



**Board of Trustees Meeting
June 12, 2017 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices - none**
 - Resolutions - none**
 - Personnel report**
 - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
 - Privacy policy**
 - Pavement repair**
 - Parking lot resealing and restriping**
 - Collective bargaining agreement**
 - Borthwick property**
 - Other new business**
- **Old business**
 - Fire alarm & security project update**
 - HVAC project update**
 - G3 recap**
 - NYLA Sustainability Initiative**
 - Other old business**
- **Public Participation**
- **Executive Session**
- **Adjournment**

Next board meeting: July 10, 2017 6:00pm

Next Friends of the Library board meeting: June 19, 2017 6:30pm (Story Room)

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday May 8, 2017

PRESENT: Joyce Becker
Mark Kissinger
Mary Redmond
Paula Rice
Lisa Scoons
Brian Sweeney

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang

GUESTS: Chris McGinty, Head of Public Services
Natalie McDonough, Manager, Programs and Community Outreach
Tracey McShane, Personnel Administrator
Tanya Choppy, Accounts Clerk
Jeremy Johannesen, Executive Director of NYLA, Friends President

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

BUDGET PRESENTATION

G. Kirkpatrick went over the 2017-18 proposed library budget and noted that the 2.07 percent levy increase falls well within the state tax cap because of the decrease in the PILOT income, resulting from some larger properties going off the PILOT rolls. There was an increase in the library materials line to respond to increasing circulation of eBooks and audiobooks, as well as DVDs, which saw a major circulation boost due to a change in the fine structure. The programming line also saw an increase to continue providing a variety of performers for all ages. Decreasing total operations costs are expected, including some energy savings as a result of the HVAC project. Decreases in the income line are largely a result of the change in the DVD fine structure as well as the emailed due-date courtesy notices.

J. Becker asked why there was a decrease in the professional services line, and G. Kirkpatrick said that attorney and consultant fees are lower in years that don't include contract negotiations.

PUBLIC PARTICPATION

J. Johannesen told the board that the Friends would be selling sponsorships to the holes at library Mini-Golf in July. He asked board members to pass along the word to people they may know and gave them some sponsorship information flyers. M. Redmond said it might be beneficial to approach the Chamber about it. Sponsorships include the business name on the hole and the ability to customize the green. There are a limited number available.

MINUTES

Minutes of the 10 April 2017 board meeting were unanimously approved on a MOTION by L. Scoons with a SECOND by P. Rice.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 30 April 2017 (Manual Disbursements for April \$17,812.11; Cash Disbursements/Accounts Payable for May \$53,578.07; Trust & Agency Disbursements/Salaries for April \$166,220.09; CapProject Fund/Hand-Drawn Checks for April \$11,601.00; Total: \$249,211.27).

M. Redmond asked about the process for outstanding checks that haven't cleared. T. Choppy said that if there are stragglers by the following month, she is on the phone pursuing it. Some may just fall outside of our cycle.

M. Redmond noted a charge for van maintenance of \$660 and asked how the library would theoretically handle any emergency charges that might exceed the \$3,000 limit. J. Becker said it would worth getting an answer regarding unforeseen emergencies.

G. Kirkpatrick said that van maintenance is a newer issue for the library since the purchase of the vehicle. Previously, the library had leased the van.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for April 1-30, 2017.

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

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

- Library page, part-time, permanent, 13.85 hours/week at \$9.70/hour or per contract.

DIRECTOR'S REPORT

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

- G. Kirkpatrick noted that the maintenance staff has diligently responded to the fire inspector's findings. The library has contacted the insurance company to move forward with a boiler inspection.
- Every child with a recent Slingerlands Elementary School visit went home with a book. If for some reason a card is blocked, there is a selection of paperback books that staffers can give to children so they never leave the library empty-handed. This has helped defuse stressful situations.

- Lawn games, American Girl dolls and bug kits are now available for circulation. C. McGinty noted that most are off the shelves shortly after they are put out. The board asked for some kind of display to promote the items during Mini-Golf day.
- Circulation of Chromebooks outside of the library is in process. The Windows laptops are more in demand for use in library. Each Chromebook is \$170, and if a patron does not return it, it can be rendered unusable remotely. G. Kirkpatrick noted that if an item is not returned, a person cannot keep using their card to check out materials. The board discussed how fines are accrued and add up.
- J. Becker applauded the library for building up a robust volunteer corps. G. Kirkpatrick said a lot of the thanks goes to T. McShane and other staffers who help coordinate meaningful tasks for them. He noted that the library does not use volunteers as free labor, and that the real purpose is to provide a service to the public who are looking for meaningful ways to serve the community. Teen volunteers are also able to start building a resume with their library experience. Part of the library's volunteer program serves adults with disabilities through partnerships with Wildwood and ARC. M. Kissinger asked if there was ever a possibility for a volunteer to conduct a higher-level study or proposal for the library.
- K. Roberts and G. Kirkpatrick created a T-shirt option for those who are walking in the Memorial Day Parade and asked the board if that was something they would be interested in providing for parade volunteer. The board agreed and said the library should consider ordering some extras to have for other occasions.
- G. Kirkpatrick said there will be a new Librarian 1 Civil Service exam given in the fall. In the past, libraries have provided some input during the test development phase, but did not for this version.
- Programming and outreach report, with pics in the sewing open. Maybe a break. Making culture.
- Although there were some decrease in YA and periodicals, both smaller collections, there were increases across the board on WiFi use, indicating it is a major service that many people, even those who may not be traditional library patrons, are using.
- M. Redmond said that a trip to the library on a recent rainy day was really a testament to why BPL was named "Best Place to Spend a Rainy Day" by Capital Region Living.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said it is a very busy month on the services committee, with lots of awards applications, including two from BPL. She said the board is also going to consider an increase in the percentage for the construction grant money, as a relief valve in case there is money left over.

NEW BUSINESS

UHLS Dinner

The dinner will be held Wednesday, June 14. G. Kirkpatrick asked board members to let him know soon if they would be attending.

The board noted that there was good library representation at a recent Chamber dinner.

TV White Space Internet

The library has applied for a \$15,000 TV White Space Internet grant. There is already channel space available for public use by a public entity, and white space Internet would allow the library to use that as a bridge to transmit our Internet bandwidth from the library to remote station within our district borders and to provide internet remotely. Currently, every time we want to put WiFi out in the community, it costs money to get a line put in and buy transmitters. TVWS would allow the library to use TV signals to do that – all that is needed is electricity and a server. It would not automatically provide free internet for homes in the area as it would still be based

around the power source. It could be used in temporary situations, like at the farmers market. Two companies in U.S. make the equipment to do this. Only four awardees will receive \$15,000 grants. B. Sweeney said that even if the library does not receive a grant award, they should discuss the idea further. The board agreed.

Brunswick Jr. Cards

The Brunswick library is in the process of making its children's library card fine-free and is asking other libraries in the system if they would be willing to honor the fine-free status. Albany has a similar youth card, but it is only for use in their branches. The board opted not to allow the fine-free cards at Bethlehem Public Library.

Other new business

None

OLD BUSINESS

Fire alarm and security project update

The proposal is still at SED, but there are no new developments.

Construction manager

G. Kirkpatrick said the necessary legislation to allow DASNY to act as the library's construction manager has been filed and is expected to pass by the end of the session in June. An agreement is being worked on with updated labor costs and timeline. A future meeting between ME engineering and DASNY will allow both parties to clarify their roles.

HVAC project update

Some construction manager hiring tasks have been crossed off.

Other old business

None

PUBLIC PARTICIPATION

T. Choppy asked if there was a possibility of the library working with the sheriff's department to provide WiFi at the old Clarksville School. G. Kirkpatrick noted there had already been some discussion about that.

J. Johannesen asked for clarification about the budget handout.

EXECUTIVE SESSION

On a MOTION by B. Sweeney with a second by M. Kissinger, the board adjourned to executive session at 7:24pm to discuss future contract negotiations pursuant to Article Fourteen of the Civil Service Law, and, separately, the performance evaluations of particular employees.

On a MOTION by J. Becker with a second by M. Kissinger, the board adjourned executive session at 8:28pm; no action was taken.

On a MOTION by J. Becker with a second by P. Rice, the board adjourned the regular meeting at 8:28pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #11
5/31/2017**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	4,968.86
Interest on Investment	1,158.08
Sale of Books	588.75
Gifts and Donations	200.00
Insurance Recovery	0.00
Photocopier	680.49
State Aid	0.00
Grants	0.00
Miscellaneous Income	8,093.31
Total	\$15,689.49

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #11
5/31/2017**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2016-2017

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,750,557.00	3,750,329.19	227.81	99.99%
PILOT	198,100.00	199,250.77	(1,150.77)	100.58%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	42,000.00	35,916.90	6,083.10	85.52%
Interest on Investment	3,200.00	6,825.57	(3,625.57)	213.30%
Sale of Books	5,500.00	6,439.92	(939.92)	117.09%
Gifts and Donations, Misc	1,000.00	3,174.60	(2,174.60)	317.46%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,000.00	7,142.73	(1,142.73)	119.05%
State Aid	24,500.00	24,778.00	(278.00)	101.13%
Miscellaneous Income	0.00	8,168.31	(8,168.31)	
Sub-Total	\$4,030,857.00	4,042,025.99	(3,000.68)	100.28%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,030,857.00			

OPERATING CASH SUMMARY

TD Checking Account	91,677.72
TD Money Market:	2,920,281.02 *
CD Investments:	0.00
TD Comp Fund:	500,000.00
Capital Project Fund:	20,107.31 **
TOTAL	\$3,532,066.05

*Includes \$1,158.08 Interest credited 5/31/17

**Includes \$3.74 Interest credited 5/31/17

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #11**

5/31/2017

MANUAL DISBURSEMENTS - MAY HAND DRAWN CHECKS TD BANK	\$34,677.68
CASH DISBURSEMENTS - JUNE ACCOUNTS PAYABLE TD BANK	\$65,794.74
TRUST & AGENCY DISBURSEMENTS - MAY SALARIES - TD BANK	\$166,702.93
CAPITAL PROJECT FUND HAND DRAWN CHECKS - MAY	\$3,980.50
TOTAL	\$271,155.85

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 43: MANUAL DISB (MAY 17) For Dates 5/1/2017 - 5/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36089	05/01/2017	2167	BINGHAMTON ZOO AT ROSS PARK	170813	65.00
36090	05/01/2017	1833	BLUESHIELD OF NORTHEASTERN NY		3,295.46
36091	05/01/2017	2174	GREENE COUNTY HISTORICAL SOCIETY	170814	25.00
36134	05/05/2017	2061	UNITED HEALTHCARE INSURANCE CO		108.16
36135	05/11/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		23,986.90
36136	05/11/2017	2172	NATIONAL MUSEUM OF RACING AND HALL OF FAME	170830	100.00
36137	05/11/2017	1607	VERIZON BUSINESS FIOS	170012	191.98
36138	05/11/2017	2137	WEX BANK	170013	37.98
36145	05/19/2017	1424	AFLAC NEW YORK		442.22
36146	05/19/2017	2087	CITIBANK	170750	1,503.08
36147	05/19/2017	2173	THE OLANA PARTNERSHIP	170864	100.00
36148	05/23/2017	1570	NATIONAL GRID		4,585.90
36149	05/23/2017	2011	UTICA NATIONAL INSURANCE GROUP	170890	36.00
36150	05/24/2017	2101	MCDONOUGH, NATALIE	170901	200.00
Number of Transactions: 14				Warrant Total:	34,677.68
				Vendor Portion:	34,677.68

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 - 46: CASH DISB (JUNE 17) For Dates 6/13/2017 - 6/13/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36160	06/13/2017	2099	4IMPRINT, INC.	170781	1,012.34
36161	06/13/2017	1531	A-J LAWN SPRINKLER CO., INC.	170863	187.50
36162	06/13/2017	2219	ADIRONDACK BAROQUE CONSORT	170889	200.00
36163	06/13/2017	1746	ALBANY PUB LIBRARY-DELAWARE BR	170829	3.99
36164	06/13/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	170929	5.00
36165	06/13/2017	1009	AMAZON CREDIT PLAN	170874	988.21
36166	06/13/2017	61	AQUASCAPE DESIGNS LLC	170000	130.00
36167	06/13/2017	64	ARM PRINTING & GRAPHICS	170845	132.00
36168	06/13/2017	77	BAKER & TAYLOR , INC.	170909	31,333.80
36169	06/13/2017	1186	BAKER AND TAYLOR ENTERTAINMENT	170910	478.83
36170	06/13/2017	2112	BALDWIN, DARYL	170877	450.00
36171	06/13/2017	1507	BEE PUBLISHING CO, INC	170869	90.00
36172	06/13/2017	719	BETHLEHEM CENTRAL SCHOOL DIST	170898	1,096.37
36173	06/13/2017	103	BRODART INC	170848	151.79
36174	06/13/2017	2218	CASEY, PHILIP M.	170882	300.00
36175	06/13/2017	2209	CHINASPROUT, INC.	170730	408.27
36176	06/13/2017	1137	CORNELL COOPERATIVE EXTENSION	170879	40.00
36177	06/13/2017	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	170002	341.60
36178	06/13/2017	1154	CRISAFULLI BROTHERS	170831	392.00
36179	06/13/2017	1240	DE LAGE LANDEN FINANCIAL SER	170003	440.00
36180	06/13/2017	1220	DEMCO, INC	170840	658.38
36181	06/13/2017	1463	EAST GREENBUSH COMM LIBRARY	170928	5.99
36182	06/13/2017	1991	EASTERN MANAGED PRINT NETWORK LLC	170822	1,118.95
36183	06/13/2017	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	170865	145.00
36184	06/13/2017	2215	ELM USA, INC	170870	99.16
36185	06/13/2017	1674	FINDAWAY	170835	393.68
36186	06/13/2017	1986	FIRST LIGHT FKA TECH VALLEY	170007	199.40
36187	06/13/2017	1930	HEWITT'S GARDEN CENTERS INC.	170875	204.87
36188	06/13/2017	1712	HILL & MARKES	170866	15.54
36189	06/13/2017	310	JANWAY COMPANY	170785	1,298.68
36190	06/13/2017	2201	LANE PRESS OF ALBANY	170832	2,337.00
36191	06/13/2017	1359	LEXIS NEXIS MATTHEW BENDER	170911	426.69
36192	06/13/2017	1024	**CONTINUED** MIDWEST TAPE		0.00
36193	06/13/2017	1024	MIDWEST TAPE	170650	5,316.53
36194	06/13/2017	380	MORNINGSTAR	170821	1,187.00
36195	06/13/2017	1921	MOTION PICTURE LICENSING CORP.	170904	176.53
36196	06/13/2017	2121	NATIONAL INDUSTRIES FOR THE BLIND	170787	347.94
36197	06/13/2017	2088	NYSID	170692	689.35
36198	06/13/2017	2094	ORIENTAL TRADING COMPANY, INC.	170855	254.06
36199	06/13/2017	1823	OVER DRIVE INC.	170919	8,267.22
36200	06/13/2017	450	PHILLIPS HARDWARE INC	170046	39.94
36201	06/13/2017	478	QUILL.COM	170838	21.47
36202	06/13/2017	1661	RCS COMMUNITY LIBRARY	170828	12.99
36203	06/13/2017	493	RECORDED BOOKS, LLC	170859	61.94
36204	06/13/2017	505	ROEMER WALLENS GOLD & MINEAUX	170888	1,490.00
36205	06/13/2017	1633	SAND LAKE TOWN LIBRARY	170854	12.99
36206	06/13/2017	2221	SANDOR SCHUMAN	170899	100.00
36207	06/13/2017	1767	SCHOLASTIC, INC.	170764	828.75
36208	06/13/2017	2224	SCHUYLER MANSION STATE HISTORIC SITE	170927	30.00
36209	06/13/2017	2038	**CONTINUED** STAPLES BUSINESS ADVANTAGE		0.00
36210	06/13/2017	2038	STAPLES BUSINESS ADVANTAGE	170918	648.27
36211	06/13/2017	2056	SUPERIOR PRINTING INC.	170893	130.80
36212	06/13/2017	1774	TELEVEND SERVICES, INC.	170849	157.65
36213	06/13/2017	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	170876	35.00
36214	06/13/2017	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	170853	15.00
36215	06/13/2017	632	UPPER HUDSON LIBRARY SYSTEM	170931	240.00
36216	06/13/2017	1541	ANN VANDERVORT	170868	43.20

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 46: CASH DISB (JUNE 17) For Dates 6/13/2017 - 6/13/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36217	06/13/2017	1968	VERIZON WIRELESS	170011	40.01
36218	06/13/2017	645	W W GRAINGER INC	170005	463.06
36219	06/13/2017	1989	WATERLOGIC, LLC	170545	100.00
Number of Transactions: 60				Warrant Total:	65,794.74
				Vendor Portion:	65,794.74

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 40: TRUST & AGENCY (MAY 17) For Dates 5/1/2017 - 5/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36083	05/05/2017	712	CIVIL SERVICE EMPL ASSOC INC.		933.26
36084	05/05/2017	1847	METLIFE OF CONNETICUT		100.00
36085	05/05/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
36086	05/05/2017	2003	NEW YORK STATE DEFERRED		1,779.95
36087	05/05/2017	710	NYS INCOME TAX BUREAU		3,202.12
36088	05/05/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		520.00
36139	05/19/2017	712	CIVIL SERVICE EMPL ASSOC INC.		933.26
36140	05/19/2017	1847	METLIFE OF CONNETICUT		100.00
36141	05/19/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
36142	05/19/2017	2003	NEW YORK STATE DEFERRED		1,779.95
36143	05/19/2017	710	NYS INCOME TAX BUREAU		3,203.36
36144	05/19/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		520.00
100203	05/05/2017	709	BPL SPECIAL PAYROLL ACCOUNT		55,427.77
100204	05/05/2017	1946	IRS - PAYROLL TAX PMT		19,859.49
100205	05/15/2017	709	BPL SPECIAL PAYROLL ACCOUNT		55,143.55
100206	05/15/2017	730	NYS EMPLOYEES RETIREMENT SYSTE		1,973.41
100207	05/15/2017	1946	IRS - PAYROLL TAX PMT		19,876.81

Number of Transactions: 17

Warrant Total: 166,702.93

Vendor Portion: 166,702.93

Certification of Warrant

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Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 8: H FUND MANUAL DISB (MAY 17) For Dates 5/1/2017 - 5/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1171	05/11/2017	2080	M/E ENGINEERING, P.C.	160928	3,980.50
Number of Transactions: 1				Warrant Total:	3,980.50
				Vendor Portion:	3,980.50

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

5/31/2017

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$22,994.63	\$323,641.77	\$254,958.68	\$91,677.72
TD Bank Payroll	\$0.00	\$110,571.32	\$110,571.32	\$0.00
TD Bank Money Market	\$3,219,122.94	\$1,158.08	\$300,000.00	\$2,920,281.02
TD Bank General Comp	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Capital Project Fund	\$24,084.07	\$3.74	\$3,980.50	\$20,107.31
TOTAL:	\$3,766,201.64	\$435,374.91	\$669,510.50	\$3,532,066.05

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund

For the month beginning 5-1-17 and ending 5-31-17

Balance on hand at the beginning of the month \$22,994.63

Receipts during the month

Investment Principal	0.00	
Transfers from Savings Account TD Bank	300,000.00	
Fines	4,968.86	
Copier	680.49	
Miscellaneous (Abate)	9,110.36	
Book Sale	588.75	
PILOT	0.00	
School Taxes	0.00	
Gifts	200.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	8,093.31	
Total Receipts		<u>\$323,641.77</u>
Total Receipts Including Balance		\$346,636.40

Disbursements During Month By Check

From Check #36092 to Check #36133	53,578.07
Trust & Agency Payments (Payroll)	166,702.93
From Check #36089 to Check #36150	34,677.68
Transfers to Savings Account	0.00
Returned Check	

Total amount of Disbursements \$254,958.68
Balance on Hand at End of Month \$91,677.72

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	96,694.61
Amount of Outstanding Checks	5,016.89
Balance on Deposit	91,677.72

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
5/31/17

Check Number	Date	Amount
36042	4/11/2017	5.99
36059	4/11/2017	25.00
36110	5/9/2017	300.00
36147	5/19/2017	100.00
36148	5/23/2017	4,585.90

TOTAL **\$5,016.89**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 5-1-17 and ending 5-31-17

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

Receipts during the month

Transfer from Checking 5/4/17	55,427.77
Transfer from Checking 5/18/17	55,143.55

Total Receipts \$110,571.32

Total Receipts Including Balance \$110,571.32

Disbursements During Month By Check

5/5/17 - From Check #82324 to Check #82397	55,427.77
5/19/17 - From Check #82398 to Check #82471	55,143.55

Total Amount of Disbursements	<u>\$110,571.32</u>
Balance on Hand at End of Month	\$0.00

Reconciliation With Bank Statement

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

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 5-1-17 and ending 5-31-17

Balance on hand at the beginning of the month \$3,219,122.94

Receipts during the month

	Interest 5/31/17	1,158.08
	Transfer from General Fund	

	Total Receipts	<u>\$1,158.08</u>
	Total Receipts Including Balance	\$3,220,281.02

Disbursements During Month By Check

	Transfers to General Fund	300,000.00
	Transfers to Capital Projects Fund	0.00

	Total Amount of Disbursements	<u>\$300,000.00</u>
	Balance on Hand at End of Month	<u>\$2,920,281.02</u>

Reconciliation With Bank Statement

	Total Amount of Cash Balance on Deposit as shown by Bank Statement	2,920,281.02
	Amount of Outstanding Checks	0.00
	Balance on Deposit	2,920,281.02

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

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my bank statement.

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund Comp Account

For the month beginning 5-1-17 and ending 5-31-17

Balance on hand at the beginning of the month \$500,000.00

Receipts during the month

Deposits 0.00

Total Receipts Including Balance \$0.00
\$500,000.00

Disbursements During Month By Check

Total Amount of Disbursements 0.00
Balance on Hand at End of Month **\$500,000.00**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	\$500,000.00
Amount of Outstanding Checks	0.00
Balance on Deposit	\$500,000.00

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

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my bank statement.

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

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

For the month beginning 5-1-17 and ending 5-31-17

Balance on hand at the beginning of the month \$24,084.07

Receipts during the month

Interest 5/31/17 TD Bank	3.74
Transfer from Savings Account	0.00
Donation	

Total Receipts	<u>\$3.74</u>
Total Receipts Including Balance	\$24,087.81

Disbursements During Month By Check

From Check #1171 to Check #1171	3,980.50
---------------------------------	----------

Total Amount of Disbursements	<u>3,980.50</u>
Balance on Hand at End of Month	\$20,107.31

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank statement	20,107.31
Amount of Outstanding Checks	0.00
Balance on Deposit	20,107.31

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



4427533000280997901503080150308065

Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	05/31/2017	\$1,503.08	\$1,503.08	1503.08



BETHLEHEM PUB LIBRARY **T0000053
 TANYA CHOPPY
 451 DELAWARE AVE
 DELMAR NY 12054-3042

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

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

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

21191260 - 000188 - 0001 - 0003 - 25

CITIBANK CORPORATE CARD

Statement Date
05/06/17

Payment Date
05/31/17

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$31,496	\$00	\$00

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

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

COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	2,882.12	- 2,882.12	- 3.06	1,506.14		1,503.08
Advances						
Company Totals TOTAL	2,882.12	- 2,882.12	- 3.06	1,506.14		1,503.08

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

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

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

CARDMEMBER SUMMARY

MCGINTY,CHRISTINE XXXX-XXXX-XX82-7336	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				210.00		210.00
Advances						
Monthly Limit: \$500 TOTAL				210.00		210.00

MCSHANE,TRACEY XXXX-XXXX-XX82-7369	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				.195.00		195.00
Advances						
Monthly Limit: \$200 TOTAL				195.00		195.00

KIRKPATRICK,GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases			- 3.06	853.96		850.90
Advances						
Monthly Limit: \$2,500 TOTAL			- 3.06	853.96		850.90

DAYS IN BILLING PERIOD: 30				
Balance Subject To Interest Charges	>	Purchases	Cash Advances	Payment Due: 1,503.08
Periodic Rate	>	.00	.00	Amount Over Credit Limit: .00
ANNUAL PERCENTAGE RATE	>	.0000%	.0000%	Amount Past Due: .00
		0.00%	0.00%	MINIMUM AMOUNT DUE: 1,503.08



XXXX-XXXX-XX80-9979

Statement Date
05/06/17

21131250 - 000186 - 0002 - 0003 - 26

CARDMEMBER SUMMARY

PETERS, M CATHERINE XXXX-XXXX-XX82-7385		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit:	Purchases				30.00		30.00
\$625	Advances						
	TOTAL				30.00		30.00

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit:	Purchases				207.18		207.18
\$500	Advances						
	TOTAL				207.18		207.18

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY		XXXX-XXXX-XX80-9979			
Monthly Limit	Cash Limit*	Available Credit Line	Available Cash Line**		
\$33,000	\$00	\$31,496	\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount	
05-01	05-01	74046587121121000032313	PAYMENT - THANK YOU	2,882.12 PY	

INDIVIDUAL CARDHOLDER ACTIVITY

MCGINTY, CHRISTINE		XXXX-XXXX-XX82-7336			
Monthly Limit	Cash Limit*				
\$500	\$00				
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
04-14	04-17	24492157104894459782086	BOOKEXPO REGISTERED 800-840-5614 CT 170880 Registration	210.00 210.00	
			TOTAL PURCHASES/ADVANCES/CREDITS	210.00	

MC SHANE, TRACEY		XXXX-XXXX-XX82-7369			
Monthly Limit	Cash Limit*				
\$200	\$00				
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
05-04	05-05	24492157125637008933345	BOND, SCHOENECK & KING WWW.BSK.COM NY 170847 Seminar	195.00 195.00	
			TOTAL PURCHASES/ADVANCES/CREDITS	195.00	

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



XXXX-XXXX-XX80-9979

Statement Date
05/06/17

21131250 - 000188 - 0003 - 0003 - 26

INDIVIDUAL CARDHOLDER ACTIVITY

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377

Monthly Limit \$2,500 Cash Limit* \$00

Sale Date	Post Date	Reference Number	Type of Activity	Amount
			Rubber Duck Posters	
04-10	04-11	24692167100000742803488	BARNES&NOBLE.COM-BN 800-843-2665 NY	3.06
04-11	04-12	24610437101004070025321	PC AMERICAN GIRL 800-845-0005 WI 170750	128.70
04-11	04-12	24692167101000334939251	VISTAPR VISTAPRINT.COM 866-8936743 MA 170847	177.99
04-17	04-18	24692167107000949275566	VISTAPR VISTAPRINT.COM 866-8936743 MA 170847	64.21
04-18	04-19	24498137108980028427758	BETHLEHEM CHAMBER OF COMM 518-439-0512 NY 170798	490.00
04-21	04-24	74692167111000511528045	BARNES&NOBLE.COM-BN 800-843-2665 NY	2.06 CR
TOTAL PURCHASES/ADVANCES/CREDITS				860.90

A DINNER

A Preprinted Envelopes

PETERS, M CATHERINE XXXX-XXXX-XX82-7385

Monthly Limit \$625 Cash Limit* \$00

Sale Date	Post Date	Reference Number	Type of Activity	Amount
			Website Add On	
04-24	04-25	74748227115358440002405	2CO WPRSSAGGR 2CO.COM DUBLIN 170847	30.00
TOTAL PURCHASES/ADVANCES/CREDITS				30.00

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387

Monthly Limit \$500 Cash Limit* \$00

Sale Date	Post Date	Reference Number	Type of Activity	Amount
			Program Supplies	
04-06	04-07	24445007097000559315884	DOLLAR TREE DELMAR NY 170847	8.64
04-06	04-07	24427337096080000516724	HANNAFORD #8339 DELMAR NY 170847	129.11
04-27	04-28	24427337117080000527080	HANNAFORD #8339 DELMAR NY 170847	69.43
TOTAL PURCHASES/ADVANCES/CREDITS				207.18

A Program Supplies

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

June 12, 2017 - Board of Trustee Meeting											
Job Status Report											
											25
<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 PT (formerly Librarian 1 PT)	16 hrs/wk	12 hrs/wk	\$16.56/hour or per contract	S. Baker	2/28/2017	Resignation	3/13/2017	Filled	C. Madura	5/23/2017	Hire
Librarian 1 PT	7.66 hrs/wk		\$25.22/hour	M. Carey	5/5/2017	Resignation	4/10/2017	Filled	L. Bowen	5/25/2017	Hire
Library Page PT	13.85 hrs/wk		\$9.70/hour	C. Daley	5/31/2017	Resignation	5/8/2017	Filled	E. Whalen	5/24/2017	Hire
<u>Action Requested - Request to Fill the Following Positions</u>											
Library Clerk PT	11.66 hrs/wk		\$12.73/hour or per contract	J. Arvanites	5/2/2017	Resignation					
Library Clerk PT	13.57 hrs/wk		\$12.73/hour or per contract	P. Lupien	5/31/2017	Resignation					
Principal Library Clerk	35 hrs/wk		\$38,489 or per contract	B. Albright	7/27/2017	Retirement					
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hours		\$12.73/hour or per contract	R. Weatherby	2/27/2015	Resign		Hold			

Director's Report June 2017

Building and Grounds

The school fire inspector re-inspected the door locks. We are still working on a new vendor to inspect our boiler.

There are lots of new plantings on the grounds. The rain has made working outside a real challenge, but things are starting to look nice outside.

Two more trees are dying. The pin oak on the plaza and a maple tree are going to need to be removed.

We are working with vendors now to estimate prices on replacing our fluorescent lights with LEDs. Some of them appear to be available through our preferred source vendors, but some of our fixtures have nonstandard bulbs.

Public Service

Both circulation and door count were up for this month over last May. The rainy weather certainly did not hurt. Community members were looking for something to do inside.

New contracts have been executed with RB Digital's Atomic database, and ProQuest's NY Times Historical database. Use of these products has been relatively low and the current contract pricing was not justified. We are pleased with the reduced prices and glad that we can still offer these products to those patrons who find them important.

Museum passes are being renewed now. New passes are: the Iroquois Indian Museum, Storm King Center, Vermont Institute of Natural Science, and the Springfield Museums, which includes access to five museums, including the Dr. Seuss Museum and the Dr. Seuss National Memorial Sculpture Garden.

This year's Read-It-Forward program has begun. Teens can pick up copies of the book for free and pass it on to friends. This year's title is *I am Princess X*.

Michael had two great interactions with patrons needing help with iPads and iPhones this month. Tech Help appointments are a great and pressure-free way to explore and learn these technologies for many of our patrons. He mentioned that most Tech Help clients mention that they have been to the Apple Store and have been disappointed with their customer service experience. We are glad to help meet the lifelong learning needs of the community.

WiFi hotspots:

19 holds on 15 devices (20 devices total). Earliest fillable hold placed 5/09/2017.

Hotspot survey (2) data:

I have Internet service where I live: no (0), yes (2, spotty)

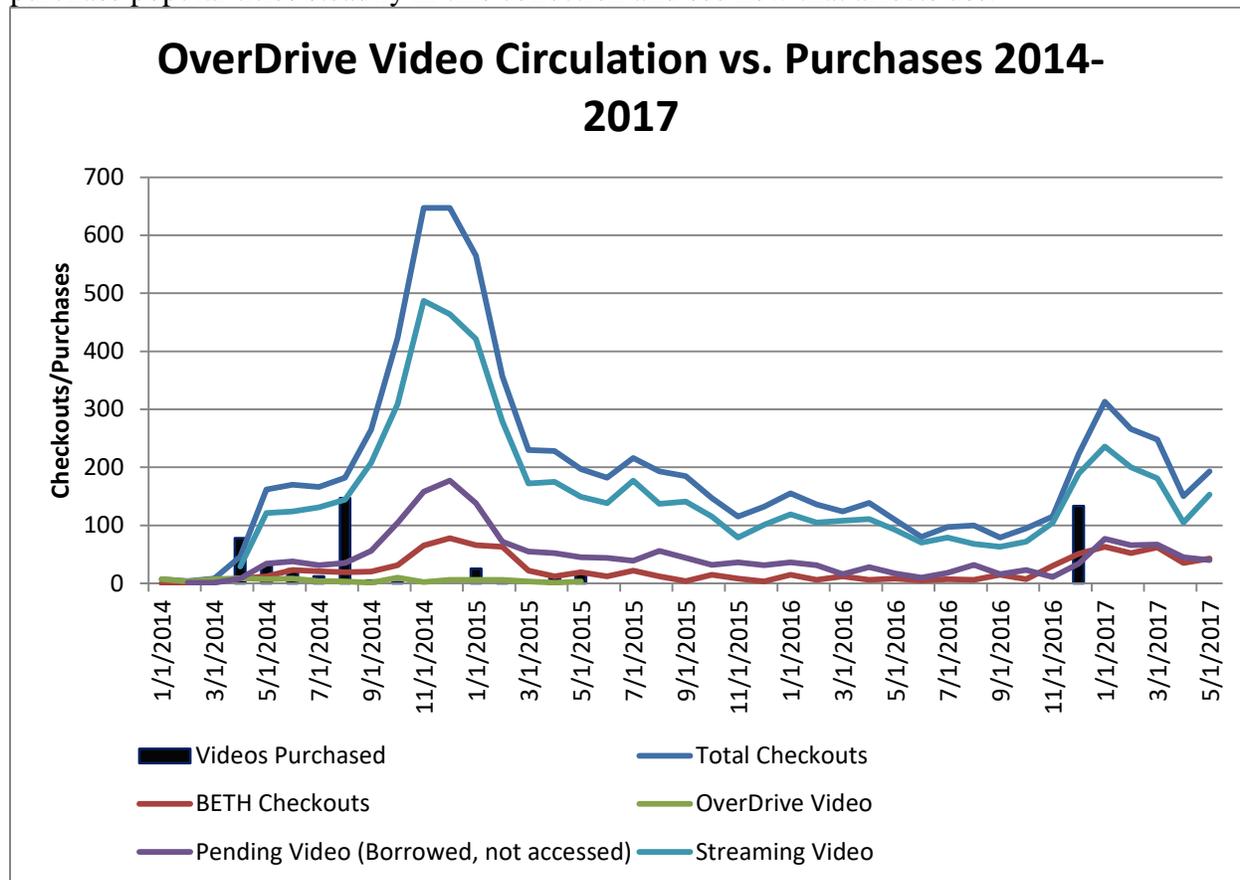
I borrowed this Wifi hotspot for the following purposes: homework (0), entertainment (2), work (1), general education(1), other (0)

The speed and connection is: better than I expected (2), just as I expected (0), worse than I expected (0)

Comments:

We are so grateful to have a library that gives us so many cool opportunities. We used the wifi to continue looking for Pokémon.

Catherine completed an analysis of the OverDrive video circulation. As you can see from the chart below, use of this service is directly tied to purchases with a steady decline in impact after the initial purchase. Our purchases certainly sparked a large increase in circulation by Bethlehem patrons. Our marketing of these collections had a definite impact on Bethlehem borrowing, with a lower overall impact across the system. Our goal going forward will be to purchase popular titles steadily in this collection and see how that affects use.



Meetings and Miscellany

Catherine and I met with a Center for Technology in Government (SUNY Albany) researcher to discuss the role of public libraries in smart cities and a CTG IMLS grant application. She wrote to us, “I loved the library and all what you are doing there.” We will share more on their grant application and its potential funding in the future.

Catherine met with a University at Albany Computer Science professor to see an installation of TvWS. The connection was slower than expected. It seems suitable for very rural areas. We will continue to explore technologies to help us provide internet access out in the community.

Geoffrey Kirkpatrick, Library Director

Library Collection				2015-16	Current Total
Adult fiction				26,815	24,097
Adult non-fiction				29,498	29,822
Adult audio				7,256	7,259
Adult video				5,384	6,269
Young adult fiction				4,885	5,294
Young adult nonfiction				310	426
Young adult audiobooks				347	410
Children's fiction				24,899	25,087
Children's non-fiction				15,350	15,028
Children's audiobooks				1,273	1,401
Children's video				1,760	1,921
OverDrive - UHLS Shared				46,457	51,457
e-books (locally purchased)				1,456	1,456
e-magazines				131	110
Electronic (games, ereaders)				417	475
Total				166,238	170,512
Library Programs	May-17	May-16	% change	2015-16	F-Y-T-D
Programs	78	67	16.4%	896	737
Program attendance	2,422	1,095	121.2%	20,715	20,910
Outreach Programs	49	28	75.0%	372	261
Outreach Attendance	2,677	3,066	-12.7%	11,189	8,194
Circulation	May-17	May-16	% change	2015-16	F-Y-T-D
Adult fiction	12,091	11,705	3.3%	142,392	133,302
Adult non-fiction	7,967	7,805	2.1%	92,684	85,720
Adult audio	4,729	4,569	3.5%	58,058	52,202
Adult video	8,862	8,638	2.6%	106,388	102,786
Adult magazines	1,638	1,168	40.2%	15,689	18,161
Young adult fiction	1,502	1,625	-7.6%	23,034	18,159
Young adult nonfiction	113	123	-8.1%	1,521	1,365
Young adult audiobooks	94	120	-21.7%	1,537	1,236
Young adult magazines	5	11	-54.5%	166	90
Children's fiction	11,700	10,932	7.0%	152,038	135,575
Children's non-fiction	3,677	3,669	0.2%	41,326	37,746
Children's audiobooks	535	519	3.1%	7,472	6,596
Children's video	1,178	1,358	-13.3%	21,252	16,295
Children's magazines	36	65	-44.6%	675	473
Electronic (games, ereaders)	401	287	39.7%	5,151	4,367
Total	54,529	52,593	3.7%	669,383	614,068
Interlibrary Loan	May-17	May-16	% change	2015-16	F-Y-T-D
Borrowed from others	6,790	6,694	1.4%	88,494	70,343
Loaned to others	5,695	5,828	-2.3%	67,730	59,260
Miscellaneous	May-17	May-16	% change	2015-16	F-Y-T-D
Visits to our home page	71,594	34,242	109.1%	421,162	595,348
Public use of meeting rooms	43	34	26.5%	480	467
Public meeting attendance	638	400	59.5%	6,279	5,573
Staff use & library programs	109	91	19.8%	1,066	1,059
Study room sessions	531	463	14.7%	5,000	4,007
Tech room use	32	44	-27.3%	448	299
Door count	28,183	26,023	8.3%	339,120	291,654
Registered BPL borrowers	69	91	-24.2%	1,058	906
Computer signups	3,335	3,113	7.1%	44,087	37,316
Museum Pass use	136	63	115.9%	904	1,191
E-book use	4,424	4,825	-8.3%	53,350	50,089
E-magazine use	944	528	78.8%	7,323	10,292
Equipment	372	26	n/a	349	1,723
Wireless Use	7,849	5,021	56.3%	56,887	74,251

2016-17 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	May Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,091,391	0	1,091,391	81,035	977,297	0	\$114,094	10%
Salaries-Clerical	920,464	0	920,464	69,229	829,844	0	\$90,620	10%
Salaries-Custodians	160,032	0	160,032	12,017	145,279	0	\$14,753	9%
Retirement	278,221	0	278,221	0	297,222	0	-\$19,001	-7%
SocSec/Medicare	166,149	0	166,149	11,934	143,985	0	\$22,164	13%
Worker's Comp.	22,000	0	22,000	-5,554	15,541	0	\$6,459	29%
Unemployment	0	0	0	0	62	0	-\$62	N/A
Health Ins.	275,000	0	275,000	19,105	233,367	0	\$41,633	15%
Disability Ins.	1,400	0	1,400	0	1,394	0	\$6	0%

Materials

Adult books	171,000	31,458	202,458	10,286	130,233	21,248	\$50,976	25%
Audiobooks	36,000	4,454	40,454	2,114	21,280	2,135	\$17,039	42%
Ebooks	67,000	0	67,000	3,756	61,143	8,005	-\$2,148	-3%
Electronic Resources	32,000	0	32,000	0	15,221	1,187	\$15,592	49%
Periodicals	24,000	0	24,000	0	20,788	90	\$3,122	13%

YS Books	95,000	24,010	119,010	4,858	68,379	12,142	\$38,489	32%
YS Audiobooks	8,000	2,268	10,268	20	5,651	889	\$3,729	36%
YS Media	10,000	979	10,979	3,114	9,374	306	\$1,300	12%

Special Collections	5,000	1,417	6,417	561	8,720	759	-\$3,062	-48%
AS Media	35,000	13,409	48,409	4,848	54,165	3,385	-\$9,141	-19%

Operations

Copiers and supplies	11,000	231	11,231	840	12,227	2,130	-\$3,126	-28%
Office supplies	29,000	282	29,282	955	10,123	1,047	\$18,112	62%
Custodial supplies	14,000	0	14,000	627	5,012	3,992	\$4,996	36%
Postage	17,000	480	17,480	1,991	14,720	1,682	\$1,078	6%
Printing	25,000	0	25,000	64	10,836	2,337	\$11,827	47%
Van lease & oper.	1,700	0	1,700	38	841	473	\$386	23%
Gas and Electric	80,000	0	80,000	4,586	49,469	0	\$30,531	38%
Telecommunications	11,000	0	11,000	432	7,052	1,369	\$2,580	23%
Water	3,000	0	3,000	0	3,154	0	-\$154	-5%
Taxes-sewer&water	3,500	0	3,500	0	3,200	0	\$300	9%
Refund property taxes	4,000	0	4,000	0	2,204	1,096	\$700	17%
Prof. Services	20,000	71,596	91,596	207	6,790	69,738	\$15,068	16%
Contract Services	37,500	239	37,739	4,069	32,702	3,795	\$1,241	3%
Insurance	29,000	0	29,000	36	25,059	0	\$3,941	14%
Travel/Conference	10,000	0	10,000	405	2,383	0	\$7,617	76%
Memberships	2,000	0	2,000	0	1,670	0	\$331	17%
Special Programs	17,500	1,799	19,299	2,697	15,459	7,105	-\$3,265	-17%
Furniture&Equipment	29,000	1,565	30,565	4,399	17,874	4,420	\$8,272	27%
IT Hardware & Software	42,000	17,517	59,517	669	54,698	80	\$4,739	8%
Bld&Grnd. Repair	40,000	0	40,000	690	25,192	3,157	\$11,651	29%
Furn/Equip Repair	2,000	0	2,000	0	722	504	\$775	39%
Miscellaneous	3,500	105	3,605	412	4,613	1,045	-\$2,053	-57%
Audit Service	13,500	0	13,500	0	12,500	0	\$1,000	7%
Accounting Service	13,000	0	13,000	140	12,576	425	\$0	0%
UHLAN fees	50,000	0	50,000	0	45,718	0	\$4,282	9%
Capital Expenditures	125,000	0	125,000	0	16,508	1,119	\$107,373	86%
TOTAL	\$4,030,857	\$171,809	\$4,202,666	\$246,039	\$3,432,243	\$155,659	\$614,764	15%

Operating Fund Balance	1,200,000							
Fire Alarm (Board Designated)	33,031	0	33,031		9,081	23,950	23,950	
HVAC (Board Designated)	750,000							
Unassigned	220,343							
Board Designated Fund balance Subtotal	2,203,374	649,244	2,852,618	3,981	83,041	62,983	\$2,706,594	95%
Board Restricted (Capital)	649,244	-649,244	0	0	0	0	\$0	0%
PEG/miscellaneous	18,218	0	18,218	0	0	0	\$18,218	100%
Total Fund Balance *	2,870,836	0	2,870,836	3,981	83,041	62,983	2,724,812	95%

* Initial Fund Balance Audited as of 6/30/2016

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
4/14/2015	33	1,862	56	\$990.60	\$30.02	\$0.53	33	33,792	1,024	\$3,184.06	\$96.49	\$0.09
4/13/2016	33	1,471	45	\$714.42	\$21.65	\$0.49	33	33,408	1,012	\$2,895.69	\$87.75	\$0.09
5/13/2015	29	633	22	\$352.65	\$12.16	\$0.56	28	39,168	1,399	\$2,882.50	\$102.95	\$0.07
5/11/2016	28	800	29	\$329.46	\$11.77	\$0.41	28	33,792	1,207	\$2,830.29	\$101.08	\$0.08
6/12/2015	30	442	15	\$238.82	\$7.96	\$0.54	31	47,616	1,536	\$4,253.01	\$137.19	\$0.09
6/14/2016	34	610	18	\$284.43	\$8.37	\$0.47	33	48,384	1,466	\$4,094.74	\$124.08	\$0.08
7/14/2015	32	575	18	\$277.55	\$8.67	\$0.48	31	57,600	1,858	\$4,473.49	\$144.31	\$0.08
7/13/2016	29	385	13	\$213.85	\$7.37	\$0.56	30	57,600	1,920	\$5,788.02	\$192.93	\$0.10
8/12/2015	29	336	12	\$186.55	\$6.43	\$0.56	29	57,984	1,999	\$5,612.88	\$193.55	\$0.10
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$192.63	\$0.09
9/14/2015	33	609	18	\$306.89	\$9.30	\$0.50	31	64,896	2,093	\$6,243.19	\$201.39	\$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
10/12/2015	28	819	29	\$384.81	\$13.74	\$0.47	31	51,456	1,660	\$4,313.54	\$139.15	\$0.08
10/12/2016	30	509	17	\$241.68	\$8.06	\$0.47	30	43,392	1,446	\$3,623.83	\$120.79	\$0.08
11/9/2015	28	876	31	\$430.25	\$15.37	\$0.49	28	34,560	1,234	\$3,232.69	\$115.45	\$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
12/10/2015	31	1,419	46	\$705.55	\$22.76	\$0.50	31	31,104	1,003	\$2,538.03	\$81.87	\$0.08
12/12/2016	33	1,576	48	\$689.63	\$20.90	\$0.44	33	31,104	943	\$2,776.58	\$84.14	\$0.09
1/12/2016	33	1,909	58	\$1,010.70	\$30.63	\$0.53	33	31,872	966	\$2,785.27	\$84.40	\$0.09
1/11/2017	30	2,269	76	\$1,150.42	\$38.35	\$0.51	30	28,800	960	\$3,405.58	\$113.52	\$0.12
2/10/2016	29	2,101	72	\$1,037.33	\$35.77	\$0.49	29	29,568	1,020	\$2,734.71	\$94.30	\$0.09
2/10/2017	30	2,118	71	\$1,280.34	\$42.68	\$0.60	29	29,184	1,006	\$2,866.03	\$98.83	\$0.10
3/11/2016	30	2,159	72	\$1,108.25	\$36.94	\$0.51	30	31,872	1,062	\$3,066.87	\$102.23	\$0.10
3/13/2017	31	2,015	65	\$1,188.31	\$38.33	\$0.59	32	33,792	1,056	\$2,837.83	\$88.68	\$0.08
4/13/2016	33	1,471	45	\$714.42	\$21.65	\$0.49	33	33,408	1,012	\$2,895.69	\$87.75	\$0.09
4/12/2017	30	1,862	62	\$1,037.51	\$34.58	\$0.56	29	29,568	1,020	\$3,267.38	\$112.67	\$0.11
5/11/2016	28	800	29	\$329.46	\$11.77	\$0.41	28	33,792	1,207	\$2,830.29	\$101.08	\$0.08
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10

Highlights from our Library Programs for May 2017

- To wrap up the end of the spring storytimes, Cathy and Michelle brought in Jeff Boyer, “The Bubble Guy” for two shows, with a capacity crowd for each program. We had to turn people away at each performance due to code limits which was really disappointing for everyone, including the staff. We were able to accommodate everyone who arrived by the start of the program. Patti assisted with the morning program, taking photos for the library, including the social media accounts.
- Kim had the “official” kick-off for the new Rubber Ducky Club program on the first Friday of the month and had a fantastic turnout. Everyone loved the program and the variety of ducky related activities that were included at the program, along with the opportunity to sign up for the Rubber Ducky Club at the event. 28 children were signed up for the RDC at the program. Patti was a big help at the program itself monitoring the play stations, including a baby pool to fish for ducks, a “duck racing” bin using spray bottles to make the ducks move and a “find the ducks” in a bin of bubbles.
 - Over the course of the month, 134 children were registered for the Rubber Ducky Club, for both Babies/Toddlers and Preschoolers clubs and they logged a total of 1074 **Learning Moments**.
- The last Music and Movement program on the school year was held this month and with the continuing very small crowd for the preschool program, both groups were combined into one program.
- Frank wrapped up Chess Club for the school year with three programs this month and held a end of season party for the teen volunteers who assisted at Chess Club throughout the year.
- The Coffee and Conversation series continued this month with three programs, including programs on Amelia Earhart (80th anniversary of her disappearance) and President Kennedy (100th anniversary of his birth) as well as Jia-yi He, a harmonica virtuoso who has appeared on America’s Got Talent. Cassie received many compliments about this program, both that week and the week after the program. She has a regular audience for these programs and receives suggestions for the series from attendees and community members.
- In collaboration with the Albany Guardian Society, we offered a program for seniors on *What is Facebook?* which had a great turnout and good questions from the participants.
- Michael brought in the Adirondack Baroque Consort for a performance at the library, which he also recorded for future cablecast on BCN-TV. The request came from the group after they saw a clip of the Jia-yi He program on the library’s Youtube Channel.
- The chicken hatching program was an amazing success. George Steele provided the series for the library and between the April and May informational programs, there were over 80 participants, along with dozen of helpers to turn the eggs, which needed to be done three times a day. As part of the chicken and egg programs in May, we offered a contest to suggest names for the baby chicks. In total, 325 names were suggested. Once the eggs were close to hatching, John and Patrick set up the streaming camera and the library received very positive response online. Many, many people stopped by to see and touch the chickens and it has been a really fun experience for the patrons (and staff). The library received some of the most popular social media posts and very positive comments from patrons about this project. Cathy created a slideshow of photos that can be viewed at <https://animoto.com/play/VInraVKOQgsnr1UNwgTT3A>
- Each May we offer space to students where they can study for the Regents exams. These sessions are now counted as programs only when “study breaks” that the librarians prepare are included, which will take

place in June this year. In May, there were 8 sessions in the Board Room and 12 sessions in the Meeting Room.

- With the wrap-up of storytimes this month, there was a noticeable drop in attendance, even on rainy days, and the weather definitely affected attendance at the Story Walks in the Park for the first two dates of the year.
- Anne had a great turnout for her Sunday Cinema: La La Land, with a diversity of ages in addition to the people who regularly attend this series. The audience is very appreciative that we offer these programs, especially with making use of the subtitling for the deaf and hard of hearing.
- René offered a two-part Introduction to Excel program this month and received some great compliments for the training from the very focused group. The participants agreed that the pace was good and the topics covered allowed everyone to learn something about the capabilities of the Excel program. René also talks about the other computer training options at the library, including Atomic Training and one-on-one Tech Help appointments.
- Kim received a lovely thank you note from one of the families that regularly attends her signing storytimes. It is included at the end of the Program Report.
- Natalie oversaw the second and third of the Adult Literacy grant programs co-sponsored by UHLS. The second was held on May 9, about the “Art and Science of Getting a Job” with Evelyn Neale of Successful Change and Director of the William K. Sanford Public Library. The final program was held the next night with Sarah McFadden of Cornell Cooperative Extension of Rensselaer County. Sarah talked about Resume Tools, primarily online tools that can be used for job searching. The participants really enjoyed the series and had very positive comments on the series, and library programs in general. Comments included “organized, excellent, enthusiastic speaker” “new insights” into job hunting “very professional, responsive to audience, knowledgeable, ‘genuine’ presentation and “current, now-realtime up to date information”.
- Tori held a new Tween Fuse Beads program for Grade 5 students. The purpose of the program was to have a special event as the students are about to move up into teen programming, and for them to socialize with students from all of the elementary schools before they start at the Middle School in the fall. She promoted the program in her elementary school Summer Reading visits. The program included fuse bead crafts for them to do and snacks to eat. There was a fabulous turnout, including students from St. Thomas and homeschooled students, and everyone had fun at the program.
- Tori attended one of George Steele’s chicken programs with her daughter and ran into a patron who also has a young daughter and regularly attends Tori’s sewing programs for adults. She showed Tori her bicycle basket that she used on the way to the library, which had a lined fabric basket with a pocket that she designed and sewed on her own. She told Tori how proud of herself she was for figuring out the design herself and how because of coming to the sewing programs at the library, she felt confident to tackle this project on her own. She was very grateful for the programs and is looking forward to future programs. A photo of the project is attached at the end of this report.
- Gordon held his last book group of the year with a discussion of Circling the Sun by Paula McLain, a novel about the aviator Beryl Markham.

Community Outreach for May 2017

Geoff

- Geoff (and his car) participated in the Electric Car Show held in our parking lot. This program was held in conjunction with an event sponsored by the League of Women Voters on Climate Change at Town Hall. A photo from the event is included at the end of this report.

Geoff, Kristen and Catherine

- Geoff, Kristen, Catherine and their families were joined by Board President Mary Redmond and Friends members Jeremy Johannesen and Elissa Zwiebach for the Memorial Day Parade. The weather dampened the attendance somewhat, but there was still an enthusiastic crowd for the library van and the goodies that were given out at the event.

Michael and Cassie

- Michael made his monthly visit to Good Sam. Cassie was able to join him for the first part of the visit, to Kenwood Manor and learned about how he prepares for the visit including how to choose books to include in book talks. Michael also went to Bethlehem Commons Nursing Home when he read two books about the history of Memorial Day and the poem “In Flanders Field”. He also read poems by two major poets born in May, Randall Jarrell and Robert Browning, and played “Julia” by John Lennon in honor of Mother’s Day, as he wrote it for his mother.

School Outreach for May 2017

Most of the Summer Reading Program school visits will take place in June, so preparation for that is a big part of the focus this month.

Anne

- St. Thomas had a Grade 4 class visit with a program on Greek mythology, with Medusa masks and books, which is a tie-in activity to the curriculum. Anne also gave them a tour of the library, with special attention to the Greek mythology section and talked about the upcoming Summer Reading Program.

Kim

- Kim participated in the final High School book club program of the year, where they completed the final portion of Caleb Roehrig’s book, *Last Seen Leaving*. The students have expressed interest in continuing next year.
- Kim visited with all but two classes at Glenmont to talk about the Summer Reading Program, and will see the last two classes in early June. It was wonderful being able to spend the time in the library classes to talk about the SRP, individual programs that we will be offering this summer and the “Library of Things” that patrons can borrow.

Michael

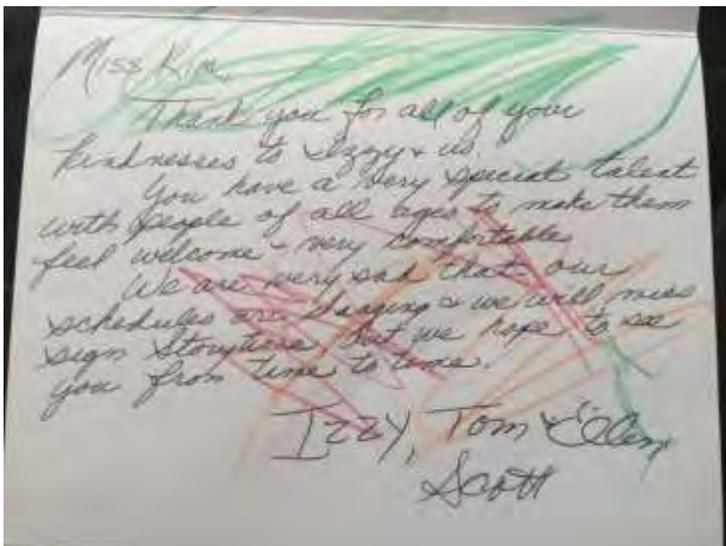
- Michael made a visit as “Guest Reader” at Elsmere, to his son’s Grade 3 class, and read from a Jigsaw Jones book by James Preller. He told the kids about the series, about Mr. Preller being a local author and how often he comes to the library. Michael let the students know that, if they liked the book, the library owns multiple copies of it and they could go to the library that very night or over the weekend to check it out.

Tori

- Tori visited each and every Grade 5 class at every elementary school (14 classes), visited the Grade 5-8 classes at St. Thomas School (4 classes) and visited with three Grade 6 classes at BCMS (15 classes), seeing a total of 806 students in May. Each class was given a quick overview of the Summer Reading

Program, a preview of the upcoming summer programming, an overview on teen volunteering³⁴ opportunities and the application process, and a copy of the Read It Forward book was raffled off for each class. The Grade 5 and 6 students also received booktalks of new and exciting reads for summer, and the Grade 8 class at St. Thomas was given an overview of how to use the library catalog to find materials. The Read It Forward title, I am Princess X, was a popular choice, and teens were very interested in the upcoming July/August teen programs.

- A number of teens asked about 3D printing when she mentioned that the library will have a program with the 3D printer in July. Many were interested in scheduling an orientation as well so they will be able to use the printer on their own, and at least one has already scheduled their orientation.
- There were also a number of questions about the chicks at the library and the teens were very interested in learning about the eggs and chicks.
- Tori made her last visits to The Pit this month as it ended for the year on May 9. There were good crowds both days in May, and the teens were happy to have had the WiiU available on Tuesdays.
- Tori took part in the Middle School Book Club on May 17 and the students enjoyed the last selection of the year, The Girl Who Drank the Moon by Kelly Barnhill, which was the Newbery Medal winner for this year. The Grade 8 students again mentioned how much they wish the book club had started when they were in Grade 6 because they enjoyed it so much and want to come back to visit after school next year to still participate. Tori had let them know about the High School book club that Kim works on with the HS librarians.





BETHELEHEM PUBLIC LIBRARY

PRIVACY POLICY

Policy adopted by the Board of Trustees xxxx xx, 2017

Privacy is essential to the exercise of free speech, free thought and free association (American Library Association). Bethlehem Public Library is committed to protecting the privacy of library users. This Privacy Policy explains what information we collect from users, why we collect the data, how we use it and how we keep it secure. By using our website, downloading our mobile applications or visiting a library location, a library user agrees to this policy. New York State law and our Confidential Records Policy require that the library treat as confidential information about materials users check out and information accessed (NY CPLR Section 4509).

This Privacy Policy may change from time to time, with the revised version posted to our website upon approval by the Board of Trustees. Please check the website for updates.

What information does Bethlehem Public Library collect?

We collect information about users in two ways: directly from the user and from automatically collected network logs. The collection of personally identifiable information is only a matter of routine or policy when necessary for the fulfillment of the mission of the library. We typically keep information only for so long as it is needed for the proper operation of the library and in order to better deliver library services to users. We may retain some information in backup storage systems, hard copy form or as required by law. We collect different types of information from users depending on their chosen level of engagement with our library services and the information needed in order to provide access to those services.

1. **User-provided information.** When a user registers for a user account for our library services, we may ask for certain information. When registering for a library card or user account, we offer opportunities to review and, when practical, to update, change or delete some information provided by the user to the library. You can do this at our circulation desk, over the phone at 518-439-9314 or by emailing us at information@bethlehempubliclibrary.org. If a library card is deactivated, the user may not be able to continue using certain library services that require a library card. The following are examples of information that a user might be asked to provide to us:

- **Personal information:** any information that can personally identify the user, such as name, physical address, email address, phone number, library barcode, birth date and other similar information.
- **Residency verification:** information such as driver's license, other government-issued identification and utility bills containing a postal address.

- **Shared content:** includes anything created by a user that the user chooses to make public by using our library services, including tags added to the online catalog or other shared content.
- **Social media information:** includes the option of using a social media account and posting content on our social media pages or elsewhere on the Internet, and such information the users allows to be shared with us.
- **Login credentials:** includes username and PIN provided as part of the process to use online services and to view a user's library records at any time by logging into their account.
- **Library record:** contains personal information related to the user's personal use of circulating and non-circulating library materials, including but not limited to computer database searches, interlibrary-loan transactions, reference queries, e-mails, faxes, requests for photocopies of library materials, title reserve requests, and the use of audio-visual materials such as films and music.

We are committed to keeping such information, outlined in the examples above, only as long as needed in order to provide library services.

2. Information Bethlehem Public Library automatically collects. When a user accesses our library services, such as our website and mobile applications, our computer servers automatically capture and save information electronically about that usage. Examples of information that we may collect include:

- Internet Protocol (IP) address
- Location
- Kind of web browser or electronic device used
- Date and time of visit
- Website that was visited immediately before arriving at our website
- Pages that a user viewed on our website
- Certain searches/queries conducted

If using a library device, we may also record the user's library barcode, time and length of session, as well as the websites visited. We may also collect the MAC address and name of the Wi-Fi device of users accessing our Wi-Fi network.

Users should be aware that information collected about them through any of the above means may be de-identified and aggregated with information collected about other users. This de-identified and aggregated information cannot be used to reasonably identify an individual. This information helps the library to administer services, analyze usage, provide security and identify new users of our library services. In addition, it helps us to improve user experience.

How does Bethlehem Public Library use the information collected?

Depending on the library services the user has chosen to use, the following are some examples of the ways we use information in order to provide those services. A user always has the option of whether or not to provide the information being used for such services. The library does not share users' information for commercial purposes.

- We use personal information and residency verification to issue library cards. If a user chooses to provide an email address and wishes to receive notifications by email, Bethlehem Public Library may use it to send account alerts and other communications. If a user provides a phone number and wishes to receive alerts at that phone numbers, we may use it to send account alerts and other communications. We use library records to assist in maintaining our collections and to verify records of users' paid and unpaid fines.
- We use shared content, login credentials, social media information and library records, as allowed by users and in accordance with the preferences they have established, to deliver enhanced or personalized services.
- We use personal information, login credentials, and residency verification to provide access to eBooks through our mobile applications.
- We use personal information when collecting or processing payments and fines.

How do users manage information that Bethlehem Public Library has collected?

Users can manage information by speaking to the circulation or information desk staff over the phone at 518-439-9314 or by emailing information@bethlehempubliclibrary.org. Our information storage systems are configured in a way that helps us to protect information from accidental or malicious destruction. To that purpose, the information we collect may also be saved in backup storage systems.

When does Bethlehem Public Library share information?

These are the ways Bethlehem Public Library shares information with third-parties:

1. ***When users share content with the Bethlehem Public Library community.*** If a user chooses to share content through our online catalog or social media accounts, the shared content may be publicly accessible.
2. ***Third-party library services providers.*** We use third-party library service providers and technologies to help deliver some of our services. If and when a user chooses to use such services, we may share information with these third parties, but only as necessary for them to provide services to Bethlehem Public Library users. We may also display links to third-party services or content. By following links, a user may be providing information (including, but not limited to personal information) directly to a third party, to us, or to both. Users acknowledge

and agree that Bethlehem Public Library is not responsible for how those third parties collect or use the information. We encourage users to review the privacy policies of every third-party website or service that the user visits or uses, including library service providers.

3. *Legal requests.* Sometimes the law requires us to share information about a library user, such as if we receive a valid subpoena, warrant or court order. We may share that information if our careful review leads us to believe that the law, including state privacy law applicable to library records, requires us to do so.

How does Bethlehem Public Library collect and share children's information?

The Children's Online Privacy Protection Act (COPPA) regulates online collection of information from children under the age of 13. See Bethlehem Public Library's Internet Policy in regard to use of online services and mobile applications by minors.

For more information

Additional questions or concerns about the Privacy Policy and practices, can be sent via email to information@bethlehempubliclibrary.org.

BETHELEHEM PUBLIC LIBRARY**CONFIDENTIAL RECORDS POLICY DRAFT**

Policy adopted by the Board of Trustees July 10, 1972

Policy amended May 14, 1990

Policy revised December 16, 1996

Policy revised November 16, 1998

Policy reviewed and approved October 12, 2010

Policy revised June 12, 2017

The ethical responsibility of library employees, as well as New York State law (*New York Statutes, Civil Practice Law and Rules, 45098*), protects the privacy of library users. Records related to the circulation of library materials, the patron database, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials shall be confidential and library employees shall not disclose them except to the extent necessary for proper library operation, upon request or consent of the user, pursuant to subpoena or court order, or where otherwise required by law.



Smith's 783-PAVE of Latham⁴¹

Paving and Seal Coating

776-D Watervliet Shaker Rd, Latham, NY 12110

☎ (518) 783-PAVE (7283)
✉ smith@783seal.com
🌐 www.783pave.com
www.783seal.com

Pavement Maintenance Proposal:

Date: 6/7/17

No. 17-2309

The Bethlehem Library
451 Delaware Ave
Delmar, NY 12054

Catch Basin Repair: Area #1 as per detail provided

- Saw cut and remove asphalt around catch basin
- Remove existing failed riser
- Install new riser, mortar joints
- Supply & install 6"-8" of crusher run
- Supply and install Type 7 top asphalt, grade & compact
- Re-Install existing metal grate

Asphalt Repairs, Areas 2-3 as per detail provided Approx. 184 SQFT

- Mill perimeter around damaged asphalt to a depth of 1.5"
- Excavate out damaged material
- Provide and install type 6 asphalt to a depth of 1.5"
- Grade and compact using a three-ton vibratory roller

Total for the above: \$ 1,500.00, plus any applicable taxes

The customer agrees to pay in full, upon completion of the job, and is responsible for all costs of collection, including attorney fees, and is subject to a finance charge of 1.5% per month.

Accepted by: X _____ Date: _____

Print Name: _____

www.783pave.com

(518) 783-PAVE (7283)

Fax: (518) 783-7105

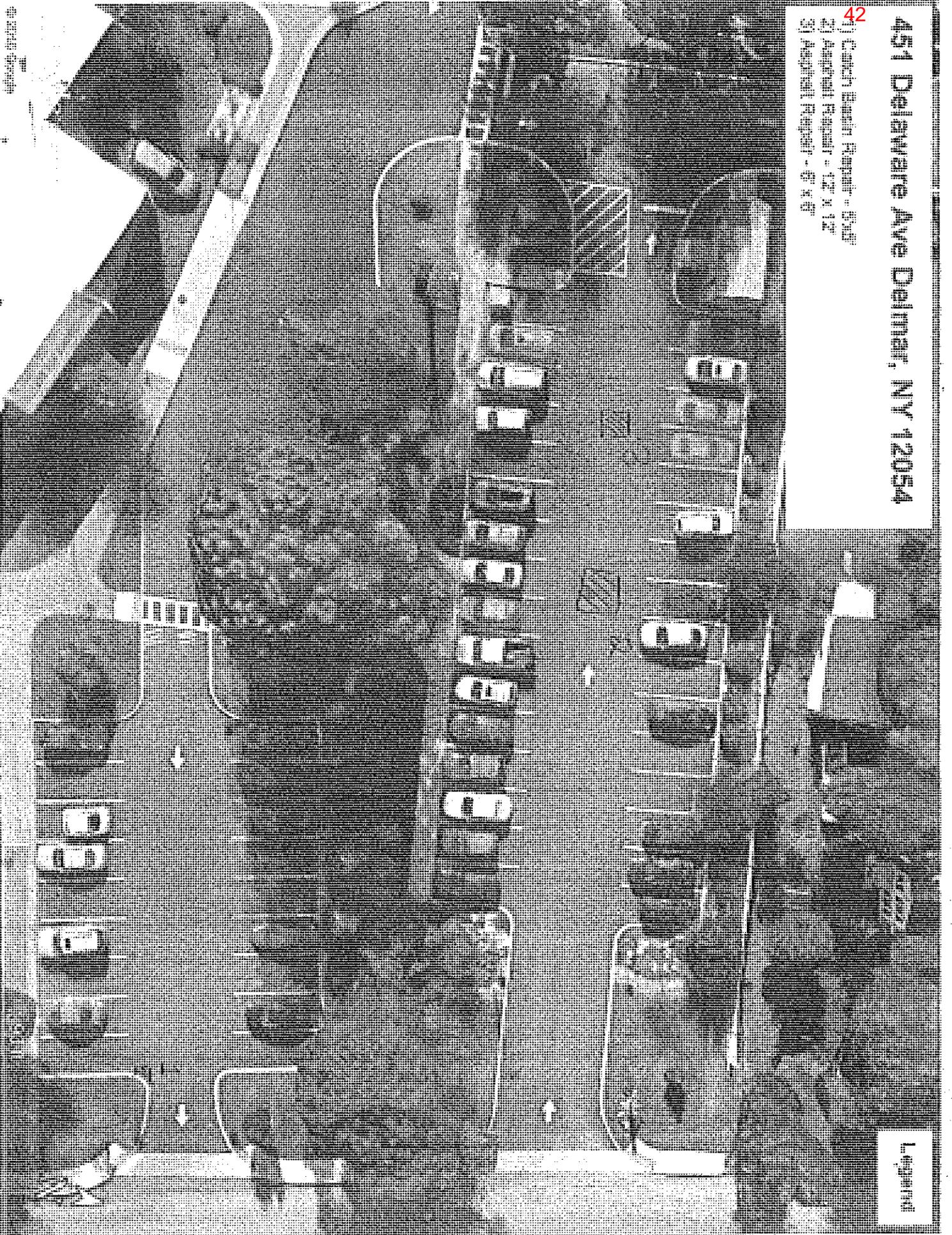
Trusted by over 8,000 for more than 20 years!

NOT AFFILIATED with Smith's Paving of Watervliet, NY

451 Delaware Ave Delmar, NY 12054

- 41 Catch Basin Report - 6x8
- 42 Asphalt Report - 12 x 12
- 43 Asphalt Report - 6 x 6

Legend





71 Brunswick Road • Troy, NY 12180
 (518) 235-0267 • (518) 274-7502
 FAX: (518) 274-7625

Estimate

Date	Estimate ...
5/25/2017	15013

Submitted to:
Bethlehem Public Library 451 Delaware Avenue Delmar, NY 12054 Sylvia - 439.9314 x 3028

Job Site
prorement@bethpl.org sylvia@bethpl.org

Estimated By: Katie

Specifications	TOTAL
REVISED 5.30.17	
Total Sq Ft 420	0.00
Outline areas to be repaired and saw cut as needed - 8x8, 7x8, 20x15	0.00T
Remove all existing concrete or any other type pavement in three (3) areas 12" of existing surface	0.00T
Regrade the new area for proper sub-grade and drainage.	0.00T
Install crusher run stone with stone dust for sub-grade and drainage	0.00T
Vibrator roll entire job as needed for proper compaction.	0.00T
Apply Tac-coat to all saw cuts for proper adhesion of new pavement at edges	0.00T
Install 2.5" of NYS DOT Approved #3 binder Course before compaction.	0.00T
Install 1.5" of NYS DOT Approved Type #7 Commercial Top Course before compaction.	0.00T
Reset existing catch basin	
10% down returned with signed contract. Balance upon completion	0.00
Total Labor & Materials	3,822.00T
Prevailing wage rate included in pricing	
If you are tax exempt - please forward a tax exempt certificate.	
Albany County Sales Tax - 8%	305.76
TOTAL	\$4,127.76

All Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. We do not guarantee against cracking of concrete. Owner to carry fire, tornado and other necessary insurance. This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF ESTIMATE - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made upon completion.

Date of Acceptance: _____

Signature: _____

BID-PROPOSAL

 **The Asphalt Doctor, Inc.**
The CAPITAL DISTRICT'S
PAVEMENT SPECIALISTS
 26 Farm Rd., East Greenbush, NY 12061
 (518) 273-8005 Fax (518) 273-5110

NYS CERTIFIED WBE

Phone: 518-273-8005
 Fax: 518-273-5110
 asphaltdr1@aol.com
 www.theasphaltdoctor.com
 Office: 42 Brick Church Rd, Troy, NY 12180

Bethlehem Public Library Attn: Sylvia Taylor Procurement Specialist 451 Delaware Avenue Delmar, New York 12054	Phone: 518-439-9314 ext 3028 Fax:
	Contact: Sylvia Taylor
	Mobile:
	Email: Sylvia@bethpl.org

Project: Bethlehem Public Library	Date: 05/23/17
Project Location: 451 Delaware Ave., Delmar NY	Project #
Project Description: Pavement Repairs Lots 1 & 4	Estimator: Mike Mangino

We hereby submit specifications for the above

PAVEMENT REPAIRS- LOTS 1 & 4: 236 sq. ft.:

- Parking Lot 1: Two (2) Areas- .Catch Basin 12' x 12', Water Shutoff 4' x 4.
- Parking Lot 4: One (1) Area- Catch Basin and along Curb 4' x 19'.

- Saw-Cut perimeter of repair areas as necessary, and remove existing pavement.
- Clean perimeter of repair areas prior to application of tack coat.
- Apply Tack coat to saw cuts for proper adhesion of new pavement.
- Install NYS Approved Type # 6 Hot Asphalt Top Course in a manner that meets Flush with existing pavement after compaction.

Additional Specifications:

- Certificate of Tax Exemption to be provided to contractor prior to commencement of work.
- Owner is responsible for clearing repair areas of all cars and obstacles prior to contractor's arrival.
- Owner to provide contractor with access to water for compaction equipment.
- Tack coat included.
- Includes one (1) mobilization any additional mobilizations shall be @ \$1,000.00 each
- Prevailing wage included. Premium time (nights, weekends, holidays,) not included or anticipated
- Due to no guarantee on asphalt prices this quote is based on the current NYS liquid asphalt index of May 2017 is subject to change based on the monthly average posted price in effect at the time of completion.
- Crew delays on behalf of Owner will be charged at \$600.00 per hour
- Maintenance, protection and traffic control included.
- Certificates of Insurance available upon request.

IF ACCEPTED PLEASE RETURN A SIGNED COPY OF PROPOSAL

The Asphalt Doctor proposes to provide labor and materials as per above specifications for the sum of:

Four-thousand, Six-hundred, Thirty-two Dollars and .45/100 - - - - - \$4,632.45

Payment Due Thirty (30) Days From Invoice/Requisition Date. No Retainage Held Finance Charge Applied to Past Due Balance.2%.
 2% Interest Per Month (24% per Annum) Customer accepts responsibility for all fees incurred by Contractor to collect unpaid balances.

Materials are guaranteed to be as specified and all work shall be completed in a professional manner. Any changes to above specifications involving additional cost shall commence only upon written consent and will be added to original contract sum. Contractor shall maintain all necessary business insurance including Worker's Compensation Insurance

Authorized Signature Kathleen A. Trong
 Kathleen A. Trong

This bid may be withdrawn if not accepted within Thirty (30) days

Signature(s) _____

Date of Acceptance: _____

Acceptance of Bid- The above specifications, conditions and prices are accepted and contractor is authorized to proceed with work as specified. Payment shall be made as stated above.

Sylvia Taylor

From: Hershberg, Adam <AHershberg@callanan.com>
Sent: Friday, May 26, 2017 7:47 AM
To: Sylvia Taylor
Cc: Geoffrey Kirkpatrick; Ken Labelle
Subject: RE: [EXT] RE: Parking Lot Paving Quote

Good morning Sylvia

As discussed, here is the breakdown you requested.

Repair Catch Basin near exit to Borthwick Ave and mill and patch 3 bad areas of asphalt (approx. 215 SF) – weekday work - \$6,100

Crack Fill, Seal coat and restripe entire parking lot area of library – weekend work - \$10,300

Budget for future capital plan - milling and repaving parking lot as originally quoted – Approx. limits are from points A to E on map that was provided – weekend work - \$40,000, weekday work - \$36,000

The total cost doing it this way is a little higher than originally quoted for two reasons. First, the cost for sealcoating and striping went up because we had not planned on sealcoating the area that we were going to mill and pave, so we added that area into the price. Second, it is more expensive to do the patching and catch basin repair by itself because we lose some efficiencies; this work would have been done by the same crews that were on site milling and paving, so by not doing that work at the same time, we have to mobilize a crew by itself to do this small work.

Hope this makes sense, but if you have any questions, feel free to give me a call to discuss at 374-2222 x72037

Adam

From: Sylvia Taylor [mailto:sylvia@bethpl.org]
Sent: Tuesday, May 16, 2017 11:23 AM
To: Hershberg, Adam
Cc: Geoffrey Kirkpatrick; Ken Labelle
Subject: RE: [EXT] RE: Parking Lot Paving Quote

Hi Adam

I was wondering if you could break down line item 1 by parking lot for pricing?

v/r

Sylvia

From: Sylvia Taylor
Sent: Friday, May 12, 2017 11:02 AM
To: 'Hershberg, Adam'
Cc: Geoffrey Kirkpatrick; Ken Labelle
Subject: RE: [EXT] RE: Parking Lot Paving Quote

Adam

Thank you very much. This will help us with budget proposals going to the board. After seeing the quotes, we were hoping you could break it down more for us. The milling and repaving of full lots will definitely have to be done later and built into the budget. However, in the 17-18 budget year could you price the following so we can take it to our board on June 12? We would like to quote the following

From: Sylvia Taylor [<mailto:sylvia@bethpl.org>]
Sent: Thursday, March 02, 2017 9:16 AM
To: Hershberg, Adam
Cc: Geoffrey Kirkpatrick
Subject: [EXT] RE: Parking Lot Paving Quote

Adam

Thank you. Is there any way that you can break out the tasks and prices that are on state contract versus not on contract? This would simplify our process to determine what is over the threshold that forces us to do a formal bid process according to state and library procedures. Thank you.

Sylvia Taylor
Procurement Specialist
Bethlehem Public Library
451 Delaware Ave
Delmar, NY 12054
Phone: (518) 439 – 9314 x 3028
sylvia@bethpl.org

From: Hershberg, Adam [<mailto:AHershberg@callanan.com>]
Sent: Wednesday, March 01, 2017 2:45 PM
To: Sylvia Taylor
Subject: Parking Lot Paving Quote

Sylvia

Attached is the pricing as discussed.

Our base quote of \$53,900 includes all work being done on the Saturday of a federal holiday weekend. We do not have any Sunday work estimated in this price. If we can do the milling and paving work during normal weekday hours, we can offer a credit of \$7,200.00 from our base price. The sealcoating and striping of the non-paved areas can happen when the library is closed under each scenario.

Please contact me at this e-mail or 374-2222 x72037 if you have any questions or wish to schedule this project.

Thanks
Adam

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and know the contents are safe. ATTENTION: Ce courriel vient de l'exterieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire.

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Smith's 783-PAVE of Latham⁴⁷

Paving and Seal Coating

776-D Watervliet Shaker Rd, Latham, NY 12110



(518) 783-PAVE (7283)



smith@783seal.com



www.783pave.com

www.783seal.com

Pavement Maintenance Proposal:

Date: 6/7/17

No. 17-2308

The Bethlehem Library
451 Delaware Ave
Delmar, NY 12054

Hot crack sealing, Approx. 1,980 LF

Clean and prep applicable cracks

(Cracks that have 1/8 inch space or more and not of spider web/alligator skin pattern)

Apply hot crack filler per manufacturer's specs

Apply anti tracking material

Seal coat paved areas, approx. 50,500 Sq Ft

Clean pavement for sealing with power blower

Use hand or power broom where needed

Apply commercial grade sealer with sand

Cut in sealer on perimeters with brush to avoid overspray issues

Spray apply sealer within perimeter per manufacturer's specs

Barricade area from traffic

Painting and striping to match existing layout

Repaint pavement markings with commercial grade pavement paint per manufacturer's specs

Total for the above: \$ 6,500.00, plus any applicable taxes

The customer agrees to pay in full, upon completion of the job, and is responsible for all costs of collection, including attorney fees, and is subject to a finance charge of 1.5% per month.

Accepted by: X _____

Date: _____

Print Name: _____

www.783pave.com

(518) 783-PAVE (7283)

Fax: (518) 783-7105

Trusted by over 8,000 for more than 20 years!

NOT AFFILIATED WITH SMITH'S PAVING OF WATERVLIET, NY

BID-PROPOSAL

 **The Asphalt Doctor, Inc.**
**The CAPITAL DISTRICT'S
 PAVEMENT SPECIALISTS**
 26 Farm Rd., East Greenbush, NY 12061
 (518) 273-8005 Fax (518) 273-5110

NYS CERTIFIED WBE

Phone: 518-273-8005
 Fax: 518-273-5110
 asphaltdr1@aol.com
 www.theasphaltdoctor.com
 Office: 42 Brick Church Rd, Troy, NY 12180

Bethlehem Public Library Attn: Sylvia Taylor, Procurement Specialist 451 Delaware Ave. Delmar, New York 12054	Phone: 518-439-9314 ext 3028 <hr/> Contact: Sylvia Taylor <hr/> Mobile: <hr/> Email: Sylvia@bethpl.org
--	---

Project: Bethlehem Public Library	Date: 05/17/17
Project Location: 451 Delaware Ave. Delmar, NY	Project #
Description: Sealcoating- 51,760 sq. ft. and Crackfiller- +/- approx. 2,500 lin. ft. Lots 1, 2, 3 and 4	Estimator: Mike Mangino

We hereby submit specifications for the above

- Work to be performed on a Weekend and/or Holiday. Please note that scheduling is subject to favorable weather conditions and contractor's schedule.
- Certificate of Tax Exemption to be provided prior to commencement of Work.
- Customer is responsible for any necessary notifications regarding lot closures. All Cars and equipment are to be cleared from work area prior to contractor's arrival.
- Remove any vegetation from pavement surface.
- Clean all pavement using forced air and tools.
- Crackseal all structural cracks 1/4" or wider using D.F. Hot Melt Crackfiller and finish sand. (+/- approx. 2,500 linear feet maximum.) Excludes any alligatored and/or broken pavement or cracked edges. Please note that due to its flexible nature Hot-Melt Crackfiller may not meet flush with existing pavement upon cooling.
- Apply one coat of Action Pave Sand Slurry Latexite Sealer, fortified with Tar-Max Sealer additive and containing at least 50% solids. Sealer meets or exceeds State & Federal Specifications for pavement sealer.
- Re-Stripe all previously existing pavement markings.
- Maintenance, protection and traffic control included.
- Includes Prevailing Wages. Rates based on Weekend and/or Holiday Rates.
- Pricing Includes One Mobilization. Any Additional Mobilizations @ \$250.00 per mobilization.
- Certificates of Insurance Available Upon Request.

IF ACCEPTED PLEASE RETURN SIGNED COPY

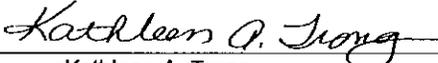
The Asphalt Doctor proposes to provide labor and materials as per above specifications for the sum of:

Twenty- thousand, two-hundred, fifty-six Dollars and .40/100 - - - - - \$ 20,256.40

Payment Due Thirty (30) Days From Invoice/Requisition Date. No Retainage Held Finance Charge Applied to Past Due Balance.
 2% Interest Per Month (24% per Annum) Customer accepts responsibility for all fees incurred by Contractor to collect unpaid balances.

Materials are guaranteed to be as specified and all work shall be completed in a professional manner. Any changes to above specifications involving additional cost shall commence only upon written consent and will be added to original contract sum. Contractor shall maintain all necessary business insurance including Worker's Compensation Insurance

Authorized Signature


 Kathleen A. Trong

This bid may be withdrawn if not accepted within Thirty (30) days

Signature(s) _____

Date of Acceptance: _____

Acceptance of Bid- The above specifications, conditions and prices are accepted and contractor is authorized to proceed with work as specified. Payment shall be made as stated above.

MEMORANDUM OF AGREEMENT

By and Between

The Bethlehem Public Library

and

***The Civil Service Employees Association, Inc.,
Local 1000, AFSCME, AFL-CIO,
Bethlehem Public Library Unit***

The Bethlehem Public Library (hereinafter referred to as “Library” or “Employer”) and the Civil Service Employees Association, Inc., AFSCME Local 1000, AFL-CIO, on behalf of the Bethlehem Public Library Unit, Local 801, (hereinafter referred to as “CSEA” or “Union”) hereby enter into this Memorandum of Agreement in complete and final settlement of all issues proposed and negotiated for the July 1, 2017 to June 30, 2020 successor collective bargaining agreement to the July 1, 2015 to June 30, 2017 collective bargaining agreement.

The terms of this Memorandum of Agreement shall not become effective unless and until they are approved by the respective ratification procedures of each Party. Upon ratification of this Agreement, the Parties agree to incorporate the terms of this Memorandum of Agreement into the collective bargaining agreement. The Parties agree to meet and confer as necessary to resolve any language issues or ambiguities.

The July 1, 2015 through June 30, 2017 Collective Bargaining Agreement by and between the parties is hereby modified as follows. All other provisions remain unchanged except modification of dates where applicable.

1. ***Term of Agreement.***

July 1, 2017 through June 30, 2020.

2. ***Article 15.1: Compensation.***

Effective July 1, 2017, prior to the 2.00% salary increase provided below, the salary schedule for part-time non-benefitted employees shall be increased by \$0.20 per hour.

Effective July 1, 2017, the salary schedule for all employees shall be increased by 2.00%.

Effective July 1, 2018, the salary schedule for all employees shall be increased by 2.00%.

Effective July 1, 2019, the salary schedule for all employees shall be increased by 2.25%.

3. **Article 15.6: Longevity.**

Effective July 1, 2017, the longevity schedule for full-time employees shall be modified as follows:

- After 25 years of service - \$2,500
- After 30 years of service - \$3,000

4. **Article 1.2: Excluded Employees.**

Modify to provide that the Principal Library Clerk shall be included in the bargaining unit when the position becomes vacant.

5. **Article 5.8: Salary.**

Modify to provide as follows:

An employee who is promoted to a higher job classification shall move to the initial rate of pay for the new position or to the step on the new position's pay scale that is a minimum of \$1,000.00 greater than the employee's current step.

6. **Article 10.1.1 and 10.1.2:**

Modify to provide as follows:

All full-time eligible benefitted employees shall earn vacation as follows:

- 0-3 years of employment - 15 vacation days (1.25 days per month)
- After 3 years of employment - 20 vacation days (1.67 days per month)
- After 10 years of employment - 22 vacation days (1.83 days per month)

No current employees shall be adversely impacted by the modifications herein.

7. **Article 11.3: Holidays.**

Modify to provide that after one (1) year of service, non-benefitted part-time employees shall receive 1 paid floating holiday, which shall equal 4 hours of pay.

After five (5) years of service, part-time non-benefitted employees shall receive two (2) floating holidays of four (4) hours each, one (1) of which shall be Independence Day.

After ten (10) years of service, part-time non-benefitted employees shall receive five (5) paid holidays of four (4) hours each, two (2) of which shall be floating holidays, one (1) of which shall be Independence Day.

After fifteen (15) years of service, part-time non-benefitted employees shall receive seven (7) paid holidays of four (4) hours each, two (2) of which shall be floating holidays, one (1) of which shall be Independence Day.

Floating holidays may be used as sick leave. Floating holidays must be approved by the employee's supervisor.

Floating holidays must be taken during the fiscal year and may not be carried over to the next year. Floating holidays become available on the first day of the fiscal year or on the anniversary of the hire date.

Employees must be on paid status both prior to and subsequent to a listed holiday to receive compensation for that holiday.

Employees may choose from any holiday listed in 11.1, except the first floating holiday which is earned for Independence Day.

NEW Language: Independence Day shall be deemed to be a floating holiday. An employee who takes a floating holiday before it is earned and who leaves employment with the Library, shall have the amount of the floating holiday deducted from the employee's final paycheck.

8. ***Article 15.3: Pay Periods.***

Modify to provide that effective July 1, 2018, employees shall be paid semi-monthly on the 15th and 30th of each month, which shall be considered “pay day” for the purposes of this Section. If pay day falls on a Saturday, Sunday or holiday, employees shall be paid on the first immediately preceding ~~work~~ day direct deposit can be effectuated. Benefitted non-exempt employees shall be paid on an annual salaried basis. All non-exempt employees shall be required to submit daily time records in a manner determined by the Library.

9. ***Article 15.4: Hourly Pay Rate.***

DELETE provision.

10. **Article 17.1.**

17.1 BENEFIT AND ELIGIBILITY

REMOVE: Benefited employees on the payroll as of July 1, 2000 with at least ten (10) years of full-time service or pro-rated equivalent, will be eligible for retiree health insurance as follows:

Retiree w/Years of Service or Prorate Equivalent	Library Contribution
10-15 Years	75% Individual
15 Years +	80% Individual

CHANGE: Benefited and Part-time benefited employees who are hired on or before July 1, 2006 must be employed by the Bethlehem Public Library for at least fifteen (15) ~~years full-time~~ years of service ~~or pro-rated equivalent~~ to be eligible for retiree health insurance pursuant to the terms of the agreement in effect.

Keep the rest of the language that follows.

Update “chart” to read:

The above is summarized by the chart below:

Retiree w/Years of Service or Pro-rate Equivalent	Library Contribution	Benefit Hire-Date
Fifteen (15) + years	80% Individual	On or before July 1, 2006
Twenty (20) + years	50% Individual	After July 1, 2006

[remainder of provision to continue unchanged]

6/5/17

Dated: June 5, 2017

BETHLEHEM PUBLIC LIBRARY

By: *M. W. [Signature]*

By: _____

By: *Jeffrey S. Kilpatrick*

By: *Gracey McShane*

By: *Catherine J. Lanfear*

By: *Christine McSherry*

By: _____

Dated: June 5, 2017

**CIVIL SERVICE EMPLOYEES
ASSOCIATION, INC., LOCAL 1000,
AFSCME, AFL-CIO,
BETHLEHEM PUBLIC LIBRARY UNIT**

By: *[Signature]*

By: *Scott A. Noble*

6/5/17

54

By: Rita A. Thomas

By: Catherine Bruce

6/5/17

Dated: June 5, 2017

BETHLEHEM PUBLIC LIBRARY

By:  _____

Dated: June ____, 2017

CIVIL SERVICE EMPLOYEES
ASSOCIATION, INC., LOCAL 1000,
AFSCME, AFL-CIO,
BETHLEHEM PUBLIC LIBRARY UNIT

By: _____

By: _____

HVAC Renovation Report – As of 6/12/2017

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
Nov. 2016	M/E Engineering to request contractor's estimate for project (necessary for NYS Library Construction Grant application – Satisfied by bidding process performed by construction manager
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
July 2017	Bid documents are published
July 2017	Begin Contract administration - M/E Engineering
Aug. 2017	Bids received and reviewed
Aug. 2017	Submit NYS Library Construction Grant application to UHLS
Sep. 2017	Contractors selected

Nov. 2017 Inside construction begins

Spring 2018 Outside construction

Design

	Budget	Encumbered	Expensed	Notes
Design Subtotal	\$95,358	\$28,799	\$66,559	Project No. suffixes .30,.40.10

Construction

	Budget	Encumbered	Expensed	Notes
HVAC Renovation	\$437,172	\$0	\$0	
HVAC expected annual price increase (5%)*	\$67,800	\$0	\$0	
HVAC Reno. Contingency	\$64,500	\$0	\$0	
Contingency annual increase*	\$10,170	0\$	0\$	
Construction Subtotal	\$579,642	\$0	\$0	No executed contracts

*3 years 5% increase compounded yearly.

Construction Management/Project Management

	Budget	Encumbered	Expensed	Notes
Construction Manager	\$75,000	\$0	\$0	No executed contracts

Anticipated cost assumes 15% of renovation estimate plus expected construction price increases

Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$750,000	\$28,799	\$66,559	\$742,828



Global best practices: Buildings & Construction

Greenapsis Consulting



May 13th, 2017

Authors: Andrew Fraistat, Sajjan Akshay Kumar Chutke, Shreya Jain, Thomas Maffucci, Cristal Perez,

Goonwattie Surajpal, William Winsman

Buildings and Construction is a very interesting problem domain because it incorporates numerous aspects of various physical attributes regarding the structure of buildings. These attributes include materials used in the building, insulation and energy efficiency, lighting, air quality, aesthetics, energy control, and countless other things that can contribute to being awarded the Leadership in Energy and Environmental Design (LEED) certification. Looking at these attributes from a less focused view, the important concepts include energy systems that control the overall use of energy throughout the building, the quality of the indoor environment and integrity of the building, as well as the overall environmental impact. The Bethlehem Public Library provides us with a great opportunity to really focus on this problem domain – we believe our solutions can drastically offset the high costs associated with the physical structure of the building¹.

After moving to its current location in 1972, the Bethlehem Public Library has been catering to the community for the past 45 years. In 2004, the library completed a major renovation project in addition to gardens on the grounds. The library has around 339,000 people coming through its doors every year, and houses close to 166,000 books and media, circulating roughly 670,000 items annually. There are also more than two dozen public computers along with wireless access and online resources. The building itself is well roofed and walled, built to withstand harsh weather conditions. The library's building relates to both operational and strategic sustainability concerns in the short and long-term with the goal of ultimately becoming LEED certified².

Operational sustainability is a metric that evaluates whether a business can maintain existing practices without placing future potential resources at risk. Bethlehem Public Library is

¹ Kryzkowski, Miesing, Palmucci, 2017

² Bethlehem, 2017

not able to maintain their existing practices and keep up with their good public image. Their potential resources, as a nonprofit organization, depends on their government funding and public donations. Not going green or caring about sustainability is a reputational risk with the emergence of people wanting to be a part of “green” organizations. The future image of organizations will suffer if they do not become sustainable, which is why the Bethlehem Public Library needs to act now and start to initiate their sustainable future.

Going green is good for the environment, reduces waste, decreases cost, increases sales, improves public image, and also helps improve employee and work life atmosphere. To cater to these needs, the library needs to approach each issue in a manner that is not only low in cost, but also highly effective. Strategic sustainability refers to the approach that creates value from implementing new green initiatives that takes everything into consideration from social, environmental, cultural, and economic climate. In researching all the effects, the best results will come from modifications to the building regarding lighting and renewable energy.

The Santa Monica Public Library is honored with a Leadership in Energy and Environmental Design (LEED) award, after opening to the public in January of 2006. The building is designed to be 30 percent more efficient than a building which seeks to merely meet local energy codes. The library accomplishes this using a photovoltaic energy system which is energy-efficient and high-performance. After using photovoltaic energy, the library also utilizes the benefits that come from LED bulbs³. These light-emitting diode bulbs have been gradually replacing the past incandescent or fluorescent bulbs that most businesses and organizations have.

The lighting in the Bethlehem Public Library has not been updated since the renovation in the early 2000’s. Since then, the benefits of light-emitting diode bulbs, or LED bulbs, have shown far greater returns than regular incandescent lamps or fluorescent bulbs. The Bethlehem

³ Santa Monica, 2017

Public Library's lighting does not factor in the natural light that enters the building, and almost every bulb is either incandescent or fluorescent. Switching to LED lamps will extend the lifespan of each bulb in the library and improve electrical efficiency. Each LED lamp uses roughly 10% of the energy a regular bulb requires, and without the warm-up time required to reach full brightness. The LED lamp market is projected to grow by more than twelve times its current rate by 2023, equating to \$25 billion⁴. In addition to this, taking natural light into consideration will also reduce consumption of the library, equating to greater savings to the community in the long run.

One of the best practices we found and would propose as a long-term initiative to the Bethlehem Public Library is an energy management system. An energy management system is a technology aided tool used to monitor, control, and improve the efficiency of energy used in a building. A company called MYESCO worked with a small University Library to install a new energy management system which would allow web based remote access, enhanced scheduling for activities, and various energy savings strategies that will reduce costs and energy consumption. These upgrades also helped the library qualify for almost \$8,000 in utility incentives⁵. Another example of an energy management system providing great dividends to a library is the Central library in Boston, Massachusetts. This new system enabled the library to look at real-time energy and adjust to see immediate results. The savings from this system were an astronomical 350,000 kWh per year⁶. To put this number in perspective, the Bethlehem Public Library has almost 900 fluorescent lights, and switching them all to LED would save under 66,000 kWh per year.

⁴ Library Development, 2017

⁵ Utility Incentives, 2017

⁶ Facilities Management, 2017

We believe that The Bethlehem Public Library would be perfect for an Energy Management system. We noticed that numerous lights throughout the library were on when nobody was in proximity to the area. An energy management system would enable the library to turn off lights that don't need to be on. Another important reason for such a system to be implemented is to connect and centralize the sustainable initiatives that will potentially be installed in the library. We are considering an energy dashboard that would provide both employees and patrons with real time information regarding energy consumption, energy savings, weather, and various other valuable energy related information. By implementing an energy management system, it would be able to take information from the LED lights, solar panels, and the EV charging station and send it to the energy dashboard to provide real time information.

These other libraries have proven that an energy management system is invaluable and can provide numerous positives to a building. In addition, we would like the library to implement daylight harvesting. Daylight harvesting entails buildings collecting and utilizing natural daylight in the interior of buildings - when available to reduce the need for as much energy for lights. Buildings that utilize daylight harvesting have automatic lighting control systems that measure the amount of sunlight in each space and adjust the lights accordingly⁷. The Crandall Public Library in Glens Falls, New York has a daylight harvesting system which directly helped them achieve a LEED certification. The Bethlehem Public Library has a perfect infrastructure for daylight harvesting – it has large windows on the roof and walls, which enable plenty of sunlight to enter a large portion of the library. It also has large skylights that would work perfectly with this project due to the proximity to the lights⁸.

⁷ Daylight Harvesting, 2017

⁸ Natural Lighting and Design

The New York library system has recently been taking green initiatives much more seriously. Various state organizations offer grants or rebates to incentivize libraries within the system to transition over to sustainable initiatives. Such incentives include rebates through the New York State Energy Research and Development Authority, as well as matching awards of up to 75% from the New York Library Construction Fund⁵. Millions of dollars from these organizations have been awarded to libraries all over New York State for the installation of photovoltaic solar panels.

The Ulysses Philomathic Library in Tompkins county was able to bring their net energy expenditure to almost nothing on a yearly basis, even accounting for the winter months. The project included the installation of solar modules, inverters, and tracking for the roof-mounted panels. The library can offset the expenditure for energy from the grid during the three winter months by producing surplus energy during the sunnier months, which can be sold back to the grid. This practice allows areas such as upstate New York where there are harsh winters to be able to sustain themselves on a yearly basis.

Although the investment in a complete solar array is quite large, the payback period is quite short because once the payback period ends, it is essentially free energy for the lifespan of the panels. Investing in solar panels is an even more obvious decision when libraries qualify for the New York Libraries Construction Fund grant. The North Country Library System qualified for this grant, which pays for up to 75% of the cost of the panels and installation. This grant lowered the estimated payback period to just four to six years, given the fact that they will see an 85-100% decrease in electricity needs.

Adopting the best practices of other libraries in the New York State system makes the most sense when it comes to solar energy due to the nature of New York's erratic climate.

⁵ Utility Incentives, 2017

Understanding how other libraries have adapted to the climate (and maximized return on investment in the process), will prove to be invaluable for the Bethlehem Public Library as they venture into more sustainable initiatives.

The Bethlehem Public Library can purchase an array of solar panels for the roof of the building, which happens to be ideal for panel installment. This will greatly if not completely, reduce its electricity usage, allowing it to become self-sustainable. An added benefit of placing the panels on the roof is the protection that the physical barrier provides⁹. Elongating the lifespan of the roof serves as yet another long-term savings. Noticing that most other New York libraries that can be classified as “green” have opted for purchasing the panels as opposed to signing a power purchase agreement makes the decision of leasing vs. purchasing a bit easier¹⁰.

Since the Bethlehem Public Library is a perfect candidate for the Construction Fund grant, it should purchase the solar panels and expect to have 50% of the cost compensated as well as a payback period of roughly five to six years. Installing the panels on the roof as opposed to purchasing solar energy from a solar farm is the best decision. Since being a positive sustainability role model to the community is a main objective for the library, the visual effect of the panels on the roof will serve as an educational tool and will add perceived value to the community.

Environmental concerns need to be balanced with the sustainable use of all resources including water and paper conservation in the public bathrooms. Green Bathrooms are the new sustainable method of avoiding excessive water use, avoiding a deluge of disposable trash and countless toxic cleaners. Minimal usage of water can be implemented by introducing efficient water management systems. By using hand dryers, paper disposal and landfill use will be

⁹ Energy Management, 2017

¹⁰ Energy Lens, 2017

reduced by several orders of magnitude. Hand dryers also emit less CO₂ compared to the emissions generated from recycling paper. The Clifton Park library, also referred to as the green library in Albany, New York, uses 0.02 cents to 0.18 cents of electricity per day compared to paying .01 cent for a paper towel sheet per wash¹¹. The Calgary Public Library, one of the green libraries in Canada, uses less chemicals and toxins to clean the bathrooms which has reduced its overall cost in waste water disposal and recycling. Green bathrooms conserve water and energy, and save people from the harmful effects of chemicals used when cleaning, which adds value to the community¹².

Understanding the global best practices of the most sustainable libraries from all over the world will give the Bethlehem Library a leg up when embarking on the adoption of sustainable initiatives. Building and construction practices greatly influence the carbon footprint, energy efficiency and sustainability perception from members of the community. The most applicable takeaways include lighting practices, solar energy utilization, energy management systems, and efficient bathroom construction. Once the Bethlehem Library initiates the implementation of these practices, they will serve as a benchmark for other libraries in the library system and a role model for the members of the Bethlehem community.

¹¹ Restroom Direct, 2017

¹² Calgary, 2017

References

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IN BRIEF

'Get Your Rack Back' cocktail gala

SARATOGA SPRINGS — Enjoy an evening of great food and entertainment hosted by actor/comedian Greg Aidala on Saturday, June 10, at the Excelsior Springs at the Marriott, from 7 to 11:30 p.m.

The cocktail gala is annual fundraiser to provide meal delivery, gas, groceries and restaurant gift cards to area cancer patients. There will also be an opportunity to win a week's vacation in Cape May, N.J.

Early Bird tickets range from \$100 per person to \$1,000 for a table of eight. Evening includes a champagne reception, food, drink and entertainment.

For information, visit <http://getyourrackback.com>.

Need a place to hold a party?

SELKIRK — Need to host a graduation party, class reunion, birthday party, large meeting, family dinner, bridal or baby shower?

Consider the The Bethlehem Grange Hall located at 24 Bridge St. in Selkirk.

The Hall provides seating for nearly 100 occupants for sit down eating. There's air conditioning, plenty of parking and it's handicap accessibility. A full kitchen is also available for additional charge.

The Bethlehem Grange Hall is located 1/10th of a mile from Route 9W in Selkirk For more information, call Jo Downey at (518) 767-2985, or Carol Carpenter at (518) 438-8862 or Caroline Wirth at (518) 424-4953.

Master Gardeners of Schenectady to hold annual plant sale

SCHENECTADY — The Master Gardeners of Schenectady County will hold its annual plant sale on Saturday, May 20, from 10 a.m. to 2 p.m. at the Central Park Greenhouse and Sustainable Living Center.

Vegetable seedlings and organically-grown tomato plants, including well-known favorites and specialty heirloom and disease-resistant varieties, will be sold along with herb containers, perennial plant divisions and annuals.

The Friends of the Greenhouse will be selling a variety of geraniums as well as holding a raffle.

COMMUNITY

Going green globally

UAlbany team employed to help shrink Bethlehem Public Library's bottom line

DELMAR — As part of an ongoing effort to seek sustainable solutions, Bethlehem Public Library is teaming up with students in the UAlbany G3: Going Green Globally initiative to identify green practices that also benefit the library's bottom line.

The students, who are wrapping up their first year of the full-time MBA program at UAlbany, recently toured the library to get a preliminary sense of the space and the library's sustainability goals. They will be returning the second week in May for an intensive look at ways to make green practices an economically viable part of the library's future.

The G3 team will prepare white papers with research and global benchmarking of sustainability issues relevant to the library and follow up with a final presentation on May 17 outlining their findings, along with best practices suggestions resulting in an expected \$50,000 to \$100,000 in savings.

Bethlehem Library Director Geoffrey Kirkpatrick said he is looking forward to hearing the team's sustainability recommendations.

"They are an enthusiastic group of highly motivated students," said Kirkpatrick. "Bethlehem library is always seeking best practices to reduce our carbon footprint, but as a public entity, we have to be mindful of the cost to taxpayers. Our G3 team is going to provide a fresh perspective



UAlbany MBA students toured Bethlehem Public Library Tuesday, April 18, in advance of their G3: Going Green Globally evaluation of the library, which will highlight sustainable practices.

Photo by Kristen Roberts/special to the Spotlight

on finding that balance. We can't wait to see what they come up with."

Last year, the New York State Library Association took part in a G3 evaluation, but Bethlehem Public Library's participation marks the first time an individual public library has done so. Additional G3 clients this year include Adirondack Beverage, City of Saratoga Springs, Hilton Albany, Mazzone Hospitality, New York Power Authority, Palace Theatre and Proctors.

G3 student teams work with experienced executives and university faculty coaches. The program was

developed in 2007 and received the UAlbany President's Award for Exemplary Community Engagement in the spring of 2013.

Located in Delmar, Bethlehem Public Library serves a community of more than 26,000 in the Bethlehem Central School District. It provides access to the collections of all 29 libraries in the Upper Hudson Library System, as well as meeting room space, Internet access, technology and a variety of programs and services for all ages.

— Kristen Roberts

LEGALS

ty of ALBANY on 04/25/2017. This is an action to foreclose on a mortgage. ALL that certain plot, piece or parcel of land, with the buildings and improvements thereon erected, situate, lying and being in the Town of Colonie, County of Albany, and State of New York (Section 7.18, Block 2 and Lot 24), said premises known as 79 Jones Drive, Colonie, NY 12309 a/k/a 79 Jones Drive, Schenectady, NY 12309. YOU ARE HEREBY PUT ON NOTICE THAT WE ARE ATTEMPTING TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE. By reason of the default in the payment of the monthly installment of principal and interest, among other things, as hereinafter set forth, Plaintiff, the holder and owner of the aforementioned note and mortgage, and/or their agents have elected to and hereby accelerate the mortgage and declare the entire mortgage indebtedness immediately due and

LEGALS

payable. The following amounts are now due and owing on said mortgage and the said instrument secured by said mortgage, no part of any of which has been paid although duly demanded: Entire Principal Balance in the amount of \$70,179.75 with interest from March 1, 2011 at the current interest rate of 5.54400%. UNLESS YOU DISPUTE THE VALIDITY OF THE DEBT, OR ANY PORTION THEREOF, WITHIN THIRTY (30) DAYS AFTER YOUR RECEIPT HEREOF THAT THE DEBT, OR ANY PORTION THEREOF, IS DISPUTED, THE DEBTOR JUDGMENT AGAINST YOU AND A COPY OF SUCH VERIFICATION OR JUDGMENT WILL BE MAILED TO YOU BY THE HEREIN DEBT COLLECTOR. IF APPLICABLE, UPON YOUR WRITTEN REQUEST, WITHIN SAID THIRTY (30) DAY PERIOD, THE HEREIN DEBT COLLECTOR WILL PROVIDE YOU WITH THE NAME AND ADDRESS OF THE ORIGINAL CREDITOR. IF YOU HAVE RECEIVED A DIS-

LEGALS

CHARGE FROM THE UNITED STATES BANKRUPTCY COURT, YOU ARE NOT PERSONALLY LIABLE FOR THE UNDERLYING INDEBTEDNESS OWED TO PLAINTIFF/CREDITOR AND THIS NOTICE/DIS-CLOSURE IS FOR COMPLIANCE AND INFORMATIONAL PURPOSES ONLY. HELP FOR HOMEOWNERS IN FORECLOSURE New York State requires that we send you this notice about the foreclosure process. Please read it carefully. SUMMONS AND COMPLAINT You are in danger of losing your home. If you fail to respond to the Summons and Complaint in this foreclosure action, you may lose your home. Please read the Summons and Complaint carefully. You should immediately contact an attorney or your local legal aid office to obtain advice on how to protect yourself. SOURCES OF INFORMATION AND ASSISTANCE The State encourages you to become informed about your options in foreclosure. In addition

LEGALS

to seeking assistance from an attorney or legal aid, there are government agencies, and non-profit organizations that you may contact for information about possible options, including trying to work with your lender during this process. To locate an entity near you, you may call the toll-free helpline maintained by New York State Department of Financial Services' at 1-800-269-0990 or visit the Department's website at <http://www.dfs.ny.gov> FORECLOSURE RESCUE SCAMS Be careful of people who approach you with offers to [save] your home. There are individuals who watch for notices of foreclosure actions in order to unfairly profit from a homeowner's distress. You should be extremely careful about any such promises and any suggestions that you pay them a fee or sign over your deed. State law requires anyone offering such services for profit to enter into a contract which fully describes the services they will perform

LEGALS

and fees they will charge, and which prohibits them from taking any money from you until they have completed all such promised services. Section 1303 NOTICE YOU ARE IN DANGER OF LOSING YOUR HOME If you do not respond to this Summons and Complaint by serving the copy of the answer on the attorney for the mortgage company who filed this foreclosure proceeding against you and filing the answer with the court, a default judgment may be entered and you may lose your home. Speak to an attorney or go to the court where your case is pending for further information on how to answer the Summons and protect your property. Sending a payment to your mortgage company will not stop this foreclosure action. YOU MUST RESPOND BY SERVING A COPY OF THE ANSWER ON THE PLAINTIFF (MORTGAGE COMPANY) AND FILING AN ANSWER WITH THE COURT. SHELDON MAY & ASSOCIATES, Attor-

LEGALS

neys at Law, 255 Merrick Road, Rockville Centre, NY 11570 Our File 27932 D-151202
Notice of formation of Ten Utica Avenue LLC, a NYS Ltd. Liability Co. (LLC). Formation filed with SSNY on 3/30/2017. Off. Loc: Albany Co. SSNY designated as agent of LLC, upon whom process may be served. SSNY shall mail copy of process to: Vinciguerra Law Firm, 10 Utica Ave., Latham, NY 12110. Purpose: all lawful purposes. D-149249

Notice of formation of The Stop at Tint Star 2 LLC, a domestic LLC. Arts. of Org. filed with SSNY on 4/12/17. Office location: Albany County. SSNY has been designated as agent upon whom process against the LLC may be served and the SSNY shall mail a copy of any process to: The LLC, 101 Citation Way, Ballston Spa, New York 12020. Purpose: Any lawful purpose. D-149698

LEGALS

NOTICE OF FILING OF ARTICLES OF ORGANIZATION IN NEW YORK BY A LIMITED LIABILITY COMPANY
Name: TJSO17, LLC. Articles of Organization filed with sec. of state of NY(SOS) on 5/3/17. Office location: Albany County. SOS is designated as agent of LLC for service of process. SOS shall mail copy of process to c/o Hugh Johnson Advisors LLC, 80 State St., 4th Floor, Albany, NY 12207, Attn: Daniel P. Nolan. Purpose: Any lawful act or activity. D-151647

NOTICE OF FORMATION DOMESTIC LIMITED LIABILITY COMPANY (LLC).
Name: WSA WILTON LLC. Articles of Organization filed with NY Secretary of State, April 6, 2017. Purpose: to engage in any lawful act or activity. Office: Albany County. Secretary of State is agent for process against LLC and shall mail copy to c/o Goldman Attorneys PLLC, 210 Washington Ave Ext, Albany, NY 12203. D-148749

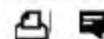
LEGALS

YALLA LABS LLC
Articles of Org. filed NY Sec. of State (SSNY) 4/26/17 as: YELLA LABS LLC Office in Albany Co. SSNY desig. agent of LLC upon whom process may be served. SSNY shall mail copy of process to c/o Corporate Service Bureau Inc, 283 Washington Ave., Albany, NY 12206, which is also the registered agent upon whom process may be served. Purpose: Any lawful purpose. D-151190

NOTICE OF FORMATION DOMESTIC LIMITED LIABILITY COMPANY (LLC).
Name: ZING CP LLC. Articles of Organization filed with NY Secretary of State, April 4, 2017. Purpose: to engage in any lawful act or activity. Office: Albany County. Secretary of State is agent for process against LLC and shall mail copy to c/o Goldman Attorneys PLLC, 210 Washington Ave Ext, Albany, NY 12203. D-148748

Bethlehem Public Library offers live look at hatching chicks⁷⁰

Updated 12:17 pm, Thursday, May 18, 2017



As part of an education program, the Bethlehem Public Library has been tending an egg incubator inside the Children's Place since April 29 — and they're starting to hatch.

Environmental educator George Steele dropped by for an introduction to the process and to help set everything up. Once they hatch, the chicks will hang around for a week or so before heading to the farm. The library invites people to record the progress of the eggs and post photos on Twitter and Facebook using #bplchickens.

For more information, [click here](#).

NEWS BRIEFS

Author Ann Leary to visit Bethlehem

BETHLEHEM — Originally scheduled to speak in September, bestselling author Ann Leary, whose writing credits include "An Innocent, A Broad," "The Good House" and "Outtakes From a Marriage," will visit the Bethlehem Public Library, 451 Delaware Ave., at 2 p.m. June 4.

She will discuss her creative process and her



ANN LEARY

latest book, "The Children."

The author will also be signing copies following her talk. Because space is limited, this free event is first-come, first-admitted, and doors will open at 1:45 p.m. Leary's talk is a Writers and Friends program underwritten by Friends of Bethlehem Public Library.

Call 439-9314 or visit www.bethlehempubliclibrary.org for more information.

Special Olympics plans shape up

COLONIE — The Special Olympics New York State Summer Games

will return to the Albany area for the first time in a decade as Siena College hosts athletes and select competitions during the mid-June games.

Opening ceremonies are 8 p.m. June 16 at the athletic field.

Tentative competition start times that Saturday are:

- 8 a.m.-4:30 p.m.: athletics, Hudson Valley Community College.
- 8:15 a.m.-5 p.m.: aquatics, Siena's Marcelle Athletic Complex
- 11 a.m.-4:30 p.m., basketball, Marcelle Complex.
- 9 a.m.-2 p.m., bowling, Spare Time Lanes.
- 1-3:30 p.m. gymnastics,

World Class Gymnastics Center.

- 8 a.m.-3:30 p.m., powerlifting, Siena College.
- 9 a.m.-4 p.m., tennis, HVCC
- 8:30 a.m.-4 p.m., volleyball, The Sage Colleges, University at Albany
- 9 a.m.-5 p.m., Olympic Village/Fan Station and Healthy Athletes, Lot W, Siena College.
- 7:45 p.m.-9:30 p.m. Closing ceremonies/victory dance, Callanan Field House.

Niskayuna to recall fallen graduates

NISKAYUNA — Niskayuna High School presents its annual Memorial Day ceremony on Friday, bringing generations together again to remember the lives of three Niskayuna High School graduates killed in Vietnam and to

honor local veterans and the members of this year's graduating class who are entering military service.

The ceremony will begin promptly at 10:40 a.m. at the flagpole near the West Entrance (Balltown Road) to the High School. It is open to all members of the Niskayuna school community and the general public.

Darrow School dig focuses on Shakers

NEW LEBANON — Darrow School, founded on the historic Mount Lebanon site of the first Shaker community in America, has announced a partnership with the archaeological firm, DigVentures, to excavate several sites on the campus.

The excavation, scheduled at Darrow from May 30 to June 11, will map

out the entire Shaker settlement, locate long-lost workspaces, and unearth evidence of Shaker life and culture at the site.

This is the second time DigVentures' professional archaeologists have excavated on the Darrow campus. A 2013 dig discovered dozens of artifacts ranging from large hand-hewn stones used as structural supports for buildings, to everyday objects such as tools, toys, clothing, artwork, bricks, horseshoes, bottles, pottery and door handles.

The school says the most important finding was evidence that confirmed the existence of the Center Family Wash House, which was lost to fire in the early 20th century. Artifacts from the 2013 excavation are currently on display in the school library.

— Staff reports

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EVENTS FOR GRADE 6 AND UP AT BETHLEHEM PUBLIC LIBRARY



NYS summer reading program 2017
bookmark contest • signup begins June 19 • prizes
more in the library or online at www.bplteens.org



MAY



▶ SEED BOMBS, 4PM

Get your hands dirty as we mix up some wildflower seed bombs.
Age 9 and up. **Sign up.**



▶ TWEEN FUSE BEADS, 3:45-4:45PM

Get to know fifth-graders from other schools, make some crafts and meet your teen librarian, Tori. Snacks will be served! For grade 5. **Sign up.**

JUNE



▶ SUPER SMASH AFTERNOON, 3:15-4:45PM

Join your friends for an afternoon of Super Smash Bros. on the WiiU.
Snacks will be served! Grade 5-12. **Drop in anytime.**

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BCMS OUTREACH

THE PIT TUESDAYS IN MAY AFTER SCHOOL

WiiU gaming.

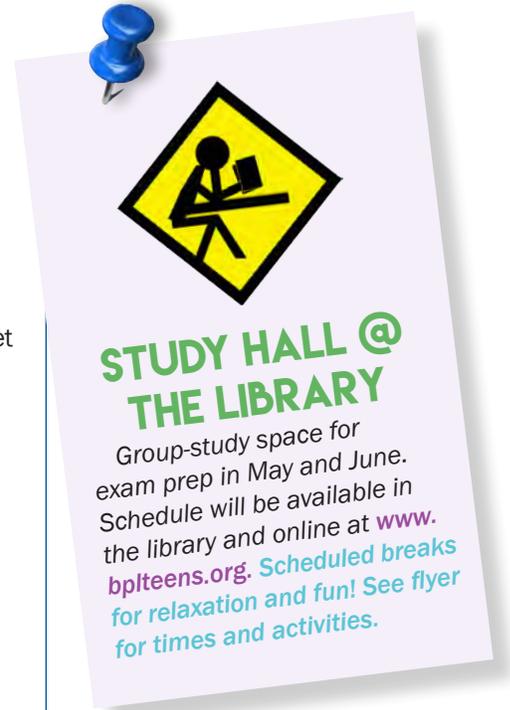
BOOK CLUB WEDNESDAY MAY 15 AFTER SCHOOL

"The Girl Who Drank the Moon"
by Kelly Barnhill
Discuss the book
and enjoy some snacks.
Meet in the Middle School
library after school.



BE A SUMMER VOLUNTEER!

We're looking for volunteers who will be in grade 6-12 in September to help with our summer reading program. Our teens staff the summer reading desk, assist with online submissions, read to children, review books, and help with programs and activities. Applications are available beginning May 1 online at www.bplteens.org and in the library. They will be accepted until 9pm June 5 or until all positions are filled. Volunteers must attend an orientation session.



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

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



Fancy Nancy Tea Party

Wednesday June 7 • 10am

Dress in your fanciest best for stories,
a royal craft and tea party refreshments.



*For kids and families;
register each child individually.*

BETHLEHEM PUBLIC LIBRARY

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Wednesday June 7 • 10am

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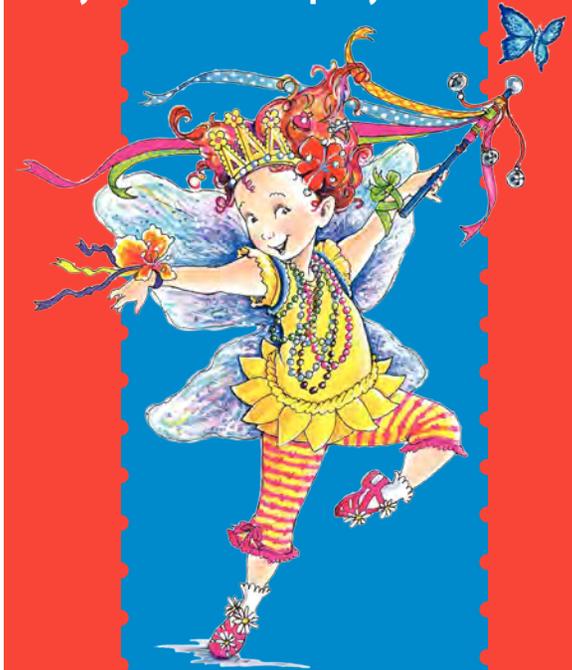


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BETHLEHEM PUBLIC LIBRARY

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Get ready to ride @ the library!

Bethlehem Public Library
451 Delaware Ave., Delmar

The library's bicycle service station is free to use, 24 hours a day. Change a flat, adjust the brakes and derailleurs, or fix a wobbly seat – all at the library.



Dero Fixit Station

located near the parking lot entrance

features:

- hanger arms that bring the bike off the ground and allow the pedals and wheels to move freely
- heavy-duty air pump with a universal pump head that accommodates all valve stem types
- Philips and flat-head screwdrivers
- six sizes of Allen wrenches
- six sizes of box wrenches
- two tire levers

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the components of your car work together.

Friday June 9
7-8:30pm

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