoice to bill schedule					
Accounts Payable	Prints checks prior to monthly board meeting	Business Manager				Prints checks prior to monthly board meeting					
Accounts Payable	Signs checks (Electronic Signature)	Electronic Signature/Business Manager		Signs checks							Board Fiscal Officer/Designated board backup?
Accounts Payable	Prints non-pre-audit checks	Business Manager				Prints non-pre-audit checks					
Accounts Payable	Signs non-pre-audit checks (Electronic)	Electronic Signature/Business Manager		Signs non-pre-audit checks							Board Fiscal Officer/Designated board backup?
Accounts Payable	Initiates electronic payments	Business Manager				Initiates electronic payments					?
Monthly Board Reports	Prepares check warrant for approval	Business Manager				Prepares check warrant for approval					
Monthly Board Reports	Audits claims to ensure compliance with library policy	Board Fiscal Officer/Board of Trustees		Audits claims to ensure compliance with library policy							
Monthly Board Reports	Approves Claims in formal vote	Board of Trustees					Approves Claims in formal vote				
Monthly Board Reports	Prepares list of non-preaudit expenses	Business Manager				Prepares list of non-preaudit expenses					
Monthly Board Reports	Audits non-preaudit expenses and verifies appropriateness	Board Fiscal Officer/Board of Trustees		Audits non-preaudit expenses and verifies appropriateness							
Monthly Board Reports	Approves expenses in formal vote	Board of Trustees					Approves expenses in formal vote				
Monthly Board Reports	Prepares reports from financial software	Business Manager			1	Prepares reports from financial software					?

Allocation of Library Financial Responsibilities			Proposed								
Category	Task	Currently Performed By		Treasurer	Director	Business Manager	Board of Trustees	HR Admin	Staff	T/S Staff	Backup
Monthly Board Reports	Prepares monthly financial reports for the board	Business Manager/Director		Prepares monthly financial reports for the board							?
											47
New Employees	Requesting new employee	HR Manager						Requesting new employees			
New Employees	Selection of Candidate	Director			Selection of Candidate						
New Employees	Hiring of Candidate	Board of Trustees					Hiring of Candidate				
New Employees	New employee memo (includes salary/wage info)	Director						New employee memo (includes salary/wage			
New Employees	Entry of New employee into the financial system	Business Manager				Entry of New employee into the financial system					
New Employees	Entry of salary information for new employee	HR Manager						Entry of salary information for new employee			
New Employees	Verification of Financial System settings for new employee	Director		Verification of Financial System settings for new employee							
Payroll	Entry of timeclock information	Staff							Entry of timeclock information		
Payroll	Verification of timeclock data and shifts	Supervisors							Verification of timeclock data and shifts - SUPERVISORS		
Payroll	Preparation of Payroll	Business Manager				Preparation of Payroll					
Payroll	Print paychecks and paystubs	Business Manager				Print paychecks and paystubs					
Payroll	Upload ACH payroll file to bank	Business Manager				Upload ACH payroll file to bank					
Payroll	Sign (Electronic) Paychecks	Electronic Signature/Business Manager		Sign Paychecks							Board Fiscal Officer/Designated board backup?
Payroll	Approve ACH Payroll	Director		Approve ACH Payroll							Board Fiscal Officer/Designated board backup?
Payroll	Electronic submission of NYS Retirement	Business Manager				Electronic submission of NYS Retirement					
Payroll	New Verification process of NYS Retirement			New Verification process of NYS Retirement							Board Fiscal Officer/Designated board backup?
Payroll	Electronic submission of State and Federal Payroll Taxes	Business Manager				Electronic submission of State and Federal Payroll Taxes					
Payroll	New Verification process of Payroll taxes			New Verification process of Payroll taxes							Board Fiscal Officer/Designated board backup?
Tax Filings	Preparation of Quarterly Tax Filings	Business Manager				Preparation of Quarterly Tax Filings					
Tax Filings	Approval and submission of quarterly tax filings	Business Manager		Approval and submission of quarterly tax filings							
Cash	Recieves payments from the public	Staff							Recieves payments from the public		
Cash	Counts cash register totals and prepares set ups for register				2	Counts cash register totals and prepares set ups for register					

Allocation of Library Financial Responsibilities			Proposed								
Category	Task	Currently Performed By		Treasurer	Director	Business Manager	Board of Trustees	HR Admin	Staff	T/S Staff	Backup
Cash	Completes daily deposit totals	Business Manager				Completes daily deposit totals					
Cash	Verifies Deposit against cash register totals	Designated Staff Alternate (Tech Services)							Verifies Deposit against cash register totals		Director
Cash	Takes Deposit to the bank	Armored Courier							Takes Deposit to the bank (Courier		
Credit Card Payments	Receives payments from the public	Staff							Receives payments from the public		
Credit Card Payments	Verifies credit card payments against register total	Business Manager				Verifies credit card payments against register total					
Credit Card Payments	Audit quarterly credit card payment reports	Business Manager				Audit quarterly credit card payment reports					
Bank Statements	Opens and reviews bank statements	Director		Opens and reviews bank statements							
Bank Statements	Reviews bank statements with Business Manager Monthly	Director		Reviews bank statements with Business Manager Monthly							
Bank Statements	Initial and Date bank statements after review	Director		Initial and Date bank statements after review							
Bank Statements	Prepare bank reconciliation	Business Manager				Prepare bank reconciliation					
Bank Statements	Review bank reconciliation/verify bank statements and sign	Director		Review bank reconciliation/verify bank statements and sign	Review bank reconciliation/verify bank statements and sign						Board Fiscal Officer?
Credit Card Statements	Open and review credit card statements	Business Manager		Open and review credit card statements							
Credit Card Statements	Review credit card purchases for compliance with library policy	Director		Review credit card purchases for compliance with library policy							
Credit Card Statements	Initiate payment ?										
Budget	Prepare draft budget for board review	Director			Prepare draft budget for board review						
Budget	Compile anticipated personnel costs for draft budget	Human Resources Manager					HR Admin.	Compile anticipated personnel costs for draft budget			
Budget	Prepare budget requests for the next fiscal year	Supervisors/Department Heads					Supervisors				
Budget	Work with School District Staff for budget presentation schedule	Director and Business Manager			Work with School District Staff for budget presentation schedule	Work with School District Staff for budget presentation schedule					
Budget	Present budget to the public	Board Fiscal Office/Director		Present budget to the public?							Board Fiscal Officer?
Budget	Advise board fiscal impacts of draft budget and board amendments	Board Fiscal Officer		Advise board fiscal impacts of draft budget and board amendments							
Budget	Analyze fund balances and advise board on fiscal policy	Director/Board Fiscal Officer/Business Manager		Analyze fund balances and advise board on fiscal policy							
Yearly Audit	Work with board to prepare RFP for auditors	Business Manger/Director		Work with board to prepare RFP for auditors							

Allocation of Library Financial Responsibilities			Proposed								
Category	Task	Currently Performed By		Treasurer	Director	Business Manager	Board of Trustees	HR Admin	Staff	T/S Staff	Backup
Yearly Audit	Participate on auditor selection committee as nonvoting member	Director and Business Manager		Participate on auditor selection committee as nonvoting member	Participate on auditor selection committee as nonvoting member	Participate on auditor selection committee as nonvoting member					49
Yearly Audit	Retrieve requested documents for audit	Business Manager and Human Resources Manager				Retrieve requested documents for audit	HR Admin.	Retrieve requested documents for audit			
Yearly Audit	Work with auditors to ensure proper separation of fiscal duties	Director		Work with auditors to ensure proper separation of fiscal duties	Work with auditors to ensure proper separation of fiscal duties	Work with auditors to ensure proper separation of fiscal duties					
Yearly Audit	Advise board on yearly audit	Director/Board Fiscal Officer		Advise board on yearly audit							
Yearly Audit	Provide financial accounting advice to staff and board	Auditor		Provide financial accounting advice to staff and board							
Yearly Audit	Respond to auditor about audit findings	Director and Business Manager		Respond to auditor about audit findings							
Banking	Prepare RFP for banking services	Business Manager		Prepare RFP for banking services							
Banking	Participate on banking selection committee as nonvoting member	Director and Business Manager		Participate on banking selection committee as nonvoting member	Participate on banking selection committee as nonvoting member	Participate on banking selection committee as nonvoting member					
Banking	Signature authority on bank accounts	Director and Business Manager		Signature authority on bank accounts							Board Fiscal Officer and designated board member
School District	Work with School District on Financial Issues	Director and Business Manager		Work with School District on Financial Issues	Work with School District on Financial Issues	Work with School District on Financial Issues					
School District	Provide advice to board on impacts of school district actions	Director		Provide advice to board on impacts of school district actions							
School District	Provide advice on issues like PILOT impacts on long range budget	Director		Provide advice on issues like PILOT impacts on long range budget							

Anticipated Board Projects
Schedule for Summer/Fall 2018

- July
 - ~~Prioritization of capital projects – decisions pending surplus calculation and NYS Construction Grant funding~~
 - ~~Election of new officers~~
 - ~~Board annual authorizations~~
- August
 - Treasurer's position – consensus for job description, hours, how to fill
- September
 - Report from insurance comparison
- October
 - Fire Alarm and Security project decisions – UHLS determinations will be announced
- November
- December
 - Auditor RFP
 - Long range plan completed or current plan renewed

Potential Facilities Projects for consideration in the 2019 Long Range Plan

Project	SED approval needed	Safety	Maintenance	Service Impact	Estimated Cost
Plaza drainage and icing	no?	high	medium	medium	\$200,000
Mitigate icing issues on the plaza including significant drainage problems. Look at allocation of parking spaces.					
Fire alarm and security	yes - approved	high	medium	low	\$725,000
Asbestos ceiling removal, installtion of new ceiling and LED lighting. Installation of security system with cameras.					
Replacement of fire alarm and annunciation system.					
Island design - safety/best use	no	high	medium	medium	\$200,000
Mitigate excessive grade on the parking lot island for safety. Consider best use of available space to improve service.					
Park lot repaving - address sinkholes	no	low	medium	medium	\$300,000
Mill and repave parking lot, restripe. Address drainage and sinkhole issues. Integrate with existing stormwater mitigation system					
Asbestos removal**	yes	medium	medium	low	High
Includes roof replacement to abate old roof currently covered by newer roof installed 15 years ago. Consider separating.					
Emergency generator	yes?	medium	medium	high	\$20,000
Boiler replacement	yes	low	medium	medium	\$25,000
59 Borthwick House	yes	low	medium	medium	\$16,000-?
Public Service Desk consolidation	no	low	low	medium	\$30,000
Reallocation of interior space	no	low	medium	medium	30000
Mezzanine design/purpose	no/yes	low	low	medium	\$100,000
Outdoor performance space/stage design	no	low	medium	medium	100000
Children's program room	yes	low	low	high	\$280,000
Community Room sound system	no	low	low	high	14000
Emergency exit doors - adding/improving	no?	high	medium	low	\$18,000
Book Drop	no	low	medium	low	10000

Budget Surplus Projection

Fiscal Year Ending	* 6/30/2018	6/30/2019	6/30/2020	6/30/2021
Starting fund balance	\$678,537	\$1,034,865	\$1,573,865	\$1,823,865
Projected additions to surplus	\$356,328	\$250,000	\$250,000	\$250,000
NYS Construction Grant		\$289,000		
Projected surplus for capital needs	\$1,034,865	\$1,573,865	\$1,823,865	\$2,073,865

Assumptions

\$250,000 includes remainder of \$125,000 Capital Projects Line and estimated general budgetary surplus

NYS Construction grant money to be delivered Fall 2018

* Starting fund balance for 6/30/18 is an unaudited estimate

ASSURANCES: State Aid for Library Construction Program

The applicant hereby gives assurances of the following: (check all boxes that apply)

- ☐ It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- ☐ The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.
- ☐ The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.
- ☐ In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10** years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the _____ Library at a legal meeting on _____ 2018.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): _____

HVAC Renovation Report – As of 8/13/2018

Notes

The total planned cost of the HVAC project has been adjusted to accommodate the new apparent low bidder. The bid was less than \$8,000 over the construction estimate from last summer, so project costs will remain stable.

Completed Tasks

July 2014	M/E Engineering selected as contractor for an HVAC Feasibility Study
Apr. 2015	HVAC Feasibility Study presented to BPL Board of Trustees
Sep. 2015	BPL Trustees select M/E Engineering to prepare necessary documents for an HVAC Renovation including submission to NYS Education Department facilities review
Dec. 2015	Hazardous Material survey report presented to library by M/E and Schumacher Design
Feb. 2016	At the suggestion of M/E, BPL Trustees approve additions to the design work including electrical outlets and some plumbing improvements
Mar. 2016	BPL Trustees approve Hazardous Materials design work necessary for the HVAC Renovation
May 2016	HVAC Renovations design 90% complete
May 2016	Hazmat design 90% complete
May 2016	Submit documents to BCSD Board for approval
July 2016	BPL board approves SEQRA resolution
Aug. 2016	Submit design documents to NYS Education Department Facilities Review
Dec. 2016	Board committee/Director explores Construction Manager RFP
Feb. 2017	Prepare and send RFPs for Construction Manager
Apr. 2017	BPL Trustees select Construction Manager

Aug. 2017	Contractor's estimated provided by contractor associated with DASNY
Sep. 2017	DASNY authorization bill sent to Governor's office for approval
Sep. 2017	Submit NYS Library Construction Grant application to UHLS
Oct. 2017	Trustees vote on Project Management Agreement with DASNY
Nov. 2017	Bid documents are published
Nov. 2017	Pre-bid walkthrough meeting on 11/28 @ 10am
Dec. 2017	Bids received and opened
Dec. 2017	Bids reviewed
Dec. 2017	Apparent low bidder is notified, DASNY reviews bid for responsibility
Feb. 2018	Meeting with engineers, CM, contractor, and library to schedule the project
Feb. 2018	Storage pod rented and placed at 59 Borthwick
Feb. 2018	Upstairs carpet prices sought
Mar. 2018	Contractor selected (contract to be finalized early March)
Mar. 2018	Begin Contract administration - M/E Engineering
Mar. 2018	Garage cleaned out in preparation for contractor storage
Mar. 2018	Mezzanine and Studio cleared of staff, furniture, and equipment
Mar. 2018	Inside construction begins
Mar. 2018	Maintenance office cleared in anticipation of asbestos abatement of floor tile
Mar. 2018	Relocate staff to appropriate temporary spaces
Mar. 2018	Carpet selected and approved by the board
Mar. 2018	Demolition of old studio HVAC equipment
Mar. 2018	Asbestos abatement in maintenance office completed

Apr. 2018	Maintenance staff return to maintenance office
May 2018	Lights, ceiling grid on mezzanine installed
May 2018	Painting completed on Mezzanine
May 2018	Phone and internet cable reinstalled in Mezzanine by library staff before ceiling is completed.
May 2018	IT staff moved to temporary office in the Tech Room. Tech Room is unavailable to the public. (Likely through May 16 th)
May 2018	IT office HVAC installed
May 2018	IT staff return to office
May 2018	Carpet installed on Mezzanine
May 2018	Air handlers installed by crane (likely May 25 th) Library is closed
May 2018	Asbestos abatement of ceiling drain (likely May 24 th to May 26 th) Library is closed anyway
May 2018	Factory startup or air handlers (likely Tuesday May 29 th) Library is likely to be open
May 2018	Construction is substantially complete
July 2018	HVAC completed in Studio
July 2018	System is calibrated and balanced
Yet to be completed	
Sept 2018	Punch list items and sign off

Expenses

Design

	Budget	Encumbered	Expensed	Notes
Design	\$106,958	\$14,558	\$92,428	Project No. suffixes .30,.40,.10
Contractor Estimate	\$4,125	\$0	\$4,125	Necessary for construction grant
Design Subtotal	\$111,083	\$14,558	\$96,553	

Construction/Construction Management

	Budget	Encumbered	Expensed	Notes
Construction Management	\$94,000	\$0	\$94,000*	Contract approved at October Board meeting
HVAC Renovation Bid	\$625,000	\$0	\$625,000*	Wilkins Mechanical is the low responsible bidder
HVAC Reno. Contingency	\$63,790	\$0	\$63,790*	
Asbestos monitoring	\$3,000	\$0	\$3,000*	
Construction Subtotal	\$785,790	\$0	\$785,790*	

*prepaid expenses to DASNY. Actual expenses will be reconciled in the financial reports as they are earned by DASNY and contractors.

Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$900,000	\$14,558	\$882,343	\$896,873

Project Grants

	Awarded	Adjustments	Received	Notes
NYS Library Construction Grant	\$289,467	\$0	\$0	Awarded by UHLS under review by DLD
Grant Subtotal	\$289,467	\$0	\$0	

COMMUNITY

When was the last time you used your public library?

By MICHAEL HALLISEY
& JIM FRANCO

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francoj@spotlightnews.com

That's a question the Pew Research Center in Washington, D.C. asked in a 2016 study focused on overall use of public libraries.

With the consumer landscape so vastly changed in the 20 years since the emergence of the Internet Age, many public libraries have been able to keep in step with public needs where other industries have failed. Sears and Toys R Us — for years viewed as giants among retail stores — just recently faltered, falling victim to the proclivity of their customers to shop elsewhere online.

Perhaps most surprising about the data is when the study is broken down by how each generation answers this opening question. When the center recently repackaged the data to focus by generational use, the figures point to a newer wave of patrons.

According to the study, millennials visit their public library or bookmobile most frequently. More than half of them, or 53 percent, stepped into their public library within the past 12 months. That outpaces each generation that precedes them.

Generation X, defined as falling between the ages of 36 and 51, was next in line at 45 percent, followed by baby boomers at 43 percent.

The Silent Generation, ages between



Local libraries know they have to adapt well into the digital age, which partially explains why many millennials continue to surprisingly come to their doors.

Michael Hallisey / Spotlight News

71 and 88, was least likely to have visited the library, at 36 percent.

Public perception could lead to assumption that millennials, who range from recent high school graduates to those who left high school in 2000, are likely to visit a library for class assignments. The study specifically focused on public libraries, not those in high school or on a university campus.

College graduates are frequent visitors to their respective public library. In the past year 59 percent have done so, followed by women (57 percent), parents (55 percent), and 16- to 29-year-

olds (55 percent) as the largest social demographics. Additionally, 50 percent of Americans living in households with annual incomes of \$30,000 or less have visited the library in the past year.

The frequency in which people use libraries has not changed since 2013. Among those who have visited a library, 30 percent visit several times a month — similar to figures collected in 2013 and 2015, with 31 and 28 percent, respectively.

"So it's not that millennials don't use the library — but their patterns are a bit different," said Rebekah Jarvis-Girtler, a librarian in charge of outreach and digital

services at the William K. Sanford Town Library in Colonie, herself a millennial.

She said they may just run in, grab a book and run out rather than using reference services or workspace. Also, millennials are perhaps the first generation to have effectively and efficiently use smartphones and other electronic devices as an integral part of how they communicate, organize their schedules, get information and be entertained.

Technology has indeed disrupted our service model, but despite popular narratives to the contrary, libraries have been exceptionally adaptable in the face of that.

"We are working with the smartphone revolution rather than against it," Jarvis-Girtler said. "This means we are working very effectively with the smartphone revolution, rather than against it."

The library has a Libby app to check out books and a Flipster app to checkout magazines and together they account for tens of thousands of checkouts each year.

The digital age, in a reverse-psychology kind of way, does benefit libraries too as people try to escape the endless stream of digital information.

"Folks my age are totally overwhelmed by an avalanche of data streams and content," she said. "So, under this mountain of stress, it's the path of least resistance in a very resistant world to just go home and fire up Netflix, than it is to invest in social interactions and being physically present somewhere."

Continues on page 13

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Libraries are increasingly aiming to create more engaging activities to entice the public, to expand beyond their now-dated objective of just having books, records and periodicals.

Michael Hallisey / Spotlight News

From page 2... Public library news

To tap into that audience, she said the library has launched its first ever Adult Summer Reading Program and had more than 300 people sign up, many of whom are millennials, she said, who are "excited about the nostalgia factor, having grown up doing youth Summer Reading Programs."

"The interesting question will be, will this generational trend continue as they

[grow older]?" asked Geoffrey Kirkpatrick, director at Bethlehem Public Library. "They are starting to have children. That's what drives them back, if they've left. Maybe. Some of that statistic may just be representative of the fact millennials are changing their life phase."

Christine McGinty, Bethlehem's head of circulation and technical services, also attributes the engagement effort that started 15 years ago to bring school-aged children into the library.

"These are now the results of the work of trying to engage with them more," she said. "There's more trust in the library,

because we were working with them at a young age."

For larger communities, libraries ceased being a one-room building from which the public could borrow books. They are centers of the community. It's home to several different services and provides additional opportunities to learn about the world outside of books.

The physical structure of Bethlehem's library has changed little in the nearly fifty years since it was erected. But, its logistical layout within has adapted with the changing times. Whereas twenty years ago, a room with a single computer once stood in the back, there are now more than a dozen PCs dedicated to internet access.

"We are in an age where there's a real question about the authenticity of what you're finding online," said Catherine Stollar Peter, head of circulation and technical services. "Libraries have always been a source of authoritative information. Not the library, itself, is giving you the answers. But that it's providing you the information literacy and critical thinking skills to make decisions about what you're experiencing in the world."

Like many of the libraries across the nation, Bethlehem offers a technological "petting zoo," where its patrons have access to GoPro cameras, various types of reading tablets, a 3-D printer, and more. The purchase of some of the items are covered partially by the library's budget. A lot of it, however, is supported by its Friends of the Library community group.

"It's this relationship that has developed over time [with] a community,

that wants a library that is good — or great," said Kirkpatrick, who gives credit back to patrons for providing support and feedback. "It's very cyclical and symbiotic thing between the community and the library."



Charging stations are one way to encourage the digital-inclined public to stay.

Michael Hallisey / Spotlight News



Brochures and pamphlets promote local events and services.

Michael Hallisey / Spotlight News





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The Alzheimer's Association
Tuesday, August 14, 2018 @ 6:30 p.m.

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LIBRARIES

Ghost stories at the library

Nothing says summer like sitting around a campfire sharing stories — especially the slightly spooky ones that give you the chills in the middle of August. Local storyteller Maeve McEneny will be joining us on The Green Friday, Aug. 10, to share some spine-tingling tales at our “Ghost Stories for Young and Old” program. These family-friendly stories will be suitable for all ages — so come alone or bring the whole gang. Storytelling starts at 7 p.m. and will move inside if it rains. Don’t forget to bring something to sit on.

Wing it

Let’s honor our feathered friends Thursday, Aug. 9, at a program for kids and families that is totally “For the Birds.” Enjoy bird-themed stories and make feeders out



of paper towel rolls and peanut butter to take home. (Your backyard birds will thank you.)

The fun starts at 2 p.m. Supplies will be provided, but registration is required. Caregivers must accompany children. Sign up online at www.bethlehempubliclibrary.org or call (518) 439-9314.

A little kindness

You know what really rocks? Kindness. And a kind word or message can go a long way in brightening someone’s day. At our “Kindness Rocks” event on Monday, Aug. 13, from 10-10:45 a.m., we’re inviting kids and families to share those messages and words in a more permanent way by decorating rocks with happy designs. Make one

to keep for yourself and one to share with the library community.

Learn to save lives

Hands-only CPR is one of those simple skills that can save lives. According to the American Heart Association, more than 20 percent of cardiac arrests occur in public places, and administering hands-only CPR has been shown to greatly improve the chances of survival. Learn this life-saving skill at the library on Wednesday, Aug. 15, at 7 p.m. A Delmar-Bethlehem EMS representative will demonstrate the hands-only CPR technique followed by some hands-on practice and informal trivia fun with health-related prizes.

Intro to 3D printing

When the library first



Kids and families got creative — and messy — at Bethlehem library’s July 30 “Worm Painting” program.

Submitted by Kristen Roberts

started offering 3D printing four years ago, we could have never imagined all the wonderful and whimsical ways the printers would get used over the years. While the technology may not be

that new anymore, it’s never too late to learn more about it if it’s new to you.

We’re holding a pair of Intro to 3D Printing programs on Friday, Aug. 17, where we’ll talk about

how the printer works and offer tips on how to search for and prepare designs to print. Sign up for a session at 10 a.m. or 11 a.m.

— Kristen Robert



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451 Delaware Ave., Delmar

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Wednesday, Aug. 1

Evenings on the Green:

Rick Bedrosian

The leader of Hair of the Dog and Hey Jude will perform in a solo show featuring music from the Beatles, Simon and Garfunkel, and others, 7 p.m.

Saturday, Aug. 4

How-To Festival

Learn something new as community members share their skills, from blacksmithing to art quilt, noon-2 p.m. To share your skill, call Natalie at (518) 439-9314, ext. 3023, to register.

Monday, Aug. 6

DIY Essential Oil Candles

Make a cute mason jar candle with your choice of essential oil — fresh and clean, invigorating or relaxing, 2-3:30 p.m. Sign up online or call.

Tuesday, Aug. 7

Summer Reading:

Book Discussion

Following the Libraries Rock theme, discuss David Hepworth's "The Rise and Fall

of Rock Stars," 7-8 p.m. A Listening Party on Aug. 16 will feature music from some of the artists featured in the book.

Wednesday, Aug. 8

Evenings on the Green:

The Zucchini Brothers

This silly band of brothers offers up a family-friendly musical stir-fry of styles, 6:30 p.m. * Featuring an ice cream social and membership drive at 6 p.m. sponsored by the Friends of the Library.

Friday, Aug. 10

Ghost Stories for Young and Old

Enjoy family-friendly spine-tingling tales outside on the Green with local storyteller Maeve McEneny, 7 p.m. Bring something to sit on. Program moves inside if it rains.

Monday, Aug. 13

Monday Cinema: Woman in Gold (PG-13, 109 min, Weinstein)

Enjoy popular films geared toward adult audiences, 2:30 p.m. Shown with subtitles for the deaf and hard of hearing when possible.

Fun and Games for Grownups

An adults-only gathering where you can play games, including chess, color and socialize, 6-8:30 p.m. Snacks served!

Open Sewing

Sewing machines will be available for independent projects, 6-8 p.m. Bring your own supplies. Volunteers may be on hand to assist you. Register for up to two sessions. Sign up online or call.

Tuesday, Aug. 14

Sew It Yourself:

Colored Pencil Rolls

Bring two fat quarters of cotton fabric to create a roll-up storage container for colored pencils, markers or brushes, 10 a.m. OR 2 p.m. Basic sewing machine experience required. Sign up for one session.

Wednesday, Aug. 15

Hands-Only CPR and First Aid Trivia

A Delmar-Bethlehem EMS representative will demonstrate hands-only CPR followed by some hands-on practice and informal trivia fun with health-related prizes, 7 p.m.

Thursday, Aug. 16

Summer Reading:

Listening Party

Listen to some of the musicians featured in David

Hepworth's "The Rise and Fall of Rock Stars," 7-8:15 p.m.

Friday, Aug. 17

Intro to 3D Printing

Learn about the library's 3D printer and how to search for and prepare designs to print, 10 a.m. OR 11 a.m. Sign up online or call.

Monday, Aug. 20

Friends of the Library meet

New members are always welcome, 6:30 p.m. Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call (518) 439-9314 or visit bethlehempubliclibrary.org.

Build a Better Bag Lunch

Get some bag lunch planning tips and recipes that will save time and money. Sample some make-ahead ideas and find out how to put it all together in a fun way, 6:30 p.m. Presented by Cornell Cooperative Extension of Albany County.

Monday, Aug. 27

Monday Cinema: The Post (PG-13, 119 min, 20th Century Fox)

Enjoy popular films geared toward adult audiences, 2:30 p.m. Shown with subtitles for the deaf and hard of hearing when possible.

CROSSWORD ANSWERS



Add Your Event to our Monthly Calendar for Older Adults!



Does your organization have an event of interest to older adults?

If so, we want to know about it!

Events must be submitted via email to: halliseym@spotlightnews.com
Deadline is the first of the month prior to publication.

All listings must include date, time, location, contact information and any fees. Please do not exceed 90 words per item listing.

For more information, please call Michael Hallisey at 518-439-4949

LIBRARIES and SENIORS

Zany Zucchini's at BPL

The Zucchini Brothers, a band named after every child's favorite vegetable (just kidding!), will be rocking the library Green on Wednesday, Aug. 8, at 6:30 p.m. Drop by at 6 p.m. for a free ice cream social courtesy of the Friends of the Library. This is the final concert in the 2018 Evenings on the Green series, and we're going out with a bang!

The Zucchini Brothers – Jack on guitar, Steve on keyboards and Sam on drums – have been entertaining local audiences for years with their zany musical stir-fry of styles. In addition to producing their own radio show, the Zucchini Brothers make numerous television appearances, and their music is played on radio stations throughout the world. Their performances are sometimes silly but always high-energy and fun as they bridge the musical gap between kids and adults, appealing to people of all ages.

Bring a blanket or lawn chair, pick a spot on the Green, and get ready to listen to some great music! Concerts are always free and will move indoors if it rains.

Still some summer left

It's not too late to sign up for summer



reading at the library. Readers of all ages are invited to participate. Register online at www.bethlehempubliclibrary.org (Click on the Summer Reading image on the home page) or in person, and check out our upcoming programs on the website or in the latest version of the Footnotes newsletter.

Join the band

Kids in grades 1-5 are invited to a jam session at the library on Thursday, Aug. 2, at 2:30 p.m. And guess what? In our "Making of the Band" program, you're not just playing some instruments, you'll be building them too. Talk about musical mayhem! Sign up online at www.bethlehempubliclibrary.org or call (518) 439-9314.

A breath of fresh air. Add a little spa-like tranquility to your surroundings with a DIY essential oil candle. Join us Monday, Aug. 6, from 2-3:30 p.m. as we show you how to make an easy mason jar version with your choice of essential oil – from fresh and clean to invigorating or relaxing. This program is for adults. Supplies are limited, so please sign up online or call.

Other upcoming events

All events are free and take place at Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call 439-9314 or visit bethlehempubliclibrary.org.

Friday, Aug. 3

Summer Cinema

Bring a blanket or pillow; we'll supply the popcorn as you watch "Sherlock Gnomes" (PG, 86 min, Paramount), 2:30 p.m. For kids and families.

Tuesday, Aug. 7

Summer Reading: Book Discussion

Following the Libraries Rock theme, discuss David Hepworth's "The Rise and Fall of Rock Stars," 7-8 p.m.

Wednesday, Aug. 8

KBA: Kids Builder Association

Use your imagination to build with Legos, Snap Circuits, K'Nex, blocks, puzzles and more. BCHS student Jacob will be on hand to share domino-building techniques, 2-3:30 p.m. For kids and families.

Paws to Read:

Dog Days of Summer

Bring a book or borrow one to read to a gentle dog who loves stories, 3-4 p.m. For grades 1-5.

— Kristen Roberts

BUSINESS

Taking a step back

Women declining in workforce

At its peak in 1999, the American workforce was dominated by female workers. At that time, 76 percent of women, including those who had children at home, worked outside of the home, according to the U.S. Bureau of Labor Statistics. The tides have since shifted, and rates of female employment in the United States now fall well behind many European countries. Economic woes, a short supply of middle-class jobs and minimal family leave may have prompted the changes.

According to a study from researchers at Johns Hopkins University, single women without children have actually driven the turnaround. Technology and international

outsourcing have removed many low-skill, well-paying jobs from the workforce. Wages for work in healthcare services, laundry and social assistance — jobs dominated by women — have remained relatively stagnant for years. Despite this, the cost of living has steadily crept up.

Other households tout the high cost of childcare and the relatively small amount of maternity leave allowed in the United States as reasons why they haven't returned to the workforce after having children. The economic analysis resource The Upshot, powered by *The New York Times*, reports that many American companies give 12 weeks of maternity leave (largely unpaid), while most European countries give a year of paid leave and offer protections for part-time workers who want to return to the workforce.

According to data from the Organization for Economic Cooperation and Development, Canada, Japan, Switzerland, Australia, Germany, and France now outrank the U.S. in prime-age women's labor force participation.

The role women play as caregivers, not only for their own children or spouses, but for aging parents, also may be contributing to females dropping out of the labor force. A chronic-needs family member, such as a parent with dementia, can take away focus from employment. This can quickly result in a loss of a job.

Flexibility in schedules, mobile connectivity from home and lack of negative repercussions for needing family time can help keep talented female employees working.



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Sam Sam the Magic Man astonished and amazed audiences during two separate shows at Bethlehem Public Library on Thursday, July 26.

Photo by Kristen Roberts

got magic?





MONDAY AUGUST 20 • 6:30PM

Get some bag lunch planning tips and recipes that will save time and money. Sample some make-ahead ideas and find out how to put it all together in a fun way.

Presented by Cornell Cooperative Extension of Albany County.

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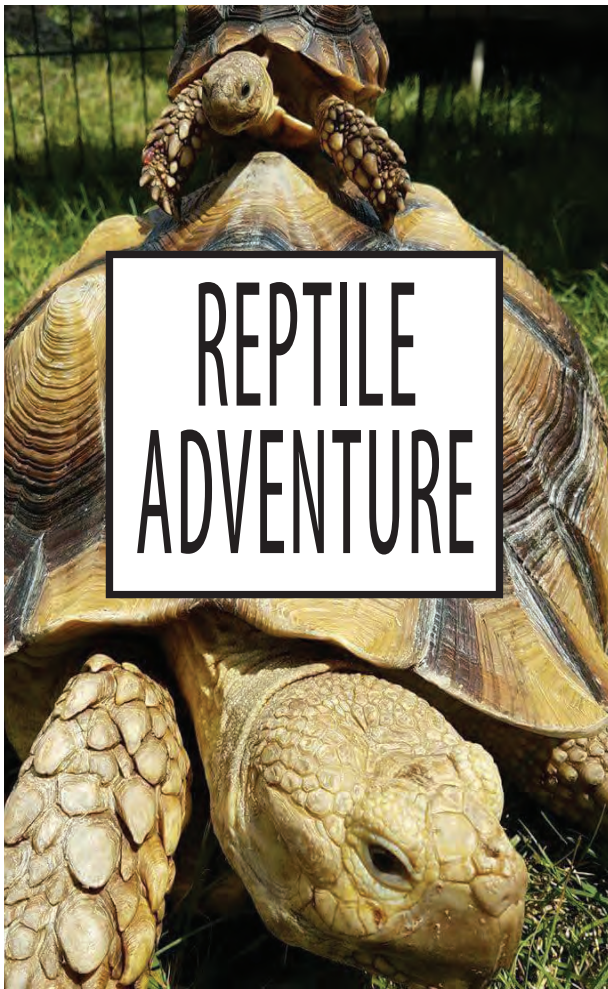
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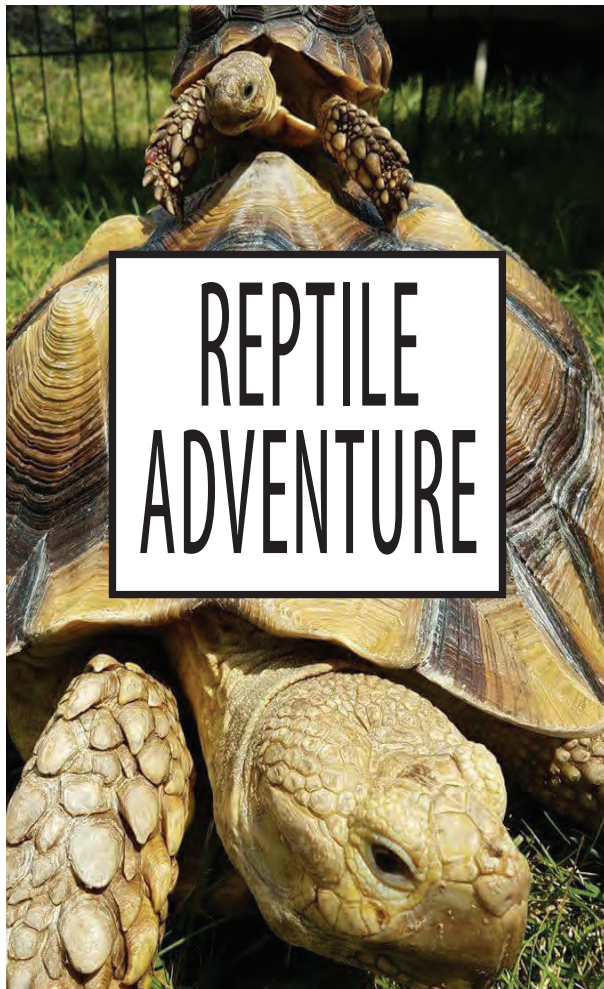
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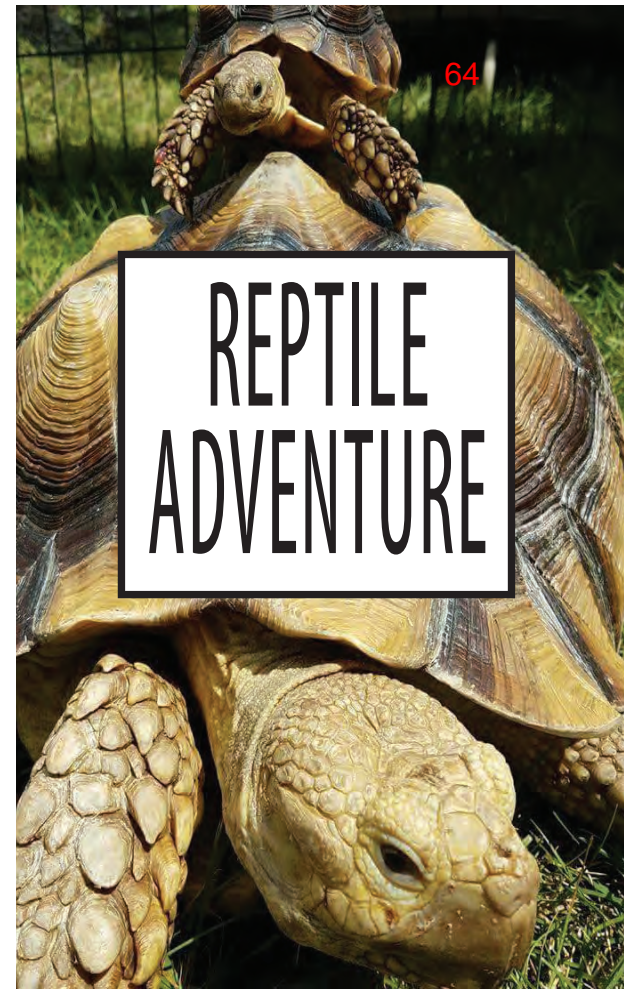
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