



**Board of Trustees Meeting
September 17, 2018 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Plaza Presentation/Discussion**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices - none
 - Resolutions - none
 - Personnel report
 - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
 - Library smoking law- update
 - Insurance comparison- report
 - Director evaluation process/form
 - Other new business
- **Old business**
 - Board treasurer**
 - Board committees
 - Capital Projects/Long Range Plan
 - Fire alarm & security project update
 - HVAC Update
 - Boiler info
 - Community survey
 - BCN-TV/studio makerspace update
 - Other old business
- **Future business**
 - Background checks
 - Plaza feasibility
 - Policy updates/schedule
 - Resource sharing
 - Fines and Fees
- **Executive Session**
- **Public Participation**
- **Adjournment**

Next board meeting: October 9th, 2018 6:00pm (Tuesday Meeting)

Next Friends of the Library board meeting: October 15, 2018 6:30pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday August 13, 2018

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Chris McGinty, Head of Public Services
Tracey McShane, Personnel Administrator

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

PUBLIC PARTICIPATION

There was no public participation

MINUTES

Minutes of the 8 July 2018 board meeting were approved unanimously on a MOTION by H. Narang with a SECOND by M. Kissinger.

M. Redmond noted that the new agenda includes items highlighted in red that may involve more lengthy discussions.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 July 2018 (Manual Disbursements for July \$68,482.71; Cash Disbursements/Accounts Payable for August \$114,103.42; Trust & Agency Disbursements/Salaries for July \$183,978.97; CapProject Fund/Hand-Drawn Checks for August \$4,310.37; Total: \$370,875.47).

BANK ACCOUNT RECONCILIATION REPORT

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

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said having vacancies in the page positions is pretty typical this time of year as students head off to college.

PERSONNEL ACTION

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

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

DIRECTOR'S REPORT

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

- The security cameras in the library hallways are up and functioning. G. Kirkpatrick said that the presence of an individual in a public building is not a confidential record so a law enforcement request for access to the video is not the same as a request to access an individual's personal records. M. Kissinger asked if the police were aware the cameras were installed. G. Kirkpatrick said he has been talking with the police department and Adam Hornick about the best angles and views. The cameras record high-quality, time-stamped color images with footage being overwritten when it reaches seven days old. G. Kirkpatrick said that that a common comment on the Facebook post about the reported assault involving a young girl at the library was a call for surveillance cameras, and this was a reasonable response to that. M. Kissinger said it would be helpful to identify other areas in the library that might have vulnerabilities that could be addressed. B. Sweeney said he was happy with the installation of the cameras and was glad that patron privacy was being prioritized. The board agreed that the Children's Place emergency exit area would be a good candidate for cameras, especially as the library moves forward with converting the outside area into a play space.
- G. Kirkpatrick praised the library volunteers who fill many roles, and said that one of the big projects currently under way is the scanning of the Tri-Village Directories that are a historical record of the families in the area. H. Narang asked how the library thanks its volunteers. G. Kirkpatrick said there is an end-of-the-year event for the teen volunteers, and T. McShane organizes giveaways and other events for the year-round volunteers. M. Kissinger said that he has heard from parents with teens who volunteer in the summer, and they have mentioned that it is a very well-run program. G. Kirkpatrick said that the program benefits both parties, as the teens provide a service for the library but also get experience working in a structured way. Currently volunteer coordinator duties are shared among different staff members.
- Self-checkout circulation is at 12 percent of the total checkouts, which is above what was predicted. Fifty-nine percent of those checkouts are in the Children's Place. Nearly all of the patron checkouts were successful.
- The library now has "Incredibles" branded library cards available. These are licensed for a limited time, just like the Snoopy cards. G. Kirkpatrick said the custom library card program was a success, but there were some misunderstandings about what was copyrighted and could not be reproduced. L. Scoons asked if the library could potentially partner with an elementary art teacher to have kids create their own library cards.

- In response to a patron inquiry about the library sponsoring Little Free Libraries in town, L. Scoons said it would be a perfect boy scout project. C. Brancatella warned that the free libraries have a lot of exposure and the content is not curated in any way – for better or for worse – and could be co-opted by groups with an agenda.

M. Redmond asked if the board wanted to discuss the reported assault that is currently under investigation any further. H. Narang asked if there had been many patron questions following the release of the statement. G. Kirkpatrick said most of the response happened shortly after it was announced and shared on Facebook, and there was one caller who shared her concerns with C. Stollar Peters.

The board agreed that they did the right thing by getting the news out to the public despite the reluctance on the part of the police department. C. Brancatella asked if the board could create a written policy outlining the library's response for these types of incidents. She said such a policy could be modeled after what is in place at the school district. The board directed G. Kirkpatrick to locate the school district and similar policies for their review.

The board agreed that much confusion between the library and the police department could have been avoided if the two parties could have come together to discuss it. B. Sweeney said the board was looking for guidance from the police regarding the statement so it could be released in a timely manner. Board members said they believe, moving forward, both the police department and the library will have a better understanding of where the other is coming from.

G. Kirkpatrick commended the board for their courage and for taking action in getting the word out to patrons. M. Redmond said recognition should also go out to the library staffers who were first on the scene and responded with compassion, in a way that was focused on making the young child feel more at ease. G. Kirkpatrick said that staff would be taking some of what they learned to create an informal "go pack" to would provide a child comfort in a time of crisis. There is additional crisis response training planned for staffers, and the library was able to schedule a "Personal Safety for Kids" program in early September featuring educators from the Albany County Crime Victim and Sexual Violence Center.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the services committee met recently, and they have begun going over the construction grant applications.

NEW BUSINESS

Board committees

M. Kissinger asked the board how they felt about using committees to get some work done ahead of time and potentially adding a policy review committee, something he and J. Becker had talked about during their work as the nominating committee.

M. Redmond said she was in favor of it. C. Brancatella said it could allow for greater attention to detail, as the regular board meetings are often packed with information. H. Narang said a policy review committee is a good idea because it is often not constructive to have seven people wordsmithing a document at once. He added that for bigger issues like building needs, he likes to have all of the details and would be in favor of a second full board meeting a month

occasionally. B. Sweeney said he was not sure his schedule would allow for two full board meetings a month. J. Becker said that the committee approach may be easier in terms of scheduling. L. Scoons said she has been on some boards where committees work really well, and others where they don't. It depends on how much work the participants are willing to put in or whether they just see it as another meeting a month. She suggested other creative work options, such as a board retreat. The board agreed that it would be ideal to line up members' areas of expertise with the goal the committee is tasked with. They suggested that even though additional board members could attend, voting would not take place at the meeting.

Board members tentatively proposed the following committees and potential members to be discussed further at a later date.

- Finance committee: M. Redmond and board treasurer
- Policy committee: C. Brancatella and M. Kissinger
- Building committee: H. Narang and M. Redmond
- Collections committee: B. Sweeney and TBD
- Personnel committee: C. Brancatella and M. Kissinger (current)
- Nominations committee: As needed

The board discussed bringing in library architect Paul Mays to do an assessment of the space, as well as someone to look at the building's systems (boiler, etc.) to get an idea of what they will need to address in their long-range plan.

Laptop computer purchase

G. Kirkpatrick asked the board to approve the addition of four high-powered laptops to the Makerspace studio to bring the total to 10. The equipment is eligible for PEG money. H. Narang asked how the library maintains security on the public computer. G. Kirkpatrick said the program Deep Freeze essentially resets the desktop every time the computer is restarted. It has been very successful so far in preventing viruses.

On a MOTION by B. Sweeney with a SECOND by H. Narang, the board unanimously approved the purchase of four (4) high-powered Dell laptops for use in the A/V Makerspace at a total cost of \$6,757.56.

Bethlehem First Night participation

G. Kirkpatrick asked the board if the library was interested in participating like they did the year before. H. Narang asked if there were any volunteers from the library. G. Kirkpatrick said it may be difficult to staff it because the library isn't able to offer double time as it is not a holiday. M. Kissinger said that should maybe be part of the next contract discussion. M. Redmond said that if there isn't adequate staffing this year, then the library will have to notify the town that it declines future participation.

NYLA annual conference

G. Kirkpatrick noted that the conference would be taking place in Rochester this year.

On a MOTION by M. Kissinger with a SECOND B. Sweeney, the board unanimously approved the cost of sending four staffers to the annual NYLA conference at a proposed cost of \$3,608.

Increase petty cash

As part of the discussion last month, G. Kirkpatrick asked the board to increase the petty cash by \$200 so there would be more five-dollar bills to make change with.

On a MOTION by C. Brancatella with a SECOND J. Becker, the board unanimously approved increase petty cash by \$200 for a total of \$400.

Other new business

None was discussed at this time.

OLD BUSINESS

Board treasurer

The board reviewed the separation of financial tasks outlined in the board packet. G. Kirkpatrick said T. McShane has reached out to Civil Service to begin the process of having the position classified as exempt under the advice of the library attorney because that employee would also be a sitting officer of the board. Because that position would be exempt, the board has more leeway in defining the duties, benefits and pay structure.

G. Kirkpatrick said he envisions the treasurer position to be 15 hours a week, with those hours worked as needed and not necessarily a set schedule. M. Redmond suggested the board ask applicants for salary requirements and speak with other libraries that employ similar positions to see what a baseline salary should look like. The board agreed they are ready to move forward with advertising for a part-time treasurer with at least 10 years of experience who could work flexible hours. T. McShane said the library has the most success advertising for employment in the Times Union.

Capital Projects/Long Range Plan

The board discussed the unaudited surplus projections in the board packet and discussed what they might have available for projects by June 2019. They noted that the estimate from Gilbane for the fire alarm and security project came in significantly higher than the engineer's estimate, and that would have to be factored in to the planning. H. Narang asked where the major expense from that project would be and if there was a breakdown from the contractor. G. Kirkpatrick said they did, and that their last estimate for the HVAC project was right on the money. The fire alarm and security project includes removal of the asbestos ceiling in the hallway and its replacement along with LED light installation. A card-swipe security system and parking lot cameras would be installed, and the entire fire alarm system would be replaced and brought up to date. M. Redmond said the board needed to decide soon whether they wanted to move forward with the project whether or not they receive any grant money, in light of the new projected costs. She added that she wouldn't feel comfortable signing any contract until the audited financial numbers are in.

The board briefly discussed additional building projects that have been on their radar, including boiler replacement, plaza regrading, parking lot repaving, and a new design for the parking lot island. They decided to break some smaller projects off the capital projects plan so that they could be

dealt with out of the operating budget. Those include a new sound system for the community room, book drop replacement and installation of additional emergency exit doors. G. Kirkpatrick said he would look into the costs of those items and bring the number back to the board.

B. Sweeney asked if there had been any further discussion about having an emergency generator at the library to assist in the wake of a disaster. G. Kirkpatrick said he has been speaking with the town and Jack Brennan about ways the library can assist as first responders, and noted that Town Hall has a generator, and maybe it would be more useful to provide internet access there since the building would already be up and running. M. Redmond said that it would be a good topic to revisit in the future.

On a MOTION by B. Sweeney with a SECOND by C. Brancatella the board unanimously approved the Assurances for the State Aid for Library Construction Program, signed by board president M. Redmond on August 13, 2018.

Fire alarm and security update

Discussed above.

HVAC project update

The punchlist items are continuing to be checked off, but there is some concern that every air handler that was installed has had some issue, which should not be the case with brand-new equipment. Johnson Controls has been diligent about making the fixes at no additional cost, but M. Redmond suggested that it might be prudent to speak with an attorney to find out what information the library should be collecting in the event that a lawsuit must be filed. C. Brancatella said the library would be looking for an attorney with litigation experience.

Community survey

K. Roberts reported that she has finished her course on survey preparation for libraries. The goal is to have something published in the November/December Footnotes, where there could potentially be additional pages. The survey would run in print and online. She said she would have something for the board to review at the October meeting. M. Redmond asked if it could be ready a week earlier so the board could review it electronically before the regular meeting.

BCN-TV update

The one-button studio is nearly ready to go. Electronic uploading of shows is really working well. The library will do some early testing of the studio with Rabbi Nachman Simon to make sure everything is working well before it is widely launched. G. Kirkpatrick pointed out the digital display over the community bulletin board that is just the PSA feed from BCN-TV. Signage around the display encourages nonprofits to submit their events for display.

Other old business

None was discussed.

FUTURE BUSINESS

Director evaluation

Was not discussed at this time

Background checks

No further discussion.

Plaza feasibility

No further discussion.

Policy updates/schedule

Was not discussed at this time.

Resource sharing

Was not discussed at this time.

Fines and fees

Was not discussed at this time.

PUBLIC PARTICIPATION

There was no public participation.

On a MOTION by J. Becker with a SECOND by B. Sweeney, the board adjourned the regular meeting at 8:21pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #2
8/31/2018**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	2,712.00
Interest on Investment	237.83
Sale of Books	450.50
Gifts and Donations	0.00
Insurance Recovery	0.00
Photocopier	828.31
State Aid	0.00
Grants	0.00
Miscellaneous Income	0.00
Total	\$4,228.64

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #2
8/31/2018**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2018-2019

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,934,858.00	0.00	3,934,858.00	0.00%
PILOT	196,336.00	0.00	196,336.00	0.00%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	30,000.00	8,206.71	21,793.29	27.36%
Interest on Investment	5,000.00	623.50	4,376.50	12.47%
Sale of Books	6,000.00	793.25	5,206.75	13.22%
Gifts and Donations, Misc	1,000.00	0.00	1,000.00	0.00%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	7,000.00	1,356.97	5,643.03	19.39%
State Aid	23,000.00	22,533.00	467.00	97.97%
Miscellaneous Income	0.00	0.00	0.00	
Sub-Total	\$4,203,194.00	33,513.43	4,169,680.57	0.80%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,203,194.00			

OPERATING CASH SUMMARY

TD Checking Account:	18,029.34 *
TD Money Market:	1,826,007.26
TD Comp Fund:	0.00
Capital Project Fund:	267,631.23
TOTAL	2,111,667.83

*Includes Interest of \$237.83 credited on 8/15/18

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #2**

8/31/2018

MANUAL DISBURSEMENTS - AUGUST HAND DRAWN CHECKS TD BANK	\$48,190.71
CASH DISBURSEMENTS - SEPTEMBER ACCOUNTS PAYABLE TD BANK	\$78,248.07
TRUST & AGENCY DISBURSEMENTS - AUGUST SALARIES - TD BANK	\$186,556.38
CAPITAL PROJECT FUND HAND DRAWN CHECKS - SEPTEMBER	\$3,737.60
TOTAL	\$316,732.76

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 6: MANUAL DISB - AUG 18 For Dates 8/1/2018 - 8/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37320	08/07/2018	1833	BLUESHIELD OF NORTHEASTERN NY		6,211.02
37321	08/07/2018	1581	UNITED STATES POSTAL SERVICE	190078	1,191.59
37322	08/07/2018	1607	VERIZON BUSINESS FIOS	190002	127.77
37323	08/07/2018	1607	VERIZON BUSINESS FIOS	190002	126.98
37328	08/09/2018	1607	VERIZON BUSINESS FIOS	190002	201.98
37333	08/29/2018	1424	AFLAC NEW YORK		415.92
37334	08/29/2018	1833	BLUESHIELD OF NORTHEASTERN NY		6,211.02
37335	08/29/2018	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,150.70
37336	08/29/2018	2087	CITIBANK	190087	4,280.65
37337	08/29/2018	720	MVP HEALTH PLAN, INC.		3,154.98
37338	08/29/2018	1570	NATIONAL GRID		4,567.13
37339	08/29/2018	2061	UNITED HEALTHCARE INSURANCE CO		123.80
37340	08/29/2018	1607	VERIZON BUSINESS FIOS	190002	117.77
37341	08/29/2018	1607	VERIZON BUSINESS FIOS	190002	126.98
37342	08/29/2018	1607	VERIZON BUSINESS FIOS	190002	127.77
37343	08/29/2018	2137	WEX BANK	190006	54.65

Number of Transactions: 16

Warrant Total: 48,190.71

Vendor Portion: 48,190.71

Certification of Warrant

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

 Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 11: CASH DISB (SEPT 18) For Dates 9/18/2018 - 9/18/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37349	09/18/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR	190142	20.00
37350	09/18/2018	61	AQUASCAPE DESIGNS LLC	190016	76.99
37351	09/18/2018	64	ARM PRINTING & GRAPHICS	190066	229.00
37352	09/18/2018	886	AUDIO VIDEO	190091	1,227.90
37353	09/18/2018	77	BAKER & TAYLOR , INC.	190160	21,924.64
37354	09/18/2018	1186	BAKER AND TAYLOR ENTERTAINMENT	190161	210.51
37355	09/18/2018	719	BETHLEHEM CENTRAL SCHOOL DIST	190127	15,683.38
37356	09/18/2018	103	BRODART INC	190058	68.36
37357	09/18/2018	1337	BUSINESS REVIEW	190164	70.00
37358	09/18/2018	762	CAREER TRACK	190115	149.00
37359	09/18/2018	150	COMMERCIAL MAILING AND	190138	548.64
37360	09/18/2018	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	190008	187.89
37361	09/18/2018	1154	CRISAFULLI BROTHERS	190134	1,245.69
37362	09/18/2018	1240	DE LAGE LANDEN FINANCIAL SER	190010	440.00
37363	09/18/2018	1434	DELL MARKETING L.P.	190121	6,757.56
37364	09/18/2018	1991	EASTERN MANAGED PRINT NETWORK LLC	190109	572.82
37365	09/18/2018	1674	FINDAWAY	180850	284.94
37366	09/18/2018	1986	FIRSTLIGHT FIBER	190007	193.74
37367	09/18/2018	2076	JANINE MURPHY	190125	90.00
37368	09/18/2018	2266	JUDI CLEMENTS TRAINING & DEVELOPMENT	190022	200.00
37369	09/18/2018	2201	LANE PRESS OF ALBANY	190011	3,025.00
37370	09/18/2018	2261	LIBRARY IDEAS, LLC	180750	2,841.25
37371	09/18/2018	2048	MAKERBOT INDUSTRIES	190136	319.17
37372	09/18/2018	1024	MIDWEST TAPE	190173	5,943.01
37373	09/18/2018	377	MOORE FIRE EXTINGUISHER	190135	270.50
37374	09/18/2018	380	MORNINGSTAR	190149	410.00
37375	09/18/2018	404	NEW YORK LIBRARY ASSOC	190147	628.00
37376	09/18/2018	2131	NYS DEPT OF CORRECTIONS & COMM SUPERVISION	180797	1,107.00
37377	09/18/2018	2088	NYSID	190104	166.05
37378	09/18/2018	2121	NYSPSP	190103	16.78
37379	09/18/2018	2094	ORIENTAL TRADING COMPANY, INC.	190089	164.44
37380	09/18/2018	1823	OVER DRIVE INC.	190158	8,235.50
37381	09/18/2018	478	QUILL.COM	190051	10.29
37382	09/18/2018	1951	S & S WORLDWIDE INC.	190084	46.91
37383	09/18/2018	2276	SASSI, MARILYN	190143	75.00
37384	09/18/2018	1767	SCHOLASTIC, INC.	190130	165.14
37385	09/18/2018	2277	SHAPIRO, GEORGE	190144	850.00
37386	09/18/2018	2038	STAPLES BUSINESS ADVANTAGE	190046	432.38
37387	09/18/2018	2145	STAR ROOFING & RESTORATION	190139	698.70
37388	09/18/2018	2154	STERICYCLE, INC.	190162	45.28
37389	09/18/2018	2250	TECH LOGIC CORPORATION	190157	137.00
37390	09/18/2018	1774	TELEVEND SERVICES, INC.	190146	62.79
37391	09/18/2018	2269	TEUMIM, PHILLIP S.	190021	100.00
37392	09/18/2018	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	190123	16.00
37393	09/18/2018	632	UPPER HUDSON LIBRARY SYSTEM	190128	542.51

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 11: CASH DISB (SEPT 18) For Dates 9/18/2018 - 9/18/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37394	09/18/2018	2142	VANGUARD ID SYSTEMS	190165	340.05
37395	09/18/2018	1968	VERIZON WIRELESS	190014	233.99
37396	09/18/2018	645	W W GRAINGER INC	190015	911.58
37397	09/18/2018	1884	W.B. MASON CO., INC.	190077	255.70
37398	09/18/2018	1593	WILLIAM K. SANFORD LIBRARY	190167	16.99

Number of Transactions: 50

Warrant Total:	78,248.07
Vendor Portion:	78,248.07

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
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BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 7: TRUST & AGENCY (AUG 18) For Dates 8/1/2018 - 8/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37324	08/15/2018	712	CIVIL SERVICE EMPL ASSOC INC.		950.33 ✓
37325	08/15/2018	1679	METLIFE-TSA CONTRIBUTIONS		200.00 ✓
37326	08/15/2018	2003	NEW YORK STATE DEFERRED		2,922.84 ✓
37327	08/15/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00 ✓
37329	08/30/2018	712	CIVIL SERVICE EMPL ASSOC INC.		940.88 ✓
37330	08/30/2018	1679	METLIFE-TSA CONTRIBUTIONS		200.00 ✓
37331	08/30/2018	2003	NEW YORK STATE DEFERRED		3,242.03 ✓
37332	08/30/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00 ✓
100289	08/15/2018	709	BPL SPECIAL PAYROLL ACCOUNT		61,823.24 ✓
100290	08/15/2018	710	NYS INCOME TAX BUREAU.		3,592.52 ✓
100291	08/15/2018	1946	IRS - PAYROLL TAX PMT		20,770.79 ✓
100292	08/30/2018	709	BPL SPECIAL PAYROLL ACCOUNT		63,591.77 ✓
100293	08/30/2018	710	NYS INCOME TAX BUREAU		3,610.76 ✓
100294	08/30/2018	730	NYS EMPLOYEES RETIREMENT SYSTE		3,127.79 ✓
100295	08/30/2018	1946	IRS - PAYROLL TAX PMT		21,243.43 ✓

Number of Transactions: 15

Warrant Total: 186,556.38

Vendor Portion: 186,556.38

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 3: MANUAL DISB H FUND (SEPT 18) For Dates 9/1/2018 - 9/30/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1194	09/17/2018	2080	M/E ENGINEERING, P.C.	170967	3,737.60
Number of Transactions: 1				Warrant Total:	3,737.60
				Vendor Portion:	3,737.60

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION SUMMARY
8/31/2018

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$7,259.27	\$359,620.58	\$348,850.51	\$18,029.34
TD Bank Payroll	\$0.00	\$125,415.01	\$125,415.01	\$0.00
TD Bank Money Market	\$2,176,007.26	\$0.00	\$350,000.00	\$1,826,007.26
Capital Project Fund	\$5,705.04	\$266,236.56	\$4,310.37	\$267,631.23
TOTAL:	\$2,188,971.57	\$751,272.15	\$828,575.89	\$2,111,667.83

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund

For the month beginning 8-1-18 and ending 8-31-18

Balance on hand at the beginning of the month \$7,259.27

Receipts during the month

Interest	237.83	
Transfers from Money Maket Account TD Bank	350,000.00	
Fines	2,712.00	
Copier	828.31	
Miscellaneous (Abate)	5,391.94	
Book Sale	450.50	
PILOT	0.00	
School Taxes	0.00	
Gifts	0.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	0.00	
Total Receipts		<u>\$359,620.58</u>
Total Receipts Including Balance		\$366,879.85

Disbursements During Month By Check

From Check #37320 to Check #37343	48,190.71	
Trust & Agency Payments (Payroll)	186,556.38	
From Check #37269 to Check #37319	114,103.42	
Transfers to Money Maket Account	0.00	
Adjustment	0.00	
Total amount of Disbursements		<u>\$348,850.51</u>
Balance on Hand at End of Month		\$18,029.34

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit		
as shown by Bank Statement	66,499.39	
Amount of Outstanding Checks	48,470.05	
Balance on Deposit	18,029.34	

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

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

Secretary

Business Manager

BETHLEHEM PUBLIC LIBRARY
Outstanding Checks - TD Bank
General Fund
8/31/18

Check Number	Date	Amount
37194	7/10/2018	350.00 Reissued 9/7/18
37221	7/10/2018	50.00 Performer has
37293	8/14/2018	57.98
37333	8/29/2018	415.92
37334	8/29/2018	6,211.02
37335	8/29/2018	21,150.70
37336	8/29/2018	4,280.65
37337	8/29/2018	3,154.98
37338	8/29/2018	4,567.13
37339	8/29/2018	123.80
37340	8/29/2018	117.77
37341	8/29/2018	126.98
37342	8/29/2018	127.77
37343	8/29/2018	54.65
37329	8/30/2018	940.88
37330	8/30/2018	200.00
37331	8/30/2018	3,242.03
37332	8/30/2018	170.00
100294	8/30/2018	3,127.79

TOTAL

\$48,470.05

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 8-1-18 and ending 8-31-18

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

Receipts during the month

Transfer from Checking 8/10/18	61,823.24
Transfer from Checking 8/27/18	63,591.77

Total Receipts \$125,415.01

Total Receipts Including Balance \$125,415.01

Disbursements During Month By Check

8/15/18 - From Check #84661 to Check #84732	61,823.24
8/30/18 - From Check #84733 to Check #84806	63,591.77

Total Amount of Disbursements	<u>\$125,415.01</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	1,804.61
Amount of Outstanding Checks	1,804.61
Balance on Deposit	\$0.00

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

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

Secretary

Business Manager

BETHLEHEM PUBLIC LIBRARY
Outstanding Checks
TD Bank Payroll Fund
8/31/18

Check Number	Date	Amount
84459	6/29/2018	656.11 Reissued 9/5/18
84746	8/30/2018	471.42
84759	8/30/2018	138.92
84788	8/30/2018	398.77
84790	8/30/2018	139.39

TOTAL 1,804.61

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 8-1-18 and ending 8-31-18

Balance on hand at the beginning of the month \$2,176,007.26

Receipts during the month

Transfer from General Fund 0.00

Total Receipts \$0.00
Total Receipts Including Balance \$2,176,007.26

Disbursements During Month By Check

Transfers to General Fund 350,000.00
Transfers to Capital Projects Fund 0.00

Total Amount of Disbursements \$350,000.00
Balance on Hand at End of Month **\$1,826,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit
as shown by Bank Statement 1,826,007.26
Amount of Outstanding Checks 0.00
Balance on Deposit 1,826,007.26

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

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

For the month beginning 8-1-18 and ending 8-31-18

Balance on hand at the beginning of the month \$5,705.04

Receipts during the month

Technology Fund Donation	25.00	
Transfer from Money Market Account	0.00	
PEG Reimbursement	5691.56	
Construction Grant	260520.00	
		Total Receipts <u>\$266,236.56</u>
		Total Receipts Including Balance <u>\$271,941.60</u>

Disbursements During Month By Check

From Check #1192 to Check #1193 4,310.37

		Total Amount of Disbursements <u>4,310.37</u>
		Balance on Hand at End of Month <u>\$267,631.23</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit		
as shown by Bank statement	267,631.23	
Amount of Outstanding Checks	0.00	
Balance on Deposit	267,631.23	

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



4427533000280997904280650428065060



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Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	08/31/2018	\$4,280.65	\$4,280.65	4280.65



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

**T0000055

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

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

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

CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$28,719	\$00	\$00

OK deposit
GK
SPARKS

Statement Date
08/06/18

Payment Date
08/31/18

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

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

COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	2,093.55	- 2,093.55		4,280.65		4,280.65
Advances						
Company Totals TOTAL	2,093.55	- 2,093.55		4,280.65		4,280.65

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

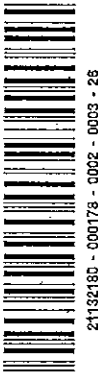
CARDMEMBER SUMMARY

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				793.31		793.31
Advances						
Monthly Limit: \$2,500				793.31		793.31
TOTAL						

PETERS, M CATHERINE XXXX-XXXX-XX82-7385	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				2,418.27		2,418.27
Advances						
Monthly Limit: \$3,500				2,418.27		2,418.27
TOTAL						

COFFEY, KEVIN J XXXX-XXXX-XX56-3708	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				988.14		988.14
Advances						
Monthly Limit: \$750				988.14		988.14
TOTAL						

DAYS IN BILLING PERIOD: 31					
Balance Subject		Purchases	Cash Advances	Payment Due:	4,280.65
To Interest Charges	>	.00	.00	Amount Over Credit Limit:	.00
Periodic Rate	>	.0000%	.0000%	Amount Past Due:	.00
ANNUAL PERCENTAGE RATE	>	0.00%	0.00%	MINIMUM AMOUNT DUE:	4,280.65



XXXX-XXXX-XX80-9979

Statement Date
08/06/18

CARDMEMBER SUMMARY

MCDONOUGH,NATALIE XXXX-XXXX-XX42-8387	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$500	Purchases Advances TOTAL			80.93		80.93
				80.93		80.93

COMPANY BOOKKEEPING DETAIL

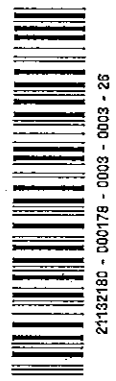
BETHLEHEM PUB LIBRARY				XXXX-XXXX-XX80-9979			
Monthly Limit		Cash Limit*		Available Credit Line		Available Cash Line**	
\$33,000		\$00		\$28,719		\$00	
Sale Date	Post Date	Reference Number	Type of Activity			Total Amount	
07-29	07-31	74046588212210030000065	PAYMENT - THANK YOU			249.95	PY
07-29	07-31	74046588212210030000057	PAYMENT - THANK YOU			1,843.60	PY

INDIVIDUAL CARDHOLDER ACTIVITY

KIRKPATRICK, GEOFFREY				XXXX-XXXX-XX82-7377			
Monthly Limit		Cash Limit*					
\$2,500		\$00					
Sale Date	Post Date	Reference Number	Type of Activity			Amount	
07-06	07-09	24493988187206127600037	LIBRARY JUICE ACADEMY 218-260-6115 CA 190131			175.00	
07-25	07-27	24202988207030029030681	WCNY 315-453-2424 NY 190117			73.35	
08-01	08-03	24498048214666162923922	VERIZON WRLS D5984-01 800-9220204 ME 190100			544.96	
						TOTAL PURCHASES/ADVANCES/CREDITS	793.31

PETERS, M CATHERINE				XXXX-XXXX-XX82-7385			
Monthly Limit		Cash Limit*					
\$3,500		\$00					
Sale Date	Post Date	Reference Number	Type of Activity			Amount	
07-13	07-16	24492158194894989566230	MOBILE BEACON 401-934-0500 RI 190061			2,400.00	
07-26	07-27	24204298207001333790122	LULU 844-2120689 NC 190117			18.27	
						TOTAL PURCHASES/ADVANCES/CREDITS	2,418.27

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



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XXXX-XXXX-XX80-9979

Statement Date
08/06/18

INDIVIDUAL CARDHOLDER ACTIVITY

COFFEY, KEVIN J				XXXX-XXXX-XX56-3708	
Monthly Limit		Cash Limit*			
\$750		\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
07-13	07-16	24755428195131956288383	WINOS EQUIPMENT SCHENECTADY NY 190061	54.20	
07-13	07-16	24692168194100270832555	WEATHERTECH DIRECT LLC 800-441-6287 JL 190074	56.95	
07-18	07-19	24692168199100133131703	LOWES #01784 GLENMONT NY 190074	95.04	
07-31	08-02	24138298213305000897513	PRICE CHOPPER #159 SLINGERLANDS NY 190117	23.12	
08-03	08-06	24110398216556013509332	BARCO PRODUCTS 6308455414 IL 190087	758.83	
Speed Bump TOTAL PURCHASES/ADVANCES/CREDITS				988.14	
MCDONOUGH, NATALIE				XXXX-XXXX-XX42-8387	
Monthly Limit		Cash Limit*			
\$500		\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
07-06	07-09	24072808187091004530013	JOANN STORES #1929 ALBANY NY 190061	80.93	
TOTAL PURCHASES/ADVANCES/CREDITS				80.93	

▲ Popcorn bags
 ▲ Indoor mat
 ▲ Umbrella for patio table
 ▲ Water for Resurfacing Machine
 ▲ Program Supplies

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

September 17, 2018 - Board of Trustee Meeting											
Job Status Report											
											27
<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 Page	13.85 hrs/wk		\$10.40/hour	E. Whalen	8/20/2018	Resignation	8/13/2018	Filled	E. Whalen	8/27/2018	Hire
Library Page	13.85 hrs/wk		\$10.40/hour	M. Schubmehl	8/23/2018	Resignation	8/13/2018	Filled	H. Cassidy	8/28/2018	Hire
<u>Action Requested</u>											
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hrs/wk		\$13.19/hr or per contract	R. Weatherby	2/27/2015	Resign	Hold				
Sr. Library Clerk	15 hrs/wk		\$15.75/hour or per contract	S. Taylor	7/12/2017	Promotion	Hold				
Board Treasurer	TBD		TBD	N/A	N/A	New	New-Hold 10/10/17				

Director's Report September 2018

Building and Grounds

Engineering punchlist items are being completed for the HVAC project. As this project finishes, we will prepare the final report for the NYS Library Construction grant so that they will release the final 10% of the funding.

The cement patio has been poured outside the Children's Place. The maintenance staff are working on some very cheerful chalkboard wall hangings and we are selecting furniture now. Hopefully it will see some use this fall with a real grand opening next spring.

We have received a few complaints about the speed bumps. Individuals feel that it makes the library feel unwelcoming. We have a few patrons trying to enter through the exit to avoid them but most of the time a simple conversation brings that to a stop.

At the Age Friendly Communities meeting it was brought up once again that the distance from the handicapped parking spots to the interior of the library is large. We have provided a wheelchair, rolling walker, and electric scooter to try to help with this situation. These are appreciated but not really a solution to the distance.

Public Service

The Library Expedition coordinated by UHLS has begun. Some of our staff have already begun visiting other libraries in the system. If any board members would be interested in visiting some of our other UHLS libraries, I would be happy to coordinate that. The participants are having a great time, and one patron has already visited all the libraries in the system.

One of our student volunteers started a project to photograph the contents of the Library of Things packages. Photos will be attached to the cases to ensure easier checkout and check in. The project is scheduled to last about 15 hours total. This month we started circulating a digital cassette converter, a home inspection kit, and an electronic drum kit. The CD collection was consolidated to allow for the Library of Things items to be shelved close to each other.

"Incredibles 2" library cards are being issued just in time for Library Card Sign Up Month. The design has been popular with our younger patrons. We had about 25 attendees at a Bad Kitty custom library card event. We had 10 card registrations. We are looking for more backgrounds to use for custom library cards.

Self checkout represented 11.7% of all checkouts last month, slightly above our predictions. Of those, 55% took place in the Children's Place.

We added a second seat to our Morningstar online database subscription. We will not be renewing the print Morningstar in the spring.

Our teen summer volunteer program has come to an end. A total of 141 teens provided 1,272.5 hours of volunteer work, helping with a variety of tasks such as assisting at programs and logging children's reading logs and awarding prizes. Our teen volunteers are fabulous and we could not provide our summer reading program as we do without their help.

Tori received the following emails about the Teen Summer Volunteer Program:

Email from teen volunteer's parent:

- *Hi Tori, My daughter had a great experience this summer volunteering at the library and I am really proud of her. Thanks for doing this for community kids and for helping to fit*

us in despite our scheduling difficulties. I hope we'll have the chance to participate next year! Amanda

Email from teen volunteer:

- *Thank you again for the opportunity of this position. I really enjoyed helping the kids and the librarians throughout the summer.*

Frank began offering one-on-one genealogy assistance to patrons. The public has embraced the new service. He conducted his first appointment at the end of August with many more scheduled for the following few weeks.

Chris and Tori are looking to rearrange the tech room. They will be proposing smaller furniture and matching tables and adding some new makerspace items.

Our SUNY intern Liz finished her requirement for the program. She was a pleasure to work with and has a bright future in the library field.

Meetings and Miscellany

We offered a Crime Victim Prevention training seminar on September 4. The training was offered by the Albany County Crime Victim and Sexual Violence Center. Two sessions were scheduled to allow a maximum number of staff to attend. The center also presented a safety training for preschool children.

EAP did a presentation on this benefit. It was a useful reminder of the wide range of services available to our staff.

Tracey and I presented a Civil Service lunch and learn for the staff. We routinely receive questions from the staff about civil service, and this was a good chance to discuss some of the details of the system.

Chris and Catherine participated in a multi-library system meeting with representatives from UHLS and MVLS. The discussions focused on non-traditional items for circulation in the library. We learned from our peers and were happy to share our experiences with what we offer.

CE training provided for the staff

Crime Prevention Training – 36 staff members

EAP Services Presentation – 20 staff members

Civil Service Lunch and Learn – 7 staff members

Dealing with Difficult People by EAP – 13 staff members

Motivating Your Staff: Strategies for supervisors via CDLC – 3 staff members

Individual/Small Group CE

OGS Green purchasing – Geoff

Age Friendly Communities with Bethlehem Senior Services- Geoff

Sensory Storytime 101: Where to start and how to make it amazing – Michelle

DiSC training with Evelyn Neale – Gordon, Chris, Natalie

Intergenerational programs at the library: connecting generations webinar- Anne

Geoffrey Kirkpatrick, Library Director

August 2018

Our summer reading program was a success due to the collaborative efforts of the whole library staff. The librarians worked hard to provide an entertaining and educational summer for our community. They brought an enthusiasm to the summer programs even with all of the months of planning that went into it.

Entries for the **Photography contest** celebrating Bethlehem's 225th anniversary are on display in the hallway through September with winners in four age groups awarded on September 21st. Prizes have been generously provided by the Friends of the Library.

The library offered its annual **Read It Forward** program where teens read a featured title and pass the book to their peers who continue the cycle of reading and sharing. This year's title was *Beneath* by Roland Smith. The library purchased 80 titles to distribute to the teens to begin the cycle of reading and sharing.

Midwest Tapes provided a nice Family Barbecue and a Movie raffle basket for our Adult Summer Reading Program.

Highlights from our Library Programs

- Michael had arranged the Zucchini Brothers concert and Natalie ran the program, featuring the Friends' Ice Cream Social on August 8. Due to the weather, it had to be held inside, but we were able to accommodate everyone who wanted to attend by about 20 minutes into the program as others left. The group is incredibly popular and everyone loved the program.
- Anne's Monday (adult) and Friday (family) Cinema programs continue to be popular, with very appreciative audiences, sometimes larger than expected, with patrons asking about the films for fall and winter already. There were two Monday films and five Friday films, with *The Post* and *The Lego Batman* movie, respectively being the most popular.
- Frank and Jody created and oversaw the Adult Summer Reading program this year, expanding the program from previous years, while creating a fun program that incorporated many elements of the "Libraries Rock" theme. There were seven raffle themed raffle baskets, including one from a library vendor. Frank worked with the library's IT staff to create a simplified online program for adults, which was much easier for patrons and staff to use than the commercial software that was used in 2017. He also heard positive feedback from a number of participants about the online bingo card, and the patrons enjoyed reading things or engaging in activities that were new to them.
- Our annual week-long camp, Creative Stitches, was held during the week of August 6. Natalie worked with Sehrish on Monday, who looked after the refreshments for the program on Tuesday and Wednesday and they worked together on the program on Thursday and Friday. The girls in attendance were very enthusiastic, as always, with quite a few new people, and several others who were attending for their third or fourth year. We are very grateful to the volunteer teachers, from the Embroiderers' Guild of America, New York Capital District Chapter for their expertise and support for this long-standing and much loved program.
- Michael organized the Rick Bedrosian "Evening on the Green" concert which had to be held inside because of the weather. The Community Room was filled to capacity, with an additional 20 people in the hallway. It was clear from the turnout that Rick was drawing a bigger crowd that we could accommodate.

- Anne's Book Buddies program has had varied attendance, but it is a valuable program for children to work on keeping their reading skills up to date or even improve their reading skills over the summer. Anne plans to offer it as a non-registered program next summer.
- Frank and Michael offered a new spin on existing programs, with a book discussion and listening party on the same book, "*Uncommon People: the rise and fall of the rock stars*". Frank led the discussion first and Michael's theme, based on the book, was that rock stars are not only stars to their fans, but are often in awe of each other. He showed in his playlist how musicians mentioned in the book copied or inspired one another. The program was a big hit and everyone was effusive about how much they enjoyed it.
- Michelle offered a family friendly ghost stories program on August 10 and it was the perfect summer evening for this program and it worked out nicely outdoors, especially with ice cream that was graciously provided for free by Stewart's Shops.
- Tori offered a project for teens to sew their own Bean Bag chairs. The program was a lot of fun and the teens loved their new chairs. They came with a wide range of sewing abilities and were all able to complete the project. While the registration for the program was full, there were some people who did not end up coming for the program, so Tori will be offering the program again over the winter break to use up the leftover supplies.
- Mary offered a DIY essential oil candles craft program and received a lot of compliments for it. She may offer it again as there are still some supplies left after the program. Mary is starting to see a lot of the same ladies coming to the crafting programs and they have only had positive comments.
- The Reptile Adventure program that Cathy arranged was a big hit. The presenter did an excellent job and the families who attended said they had a great time. She would definitely bring her back and do at least two sessions next time so that more people can hear her presentation. Since so many people had to be turned away at the beginning of the program, the presenter offered to stay until everyone had a chance to come through the room and pet the animals.
- Tori led another Sew It Yourself program, this time to create Colored Pencil Rolls, offered with two sessions. This was a great project and the patrons were very happy with how everything turned out. They had a variety of way to use them, including markers, make-up brushes and knitting needles. Tori was able to accommodate someone who hadn't registered as there were many people who signed up but did not attend. Tori is planning on tweaking the program to one session with more registration slots as a way to maximize efficiency for scheduling.
- Michelle worked with the Delmar-Bethlehem EMS on a program of hands-only CPR and First Aid Trivia. The patrons who attended had nothing but positive and complimentary comments for this topic being offered at the library and the quality of the presenter. Michelle will be offering an additional session with this presenter in the future.
- Anne's "Kindness Rocks" program had more people turn out that anticipated. She had mainly families with small children, but there was also a group of special needs adults which was refreshing. Everyone went home with a painted rock, and many of the children were excited to donate an extra painted rock to the library for our future outdoor garden.
- The end of summer Magic Show with Jim Snack was held outdoors which was crucial as there were over 120 people at each of the two shows. Jim was a huge hit and the families really enjoyed it. He always includes some great plugs for reading and libraries so it feels good to have a presenter that also promote our message so well.

- Mary offered a “Froggy fun” program during the last week of the month (and the Summer Reading Program) and had a good turnout with some kids finishing the craft early and staying to finish watching the episode of the Magic School Bus.
- René finished the second part of his Introduction to Word program. It was a small group this time, but they expressed much appreciation for the training.
- To increase the awareness of the new self-check machine in the Children’s Place, a “robot naming” contest took place with 187 entries. The list was whittled down to six and voting for the name took place in August, with Checkout Charlie emerging as the clear winner.
- Tori offered a service program and a small group of dedicated teens turned out to make supplies to be donated to the Mohawk Hudson Humane Society. They made some pet beds and a large number of cat toys and dog toys. In July Tori had another service program to make craft kits for the Children’s Hospital at Albany Med. She received a thank you letter which is included at the end of the report.
- Once again this year, there was a great group of teen volunteers, making so much of what the library offers during the summer possible, from the story readers and book reviewers to the program assistants and desk assistants. The summer was a success thanks in no small part to their work. In total there were 141 volunteers who provided 1272.50 hours of support to the Library. This was an increase of about 50 hours over 2017. A complete Summer Reading Program report is included.

Community Outreach for August 2018

Mary

- Mary ran the outreach program at the Hamagrael Play Factory site on August 3. The schedule has been changed for this year, with three separate two-week sessions (two in our library district) at three locations throughout the town. The shorter sessions meant that there were more children at each location, but without some of the same children at two different locations in the same day.
- Mary and Edra Nehme, from Circulation Services, represented the library at the “National Night Out” sponsored by the Bethlehem Police Department on August 7. While the weather threatened a rainout, there was a great turnout with approximately 187 people stopping by or taking a look at the library’s table, which had an array of items from the Library of Things, bookmarks with upcoming events, coloring sheets, stickers and tattoos, color changing pencils and rulers, as well as other fun bookmarks. They also had a laptop so that Edra could get people signed up for library cards, take care of fines or even just answers questions someone might have had about their account.

Michael

- Michael made his monthly visit to Kenwood Manor and Bethlehem Commons at Good Samaritan. The theme for the day was odd facts about the Presidents. There were five Presidents born in August and he gave a trivia presentation of weird facts about those Presidents. As British poet Philip Larkin was born in August as well, Michael read one of his well-known poems, “The Whitsun Weddings”. It was the 60th anniversary of the very first Billboard Hot 100, so Michael played the #1 song, “Pool Little Fool” by Ricky Nelson.

Natalie

- Natalie oversaw the library's table at the Clarksville Heritage Day on August 4, working with **B**aura Seidel from Circulation Services and our library school intern, Liz Maynard. The volunteers running the event were very pleased that the library was represented and we had a lot of interest in the "Library of Things" especially the video converter equipment. Laura checked several cards, made updates to cards and issued a new card to one of our patrons. Natalie received a nice thank you note after the event, which is included at the end of the report.



CLARKSVILLE COMMUNITY CHURCH
(Reformed)

P.O. Box F, 1997 Delaware Turnpike
Clarksville, New York 12041

Church Phone
(518) 768-2916

August 06, 2018

Dear Heritage Day Participant:

On behalf of the Clarksville Community Church and Clarksville Historical Society we would like to thank you for your participation in the Clarksville Heritage Day event held on August 04, 2018.

Whether you provided a demonstration, were a crafter/artisan or made a donation to make this a successful event we sincerely appreciate your support. We also would like to thank the many Volunteers that provided their services to help put this event together.

We look forward to working with you in the future.

Sincerely,

Rusty Riley
Clarksville Community Church



Dear Bethlehem Public Library, August 10, 2018

Thank you for your recent donation of craft kits to the Bernard and Millie Duker Children's Hospital at Albany Medical Center. We absolutely loved the bead and craft kits! Our patients will have so much fun creating their masterpieces!

As a Child Life Specialist, it is wonderful to have resources like this ready to go for the patients and families that we serve. Without your donation we would not be able to give the children such colorful and creative crafts to create.

Thank you, for your time, effort and continued support of the Child Life program at Albany Medical Center. Your donation helps put smiles on many faces of the children and families at the Children's Hospital.

Sincerely,

Terri Waite
The Child Life Team

**Public Services
2018 Summer Reading Program for Adults
June 18 to August 31
Libraries Rock**

Adult Program

- 79 participants
- 7 raffle baskets
- 34 prizes awarded
- 72 raffle tickets awarded

**2018 Early Literacy Program (Rubber Ducky Club)
for Babies, Toddlers and Preschoolers
No Summer Reading Program Theme, Ongoing**

Rubber Ducky Club

- 171 Babies and Toddlers registered
- 207 Preschoolers registered
- 24,239 Learning Activities logged since program inception

**2018 Summer Reading Program for School-aged Children and Teens
June 18 to August 31
Libraries Rock**

School-aged and Teen Program

Registered participants:

- 485 School age (grades K-5)
- 207 Teen (grades 6-12)

Books Read:

- 7476 School age (grades K-5)
- 5091 Teen (grades 6-12)

Prizes and raffle tickets awarded:

- 2850 Grades K-12th (including books for reaching their reading goals)

Number of Programs: 147 (children/family, intergenerational, teen and similar outreach events)

Attendance: 7885 (children/parents or caregivers, teens and those at intergenerational programs)

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

Number of Programs: 102

Attendance: 2340

Users by School: 692

BC High School	48	Hamagrael Elementary	71
BC Middle School	119	Home School	11
Eagle Elementary	53	Slingerlands Elementary	142
Elsmere Elementary	52	St. Thomas	18
Glenmont Elementary	92	Other schools/districts	86

Users by age

5 year olds	65	11 year olds	52	17 year olds	7
6 year olds	101	12 year olds	51	18 year olds	1
7 year olds	93	13 year olds	22		
8 year olds	90	14 year olds	21		
9 year olds	86	15 year olds	17		
10 year olds	78	16 year olds	8		

Users by grade

K	45	Grade 4	78	Grade 8	22	Grade 12	13
Grade 1	99	Grade 5	74	Grade 9	16		
Grade 2	96	Grade 6	70	Grade 10	29		
Grade 3	93	Grade 7	54	Grade 11	3		

Number of book reviews/comments submitted:

- 173 school age
- 84 teens

This year, as in some years past, a number could be entered for the number of books read instead of every title individually, thereby eliminating the need for parents, librarians or teen volunteers to enter every one of the titles read by school age kids and teens.

Teen Volunteers

Applications accepted: 149

Attended the mandatory orientation session: 141

Completed volunteer requirements: 132 (*minimum of 6 volunteer hours*)

Hours volunteered: 1272.50 total (*average of approximately 9 hours per teen*)

Teen volunteers per task and hours volunteered:

Book Reviewers: 18 teens, 100.50 hours

Desk Assistants: 71 teens, 725 hours

Program Assistants/Book Buddies): 27 teens, 258.25 hours

Story Readers: 21 teens, 164 hours

Summer Reading comparison 2010 – 2018:

SRP	2018	2017	2016	2015	2014	2013	2012	2011	2010
Participants (K-Grade 12)	692	777	906	913	972	964	1007	1010	942
Programs offered (excl. school outreach)	147	159	162	151	147	128	153	149	140
Program attendance (excl. school outreach)	7885	7678 (fewer Mini-Golf attend.)	7950	4649	6109	5144	6015	4956	4757
Teen Volunteers	141	143	139	172	172	165	175	153	116
Teen Volunteer hours	1273	1223	1332	1425	1330	1139	1368	1307	N/A
Adult SRP participants	79	97	57	74					

Library Collection				2017-18	Current Total
Adult fiction				25,650	26,249
Adult non-fiction				29,279	28,944
Adult audio				7,387	7,375
Adult video				7,462	7,659
Young adult fiction				5,493	5,546
Young adult nonfiction				498	506
Young adult audiobooks				322	326
Children's fiction				26,831	26,648
Children's non-fiction				15,094	15,134
Children's audiobooks				1,380	1,484
Children's video				2,130	1,996
OverDrive - UHLS Shared				59,361	61,738
e-magazines				113	113
Electronic (games, ereaders)				467	455
Total				181,467	184,173
Library Programs	Aug-18	Aug-17	% change	2017-18	F-Y-T-D
Programs	72	74	-2.7%	854	145
Program attendance	3,290	3,594	-8.5%	26,583	6,981
Outreach Programs	5	8	-37.5%	304	9
Outreach Attendance	322	143	125.2%	8,919	399
Circulation	Aug-18	Aug-17	% change	2017-18	F-Y-T-D
Adult fiction	14,465	13,676	5.8%	143,450	28,947
Adult non-fiction	8,631	8,472	1.9%	94,927	17,188
Adult audio	4,553	4,984	-8.7%	52,342	8,816
Adult video	10,160	9,674	5.0%	106,685	19,472
Adult magazines	2,080	1,659	25.4%	19,756	3,903
Young adult fiction	1,996	1,892	5.5%	18,900	4,150
Young adult nonfiction	122	109	11.9%	1,379	301
Young adult audiobooks	132	133	-1.0%	1,243	261
Young adult magazines	12	5	140.0%	98	20
Children's fiction	12,920	14,135	-8.6%	144,538	26,412
Children's non-fiction	3,123	3,296	-5.3%	41,533	6,527
Children's audiobooks	984	878	12.0%	7,249	1,744
Children's video	1,593	1,570	1.5%	15,823	3,172
Children's magazines	29	58	-50.0%	435	63
Electronic (games, ereaders)	656	758	-13.5%	6,581	1,406
Total	61,455	61,298	0.3%	654,937	122,382
Interlibrary Loan	Aug-18	Aug-17	% change	2017-18	F-Y-T-D
Borrowed from others	7,846	7,536	4.1%	86,973	15,449
Loaned to others	6,077	6,033	0.7%	67,687	12,043
Miscellaneous	Aug-18	Aug-17	% change	2017-18	F-Y-T-D
Visits to our home page	71,442	77,944	-8.3%	939,696	137,655
Public use of meeting rooms	27	22	22.7%	484	46
Public meeting attendance	332	266	24.8%	5,860	536
Staff use & library programs	97	85	14.1%	1,355	194
Study room sessions	430	498	-13.7%	4,935	839
Tech room use	44	20	120.0%	364	78
Door count	28,335	30,030	-5.6%	325,408	56,322
Registered BPL borrowers	112	112	0.0%	1,117	238
Computer signups	2,393	3,696	-35.3%	37,496	5,450
Museum Pass use	293	231	26.8%	1,666	527
E-book use	5,978	4,650	28.6%	55,407	11,758
E-magazine use	1,360	828	64.3%	12,186	2,434
Equipment	458	479	-4.4%	4,444	947
Wireless Use	15,105	11,092	36.2%	109,852	31,726

2018-19 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Aug. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,122,789	0	1,122,789	91,397	183,171	0	\$939,618	84%
Salaries-Clerical	987,451	0	987,451	77,278	151,279	0	\$836,172	85%
Salaries-Custodians	152,187	0	152,187	11,349	23,854	0	\$128,333	84%
Retirement	285,626	0	285,626	0	0	0	\$285,626	100%
SocSec/Medicare	173,483	0	173,483	13,352	26,520	0	\$146,963	85%
Worker's Comp.	23,000	0	23,000	0	18,851	0	\$4,149	18%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	294,558	0	294,558	27,820	68,913	0	\$225,645	77%
Disability Ins.	1,400	0	1,400	0	1,266	0	\$134	10%

Materials

Adult books	171,000	29,435	200,435	19,890	20,176	9,414	\$170,845	85%
Audiobooks	33,000	931	33,931	931	931	1,971	\$31,030	91%
Ebooks	105,000	0	105,000	20,933	20,933	1,369	\$82,698	79%
Electronic Resources	28,000	0	28,000	0	0	0	\$28,000	100%
Periodicals	21,000	0	21,000	19	19	0	\$20,981	100%

YS Books	85,000	16,253	101,253	11,338	11,338	6,570	\$83,345	82%
YS Audiobooks	5,000	869	5,869	719	719	150	\$5,000	85%
YS Media	7,000	5,288	12,288	2,897	4,513	858	\$6,917	56%

Special Collections	10,500	1,582	12,082	-1,600	272	924	\$10,886	90%
AS Media	58,000	7,805	65,805	3,302	3,302	4,689	\$57,813	88%

Operations

Copiers and supplies	15,000	0	15,000	1,085	1,525	5,782	\$7,692	51%
Office supplies	23,000	0	23,000	576	576	1,587	\$20,836	91%
Custodial supplies	17,000	0	17,000	770	770	6,355	\$9,875	58%
Postage	17,000	479	17,479	2,192	2,739	2,262	\$12,477	71%
Printing	30,000	79	30,079	0	3,089	20,078	\$6,912	23%
Van lease & oper.	1,500	0	1,500	55	110	490	\$900	60%
Gas and Electric	65,000	0	65,000	4,567	9,218	0	\$55,782	86%
Telecommunications	11,000	0	11,000	3,466	3,796	10,518	-\$3,314	-30%
Water	3,000	0	3,000	0	0	0	\$3,000	100%
Taxes-sewer&water	3,700	0	3,700	0	0	0	\$3,700	100%
Refund property taxes	4,000	0	4,000	357	357	15,683	-\$12,040	-301%
Prof. Services	12,000	550	12,550	271	271	550	\$11,729	93%
Contract Services	37,500	0	37,500	741	741	4,116	\$32,643	87%
Insurance	29,000	0	29,000	0	0	0	\$29,000	100%
Travel/Conference	10,000	0	10,000	175	175	349	\$9,476	95%
Memberships	2,000	0	2,000	0	25	0	\$1,975	99%
Special Programs	20,000	2,244	22,244	1,279	4,929	2,086	\$15,230	68%
Furniture&Equipment	50,000	1,941	51,941	3,607	4,497	2,294	\$45,149	87%
IT Hardware & Software	42,000	4,721	46,721	3,381	5,407	10,912	\$30,403	65%
Bld&Grnd. Repair	40,000	162	40,162	5,379	5,379	6,187	\$28,596	71%
Furn/Equip Repair	2,000	0	2,000	351	351	0	\$1,650	82%
Miscellaneous	3,500	0	3,500	-701	-1,035	16	\$4,519	129%
Audit Service	13,000	0	13,000	0	0	0	\$13,000	100%
Accounting Service	13,000	0	13,000	13,068	13,068	682	-\$750	-6%
UHLAN fees	50,000	0	50,000	83	11,426	543	\$38,032	76%
Capital Expenditures	125,000	0	125,000	0	0	0	\$125,000	100%
TOTAL	\$4,203,194	\$72,339	\$4,275,533	\$320,326	\$603,470	\$116,434	\$3,555,629	83%

2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Encumbrances	Subtotal	July exp.	Aug exp.	YTD Exp.	Available
Operating Fund Balance	1,200,000	0	0	1,200,000	0		0	\$1,200,000
Fire Alarm (Board Designa	0	9,626	12,561	-2,935	0		0	-\$2,935
HVAC (Board Designated)	70,717	15,882	7,472	79,127	8,410		8,410	\$70,717
Unassigned	678,537	616,926	0	1,295,463	0		0	\$1,295,463
Board Designated Fund balance Subtotal	1,949,254	642,434	20,033	2,571,655	8,410		8,410	\$2,563,246
PEG/miscellaneous	2,561	21,310	0	23,871	1,247	4,310	5,557	\$18,314
Total Fund Balance *	1,951,815	663,744	20,033	2,595,526	9,657		9,657	\$2,585,870

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

note: All numbers are unaudited

Initial surplus from
2017-18 fiscal year
(unaudited)
\$356,328+\$260,520
NYS construction
grant+\$78.40 from
liquidation of backflow
PO

\$28,947 yet to be
received from NYS
Construction Grant

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
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$192.63	\$0.09
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10
9/12/2016	31	430	14	\$218.88	\$7.06	\$0.51	31	56,448	1,821	\$5,005.22	\$161.46	\$0.09
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09
10/12/2016	30	509	17	\$241.68	\$8.06	\$0.47	30	43,392	1,446	\$3,623.83	\$120.79	\$0.08
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09
11/9/2016	28	878	31	\$363.94	\$13.00	\$0.41	28	32,640	1,166	\$2,913.35	\$104.05	\$0.09
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10
12/12/2016	33	1,576	48	\$689.63	\$20.90	\$0.44	33	31,104	943	\$2,776.58	\$84.14	\$0.09
12/12/2017	33	1,606	49	\$798.17	\$24.19	\$0.50	33	29,184	884	\$2,618.16	\$79.34	\$0.09
1/11/2017	30	2,269	76	\$1,150.42	\$38.35	\$0.51	30	28,800	960	\$3,405.58	\$113.52	\$0.12
1/11/2018	30	2,964	99	\$1,474.51	\$49.15	\$0.50	30	30,336	1,011	\$3,501.04	\$116.70	\$0.12
2/10/2017	30	2,118	71	\$1,280.34	\$42.68	\$0.60	29	29,184	1,006	\$2,866.03	\$98.83	\$0.10
2/9/2018	29	2,380	82	\$1,388.85	\$47.89	\$0.58	29	28,800	993	\$3,871.09	\$133.49	\$0.13
3/13/2017	31	2,015	65	\$1,188.31	\$38.33	\$0.59	32	33,792	1,056	\$2,837.83	\$88.68	\$0.08
3/13/2018	33	1,833	56	\$1,238.17	\$37.52	\$0.68	32	30,336	948	\$2,672.72	\$83.52	\$0.09
4/12/2017	30	1,862	62	\$1,037.51	\$34.58	\$0.56	29	29,568	1,020	\$3,267.38	\$112.67	\$0.11
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10
7/13/2017	30	604	20	\$259.97	\$8.67	\$0.43	30	57,600	1,920	\$5,198.19	\$173.27	\$0.09
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10
8/10/2018	29	35	1	\$44.40	\$1.53	\$1.27	29	39,936	1,377	\$4,473.49	\$154.26	\$0.11

DRAFT

District Library Treasurer
Bethlehem Public Library
Delmar, NY

The Board of Trustees of Bethlehem Public Library in Delmar, NY, invite qualified individuals to apply for the position of District Library Treasurer. The position is a non-voting appointed officer of the library board of trustees and answers directly to the board. Bethlehem Public library is a school district library serving a population of approximately 29,000 with an annual budget of approximately 4.2 million dollars.

This position is currently under consideration for classification by Albany County Civil Service.

The Treasurer is expected to exercise a high level of independent judgement in overseeing the financial operations of the library. Typical work activities may include, but are not limited to, advise the board of trustees on the overall financial operation of the library, separation of financial duties, offers financial advice to the board, prepares monthly financial reports, financial forecasts, audits claims for adherence to library policies and will be a sitting member of the library finance committee. The Treasurer will attend library board of trustee meetings, finance committee meetings and other meetings as necessary.

The Treasurer will demonstrate comprehensive knowledge of generally accepted government accounting standards, accounting practices and governmental financial analysis. The incumbent will possess and exercise good interpersonal and communication skills to work with library staff and administration, the board of trustees and the public.

Minimum Qualifications: Bachelor's Degree in Accounting or equivalent degree and a minimum of five years of increasingly responsible experience supervising financial operations. Preferences may be given for those with more than ten years of experience, government financial experience and/or those possessing a CPA. The incumbent must be proficient in a Windows environment.

This position is part-time with opportunity for a flexible schedule and salary commensurate with experience.

Anticipated start date January 2019.

To apply, please submit a BPL employment application cover letter, resume and three professional references to: Mary Redmond, Board of Trustee, President, Bethlehem Public Library, 451 Delaware Avenue, Delmar, NY 12054 by 11/1/2018.

BPL Employment application: <http://www.bethlehempubliclibrary.org>

Bethlehem Public Library is an equal opportunity employer and complies with all applicable federal and state laws as well as the rules and regulations of the Albany County Department of Civil Service.

Board members tentatively proposed the following committees and potential members to be discussed further at a later date.

- Finance committee: M. Redmond and board treasurer
- Policy committee: C. Brancatella and M. Kissinger
- Building committee: H. Narang and M. Redmond
- Collections committee: B. Sweeney and TBD
- Personnel committee: C. Brancatella and M. Kissinger (current)
- Nominations committee: As needed

Anticipated Board Projects

Schedule for Fall 2018

- August
 - Treasurer's position – consensus for job description, hours, how to fill
- September
 - Report from insurance comparison
 - Treasurer's position – cont.
 - Presentation by GPI about plaza design
- October
 - Fire Alarm and Security project decisions – UHLS determinations will be announced
 - If project is moving forward Construction Manager selection
- November
 - Auditor's presentation
- December
 - Auditor RFP
 - Long range plan completed or current plan renewed
- Spring 2019
 - Set date for Long Range Plan tasks

Potential Facilities Projects for consideration in the 2019 Long Range Plan

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

Budget Surplus Projection

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

Assumptions

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

NYS Construction grant money to be delivered Fall 2018

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

HVAC Renovation Report – As of 9/17/2018

Notes

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

Completed Tasks

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

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

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

Expenses

Design

	Budget	Encumbered	Expensed	Notes
Design	\$106,958	\$6,120	\$100,838	Project No. suffixes .30,.40,.10
Contractor Estimate	\$4,125	\$0	\$4,125	Necessary for construction grant
Design Subtotal	\$111,083	\$6,120	\$104,963	

Construction/Construction Management

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

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

Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$900,000	\$6,120	\$890,753	\$896,873

Project Grants

	Awarded	Adjustments	Received	Notes
NYS Library Construction Grant	\$289,467	\$260,5200	\$260,520	90% of grant funds distributed August 2018
Grant Subtotal	\$289,467	\$260,520	\$260,520	

Hello. Please take a moment to answer this anonymous survey about the library. All questions are optional. Staff and trustees are looking for your input as we begin a discussion about the long-range goals for the library. We'd like to know what kinds of services are of value to you — whether they are something we currently provide or something we do not yet offer.

This survey should take no more than 10 minutes to complete.

Section 1: Please check one answer for each of the following:

1. Do you live in the Bethlehem Central School District?

Yes No

2. On average, how often do you visit the library?

Daily Weekly Monthly Less than
once a
month Never

3. How important is each of the following library services to you?

Very Important Important Somewhat Important Not Important Don't know/Not Applicable

Borrowing materials (books, DVDs, music, etc.)

Reference (research assistance from librarians)

Programs (classes, storytimes, lectures, etc.)

Computers, printers, scanners and copiers

Access to new technology (Audio/visual makerspace, 3D printing, virtual reality headsets, etc.)

Study rooms/reading areas

Community meeting rooms

Internet access (including WiFi at the town park and Five Rivers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Play spaces for children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online services other than eBooks (website, catalog, research databases, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Genealogy/local history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspapers and magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, how important is the library to you and your family?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Please check one answer for each of the following:

4. If you borrow materials from the library, how important are the following to you?

	Very Important	Important	Somewhat Important	Not Important	Don't Know/Not Applicable
Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DVDs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
eBooks and eAudiobooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital magazines (Flipster)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library of Things (GoPro cameras, telescopes, metal detectors, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Museum passes

Section 3: We value your opinions. Please answer the following questions:

5. What do you value most about the library?

6. How could the library or its services be improved?

7. Is the library's current infrastructure able to sufficiently provide services in a way that meets your needs?

Yes

No

8. If the answer is no, what physical improvements or changes to the space would you support?

Thank you for your time! If you have questions about this survey or about the library, please contact us at communications@bethpl.org.

Policy	last revision date
Dealing with Unacceptable Behavior	May 14, 2001
Mission Statement	September 9, 2002
Internet	September 12, 2005
Conflict of Interest	January 9, 2006
Insurance Payment	January 11, 2010
Drug and Alcohol-Free Workplace	November 8, 2010
Bylaws	July 11, 2011
Citizen Participation in Library Board Meetings	September 12, 2011
Gifts, Memorials and Bequests	February 13, 2012
Collection Development	March 12, 2012
Harassment	December 10, 2012
Seminars, Conferences and Professional Memberships	October 15, 2013
Programming	November 12, 2013
Investment	February 10, 2014
Purchase and Travel Card	July 14, 2014
Whistleblower	October 14, 2014
Exam Proctoring	February 9, 2015
Community Bulletin Board and Literature Rack	May 11, 2015
Displays and Exhibits	May 11, 2015
Solicitation and Distribution	May 11, 2015
Disaster and Recovery Plan	August 10, 2015
Purchasing	August 10, 2015
Photo and video	September 14, 2015
Study Room Use	December 14, 2015
Meeting Rooms	March 8, 2016
Animals in the Library	October 11, 2016
Patron Conduct	October 11, 2016
Borrowing	January 9, 2017
Confidential Records	June 12, 2017
Privacy	June 17, 2017
Public Access Television	January 8, 2018
Mileage Reimbursement	February 12, 2018
Social Media	May 14, 2018
Library Cards	June 11, 2018
Anti-nepotism	July 9, 2018



Upcoming events:

SEPTEMBER 13 OR 17 • 1:30PM

Daybooks: "Their Eyes Were Watching God"
Discuss Zora Neale Hurston's classic novel.

SUNDAY SEPTEMBER 16 • 2-3PM

Subversive Pleasures of "Their Eyes Were Watching God"
Presented by Dr. Eurie Dahn, an Associate Professor of English at the College of Saint Rose.

THURSDAY SEPTEMBER 27 • 6:30PM

Family Book Discussion: "Charlotte's Web"
Read and discuss E.B. White's classic story as a family.

OCTOBER 4 OR 8 • 1:30 PM

Daybooks: "The Great Gatsby"
Discuss F. Scott Fitzgerald's 1925 novel.

SUNDAY OCTOBER 14 • 2PM

Sunday Cinema: "The Great Gatsby"
Watch the 1974 adaptation of the book (PG, 144 min., Paramount Pictures).

FRIDAY OCTOBER 19 • 1-2PM; 2-3PM COFFEE HOUR
In an Immigrant's Shoes

Dr. Silvia Mejia, Associate Professor of Spanish at the College of Saint Rose, will discuss Junot Diaz's "The Brief Wondrous Life of Oscar Wao."

SUNDAY OCTOBER 21 • 2PM

Magazines and the Making of Gatsby
Dr. Brian Sweeney, Associate Professor of English at the College of Saint Rose, will explore the role of popular magazines in the making of "The Great Gatsby."

Check out the list and vote for your favorite:

pbs.org/the-great-american-read

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COMMUNITY

A look into Proctors and its founder

Learning about the iconic theater's historical origins with anecdotes and photographs since the late 19th century

By **DIEGO CAGARA**
cagarad@spotlightnews.com

BETHLEHEM — On Friday, Sept. 7, locals were able to learn more about both the personal and professional life of vaudeville impresario F.F. Proctor — full name is Frederick Freeman Proctor — who is known for developing the original Proctors in Schenectady back in 1912.

The event was titled “Proctor: A Man, His Theater, Our Heritage” and was part of the Coffee and Conversation series at the Bethlehem Public Library, which is co-sponsored by Bethlehem Senior Projects, Inc.

The series takes place every Friday through Nov. 16, starting at 1 p.m. with visiting speakers and musicians talking about their craft, followed by an hour of complimentary

coffee and light snacks at 2 p.m.

Marilyn Sassi — a long-time museum curator, and adjunct professor at both Hudson Valley Community College and Schenectady County Community College — did her research before presentation that Friday, hoping to educate the audience about the theater's origins, since it has been a significant landmark in the Capital District.

While providing a slideshow of vivid historical photographs of Proctor himself who lived from Mar. 7, 1851 to Sept. 4, 1929 as well as the theater's appearance through the decades, she also spoke about how the man grew from being an acrobatic performer himself to achieving his dream of opening his own theater.

A self-professed theater



Marilyn Sassi also discussed Proctors' architecture.

Submitted photo

lover, Sassi personally volunteers at Proctors where she has served as a tour guide for 13 years now. She recounted how she first watched movies at the theater with her grandfather when she was around five years old. Eventually, she became fascinated with Proctor's life as well as how throughout the 20th

century, his theater was developed, maintained, almost demolished and renovated for the modern times.

To gather her research, Sassi worked with historians at the Schenectady County Historical Society, a historian near Central Valley as well as Proctor's closest living relative,

his great-grandnephew, who supplied exclusive information and photographs.

She discussed how Proctor himself was a professional acrobat and performed in vaudeville houses in the late 19th century, calling himself “F.F. Levantine.” Gaining a desire at age 29 to buy and manage a theater though, “the only thing he can afford was a rundown, really shabby theater down on Green Street in Albany called the Gaiety at the time,” she said.

Eventually, he oversaw the openings of more theaters nationwide and in 1925, the aforementioned Albany theater was moved to its present location in Schenectady. Sassi noted that the introduction of television, shopping malls and World War II factored into the theater's downfall eventually, as well

as Proctor's own death in 1929.

Falling into particular disrepair by the 1960s and 1970s, the theater was almost demolished but was saved when the Schenectady Council of the Arts intervened and money was raised via grants to begin renovations. It officially reopened on Jan. 3, 1979. Since then, the theater has undergone further renovations and maintenance in an effort to return it to its former aesthetic glory from the early 20th century.

“Now, when you go into the theater, you are walking into what people would have seen when the theater first opened,” Sassi concluded her presentation, resulting in sheer applause from the mostly-packed audience.

The next Coffee and Conversation event is this Friday, Sept. 14 at 1 p.m.

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LIBRARIES

Rubber Ducky Club relaunch

A new, fun way for families to strengthen early literacy skills



Rubber Ducky Club, the library's award-winning early literacy program, is changing the way families participate, and we're holding a party on The Green this Friday, Sept. 14, at 10 a.m. to celebrate the relaunch. There will be games, bubbles, dancing and more! Families of babies, toddlers and preschoolers are invited to join the club and get started on 1,000 literacy activities before kindergarten. Whether your child is new to Rubber Ducky Club or has participated before, fall is a great time to start reaching for some early literacy goals.

The Rubber Ducky Club is designed to help you work on early literacy skills with your child in a fun and engaging way. Early

literacy is the foundation for reading because it can be practiced even before children can read and write. With Rubber Ducky Club, you will practice talking, writing, reading, playing and singing with your child every day to help them get ready for school and a lifetime of reading.

You and your child will track these early literacy moments in a booklet you can pick up at the library. Color in a duck for every activity you share with your child, and don't worry about repeating activities. If you sing a song five times, it counts as five activities. Choose activities from our booklet, our website or create your own. Everything counts – even library programs!

Each completed booklet

earns your child a prize. When you complete four booklets, you will have accomplished 1,000 early literacy activities. If you get stuck or need help, the library is always there. Stop by or give us a call at 518-439-9314!

Garden Party

Coffee and Conversation continues this Friday, Sept. 14, with an "Armchair Tour of Yaddo Gardens." A docent from the gardens will talk about the history of the site, founders Spencer and Katrina Trask, as well as the private artist colony there. The lecture takes place from 1 to 2 p.m., with a coffee hour to follow. The series is co-sponsored by Bethlehem Senior Projects, Inc.

Book donation event

Got books? The library is once again partnering with Grassroot Givers, a



Llama stopped by the Bethlehem library for an impromptu storytime as he kicked off his own Library Expedition Tuesday, Sept. 4. The Library Expedition challenges patrons to visit as many of the 36 Upper Hudson libraries as they can over the next three months.

Kristen Roberts / Bethlehem Public Library

local nonprofit, to collect books for donation to local organizations and individuals in need. Collection day is Saturday, Sept. 15, from 10 a.m. to 1 p.m. at the library garage. Grassroot Givers will only accept books that are in good shape and are dropped off during the designated collection time. The organization is especially interested in like-new children's books.

Hurston's classic novel topic of Great American Read talk

Join us as we take a closer look at PBS Great American Read book "Their Eyes Were Watching God" by Zora Neale Hurston on Sunday, Sept. 16, from 2 to 3 p.m. Dr. Eurie Dahn, an Associate Professor of English at the College of

Saint Rose, will discuss how the use of dialect and the depictions of black love and an all-black town in Hurston's classic novel are full of subversive pleasures.

To see a complete list of the 100 Great American Read titles and vote for your favorite, visit: pbs.org/the-great-american-read. PBS' Great American Read is an eight-part series that explores and celebrates the power of reading, told through the prism of America's 100 best-loved novels, as chosen in a national survey. It investigates how and why writers create their fictional worlds, how readers are affected by these stories, and what these 100 different books have to say about our shared human experience.

More Great American Read events at the library are planned for the month of October.

Visit our website at www.bethlehempubliibrary.org or pick up a flyer at the Information Desk for details.

Other upcoming events

All events are free and take place at Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call 518-439-9314 or visit bethlehempubliibrary.org.

Sunday, Sept. 16

Back-to-School Fuse Beads

Stop by the Teen Area in the library to make some fuse bead crafts, 2 to 3 p.m.

Monday, Sept. 17

Library board meets

Meetings are open to the public, 6 p.m.

Tuesday, Sept. 18

KBA: Kids Builder Association

Build your own fun with Legos, Snap Circuits, K'nex, blocks, puzzles, origami and more, 4 to 4:45 p.m. For kids and families.

Thursday, Sept. 20

Listening Parties: Joni Mitchell

Listen to and discuss one of the greatest songwriters of all time who created a personal hybrid of pop, folk and jazz, 7 p.m.

— Kristen Roberts

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REAL ESTATE SALESPERSON

AGENT of the MONTH

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Gabler Realty is proud to recognize Rebecca Cavalieri, Real Estate Salesperson, for "Highest Volume of Pended & Closed Transactions" in August! Thinking of making your next real estate move? Contact Rebecca today at C: (518) 210-4916 or E: Rebecca@GablerRealtyNY.com

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IN BRIEF

Columbiettes Craft Fair

LATHAM — The Columbiettes of the Latham-Colonie Knights of Columbus #3394 will hold their annual Craft Fair rain or shine on Saturday, Sept. 22, from 9 a.m. to 4 p.m. Admission is free.

Food will be available for purchase during the fair.

For more information about the event, call 518-783-0572.

The Latham Colonie Knights of Columbus Hall is located at 328 Troy-Schenectady Road (NY Rte 2) in Latham.

Free square dance lessons

COLONIE — The Latham Circle Squares will offer free Western square dancing lessons on Tuesdays, September 18, and Sept. 25, from 7 to 8:30 p.m. at the Newtonville Methodist Church, located at 568 New Loudon Road, at the intersection of Route 9 and Maxwell Road in Latham.

For more details, contact Janet Hempstead at 518-428-5898 or janetny2002@aol.com.



MAKING SENSE OF STREAMING MUSIC

THURSDAY OCTOBER 4
7-8:15PM

Are you confused by streaming music —
how it works and how to get it?
We compare six big streaming services
and answer questions to help you decide
if streaming music is right for you.

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100 years later



Anniversary of the end of WWI • November 11, 1918

100 years later



Anniversary of the end of WWI • November 11, 1918

100 years later



Anniversary of the end of WWI • November 11, 1918

FRIDAY OCTOBER 12 • 1-2PM, 2-3PM COFFEE HOUR
Theodore Roosevelt and the Great War
Presented by author David Pietrusza.

SUNDAY OCTOBER 28 • 2:30PM
Sunday Cinema: "The African Queen"
Watch the 1952 film (PG, 105 min., Paramount Pictures).

SUNDAY NOVEMBER 4 • 2PM
The Empire State and the War of Empires
Presented by UAlbany Professor Richard Fogarty.

NOVEMBER 8 OR 12 AT 1:30 PM
Daybooks: "The Sun Also Rises"
Discuss Ernest Hemingway's 1926 novel.

FRIDAY NOVEMBER 9 • 2:30PM
Friday Cinema: "Gallipoli"
A screening of the 1981 Australian war drama (PG, 110 min., Paramount Pictures).

SUNDAY NOVEMBER 11 • 2PM
Songs of World War I: "Over There"
A Little Sunday Music with Linda Russell and her trio.

WEDNESDAY NOVEMBER 14 • 7PM
AfterDinner Books: "Stella Bain"
Discuss Anita Shreve's 2013 novel set during WWI.

SUNDAY NOVEMBER 18 • 2PM
Sammy Doughboy Remember
Presented by Robert E. Mulligan, former military curator for the New York State Museum.

TUESDAY DECEMBER 11 • 7PM
AfterDinner Too: "Dead Wake"
Discuss Erik Larson's 2015 nonfiction bestseller.

FRIDAY DECEMBER 14 • 2:30PM
Friday Cinema: "All Quiet on the Western Front"
Watch the 1930 drama (NR, 132 min., Universal Pictures).

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Watch the 1952 film (PG, 105 min., Paramount Pictures).

SUNDAY NOVEMBER 4 • 2PM
The Empire State and the War of Empires
Presented by UAlbany Professor Richard Fogarty.

NOVEMBER 8 OR 12 AT 1:30 PM
Daybooks: "The Sun Also Rises"
Discuss Ernest Hemingway's 1926 novel.

FRIDAY NOVEMBER 9 • 2:30PM
Friday Cinema: "Gallipoli"
A screening of the 1981 Australian war drama (PG, 110 min., Paramount Pictures).

SUNDAY NOVEMBER 11 • 2PM
Songs of World War I: "Over There"
A Little Sunday Music with Linda Russell and her trio.

WEDNESDAY NOVEMBER 14 • 7PM
AfterDinner Books: "Stella Bain"
Discuss Anita Shreve's 2013 novel set during WWI.

SUNDAY NOVEMBER 18 • 2PM
Sammy Doughboy Remember
Presented by Robert E. Mulligan, former military curator for the New York State Museum.

TUESDAY DECEMBER 11 • 7PM
AfterDinner Too: "Dead Wake"
Discuss Erik Larson's 2015 nonfiction bestseller.

FRIDAY DECEMBER 14 • 2:30PM
Friday Cinema: "All Quiet on the Western Front"
Watch the 1930 drama (NR, 132 min., Universal Pictures).

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