



**Board of Trustees Meeting  
February 12, 2018 6:00 pm  
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
  - Manual invoices**
  - Resolutions - none**
  - Personnel report**
  - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
  - 2018 DRAFT budget**
  - 2018 NYS annual report**
  - Mileage reimbursement policy**
  - Mezzanine carpet**
  - Other new business**
- **Old business**
  - Fire alarm & security project update**
  - HVAC project update**
  - BCN-TV update**
  - Selfcheck proposal**
  - Other old business**
- **Future business**
  - Director evaluation**
  - Board treasurer**
  - Policy updates/schedule**
  - Resource sharing**
  - Fines and Fees**
  - Board committees**
- **Public Participation**
- **Adjournment**

**Next board meeting: March 12, 2018 6:00pm**

**Next Friends of the Library board meeting: February 21, 2018 7:00pm**

**Special event: Meet the Friends open house**

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
Monday January 8, 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  
Natalie McDonough, Manager, Programs and Community Outreach  
Catherine Stollar Peters, Head of Tech Services, Circulation  
Chris McGinty, Head of Public Services  
Tracey McShane  
Cathy Brenner  
Dennis Kariious  
Nancy Benedict  
Jared King

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

PUBLIC PARTICIPATION

The following people during public participation:

- Dennis Kariious: Asked for clarification about when and how often the Friends of the Library meet. G. Kirkpatrick said the Friends meet every other month.
- Nancy Benedict: Said she had recently learned that Studio Manager Janice Irwin retired and was concerned about what that would mean for studio use and training. M. Redmond said the board is moving forward with the Makerspace plans and that library staff has stepped up to fill the void.

MINUTES

Minutes of the 11 December 2017 board meeting was approved unanimously on a MOTION by J. Becker with a SECOND by M. Kissinger.

## FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 December 2017 (Manual Disbursements for December \$48,813.34; Cash Disbursements/Accounts Payable for January \$43,553.97; Trust & Agency Disbursements/Salaries for December \$278,034.92; CapProject Fund/Hand-Drawn Checks for January \$913.10; Total: \$371,315.33).

H. Narang asked what rules regulated the options for funds in the Money Market. G. Kirkpatrick said the library was very limited in that area because all funds had to be collateralized. Some options exist to invest in CDs when interest rates are high. G. Kirkpatrick said that the town comptroller often looks at getting value-added services like Positive Pay instead of direct interest, which is typically low for municipal banking because it is an expensive service. M. Redmond noted that looking into those options would be something to put on the board treasurer's plate when that position is filled.

## BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for December 1-31, 2017.

## MANUAL INVOICES

None

## RESOLUTIONS

Because the resolutions involved the HVAC project, the board opted to vote on them later in the evening when the topic was discussed.

## PERSONNEL REPORT

The board noted the personnel report.

## PERSONNEL ACTION

The board chose to return to the personnel action following the BCN-TV discussion later in the evening.

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

- Library page, part-time, permanent, 13.85 hours/week at \$10.40/hour or per contract.
- Library clerk, part-time, permanent, 11.66 hours/week at \$13.19/hour or per contract.

On a MOTION by J. Becker with a SECOND by C. Brancatella, the board unanimously approved holding the following positions pending a staffing needs assessment once the scheduling portion of the public access channel is stabilized.

- Studio manager, part-time, permanent, \$23,775/annual or per contract.
- Television production assistant, part-time, permanent, 15/week at \$13.19/hour or per contract. (Previously approved to fill at Dec. 11, 2017 meeting.)

G. Kirkpatrick noted that the minimum wage had increased for pages.

The board agreed to put the studio manager and production assistant positions on hold for a couple of months until the library had a better idea of what is needed for staffing. G. Kirkpatrick said he would like to give IT some time to figure out if scheduling could be handled by existing staff. C. McGinty and N. McDonough are also looking at what the public services needs as far as studio staffing since it will be a team of people providing the training to studio users. H. Narang asked when the library expects to have the studio available for public use. G. Kirkpatrick said it could potentially be by summer. The scheduling equipment will be moved to the IT department.

## DIRECTOR'S REPORT

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

- The library only had to close early once for icing on the plaza. The bitter cold causes fewer issues than freezing water.
- The test of the Oculus Rift was a good way to see how the library can make it available for public use in the tech room. A family who recently moved here from Israel was able to visit their former home using the device and the Google Earth app.
- There are some new databases available to the library as demos. B. Sweeney asked if notification about the demos is pushed out on social media and elsewhere to make people aware of the opportunity. K. Roberts said there are notifications put out when new databases are available to demo.
- The board further discussed a patron concern that library-sponsored middle school programs on school property are not available to private or home-schooled children in the district. The board noted that outreach to schools is an important part of what the library does, but the decision to not allow the children on school property is made by the school district. G. Kirkpatrick said that the request for social activity opportunities for middle schoolers is valid, but the library has had limited success with after-school programs for that age group.
- The board discussed a second concern regarding hallway displays and a patron who took issue with the menorah set up by a local community group. The library does not put up any religious displays of its own and does not make content-based decisions about what groups share in the public display areas. M. Kissinger noted that the library policy regarding displays and exhibits is solid and fair. The next issue of the Footnotes will feature a short write-up about how people can request display space, which is available to everyone on a first-come basis.
- All of the library's financial safeguards worked recently when a person attempted to cash a fraudulent library check. G. Kirkpatrick noted that the authorities were unlikely to pursue it any further, but all of the account protections worked.
- The board discussed open meeting ramifications and that no more than three board members can meet at a time to discuss library business outside of public meetings. B. Sweeney asked if this was an issue, and M. Redmond said it was something to get clarified if the board were going to use subcommittees to tackle upcoming board topics. C. Brancatella asked if the library has received FOIL requests, and G. Kirkpatrick noted that it had not in recent memory as most documents are already available in the board packets online. C. Brancatella noted that transparency is the best defense
- G. Kirkpatrick said he would like the library to train interested staffers to administer Narcan if it is needed.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons noted two upcoming dates:

- Advocacy Day will be Wednesday, Feb. 28.
- The annual UHLS meeting has changed to Tuesday, June 19, based on availability at the venue.

## NEW BUSINESS

### *Self-check proposal*

C. Stollar Peters presented a proposal for self-checkout machines at the library. The setup would include two combo stations at the circulation desk that could be used by staffers and/or the public, as well as a free-standing themed kiosk in the Children's Place for a total estimated cost of \$22,778. She noted that self-checkout could decrease patron wait time and allow for patron privacy. Self-checkout also could be the first step in a multi-phase plan to provide additional automation services, including point of service fine and fee payment, and RFID implementation.

M. Redmond asked if there would be an annual fee associated with self-checkout, and C. Stollar Peters said that the money handling phase would include a cost of \$5,000 annually after the initial investment of \$16,000. She said the library currently takes in about \$11,000 in revenue through credit cards, but a point of service system could greatly increase that number. She said it was a good idea to look at the self-check system as the starting point in where the library could go with the technology. H. Narang said it might be a steep learning curve initially, but the best strategy would be to just start somewhere and maintain the ability to work out any bugs before it could cause any interruption to service. He noted that the payoff appeared to be pretty immediate. C. Stollar Peters said the themed kiosk in the Children's Place would be fun for kids to interact with and could help harried parents looking to make a quick exit with their library goods.

G. Kirkpatrick noted that labor savings was not the primary goal of phase one, but M. Redmond asked if it would potentially allow the library to reduce the number of people working certain shifts. C. Stollar Peters said the library is already testing fewer desk employees on traditionally slow nights. Both she and G. Kirkpatrick said it would be difficult, though, to replace the knowledge of fulltime staff. H. Narang said the kiosk might create one "FTE of opportunity" that could be applied elsewhere in the library. G. Kirkpatrick said that some patrons have already expressed a desire for self-checkout and there are very good service reasons to do so.

B. Sweeney said that the interactions with his family and the people at the circulation desk are part of the positive library experience, and he does not share an eagerness for people and staff savings. He asked what the potential for materials loss would be, and C. Stollar Peters responded that the library already has a less than 2 percent shrinkage rate but staff would continue to do careful inventory in the event of implementation.

H. Narang asked that the board consider a vote on the issue in February.

### *2018 budget – preliminary discussion*

G. Kirkpatrick and staff are still in the process of finalizing the budget. The library is currently awaiting numbers from the state. There will be a draft at the February meeting to vote on to meet the May ballot deadlines.

### *Studio makerspace plan*

With J. Irwin's retirement, some of the timing of the maker for the makerspace implementation will need to be reevaluated. G. Kirkpatrick said the first priority is to stabilize the channel, which IT has already begun. The scheduling knowledge is shared by all three in the department. The goal is to get the community bulletin board up and running and the backlog of shows to air. IT will be keeping track of the time commitment these duties require over the next six weeks to see if they are tasks that can be absorbed by existing staff. They have already simplified some of the formats for submission to streamline the process. M. Redmond asked if there had been any complaints about the backlog of shows, and G. Kirkpatrick said that he has not heard anything. He said once the scheduling is stabilized, then the library will start looking at the makerspace needs, but there are already plans to order some easy-to-use digital cameras that will be put out for circulation with the Library of Things. B. Sweeney asked if it would make sense to continue loaning out the old studio equipment. G. Kirkpatrick said the old cameras create files that are not easily transferable to most platforms.

M. Redmond said the board appreciated the library staff for stepping up professionally and constructively to get the public access station and makerspace studio up and running.

### *BCN-TV policy*

The board reviewed a revision of the Public Access Television Policy that reflects the move to a self-production makerspace model and opens up studio use to anyone with a library card.

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board of trustees approved the updated Public Access Television Policy.

### *Other new business*

The Friends of the Library have offered to purchase 10 new Wi-Fi hotspots and service for one year. There are currently 15 requestable hotspots, with a backlog of 20-23 requests on them. The board agreed to accept the gift and said it would go a long way in addressing the current backlog.

T. Choppy said that library in-house cash funds have been strained a couple of times recently when people asked to pay for smaller charges with \$50 bills. G. Kirkpatrick asked if the library could increase the morning setups for the register by \$40. The board said it was unreasonable to think the library could change larger bills. Board members said the library should post that they cannot accept bills larger than \$20, without exceptions. They noted that there could be some flexibility in letting people check out materials despite being over the fine limit if they are trying to pay with a \$50 and have nothing else. The board said they could revisit the issue if there is patron backlash.

## OLD BUSINESS

### *Fire alarm and security update*

There has been no change on the project status. The plan has been reviewed and approved by SED. H. Narang asked what the next step was. M. Redmond said the board is waiting to see where the funding stands following the HVAC project. M/E Engineering said it was not a project the library would

want to act as their own construction manager on due to the asbestos abatement. H. Narang asked if there was an optimal time of year for the project. G. Kirkpatrick noted that all of it was inside work and could happen at any time, but if it required closing the library for any amount of time, he would prefer the month of December.

*HVAC project update*

Wilkins, the apparent low bidder for the construction portion of the project submitted a number that is very close to what was received from Gilbane last fall. Project costs are overall slightly higher but not too far from what was originally projected when the project began. The total planned cost, including design work that has already been paid for comes in at just under \$900,000.

On a MOTION by B. Sweeney, with a SECOND by M. Kissinger, the board authorized the library director to pay the Dormitory Authority of the State of New York \$691,790 for the contracted amount for the HVAC project construction, which includes the bid amount, the 10 percent contingency, and asbestos monitoring.

On a MOTION by M. Kissinger, with a SECOND by C. Brancatella, the board authorized the transfer of \$150,000 from the unreserved fund balance to the Capital Projects (H Fund) account to pay invoices in relation to the HVAC renovation project, effectively increasing the project budget to \$900,000.

The board said that when the state grant money arrives, they can discuss what the next projects are. M. Redmond said it might be time to start prioritizing upcoming projects.

M. Redmond asked that DASNY's report be included in the monthly board packet to show how the money is being spent.

*Other old business*

An election packet notice will be in the upcoming Footnotes, which is currently in production. The wording typically includes whether or not the incumbents are seeking re-election, so G. Kirkpatrick asked the three board members whose seats are up to let him know, if possible.

**FUTURE BUSINESS**

*Board treasurer*

M. Redmond noted that the board will need to move forward with a job description.

*Policy updates/schedule*

M. Redmond asked if staff could prepare policy drafts to be reviewed in advance of the meetings to move the process along. G. Kirkpatrick said there was one that would be ready for review soon.

*Resource sharing*

B. Sweeney said that after discussing the issues surrounding reciprocal sharing of materials with other libraries in the system, the general sense was that pushing hard was not the best use of our library's time, considering the small number of materials affected. G. Kirkpatrick said that if there is a resource at another library that is not available to Bethlehem patrons that the easiest route would be for BPL to just acquire the item.

*Fines and fees*

G. Kirkpatrick said that going fine free is a trending topic that the board she be aware of, with some area libraries making that move for children's materials and with varying stipulations. Part of what Bethlehem has always done in an effort to not be punitive to taxpayers is to keep the fines for materials low. G. Kirkpatrick speculated that the library spent more in staff time collecting the fines than they bring in. He noted that people's behavior will change if there isn't a fine, so the question becomes how do you handle collection development when people don't feel pressure to bring back materials. B. Sweeney said the unexpected consequences may include longer wait times and the need to purchase more copies of popular materials. He said that it is his sense that a fine-free future is happening and it will be up to staff and trustees to figure out how to make it work. G. Kirkpatrick said the library could further reduce overdue materials if items were automatically renewed in the absence of a hold.

The board agreed that it was a topic to discuss further.

*Board committees*

The board noted that they may need to consider tackling some topics in committee to maximize meeting time and get out from the backlog of agenda items.

*Director evaluation*

B. Sweeney and M. Kissinger, who served on the committee last year encouraged other board members to take the reins for the upcoming evaluation. H. Narang volunteered.

*Other*

- M. Kissinger said he would like to add a line in new business to talk about music collection and policy and what it is going to look like in the coming years.
- The board said they would like to put on the agenda for February a review of the lessons learned from BCN-TV discussion.

## PUBLIC PARTICIPATION

The following people spoke:

- Dennis: Asked if it would be possible to partner with students working in the field to help run the studio. H. Narang said the library is committed to keeping that space there and usable.

On a MOTION by J. Becker with a SECOND by H. Narang, the board adjourned the regular meeting at 8:28pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president

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

**CURRENT MONTHLY REVENUE**

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	2,403.83
Interest on Investment	946.73
Sale of Books	474.00
Gifts and Donations	200.00
Insurance Recovery	0.00
Photocopier	543.75
State Aid	0.00
Grants	0.00
Miscellaneous Income	25.00
<b>Total</b>	<b>\$4,593.31</b>

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

**REPORT OF ESTIMATED AND ACTUAL YTD REVENUES**

FISCAL YEAR 2017-2018

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,828,270.00	3,688,982.35	139,287.65	96.36%
PILOT	192,382.00	190,566.65	1,815.35	99.06%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	37,000.00	20,353.20	16,646.80	55.01%
Interest on Investment	5,000.00	4,937.87	62.13	98.76%
Sale of Books	6,000.00	3,262.86	2,737.14	54.38%
Gifts and Donations, Misc	1,000.00	1,577.10	(577.10)	157.71%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,500.00	4,142.30	2,357.70	63.73%
State Aid	24,500.00	24,792.00	(292.00)	101.19%
Miscellaneous Income	0.00	100.00	(100.00)	
Sub-Total	\$4,100,652.00	3,938,714.33	162,037.67	96.05%
Appropriated Funds Balance	\$0.00			
<b>TOTAL</b>	<b>\$4,100,652.00</b>			

**OPERATING CASH SUMMARY**

TD Checking Account:	13,457.87 *
TD Money Market:	3,736,007.26
TD Comp Fund:	0.00
Capital Project Fund:	15,595.81
<b>TOTAL</b>	<b>3,765,060.94</b>

\*Includes Interest of \$946.73 credited on 1/15/18

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #7**

**1/31/2018**

MANUAL DISBURSEMENTS - JANUARY HAND DRAWN CHECKS TD BANK	\$29,634.73
CASH DISBURSEMENTS - FEBRUARY ACCOUNTS PAYABLE TD BANK	\$89,279.35
TRUST & AGENCY DISBURSEMENTS - JANUARY SALARIES - TD BANK	\$164,767.85
CAPITAL PROJECT FUND HAND DRAWN CHECKS - JANUARY	\$692,703.10
<b>TOTAL</b>	<b>\$976,385.03</b>

**BETHLEHEM PUBLIC LIBRARY**

Check Warrant Report For A - 28: MANUAL DISB (JAN 18) For Dates 1/1/2018 - 1/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36578	01/08/2018	30	**VOID** ALBANY PUBLIC LIBRARY-MAIN BR	180220	-10.00
36765	01/08/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR	180220	10.00
36766	01/08/2018	1831	CDPHP UNIVERSAL BENEFITS, INC.		4,718.40
36767	01/08/2018	2087	CITIBANK	180353	668.23
36768	01/08/2018	1710	CHRISTINE MCGINTY	180412	43.74
36769	01/08/2018	814	RECEIVER OF TAXES	180419	4,621.92
36770	01/08/2018	1607	VERIZON BUSINESS FIOS	180012	127.77
36771	01/08/2018	1607	VERIZON BUSINESS FIOS	180012	126.98
36772	01/16/2018	1833	BLUESHIELD OF NORTHEASTERN NY		5,509.21
36773	01/16/2018	1607	VERIZON BUSINESS FIOS	180012	201.98
36774	01/16/2018	2137	WEX BANK	180008	32.15
36780	01/22/2018	2087	CITIBANK	180396	224.87
36781	01/22/2018	1698	MOHAWK VALLEY LIBRARY SYSTEM	180457	16.00
36782	01/22/2018	1570	NATIONAL GRID		6,649.20
36783	01/29/2018	1833	BLUESHIELD OF NORTHEASTERN NY		5,509.21
36784	01/29/2018	1581	UNITED STATES POSTAL SERVICE	180461	1,185.07

Number of Transactions: 16

**Warrant Total: 29,634.73**  
**Vendor Portion: 29,634.73**

**Certification of Warrant**

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

\_\_\_\_\_  
 Date Signature Title

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 30: CASH DISB (FEB 18) For Dates 2/13/2018 - 2/13/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36790	02/13/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR	180456	119.89
36791	02/13/2018	2242	ALPHA CARD SYSTEMS	180462	309.81
36792	02/13/2018	1009	AMAZON CREDIT PLAN	180428	695.34
36793	02/13/2018	61	AQUASCAPE DESIGNS LLC	180003	86.98
36794	02/13/2018	64	ARM PRINTING & GRAPHICS	180266	453.00
36795	02/13/2018	77	**CONTINUED** BAKER & TAYLOR , INC.		0.00
36796	02/13/2018	77	BAKER & TAYLOR , INC.	180447	18,662.54
36797	02/13/2018	1186	BAKER AND TAYLOR ENTERTAINMENT	180441	407.08
36798	02/13/2018	2245	BLUE 360 MEDIA	180404	47.25
36799	02/13/2018	103	BRODART INC	180343	111.25
36800	02/13/2018	2200	CCB TECHNOLOGY, INC.	180449	1,805.00
36801	02/13/2018	937	CENGAGE LEARNING INC.	180403	2,400.00
36802	02/13/2018	1771	CLCD, LLC	180434	656.11
36803	02/13/2018	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	180002	170.80
36804	02/13/2018	1240	DE LAGE LANDEN FINANCIAL SER	180001	440.00
36805	02/13/2018	1220	DEMCO, INC	180369	2,542.33
36806	02/13/2018	1991	EASTERN MANAGED PRINT NETWORK LLC	180450	74.30
36807	02/13/2018	195	EBSCO SUBSCRIPTION SRVS	180438	95.24
36808	02/13/2018	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	180476	965.00
36809	02/13/2018	2215	ELM USA, INC	180421	295.15
36810	02/13/2018	1674	FINDAWAY	180446	771.72
36811	02/13/2018	1986	FIRSTLIGHT FIBER	180004	192.78
36812	02/13/2018	787	GUILDERLAND PUBLIC LIBRARY	180466	5.00
36813	02/13/2018	1576	JAEGER & FLYNN ASSOCIATES, INC	180418	850.00
36814	02/13/2018	316	JOHNSON CONTROLS INC	180005	4,015.77
36815	02/13/2018	2244	KRISTYN MULLER	180293	90.00
36816	02/13/2018	2201	LANE PRESS OF ALBANY	180013	2,995.00
36817	02/13/2018	1915	LIBRARY DISPLAY DESIGN SYSTEMS	180364	349.27
36818	02/13/2018	2048	MAKERBOT INDUSTRIES	180443	522.53
36819	02/13/2018	1024	**CONTINUED** MIDWEST TAPE		0.00
36820	02/13/2018	1024	MIDWEST TAPE	180460	7,038.69
36821	02/13/2018	2121	NATIONAL INDUSTRIES FOR THE BLIND	180256	675.98
36822	02/13/2018	2088	NYSID	180255	6.24
36823	02/13/2018	2094	ORIENTAL TRADING COMPANY, INC.	180394	176.50
36824	02/13/2018	1823	OVER DRIVE INC.	180478	7,160.35
36825	02/13/2018	2054	PANGBURN LANDSCAPING	180368	1,450.00
36826	02/13/2018	450	PHILLIPS HARDWARE INC	180006	72.91
36827	02/13/2018	458	PITNEY BOWES INC	180007	460.41
36828	02/13/2018	1542	PUPPET PEOPLE	180183	300.00
36829	02/13/2018	478	QUILL.COM	180411	49.85
36830	02/13/2018	487	RAVENA NEWS HERLAD	180423	70.00
36831	02/13/2018	505	ROEMER WALLENS GOLD & MINEAUX	180416	3,324.80
36832	02/13/2018	1951	S & S WORLDWIDE	180360	30.59
36833	02/13/2018	1633	SAND LAKE TOWN LIBRARY	180413	17.99
36834	02/13/2018	2247	SHORT AND STOUT TEA COMPANY LLC	180455	170.00
36835	02/13/2018	2038	STAPLES BUSINESS ADVANTAGE	180298	187.45

**BETHLEHEM PUBLIC LIBRARY**

Check Warrant Report For A - 30: CASH DISB (FEB 18) For Dates 2/13/2018 - 2/13/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36836	02/13/2018	2154	STERICYCLE, INC.	180477	45.28
36837	02/13/2018	2056	SUPERIOR PRESS	180425	163.36
36838	02/13/2018	587	THE EVANGELIST	180424	25.00
36839	02/13/2018	632	UPPER HUDSON LIBRARY SYSTEM	180454	17.00
36840	02/13/2018	632	UPPER HUDSON LIBRARY SYSTEM	180448	24,204.77
36841	02/13/2018	638	VALUE LINE PUBLISHING LLC	180435	1,500.00
36842	02/13/2018	1968	VERIZON WIRELESS	180011	40.01
36843	02/13/2018	645	W W GRAINGER INC	180009	1,938.03
36844	02/13/2018	1593	WILLIAM K. SANFORD LIBRARY	180467	25.00

Number of Transactions: 55

**Warrant Total: 89,279.35**  
**Vendor Portion: 89,279.35**

**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 - 27: TRUST & AGENCY (JAN 18) For Dates 1/1/2018 - 1/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36760	01/08/2018	712	CIVIL SERVICE EMPL ASSOC INC.		930.50
36761	01/08/2018	1679	METLIFE-TSA CONTRIBUTIONS		350.00
36762	01/08/2018	2003	NEW YORK STATE DEFERRED		2,531.67
36763	01/08/2018	710	NYS INCOME TAX BUREAU		3,154.25
36764	01/08/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
36775	01/26/2018	712	CIVIL SERVICE EMPL ASSOC INC.		915.05
36776	01/26/2018	1679	METLIFE-TSA CONTRIBUTIONS		350.00
36777	01/26/2018	2003	NEW YORK STATE DEFERRED		2,387.85
36778	01/26/2018	710	NYS INCOME TAX BUREAU		3,182.14
36779	01/26/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100251	01/12/2018	709	BPL SPECIAL PAYROLL ACCOUNT		54,607.30
100252	01/12/2018	1946	IRS - PAYROLL TAX PMT		19,626.55
100253	01/26/2018	709	BPL SPECIAL PAYROLL ACCOUNT		54,544.92
100254	01/26/2018	730	NYS EMPLOYEES RETIREMENT SYSTE		2,162.55
100255	01/26/2018	1946	IRS - PAYROLL TAX PMT		19,685.07

Number of Transactions: 15

Warrant Total: 164,767.85

Vendor Portion: 164,767.85

Certification of Warrant

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

Date	Signature	Title
------	-----------	-------

**BETHLEHEM PUBLIC LIBRARY**

Check Warrant Report For H - 5: CASH DISB (H) - JAN 18 For Dates 1/1/2018 - 1/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1181	01/09/2018	2080	M/E ENGINEERING, P.C.	160929	913.10
1183	01/17/2018	2243	DORMITORY AUTHORITY OF STATE OF NY		691,790.00
<b>Number of Transactions: 2</b>				<b>Warrant Total:</b>	<b>692,703.10</b>
				<b>Vendor Portion:</b>	<b>692,703.10</b>

**Certification of Warrant**

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

\_\_\_\_\_  
Date Signature Title

**BETHLEHEM PUBLIC LIBRARY**  
**BANK ACCOUNT RECONCILIATION SUMMARY**

1/31/2018

<b>ACCOUNT</b>	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>ENDING BALANCE</b>
TD Bank General Fund	\$18,496.19	\$232,603.53	\$237,641.85	\$13,457.87
TD Bank Payroll	\$0.00	\$109,152.22	\$109,152.22	\$0.00
TD Bank Money Market	\$4,111,007.26	\$0.00	\$375,000.00	\$3,736,007.26
Capital Project Fund	\$558,298.91	\$150,000.00	\$692,703.10	\$15,595.81
<b>TOTAL:</b>	<b>\$4,687,802.36</b>	<b>\$491,755.75</b>	<b>\$1,414,497.17</b>	<b>\$3,765,060.94</b>

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

18

***TD Bank - General Fund***

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

**Balance on hand at the beginning of the month** \$18,496.19

**Receipts during the month**

Interest	946.73	
Transfers from Money Maket Account TD Bank	225,000.00	
Fines	2,403.83	
Copier	543.75	
Miscellaneous (Abate)	3,010.22	
Book Sale	474.00	
PILOT	0.00	
School Taxes	0.00	
Gifts	200.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	25.00	
<b>Total Receipts</b>		<u>\$232,603.53</u>
<b>Total Receipts Including Balance</b>		<b>\$251,099.72</b>

**Disbursements During Month By Check**

From Check #36765 to Check #36784	29,634.73	
Trust & Agency Payments (Payroll)	164,767.85	
From Check #36714 to Check #36759	43,239.27	
Transfers to Money Maket Account	0.00	
Returned Check	0.00	
<b>Total amount of Disbursements</b>		<u>\$237,641.85</u>
<b>Balance on Hand at End of Month</b>		<b>\$13,457.87</b>

**Reconciliation With Bank Statement**

Total Amount of Cash Balance on Deposit as shown by Bank Statement	21,950.13
Amount of Outstanding Checks	8,492.26
Balance on Deposit	13,457.87

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

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

\_\_\_\_\_  
Secretary

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

**BETHLEHEM PUBLIC LIBRARY  
Outstanding Checks - TD Bank  
General Fund  
1/31/18**

<b>Check Number</b>	<b>Date</b>	<b>Amount</b>
36733	1/9/2018	22.98
36740	1/9/2018	325.00
36750	1/9/2018	1,450.00
36783	1/9/2018	5,509.21
36784	1/29/2018	1,185.07

**TOTAL** **\$8,492.26**

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - Payroll Account***

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

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

Receipts during the month

Transfer from Checking 1/11/18	54,607.30
Transfer from Checking 1/25/18	54,544.92

Total Receipts \$109,152.22

Total Receipts Including Balance \$109,152.22

**Disbursements During Month By Check**

1/12/18 - From Check #883614 to Check #83682	54,607.30
1/26/17 - From Check #83683 to Check #83750	54,544.92

<b>Total Amount of Disbursements</b>	<u>\$109,152.22</u>
<b>Balance on Hand at End of Month</b>	<b>\$0.00</b>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by bank statement	541.56
Amount of Outstanding Checks	541.56
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  
1/31/18

Check Number	Date	Amount
83564	12/29/2017	1.11
83732	1/26/2018	238.04
83734	1/26/2018	302.41

TOTAL		541.56
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**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

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

**For the month beginning 1-1-18 and ending 11-31-18**

**Balance on hand at the beginning of the month** \$4,111,007.26

**Receipts during the month**

Transfer from General Fund 0.00

Total Receipts \$0.00  
Total Receipts Including Balance \$4,111,007.26

**Disbursements During Month By Check**

Transfers to General Fund 225,000.00  
Transfers to Capital Projects Fund 150,000.00

Total Amount of Disbursements \$375,000.00  
**Balance on Hand at End of Month** **\$3,736,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit  
as shown by Bank Statement 3,736,007.26  
Amount of Outstanding Checks 0.00  
Balance on Deposit 3,736,007.26

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





4427533000280997900224870022487067



<b>Company/Account Number</b> XXXX-XXXX-XX80-9979	<b>Payment Date</b> 01/31/2018	<b>New Balance</b> \$224.87	<b>Minimum Amount Due</b> \$224.87	<b>Enter Amount Paid</b> 224.87
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BETHLEHEM PUB LIBRARY  
TANYA CHOPPY  
451 DELAWARE AVE  
DELMAR NY 12054-3042

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

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

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

## CITIBANK CORPORATE CARD

<b>Company</b> Credit Line	<b>Available</b> Credit Line	<b>Cash Advance</b> Limit	<b>Available</b> Cash Line
\$33,000	\$32,775	\$00	\$00

Statement Date  
01/06/18

Payment Date  
01/31/18

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

*OK to pay  
ask  
1/17/18*

### COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979		Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases		69.20	- 69.20		224.87		224.87
Advances							
Company Totals	TOTAL	69.20	- 69.20		224.87		224.87

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

Your total finance charge paid for 2017 was \$0.00.

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

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

### CARDMEMBER SUMMARY

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit:	Purchases				72.99		72.99
\$2,500	Advances						
	TOTAL				72.99		72.99

COFFEY, KEVIN J XXXX-XXXX-XX56-3708		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit:	Purchases				11.88		11.88
\$750	Advances						
	TOTAL				11.88		11.88

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit:	Purchases				140.00		140.00
\$500	Advances						
	TOTAL				140.00		140.00

<b>DAYS IN BILLING PERIOD: 31</b>							
Balance Subject		<b>Purchases</b>	<b>Cash Advances</b>		Payment Due:		224.87
To Interest Charges	>	.00	.00		Amount Over Credit Limit:		.00
Periodic Rate	>	.0000%	.0000%		Amount Past Due:		.00
ANNUAL PERCENTAGE RATE	>	0.00%	0.00%		MINIMUM AMOUNT DUE:		224.87



XXXX-XXXX-XX80-9979

Statement Date  
01/06/18

COMPANY BOOKKEEPING DETAIL				
BETHLEHEM PUB LIBRARY			XXXX-XXXX-XX80-9979	
Monthly Limit		Cash Limit*	Available Credit Line	Available Cash Line**
\$33,000		\$00	\$32,775	\$00
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
12-19	12-19	74046587353353000021868	PAYMENT - THANK YOU	69.20 PY

INDIVIDUAL CARDHOLDER ACTIVITY				
KIRKPATRICK, GEOFFREY			XXXX-XXXX-XX82-7377	
Monthly Limit		Cash Limit*		
\$2,500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
12-20	12-21	24692167354100194380317	VISTAPR VISTAPRINT.COM 866-8936743 MA 180396 TOTAL PURCHASES/ADVANCES/CREDITS	72.99 72.99

COFFEY, KEVIN J			XXXX-XXXX-XX56-3708	
Monthly Limit		Cash Limit*		
\$750		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
12-07	12-11	24138297342305001099107	PRICE CHOPPER #159 SLINGERLANDS NY 180396 TOTAL PURCHASES/ADVANCES/CREDITS	11.88 11.88

MCDONOUGH, NATALIE			XXXX-XXXX-XX42-8387	
Monthly Limit		Cash Limit*		
\$500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
12-07	12-08	24692167341100864403411	IN COSTUME SPECIALISTS I 614-4642115 OH 180396 TOTAL PURCHASES/ADVANCES/CREDITS	140.00 140.00

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



26

4404658000607786000668230066823227

21113560 - 005977 - 0001 - 0002 - 26

Company Account Number XXXX-XXXX-XX07-7860	Payment Date 01/16/2018	New Balance \$668.23	Minimum Amount Due \$668.23	Enter Amount Paid 1668.23
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BETHLEHEM PUBL LIBRARY      \*\*T0001357  
TANYA CHOPPY  
451 DELAWARE AVE  
DELMAR NY 12054-3042

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

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

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

### CITIBANK CORPORATE CARD

Company Credit Line \$50,000	Available Credit Line \$49,331	Cash Advance Limit \$50,000	Available Cash Line \$49,331
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OK to pay  
GTX 1/18/18

Statement Date  
12/22/17

Payment Date  
01/16/18

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 PUBL LIBRARY XXXX-XXXX-XX07-7860	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
	10.00	- 10.00		668.23		668.23
Company Totals	TOTAL 10.00	- 10.00		668.23		668.23

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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](http://www.citimanager.com/mobile)

#### CARDMEMBER SUMMARY

PETERS, M CATHERINE XXXX-XXXX-XX13-5541	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$625				108.23		108.23
				TOTAL 108.23		108.23

MCGINTY, CHRISTINE XXXX-XXXX-XX13-5593	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$500				280.00		280.00
				TOTAL 280.00		280.00

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX13-5601	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$650				280.00		280.00
				TOTAL 280.00		280.00

<b>DAYS IN BILLING PERIOD:</b> 30					
Balance Subject	>	<u>Purchases</u>	<u>Cash Advances</u>	Payment Due:	668.23
To Interest Charges	>	.00	.00	Amount Over Credit Limit:	.00
Periodic Rate	>	.0000%	.0000%	Amount Past Due:	.00
ANNUAL PERCENTAGE RATE	>	0.00%	0.00%	MINIMUM AMOUNT DUE:	668.23

21113560 - 005377 - 0002 - 0002 - 26

XXXX-XXXX-XX07-7860

Statement Date  
12/22/17

COMPANY BOOKKEEPING DETAIL				
BETHLEHEM PUBL LIBRARY			XXXX-XXXX-XX07-7860	
Monthly Limit		Cash Limit*	Available Credit Line	Available Cash Line**
\$50,000		\$50,000	\$49,331	\$49,331
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
12-18	12-18	74046587352352000031589	PAYMENT - THANK YOU	10.00 PY

INDIVIDUAL CARDHOLDER ACTIVITY				
PETERS, M CATHERINE			XXXX-XXXX-XX13-5544	
Monthly Limit		Cash Limit*		
\$625		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
12-08	12-11	24492157342894393673716	Webinar	105.00
12-18	12-19	24692167352100041450976	APL ITUNES.COM/BILL 866-712-7753 CA	3.23
			TOTAL PURCHASES/ADVANCES/CREDITS	108.23

MCGINTY, CHRISTINE			XXXX-XXXX-XX13-5593	
Monthly Limit		Cash Limit*		
\$500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
12-11	12-13	24202987346030025476973	PLA Registration	280.00
			TOTAL PURCHASES/ADVANCES/CREDITS	280.00

KIRKPATRICK, GEOFFREY			XXXX-XXXX-XX13-5601	
Monthly Limit		Cash Limit*		
\$650		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
12-05	12-07	24202987340030026244558	PLA Registration	280.00
			TOTAL PURCHASES/ADVANCES/CREDITS	280.00

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

February 12, 2018 - Board of Trustee Meeting											
Job Status Report											
											28
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Librarian 1 PT	11.66 hrs/wk		\$25.93/hr or per contract	N. Doroski	7/12/2017	Resignation	7/10/2017				
Library Page	13.85 hrs/wk		\$10.40/hour	A. Ford	11/3/2017	Resignation	11/13/2017	Filled	M. Schubmehl	1/25/2018	Hire
Library Clerk PT	15 hrs/wk		\$13.19/hr or per contract	E. Sullivan	12/14/2017	Schedule Change	12/11/2017	Filled	J. Rutherford	1/8/2018	Internal/Schedule Change
Library Page	13.85 hrs/wk		\$10.40/hour	S. Danz	12/17/2017	Resignation	1/8/2018	Filled	M. Samonte	1/31/2018	Hire
Library Clerk PT	11.66 hrs/wk		\$13.19/hr or per contract	C. O'Brien	1/7/2018	Schedule Change	1/8/2018				
<u>Action Requested</u>											
Library Clerk PT	15 hrs/wk		\$13.19/hr or per contract	J. Rutherford	1/7/2018	Schedule Change					
<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				
Television Production Assistant	15 hrs/wk		\$13.19/hr or per contract	D. Martin	6/23/2017	Resignation	12/11/2017				
Studio Manager PT	25 hrs/wk		\$23,775/annual or per contract	J. Irwin	1/3/2018	Retirement	1/8/2018				

## **Director's Report February 2018**

### **Building and Grounds**

Staff from the maintenance department have begun moving equipment to 59 Borthwick for the duration of the HVAC project. In addition, we are ordering a storage unit that will be placed in the driveway at the 59 Borthwick house. This will allow the HVAC contractor to use the garage space as their staging area until the project is complete.

The outside doors on the Delaware Avenue entrance have been replaced. This should help significantly during the opening and closing of the library.

An additional electronic keypad has been added to the doorway that leads from the fiction section to the maintenance office. This has increased security for the staff area.

Gator the wonder dog visited us in January, and I am pleased to report that he did not find anything of interest in the library.

### **Public Service**

We are conducting a test of Freegal, an online music database available to libraries. The price is significant, but we are considering how it might work in our service plan.

GoChip Beam is a new wifi-based movie/TV portable device that sets up its own local network to play movies and TV shows on connected devices. Users would need to download a free GoChip app in order to watch the video content. Up to eight devices can be connected at the same time.

Two new sewing volunteers have been added for our popular sewing programs. Both are able to start right away and have a wealth of experience to benefit our patrons. We also trained three new teen volunteers, two are working on PIG hours. We will not be accepting more teen volunteers until after the HVAC project because some regular tasks will not be available during construction.

We had a very successful library card registration program on Jan. 9 using the green screen to print custom Bad Kitty library cards. Most attendees receiving cards were kids, but not all. We created 46 library cards at this program, half of which were for new library card holders. Thanks to Catherine, Kristen and Chris from Circulation for figuring out the process and finalizing the procedures for the program.

We started loaning HD camcorders/video cameras to the public to replace the cameras that were available through the BCN-TV. The cameras are very small and easy to use. Two camcorders are available to the staff to record, edit and distribute library programs. We will be testing the new setup at the next Federalist Papers program.

### **Meetings and Miscellany**

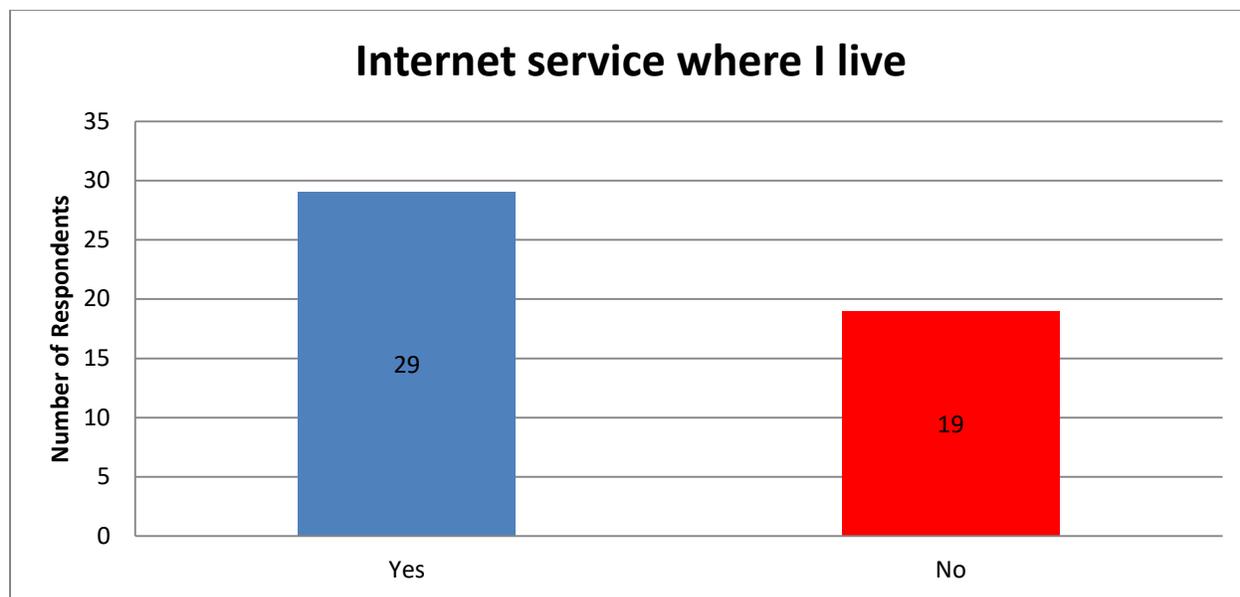
Detective Whitely from the BPD conducted crime prevention training for the staff. Two sessions were scheduled to allow as many of the staff to attend as possible. We continue to examine having the police department conduct an active shooter training for the staff.

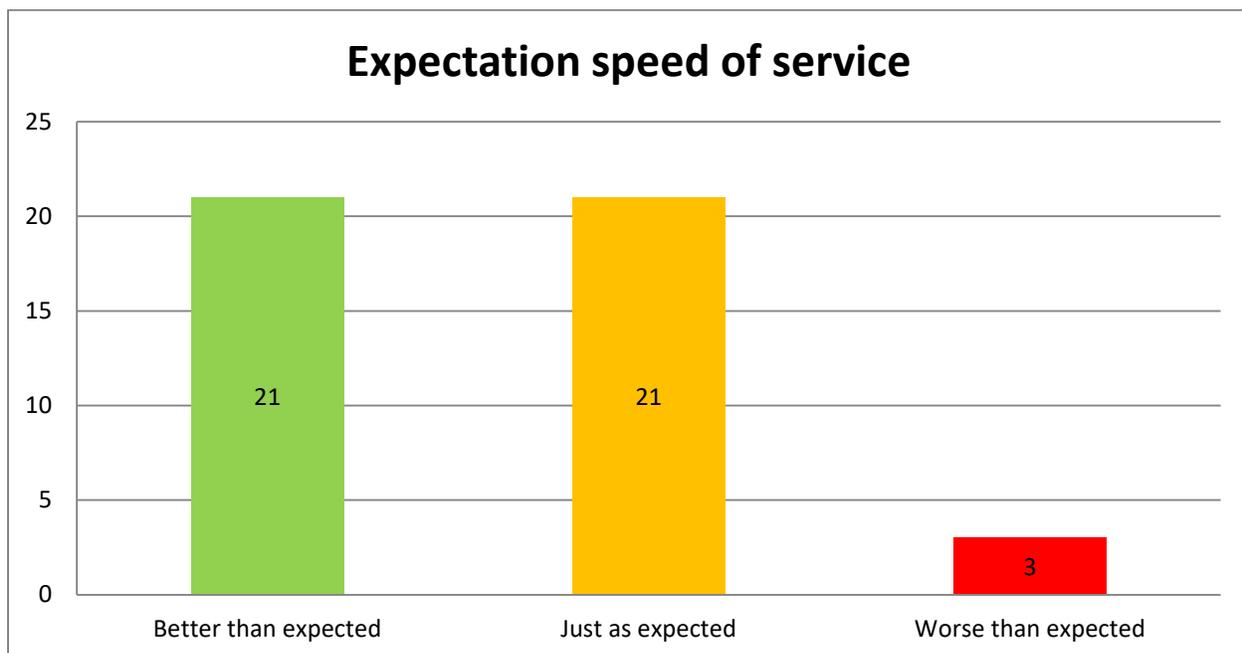
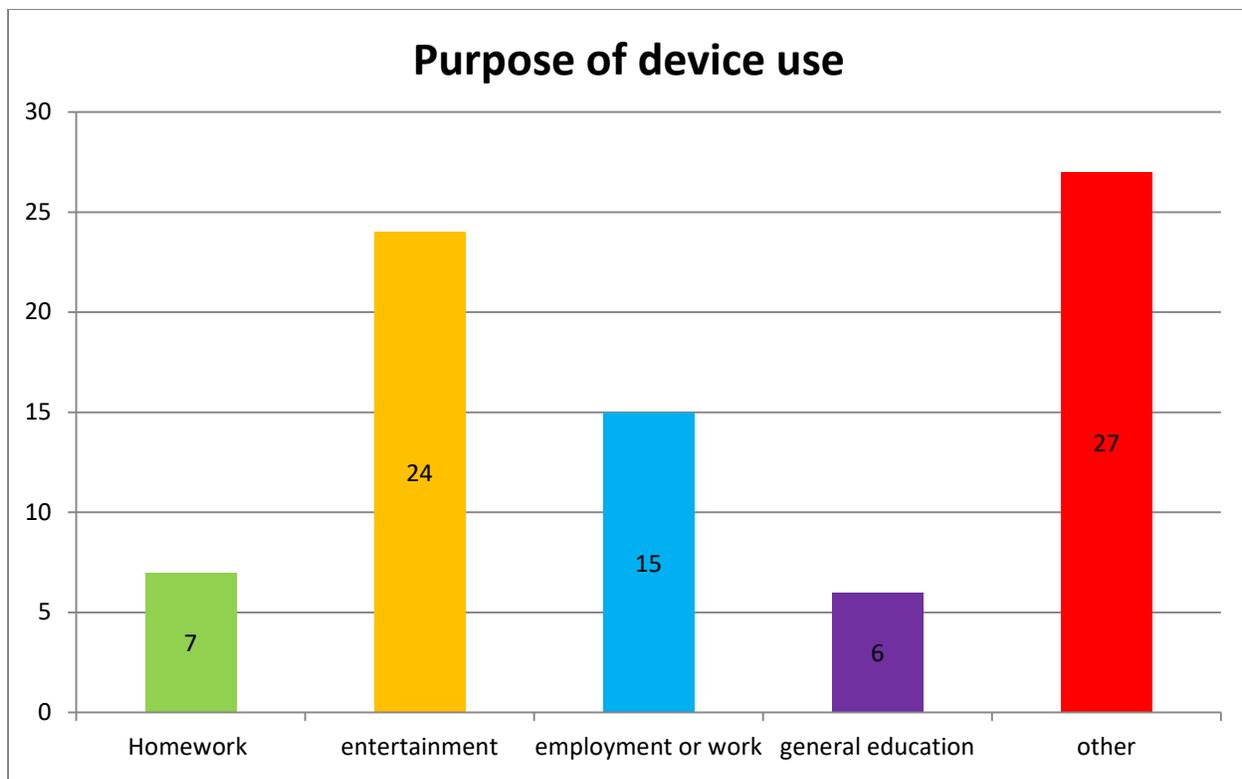
Staff members from Public Services, IT, and Administration attended Adobe Premier Elements training so that we can educate the public about video editing.

I talked with a librarian from the University at Buffalo about their OneButtonStudio equipment and interface. This setup allows users to record video in a studio setting with one touch of a button. Lights, cameras and recording happen automatically. I will be pursuing a similar setup for our studio makerspace. The idea was originally implemented at Penn State University, I have reached out to them for more information. For more details, check out [onebutton.psu.edu](http://onebutton.psu.edu)

The director's association voted to allow UHLS to implement OverDrive Advantage Plus. Those libraries that choose to participate will be able to purchase extra copies of popular titles that will circulate to their patrons first, but will be available to all UHLS patrons when the holds queue is exhausted.

Geoffrey Kirkpatrick, Library Director





## Program and Outreach Report January 2018

### Highlights from our Library Programs

- Michael hosted the monthly Listening Party, with half of the attendees being new. He found out that they had come to the discussion because they liked the jazz program offered at H.I.L.L. and were looking for more programs on jazz in town. Michael noted that it was interesting that the H.I.L.L. program had generated an audience for a library program.
- There was a great response to the new “My Best Library Card” program where patrons could get their photo on a new library card which also featured the children’s book character, Bad Kitty. The program was overseen by Catherine and Kristen on Jan. 9. There were 46 cards printed, and 65 people who attended the program in total.
- Frank had two sessions of Chess Club this month, and continues to have a large turnout for each program, with each session filled, even when there were no-shows, he was able to accommodate a few people who had not registered for that evening’s program.
- Michelle, working with Hannaford, offered a “Seasonal Soups and Stews” program. There was a very good attendance and Michelle received many thanks for offering this type of program. Patrons enjoyed the ability to taste two of the recipes that were discussed amongst others that were presented. The program ended up running longer than expected, but the audience members stayed for the entirety in order to sample the prepared dishes.
- Cathy offered Qi Gong this month and while the turnout was small, a reporter from the Times Union attended and used a photo from the program in the newspaper. A copy of the photo from the TU website is enclosed at the end of the report.
- Natalie’s DayBooks group met to discuss the YA novel, Salt to the Sea by Ruta Sepetys. DayBooks has become very popular, and she is planning on doing a survey of participants and the general public to see if adding a second daytime book group is feasible and/or desirable for the public. We have had to move to the Storyhour Room this month as we had 24 participants, which would be over the fire code capacity for our usual location, the Board Room.
- Anne has tweaked her Tiny Tots program, and is focusing more on songs, finger plays and flannel board to promote early literacy and reinforce learning goals. She is reading two books instead of three, and is tying in early literacy tips for the songs, finger plays and flannel boards.
- Mary has been continued with Storytime programs for both younger children, in Tiny Tots and children up to age 6 in her Family Storytime. She also led Time Out for Tales on some Saturdays.
- Gordon’s book group read, Homegoing by Yaa Gyasi. It was a challenging read, but they had a great discussion. Everyone who finished the book was glad that they did, but they are not sure if they would recommend it to anyone.
- René had a full house for his How to use your iPad class. One session had to be postponed, but several of those registered were able to attend the other session. We receive great compliments for his patience with those in his classes, and we are lucky to have his expertise in offering the classes.
- Anne had a good attendance for her Tea Rex Party, and was able to accommodate some people who hadn’t registered as a few people who had registered did not end up coming to the program. They decorated teapots, then read some stories and danced. The kids were a bit star struck by our very own Geoffosaurus Rex and gave him high-fives. Anne noted that the parents were even more excited about

the costume than the kids. Patti set out refreshments during the dancing portion of the program, and the children worked on a dinosaur craft while they snacked. People were very responsive and expressed their appreciation. They had lots of “roaring fun”, especially the little kid who wore a full dinosaur tail to the tea party!

- Cathy offered a “Super Stinky Storytime” on a day off from school. There was a nice range of ages and families were really appreciative that it was a drop-in program that anyone could attend. Everyone had fun making some “poop” from shredded white bread, cocoa powder and craft glue, that they could take home. Cathy gave a special thank you to Patti for assisting at the program on short notice.
- Tori offered a teen STEM program with a few families coming to the Children’s Place to check out the newer Ozobot, the Evo. The kids and teens all liked the tiny robots and many didn’t know before that the Ozobot Bits were available to check out. One family checked out a set immediately following the program.
- Anne had a very good response to the two films for adults this month, Maudie and Dunkirk. For Dunkirk, Ed Rosen, a historian was in the audience and provided some context for the film before the film started. He also stayed afterwards to answer questions from the audience. With both films, small groups of people stayed and discussed the film afterwards.
- Anne offered another of her STEM programs on a day off from school. In the spaghetti and marshmallow towers program, the children built towers using those ingredients and they were all clamoring to have their creations measured and were very proud of what they accomplished. Anne will be bringing this program to an outreach event at St. Thomas in February.
- There was a great turnout for the Wonderful World of Tea: Japan Edition on Jan. 14, and Matt, from Short and Stout Tea Company did a great job in explaining about green teas from Japan. Natalie was a bit worried as the time for the program approached and the presenter hadn’t arrived.
- There were a small number of attendees at the Starting or Joining a Book Group program on Jan. 30, but they were grateful for all of the handouts that Natalie prepared, and may join one of our three book discussion groups in the future.

### **School Outreach for January 2018**

#### Anne

- Anne and “Froggy” (aka Patti), made a visit to Elsmere, where Anne read two Froggy picture books to 7 classes, K-Grade 2. She promoted the library, getting a library card, and “Take Your Child to the Library Day” featuring Froggy’s Luau. Patti was essential to the program, braving the costume for the entire morning.

#### Cathy

- Cathy has been leading an After School Enrichment program at Slingerlands this month, starting with the Scratch Jr. App. The App was new to most of the participants and the parents and students were really pleased with how versatile the App is and how simple it is even for children to start to learn programming logic.
- Cathy, with help from “Froggy” (Patti), visited with 7 classes of students and teachers in Kindergarten and Grade 1 at Slingerlands and were a big hit. Cathy spoke about Take Your Child to the Library Day, and the Froggy Luau on February 2. A photo of Cathy and Froggy with the children is included at the end of this report.

Michelle

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- Michael made 5 visits to Eagle Elementary this month as part of her After School Enrichment project. On Jan. 3 they worked Friendship bracelets, Jan. 10 and 17<sup>th</sup> they moved onto needlepoint, Jan. 24 included finishing up with needlepoint and beginning with knitting and Jan. 31 continued the session on knitting.

Tori

- Tori brought a “sharpie lab” to the Middle School on Jan. 9. The middle school students decorated boxes, duckies, bracelets, note cards and more as part of the program.
- Tori brought the WiiU and the Super Smash Bros game to The Pit on three dates in January, with one additional date cancelled due to weather. Tori has been promoting her upcoming Super Smash Bros Tournament every week, but hasn’t had many of the teens sign up for the program. Unfortunately, it is not always easy for them to get to the library after school, especially when compared to going to The Pit.

### **Community Outreach for January 2018**

Michael and Jody

- Michael and Jody visited both the Good Samaritan Assisted Living location and the Nursing Home facility. He read a short story by J.D. Salinger, in celebration of his birthday on New Year’s Day.

Tori

- Tori had one family attend the Selkirk Firehouse Storytime, and they were all treated to quite a show when the fire sirens went off twice and the firefighters arrived, suited up and left in a fire truck with the lights and sirens going.





# From Far East to a Delmar library

Updated 9:22 pm, Wednesday, January 17, 2018



Photo: John Carl D'Annibale



IMAGE 1 OF 4

[Buy Photo](#)

Librarian Cathy Brenner, center, leads attendees, back row from left, Cheryl Harriqan, Ellen Hiqqins, Veva Banqert and

Library Collection				2016-17	Current Total
Adult fiction				24,506	24,973
Adult non-fiction				29,891	28,609
Adult audio				7,327	7,354
Adult video				6,311	6,785
Young adult fiction				5,536	5,339
Young adult nonfiction				450	458
Young adult audiobooks				414	310
Children's fiction				25,523	26,187
Children's non-fiction				15,230	15,168
Children's audiobooks				1,420	1,378
Children's video				1,981	2,065
OverDrive - UHLS Shared				52,057	56,344
e-books (locally purchased)				1,456	1,456
e-magazines				110	124
Electronic (games, ereaders)				475	484
Total				172,687	177,034
Library Programs	Jan-18	Jan-17	% change	2016-17	F-Y-T-D
Programs	59	62	-4.8%	783	538
Program attendance	1,646	1,290	27.6%	22,326	17,993
Outreach Programs	21	13	61.5%	332	102
Outreach Attendance	457	162	182.1%	9,718	2,145
Circulation	Jan-18	Jan-17	% change	2016-17	F-Y-T-D
Adult fiction	11,680	11,982	-2.5%	146,643	84,676
Adult non-fiction	8,293	8,136	1.9%	93,890	54,093
Adult audio	4,248	5,008	-15.2%	56,970	31,074
Adult video	9,376	9,546	-1.8%	111,944	61,954
Adult magazines	1,987	1,550	28.2%	19,876	11,990
Young adult fiction	1,441	1,523	-5.4%	20,068	10,808
Young adult nonfiction	86	144	-40.3%	1,477	738
Young adult audiobooks	101	96	5.2%	1,356	747
Young adult magazines	14	7	100.0%	101	54
Children's fiction	11,460	12,008	-4.6%	149,348	88,377
Children's non-fiction	3,909	4,486	-12.9%	40,998	23,108
Children's audiobooks	481	548	-12.2%	7,399	4,310
Children's video	1,250	1,437	-13.0%	17,640	9,958
Children's magazines	41	37	10.8%	527	297
Electronic (games, ereaders)	541	443	22.1%	4,947	3,919
Total	54,907	56,949	-3.6%	673,181	386,101
Interlibrary Loan	Jan-18	Jan-17	% change	2016-17	F-Y-T-D
Borrowed from others	7,577	7,275	4.2%	77,470	51,456
Loaned to others	5,940	5,822	2.0%	64,966	40,040
Miscellaneous	Jan-18	Jan-17	% change	2016-17	F-Y-T-D
Visits to our home page	65,472	71,655	-8.6%	653,745	613,623
Public use of meeting rooms	64	57	12.3%	497	283
Public meeting attendance	716	797	-10.2%	6,111	3,341
Staff use & library programs	97	100	-3.0%	1,149	670
Study room sessions	532	541	-1.7%	4,517	2,916
Tech room use	20	45	-55.6%	332	167
Door count	27,234	29,591	-8.0%	320,892	189,299
Registered BPL borrowers	83	92	-9.8%	1,054	621
Computer signups	3,146	3,178	-1.0%	41,015	22,053
Museum Pass use	107	82	30.5%	1,327	968
E-book use	4,780	4,581	4.3%	54,585	31,081
E-magazine use	1,355	911	48.7%	11,406	7,176
Equipment	302	198	52.5%	1,968	2,507
Wireless Use	7,744	7,050	9.8%	84,156	61,576

## 2017-18 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Jan. Exp.	Exp to date	Encumbered	Available	% Available
<b>Personnel</b>								
Salaries-Librarians	1,102,117	0	1,102,117	80,914	612,683	0	\$489,434	44%
Salaries-Clerical	938,358	0	938,358	67,576	542,902	0	\$395,456	42%
Salaries-Custodians	162,602	0	162,602	11,418	89,281	0	\$73,321	45%
Retirement	293,132	0	293,132	0	288,233	0	\$4,899	2%
SocSec/Medicare	168,343	0	168,343	11,754	92,301	0	\$76,042	45%
Worker's Comp.	22,000	0	22,000	0	22,640	0	-\$640	-3%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	291,500	0	291,500	15,105	148,259	850	\$142,391	49%
Disability Ins.	1,400	0	1,400	0	0	0	\$1,400	100%

**Materials**

Adult books	171,000	26,506	197,506	4,040	68,815	14,426	\$114,265	58%
Audiobooks	36,000	9,010	45,010	961	13,637	4,643	\$26,731	59%
Ebooks	87,000	0	87,000	8,004	41,560	19,465	\$25,975	30%
Electronic Resources	32,000	0	32,000	7,739	15,780	6,956	\$9,264	29%
Periodicals	20,000	0	20,000	155	21,209	194	-\$1,403	-7%
YS Books	85,000	23,068	108,068	1,020	41,408	7,581	\$59,079	55%
YS Audiobooks	8,000	956	8,956	230	3,184	115	\$5,656	63%
YS Media	10,000	257	10,257	154	1,152	456	\$8,650	84%
Special Collections	5,500	217	5,717	487	4,572	877	\$268	5%
AS Media	55,000	10,105	65,105	2,029	21,086	4,851	\$39,169	60%

**Operations**

Copiers and supplies	11,000	823	11,823	1,116	6,986	4,978	-\$141	-1%
Office supplies	29,000	129	29,129	541	3,108	2,711	\$23,310	80%
Custodial supplies	14,000	553	14,553	230	3,005	5,149	\$6,398	44%
Postage	17,000	525	17,525	1,732	10,113	1,400	\$6,012	34%
Printing	25,000	50	25,050	73	8,958	5,860	\$10,232	41%
Van lease & oper.	1,700	0	1,700	32	179	521	\$1,000	59%
Gas and Electric	65,000	0	65,000	6,649	37,492	0	\$27,508	42%
Telecommunications	11,000	1,700	12,700	685	6,011	4,394	\$2,295	18%
Water	3,000	0	3,000	0	1,763	0	\$1,237	41%
Taxes-sewer&water	3,500	0	3,500	4,622	4,622	0	-\$1,122	-32%
Refund property taxes	4,000	0	4,000	176	1,080	0	\$2,920	73%
Prof. Services	15,000	67,611	82,611	535	5,178	3,325	\$74,109	90%
Contract Services	37,500	193	37,693	1,800	16,047	14,588	\$7,058	19%
Insurance	29,000	0	29,000	0	27,738	0	\$1,262	4%
Travel/Conference	10,000	954	10,954	576	4,213	2,000	\$4,741	43%
Memberships	2,000	0	2,000	430	830	280	\$890	45%
Special Programs	20,000	1,187	21,187	417	9,464	924	\$10,798	51%
Furniture&Equipment	25,000	1,460	26,460	2,741	15,580	5,834	\$5,046	19%
IT Hardware & Software	42,000	4,281	46,281	-20	22,737	3,723	\$19,820	43%
Bld&Grnd. Repair	40,000	50	40,050	250	9,131	12,191	\$18,728	47%
Furn/Equip Repair	2,000	4,652	6,652	100	5,647	295	\$710	11%
Miscellaneous	3,500	81	3,581	-766	1,762	185	\$1,634	46%
Audit Service	13,500	0	13,500	6,000	12,500	0	\$1,000	7%
Accounting Service	13,000	0	13,000	0	12,793	207	\$0	0%
UHLAN fees	50,000	0	50,000	328	23,272	12,040	\$14,689	29%
Capital Expenditures	125,000	5,889	130,889	0	5,889	0	\$125,000	96%
<b>TOTAL</b>	<b>\$4,100,652</b>	<b>\$160,255</b>	<b>\$4,260,907</b>	<b>\$239,833</b>	<b>\$2,284,798</b>	<b>\$141,019</b>	<b>\$1,835,090</b>	<b>43%</b>

## 2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Encumbrances	Subtotal	July Exp.	Jan. exp	YTD Exp.	Available
Operating Fund Balance	1,200,000	0	0	1,200,000	0	0	0	\$1,200,000
Fire Alarm (Board Designa	14,049	0	10,161	14,049	0	0	3,888	\$0
HVAC (Board Designated)	585,668	0	811,989	585,668	0	913	11,196	-\$237,517
Unassigned	528,675	-199,750	0	328,925		0	6,900	\$322,025
59 Borthwick	0	199,750		199,750	199,750	0	199,750	\$0
<b>Board Designated Fund balance Subtotal</b>	<b>2,328,392</b>	<b>0</b>	<b>822,150</b>	<b>2,328,392</b>	<b>199,750</b>	<b>913</b>	<b>221,734</b>	<b>\$1,284,508</b>
PEG/miscellaneous	18,218	0	0	18,218	0	0	0	\$18,218
<b>Total Fund Balance *</b>	<b>2,346,610</b>	<b>0</b>	<b>822,150</b>	<b>2,346,610</b>	<b>199,750</b>	<b>913</b>	<b>221,734</b>	<b>\$1,302,726</b>

\* Initial Fund Balance 6/30/2017

Monthly Gas and Electric Comparisons												
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
12/10/2015	31	1,419	46	\$705.55	\$22.76	\$0.50	31	31,104	1,003	\$2,538.03	\$81.87	\$0.08
12/12/2016	33	1,576	48	\$689.63	\$20.90	\$0.44	33	31,104	943	\$2,776.58	\$84.14	\$0.09
1/12/2016	33	1,909	58	\$1,010.70	\$30.63	\$0.53	33	31,872	966	\$2,785.27	\$84.40	\$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
2/10/2016	29	2,101	72	\$1,037.33	\$35.77	\$0.49	29	29,568	1,020	\$2,734.71	\$94.30	\$0.09
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
3/11/2016	30	2,159	72	\$1,108.25	\$36.94	\$0.51	30	31,872	1,062	\$3,066.87	\$102.23	\$0.10
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
4/13/2016	33	1,471	45	\$714.42	\$21.65	\$0.49	33	33,408	1,012	\$2,895.69	\$87.75	\$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
5/11/2016	28	800	29	\$329.46	\$11.77	\$0.41	28	33,792	1,207	\$2,830.29	\$101.08	\$0.08
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10
6/14/2016	34	610	18	\$284.43	\$8.37	\$0.47	33	48,384	1,466	\$4,094.74	\$124.08	\$0.08
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09
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

**Budget 2018-19  
DRAFT**

		2017-18	6 Mo Exp/Enc	2018-19 Proposed	2018-19 +/- 2017-18	% +/-	NOTES							
<b>Expenses</b>														
<b>Salaries &amp; Benefits</b>														
-150	Librarians	\$1,102,117	\$531,769	\$1,122,789	\$20,672	1.88%	Negotiated salary increases							
-160	Support Staff	\$938,358	\$475,325	\$987,451	\$49,093	5.23%	Negotiated salary increases							
-170	Custodians	\$162,602	\$77,863	\$152,187	(\$10,415)	-6.41%								
-200	Retirement	\$293,132	\$288,233	\$285,626	(\$7,506)	-2.56%	Projected decrease in NYS pension contribution							
-210	Soc Sec/Medicare	\$168,343	\$80,547	\$173,483	\$5,140	3.05%	Proportional increase							
-220	Worker's Comp	\$22,000	\$22,640	\$23,000	\$1,000	4.55%								
-230	Unemp. Ins.	\$0	\$0	\$0	\$0		Self insured to \$10,000							
-240	Health Insurance	\$291,500	\$134,263	\$294,558	\$3,058	1.05%	Enrollment stable uncertainty in pricing							
	Disability Insurance	\$1,400	\$0	\$1,400	\$0	0.00%								
	<b>Total-Salaries &amp; Benefits</b>	<b>\$2,979,452</b>	<b>\$1,610,640</b>	<b>\$3,040,494</b>	\$61,042	2.05%								
<b>Library Materials</b>														
-300	Books	\$171,000	\$70,152	\$171,000	\$0	0.00%	Funding sufficient for current materials							
-305	Audio books	\$36,000	\$14,392	\$33,000	(\$3,000)	-8.33%	Continued change to electronic audio							
-307	E-collections	\$87,000	\$41,635	\$105,000	\$18,000	20.69%	ebooks, e-audiobooks, e-magazines, e-video							
-310	Electronic resources	\$32,000	\$20,580	\$28,000	(\$4,000)	-12.50%	Negotiated decreases in prices							
-313	Periodicals	\$20,000	\$21,209	\$21,000	\$1,000	5.00%	Modest increases in magazine prices							
-380	Media	\$55,000	\$22,486	\$58,000	\$3,000	5.45%	Continue increase DVD purchases							
-350	Children's Books	\$85,000	\$42,390	\$85,000	\$0	0.00%	Budget sufficient for demand							
-355	Children's audio books	\$8,000	\$3,338	\$5,000	(\$3,000)	-37.50%	Decreases in demand for physical audio							
-356	Children's Media	\$10,000	\$998	\$7,000	(\$3,000)	-30.00%	Decreases in availability of children's video							
	Special collections	\$5,500	\$4,925	\$10,500	\$5,000	90.91%	Purchase innovative collections							
	<b>Total-Materials</b>	<b>\$509,500</b>	<b>\$242,105</b>	<b>\$523,500</b>	\$14,000	2.75%								

**Budget 2018-19  
DRAFT**

	2017-18	6 Mo Exp.	2018-19 Proposed	2018-19 +/- 2017-18	% +/-	Notes							
<b>Operations</b>													
-400 Photocopiers/supplies	\$11,000	\$10,636	\$15,000	\$4,000	36.36%	Owned copiers w/maintenance agreements							
-401 Office supplies	\$29,000	\$4,863	\$23,000	(\$6,000)	-20.69%	General office supplies plus toner cartridges for public computers							
-402 Custodial supplies	\$14,000	\$8,140	\$17,000	\$3,000	21.43%	Cleaning supplies, hardware, light bulbs, etc.							
-403 Postage	\$17,000	\$10,327	\$17,000	\$0	0.00%	Costs steady							
-404 Printing	\$25,000	\$14,818	\$30,000	\$5,000	20.00%	Footnotes - decreased printing costs, increased marketing							
-405 Van operation	\$1,700	\$700	\$1,500	(\$200)	-11.76%	Library owns van - maintenance and gas only							
-420 Electricity & Gas	\$65,000	\$30,843	\$65,000	\$0	0.00%	Estimate from use 2016							
-421 Telephone	\$11,000	\$10,405	\$11,000	\$0	0.00%	Costs associated with wifi at pool and expanded internet access							
-422 Water	\$3,000	\$1,763	\$3,000	\$0	0.00%	Stable water costs							
-423 Taxes-Sewer & water	\$3,500	\$0	\$3,700	\$200	5.71%	Taxes have been steady for several years							
-430 Refund of real property taxes	\$4,000	\$1,080	\$4,000	\$0	0.00%	Property tax refunds low and stable							
-450 Professional services	\$15,000	\$5,178	\$12,000	(\$3,000)	-20.00%	Contract not due for renegotiation							
-451 Contractual services	\$37,500	\$30,589	\$37,500	\$0	0.00%								
-452 Insurance	\$29,000	\$27,738	\$29,000	\$0	0.00%								
-454 Travel/conference	\$10,000	\$3,917	\$10,000	\$0	0.00%	Conferences, webinars and training							
-455 Memberships	\$2,000	\$830	\$2,000	\$0	0.00%	Membership fees paid to UHLS							
-456 Special programs	\$20,000	\$9,830	\$20,000	\$0	0.00%	Continue successful program series							
-460 Equipment and Furniture	\$25,000	\$20,521	\$50,000	\$25,000	100.00%	Planned increased in needed furniture							
-461 IT-hardware & software	\$42,000	\$22,930	\$42,000	\$0	0.00%	Upgrades to hardware and replacements as needed. Software.							
-462 Bldg. & grounds repair	\$40,000	\$18,432	\$40,000	\$0	0.00%	Carpet cleaning, seal coat, lamps, supplies							
-463 Equipment/furniture repair	\$2,000	\$5,747	\$2,000	\$0	0.00%	Maintenance equipment repairs							
-464 Miscellaneous	\$3,500	\$2,770	\$3,500	\$0	0.00%	Promotional materials, movie license, toys, puppets, games, etc.							
-481 Audit services	\$13,500	\$12,500	\$13,000	(\$500)	-3.70%	Expected cost for audit services in 2018-19							
-482 Accounting services	\$13,000	\$13,000	\$13,000	\$0	0.00%	BOCES Financial Manager program, software, training, etc.							
-483 UHLAN fees & services	\$50,000	\$23,272	\$50,000	\$0	0.00%	UHLS increases within budget							
-490 Capital Expenditures	\$125,000	\$5,889	\$125,000	\$0	0.00%	Upgrades and building needs							
Total-Operations	\$611,700	\$296,718	\$639,200	\$27,500	4.50%								
<b>TOTAL EXPENSES</b>	<b>\$4,100,652</b>	<b>\$2,149,463</b>	<b>\$4,203,194</b>	\$102,542	2.50%								

**Budget 2018-19  
DRAFT**

	2017-18	6-month	2018-19	2018-19	% +/-								
<b>Income</b>	<b>Approved</b>	<b>income</b>	<b>Proposed</b>	<b>+/- 2017-18</b>									
Fines	\$37,000	\$18,677	\$30,000	(\$7,000)	-18.92%	Automatic renewals if implemented will impact fines							
Interest	\$5,000	\$2,470	\$5,000	\$0	0.00%	Interest income low but stable							
BookSale	\$6,000	\$3,109	\$6,000	\$0	0.00%	Booksale steady							
Gifts and donations	\$1,000	\$1,135	\$1,000	\$0	0.00%								
Photocopiers	\$6,500	\$3,700	\$7,000	\$500	7.69%	Modest increases based on color copying							
State Aid	\$24,500	\$24,778	\$23,000	(\$1,500)	-6.12%	Estimated decrease in NYS aid							
PILOT	\$192,382	\$199,251	\$196,336	\$3,954	2.06%	Estimate received from BCSD							
<b>Total - Income</b>	<b>\$272,382</b>		<b>\$268,336</b>	<b>(\$4,046)</b>	<b>-1.49%</b>								
<b>Total Expenses (Budget)</b>	\$4,100,652		\$4,203,194	\$102,542	2.50%	Total budget							
<b>Total Income</b>	\$272,382		\$268,336	(\$4,046)	-1.49%	Total income							
<b>Taxes to be Raised (Levy)</b>	<b>\$3,828,270</b>		<b>\$3,934,858</b>	\$106,588	2.78%	<b>Total Levy (budget less income)</b>							

# Bethlehem Public Library

## Annual Report For Public And Association Libraries - 2017

CURRENT YEAR

PREVIOUS YEAR

### 1. GENERAL LIBRARY INFORMATION

Please note: Bibliostat Collect is best viewed using Internet Explorer 6.0 or higher or Firefox 1.5 or higher. When using Internet Explorer 10 or higher, Compatibility View needs to be enabled (this can be found under the Tools menu).

Please note: No version of the Google Chrome browser can be used to access Collect at this time. Use of this browser can result in data loss even if the report is locked. The Microsoft Edge browser cannot be used.

Report all information in Part 1 as of December 31, 2017, except for questions related to the current library director/manager (questions 1.36 through 1.41).

1.1	Library ID Number	8400011730	8400011730
1.2	Library Name	BETHLEHEM PUBLIC LIBRARY	BETHLEHEM PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Delmar	Delmar
1.6	Beginning Fiscal Reporting Year	07/01/2016	07/01/2015
1.7	Ending Fiscal Reporting Year	06/30/2017	06/30/2016
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if N/A No was answered to Question 1.8.		N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2016	07/01/2015
1.12	Ending <u>Local</u> Fiscal Year	06/30/2017	06/30/2016
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.15	City	DELMAR	DELMAR
1.16	Zip Code	12054	12054
1.17	Mailing Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.18	City	DELMAR	DELMAR
1.19	Zip Code	12054	12054

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

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

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

1.37	Title of Library Director/ Manager (select one):	Mr.	<i>Mr.</i>
1.38	First Name of Library Director/Manager	Geoffrey	<i>Geoffrey</i>
1.39	Last Name of Library Director/Manager	Kirkpatrick	<i>Kirkpatrick</i>
1.40	NYS Public Librarian Certification Number	22028	<i>22028</i>
1.41	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
1.43	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	<i>Y</i>
1.44	E-mail Address of the Director/Manager	director@bethlehempubliclibrary.org	<i>director@bethlehempubliclibrary.org</i>
1.45	Fax Number of the Director/Manager	(518) 478-0901	<i>(518) 478-0901</i>
1.46	Is the library a member of the New York State and Local Retirement System?	Y	<i>Y</i>
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	Y	<i>Y</i>
1.48	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2017? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49.	Y	<i>Y</i>
1.	Name of municipality or district holding the public vote	Bethlehem Central School District	<i>Bethlehem Central School District</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>

3.	Date the vote was held (mm/dd/2017)	05/16/2017	05/17/2016
4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	budget vote (school district public library only)	<i>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$3,750,557	\$3,674,851
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$77,713	\$47,823
6c.	Total proposed appropriation (sum of 6a and 6b):	\$3,828,270	\$3,722,674

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

1.49	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2017) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50.	N	N
1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?		
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	N/A

1.50	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> contract. If no, go to question 1.51.	N	N
1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	
1.51	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	N	Y

## 2. LIBRARY COLLECTION

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

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

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

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	30,042	31,700
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2.2	Adult Non-fiction Books	30,189	29,808
2.3	Total Adult Books (Total questions 2.1 & 2.2)	60,231	61,508
2.4	Children's Fiction Books	25,523	24,899
2.5	Children's Non-fiction Books	15,230	15,350
2.6	Total Children's Books (Total questions 2.4 & 2.5)	40,753	40,249
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	100,984	101,757

#### **Other Print Materials**

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	468	468
2.10	All Other Print Materials	0	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	468	468
2.12	Total Print Materials (Total questions 2.7 and 2.11)	101,452	102,225

#### **ALL OTHER MATERIALS**

##### **Electronic Materials**

2.13	Electronic Books	35,553	35,801
2.14	Local Electronic Collections	14	12
2.15	NOVELNY Electronic Collections	16	10
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	30	22
2.17	Audio - Downloadable Units	10,944	9,059
2.18	Video - Downloadable Units	522	389
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	11,390	3,206
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	58,439	48,477

##### **Non-Electronic Materials**

2.21	Audio - Physical Units	9,161	8,876
2.22	Video - Physical Units	8,292	7,144
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	641	881

2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	18,094	16,901
2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	177,985	167,603

**CURRENT SERIAL SUBSCRIPTIONS**

2.26	Current Print Serial Subscriptions	236	260
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.27	Cataloged Books	18,250	16,464
2.28	All Other Print Materials	0	0
2.29	Electronic Materials	8,339	8,809
2.30	All Other Materials	4,026	3,204
2.31	Total Additions (Total questions 2.27 through 2.30)	30,615	28,477

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

Report all information on questions 3.1 through 3.28 as of the end of the fiscal year reported in Part 1; report information on questions 3.29 through 3.80 for the 2017 calendar year. Please click [here](#) to read general instructions before completing this section.

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

**LIBRARY USE**

3.1	Library visits (total annual attendance)	346,717	339,120
3.2	Registered resident borrowers	20,359	20,865
3.3	Registered non-resident borrowers	75	59

Please report information on WRITTEN POLICIES as of 12/31/17.

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

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

Please report information on ACCESSIBILITY as of 12/31/17.

**ACCESSIBILITY (Answer Y for Yes, N for No)/b>**

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

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

**LIBRARY SPONSORED PROGRAMS**

3.16	Adult Program Sessions	240	207
3.17	Young Adult Program Sessions	113	148
3.18	Children's Program Sessions	845	886
3.19	All Other Program Sessions	25	27
3.20	Total Number of Program Sessions (Total questions 3.16 through 3.19)	1,223	1,268
3.21	One-on-One Program Sessions	662	637

3.22	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes
3.23	Adult Program Attendance	4,486	3,728
3.24	Young Adult Program Attendance	3,243	3,370
3.25	Children's Program Attendance	22,271	20,551
3.26	All Other Program Attendance	4,470	4,211
3.27	Total Program Attendance (Total questions 3.23 through 3.26)	34,470	31,860
3.28	One-on-One Program Attendance	788	735

Please report information on SUMMER READING PROGRAMS for the 2017 calendar year.

### SUMMER READING PROGRAM

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2017 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.30	Library outlets offering a summer reading program	1	1
3.31	Children registered for the library's summer reading program	804	666
3.32	Young adults registered for the library's summer reading program	239	236
3.33	Adults registered for the library's summer reading program	98	57

3.34	Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33)	1,141	959
3.35	Children's program sessions - Summer 2017	119	125
3.36	Young adult program sessions - Summer 2017	33	27
3.37	Adult program sessions - Summer 2017	40	28
3.38	Total program sessions - Summer 2017 (total 3.35 + 3.36 + 3.37)	192	180
3.39	Children's program attendance - Summer 2017	5,451	5,043
3.40	Young adult program attendance - Summer 2017	1,266	1,296
3.41	Adult program attendance - Summer 2017	1,422	1,971
3.42	Total program attendance - Summer 2017 (total 3.39 + 3.40 + 3.41)	8,139	8,310

#### COLLABORATORS

3.43	Public school district(s) and/or BOCES	1	1
3.44	Non-public school(s)	2	1
3.45	Childcare center(s)	1	1
3.46	Summer camp(s)	0	0
3.47	Municipality/Municipalities	1	1
3.48	Literacy provider(s)	0	0
3.49	Other (describe using the State note)	25	12
3.50	Total Collaborators (total 3.43 through 3.49)	30	16

Please report information on EARLY LITERACY PROGRAMS for the 2017 calendar year.

#### EARLY LITERACY PROGRAMS

3.51	Did the library offer early literacy programs? (Enter Y for Yes, N for No)		Y
3.52 - Indicate types of programs offered (check all that apply)			
a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.53 - Number of sessions			
a.	Focus on birth - school entry (kindergarten)	34	48
b.	Focus on parents & caregivers	0	0

c.	Combined audience	278	227
d.	N/A	0	0
3.54	Total Sessions	312	275
3.55 - Attendance at sessions			
a.	Focus on birth - school entry (kindergarten)	234	483
b.	Focus on parents & caregivers	0	0
c.	Combined audience	7,904	2,617
d.	N/A	0	0
3.56	Total Attendance	8,138	3,100
3.57 - Collaborators (check all that apply):			
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	Yes	Yes

Please report information on ADULT LITERACY for the 2017 calendar year.

**ADULT LITERACY**

3.58	Did the library offer adult literacy programs?	Yes	Yes
3.59	Total group program sessions	20	14
3.60	Total one-on-one program sessions	143	69
3.61	Total group program attendance	130	96
3.62	Total one-on-one program attendance	191	69
3.63 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	Yes	Yes

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2017 calendar year.

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

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

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

Please report information on DIGITAL LITERACY for the 2017 calendar year.

#### **DIGITAL LITERACY**

3.76	Did the library offer digital literacy programs?	Y	Y
3.77	Total group program sessions	50	69
3.78	Total one-on-one program sessions	145	159
3.79	Total group program attendance	790	1,554
3.80	Total one-on-one program attendance	228	239

#### **4. LIBRARY TRANSACTIONS**

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

##### **CATALOGED BOOK CIRCULATION**

4.1	Adult Fiction Books	138,522	140,304
4.2	Adult Non-fiction Books	86,870	86,748
4.3	Total Adult Books (Total questions 4.1 & 4.2)	225,392	227,052
4.4	Children's Fiction Books	146,226	149,495
4.5	Children's Non-fiction Books	40,711	40,984
4.6	Total Children's Books (Total questions 4.4 & 4.5)	186,937	190,479

4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	412,329	417,531
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**CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	172,476	170,253
4.9	Circulation of Children's Other Materials	24,731	28,768
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	197,207	199,021
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	609,536	616,552

**ELECTRONIC USE**

4.12	Use of Electronic Material	63,508	53,841
4.13	Successful Retrieval of Electronic Information	65,235	82,279
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	128,743	136,120
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	673,044	670,393
4.16	Total Collection Use (Total questions 4.13 & 4.15)	738,279	752,672
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	211,668	219,247

**REFERENCE TRANSACTIONS**

4.18	Total Reference Transactions	82,402	79,970
4.19	Does the library offer virtual reference?	Y	Y

**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.20	TOTAL MATERIALS RECEIVED	84,021	88,613
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**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.21	TOTAL MATERIALS PROVIDED	70,671	67,737
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**5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2017.

**SYSTEMS AND SERVICES**

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y

5.4	Annual number of visits to the library's web site	653,745	421,162
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Name of the person responsible for the library's Information Technology (IT) services	Geoffrey Kirkpatrick	<i>Geoffrey Kirkpatrick</i>
5.7	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 439-9314	<i>(518) 439-9314</i>
5.8	IT contact's email address	director@bethlehempubliclibrary.org	<i>director@bethlehempubliclibrary.org</i>

**6. STAFF INFORMATION**

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

**FTE (FULL-TIME EQUIVALENT CALCULATION)**

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

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	14.15	14.82
6.5	Vacant Librarian (certified)	0.33	0
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	1.46	1
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	26.87	29.09
6.11	Vacant Other Staff	2.76	0.43
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	43.48	45.91
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	3.09	0.43

**SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	1	1
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6.15	Salary - Entry Level Librarian (certified)	\$50,668	\$49,675
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$108,360	\$104,069
6.18	FTE - Library Manager (not certified)	0	0
6.19	Salary - Library Manager (not certified)	\$0	\$0

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2017. Please click [here](#) to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y	Y
7.2	2. Has a board-approved written long range plan of service.	Y	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8. Maintains a facility to meet community needs, including adequate:			
7.8	8a. space	Y	Y
7.9	8b. lighting	Y	Y

7.10	8c. shelving	Y	Y
7.11	8d. seating	Y	Y
7.12	8e. restroom (see instructions)	Y	Y
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:			
7.13	9a. telephone	Y	Y
7.14	9b. photocopier (see instructions)	Y	Y
7.15	9c. microcomputer or terminal	Y	Y
7.16	9d. printer	Y	Y
7.17	9e. Fax capability (see instructions)	Y	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y

## 8. PUBLIC SERVICE INFORMATION

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

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

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

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	67.00	67.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	67.00	67.00
8.10	Annual Total Hours - Main Library	3,704.00	3,704.00

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

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## 9. SERVICE OUTLET INFORMATION

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

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

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

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

19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	497	531
20.	Enter the appropriate outlet code (select one):	LRF	N/A
21.	Who owns this outlet building?	School District	<i>School District</i>
22.	Who owns the land on which this outlet is built?	School District	<i>School District</i>
23.	Indicate the year this outlet was initially constructed	1970	1970
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2004	2004
25.	Square footage of the outlet	32,360	32,360
26.	Number of internet computers at this outlet used by general public	68	68
27.	Number of uses (sessions) of public Internet computers per year	41,015	44,087
28.	Type of connection on the outlet's public Internet computers	Fiber	<i>Fiber</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
31.	Internet Provider	Other (specify using the State note)	<i>Other (specify using the State note)</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Number of wireless sessions provided by the library wireless service per year	84,156	42,897
34.	Does the outlet have interactive videoconferencing capability for public use?	Y	Y
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
37.	<i>LIBID</i>	8400011730	<i>8400011730</i>
38.	<i>FSCSID</i>	NY0702	<i>NY0702</i>

39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0	62
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00 (for no change from previous year)	

## 10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2017. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2017 to December 31, 2017)	12	12
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### NUMBER OF TRUSTEES AND TERMS

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

### BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	EP - board members are elected in a public election
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List Officers and Board Members as of February 1, 2018. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

## **11. OPERATING FUNDS RECEIPTS**

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

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### **LOCAL PUBLIC FUNDS**

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

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y	Y
1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
3.	Amount	\$3,949,580	<i>\$3,714,458</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N	N
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$3,949,580	<i>\$3,906,500</i>

#### **SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3	Local Library Services Aid (LLSA)	\$24,803	<i>\$23,754</i>
11.4	Central Library Aid (CLDA and/or CBA)	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>
11.7	Other Cash Grants	\$0	<i>\$200</i>
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$24,803	<i>\$23,954</i>

#### **OTHER STATE AID**

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	<i>\$0</i>
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#### **FEDERAL AID FOR LIBRARY OPERATION**

11.10	LSTA	\$0	<i>\$0</i>
11.11	Other Federal Aid	\$0	<i>\$0</i>
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0	<i>\$0</i>

11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	<i>\$0</i>
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#### **OTHER RECEIPTS**

11.14	Gifts and Endowments	\$4,460	<i>\$12,275</i>
11.15	Fund Raising	\$0	<i>\$0</i>
11.16	Income from Investments	\$7,855	<i>\$4,436</i>
11.17	Library Charges	\$46,582	<i>\$52,594</i>

11.18	Other	\$15,191	\$7,830
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$74,088	\$77,135
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,048,471	\$4,007,589
11.21	<b>BUDGET LOANS TRANSFERS</b>	\$0	\$0
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	<b>BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2017</b> (Same as Question 12.40 of previous year if fiscal year has not changed)	\$2,930,156	\$2,623,375
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$6,978,627	\$6,630,964

## 12. OPERATING FUND DISBURSEMENTS

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

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,101,293	\$1,012,530
12.2	Other Staff	\$1,099,891	\$1,016,659
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$2,201,184	\$2,029,189
12.4	<b>Employee Benefits Expenditures</b>	\$750,358	\$734,676
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$2,951,542	\$2,763,865

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$269,935	\$233,182
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12.7	Electronic Materials Expenditures	\$86,973	\$85,512
12.8	Other Materials Expenditures	\$113,840	\$79,900
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$470,748	\$398,594

#### **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

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

#### **OPERATION AND MAINTENANCE OF BUILDINGS**

##### **Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$28,257	\$49,663
12.14	From Other Funds (72OF)	\$0	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$28,257	\$49,663
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$119,462	\$118,907
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$147,719	\$168,570

#### **MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$25,773	\$31,285
12.19	Telecommunications	\$8,221	\$8,453
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$15,878	\$15,365
12.22	Professional & Consultant Fees	\$10,986	\$6,550
12.23	Equipment	\$20,202	\$32,662
12.24	Other Miscellaneous	\$153,727	\$162,778
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$234,787	\$257,093
12.26	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$53,958	\$45,270

#### **DEBT SERVICE**

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

12.27	From Local Public Funds (73PF)	\$0	\$0
12.28	From Other Funds (73OF)	\$0	\$0
12.29	<b>Total</b> (Add Questions 12.27 and 12.28)	\$0	\$0
12.30	Budget Loans (Principal and Interest)	\$0	\$0
12.31	Short-Term Loans	\$0	\$0
12.32	<b>Total Debt Service</b> (Add Questions 12.29, 12.30 and 12.31)	\$0	\$0
12.33	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$3,858,754	\$3,633,392

### TRANSFERS

#### Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	\$654,642	\$67,416
12.35	From Other Funds (76OF)	\$0	\$0
12.36	<b>Total Transfers to Capital Fund</b> (Add Questions 12.34 and 12.35; same as Question 13.8)	\$654,642	\$67,416
12.37	<b>Transfer to Other Funds</b>	\$0	\$0
12.38	<b>TOTAL TRANSFERS</b> (Add Questions 12.36 and 12.37)	\$654,642	\$67,416
12.39	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.33 and 12.38)	\$4,513,396	\$3,700,808
12.40	<b>BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2017</b>	\$2,465,231	\$2,930,156
12.41	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.39 and 12.40; same as Question 11.26)	\$6,978,627	\$6,630,964

### ASSURANCE

12.42 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 2/12/2018 02/12/2017

### FISCAL AUDIT

12.43 Last audit performed (mm/dd/yyyy) 9/30/2017 09/30/2016

12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 7/1/2016-6/30/2017 7/1/2015-6/30/2016

12.45 Indicate type of audit (select one): Private Accounting Firm Private Accounting Firm

### CAPITAL FUND

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

## 13. CAPITAL FUND RECEIPTS

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

### REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0 \$3,907

13.2 All Other Revenues from Local Sources \$61 \$28

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$61 \$3,935

### STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0 \$0

13.5 Other State Aid \$0 \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0 \$0

### FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0 \$0

### INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.36) \$654,642 \$67,416

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$654,703 \$71,351

13.10	<b>NON-REVENUE RECEIPTS</b>	\$1,000	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$655,703	\$71,351
13.12	<b>BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2017</b> (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$62,181	\$28,935
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$717,884	\$100,286

## 14. CAPITAL FUND DISBURSEMENTS

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

### PROJECT EXPENDITURES

14.1	Construction	\$0	\$321
14.2	Incidental Construction	\$47,040	\$23,481
<b>Other Disbursements</b>			
14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$47,040	\$23,802
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$14,303
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$47,040	\$38,105
14.11	<b>BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2017</b>	\$670,844	\$62,181

<b>14.12 TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$717,884	\$100,286	<b>70</b>
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## 15. CENTRAL LIBRARIES

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

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

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

16.1	Total ALA-MLS	13.55	13.84
16.2	Total Librarians	14.83	14.72
16.3	All Other Paid Staff	25.93	25.83
16.4	Total Paid Employees	40.76	40.55
16.5	State Government Revenue	\$24,803	\$23,754
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$74,088	\$77,335
16.8	Total Operating Revenue	\$4,048,471	\$4,007,589
16.9	Other Operating Expenditures	\$436,464	\$470,933
16.10	Total Operating Expenditures	\$3,858,754	\$3,633,392
16.11	Total Capital Expenditures	\$47,040	\$38,105
16.12	Print Materials	101,452	102,225
16.13	Total Registered Borrowers	20,434	20,924
16.14	Other Capital Revenue and Receipts	\$655,703	\$67,444
16.15	Number of internet computers used by general public	68	68
16.16	Total Uses (sessions) of Public Internet Computers Per Year	41,015	44,087
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	84,156	42,897

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	8400011730	8400011730
17.2	<i>Interlibrary Relationship Code</i>	ME	ME
17.3	<i>Legal Basis Code</i>	LD	LD
17.4	<i>Administrative Structure Code</i>	SO	SO
17.5	<i>FSCS Public Library Definition</i>	Y	Y
17.6	<i>Geographic Code</i>	SD1	SD1

17.7	<i>FSCS ID</i>	NY0702	NY0702
17.8	<i>SED CODE</i>	010306700004	010306700004
17.9	<i>INSTITUTION ID</i>	800000055462	

## SUGGESTED IMPROVEMENTS

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

**BETHLEHEM PUBLIC LIBRARY**  
**MILEAGE REIMBURSEMENT POLICY ~~DRAFT REVISION~~**

*Policy adopted by the Board of Trustees August 12, 2002*

~~Staff members who use their personal automobiles for authorized library business will be reimbursed at the current federal rate for travel outside the Upper Hudson Library System.~~

Employees who are required to travel for work-related business shall be required to use a vehicle provided by the library. If the vehicle is not available, the library will reimburse the employee at the IRS approved mileage rate. Prior approval shall be required from the employee's supervisor. If the employee declines to use the library-provided vehicle, when it's available, no reimbursement shall be made.



# **HVAC Replacements**

451 Delaware Ave,  
Delmar, NY 12054

**Project No. 3428009999**

**Monthly Report  
February 1, 2018**

Prepared by:

Daniel C. Coughlin

Project Manager | Upstate Construction

DASNY | We Finance, Build and Deliver.



DASNY

BPL - HVAC Replacements

<b>Project Directory</b>	<b>1</b>
<b>Executive Summary</b>	<b>2</b>
<b>Project Financial Status Report (PSR)</b>	<b>3</b>
<b>DASNY Fee Status Report (CARRs)</b>	<b>4</b>
<b>Checks by Project Report</b>	<b>5</b>



**DASNY**  
BPL - HVAC Replacements

**Owner:** Bethlehem Public Library  
451 Delaware Ave  
Delmar, NY 12054

Geoffrey Kirkpatrick  
Director  
518-439-9314 ext 3022  
Geoff@bethpl.org

**Construction Manager:**

DASNY  
515 Broadway  
Albany, New York 12207

Timothy P. McGrath  
Director, Upstate Construction  
518-257-3198  
TMcgrath@dasny.org

Daniel C. Coughlin  
Project Manager, Upstate Construction  
518-257-3312  
DCoughli@dasny.org

**Design Professional:**

M/E Engineering, P.C.  
433 State Street, Suite 410  
Schenectady, New York 12305

Beth A. Bilger  
Senior Designer  
518-533-2171  
babilger@meengineering.com

**Contractor:** Wilkins Mechanical  
6923 Herman Rd  
Syracuse, NY 13209

Robert J. Wilkins  
2nd Vice President  
(315) 638-2400  
info@wilkinsmechanical.net

**DASNY**

BPL - HVAC Replacements

**January 2018**

The Bethlehem Public Library HVAC Replacements Project is currently in the Pre-Contract Award Phase. Bids for the Construction Contract were received on December 12th from four prospective bidders as follows:

	<u>Bidder</u>	<u>Base Bid</u>	<u>Alternate</u>	<u>Bid Total</u>	<u>Comments</u>
1	Eastern Heating & Cooling Inc	\$487,715.00	\$99,000.00	\$586,715.00	Withdrew Bid
2	Wilkins Mechanical, Inc	\$625,000.00	\$0.00	\$625,000.00	
3	DiGesare Mechanical, Inc	\$655,500.00	\$65,500.00	\$721,000.00	
4	John W. Danforth Company	\$734,900.00	(\$8,000.00)	\$726,900.00	

DASNY began the bid review process with the apparent low bidder, Eastern Heating and Cooling. It was discovered that Eastern had made a substantial error in their base bid which resulted in the firm requesting a withdrawal of their bid. After review, DASNY permitted withdrawal of the bid without penalty.

DASNY then began the bid review process with the apparent second low bidder Wilkins Mechanical. A meeting was held on January 9th with Wilkins Mechanical and their proposed Mechanical Equipment Supplier, Trane, at DASNY's main office to review their bid to ensure all components of the project have been included and they have clear understanding of the scope. We also reviewed the project logistics, proposed project team, subcontractors, and schedule.

In addition, we discussed the bid alternate for the replacement of the Library's current Johnson Controls Direct Digital Controls system. Wilkins' base bid amount is \$625,000 and they will provide the alternate at no additional cost. Wilkins explained that the base bid price they received from Johnson Controls to adapt the new equipment to the Library's existing Johnson Controls Building Management System was equal to the alternate price they received from Trane, thereby supporting no increased cost for the alternate. Trane proposes to provide a new front end system with custom graphics for the Library's mechanical systems in compliance with the project specification. Trane's building automation system is web-browser based and can be managed from any web enabled device.

After meeting at DASNY we traveled to the Library to review the project logistics on site. Based upon the meeting at the site and earlier meeting, DASNY is confident that Wilkins Mechanical has a good understanding of the scope of this project and have taken proactive measures to plan out their work. We also reviewed the bid and alternate with M/E Engineering and received their concurrence for proceeding with Wilkins Mechanical and the alternate. DASNY is moving forward with the award of the Construction contract to Wilkins Mechanical for the base bid and alternate. We anticipate contract award by mid-February.

# Project Status Report

## Internal (Financial Program)

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**Report Date:** 02/01/2018  
**Current Through:** 01/31/2018

Current Budget	Con/PO# ----- Orig Funding	Contractor (Trade)	Current Funding	Original Encumbrance	Executed Changes	Current Encumbrance	Change %	Pending Encumbrance	Anticipated Costs	Invoiced to Date	Paid to Date	Open Contract ----- Funding Remaining	Projected Total Cost	Under / (Over) Funding Amount
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<b>3428009999</b>	<b>BPL-HVAC Upgrades</b>	<b>Financial Program: Ed &amp; Nonprofit Organizations</b>	
<b>Design Phase Manager:</b>	Coughlin, Daniel C	Design Start:	10/23/17 (A)
<b>Construction Phase Manager:</b>	Coughlin, Daniel C	Construction Start::	3/1/18 (P)
		Closeout Start:	7/30/18 (P)
		Design Finish:	10/23/17 (A)
		Construction Finish:	5/31/18 (P)
		Closeout Finish:	3/21/19 (P)

4	Construction Consultants														
	7-CX Abatement Monitoring			\$0	\$0	\$0	0 %	\$0	\$3,000	\$0	\$0	\$0	\$3,000		
<b>Sub Total 4</b>	<b>\$0</b>		<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0 %</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$3,000</b>		<b>\$0</b>

5	Construction Contracts														
	2-OS Wilkins Mechanical			\$0	\$0	\$0	0 %	\$0	\$625,000	\$0	\$0	\$0	\$625,000		
<b>Sub Total 5</b>	<b>\$580,000</b>		<b>\$670,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0 %</b>	<b>\$0</b>	<b>\$625,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$670,000</b>	<b>\$625,000</b>		<b>\$45,000</b>

6	Other Project Costs														
	120297-OH NYS Department of Labor			\$0	\$0	\$0	0 %	\$0	\$625	\$0	\$0	\$0	\$625		
	201309-O2 KJCKD Inc dba Camelot Print & Copy			\$589	\$94	\$683	16 %	\$0	\$0	\$652	\$652	\$31	\$683		
<b>Sub Total 6</b>	<b>\$0</b>		<b>\$1,290</b>	<b>\$589</b>	<b>\$94</b>	<b>\$683</b>	<b>16 %</b>	<b>\$0</b>	<b>\$625</b>	<b>\$652</b>	<b>\$652</b>	<b>\$607</b>	<b>\$1,308</b>		<b>\$0</b>

8	Contingency														
				\$0	\$0	\$0	0 %	\$0	\$0	\$0	\$0	\$0	\$0		
<b>Sub Total 8</b>	<b>\$58,000</b>		<b>\$17,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0 %</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,500</b>	<b>\$0</b>		<b>\$17,482</b>

9	DASNY Labor														
	0-AL DASNY Labor - Funded			\$94,000	\$24,023	\$24,023	0 %	\$0	\$69,977	\$0	\$0	\$24,023	\$94,000		
<b>Sub Total 9</b>	<b>\$94,000</b>		<b>\$94,000</b>	<b>\$0</b>	<b>\$24,023</b>	<b>\$24,023</b>	<b>0 %</b>	<b>\$0</b>	<b>\$69,977</b>	<b>\$0</b>	<b>\$0</b>	<b>\$69,977</b>	<b>\$94,000</b>		<b>\$0</b>

**For 3428009999 BPL-HVAC Upgrades**

<b>\$785,790</b>	<b>\$732,000</b>		<b>\$785,790</b>	<b>\$589</b>	<b>\$24,117</b>	<b>\$24,707</b>	<b>4,092 %</b>	<b>\$0</b>	<b>\$698,602</b>	<b>\$652</b>	<b>\$652</b>	<b>\$761,083</b>	<b>\$723,308</b>	<b>\$62,482</b>
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01/31/2018 DASNY met with Wilkins Mechanical on January 9th to review their bid. Recommendation to award submitted to Construction Contracts. Contract award is anticipated by mid-February.

SORTED BY: Project Code, Activity Code PROJECT: ('342800 '), YEAR(S): 2017-2018

78

Project Code/Name	Activity Code/Name	Hours	Dollars
342800	BPL-HVAC Upgrades		
	0000 ADMINISTRATION	7.25	\$923.89
	0038 ACCOUNTS RECEIVABLE	1.00	\$111.62
	0100 TRAVEL	3.00	\$512.09
	0244 REPORTING	9.00	\$1,126.19
	0406 WORK AUTHORIZATIONS	0.50	\$38.96
	0537 MEETINGS	3.00	\$540.45
	2000 DESIGN ADMINISTRATION	1.50	\$335.75
	2002 DESIGN REVIEW	16.50	\$2,887.39
	3000 CONTRACTOR PROCUREMENT	19.75	\$3,009.80
	3002 DOCUMENT REVIEW - PRE-BID	2.00	\$344.26
	4000 CONSTRUCTION ADMINISTRATION	101.50	\$14,192.96
	<b>Total: 342800 BPL-HVAC Upgrades</b>	<b>165.00</b>	<b>\$24,023.36</b>
		<b>165.00</b>	<b>\$24,023.36</b>

Dormitory Authority State of New York  
Checks by Project Report  
Life to Date - February 1, 2018

Project Number : 3428009999 BPL-HVAC Upgrades

P.O / CONTRACT	DOC TYP	DESCRIPTION	CHECK NO.	CHECK DATE	PAYEE	AMOUNT OF INVOICE IN CHECK
201309	O2		671040	12/28/2017	KJCKD Inc dba Camelot Print &	589.32
201309	O2		671322	1/18/2018	KJCKD Inc dba Camelot Print &	63.02
Total Amount Paid for Project Number : 3428009999						<u>652.34</u>

## HVAC Renovation Report – As of 2/13/2018

### 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

#### In progress

Feb. 2018 Contractor selected (contract to be finalized mid-February)

Feb. 2018 Begin Contract administration - M/E Engineering

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

Feb. 2018 Garage cleaned out in preparation for contractor storage

#### Yet to be completed

Feb. 2018 Inside construction begins

Spring 2018 Outside construction begins

May 2018 Construction is complete

# Expenses

## Design

	Budget	Encumbered	Expensed	Notes
Design	\$100,858	\$25,591	\$75,294	Project No. suffixes .30,.40,.10
Contractor Estimate	\$4,125	\$0	\$4,125	Necessary for construction grant
<b>Design Subtotal</b>	<b>\$104,983</b>	<b>\$25,591</b>	<b>\$79,419</b>	

## 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 apparent low bidder
HVAC Reno. Contingency	\$63,790	\$0	\$63,790*	
Asbestos monitoring	\$3,000	\$0	\$3,000*	
<b>Construction Subtotal</b>	<b>\$785,790</b>	<b>\$0</b>	<b>\$785,790*</b>	No executed contracts

\*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
<b>Total</b>	<b>\$900,000</b>	<b>\$25,591</b>	<b>\$865,209</b>	<b>\$890,773</b>

## Project Grants

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

## Senior Men's Game Club

Starting Jan. 17, Schenectady JCC will host a Senior Men's Game Club every Wednesday, starting Jan. 17, 1-3 p.m. Retired men are invited to play board games — chess, dominoes, UNO — and meet new people. The program is free. 518-377-8803.



## RCS Community Concert

First Reformed Church of Bethlehem will host the Ravena-Coeymans-Selkirk High School Jazz Ensemble and Harmonics Select Choral Group in their eighth annual Community Concert, Friday at 7:30 p.m. 38 Church Road, off Route 9W, Selkirk.

## Police Review Board meets

The City of Albany Citizens' Police Review Board meeting originally scheduled for Jan. 11 has been postponed to Thursday at 6 p.m. in the Rudolph Room in Husted Hall at the University at Albany downtown campus, 135 Western Ave.

## Need help?

**For calendar:** News and information services desk, 518-454-5420.

**For stories and photos:** City Desk, 518-454-5420

## YOUR BEST SHOT

### An easy reminder for a child to read

A young patron of the Bethlehem Public Library shows a personalized library card that was created at a Jan. 9 program at the library. Using a green screen, patrons were able to have their images superimposed onto a READ poster background that was then printed onto a new card on the spot.



Submitted photo

■ Submit your photos. Scan this QR code to go directly to the gallery or use this URL: <http://timesunion.com/yourphotos/>



■ Jpeg images must be at least 2 MB. Captions need names, hometowns and some explanation of what's pictured.

## THEATER

# Barrington Stage announces season

*Company to put on three world premieres for summer of 2018*

By Amy Biancolli

Three world premieres are headed for the Barrington Stage Company this summer, including a new musical from the creators of the "The 25th Annual Putnam County Spelling Bee," a play based on a Chinese 19th-century sideshow performer and a work exploring race from the vantage of "Well Intentioned White People."

The season, announced on Thursday, opens with "The Royal Family of Broadway" (June 7-July 7), a world-premiere musical based on a 1920s Edna Ferber and George S. Kaufman production loosely spoofing the Barrymores. It features a book by Rachel Sheinkin, music and lyrics by William Finn — the pair behind "Spelling Bee" — and choreography by Joshua Bergasse ("On the Town"). John Rando, who won a Tony for "Urinetown," will direct.

Next up for the mainstage at Barrington is "A Doll's House, Part 2" (July 12-28), Lucas Hnath's followup to the Henrik Ibsen drama. Directed by Joe Calarco, the comedy picks up as Nora returns to her family 15

years after leaving.

Two classics are in the lineup as well, both directed by BSC artistic director Julianne Boyd: Tennessee Williams' "The Glass Menagerie" (Oct. 3-21); and Leonard Bernstein's "West Side Story" (Aug. 3-Sept. 1), choreographed by Robert La Fosse.

Also announced on Thursday were the theater festival's slate of productions for the St. Germain Stage, including the world premieres of Lloyd Suh's "The Chinese Lady" (July 19-Aug. 11), directed by Ralph Pena in a co-production with the Ma-Yi Theater Company; and Rachel Lynett's "Well Intentioned White People" (Aug. 16-Sept. 8).

In addition, the smaller stage will feature productions of Mark St. Germain's "Typhoid Mary" (May 23-June 16), directed by Matthew Penn ("Law & Order," "The Sopranos"); and Bekah Brunstetter's "The Cake" (June 21-July 14), a new comic drama directed by Jennifer Chambers ("Boxing Helena") from a writer-producer for NBC's "This Is Us."

The Youth Theatre production will be "Roald Dahl's James and the Giant Peach" (July 25-Aug. 12), directed by Julianne Katz.

Single tickets for the 2018 season will go on sale Tuesday, March 6. For more information, see [barringtonstageco.org](http://barringtonstageco.org).

## WATER

▼ CONTINUED FROM D1

supplies. A number of sources have been examined, Seggos said, including the possibility of tapping into the Tomhannock Reservoir in Pittstown, water supplies in Bennington, Vt., and other surface or groundwater sources.

"Part of the solution obviously is mixing these supplies together so that the town and village can get back to their renaissance," he said.

Seggos said DEC will brief Hoosick Falls Mayor Rob Allen soon on the study's findings and a public meeting will be called



Will Waldron / Times Union

"And again and again and again and again we're promised things that we haven't gotten," Hoosick Falls resident Cathy Dawson said during a news conference at the state Capitol, where residents and allies demanded a new water source.

after that.

Prior to Seggos' noon-time meeting with report-

ers, area residents took issue with the response that DEC and the U.S. Environ-

mental Protection Agency have provided to the water contamination crisis. The village does have a water filtration system, which Seggos said was never intended to be a permanent solution, and some residents on private wells have filtration systems too.

But, "we're still depending on these filters, this filtration system subject to human error," resident Cathy Dawson said. "... I'm not the only neighbor in my neighborhood who still relies on bottled water, will not drink the tap water. ... And again and again and again and again we're promised things that we haven't gotten."

A number of residents,



SEGGOS

Administrator Peter Lopez on Friday asking that those agencies take a number of actions, including the creation of a community advisory group.

Seggos said his agency will review the suggestions. An EPA spokesperson could not immediately be reached.

Work on hooking up the village and potentially town residents to a new

activists and environmental advocates penned a letter to Seggos and EPA Region 2

water source is not likely to be a simple job. Engineering and construction for new piping may be needed, as might legal work if work on private land is necessary.

But Seggos said he believes polluters must pay for hooking up to a new source.

"It's very simple: They dumped PFOA into the ground," he said. "We recognized that early on and intend to see that they pay for not just the cleanup but any of the necessary steps to provide clean water to the village."

► [mhamilton@timesunion.com](mailto:mhamilton@timesunion.com) • 518-454-5449 • @matt\_hamilton10

## COPS, COURT AND FIRE CALLS

### Man gets prison for hate crime scam

ALBANY — A Watervliet man whose \$3,000 ripoff of an elderly person with dementia was prosecuted as a hate crime, was sentenced to six to 12 years in prison for the scam, prosecutors said.

In November, Frank Chrysler, 49, pleaded guilty to felony grand larceny as a hate crime

in total, Soares said.

The other conspirators were sentenced in March 2016.

### Ex-Thruway manager admits faking voucher

ALBANY — A former Thruway toll plaza manager admitted altering hotel receipts and faking a travel voucher for reimbursement for travel he never took, state Inspector General Catherine Leahy Scott said Friday.

Brian A. Gulotta, 50, of James Street, Green Island,

## CULINARY COMPETITION



# Bethlehem Public Library offers equipment, training to wannabe TV producers

85

By Lynda J. Edwards Published 12:45 pm, Thursday, January 25, 2018



IMAGE 2 OF 3

Bethlehem Public Library director Geoff Kirkpatrick is taking local access TV on a bold new path that he hopes will make it easier for residents to produce their own shows.

So why not give it the protection it deserves?

**FIND AN AGENT >**

BETHEHEM — If Americans ever think of local access TV— and that's a big "if"— they're probably remembering "Wayne's World," the early '90s Saturday Night Live's skit about high school buddies Wayne and Garth broadcasting a TV show from Wayne's basement. Their panel discussions focused on hot babes and hair bands, although Garth's roadie cousin (played by Tom Hanks) once brought Aerosmith in to discuss the fall of Communism.

That was before social media swept the globe. Today, Garth and Wayne would simply host a YouTube series.

Yet Capital Region cities and towns still have local access channels on cable. The studio for Bethlehem Community Network Television (BCN-TV) is in the public library where shows on a melange of subjects from

Jewish life to a show produced by a Texas church to polka dancing are edited and aired.

## More Information

**Where to watch:** BCN-TV airs on Spectrum Channel 1301 and Verizon FiOS Channel 28.

**On the web:** Bethlehem Community Network Television

**Phone:** (518) 439-9314, option 6

In December, the library board of trustees voted to pursue a new path that library director Geoff Kirkpatrick hopes will make it far easier for locals to produce their own TV shows free of charge. He envisions high school students, millennials, citizen journalists and activist retirees producing content that is edgy and engaging.



## FROM THE WEB

Sponsored Links



## Automate Small Business Expense Management

Next



## Heart Surgeon Warns That This Causes Constant Fatigue

Gustafy MD



## This Dog Does A Really Cute Thing To Cheer Up His Owner Because He Thinks She's Sad

Natural Healthy Living



## Leo's New Yacht Is The Size Of 5 Football Fields

WagTheBoss/Choose

By TABOOKA

\*The library would train anyone who wants to learn how to use three new camcorders



# MAKE IT YOURSELF: SUGAR SCRUB

MONDAY FEBRUARY 19 • 2PM

Keep winter skin looking its best with a homemade sugar scrub. Participants will leave with a jar to keep or give as a gift. **Teens welcome!**  
*Sign up online or call; registration closes Feb. 14.*

**BETHLEHEM PUBLIC LIBRARY**  
451 DELAWARE AVE., DELMAR

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**BETHLEHEM PUBLIC LIBRARY**  
451 DELAWARE AVE., DELMAR

LIBRARIES

# Stories and Yoga

**J**oin us from 10:30 to 11:45 a.m. on Saturday, Jan. 27, for our very first yoga-themed storytime. Miss Amy will be introducing the concept of yoga through very simple poses, intertwined with some of our favorite stories. We will experience how to breathe deeply and relax our bodies as well as play some yoga games. For ages 3-7 with caregiver. Space is extremely limited, so please register early.

## Take Your Child to the Library

Come join us from 10:30 to 11:30 a.m. on Saturday, Feb. 3, for a luau dance party. We'll be celebrating your family's progress toward reading 1,000 Books Before Kindergarten, so come prepared to dance. We'll play with beach balls, explore "sand" fun, pop bubbles and enjoy tropical



treats. Giveaways will be part of the fun. For ages 12 months to 5 years, with a caregiver. Please register.

## Beading Workshop

You can learn easy beading techniques when you join us anytime from 5:30 to 8:00 p.m. on Thursday, Feb. 8. The library provides the tools and supplies for necklaces, bracelets, and earrings. A small materials fee will apply, depending on which project you choose. Adults and teens ages 14 and up should register in advance.

## Friends of the Library

The Friends of the Library will hold their annual organizational

meeting on Monday, March 19 from 7 to 9 p.m., in the library community room. Members are invited to attend to add their input for the upcoming year. The FOL would like to thank all of the people who donated their time or items for the Winter Boutique. It was extremely successful. All items that were not sold were donated to other local not-for-profits, such as: Kara's Closet, Community Care Givers, Hilltown Resource Center, Lutheran Church of Berne's Thrift Shop and, the ReStore. New members are always welcome!

— Lynn Kohler

Spotlight Newspapers  
Not just local  
**Really local**

# Take the chill off

**I**f this endless winter has left you cold, warm up at the library Saturday, Jan. 27, at 2:30 p.m. with "Seasonal Soups and Stews," hosted by a Hannaford dietitian. There will be a cooking demonstration and tasting event featuring seasonal ingredients. Sign up online at [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org) or call (518) 439-9314.

## Build your own book group

Have you ever wanted to be a part of a book group but were unsure of where to start? How do you know what kind of group would be the right fit for you?

On Tuesday, Jan. 30, at 7 p.m. we'll help you find answers to those questions at our "Build a Book Group" program. Learn what you need to know to join a book



group or start one of your own. Existing book groups are also invited to share tips and ideas about what makes them successful. Refreshments will be served. Sign up online at [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org) or call (518) 439-9314. If your book group would like to participate, contact Natalie at ext. 3023.

## Flip for it

With more than 100 titles to access instantly, the Flipster digital magazine collection continues to evolve with the 2018 addition of Essence, a lifestyle, fashion and beauty magazine for African-American women. You can easily browse and view all of the magazines available through the Flipster link

on our website, or select the "Open in App" option to download magazines to a free, easy-to-install app, where they can be read and managed offline. Some titles are exclusive to Bethlehem cardholders. You will need a library card to download titles or view them in an off-site browser. If you're in the library, however, you won't need to sign in at all.

## Mango season

If learning a foreign language is on your list of things to do in the new year, check out Mango Languages, a fun and easy-to-use, self-paced language learning program with more than 70 language courses. It's easy to get started, just head to our website at [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org) and click on the Mango Languages icon on the home page.

— Kristen Roberts

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# FEBRUARY

Friday, Feb. 2  
**CHOCOLATE CANDLES**  
Make your own chocolate-scented candle in a jar, 3:45 p.m. Sign up online or call.

Saturday, Feb. 3  
**TAKE YOUR CHILD TO THE LIBRARY DAY: FROGGY'S LU'AU**  
Drop by the Children's Place for some tropical fun at a luau with Froggy from author Jonathan London's books, 2:30-4 p.m. For kids and families.

Monday, Feb. 5  
**IPAD BASICS**-Do you have a new iPad? We'll show you how to use it. Bring your iPad and Apple ID and password, 10 a.m.-noon. Sign up online or call.

Monday, Feb. 5  
**OPEN SEWING**  
Sewing machines will be available for independent projects. Bring your own supplies. Volunteers may be on hand to assist you, 6-8 p.m. Register online or call.

Monday, Feb. 5  
**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!

Tuesday, Feb. 6  
**CHESS CLUB**  
Sign up for one session per night and try your hand at chess with our teen volunteers, 5:30-6:30 p.m. OR 6:30-7:30 p.m. All experience levels welcome. For grades K-5.

Wednesday, Feb. 7  
**QI GONG**-De-stress with the gentle flowing movements and breathing exercises of qi gong. Wear loose, comfortable clothing, 1:30 p.m. All abilities welcome.

Sunday, Feb. 11  
**A LITTLE SUNDAY MUSIC: THE MENDELSSOHN CLUB**-Concert featuring a male choral group that has been performing continuously since it was established in 1909, 2-3 p.m. Sponsored by Friends of Bethlehem Public Library. All ages welcome!

Monday, Feb. 12  
**DAYBOOKS**-Discuss "Nothing to Envy: Ordinary Lives in North Korea" by Barbara Demick, 1:30 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

Monday, Feb. 12  
**LIBRARY BOARD MEETS**  
All meetings are open to the public, 6 p.m.

Monday Feb. 12  
**TINKERCARD 3D DESIGN**  
Create a step-by-step project using Tinkercad, a 3D design program, 7-8 p.m. Projects can be printed on the library's Makerbot 3D printer at a later date. Sign up online or call.

# BETHLEHEM PUBLIC LIBRARY

Opening Doors

# CALENDAR

Monday, Feb. 19  
**OPEN SEWING**  
Sewing machines will be available for independent projects. Bring your own supplies. Volunteers may be on hand to assist you, 6-8 p.m. Register online or call.

Monday, Feb. 19  
**FRIENDS OF BETHLEHEM PUBLIC LIBRARY BOARD MEETS**  
New members always welcome, 6:30 p.m.

Tuesday, Feb. 13  
**AFTERDINNER TOO**  
Discuss "End of the World Running Club" by Adrian Walker, 7 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

Tuesday, Feb. 13  
**MARDI GRAS PARTY**  
Laissez les bon temps rouler and celebrate at the library with games, crafts and a treat, 4 p.m. For kids and families.

Wednesday, Feb. 14  
**VALENTINE'S DAY BINGO**-Let's play some Valentine's Day Bingo! Bring a loved one and win prizes, 7 p.m. For kids and families.

Thursday, Feb. 15  
**LISTENING PARTIES: 1959 - THE YEAR THAT CHANGED JAZZ**  
Listen to and discuss Miles, Brubeck, Mingus and Ornette Coleman, who all released groundbreaking albums in 1959, 7 p.m.

Friday, Feb. 16  
**RUBBER DUCKY CLUB: ANIMALS A TO Z**  
Drop in to the Community Room and give us your best animal imitations, or try some animal yoga poses and more at 26 different activity stations, 10-10:30 a.m. For children and families.

Friday, Feb. 16  
**SUPER SMASH TOURNAMENT**  
Will you be the champion of the ultimate Super Smash Bros. battle on the WiiU? Winners get bragging rights and a 3D printed trophy, 3:30 p.m. Sign up online or call.

Sunday, Feb. 18  
**KNIT ONE PURL ONE**  
If you're an experienced knitter, bring your current project. If you're a beginner, bring size 8 knitting needles; we'll provide yarn and get you started, 2-3 p.m. For adults, teens and kids age 9 and up.

Monday Feb. 19  
**THE PUPPET PEOPLE PRESENT: PIRATE OF BOOK ISLAND**= Solve the mystery of Book Island and help the hero save the day in a performance that promises plenty of public participation, 10 a.m. For kids and families. Doors open 15 minutes prior to each performance. Space is limited. Part of the Ann Seegal Memorial Storytelling Series.

Monday, Feb. 19  
**MAKE IT YOURSELF: SUGAR SCRUB**  
Keep winter skin looking its best with a homemade sugar scrub. Participants will leave with a jar to keep or give as a gift, 2 p.m. Registration closes Feb. 14. Teens welcome. Sign up online or call.

Tuesday, Feb. 20  
**FAMILY MOVIE NIGHT: THE LEGO NINJAGO MOVIE**-Six young ninjas are tasked with defending their island home using their warrior skills (PG, 100 min., Warner Bros.), 6:30 p.m. For kids and families.

Thursday, Feb. 22  
**KBA: KIDS BUILDER ASSOCIATION**  
Build your own fun with Legos, Snap Circuits, K'Nex, blocks, puzzles, origami and more, 10 a.m. For kids and families.

Wednesday, Feb. 21  
**THINK PINK IN 3D**  
Get an introduction to the 3D printers at the library and learn how to find and prepare objects using the Makerbot software. Participants will be able to find, edit or create an object to be printed in pink and picked up at a later date, 2-3:30 p.m. For ages 9-13. Sign up online or call.

Monday, Feb. 19  
**FRIENDS OF BETHLEHEM PUBLIC LIBRARY BOARD MEETS**  
New members always welcome, 6:30 p.m.

Monday, Feb. 19  
**HAMILTON'S FEDERALIST PAPERS: NO. 39 AND 51**-ake part in a reading and discussion series with humanities scholar Giacomo Calabria focusing on several of the Federalist Papers penned by Alexander Hamilton, 7-8:30 p.m. The final installment of this series is in March. All Federalist Papers can be accessed through Wikipedia, with limited paper copies available during the presentations. This program is grant-funded and sponsored by Humanities New York.

Tuesday, Feb. 20  
**HULA HOOP FOR HEALTH AND FUN**  
Get healthy and have fun in an instruction-based hula hoop exercise class just for teens, 10 a.m. Sign up online or call.

Tuesday, Feb. 20  
**BUILD WITH DOMINOS**  
Come to the library to build with dominos. BCHS student Jacob Koplik will be on hand to share some tips. Set 'em up and watch 'em fall, 2-3 p.m. For kids and families.

Tuesday, Feb. 20  
**CHESS CLUB**  
Sign up for one session per night and try your hand at chess with our teen volunteers, 5:30-6:30 p.m. OR 6:30-7:30 p.m. All experience levels welcome. For grades K-5.

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Thursday, Feb. 22  
**TRIVIA NIGHT FOR ADULTS: ACADEMY AWARDS EDITION** - Come alone or as a team and match wits with others, 7 p.m. Prizes donated by the Friends of Bethlehem Public Library.

Friday, Feb. 23  
**VACATION CINEMA: DESPICABLE ME 3**  
Gru meets his long-lost, charming and more successful brother who wants to team up for a heist (PG, 90 min., Universal Pictures), 10 a.m. For kids and families.

Friday, Feb. 23  
**BREAKOUT ROOM**  
Use your puzzle-solving skills to break the code and open the locked box before time is up. If you like "escape rooms," then you'll enjoy this, 2:30 p.m. Sign up online or call.

Sunday, Feb. 25  
**SUNDAY CINEMA: THE GLASS CASTLE** (PG-13, 127 MIN., LIONSGATE)  
Film series with titles suitable for adult audiences, 2:30 p.m. Shown with Subtitling for the Deaf and Hard of Hearing when possible.

Monday, Feb. 26  
**MORNING CONCERT: THE EXPRESSIONS**  
We're joining our friends from the Center for Disability Services for a morning of music with a group ready to entertain with their interpretation of Beatlemania, 10:30-11:15 a.m. Refreshments will be served.

Tuesday, Feb. 27  
**NAVIGATING CAREER TRANSITIONS**  
Learn how to best leverage your skills if you are considering a career change or re-entering the workforce. Bethlehem library job coach Patricia Sibilia will share strategies to help you network and gain confidence, 7 p.m.

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# NAVIGATING CAREER TRANSITIONS



TUESDAY FEBRUARY 27 • 7PM

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TAKE YOUR CHILD  
TO THE LIBRARY DAY

# FROGGY'S LUAU



**SATURDAY FEBRUARY 3  
2:30-4PM**

Drop by the Children's Place for some tropical fun at a luau. Meet Froggy from the popular Jonathan London series.

 Share your photos on Instagram  
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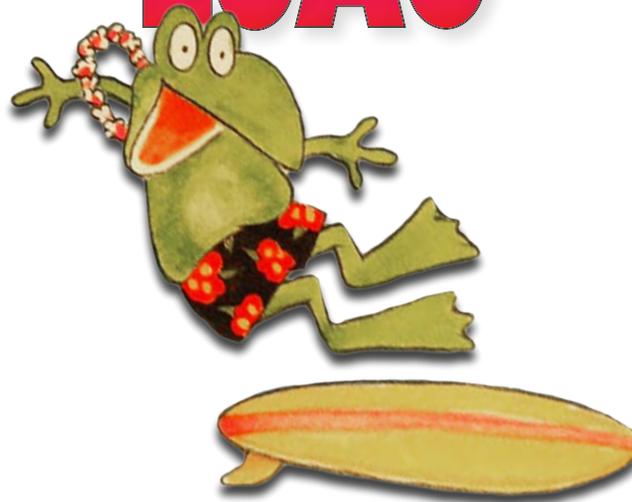
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