



**Board of Trustees Meeting  
July 9, 2018 6:00 pm  
Agenda**

- **Call to order**
- **Public participation**
- **Oaths of office**
- **Election of officers**
- **Board committees**
- **Approval of previous meeting minutes**
- **Financial report**
  - Manual invoices**
  - Resolutions - none**
  - Personnel report**
  - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
  - Annual authorizations**
  - Anti-nepotism policy**
  - Other new business**
- **Old business**
  - Capital Projects/Long Range Plan**
  - Fire alarm & security project update**
  - HVAC project update**
  - Community survey**
  - BCN-TV update**
  - Self-check report**
  - Board treasurer**
  - Other old business**

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

- **Public Participation**

- **Adjournment**

**Next board meeting: August 13, 2018 6:00pm**

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



## ELECTED AND APPOINTED LIBRARY OFFICERS' OATH

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

### Bethlehem Public Library Trustee

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*name (please print)*

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*residential address (please print)*

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*signature*

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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*name and title of subscribing officer (please print)*

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*signature of subscribing officer*

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*beginning date of subscribing officer's term*



## ETHICS STATEMENT FOR LIBRARY TRUSTEES

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

I agree to abide by this ethics statement.

name (please print) \_\_\_\_\_

signature \_\_\_\_\_ date \_\_\_\_\_

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

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

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
Monday June 11, 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: Tracey McShane, Personnel Administrator  
Chris McGinty, Head of Public Services  
Natalie McDonough, Manager, Programs and Community Outreach  
Catherine Stollar Peters, Head of Tech Services, Circulation  
Chris McGinty, Head of Public Services  
Cathy Brenner, CSEA Local 6015 president

President M. Redmond called the meeting to order at 6:03pm.

PUBLIC PARTICPATION

There was no public participation

MINUTES

Minutes of the 14 May 2018 board meeting with noted clarification were approved unanimously on a MOTION by M. Kissinger with a SECOND by L. Scoons.

K. Roberts noted that the wording regarding the social media discussion would be clarified. M. Redmond said that a paragraph under the memorial space paving section seemed to have some remnants of unedited notes.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 31 May 2018 (Manual Disbursements for May \$41,267.11; Cash Disbursements/Accounts Payable for June \$76,939.74; Trust & Agency Disbursements/Salaries for May \$165,939.62; CapProject Fund/Hand-Drawn Checks for June \$1,868.80; Total: \$286,015.27).

M. Redmond asked where the \$10,000 anonymous donation to the Storch family technology fund lives. G. Kirkpatrick said the money has typically had its own line in the H Fund, along with PEG money and other miscellaneous donations, but that it has reached a point where it is substantial enough that it might warrant breaking it out. M. Kissinger asked what the decision-making process was for purchasing items with the money. G. Kirkpatrick said the family has put very few stipulations on what can be purchased with the intent that it will be spent on public-facing technology. The Friends are meeting the challenge to match the original \$5,000 from the Storchs, and they are in talks to provide a Paypal donation link on the Friends web page to make that easier. H. Narang asked how the library is publicizing the donation to encourage others who might be interested in stepping forward. G. Kirkpatrick noted the recent donation was the result of press the library recently received about the fund. Every year, when the fund renews and also when a technology purchase, like the Oculus Rift, is made using money from the fund, the library publicizes it pretty heavily.

#### BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for May 1-31, 2018.

#### MANUAL INVOICES

None

#### RESOLUTIONS

None

#### PERSONNEL REPORT

The board noted the personnel report.

#### PERSONNEL ACTION

No new actions requested at this time.

#### DIRECTOR'S REPORT

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

- G. Kirkpatrick pointed out the pictures from the asbestos abatement inside the library and commended the construction crew for working inside the "habitrail" bubble inside a building without any airflow wearing full hazmat suits on a hot day.
- Bethlehem Supervisor David VanLuven is considering restarting the Sustainable Bethlehem Initiative and will be meeting with G. Kirkpatrick and interested parties from the school district. The initiative was originally started in 2009.
- On some of the days the air conditioning was down, library staff were treated to sno cones from a machine loaned by the Guilderland library. The library is considering purchasing its own sno cone machine. J. Becker said it would be nice to have something like that on minigolf day.
- The Seniors Prom put on in conjunction with the town was a huge success and received a lot of press. The green screen portraits were a hit.
- A recent Alzheimers series was well-attended and provided valuable information.
- Wireless use is up 33 percent, and that number doesn't include the new service at Five Rivers. The first phase of the service is up and running, and the library has contacted local legislators to see if there may be any member item money to expand the service.

- The circulation of eBooks and eMagazines shot up to 10 percent for the first time. G. Kirkpatrick said that was sort of a watershed moment in terms of circulation. He said Bethlehem was one of the first libraries to put in a significant order through the Overdrive Advantage program, which allows libraries to fulfill their patron holds first. The \$10,000 investment is estimated to have halved the wait time for about 180 popular titles.
- H. Narang asked if there was any way to estimate how many people enter and leave the library without checking out anything. C. Stollar Peters said it can be done by looking at the average number of transactions during a given period and comparing that to the door count. This time of year with regents and tutoring, there are a lot of people using the library who are not checking out materials. G. Kirkpatrick said there are a lot of nontraditional way people use the space and the meeting rooms, and the library tries to be as flexible as possible with the demand changing at different times of the day.
- M. Redmond asked if there is any insurance liability with a pressure washer for the Library of Things. G. Kirkpatrick said the lawyers have said the real liability is with means of conveyance like bikes or kayaks. G. Kirkpatrick said that as a government entity, the library is not allowed to compete with private business, which must be taken into consideration when building a Library of Things. B. Sweeney said he's heard a positive response to the possibility of loaning cake pans. The Guilderland library has had a lot of success loaning out tables for picnic and parties.
- Jeremy Johannesen from the Friends and G. Kirkpatrick have been discussing reviving the library book sale now that there is space for book storage. The project would be very labor intensive, but it could provide meaningful volunteer opportunities.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board adopted the amended grant application requirements with the hope that it will make the grant allocating process go more smoothly. G. Kirkpatrick said there will be a number of BPL employees at the June 19 awards dinner.

## NEW BUSINESS

### *Anticipated projects for the board*

The board reviewed a proposed schedule for upcoming projects. M. Redmond said it was a way to keep from losing track of the things that need to be accomplished by certain deadlines. She said she and G. Kirkpatrick would be meeting June 18 to discuss and create a draft list of some of the capital projects potentially coming up in the next few years, as well as tighten up some of the responsibilities envisioned for the board treasurer position. The lists would be a jumping off point for further discussion among trustees leading up to the long-range plan. G. Kirkpatrick said that the current long-range plan expires at the end of the year, leaving the board with two options: complete a new plan by December or renew the current plan for 6 months to allow more time to create a new one. The coming months will also shed some more light on how much money the library has to spend on capital projects, with the completion of the HVAC project and any potential grant allocations.

The schedule has the board making a decision on insurance contracts in September. G. Kirkpatrick said the brokers offered to shop around for some different providers, but the board could also decide to shop around for a different broker. M. Kissinger said he didn't see a lot of value in shopping around for a different broker if the library is satisfied with the work they are doing.

G. Kirkpatrick said he spoke with Craig Tripp of GPI about the plaza estimates and was told the

big decision hinges on whether there is a snowmelt system or not because they are fundamentally different plans. Both would require re-grading, but it would be less with a snowmelt system in place. M. Redmond said she was concerned with the optics of a grand snowmelt system, but it was a bigger discussion for the fall when the board had a clearer picture of existing capital funds.

*M/C salaries 2018-19*

The board reviewed a chart of the proposed salaries, and G. Kirkpatrick noted that they are in line with the same increases received by the bargaining unit. He said that the list is slightly shorter because a recent retirement moved the head clerk position off the M/C list and back into the bargaining unit.

On a MOTION by C. Brancatella with a SECOND by J. Becker, the board unanimously approved the management confidential salaries, effective July 1, 2018 through June 30, 2019.

*Library Card Policy*

The updated policy allows for youth borrowers age 14 and over without a parental signature, and it removes the section about au pairs as that group would already be covered under the temporary resident section. The policy also removes the \$100 deposit requirement for temporary borrowers but limits the number of items that can be checked out at a time to three.

On a MOTION by M. Kissiner with a SECOND by C. Brancatella, the board unanimously approved the updates to the Library Card Policy.

*Sierra eCommerce feature*

Upper Hudson is proposing an online credit card payment service for fines and lost books. It would cost the library 15 percent of the revenue in administration fees, but G. Kirkpatrick said he was in favor of it because there is an expectation that users should be able to pay fines online. B. Sweeney asked if the service could be integrated into self checkout. C. Stollar Peters said that it would not be, but there would be a separate computer set up to facilitate the process. C. Brancatella said she supported the service because these days people do everything online and it would allow for an easy transaction with added privacy. H. Narang asked how instantaneous it would be if someone paid the fine online and went to check out materials. G. Kirkpatrick said he would look into that.

*Nominating committee*

M. Kissinger and J. Becker volunteered to serve as the nominating committee and prepare a proposed slate of officers to be voted on at the July organizational meeting.

*Treasurer and capital project meeting*

Discussed earlier under new business.

*Insurance coverage*

Discussed earlier under new business.

*Other new business*

G. Kirkpatrick told the board that the NYS Tax and Finance Department is requiring the library to set up a process for automatic withdrawal. T. Choppy and G. Kirkpatrick are working to facilitate that change.

## OLD BUSINESS

*Plaza feasibility – report from conversation with GPI*

Much of this was discussed earlier under new business. M. Kissinger asked if it the board should schedule additional meetings in order to tackle all of the capital projects discussions. G. Kirkpatrick said the board could create a Building and Grounds committee to prioritize some of the projects before making recommendations to the full board. M. Redmond agreed that it would be a good idea. H. Narang said he would be willing to serve on the committee. G. Kirkpatrick said there could be no more than three members before running into open meeting regulations.

*Fire alarm and security update*

DASNY is sending the project design to Gilbane for a contractors estimate, which is required for the state construction grant application. The library was advised to use a construction manager for the project because of the asbestos abatement component. Gilbane provided the contractors estimate for the HVAC project, and it was very close to the actual costs. H. Narang asked if there had been a conversation about the expandability of the system.

*HVAC project update*

The work is basically complete, and the air conditioning is on. There remains some punch list work to be done and some additional calibrating by the “balancer.” G. Kirkpatrick noted that the library saved almost \$1,000 when the A/C was turned off for a month, and it will be interesting to see what kind of savings the new system will bring.

*Community survey*

G. Kirkpatrick and K. Roberts worked to put together a draft of a community survey to gather information for the long-range planning process. G. Kirkpatrick said it was a stepping off point and not intended to be a statistically accurate tool. C. Brancatella asked if the library also uses focus groups. G. Kirkpatrick said that Upper Hudson offers a service where they facilitate focus groups, and they do a good job. B. Sweeney asked if it might be more useful to ask respondents to use a Likert scale to rate the services rather than asking them to pick the top five. C. Brancatella said that if the list were alphabetized, it might require people to be more thoughtful in looking for their answers. L. Scoons said it might be useful to collect some demographics information as well. H. Narang asked how the survey would be marketed. G. Kirkpatrick said it would be on the website and social media, as well as the weekly library column and in paper form at the information desk. G. Kirkpatrick said he and K. Roberts would go back and try to integrate some of the suggestions into a new version of the survey, which would likely launch around the time of the September/October Footnotes. With that in mind, the board agreed that it would make sense to extend the current long-range plan so they could have until spring to craft a new one.

*BCN-TV update*

G. Kirkpatrick said the library is getting a lot of electronic submissions for PSAs and shows. A high school volunteer will help get the one-button studio up and running. Equipment for the studio has already started to arrive. G. Kirkpatrick said that, although ambitious, the library still hopes to have the studio up and running this summer.

*Minigolf at the library – Sunday, July 8*

Staff and trustees are invited to stop by for pre-event play from noon to 1pm. The Friends are busy trying to sell sponsorships, and they have dropped the price significantly. Last year's sponsors were Four Corners Pharmacy and O'Slattery's.

*Self-checkout report*

C. Stollar Peters said the first kiosk will be installed June 27 in the Children's Place. Two more devices will be installed at the circulation desk later that day. There will be a soft rollout as staffers get trained. She said the library is providing scratch-off incentive cards and asked for the board's approval on a 50-cent fine waiver incentive. She said the prizes could also include an item from the Friends shelf and a bookplate for a person's book of choice. The idea is to market the self checkout service and to make it fun for people to try something new. The board discussed the fine waiver further and decided that the estimated \$100 decrease in potential fine revenue could be considered a marketing investment. The board also suggested stickers as incentives.

*Anti-nepotism policy*

C. Brancatella said she was still working on the policy and would have it before the board shortly.

*Other old business*

None was discussed.

## FUTURE BUSINESS

*Director evaluation*

C. Brancatella said that it is not yet complete, but it will be shortly.

G. Kirkpatrick said the library would soon be doing a smaller staff survey to get some ideas about services and the facility. M. Redmond said it would be good to do a similar survey annually.

*Board treasurer*

Discussed earlier under new business. G. Kirkpatrick reiterated the need to have a third party to provide fiscal checks and balances.

*Policy updates/schedule*

Was not discussed at this time.

*Resource sharing*

Was not discussed at this time.

*Fines and fees*

Was not discussed at this time.

*Board committees*

Discussed earlier under Plaza feasibility.

*Long-range plan*

The board discussed the timeline for the long-range plan and decided to extend the current one for another six months so they could gather information from the staff and community surveys. B. Sweeney asked if they would be using a consultant like last time. G. Kirkpatrick said Upper Hudson has a service where they could facilitate the process.

*Capital projects*

Discussed earlier under new business.

**PUBLIC PARTICIPATION**

There was no public participation.

On a MOTION by J. Becker with a SECOND by H. Narang, the board adjourned the regular meeting at 8:14pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #12  
6/30/2018**

**CURRENT MONTHLY REVENUE**

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	2,536.57
Interest on Investment	508.51
Sale of Books	431.25
Gifts and Donations	536.00
Insurance Recovery	0.00
Photocopier	737.95
State Aid	0.00
Grants	0.00
Miscellaneous Income	75.00
<b>Total</b>	<b>\$4,825.28</b>

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #12  
6/30/2018**

**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	3,828,155.70	114.30	100.00%
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	37,651.66	(651.66)	101.76%
Interest on Investment	5,000.00	7,548.20	(2,548.20)	150.96%
Sale of Books	6,000.00	5,405.26	594.74	90.09%
Gifts and Donations, Misc	1,000.00	3,093.10	(2,093.10)	309.31%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,500.00	7,875.38	(1,375.38)	121.16%
State Aid	24,500.00	24,792.00	(292.00)	101.19%
Miscellaneous Income	0.00	375.00	(375.00)	
Sub-Total	\$4,100,652.00	4,105,462.95	(4,435.95)	100.12%
Appropriated Funds Balance	\$0.00			
<b>TOTAL</b>	<b>\$4,100,652.00</b>			

**OPERATING CASH SUMMARY**

TD Checking Account:	34,249.28 *
TD Money Market:	2,451,007.26
TD Comp Fund:	0.00
Capital Project Fund:	16,337.01
<b>TOTAL</b>	<b>2,501,593.55</b>

\*Includes Interest of \$508.51 credited on 6/15/18

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #12**

**6/30/2018**

MANUAL DISBURSEMENTS - JUNE HAND DRAWN CHECKS TD BANK	\$40,253.97
CASH DISBURSEMENTS - JULY ACCOUNTS PAYABLE TD BANK	\$81,622.86
TRUST & AGENCY DISBURSEMENTS - JUNE SALARIES - TD BANK	\$250,706.44
CAPITAL PROJECT FUND HAND DRAWN CHECKS - JULY	\$10,407.02
<b>TOTAL</b>	<b>\$382,990.29</b>

**BETHLEHEM PUBLIC LIBRARY**

Check Warrant Report For A - 48: MANUAL DISB (JUN 18) For Dates 6/1/2018 - 6/30/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37159	06/07/2018	1833	BLUESHIELD OF NORTHEASTERN NY		6,211.02
37160	06/07/2018	2101	MCDONOUGH, NATALIE	180793	750.64
37161	06/07/2018	1161	TOWN OF BETHLEHEM	180786	633.67
37162	06/07/2018	1581	UNITED STATES POSTAL SERVICE	180767	1,189.77
37163	06/07/2018	1607	VERIZON BUSINESS FIOS	180012	126.98
37164	06/07/2018	1607	VERIZON BUSINESS FIOS	180012	127.77
37169	06/13/2018	2113	NYSIF DISABILITY BENEFITS		1,266.26
37170	06/13/2018	559	STATE INSURANCE FUND		16,988.29
37171	06/15/2018	1531	A-J LAWN SPRINKLER CO., INC.	180804	305.50
37172	06/15/2018	2087	CITIBANK	180813	2,403.56
37175	06/25/2018	1424	AFLAC NEW YORK		415.92
37176	06/25/2018	2126	BERKSHIRE MUSEUM	180837	100.00
37177	06/25/2018	2162	CHILDREN'S MUSEUM AT SARATOGA	180835	250.00
37178	06/25/2018	2118	FASNY MUSEUM OF FIREFIGHTING	180834	50.00
37179	06/25/2018	1224	GEOFFREY KIRKPATRICK	180810	53.99
37180	06/25/2018	2127	MASS MoCA	180821	150.00
37181	06/25/2018	1710	CHRISTINE MCGINTY	180841	74.94
37182	06/25/2018	2130	MUSEUM OF INNOVATION & SCIENCE	180838	600.00
37183	06/25/2018	720	MVP HEALTH PLAN, INC.		3,154.98
37184	06/25/2018	1570	NATIONAL GRID		3,642.68
37185	06/25/2018	2211	STORM KING ART CENTER	180836	125.00
37186	06/25/2018	2238	SUCCESSFUL CHANGE INC.	180839	810.00
37187	06/25/2018	2117	THE HYDE COLLECTION	180822	100.00
37188	06/25/2018	2061	UNITED HEALTHCARE INSURANCE CO		133.94
37189	06/25/2018	2064	UNITED STATES TREASURY	180854	9.56
37190	06/25/2018	1607	VERIZON BUSINESS FIOS	180659	122.77
37191	06/25/2018	1607	VERIZON BUSINESS FIOS	180012	201.98
37192	06/28/2018	1607	VERIZON BUSINESS FIOS	180012	126.98
37193	06/28/2018	1607	VERIZON BUSINESS FIOS	180012	127.77

Number of Transactions: 29

**Warrant Total: 40,253.97**  
**Vendor Portion: 40,253.97**

**Certification of Warrant**

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

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

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 1: CASH DISB (JUL 18) For Dates 7/10/2018 - 7/10/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37194	07/10/2018	2263	4 J'S FARM	180784	350.00
37195	07/10/2018	1040	ALBANY COUNTY CLERK	190028	15.00
37196	07/10/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR		21.99
37197	07/10/2018	1009	**CONTINUED** AMAZON CREDIT PLAN		0.00
37198	07/10/2018	1009	AMAZON CREDIT PLAN		1,197.80
37199	07/10/2018	61	AQUASCAPE DESIGNS LLC		65.00
37200	07/10/2018	77	BAKER & TAYLOR , INC.		10,777.59
37201	07/10/2018	1186	BAKER AND TAYLOR ENTERTAINMENT		199.10
37202	07/10/2018	2271	BEDROSIAN, RICK	190025	300.00
37203	07/10/2018	2200	CCB TECHNOLOGY, INC.		1,205.00
37204	07/10/2018	827	PHYLLIS CHAMBERS		402.00
37205	07/10/2018	150	COMMERCIAL MAILING AND	190020	547.64
37206	07/10/2018	1240	DE LAGE LANDEN FINANCIAL SER	190010	440.00
37207	07/10/2018	1434	DELL MARKETING L.P.		10,136.34
37208	07/10/2018	1220	DEMCO, INC		765.20
37209	07/10/2018	1463	EAST GREENBUSH COMM LIBRARY		5.00
37210	07/10/2018	1991	EASTERN MANAGED PRINT NETWORK LLC		434.24
37211	07/10/2018	117	FAMILY & CHILDREN'S SERVICE OF CAP REG INC.		501.00
37212	07/10/2018	1986	FIRSTLIGHT FIBER		188.39
37213	07/10/2018	1965	PATRICIA GEROU		402.00
37214	07/10/2018	787	GUILDERLAND PUBLIC LIBRARY		5.99
37215	07/10/2018	1893	PEGGY HART	190027	400.00
37216	07/10/2018	745	MARY HARTMAN		402.00
37217	07/10/2018	1930	HEWITT'S GARDEN CENTERS INC.		53.95
37218	07/10/2018	308	JAMES KRANENDONK		100.00
37219	07/10/2018	2253	LANDMARK FLOORING CONCEPTS, INC.		10,729.19
37220	07/10/2018	2201	LANE PRESS OF ALBANY	190011	3,010.00
37221	07/10/2018	2267	MAEVE MCENENY-JOHNSON	190003	50.00
37222	07/10/2018	1284	MARK GAMSJAGER	190023	750.00
37223	07/10/2018	1024	MIDWEST TAPE		4,771.96
37224	07/10/2018	2270	MOORE, DAVE	190024	400.00
37225	07/10/2018	1172	ANNE B MOSHER		402.00
37226	07/10/2018	809	NANCY PIERI		402.00
37227	07/10/2018	2121	NATIONAL INDUSTRIES FOR THE BLIND		16.78
37228	07/10/2018	401	NEW ENGLAND HISTORIC		46.29
37229	07/10/2018	2088	NYSID		402.74
37230	07/10/2018	2094	ORIENTAL TRADING COMPANY, INC.		273.71
37231	07/10/2018	1823	OVER DRIVE INC.		754.34
37232	07/10/2018	450	PHILLIPS HARDWARE INC		39.11
37233	07/10/2018	458	PITNEY BOWES INC	180007	460.41
37234	07/10/2018	2038	STAPLES BUSINESS ADVANTAGE		494.63
37235	07/10/2018	2154	STERICYCLE, INC.		45.28
37236	07/10/2018	2250	TECH LOGIC CORPORATION		16,591.19
37237	07/10/2018	632	UPPER HUDSON LIBRARY SYSTEM	190004	11,343.00
37238	07/10/2018	1968	VERIZON WIRELESS		40.01
37239	07/10/2018	645	WW GRAINGER INC		557.99

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 1: CASH DISB (JUL 18) For Dates 7/10/2018 - 7/10/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37240	07/10/2018	1707	AUDREY WATSON		402.00
37241	07/10/2018	904	ZUCCHINI BROTHERS	190026	725.00
<b>Number of Transactions: 48</b>				<b>Warrant Total:</b>	<b>81,622.86</b>
				<b>Vendor Portion:</b>	<b>81,622.86</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**

Check Warrant Report For A - 45: TRUST & AGENCY (JUN 18) For Dates 6/1/2018 - 6/30/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37109	06/01/2018	712	CIVIL SERVICE EMPL ASSOC INC.		964.29
37110	06/01/2018	1679	METLIFE-TSA CONTRIBUTIONS		300.00
37111	06/01/2018	2003	NEW YORK STATE DEFERRED		2,662.82
37112	06/01/2018	710	NYS INCOME TAX BUREAU		3,155.72
37113	06/01/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
37165	06/15/2018	712	CIVIL SERVICE EMPL ASSOC INC.		964.29
37166	06/15/2018	1679	METLIFE-TSA CONTRIBUTIONS		300.00
37167	06/15/2018	2003	NEW YORK STATE DEFERRED		2,584.57
37168	06/15/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
37173	06/29/2018	712	CIVIL SERVICE EMPL ASSOC INC.		964.29
37174	06/29/2018	2003	NEW YORK STATE DEFERRED		2,900.26
100273	06/01/2018	709	BPL SPECIAL PAYROLL ACCOUNT		56,251.48
100274	06/01/2018	1946	IRS - PAYROLL TAX PMT		18,433.46
100275	06/15/2018	709	BPL SPECIAL PAYROLL ACCOUNT		53,906.99
100276	06/15/2018	710	NYS INCOME TAX BUREAU		3,100.70
100277	06/15/2018	1946	IRS - PAYROLL TAX PMT		17,806.62
100278	06/29/2018	709	BPL SPECIAL PAYROLL ACCOUNT		59,424.76
100279	06/29/2018	710	NYS INCOME TAX BUREAU		3,363.05
100280	06/29/2018	730	NYS EMPLOYEES RETIREMENT SYSTE		3,880.52
100281	06/29/2018	1946	IRS - PAYROLL TAX PMT		19,402.62

Number of Transactions: 20

**Warrant Total: 250,706.44**  
**Vendor Portion: 250,706.44**

**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 - 1: MANUAL DISB (JUL 18) H FUND For Dates 7/1/2018 - 7/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1189	07/10/2018	2080	M/E ENGINEERING, P.C.	180817	9,409.60
1190	07/10/2018	1009	AMAZON CREDIT PLAN	180791	997.42
<b>Number of Transactions: 2</b>				<b>Warrant Total:</b>	<b>10,407.02</b>
				<b>Vendor Portion:</b>	<b>10,407.02</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**  
**6/30/2018**

<b>ACCOUNT</b>	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>ENDING BALANCE</b>
TD Bank General Fund	\$119,235.57	\$282,914.53	\$367,900.82	\$34,249.28
TD Bank Payroll	\$0.00	\$169,583.23	\$169,583.23	\$0.00
TD Bank Money Market	\$2,726,007.26	\$0.00	\$275,000.00	\$2,451,007.26
Capital Project Fund	\$18,205.81	\$0.00	\$1,868.80	\$16,337.01
<b>TOTAL:</b>	<b>\$2,863,448.64</b>	<b>\$452,497.76</b>	<b>\$814,352.85</b>	<b>\$2,501,593.55</b>

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - General Fund***

For the month beginning 6-1-18 and ending 6-30-18

Balance on hand at the beginning of the month \$119,235.57

**Receipts during the month**

Interest	508.51	
Transfers from Money Maket Account TD Bank	275,000.00	
Fines	2,536.57	
Copier	737.95	
Miscellaneous (Abate)	3,089.25	
Book Sale	431.25	
PILOT	0.00	
School Taxes	0.00	
Gifts	536.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	75.00	
Total Receipts		<u>\$282,914.53</u>
Total Receipts Including Balance		\$402,150.10

**Disbursements During Month By Check**

From Check #37159 to Check #37193	40,253.97	
Trust & Agency Payments (Payroll)	250,706.44	
From Check #37114 to Check #37158	76,939.74	
Transfers to Money Maket Account	0.00	
Adjustment	0.67	
<b>Total amount of Disbursements</b>		<u>\$367,900.82</u>
<b>Balance on Hand at End of Month</b>		<b>\$34,249.28</b>

**Reconciliation With Bank Statement**

Total Amount of Cash Balance on Deposit as shown by Bank Statement	44,807.09
Amount of Outstanding Checks	10,557.81
Balance on Deposit	34,249.28

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

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

\_\_\_\_\_  
Secretary

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

**BETHLEHEM PUBLIC LIBRARY**  
**Outstanding Checks - TD Bank**  
**General Fund**  
**6/30/18**

<b>Check Number</b>	<b>Date</b>	<b>Amount</b>
37079	5/15/2018	460.41 Contacted Vendor
37175	6/25/2018	415.92
37177	6/25/2018	250.00
37178	6/25/2018	50.00
37181	6/25/2018	74.94
37182	6/25/2018	600.00
37184	6/25/2018	3,642.68
37185	6/25/2018	125.00
37186	6/25/2018	810.00
37189	6/25/2018	9.56
37192	6/28/2018	126.98
37193	6/28/2018	127.77
37173	6/29/2018	964.29
37174	6/29/2018	2,900.26

**TOTAL** **\$10,557.81**

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - Payroll Account***

**For the month beginning 6-1-18 and ending 6-30-18**

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

Receipts during the month

Transfer from Checking 6/1/18	56,251.48
Transfer from Checking 6/15/18	53,906.99
Transfer from Checking 6/29/19	59,424.76

Total Receipts \$169,583.23

Total Receipts Including Balance \$169,583.23

**Disbursements During Month By Check**

6/1/18 - From Check #8306 to Check #84376	56,251.48
6/15/18 - From Check #84377 to Check #84447	53,906.99
6/29/18 - From Check #84448 to Check #84518	59,424.76

**Total Amount of Disbursements** \$169,583.23

**Balance on Hand at End of Month** **\$0.00**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by bank statement	3,085.57
Amount of Outstanding Checks	3,085.57
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  
6/30/18

Check Number	Date	Amount
84459	6/29/2018	656.11
84461	6/29/2018	1,407.82
84472	6/29/2018	136.79
84489	6/29/2018	410.19
84501	6/29/2018	336.17
84503	6/29/2018	138.49

TOTAL		3,085.57
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**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

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

**For the month beginning 6-1-18 and ending 6-30-18**

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

**Receipts during the month**

Transfer from General Fund 0.00

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

**Disbursements During Month By Check**

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

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

Reconciliation With Bank Statement

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

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

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

\_\_\_\_\_  
Secretary

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

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***Capital Project Fund Account (HVAC, Technology & Misc.)  
TD Bank***

For the month beginning 6-1-18 and ending 6-30-18

Balance on hand at the beginning of the month \$18,205.81

Receipts during the month

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

Total Receipts	<u>\$0.00</u>
Total Receipts Including Balance	\$18,205.81

**Disbursements During Month By Check**

From Check #1188 to Check #1188	1,868.80
---------------------------------	----------

Total Amount of Disbursements	<u>1,868.80</u>
Balance on Hand at End of Month	<b>\$16,337.01</b>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	16,337.01
Amount of Outstanding Checks	0.00
Balance on Deposit	16,337.01

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



4427533000280997902403560240356066



21181570 - 000182 - 0001 - 0003 - 26

Company Account Number XXXX-XXXX-XX80-9979	Payment Date 07/01/2018	New Balance \$2,403.56	Minimum Amount Due \$2,403.56	Enter Amount Paid 2403.56
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BETHLEHEM PUB LIBRARY  
TANYA CHOPPY  
451 DELAWARE AVE  
DELMAR NY 12054-3042

\*\*\*T0000053

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

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

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

### CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$30,596	\$00	\$00

OK to pay  
OK  
6/14/18

Statement Date 06/06/18

Payment Date 07/01/18

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

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

### COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	1,187.47	- 1,187.47		2,403.56		2,403.56
Advances						
Company Totals TOTAL	1,187.47	- 1,187.47		2,403.56		2,403.56

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

Account management made easier: Online statements & CitiManager Mobile offer 24/7 access, security, and mobility. Log in at [www.citimanager.com/login](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
Purchases				1,601.00		1,601.00
Monthly Limit: \$2,500				1,601.00		1,601.00
Advances TOTAL						

PETERS, M CATHERINE XXXX-XXXX-XX82-7385	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				271.99		271.99
Monthly Limit: \$625				271.99		271.99
Advances TOTAL						

COFFEY, KEVIN J XXXX-XXXX-XX56-3708	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				477.27		477.27
Monthly Limit: \$750				477.27		477.27
Advances TOTAL						

<b>DAYS IN BILLING PERIOD: 31</b>					
Balance Subject		<u>Purchases</u>	<u>Cash Advances</u>	Payment Due:	2,403.56
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:	2,403.56



21131570 - 000192 - 0002 - 0003 - 26

XXXX-XXXX-XX80-9979

Statement Date  
06/06/18

CARDMEMBER SUMMARY

MCDONOUGH,NATALIE XXXX-XXXX-XX42-8387	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$500	Purchases Advances TOTAL			53.30		53.30
				53.30		53.30

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY				XXXX-XXXX-XX80-9979
Monthly Limit	Cash Limit*	Available Credit Line	Available Cash Line**	
\$33,000	\$00	\$30,596	\$00	
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
05-20	05-21	74046588141140000041706	PAYMENT - THANK YOU	1,187.47 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
06-05	06-06	24492158156719852261575	TECHSOUP 415-633-9300 CA 180779	450.00
06-05	06-06	24492158156719852261492	TECHSOUP 415-633-9300 CA 180779	1,151.00
TOTAL PURCHASES/ADVANCES/CREDITS				1,601.00

PETERS,M CATHERINE				XXXX-XXXX-XX82-7385
Monthly Limit	Cash Limit*			
\$625	\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount
05-15	05-16	24492158135894522835516	PAYPAL MOBLEBEACON 402-935-7733 RI 180780	129.99
05-16	05-18	24326848137200711200387	AMER LIB ASSOC-IMIS 312-280-4237 IL 180780	142.00
TOTAL PURCHASES/ADVANCES/CREDITS				271.99

Mobile Hot Spot paid by patron  
Webinar

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



21131570 - 000182 - 0003 - 0003 - 28

XXXX-XXXX-XX80-9979

Statement Date  
06/06/18

INDIVIDUAL CARDHOLDER ACTIVITY

COFFEY, KEVIN J				XXXX-XXXX-XX56-3708	
Monthly Limit \$750			Cash Limit* \$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
05-11	05-14	24431068131981000016674	Paint for Upstairs	36.67	
05-11	05-14	24692168131100704308723	SHERWIN WILLIAMS 705389 DELMAR NY 18072	198.44	
05-13	05-14	24013398133002776604976	NOR NORTHERN TOOL 800-222-5381 MN 180727	199.00	
05-17	05-18	24692168137100712732066	PODS ALBANY 800-7767637 NY 180812	43.16	
			LOWES #01784 GLENMONT NY 180813	477.27	
			TOTAL PURCHASES/ADVANCES/CREDITS		
MCDONOUGH, NATALIE				XXXX-XXXX-XX42-8387	
Monthly Limit \$500			Cash Limit* \$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
05-17	05-18	24445008138000733839865	Garden Cart	12.96	
05-17	05-18	24427338137060000588136	DOLLAR TREE DELMAR NY 180780	40.34	
			HANNAFORD #8339 DELMAR NY 180780	53.30	
			TOTAL PURCHASES/ADVANCES/CREDITS		

Program Supplies

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

July 9, 2018 - Board of Trustee Meeting											
Job Status Report											
											30
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Library Assistant FT	35 hrs/wk	15 hrs/wk, 25 hrs/wk	\$36,137/ annual or per contract	Tel. Prod. Asst PT & Studio Mngr. PT	6/3/2017, 1/3/2018	Resignation, Retirement	5/14/2018				
<u>Action Requested</u>											
Library Page	13.85 hrs/wk		\$10.40/hour	N. Aragona	6/19/2018	Separation					
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hrs/wk		\$13.19/hr or per contract	R. Weatherby	2/27/2015	Resign	Hold				
Sr. Library Clerk	15 hrs/wk		\$15.75/hour or per contract	S. Taylor	7/12/2017	Promotion	Hold				
Board Treasurer	TBD		TBD	N/A	N/A	New	New-Hold 10/10/17				

## Director's Report July 2018

### Building and Grounds

Kevin has requested to redeploy the speed bumps that bolt into the parking lot. Patron speeds exiting the parking lot have increased again. Whenever the speed bumps are deployed some patrons express concerns about the severity of the speed bumps. It is best to drive over them slowly, so they are effective.

Duct cleaning has been recommended by both the HVAC balancer and the controls contractors. I am investigating options now. The WK Sanford in Colonie had it completed recently and I have asked them for recommendations. I will report back to the board with pricing as soon as I have it.

Take note of the energy use reports. Preliminary results indicate that we may see a significant savings for air conditioning costs compared to last year. I will monitor the numbers closely; the recent heat wave will certainly prove to be a good test of our new system.

### Public Service

Wireless use continues to increase. The increases represent an increase in Wifi capacity and access points as well as increased use of the existing access points. Wifi access at the pool nearly equaled indoor and outdoor use at the library itself. For the month, the pool use was 6,205 (compared to 3,786 last year) and library use was 8,319 (compared to 6,119 last year). Wifi use at Five Rivers was 735 for the month.

We added new items to our Library of Things last month. These were a laser tape measure, card code reader, a laser level, and wireless projectors for home movie nights or small meetings. Coming soon are a tabletop electric drum kit and a Nintendo Switch gaming console.

We had a soft opening for our self-checkout machines. Reviews so far are mostly positive. We still have some work to do to prepare our collection for self checkout. The cases for CDs and new movies are a challenge that requires staff intervention. Our high number of hold items are another. I am very pleased to be able to offer this service to our patrons. Some patrons love it; others are very happy to continue to have the ability to engage with our staff at the checkout desk.

After a hiatus, our library has uploaded some new resources to nyheritage.org. This project, funded through New York State via the Capital District Library Council and other library councils from around the state gathers digital cultural items from libraries and other cultural institutions from around the state. This project is then included in the Digital Public Library of America. You can see our collection at the New York Heritage here:

<https://nyheritage.org/contributors/bethlehem-public-library>

Along with the large number of teen volunteers that help with the summer reading program our other volunteers continue to do excellent work for our public. Several volunteers assisted with our Open Sewing and Apron Sewing programs. A new teen volunteer will be providing a few hours a week to help digitize the Tri-Village Directory. These projects take a long time, but the outcomes are wonderful.

Last month we cablecast 42 programs totaling 237 hours over BCN-TV. There were 83 public service announcements show on the slideshow with 35 of those newly added this month. A new monitor has been added above the bulletin board in the library, as soon as power is

hooked up, it will show just the BCN Community Bulletin Board slides on a continuous loop. This will help both advertise the individual events and advertise that this service is available as another media outlet for our local nonprofits.

### **Meetings and Miscellany**

Public Services libraries have begun training classes on Adobe Premier Elements. This training will continue, and the staff are being encouraged to practice video editing in anticipation of the opening of the Studio Makerspace later this summer.

The library's Information Science intern continues her work to redesign the Public Services wiki. This webpage is an essential form of communication between staff members in that department. She is actively participating in programs and community outreach events. She will be conducting programs that she planned as a final part of her internship.

I met with several groups last month to discuss sustainability in the community. I met with a grassroots group of citizens as well as with representatives from other government agencies in the community. There is a general feeling that this might be the right time to relaunch Sustainable Bethlehem, and I am excited to work with both the town and school district to work towards sustainability in our community and within our organization.

Some library staff attended a webinar on disaster preparedness. Catherine participated in a webinar about Blockchain in Libraries hosted by San Jose State University.

Geoffrey Kirkpatrick, Library Director

# Program and Outreach Report

## June 2018

33

### Highlights from our Library Programs

- The Summer Reading Programs all launched on June 18 for all ages, with the Rubber Ducky Club included for those children younger than Kindergarten, and an online and print bingo card for adults to use for their program. Sign-ups were heavy during the first two weeks of the program, and the children were very excited for the program to begin, and start recording their books and getting their sign-up bag prize, in advance of the first week of reporting starting July 2. A big “Thank You” to John Love for all of his work in updating his existing software and for developing the software for the adult program which used his software for the first time this year.
- The training for the Teen Volunteers started this month, with five sessions between June 25-28, and 115 teens who attended those sessions.
- Cathy and Michelle have started the Story Walks in the park, which follows the end of the regular storytimes in May. The turnout has been very good and the weather has cooperated for the most part. The families have been having a lot of fun. Michelle heard that some of the participants joined the program because of word of mouth on the playground that it would be taking place that day. Tori covered the first program that was held (after a weather cancellation) and all of the patrons really enjoyed the stories and songs, and were also very happy with the walk on the fit trail which none of them had been on before. There was a lot of positive feedback and they were all looking forward to attending again.
- On June 11, Natalie had a great discussion of *The Storied Life of A.J. Fikry*, which was a fun book for the last meeting of the year. With the large number of attendees for her DayBooks program, she will be holding a discussion of the same book, twice each month, with one on a Thursday and one on a Monday, both at 1:30pm. For the fall, the Thursdays will fall before the Mondays so it should make for an interesting experiment in which date is more popular with attendees.
- There were varying numbers of students who came in during the Study Hall @ the Library dates, with the number for the whole day of the Saturday before Father’s Day matching the number who came in on Father’s Day between 12-1. The variance this year may be as a result of so many sessions having to be cancelled as the Community Room or Board Room was unavailable so often between May and June.
- Frank arranged a Coffee and Conversation program on “The Joy of Trains”, with local author and entertainer Chuck Oakes. Chuck told stories, sang songs and shared video clips celebrating historic American railroads, including some local lines. Chuck was very engaging and he involved the audience in singalongs and encouraged them to ask questions and share their experiences with trains throughout the performance. Frank had several audience members come up afterwards to tell him that Chuck was one of the most enjoyable performers that they had even seen at the library.
- Mary arranged two Coffee and Conversation programs this month, one of which Jody covered due to the weekend staffing schedule. For Jody’s the “Mahican, Mohican, Mohegan?” program there was a huge crowd of 65. Mary led the “History of the Hudson River Valley” with a local speaker.
- Frank had his final book discussion meeting of the fiscal year where the group discussed *I Found You* by Lisa Jewell. The book was well received by those in attendance.

- Tori offered a “Make It Yourself Terrariums” on a Saturday in early June. This was a great presentation by Brookside Nursery. The program registration was filled within a few days of the footnotes issue being mailed, and everyone who signed up attended the program. The presenter, Aissa Terry, provided all of the materials for the open-top succulent terrariums (including rocks, soil, plants and decorations) except for the containers, which patrons brought from home. Aissa was very knowledgeable and provided great instruction for the participants who put together amazing terrariums and are prepared to take care of them at home. Everyone was thrilled with how their projects turned out and very happy with the program.
- Michelle continues to have quite a few new knitters (or those who want to become knitters) at her Knit One, Purl One program, and was very fortunate to have had two of her regulars to assist this month. Michelle will be looking for volunteers to assist with this program in the fall.
- René led another popular Excel class this month with a full registration for the program. His computer classes fill up quickly and we are looking to expand the types of programs that he offers starting in the fall.
- Mary had two capacity shows with Sylvia the Ventriloquist on June 21. There were roughly 25-30 people who had to be turned away for the first show, though we were able to offer them the option of the second show that evening. A few people had to be turned away at the second show, though some arrived about 30 minutes into the 45-minute program. There were many, many patrons who loved the show and made sure to tell that to Mary. Every the adults really seemed to enjoy the performance. Liz, our library school intern and Natalie assisted with the program.
- Mary offered a special Rubber Ducky Club Storytime on a music theme, which had a fantastic response and was held in the Storyhour Room, though the program was popular enough that Mary could have had a larger audience in the Community Room.
- Tori offered two sessions of a “Sew It Yourself” program on aprons, and in both sessions, patrons were very happy with the project. Some of the regular sewing patrons had been asking about an apron project and they were excited to get to work on one. Everyone was very happy with her finished projects and some were even willing to be photographed wearing their new apron. The photos are included at the end of this report.

### **School Outreach for June 2018**

Anne

- Anne visited the St. Thomas Grade 1 and 2 classes, and talked about library services and activities, and the Summer Reading Programs. She also read a few popular new picture books. Anne noted that it is always a pleasure to work with St. Thomas students.
- Anne visited with the Elsmere Grades K-4 and talked about the Summer Reading Program and library services and activities. She also read some pictures books to the younger grades and chapters from novels for the older grades. The kids especially enjoyed Dan Santat’s beautifully illustrated *After the Fall: How Humpty Dumpty Got Back Up Again* and Mac Barnett/Jon Klassen’s new fairy-tesque *The Wolf, the Duck and the Mouse*. The afternoon students especially were very excited about the end of the school year (and the end of the school day!) and enjoyed coming up with silly questions about Summer Reading. If anyone asks; Yes, they can write their own book and report it as part of their reading challenge.

- Anne visited the Elsmere intensive skills classes (K-2 and 3-5) and talked briefly about the Summer Reading Program. She then provided a summer-themed story time to both Skills classes. This was Anne's first time working with these students, and she was very grateful for that opportunity. She learned how to present and interact with a new audience.

#### Cathy

- Cathy visited all of the K-Grade 4 classes at Slingerlands to talk about summer reading. She noticed that many of the kids came into the library to look for the books that she had talked about it during her visits.

#### Mary

- Mary visited the K-Grade 4 classes at Glenmont to talk about summer reading. Each class had a 5-minute visit during which she told them about the program and the Kick-Off party with Sylvia the Ventriloquist.
- The Glenmont Grade 1 students came to the library on June 13 as part of their community visits. The classes came to the library, Town Hall and the Police Station as part of their field trip.
- Mary participated in the last High School Book Club meeting of the year. They will start up again in September to maximize the number of books that they can discuss before the winter break.

#### Michelle

- Michelle made her final visit of the school year to the Circle of Friends program, for two classes on June 14. She shared summer themed books and music, with scarves, and talked about the warmer weather that was coming.
- Michelle visited the K-Grade 4 classes at Eagle and shared information about the Summer Reading Program.
- Michelle visited the K-Grade 3 classes at Hamagrael and shared information about the Summer Reading Program. Michelle has made every effort to see the Grade 4 classes for the past couple of years, but this school has been unwilling to arrange visits for this grade, which is unfortunate for the students.

#### Tori

- Tori worked on printing some of the cookie cutters that were designed by the Hamagrael Grade 5 classes during her outreach earlier this spring, in support of the school librarian who had been planning to print them on the school's new 3D printer. As we have been using the printers for four years now, our librarians have developed an expertise on the machines, which made it easy for Tori to pitch in and help Ms. Held.

### **Community Outreach for June 2018**

#### Cathy

- Play Factory has changed formats this year, with two separate two-week sessions at schools in our district. Cathy covered the program for the first week, and had quite a few kids. She read some books on the "Libraries Rock" summer reading theme and shared with information about the bookmark contest.

- Kristen and Liz staffed the Delmar Farmers Market table on June 9, and had a good turnout, speaking with many people who were interested in the summer program calendars and the Evenings on the Green. They had brought information and bookmarks on the Rubber Ducky Club, Summer Cinema, Overdrive, the Library of Things, the museum passes and the current issue of footnotes. They also had the tri-fold information board setup and a laptop and Wi-Fi hotspot on display.

Michael

- Michael made the monthly visit to Good Sam, both Kenwood Manor for the booktalk and Bethlehem Commons for the program for the nursing home residents. The theme was William Butler Yeats and Michael read several of his easier to understand poems about love and WWI. June 1 would have been Marilyn Monroe's birthday so he talked about little known facts about her, and read an excerpt from Truman Capote's book, *Music for Chameleons*, which has an amusing essay about a conversation that he had had with Marilyn.



## **Library Skills Academy Report**

***June 2018***

**By: Patti Lloyd**

For three consecutive Tuesdays this month, I was privileged to be able to attend the Library Skills Academy (formerly known as the Library Assistants Training Program) at NYLA Headquarters in Guilderland. Each day-long session centered on a different area of service in libraries, focusing on the tasks library support staff may be involved with.

### DAY 1 (6/5): Morning

Tim Burke, Executive Director of the Upper Hudson Library System, taught the introductory class about libraries and library service. He gave us some definitions of what is a library, and then gave an overview of the history of libraries from the Sumerians of 3000 B.C. up until the present day. I was interested to learn that the first public libraries were actually started by the Romans in 40 B.C. and were very important to their society. As with many things like art and science, the Dark Ages brought an end to most libraries, and it took many centuries for their resurgence. The first tax-supported public library in the US was opened in Peterborough, NH in 1833. From there, public libraries took off with Melvil Dewey being instrumental in their development (Among other things, I had no idea he was the first president of NYLA!) Libraries today are an ever changing landscape with the introduction of the internet, eReaders, and the idea that a smartphone provides everyone with a computer in his or her pocket.

Tim also went over some of the foundational principles of libraries, introducing us to Raganathan's Five Laws of Library Science, written in 1931, and the five additional Laws of Library Science Michael Gorman added in 1995. The handout he gave us also included the American Library Association's "Bill of Rights." We rounded out the morning discussing some of the "hot topics" facing libraries today. We ran out of time; otherwise, I think the group would have liked to really delve into more discussion. Tim did an excellent job, and I learned a lot from him.

### DAY 1: Afternoon

After lunch, Carol Anne Germain of the University at Albany talked to us about reference and information services. This session was meant to be an introductory overview. She first went over the reference interview and how to find out from a patron what they want or need. This led into a discussion about how to find the information through both online and traditional sources. She shared with us that SUNY subscribes to hundreds of databases, which anyone in the public can use while in their library. Databases are a great source of information if one knows where to look. I was appreciative that BPL has dedicated a lot of resources to providing various databases to our public. It was interesting to see that some of my colleagues in the class really had no first-hand knowledge of them. We, of course, also talked about more traditional reference sources, particularly the books and other items we may have in our libraries or shared library systems.

Ms. Germain talked about the skills used for information seeking, as well. We went over classification systems, particularly Dewey and the Library of Congress. She then gave us tips on how to do better Google searches. We were given a handout with many suggestions for refining searches. One example was site specific searches, as in site: .edu or site:.org in order to narrow your search down to non-commercial sites.

I found the session to be a mixture of familiar, forgotten, and new information. Ms. Germain was clearly very knowledgeable on the subject of reference. It was a nice overview, and I learned a few neat “hacks” for use in both personal and professional information seeking.

#### DAY 2 (6/12):

The second day in the series was dedicated to Public Services with an introduction to policies and procedures, collection management, and customer service. The presenters were Rebecca Lubin and Mary Coon, Heads of Branch Services (East and West, respectively) at Albany Public Library. They encouraged us to think about all of the different types of people that use our libraries and how we serve those patrons. One of the first impressions a library makes is physical. How is it set up? What do patrons see when they first walk in the door? Is the Reference Desk obvious, or does everyone go to Circulation first (assuming they are separate)? How are the shelves laid out? Are there a lot of displays and face outs? There are a lot of options, and no one way is always correct, but design can be just as important as the physical materials available.

We also talked about how important public computers have become to library service. With that come many decisions regarding procedures and policies. As an exercise, Rebecca and Mary had us break into small groups and come up with a laptop policy for use in our fictional libraries. We were encouraged to think about patron type, loan period, the need for additional equipment, etc. In my group of four, two of us had loanable laptops at our libraries and two did not. It was an interesting task, as we discovered there are many options when creating a laptop policy (a fact which could be extrapolated to many kinds of policies).

Another area that we covered was customer service. That is an area that every one of us has experience with, both negative and positive, in one way or another. The presenters gave us a list of the “Seven Deadly Sins of Customer Service”, including apathy, condescension, robotism and the like. Then, they gave us tips for appropriate customer service. Some things, like remembering to separate the behavior from the person and also that even though you may have imparted the same information multiple times, it is probably the first time that particular patron is hearing it, were great points. Most importantly, they encouraged us to not take negativity personally. Most patrons just want to be heard, and a sympathetic ear can go a long way. We then went over the five principles of the Welcoming Library. Number three on the list is that details count, which means simple things like smiling and saying thank-you and you’re welcome can have a positive impact on any interaction with a patron. These details seem obvious and essential to good customer service, but they are something of which we all need to be reminded from time to time.

The day was informative and interesting, and I really enjoyed the presenters (although I am slightly biased, since Rebecca is a friend). Since we broke into small groups a couple of times during the presentation, it was a good opportunity to get to know some of the people taking the class along with me, as well.

#### DAY 3 (6/19):

For the last session of the Library Skills Academy, Denise Garofalo, a catalog services librarian at Mount Saint Mary College, gave us a somewhat in depth introduction to technical services in libraries. Some of the objectives of the day included understanding the relationship between tech services and the library, recognizing cataloging tools and comprehending the acquisitions process.

While Public Services tend to work more directly with the patrons, Technical Services departments order and process the collection, which provides the resources that meet patrons’ needs. We talked about how both are important to providing good customer service.

Ms. Garofalo went over various things like deciding when to withdraw a book, the variety of materials a library orders and what the cataloging rules are. We went over the anatomy of a book, and where to find the information needed to catalog a book (i.e. the title page), and then she described what a MARC record is. I learned that the numbers in a bibliographic record each stand for something, like 245 is always the main title. 000's are for numbers and codes (ISBN, call number, etc.), 100's are the author field, 300's are the physical description and so on. That was all new information to me.

The subject matter was the least familiar to me of the three days. I definitely learned a lot that I hadn't known. I found much of it interesting, but by the end of the day, my head was spinning a little bit with all of the technical elements. Happily, the presenter was a dynamic person, so she turned what could have been a very dry topic into something much more engaging.

In summary, I am very happy that I got to participate in the Library Skills Academy. I am thankful to Chris, Geoff, and the Board for giving me this opportunity. It was a great learning experience, as well as rejuvenating, inspiring me to come back to BPL and be an even better service provider to our patrons. I hope to retain and put into action much of what I learned. It was a fantastic experience overall!

## Capital District Library Council (CDLC) Annual Meeting

Thursday, May 10, 2018 11:00 am – 3:00 pm  
Shaker Ridge Country Club, Loudonville, NY

### **“Connect \* Engage \* Inspire : Positioning Your Library To Meet Community Needs”**

The Capital District Library Council’s annual meeting was held at the Shaker Ridge Country Club in Loudonville. Lunch was great, and the three presentations given after the business meeting and CDLC update were very interesting and well done.

#### *“Connecting the Dots with Library Services To Improve Health and Patient Safety”*

Emily Spinner, Clinical Medical Librarian at Ellis Hospital, is a skilled speaker who shared her experiences and ideas in a hospital library, an often-overlooked resource for staff and one that can also provide services to improve the quality and safety of patient care. With only two volunteers to help her, Emily developed her abilities as a dedicated problem solver to reach out to doctors, nurses, administration, other staff and board members in order to support her hospital community in unusual, inventive ways. A medical library can be “the forgotten step-child of the hospital.” Emily immediately undertook to increase her library’s visibility and access, and suggests the following steps : market yourself, say hello, go to meetings, borrow ideas, and share what you know. Her key takeaway is that “hospital librarians are uniquely positioned to provide connections of information and ideas that can positively impact the health and safety of communities.”

#### *“Libraries as Change Leaders : Open Educational Resources as Catalyst”*

As Instruction/Public Services Librarian and Assistant Professor at Fulton-Montgomery Community College’s Evans Library, Michael Daly is an advocate of Open Educational Resources (OER) as a means of reducing college costs for students and increasing access to free learning materials for faculty and students. Michael further defines OER as : “Teaching, learning and research resources that reside in the public domain or have been released under an intellectual property license that permits repurposing by others.”

Michael also serves as a mentor, working with SUNY libraries and faculty to use OER as a way to decrease the cost of higher education by increasing access to learning materials as well as furthering the number of graduates. An academic librarian is a key player and a partner in education in this new way of learning, not just someone who provides a service.

It is important to collaborate with other college departments in order to have constant conversations with faculty about their needs and the needs of their students, as well as making academic libraries and librarians more student-centered. Library instruction has also increased. Using OER is part of reference services. This does not mean we no longer perform traditional librarian duties; we do both as a means of promoting student success. Connect, engage, inspire, and care! OER as an important resource positions academic librarians to positively impact the student experience, “which has become the new Middle States mantra.”

*“Building a Sense of Place Through Reflection and Amplification :  
How I Learned to Stop Worrying and Love Collaboration”*

Ravena Coeymans Selkirk Community Library Director Judith Wines shared her experiences with creating a sense of identity and pride in a community library as part of providing great public library service. Her powerpoint presentation included slides of the many programs provided to adults and children at her library, including author talks, concerts, nature walks and birdwatching, and history topics. The community’s local newspapers have been recently digitized.

Powerpoint presentations for these three programs are available on CDLC’s website under continuing education :

[https://cdlc.libguides.com/continuing\\_education/20180510](https://cdlc.libguides.com/continuing_education/20180510)

I appreciate the opportunity to attend this local continuing education program.

Lisa Bouchard  
Technical Services Librarian

<b>Library Collection</b>				<b>2016-17</b>	<b>Current Total</b>
Adult fiction				24,506	25,650
Adult non-fiction				29,891	29,279
Adult audio				7,327	7,387
Adult video				6,311	7,462
Young adult fiction				5,536	5,493
Young adult nonfiction				450	498
Young adult audiobooks				414	322
Children's fiction				25,523	26,831
Children's non-fiction				15,230	15,094
Children's audiobooks				1,420	1,380
Children's video				1,981	2,130
OverDrive - UHLS Shared				52,057	59,361
e-books (locally purchased)				1,456	0
e-magazines				110	113
Electronic (games, ereaders)				475	467
<b>Total</b>				<b>172,687</b>	<b>181,467</b>
<b>Library Programs</b>	<b>Jun-18</b>	<b>Jun-17</b>	<b>% change</b>	<b>2016-17</b>	<b>F-Y-T-D</b>
Programs	46	46	0.0%	783	854
Program attendance	1,303	1,416	-8.0%	22,326	26,583
Outreach Programs	85	71	19.7%	332	304
Outreach Attendance	1,844	1,524	21.0%	9,718	8,919
<b>Circulation</b>	<b>Jun-18</b>	<b>Jun-17</b>	<b>% change</b>	<b>2016-17</b>	<b>F-Y-T-D</b>
Adult fiction	12,814	13,341	-4.0%	146,643	143,450
Adult non-fiction	8,206	8,170	0.4%	93,890	94,927
Adult audio	4,294	4,768	-9.9%	56,970	52,342
Adult video	8,892	9,158	-2.9%	111,944	106,685
Adult magazines	792	1,715	-53.8%	19,876	19,756
Young adult fiction	1,965	1,909	2.9%	20,068	18,900
Young adult nonfiction	133	112	18.8%	1,477	1,379
Young adult audiobooks	113	120	-6.0%	1,356	1,243
Young adult magazines	12	11	9.1%	101	98
Children's fiction	12,365	13,773	-10.2%	149,348	144,538
Children's non-fiction	3,365	3,252	3.5%	40,998	41,533
Children's audiobooks	721	803	-10.2%	7,399	7,249
Children's video	1,230	1,345	-8.5%	17,640	15,823
Children's magazines	44	54	-18.5%	527	435
Electronic (games, ereaders)	629	580	8.4%	4,947	6,581
<b>Total</b>	<b>55,574</b>	<b>59,113</b>	<b>-6.0%</b>	<b>673,181</b>	<b>654,937</b>
<b>Interlibrary Loan</b>	<b>Jun-18</b>	<b>Jun-17</b>	<b>% change</b>	<b>2016-17</b>	<b>F-Y-T-D</b>
Borrowed from others	6,643	7,127	-6.8%	77,470	86,973
Loaned to others	5,411	5,706	-5.2%	64,966	67,687
<b>Miscellaneous</b>	<b>Jun-18</b>	<b>Jun-17</b>	<b>% change</b>	<b>2016-17</b>	<b>F-Y-T-D</b>
Visits to our home page	71,927	58,397	23.2%	653,745	939,696
Public use of meeting rooms	32	30	6.7%	497	484
Public meeting attendance	437	538	-18.8%	6,111	5,860
Staff use & library programs	101	90	12.2%	1,149	1,355
Study room sessions	439	510	-13.9%	4,517	4,935
Tech room use	47	33	42.4%	332	364
Door count	27,520	29,238	-5.9%	320,892	325,408
Registered BPL borrowers	143	148	-3.4%	1,054	1,117
Computer signups	3,085	3,699	-16.6%	41,015	37,496
Museum Pass use	180	136	32.4%	1,327	1,666
E-book use	5,229	4,496	16.3%	54,585	55,407
E-magazine use		1,114	-100.0%	11,406	12,186
Equipment	459	245	87.3%	1,968	4,444
Wireless Use	15,259	9,905	54.1%	84,156	109,852

## 2017-18 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	June Exp.	Exp to date	Encumbered	Available	% Available
<b>Personnel</b>								
Salaries-Librarians	1,102,117	0	1,102,117	122,564	1,061,050	0	\$41,067	4%
Salaries-Clerical	938,358	0	938,358	101,168	913,879	0	\$24,479	3%
Salaries-Custodians	162,602	0	162,602	16,534	149,962	0	\$12,640	8%
Retirement	293,132	0	293,132	0	288,233	0	\$4,899	2%
SocSec/Medicare	168,343	0	168,343	17,910	157,085	0	\$11,259	7%
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	6,640	264,686	0	\$26,814	9%
Disability Ins.	1,400	0	1,400	0	0	0	\$1,400	100%

**Materials**

Adult books	171,000	26,506	197,506	21,921	139,659	29,435	\$28,412	14%
Audiobooks	36,000	9,010	45,010	4,131	28,446	931	\$15,633	35%
Ebooks	87,000	0	87,000	16,646	88,188	0	-\$1,188	-1%
Electronic Resources	32,000	0	32,000	0	25,553	0	\$6,447	20%
Periodicals	20,000	0	20,000	110	21,714	0	-\$1,714	-9%
YS Books	85,000	23,068	108,068	9,112	72,572	16,253	\$19,242	18%
YS Audiobooks	8,000	956	8,956	210	4,418	869	\$3,669	41%
YS Media	10,000	257	10,257	870	3,030	5,288	\$1,940	19%
Special Collections	5,500	217	5,717	2,994	12,972	1,582	-\$8,838	-155%
AS Media	55,000	10,105	65,105	5,147	45,084	7,805	\$12,217	19%

**Operations**

Copiers and supplies	11,000	823	11,823	1,725	12,398	0	-\$575	-5%
Office supplies	29,000	129	29,129	892	8,059	0	\$21,070	72%
Custodial supplies	14,000	553	14,553	2,351	7,435	0	\$7,118	49%
Postage	17,000	525	17,525	1,190	16,016	479	\$1,029	6%
Printing	25,000	50	25,050	0	17,973	79	\$6,999	28%
Van lease & oper.	1,700	0	1,700	0	521	0	\$1,179	69%
Gas and Electric	65,000	0	65,000	3,643	57,752	0	\$7,248	11%
Telecommunications	11,000	1,700	12,700	1,296	10,463	0	\$2,237	18%
Water	3,000	0	3,000	634	2,989	0	\$11	0%
Taxes-sewer&water	3,500	0	3,500	0	4,622	0	-\$1,122	-32%
Refund property taxes	4,000	0	4,000	1,712	2,792	0	\$1,208	30%
Prof. Services	15,000	67,611	82,611	0	10,605	550	\$71,456	86%
Contract Services	37,500	193	37,693	343	33,742	131	\$3,820	10%
Insurance	29,000	0	29,000	0	19,128	0	\$9,872	34%
Travel/Conference	10,000	954	10,954	2,908	12,674	0	-\$1,720	-16%
Memberships	2,000	0	2,000	1,063	2,518	0	-\$518	-26%
Special Programs	20,000	1,187	21,187	3,215	19,283	2,244	-\$341	-2%
Furniture&Equipment	25,000	1,460	26,460	10,652	33,056	1,941	-\$8,537	-32%
IT Hardware & Software	42,000	4,281	46,281	13,547	41,499	4,721	\$61	0%
Bld&Grnd. Repair	40,000	50	40,050	2,233	20,538	162	\$19,351	48%
Furn/Equip Repair	2,000	4,652	6,652	329	6,974	0	-\$322	-5%
Miscellaneous	3,500	81	3,581	-112	1,287	0	\$2,294	64%
Audit Service	13,500	0	13,500	0	12,500	0	\$1,000	7%
Accounting Service	13,000	0	13,000	0	12,954	0	\$46	0%
UHLAN fees	50,000	0	50,000	0	47,846	0	\$2,154	4%
Capital Expenditures	125,000	5,889	130,889	37,815	43,704	0	\$87,185	67%
<b>TOTAL</b>	<b>\$4,100,652</b>	<b>\$160,255</b>	<b>\$4,260,907</b>	<b>\$411,393</b>	<b>\$3,758,498</b>	<b>\$72,469</b>	<b>\$429,940</b>	<b>10%</b>

Report under review.

Awaiting audited  
numbers.

Monthly Gas and Electric Comparisons												
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
6/14/2016	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
2/10/2017	30	2,118	71	\$1,280.34	\$42.68	\$0.60	29	29,184	1,006	\$2,866.03	\$98.83	\$0.10
2/9/2018	29	2,380	82	\$1,388.85	\$47.89	\$0.58	29	28,800	993	\$3,871.09	\$133.49	\$0.13
3/13/2017	31	2,015	65	\$1,188.31	\$38.33	\$0.59	32	33,792	1,056	\$2,837.83	\$88.68	\$0.08
3/13/2018	33	1,833	56	\$1,238.17	\$37.52	\$0.68	32	30,336	948	\$2,672.72	\$83.52	\$0.09
4/12/2017	30	1,862	62	\$1,037.51	\$34.58	\$0.56	29	29,568	1,020	\$3,267.38	\$112.67	\$0.11
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10

## **Board Authorizations 2018-19 DRAFT**

### **Library Attorneys**

Roemer, Wallens, Gold & Mineaux, LLP (*Last RFP – N/A*)

### **Library Insurance Broker**

Fernando Gomez, Amsure Associates (*Last RFP – N/A*)

### **Library Auditors**

Bonadio Group (*Last RFP 2015 – contract started July 2015*)

### **Official Bank Depositories for Library Funds**

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

### **Official Newspapers**

*The Spotlight*

### **Board Meeting Dates**

Official business – generally the second Monday of the month

Special meetings – called as needed

### **Authorizations**

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

A petty cash fund of \$100 is established.

The use of a facsimile signature of the Account Clerk II is authorized on all library checks.

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

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

### **Bonding**

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

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

The Messengers are bonded for \$35,000.

# HOLIDAYS AND OTHER CLOSINGS

## 2018

Monday, January 1	New Year's Day	Closed
Monday, January 15	MLK, Jr. Day	Open 9-9
Monday, February 19	Presidents' Day	Open 9-9
Sunday, April 1	Easter Sunday	Closed
Saturday, May 26		Closed
Sunday, May 27		Closed
Monday, May 28	Memorial Day	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Wednesday, July 4	Independence Day	Closed
Saturday, September 1		Closed
Sunday, September 2		Closed
Monday, September 3	Labor Day	Closed
Sunday, September 9: SUNDAY HOURS RESUME		
Monday, October 8	Columbus Day	Open 9-9
Sunday, November 11	Veterans Day	Open 12-5
Wednesday, November 21		Open 9-5
Thursday, November 22	Thanksgiving	Closed
Friday, November 23		Open 9-5
Friday, December 7	Staff Development Day	Closed
Monday, December 24	Christmas Eve	Closed
Tuesday, December 25	Christmas Day	Closed
Monday, December 31	New Year's Eve	Open 9-3
Tuesday, January 1, 2019	New Year's Day	Closed

## 2019 PROPOSED

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

Red indicates days that are part of the union contract.

**Bethlehem Public Library Board Meetings 2019**  
**(start time 6pm) DRAFT**

January 14

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 15 (Tuesday)

November 12 (Tuesday)

December 9



## **BETHLEHEM PUBLIC LIBRARY**

### **NEPOTISM POLICY DRAFT**

*Policy adopted by the Board of Trustees June 11, 2018*

The Bethlehem Public Library (the “Library”) is committed to a policy of employment based on qualifications and merit that follows Albany County Civil Service Regulations. Accordingly, in order to maintain a system of fairness and consistent treatment to employees and potential employees, as well as to avoid actual or perceived conflict of interest, applicable Library personnel shall consider conflicts related to any familial relationship of a potential employee to any current Library employee or member of the Library board of trustees in making a hiring decision for a paid position at the Library.

In the event that the most qualified candidate for a paid position is presented to the board for hiring despite the existence of a familial relationship to a current Library employee or member of the Library board of trustees, the director shall document in writing the reasons why the candidate’s qualifications and merit for the paid position overcome any presumption of nepotism indicated by the familial relationship. Such documentation shall be presented to and approved by the board of trustees prior to making an offer of employment, provided that any member of the Library board of trustees with an implicated familial relationship recuse themselves from the approval process. All records related to this policy shall be kept on file with the Library.

## **Facilities Priorities from the 2016 Long Range Plan**

### **immediate needs or as soon as possible**

Implement replacement of HVAC including hiring appropriate consultants for assessment of current system capacity and review needs of the library facility.

Replace water meter

Address asbestos abatement, roof drainage, and panel capacity

Determine counting mechanisms to begin to develop metrics to help answer issues about library programs and room capacity

### **Facilities priorities for consideration in the near future**

Public Service Desks

Reallocation of interior space

Mezzanine design

Outdoor green space and stage design

Procurement of a generator for emergency purposes and to fill library's role as a first recoverer in case of disaster

Potential Facilities Projects for consideration in the 2019 Long Range Plan

Project	SED approval needed	Safety	Maintenance	Service Impact	Cost
Plaza drainage and icing	no?	high	medium	medium	high
Fire alarm and security	yes - approved	high	medium	low	high
Island design - safety/best use	no	high	medium	medium	medium/high
Emergency exit doors - adding/improving	no?	high	medium	low	low/medium
Asbestos removal	yes	medium	medium	low	high
Emergency generator	yes?	medium	medium	high	medium
Boiler replacement	yes	low	medium	medium	medium
59 Borthwick House	yes	low	medium	medium	very high
Community Room sound system	no	low	low	high	medium
Public Service Desk consolidation	no	low	low	medium	medium
Reallocation of interior space	no	low	medium	medium	low
Mezzanine design/purpose	no/yes	low	low	medium	medium?
Outdoor performance space/stage design	no	low	medium	medium	medium
Park lot repaving - address sinkholes	no	low	medium	medium	high
Book Drop	no	low	medium	low	low
Children's program room	yes	low	low	high	high

**Budget Surplus Projection**

Fiscal Year Ending	* 6/30/2018	6/30/2019	6/30/2020	6/30/2021
Starting fund balance	\$550,000	\$975,000	\$1,514,000	\$1,764,000
Projected additions to surplus	\$425,000	\$250,000	\$250,000	\$250,000
NYS Construction Grant		\$289,000		
<b>Projected surplus for capital needs</b>	<b>\$975,000</b>	<b>\$1,514,000</b>	<b>\$1,764,000</b>	<b>\$2,014,000</b>

Assumptions

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

NYS Construction grant money to be delivered Fall 2018

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

## HVAC Renovation Report – As of 7/09/2018

### Notes

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

### Completed Tasks

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

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

Apr. 2018 Maintenance staff return to maintenance office

May 2018 Lights, ceiling grid on mezzanine installed

May 2018 Painting completed on Mezzanine

May 2018 Phone and internet cable reinstalled in Mezzanine by library staff before ceiling is completed.

May 2018 IT staff moved to temporary office in the Tech Room. Tech Room is unavailable to the public. (Likely through May 16<sup>th</sup>)

May 2018 IT office HVAC installed

May 2018 IT staff return to office

May 2018 Carpet installed on Mezzanine

May 2018 Air handlers installed by crane (likely May 25<sup>th</sup>) Library is closed

May 2018 Asbestos abatement of ceiling drain (likely May 24<sup>th</sup> to May 26<sup>th</sup>) Library is closed anyway

May 2018 Factory startup or air handlers (likely Tuesday May 29<sup>th</sup>) Library is likely to be open

May 2018 Construction is substantially complete

### In progress

July 2018 HVAC completed in Studio

July 2018 System is calibrated and balanced

### Yet to be completed

July 2018 Punch list items and sign off

# Expenses

## Design

	Budget	Encumbered	Expensed	Notes
Design	\$106,958	\$22,967	\$84,018	Project No. suffixes .30,.40,.10
Contractor Estimate	\$4,125	\$0	\$4,125	Necessary for construction grant
<b>Design Subtotal</b>	<b>\$111,083</b>	<b>\$22,967</b>	<b>\$92,268</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 low responsible 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>	

\*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>\$22,967</b>	<b>\$878,058</b>	<b>\$896,873</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>	



# **HVAC Replacements**

451 Delaware Ave,  
Delmar, NY 12054

**Project No. 3428009999**

**Monthly Report  
July 5, 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

Anthony DeCicco Jr.  
Senior Field Representative,  
Upstate Construction  
315-952-3392  
ADeCicco@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 Inc.  
6923 Herman Rd  
Syracuse, NY 13209

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

**DASNY**

BPL - HVAC Replacements

**June 2018**

The Bethlehem Public Library HVAC Replacements Project is currently in the Punchlist Phase.

During the month of June, the remaining electrical contract work was completed. The controls contractor and balancing contractor worked to test, adjust and balance the new HVAC system. The new fire alarm devices, duct smoke detectors, fan shutdowns were tested and certified.

Wilkins and Johnson Controls worked to identify and fix all material and operations issues with the four rooftop units. Leaks were discovered in both AHU-B and AHU-C and have been repaired. Johnson Controls is troubleshooting remaining issues and is on track to finish on July 6th.

Once all issues are resolved and Wilkins has provided us with all system test and startup reports we will provide to M/E Engineering so they can perform their final punchlist review.

# Project Status Report

## Internal (Financial Program)

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**Report Date: 07/05/2018**  
**Current Through: 07/02/2018**

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	
<b>3428009999 BPL-HVAC Upgrades</b>															
<b>Financial Program: Ed &amp; Nonprofit Organizations</b>															
<b>Design Phase Manager:</b>		Coughlin, Daniel C						<b>Design Start:</b>			<b>Design Finish:</b>				
<b>Construction Phase Manager:</b>		Coughlin, Daniel C						<b>Construction Start:</b>			<b>Construction Finish:</b>				
								<b>Closeout Start:</b>			<b>Closeout Finish:</b>				
							3/1/18 (A)			6/19/18 (A)					
							8/14/18 (P)			11/15/18 (P)					
<hr/>															
4	Construction Consultants														
	197832-OT	CHA Consulting, Inc. (Asbestos Consultant)		\$9,972	\$0	\$9,972	0 %	\$0	\$0	\$8,452	\$0	\$1,520	\$9,972		
	197887-OT	Professional Service Industrie (Asbestos Consultant)		\$4,492	\$0	\$4,492	0 %	\$0	\$0	\$0	\$0	\$4,492	\$4,492		
<b>Sub Total 4</b>	<b>\$0</b>		<b>\$14,472</b>	<b>\$14,464</b>	<b>\$0</b>	<b>\$14,464</b>	<b>0 %</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,452</b>	<b>\$0</b>	<b>\$8</b>	<b>\$14,464</b>	<b>\$8</b>	
<hr/>															
5	Construction Contracts														
	202575-OS	Wilkins Mechanical Inc. (Heating)		\$625,000	\$18,305	\$643,305	3 %	\$0	\$10,796	\$549,105	\$234,240	\$94,200	\$654,101		
<b>Sub Total 5</b>	<b>\$580,000</b>		<b>\$669,750</b>	<b>\$625,000</b>	<b>\$18,305</b>	<b>\$643,305</b>	<b>3 %</b>	<b>\$0</b>	<b>\$10,796</b>	<b>\$549,105</b>	<b>\$234,240</b>	<b>\$26,445</b>	<b>\$654,101</b>	<b>\$15,649</b>	
<hr/>															
6	Other Project Costs														
	120297-OH	NYS Department of Labor		\$0	\$643	\$643	0 %	\$0	\$11	\$643	\$629	\$0	\$654		
	201309-O2	KJCKD Inc dba Camelot Print & Copy		\$589	\$94	\$683	16 %	\$0	\$0	\$683	\$683	\$0	\$683		
<b>Sub Total 6</b>	<b>\$0</b>		<b>\$2,308</b>	<b>\$589</b>	<b>\$737</b>	<b>\$1,327</b>	<b>125 %</b>	<b>\$0</b>	<b>\$11</b>	<b>\$1,327</b>	<b>\$1,313</b>	<b>\$982</b>	<b>\$1,337</b>	<b>\$971</b>	
<hr/>															
8	Contingency														
<b>Sub Total 8</b>	<b>\$58,000</b>		<b>\$5,259</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>\$5,259</b>	<b>\$0</b>	<b>\$5,259</b>	
<hr/>															
9	DASNY Labor														
	0-AL	DASNY Labor - Funded		\$94,000	\$0	\$61,744	0 %	\$0	\$32,256	\$0	\$0	\$61,744	\$94,000		
<b>Sub Total 9</b>	<b>\$94,000</b>		<b>\$94,000</b>	<b>\$0</b>	<b>\$61,744</b>	<b>\$61,744</b>	<b>0 %</b>	<b>\$0</b>	<b>\$32,256</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,256</b>	<b>\$94,000</b>	<b>\$0</b>	
<hr/>															
<b>\$785,790</b>	<b>\$732,000</b>		<b>\$785,790</b>	<b>\$640,054</b>	<b>\$80,786</b>	<b>\$720,840</b>	<b>13 %</b>	<b>\$0</b>	<b>\$43,063</b>	<b>\$558,884</b>	<b>\$235,552</b>	<b>\$64,950</b>	<b>\$763,903</b>	<b>\$21,887</b>	

Project Code/Name	Activity Code/Name	Hours	Dollars
342800	BPL-HVAC Upgrades		
	0000 ADMINISTRATION	9.75	\$1,270.23
	0038 ACCOUNTS RECEIVABLE	1.50	\$168.14
	0100 TRAVEL	42.00	\$6,572.70
	0244 REPORTING	11.00	\$1,403.04
	0275 MONTHLY PROJECT REPORT	1.00	\$143.81
	0360 TECHNICAL SUPPORT	5.50	\$720.10
	0406 WORK AUTHORIZATIONS	8.50	\$970.75
	0441 SUBMITTAL REVIEW	1.50	\$261.62
	0537 MEETINGS	3.00	\$554.68
	2000 DESIGN ADMINISTRATION	1.50	\$344.59
	2002 DESIGN REVIEW	16.50	\$2,963.38
	3000 CONTRACTOR PROCUREMENT	32.75	\$5,482.58
	3001 CONSTRUCTION CONTRACT AWARD	2.25	\$370.86
	3002 DOCUMENT REVIEW - PRE-BID	2.00	\$353.32
	3004 TRADE PAYMENT REVIEW	3.00	\$1,011.29
	3005 UCQ REVIEW	2.00	\$297.67
	4000 CONSTRUCTION ADMINISTRATION	195.50	\$27,756.31
	4001 CONSTRUCTION PHASE MANAGEMENT	58.75	\$9,978.91
	4004 CHANGE ORDER PROCESSING	7.00	\$858.34
	4008 SITE VISITS	1.50	\$261.62
	<b>Total: 342800 BPL-HVAC Upgrades</b>	<b>406.50</b>	<b>\$61,743.91</b>
		<b>406.50</b>	<b>\$61,743.91</b>

Dormitory Authority State of New York  
Checks by Project Report  
Life to Date - July 5, 2018

Project Number : 3428009999 BPL-HVAC Upgrades

P.O / CONTRACT TYP	DOC 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
201309 O2		671851	2/15/2018	KJCKD Inc dba Camelot Print &	\$ 30.98
120297 OH	DOL Fee Holding Contract	672900	4/16/2018	NYS Department of Labor	\$ 625.00
202575 OS	Payment Application #1	673242	4/30/2018	Wilkins Mechanical Inc.	\$ 51,074.06
202575 OS	Payment Application #2	673796	5/31/2018	Wilkins Mechanical Inc.	\$ 183,165.53
202575 OS	DOL Fee Holding Contract	673955	6/14/2018	NYS Department of Labor	\$ 4.45
Total Amount Paid for Project Number : 3428009999					\$ 235,552.36

**Proposed Allocation of Financial Responsibilities July 2018**

Category	Task	Currently Performed By	Treasurer	Director	Business Manager	Board of Trustees	HR Admin	Staff	T/S Staff	Backup
										64
Vendor	Requesting New Vendor	Staff						Requesting New Vendor		
Vendor	New Vendor Form/Approval of Vendor	Director		New Vendor Form/Approval of						Department Heads
Vendor	Adding new Vendor to Financial System	Business Manager			Adding new Vendor to Financial System					
Vendor	Verification of Vendor information		Verification of Vendor information							
Procurement	Requests items for purchase	Staff						Requests items for purchase		
Procurement	Researches items and potential vendors/verifies prices	Technical Services Staff							Researches items and potential vendors/verifies prices	
Procurement	Approves Purchase requests/ verifies purchasing policy	Director		Approves Purchase requests/ verifies purchasing policy						Department Heads
Procurement	Creates Purchase Order	Technical Services Staff/Business Manager			Creates Purchase Order				Creates Purchase Order	
Procurement	Signs Purchase Order	Director		Signs Purchase Order						Department Heads
Procurement	Verifies items satisfactory arrival approves packing slip	Staff/Technical Services							Verifies items satisfactory arrival approves packing slip	
Accounts Payable	Adds approved invoice to bill schedule	Business Manager			Adds approved invoice to bill schedule					
Accounts Payable	Prints checks prior to monthly board meeting	Business Manager			Prints checks prior to monthly board meeting					
Accounts Payable	Signs checks (Electronic Signature)	Electronic Signature/Business Manager	Signs checks							Board Fiscal Officer/Designated board backup??????
Accounts Payable	Prints non-pre-audit checks	Business Manager			Prints non-pre-audit checks					
Accounts Payable	Signs non-pre-audit checks (Electronic)	Electronic Signature/Business Manager	Signs non-pre-audit checks							Board Fiscal Officer/Designated board backup ???????
Accounts Payable	Initiates electronic payments	Business Manager			Initiates electronic payments					???????
Monthly Board Reports	Prepares check warrant for approval	Business Manager			Prepares check warrant for approval					
Monthly Board Reports	Audits claims to ensure compliance with library policy	Board Fiscal Officer/Board of Trustees	Audits claims to ensure compliance with library policy							
Monthly Board Reports	Approves Claims in formal vote	Board of Trustees				Approves Claims in formal vote				
Monthly Board Reports	Prepares list of non-preaudit expenses	Business Manager			Prepares list of non-preaudit expenses					
Monthly Board Reports	Audits non-preaudit expenses and verifies appropriateness	Board Fiscal Officer/Board of Trustees	Audits non-preaudit expenses and verifies appropriateness							
Monthly Board Reports	Approves expenses in formal vote	Board of Trustees				Approves expenses in formal vote				
Monthly Board Reports	Prepares reports from financial software	Business Manager			Prepares reports from financial software					???????
Monthly Board Reports	Prepares monthly financial reports for the board	Business Manager/Director	Prepares monthly financial reports for the board							???????
New Employees	Requesting new employee	HR Manager					Requesting new employee			
New Employees	Selection of Candidate	Director		Selection of Candidate						

New Employees	Hiring of Candidate	Board of Trustees				Hiring of Candidate				
New Employees	New employee memo (includes salary/wage info)	Director		New employee memo (includes salary/wage info)			New employee memo (includes salary/wage info)			65
New Employees	Entry of New employee into the financial system	Business Manager				Entry of New employee into the financial system				
New Employees	Entry of salary information for new employee	HR Manager					Entry of salary information for new employee			
New Employees	Verification of Financial System settings for new employee	Director	Verification of Financial System settings for new employee							
Payroll	Entry of timeclock information	Staff					Entry of timeclock information			
Payroll	Verification of timeclock data and shifts	Supervisors					Verification of timeclock data and shifts - SUPERVISORS			
Payroll	Preparation of Payroll	Business Manager				Preparation of Payroll				
Payroll	Print paychecks and paystubs	Business Manager				Print paychecks and paystubs				
Payroll	Upload ACH payroll file to bank	Business Manager				Upload ACH payroll file to bank				
Payroll	Sign (Electronic) Paychecks	Electronic Signature/Business Manager	Sign Paychecks							Board Fiscal Officer/Designated board backup 22222
Payroll	Approve ACH Payroll	Director	Approve ACH Payroll							Board Fiscal Officer/Designated board backup 22222
Payroll	Electronic submission of NYS Retirement	Business Manager				Electronic submission of NYS Retirement				Board Fiscal Officer/Designated board backup 22222
Payroll	New Verification process of NYS Retirement		New Verification process of NYS Retirement							Board Fiscal Officer/Designated board backup 22222
Payroll	Electronic submission of State and Federal Payroll Taxes	Business Manager				Electronic submission of State and Federal Payroll Taxes				Board Fiscal Officer/Designated board backup 22222
Payroll	New Verification process of Payroll taxes		New Verification process of Payroll taxes							Board Fiscal Officer/Designated board backup 22222
Payroll										
Tax Filings	Preparation of Quarterly Tax Filings	Business Manager				Preparation of Quarterly Tax Filings				
Tax Filings	Approval and submission of quarterly tax filings	Business Manager	Approval and submission of quarterly tax filings							
Cash	Receives payments from the public	Staff					Receives payments from the public			
Cash	Counts cash register totals and prepares set ups for register					Counts cash register totals and prepares set ups for register				
Cash	Completes daily deposit totals	Business Manager				Completes daily deposit totals				
Cash	Verifies Deposit against cash register totals	Designated Staff Alternate (Tech Services)					Verifies Deposit against cash register totals			Director
Cash	Takes Deposit to the bank	Armored Courier					Takes Deposit to the bank (Courier			
Credit Card Payments	Receives payments from the public	Staff					Receives payments from the public			
Credit Card Payments	Verifies credit card payments against register total	Business Manager				Verifies credit card payments against register total				
Credit Card Payments	Audit quarterly credit card payment reports	Business Manager				Audit quarterly credit card payment reports				
				2						

Bank Statements	Opens and reviews bank statements	Director	Opens and reviews bank statements							
Bank Statements	Reviews bank statements with Business Manager Monthly	Director	Reviews bank statements with Business Manager Monthly							66
Bank Statements	Initial and Date bank statements after review	Director	Initial and Date bank statements after review							
Bank Statements	Prepare bank reconciliation	Business Manager			Prepare bank reconciliation					
Bank Statements	Review bank reconciliation/verify bank statements and sign	Director	Review bank reconciliation/verify bank statements and sign	Review bank reconciliation/verify bank statements and sign						Board Fiscal Officer ??????
Credit Card Statements	Open and review credit card statements	Business Manager	Open and review credit card statements							
Credit Card Statements	Review credit card purchases for compliance with library policy	Director	Review credit card purchases for compliance with library policy							
Credit Card Statements	Initiate payment ?????									
Budget	Prepare draft budget for board review	Director		Prepare draft budget for board review						
Budget	Compile anticipated personnel costs for draft budget	Human Resources Manager				HR Admin.	Compile anticipated personnel costs for draft			
Budget	Prepare budget requests for the next fiscal year	Supervisors/Department Heads				Supervisors				
Budget	Work with School District Staff for budget presentation schedule	Director and Business Manager		Work with School District Staff for budget presentation schedule	Work with School District Staff for budget presentation schedule					
Budget	Present budget to the public	Board Fiscal Office/Director	Present budget to the public							Board Fiscal Office?????
Budget	Advise board fiscal impacts of draft budget and board amendments	Board Fiscal Officer	Advise board fiscal impacts of draft budget and board amendments							
Budget	Analyze fund balances and advise board on fiscal policy	Director/Board Fiscal Officer/Business Manager	Analyze fund balances and advise board on fiscal policy							
Yearly Audit	Work with board to prepare RFP for auditors	Business Manager/Director	Work with board to prepare RFP for auditors							
Yearly Audit	Participate on auditor selection committee as nonvoting member	Director and Business Manager	Participate on auditor selection committee as nonvoting member	Participate on auditor selection committee as nonvoting member	Participate on auditor selection committee as nonvoting member					
Yearly Audit	Retrieve requested documents for audit	Business Manager and Human Resources Manager			Retrieve requested documents for audit	HR Admin.	Retrieve requested documents for audit			
Yearly Audit	Work with auditors to ensure proper separation of fiscal duties	Director	Work with auditors to ensure proper separation of fiscal duties	Work with auditors to ensure proper separation of fiscal duties	Work with auditors to ensure proper separation of fiscal duties					
Yearly Audit	Advise board on yearly audit	Director/Board Fiscal Officer	Advise board on yearly audit							
Yearly Audit	Provide financial accounting advice to staff and board	Auditor	Provide financial accounting advice to staff and board							
Yearly Audit	Respond to auditor about audit findings	Director and Business Manager	Respond to auditor about audit findings							
Banking	Prepare RFP for banking services	Business Manager	Prepare RFP for banking services							

Banking	Participate on banking selection committee as nonvoting member	<i>Director and Business Manager</i>	Participate on banking selection committee as nonvoting member	Participate on banking selection committee as nonvoting member	Participate on banking selection committee as nonvoting member					
Banking	Signature authority on bank accounts	<i>Director and Business Manager</i>	Signature authority on bank accounts							Board Fiscal Officer and designated board member
School District	Work with School District on Financial Issues	<i>Director and Business Manager</i>	Work with School District on Financial Issues	Work with School District on Financial Issues	Work with School District on Financial Issues					
School District	Provide advice to board on impacts of school district actions	<i>Director</i>	Provide advice to board on impacts of school district actions							
School District	Provide advice on issues like PILOT impacts on long range budget	<i>Director</i>	Provide advice on issues like PILOT impacts on long range budget							

WEDNESDAYS JULY 11-AUGUST 8

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- ★ FAMILY!
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## 2018 LINEUP

July 11 • 7pm

### THE LUSTRE KINGS

Local favorites will entertain with some rockabilly, country, blues and R&B.

July 18 • 7pm

### CRAIC AGUS CEOL

The band's name means "fun and music" in Gaelic, and they play traditional contemporary Irish folk with some popular tunes thrown in the mix.

July 25 • 7pm

### SQUEEZE PLAY ACCORDION BAND

The accordions are the stars of the show as the band performs from a variety of musical genres.

August 1 • 7pm

### RICK BEDROSIAN

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

August 8 • 6:30pm\*

### THE ZUCCHINI BROTHERS

This silly band of brothers offers up a family-friendly musical stir-fry of styles!

*\* Featuring an ice cream social and membership drive at 6pm sponsored by the Friends of the Library.*



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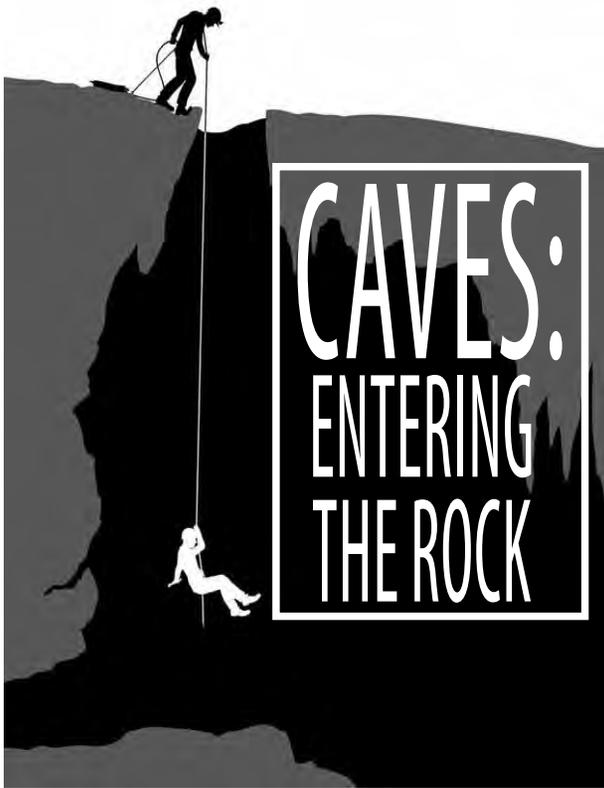
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TUESDAY JULY 10 • 2PM

Beyond the cave entrance is another world that few experience first-hand.

Experienced cave enthusiast Thom Engel will share his knowledge of these natural wonders.

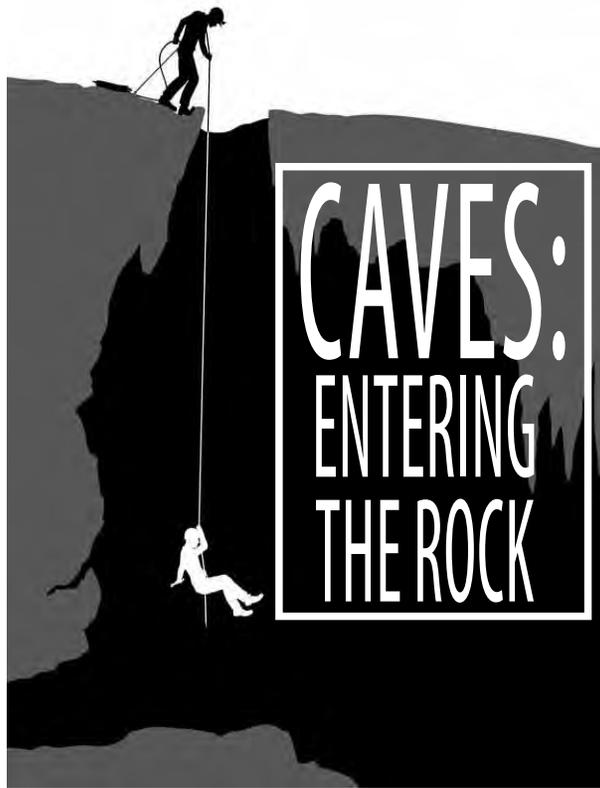
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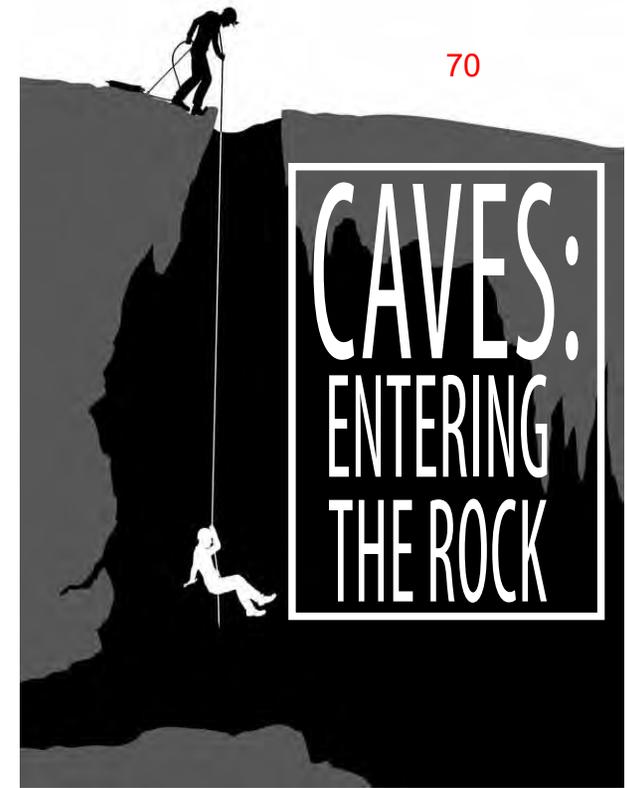
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**ARTS AND**  
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**June 12 • 2-3pm**

**Art Connects:** Designed for people affected with early to mid-stage Alzheimer's and other cognitive deficits with their care givers. Albany Institute of History and Art, 125 Washington Avenue. Use the collections to renew and build social connections. It does not require a background in art, nor does it rely on memory. No fee for this tour program, but space is limited and pre-registration is required. To register, call Patrick Stenshorn at 518.463.4478 ext 405 or stenshorn@albanyinstitute.org. Albanyinstitute.org

**June 16 • 11am-1pm**

**Landscape Painting Workshop:** Draw inspiration from nature like the Hudson River School painters and learn how to create your own scenic view on the historic Shaker site. 25 Meeting House Road. No experience or materials are necessary. Pre-registration required by contacting 518.456.7890 x3 or shakereducator@gmail.com/ \$20 per participant plus \$20 materials fee. home.shakerheritage.org

**June 20 • 5:30-7pm**

**Walkabout Tour:** Historic Albany Foundation. West Capitol Park. Join Historic Preservation Consultant and Architectural Photographer Chris Brazeo for a tour of Washington Avenue, between Swan and Lexington streets. historic-albany.org

**June 21 • 5-8pm**

**Hidden City House and Garden Tour:** Homes and garden in Center Square and Hudson/Park neighborhood. Presented by Center Square Association, Hudson/Park Neighborhood Association and Historic Albany Foundation. Trinity United Methodist Church, 235 Lark Street. Tick prices increase from \$20 to \$25 on June 16. historic-albany.org

**June 23 • 11am-1pm**

**Shaker Garden and Herb Tour and Talk:** Shaker Heritage Society, 25 Meeting House Road. Learn more about the Shaker herb and seed industry, followed by a walk in the heritage herb garden, where you can see and smell over 100 varieties of plants historically grown and used by the Shakers. Suggested donation \$5 per person. home.shakerheritage.org

**June 23 • 9am-12pm**

**Lupus Hero Walk:** Presented by Lupus Alliance of upstate New York at Jennings Landing, 1 Quay Street, Albany. Neighbors and friends will show their support by making donations to our raffle and by forming walk teams. Funds raised will help pay for New Patient Orientations, Lupus Education and Advocacy Network meetings, medical information, and life-enhancing resources. lupuswalk.org

**Bethlehem Public Library**

451 Delaware Avenue, Delmar  
518.439.9314; bethlehempubliclibrary.org

**June 1 • 1pm**

**Coffee and Conversation:** Mahican, Mohican, Mohegan? With amateur historian and Grant Cottage tour guide Steve Trimm, learn more about this tribe whose nation stretched from Dutchess County to Lake Champlain. 1-2pm, program; 2-3pm, coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

**June 2 • 2pm**

**Make It Yourself:** Aissa Terry from Brookside Nursery will demonstrate how to create a succulent terrarium. Bring your own container, 4-6 inches wide and 4-6 inches deep. All other materials, including plants, will be provided. Teens welcome. Sign up online or call.

**June 4, 11 • 10am-12pm**

**Intro to Microsoft Excel:** Find out how to get started with the spreadsheet software in this two-session program. Sign up online or call.

**June 4 • 10:30-11:15am**

**Morning Concert:** Skip Parsons: Join friends from the Center for Disability Services for a morning of music. Refreshments will be served.

**June 4 • 6-8:30pm**

**Fun and Games for Grownups:** An adults-only gathering where you can play games, including chess, color and socialize. Snacks served.

**June 4 • 6-8pm**

**Open Sewing:** Sewing machines will be available for independent projects. Bring your own supplies. Volunteers may be on hand to assist you. Sign up required.

**June 5**

**Sew It Yourself:** Amazing Apron: Bring 1 yard of fabric and create a simple apron. 10-11:30am or 1:30-3pm. Basic sewing machine knowledge required. Sign up for one session.

**June 6 • 7-8:15pm**

**Trivia Night for Adults:** Come alone or as a team and match wits with others. Limit of 10 teams. Prizes donated by the Friends of Bethlehem Public Library.

**June 8 • 1pm**

**Coffee and Conversation:** History of the Hudson River: Talk by Vernon Benjamin, Hudson River Valley historian and author. 1-2 pm, program; 2-3 pm, coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

**June 10 • 2-3pm**

**Knit One Purl One:** If you're an experienced knitter, bring your current project. If you're a beginner, bring size 8 knitting needles no longer than 10 inches; we'll provide yarn and get you started. For adults, teens and kids age 9 and up.

**June 11 • 1:30pm**

**Daybooks:** Discuss *The Storied Life of A.J. Fikry* by Gabrielle Zevin. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

**June 11 • 6pm**

Library board meeting. All are welcome.

**June 12 • 7pm**

**AfterDinner Too:** Discuss *I Found You* by Lisa Jewell. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

**June 15 • 1pm**

**Coffee and Conversation:** The Joy of Trains: Local author and entertainer Chuck Oates will tell stories, sing songs and share video clips celebrating the historic railroads of the American West. 1-2pm program; 2-3pm coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

**June 21**

**Summer Reading Kickoff:** Sylvia the Ventriloquist: Get ready for some serious silliness with a professional actress/ventriloquist/comedian. Sign up for the Summer Reading Program while you're at it. 2:30pm or 6:30pm. For kids and families.

**June 21 • 7pm**

**Listening Parties:** Be the DJ: Bring a song from your first big concert experience to share and discuss.

**June 23 • 2:30-4:30pm**

**Open Sewing:** Sewing machines will be available for independent projects. Bring your own supplies. Volunteers may be on hand to assist you. Sign up required.

A&E

71

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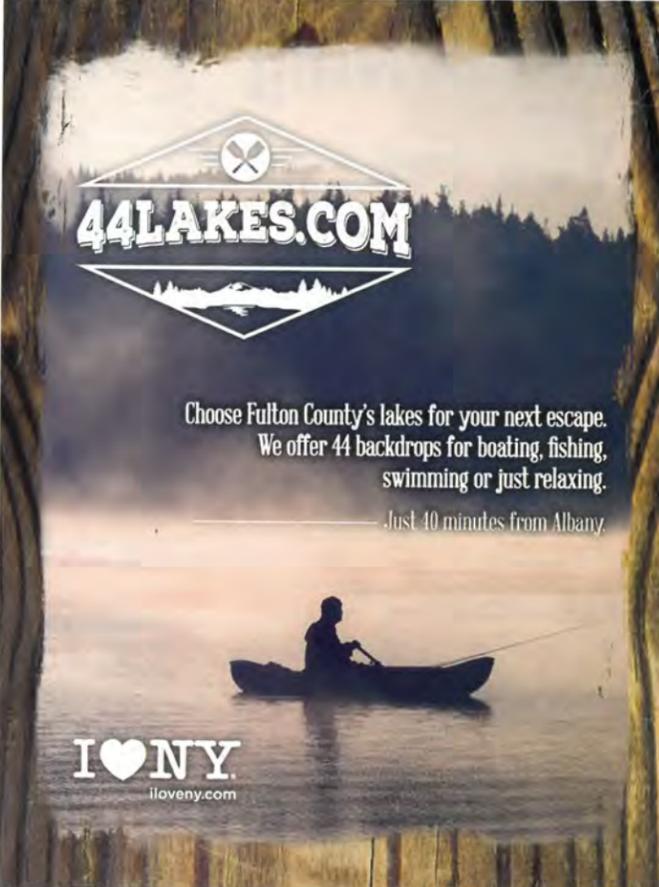
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LIBRARIES and SENIORS

# Join the club - Rubber Ducky Club!

It's been one year since we launched Rubber Ducky Club, a year-round early literacy program that allows babies, toddlers and preschoolers to track literacy moments and earn prizes. Since that time, Rubber Ducky Club participants have logged more than 18,000 early literacy activities with hundreds of prizes handed out. One of the best things about Rubber Ducky Club is you can sign up and start earning prizes at any time and at your own pace. Almost every storytime, activity or visit to the library involves an early literacy moment that can count toward the program's milestones, but we've also got plenty of Rubber Ducky themed programs that you can take part in whether you're a member or not.

Sound like fun? Join us this Thursday, June 7, from 10:30-11:15 a.m. for "Rubber Ducky Club: Fishy Storytime," where we'll have a fishy good time with stories, songs and a craft.

For more information about Rubber Ducky Club, visit [www.bethlehempubliclibrary.org/programs/children/rubber-ducky-club](http://www.bethlehempubliclibrary.org/programs/children/rubber-ducky-club).

## Construction updates

The library is entering



the final phase of its HVAC construction project now that the air handlers have been replaced and air conditioning has been restored. Workers will continue to wrap up some smaller aspects of the project in the coming weeks, but disruptions will be minimal, as the board room and the community room are once again available to the public.

We would like to thank you for your understanding and patience over the course of the project as we made adjustments to accommodate the work.

## Data at your fingertips with ReferenceUSA

Are you a small business owner looking to market your product or service in the most cost-effective way? Are you an entrepreneur who would like to identify local business opportunities? Maybe you are a student researching business executives, or someone who dabbles in the stock market looking for a potential investment.

You'll find all of these



Bethlehem library staffers and their families, along with members of the Friends of Bethlehem Public Library marched in the town's Memorial Day Parade Monday, May 28.

Library staff

answers on the library's newest digital research tool, ReferenceUSA, a powerful big data resource that grants access to continuously updated business and residential information in the U.S. and Canada for research, marketing, job seeking and more.

To access the site through Bethlehem Public Library, visit [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org) and click on the "Research" tab. On the research page, you'll find ReferenceUSA listed in alphabetical order. The service is free for anyone to use on-site at the library, where the data collected can be downloaded and

saved. Bethlehem patrons can also access the site remotely using a library card.

## New GoPros

In the years since we

first added GoPro cameras to our Library of Things, technology has become more sophisticated, with intuitive display options, better picture quality, and all-in-one water-resistant camera bodies.

Because of that, we recently updated our collection to the GoPro Hero5 Black. If you've borrowed one of our GoPro cameras in the past, you will be amazed at all of the improvements you'll see in the Hero5. Three years makes a big difference when it comes to technology!

Available to borrow separately are tripods, a dog harness mount, child-sized chest harness and an arm harness mount.

— Kristen Roberts

## Chorus Concert

The Bethlehem Senior Chorus Summer Concert will be held on Friday, June 8, at 1 p.m. at the Town Hall Auditorium. The theme is "Coming and Going", celebrating the end of cabin fever. Join us for lunch before the show at the Windowbox Cafe, cost on your own.

## Coffee and Conversation

Coffee and Conversation on June 15, at the Library will feature "Joys of Trains-History of



Trains in the American West", presented by Chuck Oates, storyteller and singer. Join us for lunch before the program at Tool's, cost on your own.

Call (518) 439-4955, ext. 1176, for information or to make reservations.

— Wilma DeLucco

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## LIBRARIES and SENIORS

## Tech fund gets major boost

The library would like to acknowledge the generosity of an anonymous Bethlehem family that has donated \$10,000 to the Krakower Storch Technology Fund in honor of Naomi and Joseph Storch.

At the end of 2016, Joe and Naomi founded the Krakower-Storch Family Technology Fund with a lump-sum donation of \$1,000, and pledged to match up to \$1,000 of other donations to the fund each year for five years. The following year, the Friends of Bethlehem Public Library met that challenge. The anonymous donation of \$10,000 significantly increases the amount available to spend on new technologies for public use. Recent



purchases include the Oculus Rift virtual reality system in the library Tech Room.

The fund was established in honor of Naomi and Joe's parents, Judith and Stephen Krakower, Genie Storch, and Sam Storch, and their grandparents, the late Nathan and Rita Romm, the late Israel and Betty Tenenbaum, the late Minnie and Eliot Storch, Richard and Eleanor Krakower, and Sonya Rose.

The library is so grateful to the Storch family for their efforts to strengthen and extend our current spending in this area. To

donate to the Krakower-Storch Family Technology Fund, please contact Library Director Geoffrey Kirkpatrick at 518-439-9314, ext. 3022.

## DA's marijuana forum at the library

This June, the Albany County District Attorney's office has scheduled a series of public meetings to discuss marijuana laws with local communities. One of those meetings will take place at Bethlehem Public Library Wednesday, June 20, at 6 p.m. in the library Community Room. Earlier meetings have taken place at libraries in Albany, Berne and Guilderland.

According to the

DA's office, the meetings are "to give residents an opportunity to ask questions and discuss public safety concerns about marijuana legalization and the future of marijuana laws and prosecution."

The public is also invited to take an online survey at [www.albanycountyda.com](http://www.albanycountyda.com) to their opinions on the topic.

## Topic of conversation

All aboard for the final Coffee and Conversation program until the series returns in the fall! This Friday, June 15, joins us for "The Joy of Trains" at 1 p.m. Local author and entertainer Chuck Oates will tell stories, sing songs

and share video clips celebrating the historic railroads of the American West.

The Coffee and Conversation series is co-sponsored by Bethlehem Senior Projects, Inc., and programs are free and open to everyone. The 60-minute program is followed by a coffee and social hour. The series is co-sponsored by Bethlehem Senior Projects, Inc.

Call (518) 439-9314 or visit [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org) for more information.

## Other upcoming events

All events are free and take place at Bethlehem Public Library, 451 Delaware Ave., Delmar.

For more information, call 439-9314 or visit [bethlehempubliclibrary.org](http://bethlehempubliclibrary.org).

## Monday, June 18

Rubber Ducky Club: Music Storytime

Prepare for a rockin' summer of reading with stories, songs and a craft, 10:30-11:15 a.m. For children up to age 6 with family.

## Tuesday, June 19

Origami for Kids

Enjoy some paper-folding fun as you create a project with us or bring something you want to work on together, 3:30-4:45 p.m. For kids and families.

— Kristen Roberts

## Marijuana Laws: Your Chance to Speak Up

If you missed the Marijuana Laws listening-session that Albany County District Attorney P. David Soares held at the Guilderland Library on June 13, you have another opportunity to attend and speak out: The next local session is at the Bethlehem Public Library (located at 451 Delaware Avenue, Delmar) on Wednesday, June 20, at 6 p.m.

According to information provided by the DA's Office, "District Attorney P. David Soares [is holding a] series of public meetings will be held this summer to discuss marijuana laws with communities in Albany County. These



meetings will give residents of Albany County an opportunity to ask questions and discuss public safety concerns about marijuana legalization and the future of marijuana laws and prosecution. In addition to the public meetings, Albany County residents are also invited to take an online survey to share opinions on the topic.

"Residents of Albany County that are unable to attend the scheduled meetings can still share

opinions about marijuana laws by filling out our online survey. The survey can be found on our website [www.albanycountyda.com](http://www.albanycountyda.com) by clicking on the green logo seal."

## Painting Your T-Shirt

Come to the Guilderland Library on Tuesday, June 19, at 6 p.m., and find out just how much fun you can have by painting your own

T-shirt! It's a great way to have some fun and make a bold, personal statement. Fabric painting opens up endless opportunities for transforming your wardrobe and your home. It allows you to create a one-of-a-kind piece of wearable art. All materials provided. This program is for everyone: teens, tweens, adults ... everyone!

Please register for this fun time by calling (518) 456-2400, ext. 4.

## Life in the Spirit World

Through July, the Library's Helderberg Room will exhibit Nan Wilson's "Life in the Spirit World," an exhibit

with a purpose. Featuring more than 30 prints of her original series of Butterfly Lifecycles and Bigger-than-Life Dragonflies, she invites you to embrace the mystery of these other life forms. Through her art, you will experience one of the greatest and simplest of pleasures in life: broadening your circle of compassion towards all living things.

## Study Space @ the Library

It's almost the end of the academic year, and finals are here. If you need a place where you can get together for a group study, or a quiet place to focus on your own, then come to

the Guilderland Library's Normanskill Room which is an ideal Study Space just for you and your friends. No need to sign up, just show up. The Study Space is open for you on Monday, June 18 from 4 to 8 p.m. Bring snacks.

## Save the Date for Summer Reading

On Thursday, June 28, starting at 6 pm, the Guilderland Library ROCKS SUMMER READING!

Signup starts 6 p.m. on Thursday, June 28.

— Mark Curiale

THE  
Spotlight

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LIBRARIES and SENIORS

# Libraries rock the summer reading

It's finally here! Summer Reading sign-up begins this week, and this year's theme – Libraries Rock! – promises a lively summer of concerts, programs, crafts, reading and more. Reporting for prizes begins July 2.

Sign up online at [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org) or in person, and check out upcoming programs on our website or in the July/August edition of the Footnotes newsletter. Preschoolers are invited to join the Rubber Ducky club to get started on early literacy activities for the summer and beyond!

Summer reading isn't just for kids

We don't think adults should be left out of all the summer reading fun, and that's why we have a special Summer Reading Program for the 18 and over set. Register online at [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org).



org or visit the Information Desk to find out how you can record your reading adventures on our new online Bingo card for a chance to win great prizes.

### Make you mark

Our Summer Reading bookmark contest is now open to all ages as well, so break out those colored markers and get drawing!

Please use original art only and nothing computer-generated. Entries will be accepted through Aug. 31. Contest entries will be judged anonymously by library staff, and winners will be announced online and in the library in late September. Winning bookmark designs will be printed for distribution in the library.

Pick up an entry form at the library or find it with the Summer Reading information online at [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org).

### Let's get it started

We love getting our Summer Reading Program started off right, so this year we've invited Sylvia the Ventriloquist to kick things off with some serious silliness on Thursday, June 21. Sylvia tours throughout the world with her Magic Trunk, a well-traveled box inhabited by a bunch of quick-witted puppets and inanimate objects that she comically brings to life through ventriloquism. There will be shows at 2:30 p.m. and 6:30 p.m. so you can pick the time that works best for your family. Don't forget to sign up for the Summer Reading Program while you're here!

Our Summer Cinema



Sylvia the Ventriloquist and some friends from the Magic Trunk will kick off summer reading with their silly antics Thursday, June 21, at 2:30 and 6:30 p.m.

Submitted photo

series for kids and families begins the following day, Friday, June 22, with a showing of "Ferdinand" (PG, 108 min., 20th Century Fox), at 2:30 p.m. Watch the adventures of the bull with a big heart, who is determined to find his way home with the help of some

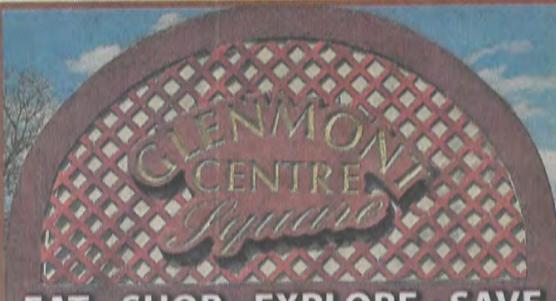
fellow misfits.

### Save the date

For the third summer in a row, the library will transform into an 18-hole miniature golf course on Sunday, July 8, from 1-5 p.m. Golfers of all ages,

from pros to duffers, can enjoy this favorite family pastime inside the library's delightfully climate-controlled environs. This program is co-sponsored by the Friends of the Library. Mark your calendar and stay tuned for more information!

— Kristen Roberts



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## LIBRARIES and SENIORS

# A hole in one at the library

**B**ethlehem Public Library will transform into an 18-hole miniature golf course Sunday, July 8, from 1-5 p.m. For one afternoon only, guests of all ages, from pros to duffers, can putt their way through the stacks and see the library in a whole new light. The best part? There are no greens fees, and everyone is welcome.

Afternoon festivities will include snow cones and snacks from the Friends of the Library, craft stations throughout the library and so much more. Regular library services will be limited.

Keep score or just keep it casual; when there's miniature golf at the library, everyone's a winner. This free event is co-hosted by the Friends of the Library.



## Evenings on the Green

Long before Libraries Rock! became the 2018 Summer Reading theme, our annual summer concert series, Evenings on the Green, has been entertaining audiences with a variety of musical performances.

This year, the series kicks off at 7 p.m. Wednesday, July 11, with The Lustre Kings, local favorites who will entertain with some rockabilly, country, blues and R&B.

Evenings on the Green continue with appearances by Craic Agus Ceol, Squeeze Play Accordion Band and Rick Bedrosian. The final concert in the series will be the Zucchini

Brothers on Aug. 8. This family-friendly performance will start at 6:30 p.m. and include an ice cream social hosted by the Friends of Bethlehem Public Library beginning at 6 p.m.

The library's casual outdoor concert series has been around for more than four decades. Concertgoers can bring a blanket or lawn chair, pick a spot on the Green, and get ready to listen to some great music. Evenings on the Green concerts are always free, appropriate for all ages, and they take place every Wednesday July 11-Aug. 8. Pick up a flyer or visit our website at [www.bethlehempublib.org](http://www.bethlehempublib.org) for times and details. Concerts will move indoors if it rains.

## Holiday and summer hours

The library will be

closed Wednesday, July 4, in observance of Independence Day. The library is also closed Sundays in July and August, beginning July 1. You can access the library catalog and other library services online anytime at [www.bethlehempublib.org](http://www.bethlehempublib.org).

## It's an honor

Bethlehem Public Library was honored to be recognized by the Upper Hudson Library System at its annual dinner earlier this month for two of our programs from 2017. Rubber Ducky Club was named Youth and Family Program of the Year, and The Federalist Papers earned Adult Program of the Year.

Rubber Ducky Club is an ongoing early literacy program, founded in May 2017, that breathed new life into the 1,000 books before kindergarten concept by focusing on the many

different activities that build early literacy skills. Designed for children from birth to those entering kindergarten, Rubber Ducky Club focuses on five basic early literacy skills: talk, read, write, sing and play.

A grant through Humanities NY allowed the library to bring in humanities scholar Giacomo Calabria for the four-part Federalist Papers series, which kicked off in November. The topic has been of particular interest with the current fascination about all things related to Alexander Hamilton and the timely idea of checks and balances that is discussed at length in the papers.

Library staffers were so pleased with the enthusiastic response to both of these programs and promise to continue working hard to plan and pursue these types of

award-winning offerings.

## Sign up for Summer Reading

Are you ready to rock your reading this summer? Summer Reading sign-up for all ages is in full swing, and this year's theme is Libraries Rock! Reporting for prizes begins July 2. Sign up online at [www.bethlehempublib.org](http://www.bethlehempublib.org) or in person, and check out upcoming programs on our website or in the latest version of the Footnotes newsletter. Preschoolers are invited to join the Rubber Ducky club to get started on early literacy activities for the summer and beyond!

All events are free and take place at Bethlehem Public Library, 451 Delaware Ave., Delmar. For information, call (518) 439-9314.

— Kristen Roberts

# Game Day

**K**ids in grades K thru 5, please register to get your Game On at the library as we play classic, new and worldwide games. Interested in competitive relays? How about minute-to-win-it challenges? Want to learn a game from another country? Join us from 1:30 to 3:30 p.m. on Wednesday, June 27 for an energetic afternoon of games. Make sure to wear comfortable clothes and shoes you can run in.

## Magic the Gathering

Magic is the world's most popular strategy card game. Throughout the course of a match, players will cast devastating spells, summon creatures of legend, and wield powerful artifacts to best



their opponents in a battle of wits. Bring your battle deck at 6:30 p.m. on Monday, July 2 and work your Magic on other collectors. Free decks are available for beginners, come learn to play! Already know how? Come find new opponents. Students in grades 7 to 12, please register.

## Reading Together: Miguel and the Grand Harmony

Parents/caregivers and their children in grades 1 thru 3 are invited to explore the benefits of a shared "reading together" experience at 6:30 pm on

Monday, July 16. Join us for an evening of book related activities as we discuss Miguel and the Grand Harmony, the charming picture book adaptation of the film Coco. Please register and pick up a copy of the book.

## Holiday Closing

In observance of Independence Day, the Library will be closed on Wednesday, July 4. Regular hours will resume on Thursday, July 5.

Registering for programs helps us to determine supply needs. Unless otherwise indicated, registration is requested for all programs. You can register in person, by phone (518-765-2791) or using our online calendar at <http://voorheesvillelibrary.org/calendar.asp>.

— Lynn Kobler

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