



**Board of Trustees Meeting
February 13, 2017 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices - none
 - Resolutions
 - SEQRA resolution for fire alarm and security project
 - Personnel report
 - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
 - Budget
 - Community Foundation – disposition of deposit
 - Construction manager RFP
 - New York State Annual Report
 - Staff continuing education
 - Other new business
- **Old business**
 - Director evaluation/employee survey
 - HVAC project update
 - Fire alarm & security project update
 - Other old business
- **Public Participation**
- **Executive Session**
- **Adjournment**

Next board meeting: March 13, 2017 6:00pm

Next Friends of the Library board meeting: February 20, 2017 6:30pm (Story Room)

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday January 9, 2017

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

GUESTS: Tanya Choppy, Accounts Clerk
Chris McGinty, Head of Public Services
Natalie McDonough, Manager, Programs and Community Outreach
Gordon Noble, Manager of Information/Readers Advisory
Mary Philips, community guest

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

PUBLIC PARTICIPATION

There was no public participation.

MINUTES

Minutes of the 12 December 2016 board meeting were unanimously approved as written on a MOTION by M. Kissinger with a SECOND by P. Rice.

DIRECTOR EVALUATION/EMPLOYEE SURVEY

L. Scoons asked the board to take a look at the Survey Monkey version of the questionnaire that was prepared with help from J. Johannesen. She said she was also looking for some feedback regarding the process for distributing the survey and gathering and sharing the information. She said that if the survey process is successful, it might be worthwhile to conduct a library user survey down the road. M. Redmond said the board is ready to move forward and will discuss the survey in detail at the February meeting. She thanked L. Scoons for her work on the survey.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 31 December 2016 (Manual Disbursements for December \$9,627.58; Cash Disbursements/Accounts Payable for January \$99,007.19; Trust & Agency Disbursements/Salaries for December \$284,125.18; CapProject Fund/Hand-Drawn Checks for December \$1,866.20; Total: \$394,626.15).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for December 1-31, 2016.

ENGINEERING INVOICES FOR HVAC

The board reviewed the most recent invoice from M/E Engineering for backflow prevention design work totaling \$300. G. Kirkpatrick noted that the actual work is scheduled to take place on Friday, Jan. 13.

On a MOTION by H. Narang with a SECOND by J. Becker, the board unanimously approved payment to M/E Engineering for backflow prevention design work in the amount of \$300.

RESOLUTIONS

None.

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

There was no personnel action. The part-time librarian position approved at a previous meeting has not yet been filled.

DIRECTOR'S REPORT

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

- The library will have a delayed opening on the Friday that the backflow preventer work is taking place. Because the work involves shutting off the water to the library, there was some concern that it would not be done by 9:00am, at which point the library would have to do a last-minute closure. The decision was made to open at 10:00am to give the plumbers more time to complete the job. H. Narang said it was a good idea, and the board asked that multiple signs be put up in the parking lot alerting patrons of the closure.
- The library's Flipster magazine selection has grown to include the shared titles with UHLS. Overdrive magazines are mostly no longer available as that service gets phased out.
- G. Kirkpatrick noted that the new databases added at the beginning of the year are up and running, including Mango languages. The goal is to have the library's Boopsie app provided through Upper Hudson available by March.
- Online patron registration is now available system-wide, making the process easier.
- J. Johannesen was named the Friends president at their most recent meeting.
- B. Sweeney noted all of the school outreach the library does and asked if there was a reason for a dropoff in the number of visits compared to the previous year. N. McDonough said that illness and fewer potential outreach days in the month are possible reasons, and many of those visit may now happen in January and other months.

UPPER HUDSON LIBRARY SYSTEM REPORT

The UHLS board did not meet in December.

NEW BUSINESS

Magazine loan period

G. Kirkpatrick asked the board to consider changing the borrowing policy to decrease the magazine loan period to 7 days. He noted that, with renewals, a magazine could potentially be out of circulation for 3 months. Shortening the period would get the magazines into the hands of more people during that same time-frame. B. Sweeney noted that many magazines are time-sensitive, and could be out of date by the time they are returned under the current policy. L. Scoons said she didn't think one week would be long enough, even with the renewals. M. Redmond said she was in favor of changing the policy, but she asked G. Kirkpatrick to keep her updated if there is significant patron "pushback" from the decision. The board eventually agreed that a 14-day loan period would make the most sense.

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board voted to update the borrowing policy to allow for a 14-day loan period for magazines.

2017-18 tax levy limit

G. Kirkpatrick said that in order to stay within the 2% tax cap, the library could not exceed a 0.6% tax levy increase. The library is still waiting for PILOT numbers to know what kind of budget there is to work with for the upcoming fiscal year.

Community Foundation disbursement

The Community Foundation interest this year totals \$314. The board was asked whether they wanted to add it to library funds or roll it back into the Foundation. The board decided to use the funds to increase the budget, but questioned whether it would be possible to pull library money out of the Foundation entirely. J. Becker said she had heard of another local organization that was able to do that, so she would reach out to them. G. Kirkpatrick was asked to also look into withdrawal options. M. Kissinger noted that the money might be better spent as part of the Technology Fund.

Other new business

M. Redmond and G. Kirkpatrick spoke with Tim McGrath with the Dormitory Authority about the process behind hiring a construction manager. He provided some useful advice and insight that will help guide the process moving forward.

OLD BUSINESS

HVAC project update

The library received design approval from SED so a fall 2017 construction date is realistic. Two firms have already expressed some interest in the project, with Beth from M/E Engineering putting the word out as well. G. Kirkpatrick said that bid quotes can be used in the grant application process.

Fire alarm and security project update

The design has been submitted to SED and is awaiting approval.

Water testing

G. Kirkpatrick shared the test results with the board. He said all of the outlets providing drinking water were well below the state levels and described the testing process. The three outlets that tested positive are hose outlets and have been taken offline until they can be remediated. M. Redmond asked that it be brought again before the board once it has been taken care of so it can be part of the public record.

Other old business

M. Redmond passed along the thanks the board received for finding a solution to the pricing restriction on displayed artwork.

PUBLIC PARTICIPATION

There was no public participation.

EXECUTIVE SESSION

On a MOTION by J. Becker with a second by B. Sweeney, the board adjourned to executive session at 6:50pm, to discuss collective negotiations pursuant to Article Fourteen of the Civil Service Law.

On a MOTION by H. Narang with a second by J. Becker, the board adjourned executive session at 7:09pm; no action was taken.

On a MOTION by L. Scoons with a second by P. Rice, the board adjourned the regular meeting at 7:10pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #7
1/31/2017**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	2,407.88
Interest on Investment	498.06
Sale of Books	405.74
Gifts and Donations	325.00
Insurance Recovery	0.00
Photocopier	619.83
State Aid	0.00
Grants	0.00
Miscellaneous Income	0.00
Total	\$4,256.51

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #7
1/31/2017**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2016-2017

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,750,557.00	3,575,600.00	174,957.00	95.34%
PILOT	198,100.00	199,250.77	(1,150.77)	100.58%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	42,000.00	21,084.45	20,915.55	50.20%
Interest on Investment	3,200.00	2,967.98	232.02	92.75%
Sale of Books	5,500.00	3,514.75	1,985.25	63.90%
Gifts and Donations, Misc	1,000.00	1,460.00	(460.00)	146.00%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,000.00	4,319.97	1,680.03	72.00%
State Aid	24,500.00	24,778.00	(278.00)	101.13%
Miscellaneous Income	0.00	25.00	(25.00)	
Sub-Total	\$4,030,857.00	3,833,000.92	197,881.08	95.09%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,030,857.00			

OPERATING CASH SUMMARY

TD Checking Account	5,019.38
TD Money Market:	3,787,423.43 *
CD Investments:	0.00
TD Comp Fund:	500,000.00
Capital Project Fund:	36,434.97 **
TOTAL	\$4,328,877.78

*Includes \$498.06 Interest credited 1/31/17

**Includes \$2.71 Interest credited 1/31/17

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #7**

1/31/2017

MANUAL DISBURSEMENTS - JANUARY HAND DRAWN CHECKS TD BANK	\$70,346.95
CASH DISBURSEMENTS - FEBRUARY ACCOUNTS PAYABLE TD BANK	\$77,956.78
TRUST & AGENCY DISBURSEMENTS - JANUARY SALARIES - TD BANK	\$164,015.87
CAPITAL PROJECT FUND HAND DRAWN CHECKS - JANUARY	\$5,721.60
TOTAL	\$318,041.20

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 26: MANUAL DISB (JAN 17)



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35843	01/06/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		19,417.88
35844	01/06/2017	720	MVP HEALTH PLAN, INC.		1,848.04
35845	01/06/2017	2061	UNITED HEALTHCARE INSURANCE CO		107.82
35852	01/12/2017	1833	BLUESHIELD OF NORTHEASTERN NY		3,337.58
35853	01/12/2017	2170	FRIENDS OF HILDANE	170558	80.00
35854	01/12/2017	1710	CHRISTINE MCGINTY	170555	60.00
35855	01/12/2017	814	RECEIVER OF TAXES	170549	3,199.72
35856	01/12/2017	559	STATE INSURANCE FUND	170557	949.16
35857	01/18/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		1,985.60
35858	01/18/2017	2087	CITIBANK	170566	803.02
35859	01/18/2017	720	MVP HEALTH PLAN, INC.		4,620.10
35860	01/18/2017	1607	VERIZON BUSINESS FIOS	170012	369.51
35861	01/18/2017	2137	WEX BANK	170013	40.40
35868	01/24/2017	1570	NATIONAL GRID		4,556.00
35869	01/25/2017	1424	AFLAC NEW YORK		442.22
35870	01/25/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		28,529.90
Number of Transactions: 16				Warrant Total:	70,346.95
				Vendor Portion:	70,346.95

Certification of Warrant

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

 Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 30: CASH DISB - FEB 17



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35877	02/14/2017	1746	ALBANY PUB LIBRARY-DELAWARE BR	170610	19.00
35878	02/14/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	170600	19.99
35879	02/14/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	170601	7.00
35880	02/14/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	170590	15.00
35881	02/14/2017	1935	ALTAMONT FREE LIBRARY	170577	6.99
35882	02/14/2017	1009	**CONTINUED** AMAZON CREDIT PLAN		0.00
35883	02/14/2017	1009	AMAZON CREDIT PLAN	170583	1,234.56
35884	02/14/2017	77	BAKER & TAYLOR , INC.	170615	30,272.11
35885	02/14/2017	1186	BAKER AND TAYLOR ENTERTAINMENT	170574	423.27
35886	02/14/2017	719	BETHLEHEM CENTRAL SCHOOL DIST	170587	429.41
35887	02/14/2017	94	BLACKSTONE AUDIO BOOKS		30.91
35888	02/14/2017	103	BRODART INC	170580	295.95
35889	02/14/2017	1154	CRISAFULLI BROTHERS	170560	1,795.00
35890	02/14/2017	1240	DE LAGE LANDEN FINANCIAL SER	170003	440.00
35891	02/14/2017	1220	DEMCO, INC	170578	1,171.33
35892	02/14/2017	1463	EAST GREENBUSH COMM LIBRARY	170614	5.99
35893	02/14/2017	1674	FINDAWAY	170564	487.40
35894	02/14/2017	1986	FIRST LIGHT FKA TECH VALLEY	170007	196.22
35895	02/14/2017	316	JOHNSON CONTROLS INC	170004	3,898.81
35896	02/14/2017	1942	JOHNSON NEWSPAPER CORPORATION	170544	70.00
35897	02/14/2017	2048	MAKERBOT INDUSTRIES	170559	215.29
35898	02/14/2017	1024	**CONTINUED** MIDWEST TAPE		0.00
35899	02/14/2017	1024	MIDWEST TAPE	170604	7,160.95
35900	02/14/2017	2121	NATIONAL INDUSTRIES FOR THE BLIND	170370	363.84
35901	02/14/2017	1654	NORTH GREENBUSH PUBLIC LIBRARY	170591	31.99
35902	02/14/2017	2148	NORTHEAST PEST CONTROL	170561	199.00
35903	02/14/2017	2088	NYSID	170183	665.76
35904	02/14/2017	2094	ORIENTAL TRADING COMPANY, INC.	170570	82.26
35905	02/14/2017	1823	OVER DRIVE INC.	170611	5,824.49
35906	02/14/2017	2054	PANGBURN LANDSCAPING	170525	1,450.00
35907	02/14/2017	450	PHILLIPS HARDWARE INC	170046	38.67
35908	02/14/2017	1902	PRINTERON CORPORATION	170598	55.00
35909	02/14/2017	478	QUILL.COM	170585	19.47
35910	02/14/2017	597	SPOTLIGHT NEWS	170596	60.00
35911	02/14/2017	2038	STAPLES BUSINESS ADVANTAGE	170608	370.13
35912	02/14/2017	2203	THE LIBRARY STORE, INC.	170518	98.02
35913	02/14/2017	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	170613	10.00
35914	02/14/2017	632	UPPER HUDSON LIBRARY SYSTEM	170554	18,834.50
35915	02/14/2017	1968	VERIZON WIRELESS	170011	40.01
35916	02/14/2017	746	VOORHEESVILLE PUBLIC LIBRARY	170568	6.99
35917	02/14/2017	645	WW GRAINGER INC	170005	618.02
35918	02/14/2017	2017	WALDO	170603	980.50
35919	02/14/2017	1593	WILLIAM K. SANFORD LIBRARY	170592	12.95

Number of Transactions: 43

Warrant Total: 77,956.78

Vendor Portion: 77,956.78

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 27: TRUST & AGENCY (JAN 17)



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35846	01/13/2017	712	CIVIL SERVICE EMPL ASSOC INC.		923.51
35847	01/13/2017	1847	METLIFE OF CONNETICUT		100.00
35848	01/13/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
35849	01/13/2017	2003	NEW YORK STATE DEFERRED		1,724.95
35850	01/13/2017	710	NYS INCOME TAX BUREAU		3,111.53
35851	01/13/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		750.00
35862	01/27/2017	712	CIVIL SERVICE EMPL ASSOC INC.		923.51
35863	01/27/2017	1847	METLIFE OF CONNETICUT		100.00
35864	01/27/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
35865	01/27/2017	2003	NEW YORK STATE DEFERRED		1,724.95
35866	01/27/2017	710	NYS INCOME TAX BUREAU		3,102.76
35867	01/27/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		750.00
100183	01/13/2017	709	BPL SPECIAL PAYROLL ACCOUNT		53,824.84
100184	01/13/2017	1946	IRS - PAYROLL TAX PMT		19,421.74
100185	01/27/2017	709	BPL SPECIAL PAYROLL ACCOUNT		54,388.14
100186	01/27/2017	730	NYS EMPLOYEES RETIREMENT SYSTE		2,202.66
100187	01/27/2017	1946	IRS - PAYROLL TAX PMT		19,617.28

Number of Transactions: 17

Warrant Total: 164,015.87

Vendor Portion: 164,015.87

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 5: MANUAL DISB (H) - JAN



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1167	01/10/2017	2080	M/E ENGINEERING, P.C.	170493	5,721.60
Number of Transactions: 1				Warrant Total:	5,721.60
				Vendor Portion:	5,721.60

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

1/31/2017

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$32,549.38	\$305,840.01	\$333,370.01	\$5,019.38
TD Bank Payroll	\$0.00	\$108,212.98	\$108,212.98	\$0.00
TD Bank Money Market	\$4,086,925.37	\$498.06	\$300,000.00	\$3,787,423.43
TD Bank General Comp	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Capital Project Fund	\$42,153.86	\$2.71	\$5,721.60	\$36,434.97
TOTAL:	\$4,661,628.61	\$414,553.76	\$747,304.59	\$4,328,877.78

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund

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

Balance on hand at the beginning of the month \$32,549.38

Receipts during the month

Investment Principal	0.00	
Transfers from Savings Account TD Bank	300,000.00	
Fines	2,407.88	
Copier	619.83	
Miscellaneous (Abate)	2,081.56	
Book Sale	405.74	
PILOT		
School Taxes		
Gifts	325.00	
Sale of Equipment		
Grants		
State/System Aid		
Miscellaneous Income (Proctoring)		
Total Receipts		<u>\$305,840.01</u>
Total Receipts Including Balance		\$338,389.39

Disbursements During Month By Check

From Check #35843 to Check #35870	70,346.95
Trust & Agency Payments (Payroll)	164,015.87
From Check #35784 to Check #35843	99,007.19
Transfers to Savings Account	0.00
Returned Check	

Total amount of Disbursements	<u>\$333,370.01</u>
Balance on Hand at End of Month	\$5,019.38

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	11,352.60
Amount of Outstanding Checks	6,333.22
Balance on Deposit	5,019.38

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

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

Secretary

Business Manager

BETHLEHEM PUBLIC LIBRARY
Outstanding Checks - TD Bank
General Fund
1/31/17

Check Number	Date	Amount
35816	1/10/2017	325.00
35823	1/10/2017	950.00
35854	1/12/2017	60.00
35868	1/24/2017	4,556.00
35869	1/25/2017	442.22

TOTAL **\$6,333.22**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

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

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

Receipts during the month

Transfer from Checking 1/12/17	53,824.84
Transfer from Checking 1/26/17	54,388.14

Total Receipts \$108,212.98

Total Receipts Including Balance \$108,212.98

Disbursements During Month By Check

1/13/17 - From Check #81747 to Check #81818	53,824.84
1/27/17 - From Check #81819 to Check #81890	54,388.14

Total Amount of Disbursements	<u>\$108,212.98</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	287.61
Amount of Outstanding Checks	287.61
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
1/31/17

Check Number	Date	Amount
81834	1/27/2017	152.63
81889	1/27/2017	134.98

TOTAL **\$287.61**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

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

Balance on hand at the beginning of the month \$4,086,925.37

Receipts during the month

Interest 1/31/17	498.06
Transfer from General Fund	0.00

Total Receipts	<u>\$498.06</u>
Total Receipts Including Balance	<u>\$4,087,423.43</u>

Disbursements During Month By Check

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

Total Amount of Disbursements	<u>\$300,000.00</u>
Balance on Hand at End of Month	<u>\$3,787,423.43</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	3,787,423.43
Amount of Outstanding Checks	0.00
Balance on Deposit	3,787,423.43

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund Comp Account

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

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

Receipts during the month

Deposits 0.00

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

Disbursements During Month By Check

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

Reconciliation With Bank Statement

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

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

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
TD Bank***

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

Balance on hand at the beginning of the month \$42,153.86

Receipts during the month

Interest 1/31/17 TD Bank	2.71
Transfer from Savings Account	0.00
Donation	

Total Receipts	<u>\$2.71</u>
Total Receipts Including Balance	\$42,156.57

Disbursements During Month By Check

From Check #1167 to Check # 1167	5,721.60
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Total Amount of Disbursements	<u>5,721.60</u>
Balance on Hand at End of Month	\$36,434.97

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank statement	36,434.97
Amount of Outstanding Checks	0.00
Balance on Deposit	36,434.97

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



4427533000280997900803020080302068



Company Account Number XXXX-XXXX-XX80-9979	Payment Date 01/31/2017	New Balance \$803.02	Minimum Amount Due \$803.02	Enter Amount Paid 803.02
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BETHLEHEM PUB LIBRARY
TANYA CHOPPY
451 DELAWARE AVE
DELMAR NY 12054-3042

**T0000151

CITIBANK
P.O. BOX 183173
COLUMBUS, OH 43218-3173

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 \$3,000	Available Credit Line \$2,196	Cash Advance Limit \$00	Available Cash Line \$00
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OK copy
GK
1/17/17

Statement Date
01/06/17
Payment Date
01/31/17

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 183173 Columbus, OH 43218-3173

COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	177.53	- 355.06	- 4.03	984.58		803.02
Advances						
Company Totals TOTAL	177.53	- 355.06	- 4.03	984.58		803.02

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

Your total finance charge paid for 2016 was \$0.00.

Account management made easier: Online statements & CitiManager Mobile offer 24/7 access, security, and mobility. Log in at www.citimanager.com/login 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

LABELLE, KENNETH XXXX-XXXX-XX82-7328	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				25.02		25.02
Advances						
Monthly Limit: \$750 TOTAL				25.02		25.02

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases			- 4.03	920.18		916.15
Advances						
Monthly Limit: \$1,300 TOTAL			- 4.03	920.18		916.15

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				39.38		39.38
Advances						
Monthly Limit: \$500 TOTAL				39.38		39.38

DAYS IN BILLING PERIOD: 31						
Balance Subject		<u>Purchases</u>	<u>Cash Advances</u>	Payment Due:		803.02
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:		803.02



XXXX-XXXX-XX80-9979

Statement Date
01/06/17

COMPANY BOOKKEEPING DETAIL				
BETHLEHEM PUB LIBRARY				XXXX-XXXX-XX80-9979
Monthly Limit		Cash Limit*	Available Credit Line	Available Cash Line**
\$3,000		\$00	\$2,196	\$00
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
12-19	12-21	74046586356354000031856	PAYMENT - THANK YOU	177.53 PY
12-26	12-29	74046586364361072151090	PAYMENT - THANK YOU	177.53 PY

INDIVIDUAL CARDHOLDER ACTIVITY				
LABELLE, KENNETH				XXXX-XXXX-XX82-7328
Monthly Limit		Cash Limit*		
\$750		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
12-21	12-22	24138296356305000887333	PRICE CHOPPER #159 SLINGERLANDS NY	25.02
			Resurfacing machine	Supplies
			M0515	25.02
			TOTAL PURCHASES/ADVANCES/CREDITS	25.02

KIRKPATRICK, GEOFFREY				
KIRKPATRICK, GEOFFREY				XXXX-XXXX-XX82-7377
Monthly Limit		Cash Limit*		
\$1,300		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
12-08	12-09	24492156343715042959209	TECHSOUP 415-633-9300 CA	166.00
12-16	12-16	74692166351000907109831	VISTAPR VISTAPRINT.COM 866-8936743 MA	4.03 CR
12-15	12-16	24692166350000562787604	VISTAPR VISTAPRINT.COM 866-8936743 MA	54.18
01-03	01-04	24055227003206010100033	PACE ANALYTICAL SERVICES 206-767-5063 MN	700.00
			Water Testing	916.15
			TOTAL PURCHASES/ADVANCES/CREDITS	916.15

MCDONOUGH, NATALIE				
MCDONOUGH, NATALIE				XXXX-XXXX-XX42-8387
Monthly Limit		Cash Limit*		
\$500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
12-29	12-30	24427336364060000525003	HANNAFORD #8339 DELMAR NY	39.38
			Program Supplies	39.38
			TOTAL PURCHASES/ADVANCES/CREDITS	39.38

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

Resolution on SEQRA Determination Related to Potential Fire Alarm and Security System Upgrades

WHEREAS, the Bethlehem Public Library Board of Trustees is in the process of reviewing a proposed capital project;

WHEREAS, the Board determined that the proposed project involved several aspects that were Type II actions and therefore exempt from SEQRA review;

WHEREAS, the Board declared its intent to be lead agency for the SEQRA review of this unlisted action and coordinated with the potential involved and interested agencies;

WHEREAS, the agencies responded that they had no objection to the Board being lead agency;

WHEREAS, the project engineers have prepared the Short Environmental Assessment Form (SEAF) on the proposed improvements;

NOW THEREFORE BE IT RESOLVED that the Board is hereby confirmed as SEQRA lead agency and that the Board hereby adopts the SEAF and declares that the proposed HVAC improvements will not cause a significant adverse environmental impact and that it is not necessary to prepare a Draft Environmental Impact Statement. The Board finds that the improvements will be undertaken with the appropriate stormwater measures in place as required by the NYSDEC and that since the improvements will take place within the boundaries of the existing disturbed and constructed site that there will be no impact on archeological or cultural resources, no impact on flora and fauna, including no impact on State or federally regulated threatened and endangered species, no impact on regulated natural resources such as wetlands or streams.

February 13, 2017 - Board of Trustee Meeting											
Job Status Report											
											24
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Librarian 1	15 hrs/wk		\$25.22/hour or per contract	A. Starkey	12/9/2016	Resignation	12/12/2016	Filled	C. Krom	2/1/2017	Hire
<u>Action Requested - Request to Fill the Following Positions</u>											
Library Clerk PT	15 hrs/wk		\$12.73/hour or per contract	C. Adamczak	1/27/2017	Resignation					
Library Clerk PT	11.67 hrs/wk		\$12.73/hour or per contract	D. Williams	2/7/2017	Resignation					
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hours		\$12.73/hour or per contract	R. Weatherby	2/27/2015	Resign		Hold			

Director's Report February 2017

Building and Grounds

Backflow preventer work has been completed. We are pleased with the increases in water flow that have been observed since in the upgrade in the size of the water meter. There were concerns about reduced pressure due to the preventer, but we have observed no reduction so far.

Icing has been an extremely difficult problem this month. A large number of days have had significant rain occurring at or near freezing. This has led to dangerous walking conditions on several days, and forced a delayed opening until noon on one day. We discussed the problem with a concrete contractor and Brent Meredith from the Town of Bethlehem. Both suggest we engage an engineer to look at the issue and formulate a plan for mitigation.

We met with Brent Meredith about the cracking in the parking lot and the continued settling of the drain in parking lot 1. I appreciate his willingness to meet with us and knowledge of NYS construction contracts and paving work in general. He has suggested we mill and replace the section of the parking lot that connects all the lots in the middle. That area sees the most traffic and is one of the oldest sections of the parking lot. It is likely that over the next three years we will need to incorporate into the budget a plan to mill and repave lots 2 and 3 which are the oldest. We will know more about the costs associated with this work as we move forward with the smaller repairs that are more time critical.

Gator the wonder dog was here in January to perform his quarterly bedbug detection sweep; all clear. This comes amid news that a branch of the Rochester Public Library had to close temporarily to deal with an infestation. I think continued monitoring is a good idea.

A patron hit our fence with their car in parking lot 2. The maintenance staff was able to replace the post before the cold weather returned and refroze the ground.

We used an entire pallet of salt during a two-day weather event. The maintenance staff worked relentlessly to keep the plaza as clear of ice and as safe as possible.

Public Service

Circulation increased almost 2% over last January. Door count was static even though we had a huge boost in traffic on Martin Luther King Jr. Day and during regents study week. Our magazine circulation through Flipster was 911 versus 659 OverDrive checkouts last year. We have had no comments about the change to magazine loan period that was put into place last month.

Summary door count for January 2017

Location	Door Count
Library	29,591
Board Room	1,317
Community Room Delaware	355
Community Room Plaza	2,437
Story Hour Room	721
Delaware Ave	1,518
Main Entrance	23,125

WiFi hotspots: 35 holds for 5 out of 10 devices. Earliest hold placed on 11/13/2016

Two wifi hotspot borrowers requested purchasing more hotspots to reduce wait time.

Hotspot survey data:

I have Internet service where I live: no (1), yes (2)

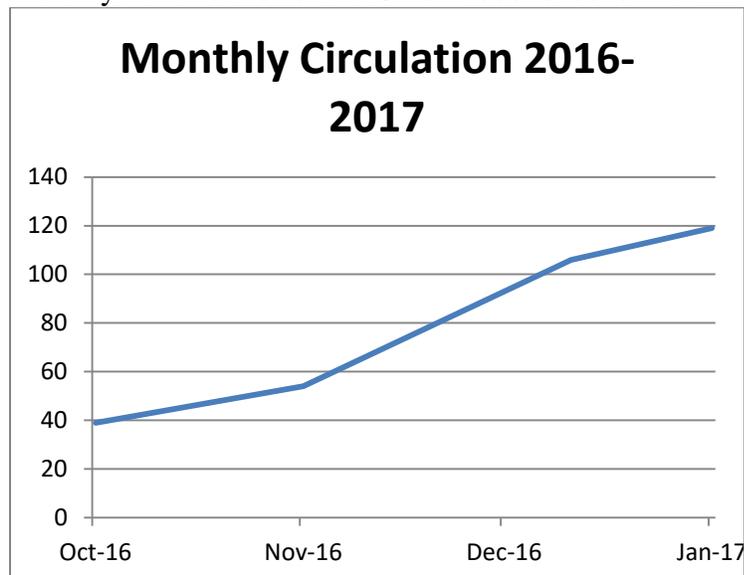
I borrowed this Wifi hotspot for the following purposes: homework (0), entertainment (2), work (1), general education (1), other (1)

The speed and connection is: better than I expected (1), just as I expected (2), worse than I expected (0)

Comments:

- Thank you for providing this great service. Wish there were more hot spots.
- Thank you. Took it on vacation. Used it in hotel. Internet there was not good. Used it at the beach and in airports. Saturday morning kept going in and out? Other than that worked great. You need more so it doesn't take long to get.
- Used the hotspot to boost wifi in one of our Sunday school classrooms. Worked great!

Chromebook circulation increased again over December 2016 to a total of 119 this month. The monthly trend for use of the Chromebooks looks like:



This month we began circulating VR headsets, karaoke machines, karaoke CDs, and binoculars. We expect to circulate Ozobots and bird watching kits for kids. The Ozobots have been so popular during school outreach that the kids have been asking when they can borrow them from the library. They should be available by early March.

Meetings and Miscellany

Better World Books has removed the book donation bin, and it is unclear when it will return. We have asked for a replacement bin, but so far we have not heard any news about when one might arrive. We are directing patrons to Guilderland Public Library and the Delaware Avenue branch of the Albany Public Library for now.

I had the opportunity to attend Pat Fahy's open house on January 27. Libraries were well represented once again this year. Library Advocacy Day is scheduled for March 1. If any board members are interested in attending, please let me know and I will get the scheduled to you as soon as it is made available by UHLS.

Geoffrey Kirkpatrick, Library Director

Library Collection				2015-16	Current Total
Adult fiction				26,815	25,347
Adult non-fiction				29,498	30,194
Adult audio				7,256	7,286
Adult video				5,384	6,072
Young adult fiction				4,885	4,961
Young adult nonfiction				310	390
Young adult audiobooks				347	379
Children's fiction				24,899	26,067
Children's non-fiction				15,350	15,024
Children's audiobooks				1,273	1,284
Children's video				1,760	1,900
OverDrive - UHLS Shared				46,457	49,980
e-books (locally purchased)				1,456	1,456
e-magazines				131	110
Electronic (games, ereaders)				417	416
Total				166,238	170,866
Library Programs	Jan-17	Jan-17	% change	2015-16	F-Y-T-D
Programs	62	77	-19.5%	896	421
Program attendance	1,290	1,728	-25.3%	20,715	13,066
Outreach Programs	13	28	-53.6%	372	115
Outreach Attendance	162	486	-66.7%	11,189	3,724
Circulation	Jan-17	Jan-17	% change	2015-16	F-Y-T-D
Adult fiction	11,982	11,771	1.8%	142,392	86,315
Adult non-fiction	8,136	8,136	0.0%	92,684	53,250
Adult audio	5,008	5,133	-2.4%	58,058	33,055
Adult video	9,546	8,670	10.1%	106,388	65,455
Adult magazines	1,550	1,356	14.3%	15,689	11,130
Young adult fiction	1,523	1,618	-5.9%	23,034	12,119
Young adult nonfiction	144	104	38.5%	1,521	897
Young adult audiobooks	96	115	-16.5%	1,537	822
Young adult magazines	7	13	-46.2%	166	78
Children's fiction	12,008	11,906	0.9%	152,038	87,622
Children's non-fiction	4,486	4,525	-0.9%	41,326	22,272
Children's audiobooks	548	547	0.2%	7,472	4,266
Children's video	1,437	1,473	-2.4%	21,252	10,666
Children's magazines	37	61	-39.3%	675	307
Electronic (games, ereaders)	443	476	-6.9%	5,151	2,721
Total	56,949	55,904	1.9%	669,383	390,971
Interlibrary Loan	Jan-17	Jan-17	% change	2015-16	F-Y-T-D
Borrowed from others	7,275	7,900	-7.9%	88,494	41,850
Loaned to others	5,822	5,723	1.7%	67,730	35,140
Miscellaneous	Jan-17	Jan-17	% change	2015-16	F-Y-T-D
Visits to our home page	71,655	38,108	88.0%	421,162	315,086
Public use of meeting rooms	57	44	29.5%	480	255
Public meeting attendance	797	546	46.0%	6,279	2,850
Staff use & library programs	100	97	3.1%	1,066	648
Study room sessions	541	729	-25.8%	5,000	2,203
Tech room use	45	44	2.3%	448	176
Door count	29,591	29,586	0.0%	339,120	206,530
Registered BPL borrowers	92	81	13.6%	1,058	600
Computer signups	3,178	3,809	-16.6%	44,087	24,171
Museum Pass use	82	66	24.2%	904	719
E-book use	4,581	4,703	-2.6%	53,350	32,657
E-magazine use	911	659	38.2%	7,323	5,908
Equipment	198	20	890.0%	349	533
Wireless Use	7,050	4,798	46.9%	56,887	48,159

2016-17 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Jan. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,091,391	0	1,091,391	80,471	651,557	0	\$439,834	40%
Salaries-Clerical	920,464	0	920,464	67,352	556,133	0	\$364,331	40%
Salaries-Custodians	160,032	0	160,032	12,104	97,733	0	\$62,299	39%
Retirement	278,221	0	278,221	0	297,222	0	-\$19,001	-7%
SocSec/Medicare	166,149	0	166,149	11,753	96,413	0	\$69,736	42%
Worker's Comp.	22,000	0	22,000	949	21,094	0	\$906	4%
Unemployment	0	0	0	0	62	0	-\$62	N/A
Health Ins.	275,000	0	275,000	52,790	168,902	0	\$106,098	39%
Disability Ins.	1,400	0	1,400	0	1,394	0	\$6	0%

Materials

Adult books	171,000	31,458	202,458	9,629	87,498	8,480	\$106,480	53%
Audiobooks	36,000	4,454	40,454	1,855	14,910	1,092	\$24,452	60%
Ebooks	67,000	0	67,000	7,165	39,693	12,575	\$14,731	22%
Electronic Resources	32,000	0	32,000	11,741	11,741	0	\$20,260	63%
Periodicals	24,000	0	24,000	4,219	14,224	130	\$9,646	40%

YS Books	95,000	24,010	119,010	4,041	41,973	6,739	\$70,298	59%
YS Audiobooks	8,000	2,268	10,268	386	4,540	487	\$5,241	51%
YS Media	10,000	979	10,979	438	3,662	390	\$6,928	63%

Special Collections	5,000	1,417	6,417	165	637	2,392	\$3,387	53%
AS Media	35,000	13,409	48,409	8,919	33,675	5,331	\$9,403	19%

Operations

Copiers and supplies	11,000	231	11,231	786	7,951	3,866	-\$586	-5%
Office supplies	29,000	282	29,282	982	6,551	876	\$21,855	75%
Custodial supplies	14,000	0	14,000	653	3,413	4,607	\$5,979	43%
Postage	17,000	480	17,480	2,010	9,806	2,136	\$5,538	32%
Printing	25,000	0	25,000	2,030	8,742	18,288	-\$2,030	-8%
Van lease & oper.	1,700	0	1,700	40	157	573	\$969	57%
Gas and Electric	80,000	0	80,000	4,556	32,406	0	\$47,594	59%
Telecommunications	11,000	0	11,000	606	4,426	3,994	\$2,580	23%
Water	3,000	0	3,000	0	2,570	0	\$430	14%
Taxes-sewer&water	3,500	0	3,500	3,200	3,200	0	\$300	9%
Refund property taxes	4,000	0	4,000	856	1,774	429	\$1,796	45%
Prof. Services	20,000	71,596	91,596	0	5,410	67,776	\$18,410	20%
Contract Services	37,500	239	37,739	1,967	16,341	16,510	\$4,887	13%
Insurance	29,000	0	29,000	0	26,577	0	\$2,423	8%
Travel/Conference	10,000	0	10,000	0	1,692	0	\$8,308	83%
Memberships	2,000	0	2,000	325	830	0	\$1,170	59%
Special Programs	17,500	1,799	19,299	169	10,430	352	\$8,516	44%
Furniture&Equipment	29,000	1,565	30,565	543	9,621	1,220	\$19,725	65%
IT Hardware & Software	42,000	17,517	59,517	12,636	52,276	306	\$6,934	12%
Bld&Grnd. Repair	40,000	0	40,000	12,292	20,726	6,364	\$12,910	32%
Furn/Equip Repair	2,000	0	2,000	100	447	271	\$1,282	64%
Miscellaneous	3,500	105	3,605	630	2,433	190	\$982	27%
Audit Service	13,500	0	13,500	1,500	12,500	0	\$1,000	7%
Accounting Service	13,000	0	13,000	0	12,436	564	\$0	0%
UHLAN fees	50,000	0	50,000	0	23,320	11,199	\$15,481	31%
Capital Expenditures	125,000	0	125,000	5,993	16,508	0	\$108,492	87%
TOTAL	\$4,030,857	\$171,809	\$4,202,666	\$325,849	\$2,435,607	\$177,139	\$1,589,920	38%

Fund balance	2,203,374	649,244	2,852,618	5,722	78,203	60,453	\$2,713,962	95%
Board Restricted (Capital)	649,244	-649,244	0	0	0	0	\$0	0%
PEG/miscellaneous	18,218	0	18,218	0	0	0	\$18,218	100%
Total Fund Balance *	2,870,836	0	2,870,836	5,722	78,203	60,453	2,732,180	95%

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

Monthly Gas and Electric Comparisons										
Date	# of days	Total Therms	Use per day	Cost	Cost per day	# of day	kWh	Use per day	Cost	Cost per day
12/11/2014	31	1,951	63	\$972.53	\$31.37	31	31,872	1,028	\$3,537.45	\$121.98
12/10/2015	31	1,419	46	\$705.55	\$22.76	31	31,104	1,003	\$2,538.03	\$87.52
1/13/2015	33	2,558	78	\$1,385.02	\$41.97	33	30,720	931	\$3,324.24	\$114.63
1/12/2016	33	1,909	58	\$1,010.70	\$30.63	33	31,872	966	\$2,785.27	\$96.04
2/11/2015	29	2,659	92	\$1,384.15	\$47.73	29	31,872	1,099	\$4,276.45	\$147.46
2/10/2016	29	2,101	72	\$1,037.33	\$35.77	29	29,568	1,020	\$2,734.71	\$94.30
3/12/2015	29	2,515	87	\$1,301.90	\$44.89	29	33,024	1,139	\$6,285.01	\$216.72
3/11/2016	30	2,159	72	\$1,108.25	\$36.94	30	31,872	1,062	\$3,066.87	\$105.75
4/14/2015	33	1,862	56	\$990.60	\$30.02	33	33,792	1,024	\$3,184.06	\$109.80
4/13/2016	33	1,471	45	\$714.42	\$21.65	33	33,408	1,012	\$2,895.69	\$99.85
5/13/2015	29	633	22	\$352.65	\$12.16	28	39,168	1,399	\$2,882.50	\$99.40
5/11/2016	28	800	29	\$329.46	\$11.77	28	33,792	1,207	\$2,830.29	\$97.60
6/12/2015	30	442	15	\$238.82	\$7.96	31	47,616	1,536	\$4,253.01	\$146.66
6/14/2016	34	610	18	\$284.43	\$8.37	33	48,384	1,466	\$4,094.74	\$141.20
7/14/2015	32	575	18	\$277.55	\$8.67	31	57,600	1,858	\$4,473.49	\$154.26
7/13/2016	29	385	13	\$213.85	\$7.37	30	57,600	1,920	\$5,788.02	\$199.59
8/12/2015	29	336	12	\$186.55	\$6.43	29	57,984	1,999	\$5,612.88	\$193.55
8/12/2016	30	425	14	\$235.79	\$7.86	30	61,056	2,035	\$5,778.77	\$199.27
9/14/2015	33	609	18	\$306.89	\$9.30	31	64,896	2,093	\$6,243.19	\$215.28
9/12/2016	31	430	14	\$218.88	\$7.06	31	56,448	1,821	\$5,005.22	\$172.59
10/12/2015	28	819	29	\$384.81	\$13.74	31	51,456	1,660	\$4,313.54	\$148.74
10/12/2016	30	509	17	\$241.68	\$8.06	30	43,392	1,446	\$3,623.83	\$124.96
11/9/2015	28	876	31	\$430.25	\$15.37	28	34,560	1,234	\$3,232.69	\$111.47
11/9/2016	28	878	31	\$363.94	\$13.00	28	32,640	1,166	\$2,913.35	\$100.46
12/10/2015	31	1,419	46	\$705.55	\$22.76	31	31,104	1,003	\$2,538.03	\$87.52
12/12/2016	33	1,576	48	\$689.63	\$20.90	33	31,104	943	\$2,776.58	\$95.74
1/12/2016	33	1,909	58	\$1,010.70	\$30.63	33	31,872	966	\$2,785.27	\$96.04
1/11/2017	30	2,269	76	\$1,150.42	\$38.35	30	28,800	960	\$3,405.58	\$117.43

Program and Outreach Report

February 2017

- Natalie brought in two professors from Skidmore for an incredibly well received program “From Wonderland to the Jewel in Victoria’s Crown” on tea and the Victorian era. The program registration filled quickly as did the waiting list. Natalie worked in advance with maintenance to accommodate as many people as possible, and she was able to include everyone who registered as well as those who didn’t realize that they had to register, for a total of 76 attendees. The professors’ presentations worked together seamlessly. Thank you to Alex Muto, our library school intern who assisted at the program with setup and the refreshments. One of the women who attended, explained that her grandfather had been a tea taster in Victorian times and she had brought information to show the presenters. She is 100 years old and really wanted to come to the program.
- The Pete the Cat’s Cupcake Party on Martin Luther King Day was a huge success and the participants had very positive responses. Cathy led the group in song, followed by a craft and Anne read three books, projecting the eBooks on the data projector screen so that everyone could see the pages. It was a nice way to promote our eBook collection. After singing more songs, each child was given a plain cupcake to decorate and then the program ended with a dance party. Shop Rite was great to work with and gave us a great price for the plain, undecorated cupcake and frosting “on the side”. Several people came for the program who had not registered. Unfortunately, they could not be included as the program was at capacity. The librarians would have added a second session if it was at all possible and they could do that if program is offered again.
- Anne had two showings of the movie Florence Foster Jenkins this month and had a good turnout for both showing. There were some technical issues at the first program, so it was nice to have a second opportunity to show it. Originally, the film The Light between Oceans was scheduled, but a change in the library release date for the DVD required a move of this movie to the spring.
- Natalie offered two classes on “How to use your new iPad” after the holidays, which were very popular with participants who had many questions about their devices. She will be offering more classes in the spring, and reminded the participants about the option for one-on-one Tech Help appointments with librarians to work with them on their devices.
- In the spirit of a healthy new year, Cathy offered a Qi Gong this month to change from a Tai Chi program. People really enjoyed the program and attendance was very good.
- The attendance for the “On My Own” had been dropping and Cathy reworked this program and moved it to Thursday afternoon as “Just for Me” which has had some positive feedback. The program will be monitored throughout the winter and spring to see if the attendance figures continue above the “On My Own” levels.

- Michael led a big group for this month's Listening Party program on the late David Bowie. Both Elvis Presley and David Bowie were born on January 8 so Michael played early radio shows of live performances by Elvis and a song that Bowie had given to Elvis to record. He also played some live performances from BBC radio of the Beatles, since their first album was released in January of 1964. The group seemed to enjoy hearing some "old time" rock and roll.
- René continues to offer popular Introduction to Word classes and has had several people come back and take his classes to reinforce what they have been learning.
- Cathy and Michelle offered another Music and Movement class for babies and toddlers and for preschoolers. The babies and toddlers program remains popular with 62 people this month while the preschoolers session had only 5 people. We will continue to monitor the program to see if attendance figures vary.
- Tori offered two new sessions of a popular program from last year, Sew It Yourself: Zippered Pouch. She repeated the program due to a very long waiting list for the two sessions last year. The evening session filled and the afternoon session was half-full. The patrons enjoyed the project very much.

Community Outreach for January 2017

Michael

- Michael had two large groups for his visits to Good Sam this month on Jan. 11 with 7 people for the booktalk at Kenwood Manor and 10 people at Bethlehem Commons.

School Outreach for January 2017

Cathy

- Cathy has been leading a Lego Challenges for the Slingerlands Afterschool Enrichment on Jan. 5, 12, and 19 for 18-19 people each week. While the Lego Mechanisms are more exciting, it would be difficult to do with such a large group of K-2 students.
- Cathy covered the final "The Pit" session of the month due to staffing needs, and had a great turnout for the program with a few kids who said that they had not taken part in our program previously.

Michelle

- Michelle ran an Eagle Afterschool Enrichment on Jan.4 (needlepoint), Jan. 11 (friendship bracelets) and Jan. 18 (knitting) with 9 attendees at each session

Tori

- This was the first month “The Pit” was open for this year and there have been good crowds with 15 attendees at each session. January 17 and 24 were cancelled due to school closings and early dismissals. There are a number of new sixth graders along with returning students. They all very much enjoy having Super Smash Bros. available on Tuesdays.
- Tori met with Pam Held’s book group to discuss two potential Newbery books, Wolf Hollow and Pax. The students enjoyed both stories and had a lively discussion about their merits.
- Tori worked with the school librarians at the Middle School on the monthly book club. They had a big crowd this month with a few new students joining us. They discussed The Inquisitor’s Tale by Adam Gidwitz and it was universally enjoyed. The new students were eager to read the book after hearing the discussion. Everyone checked out a Bethlehem Public Library copy of next month’s book, Doll Bones by Holly Black, and they are looking forward to the next meeting.

		2016-17	6 Mo Exp.	2017-18 Proposed	2016-17 +/- 2015-16	% +/-	Notes						
Operations													
-400	Photocopiers/supplies	\$11,000	\$7,165	\$11,000	\$0	0.00%	Copiers, paper, maintenance agreements						
-401	Office supplies	\$29,000	\$5,569	\$29,000	\$0	0.00%	General office supplies plus toner cartridges for public computers						
-402	Custodial supplies	\$14,000	\$2,761	\$14,000	\$0	0.00%	Cleaning supplies, hardware, light bulbs, etc.						
-403	Postage	\$17,000	\$7,796	\$17,000	\$0	0.00%	Costs steady						
-404	Printing	\$25,000	\$6,712	\$25,000	\$0	0.00%	Footnotes - decreased printing costs, increased marketing						
-405	Van operation	\$1,700	\$117	\$1,700	\$0	0.00%	Library owns van - maintenance and gas only						
-420	Electricity & Gas	\$80,000	\$27,850	\$65,000	(\$15,000)	-18.75%	Estimate from use 2016						
-421	Telephone	\$11,000	\$3,821	\$11,000	\$0	0.00%	Costs associated with wifi at pool and expanded internet access						
-422	Water	\$3,000	\$2,570	\$3,000	\$0	0.00%	Stable water costs						
-423	Taxes-Sewer & water	\$3,500	\$0	\$3,500	\$0	0.00%	Taxes have been steady for several years						
-430	Refund of real property taxes	\$4,000	\$918	\$4,000	\$0	0.00%	Property tax refunds low and stable						
-450	Professional services	\$20,000	\$5,410	\$15,000	(\$5,000)	-25.00%	Fewer needs						
-451	Contractual services	\$37,500	\$14,375	\$37,500	\$0	0.00%							
-452	Insurance	\$29,000	\$26,577	\$29,000	\$0	0.00%							
-454	Travel/conference	\$10,000	\$1,692	\$10,000	\$0	0.00%	Conferences, webinars and training						
-455	Memberships	\$2,000	\$505	\$2,000	\$0	0.00%							
-456	Special programs	\$17,500	\$10,261	\$20,000	\$2,500	14.29%	Increases in large community events						
-460	Equipment and Furniture	\$29,000	\$9,077	\$25,000	(\$4,000)	-13.79%	Usable life of furniture is acceptable						
-461	IT-hardware & software	\$42,000	\$39,640	\$42,000	\$0	0.00%	Upgrades to hardware and replacements as needed. Software.						
-462	Bldg. & grounds repair	\$40,000	\$8,434	\$40,000	\$0	0.00%	Carpet cleaning, seal coat, lamps, supplies						
-463	Equipment/furniture repair	\$2,000	\$347	\$2,000	\$0	0.00%	Maintenance equipment repairs						
-464	Miscellaneous	\$3,500	\$1,803	\$3,500	\$0	0.00%	Promotional materials, movie license, toys, puppets, games, etc.						
-481	Audit services	\$13,500	\$11,000	\$13,500	\$0	0.00%	Three year contract for audit services						
-482	Accounting services	\$13,000	\$12,436	\$13,000	\$0	0.00%	BOCES Financial Manager program, software, training, etc.						
-483	UHLAN fees & services	\$50,000	\$23,320	\$50,000	\$0	0.00%	UHLS increases within budget						
-490	Capital Expenditures	\$125,000	\$10,515	\$125,000	\$0	0.00%	Upgrades and building needs						
	Total-Operations	\$633,200	\$240,671	\$611,700	(\$21,500)	-3.40%							
	TOTAL EXPENSES	\$4,030,857	\$2,108,364	\$4,100,652	\$69,795	1.73%							

	2016-17	6-month	2017-18	2016-17	% +/-								
Income	proposed	income	Proposed	+/- 2015-16									
Fines	\$42,000	\$18,677	\$37,000	(\$5,000)	-11.90%	lower video fines and increased loan period for videos							
Interest	\$3,200	\$2,470	\$5,000	\$1,800	56.25%	Interest income low but stable							
BookSale	\$5,500	\$3,109	\$6,000	\$500	9.09%	Booksale steady							
Gifts and donations	\$1,000	\$1,135	\$1,000	\$0	0.00%								
Photocopiers	\$6,000	\$3,700	\$6,500	\$500	8.33%								
State Aid	\$24,500	\$24,778	\$24,500	\$0	0.00%	Anticipated modest increase in state aid							
PILOT	\$198,100	\$199,251	\$192,382	(\$5,718)	-2.89%	Estimate received from BCSD							
Total - Income	\$280,300		\$272,382	(\$7,918)	-2.82%								
Total Expenses (Budget)	\$4,030,857		\$4,100,652	\$69,795	1.73%	Total budget							
Total Income	\$280,300		\$272,382	(\$7,918)	-2.82%	Total income							
Taxes to be Raised (Levy)	\$3,750,557		\$3,828,270	\$77,713	2.07%	Total Levy (budget less income)							



Bethlehem Public Library Fund

Fund Statement: January 1, 2016 – December 31, 2016

Beginning Fund Balance	\$7,845.12
Gift Revenue	\$0.00
Investment Income	\$313.10
Realized Gain/Losses	\$68.09
Unrealized Gains/Losses	\$292.23
Grants Expense	(\$307.83)
Admin Fees	(\$100.00)
Investment Fees	(\$63.64)
Other Expenses	(\$0.00)
Ending Fund Balance	\$8,047.07

The Community Foundation for the Greater Capital Region

Final - Investment Summary for the Period Ending December 31, 2016

	<u>CYTD</u>	<u>1 Year</u>	<u>3 Year</u>	<u>5 Year</u>	<u>7 Year</u>	<u>10 Year</u>
Total Managed Assets	8.5%	8.5%	2.4%	7.3%	6.8%	5.2%
Market Benchmark	7.3%	7.3%	6.3%	6.5%	6.7%	7.0%

*Beginning balance based on 2016 audited financial statements.

This may differ slightly from the estimated ending balance for June 2016, distributed in August, 2016.

Please contact Laura Yaun, Chief Financial Officer, with any questions at 518-446-9638.

**The investment return percentages net of fees are calculated based on the Community Foundation's overall Investment Summary returns.

These percentages may differ slightly from the actual investment returns applied to your fund due to the timing of the calculation of market values, cash flow, and the compounding effect of gains and losses during a given period.

DRAFT**Request for Proposals for:
Construction Management Services
For The Bethlehem Public Library Heating Ventilation
and Air Conditioning Renovation**

February 14, 2017

Bethlehem Public Library invites you to submit a reply to this Request for Proposal for Construction Management Services for Construction Management Services for HVAC renovations to Bethlehem Public Library located at 451 Delaware Avenue in Delmar, N.Y.

Please address all responses to:

**Geoffrey Kirkpatrick, Director
Bethlehem Public Library
451 Delaware Ave.
Delmar, NY 12054**

Proposals will be received until February 28, 2017 at the address noted above. Please provide one paper copy of your proposal along with one electronic copy as a single .pdf. Electronic files can be emailed to director@bethlehempubliclibrary.org.

M/E Engineering has been contracted by Bethlehem Public library to provide professional engineering services for the project.

It is the intention of Bethlehem Public Library to consider these RFPs during the month of March 2017. A short list of Construction Managers will be selected by the Board of Trustees of the library. The final selection will be at the sole discretion of the Trustees of Bethlehem Public Library. Bethlehem Public Library reserves the right to reject any or all RFPs if the evidence submitted by, or subsequent investigation of, the Construction Managers fails to satisfy the Trustees of the library. The Trustees reserve the right to waive any irregularities or minor defects in the RFP, and to accept the RFP that is in the best interest of Bethlehem Public Library. Conditional RFPs will not be accepted.

Please address any questions about the project to:

**Geoffrey Kirkpatrick, Director
director@bethlehempubliclibrary.org**

Responses to written questions received will be issued in addenda to the document, which will be posted to the library's website at www.bethlehempubliclibrary.org. Respondents are solely responsible for verifying whether addenda have been issued, obtaining the addenda, and complying with addenda requirements in their response to this RFP.

Pre-proposal Conference

The library director and engineer will give a tour of the building and answer questions related to this RFP at a pre-proposal conference to be held at the library on XXXXXXXX. The meeting will take place in library. Attendance is not mandatory. While the building is open to the public and respondents may visit during normal business hours, tours of the building and access to non-public spaces will not be available at any other time.

Purpose

Bethlehem Public Library issues this Request for Proposal (RFP) for professional services. The purpose of this RFP is to solicit quotations for providing professional construction management services for all construction services for the project described below. Bethlehem Public Library hopes to enter into a contract with a responsible firm for such services and, accordingly, is seeking certain information whereby such service capabilities shall be evaluated.

Selection Time Frame

Proposals will be received until noon on XXXXXXXXXXXXXXXX. After that time, the Library Trustees, Library Director, and Engineer will review all submissions.

Selection Criteria

The contract may be awarded to the most responsible firm whose proposal will be, on an overall basis, the most advantageous to Bethlehem Public Library. Cost alone will not be the determining factor. The library's decision is final and not subject to recourse. The library reserves the right to reject any and all proposals and /or waive non-substantive deficiencies.

It is the intent of Bethlehem Public Library to enter into an AIA Document C32-2009, *Standard Form of Agreement between Owner and Construction Manager as Adviser*, 2009 Edition. Under this form of agreement, the Construction Manager is an adviser and not a constructor. The library will not entertain CM at-risk or GMP proposals for this project.

Scope of Work

This RFP is for full coordinated construction management services for all construction trades in conjunction with the referenced project. The project involves:

- replacement of various HVAC equipment including four gas-fired roof-top units,
- ductless split systems for the TV Studio and Server Room,
- replacement of controllers and actuators on VAV boxes,
- addition of a hot-water unit heater for the loading dock,
- replacement of VAV boxes with reheat coils for the Mezzanine,
- and replacement of exhaust fans. LED lighting will be provided for the Mezzanine along with a new ceiling grid and acoustical tiles.
- Asbestos abatement to support above scope.

The 90% Design Plans are included with this RFP for reference.

The library intends to occupy the building during the project. Maintaining public access to the building during the project is a priority. The Construction Manager will assume a lead role in developing a phasing plan for the work that minimizes inconvenience to patrons and library staff while accomplishing the work in a timely manner. This will not be a “fast-track” project.

The estimated amount for contractor trade work is approximately \$580,000, including contingencies.

Contracts for construction will be held by Bethlehem Public Library. The Construction Manager will coordinate and handle all work necessary to ensure that contracts between the library and contractors are met.

It is the library’s intention to enter into a contract with a Construction Manager as soon as possible.

The Construction Manager will assist the library and the engineer through pre-construction and then manage construction. Responsibilities of the Construction Manager include but are not limited to the following:

Pre-construction

- Develop a preliminary estimate from the Engineer’s Design Phase documents. Work with the Engineer to refine the budget.
- Develop a project schedule and Phasing Plan to reflect construction activities, continuous occupancy and availability of library resources by patrons and staff, and critical occupancy dates.
- Refine project schedules to reflect team member contributions, construction activities, and critical occupancy dates.
- Identify “long lead” items and coordinate bids so that the schedule is not compromised.

Bidding/Contract Award Phase

- Assist in preparation of general and/or special conditions.
- Assemble bid documents and prepare a progress schedule and scope of work for inclusion in bid documents.
- Submit a recommended bidders list for all categories of work to Bethlehem Public Library and the Engineers for prior review.
- Prepare advertisements and invitations to bid.
- Provide instructions and scope of work details to all bidders. The Library and Engineer shall have the opportunity to review and comment before release of documents for bidding.
- Solicit, receive, and analyze all bids. Develop a bid tabulation form and list award recommendations.
- Assist Bethlehem Public Library in preparing contracts and purchase orders.

Construction Phase

- Manage all trades.
- Actively ensure compliance with project phasing plan, maintaining library service to the maximum degree possible.
- Manage shop drawing and submittal review process, perform initial review of submittals and shop drawings for compliance with contract requirements, and ensure expediting of the same.
- Review requests for information, request for proposals and contractor's response to same.
- Hold and chair regular progress meetings.
- Attend regular Board of Trustees Meetings, to be held once a month, typically on the second Monday of the month.
- Coordinate and review contractor requests for payment. Obtain certified payroll information from trade contractors for purposes of verifying compliance with New York State Prevailing Wage requirements.
- Obtain bonds and lien waivers from subcontractors.
- Provide regular progress reports addressing any cost or schedule changes.
- Expedite substantial completion and occupancy certificates.
- Obtain closeout documents as required by the Contract Documents, such as project record documents, guarantees/warranties and operation and maintenance manuals.
- Assist in obtaining any necessary permits and inspections of governing authorities and act as the library's representative with respect to those authorities. **NYS Education Department approval and building permits have already been obtained for the project.*
- Preparing a plan for moving furniture and collections as required to accomplish construction activities.
- Prepare a punch list and expedite completion.

Post-construction Phase

- Coordinate and expedite the resolution of construction related problems.
- Coordinate and expedite the repair/replacement of items covered under guarantees/warranties.
- Conduct follow-up review of the upgrades to help ensure satisfactory performance of materials and systems.
- Conduct a 10-month warranty walkthrough with Bethlehem Public Library and the Engineer to identify issues requiring correction under the one-year warranty period. Ensure that trade contractors complete warranty items as required.

Notes

- The library will not consider construction management firms who propose to act as a contractor or trade contractor of this project or who propose to assign construction management tasks to other firms.
- This project is subject to New York State prevailing wage regulation.

Submittal Requirements

Business Organization

- Firm name, business address, telephone, and email address.
- Name and title of contact person.
- Number of years your organization has been in business under its present business name.
- Type of ownership: Partnership, Corporation, Other.
- Description of the organization and principals.
- Provide information with respect to the firm's insurance coverage. Include general liability insurance coverage limits, professional liability insurance coverage limits, errors and omissions insurance coverage limits, and claims/litigation history for projects during the past seven years.

Similar project construction management experience

- Please indicate what percentage of projects you do on a Construction Management basis.
- List the number of public sector/municipal projects you have completed with an individual construction cost of more than \$500,000.
- List similar projects over the past five years. Include project address, year completed, and type of project.
- Please indicate if your company acted as a trade contractor for any part of the project.

Construction Management Capabilities and Services

- Describe your approach to a CM/Owner/Engineer team and your relationship to each.
- Briefly describe how your firm performs: cost estimating, cost control, quality control, drawing and specification review, phasing plan development, scheduling, approach to bid packaging and scoping, approach to working with public owners on bidder qualification issues, coordination of various trade contractors, and safety programs and labor issues.
- Describe your in-house capabilities to implement the above services related to this project.
- Describe your firm's experience with Mechanical/Electrical trades and equipment. Please indicate how you handle mechanical/electrical estimating.

Project Organization

- Provide a project organization chart showing your key professionals who would be assigned to this project for both pre-construction and construction phases.
- Provide a brief description of their responsibilities on the project and their role within the project team.

References

- Please provide at least three public/municipal clients in New York for which the firm has provided construction management services with contact names and phone numbers.

Additional Information

- Please describe what distinguishes your firm from others in the field. Please identify what makes your firm a good candidate for this project.

Fees and Reimbursable Expenses

- The proposed Construction Management fees and proposed allowance for reimbursable expenses should be submitted in a separate, sealed envelope using “Form B” of this RFP. Form B should not be included with the electronic portion of the submission. The envelope should be identified with the name of this project and the name of your company.
- The above fees should include all personnel time anticipated for all phases of the project including the project manager, estimators, clerical and the field representative.
- Provide proposed allowances for reimbursable expenses. This should include General Conditions and a detailed list with anticipated dollar amounts for each line item and a total for the entire project.

Request for Proposal for Construction Management Services
Form A

Please complete this form and attach it to your RFP Submittal.

The full name of our firm is: _____
Name

Address City State Zip Code

Office Phone No. Fax No. Cell/Mobile No.

Contact Person

Our firm has performance bond capabilities in the amount of:

The successful construction management firm will not be considered as a trade contractor or subcontractor for any of the proposed construction/renovations.

We have read and we understand the RFP as presented, and have read and understand any addenda that were issued during the RFP process. We agree to comply with Bethlehem Public Library Policy and any applicable New York state laws. If chosen as a semi-finalist, we agree Bethlehem Public Library may conduct any investigation it deems appropriate to investigate previous projects our firm has worked on. My signature represents compliance and understanding of this RFP.

Signature and Title

Form B

This form should be submitted in a separate, sealed envelope identified with the name of this project and the name of your company

Name of Firm

Contact Name/Phone Number

Please list the categories and total price for items that you identify as pre-construction services including bidding/contract award phase work. Provide detailed list of categories and pre-construction services on a separate sheet.

\$ _____
(Monetary total for pre-construction costs)

Please fill in your proposed professional fee as a percent of actual construction costs (construction, and post-construction phases) but not including “general conditions.”

(% of construction costs)

Please provide a lump sum price for items that you identify as “general conditions” for all construction phases: addition, renovations and improvements. These are in addition to the percent of construction costs above. List the categories and give a price breakdown on an attached sheet.

\$ _____
(Monetary total for General Conditions)

Signature

Title

Date

Bethlehem Public Library

Annual Report For Public And Association Libraries - 2016 46

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2016, except for questions related to the current library director/manager (questions 1.37 through 1.45).

1.1	Library ID Number	8400011730	<i>8400011730</i>
1.2	Library Name	BETHLEHEM PUBLIC LIBRARY	<i>BETHLEHEM PUBLIC LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Delmar	<i>Delmar</i>
1.6	Beginning Fiscal Reporting Year	07/01/2015	<i>07/01/2014</i>
1.7	Ending Fiscal Reporting Year	06/30/2016	<i>06/30/2015</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2015	<i>7/1/2014</i>
1.12	Ending <u>Local</u> Fiscal Year	06/30/2016	<i>6/30/2015</i>
1.13	Address Status	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.14	Street Address	451 DELAWARE AVENUE	<i>451 DELAWARE AVENUE</i>
1.15	City	DELMAR	<i>DELMAR</i>
1.16	Zip Code	12054	<i>12054</i>
1.17	Mailing Address	451 DELAWARE AVENUE	<i>451 DELAWARE AVENUE</i>
1.18	City	DELMAR	<i>DELMAR</i>
1.19	Zip Code	12054	<i>12054</i>
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 439-9314	<i>(518) 439-9314</i>
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 478-0901	<i>(518) 478-0901</i>

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

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

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

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

1.37 Title of Library Director/Manager (select one):

Mr.

Mr.

1.38 First Name of Library Director/Manager

Geoffrey

Geoffrey

1.39 Last Name of Library Director/Manager

Kirkpatrick

Kirkpatrick

1.40 NYS Public Librarian Certification Number

22028

22028

1.41	What is the highest education level of the library manager/director?	Master's Degree	
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	
1.43	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	
1.44	E-mail Address of the Director/Manager	director@bethlehempubliclibrary.org	<i>director@bethlehempubliclibrary.org</i>
1.45	Fax Number of the Director/Manager	(518) 478-0901	<i>(518) 478-0901</i>
1.46	Is the library a member of the New York State and Local Retirement System?	Y	
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	Y	<i>Y</i>
1.48	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2016? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49.	Y	<i>Y</i>
1.	Name of municipality or district holding the public vote	Bethlehem Central School District	<i>Bethlehem Central School District</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the vote was held (mm/dd/2016)	05/17/2016	<i>05/19/2015</i>
4.	Was the vote successful? Y/N	Y	<i>Y</i>
5.	What type of public vote was it?	budget vote (school district public library only)	<i>school district ballot proposition (Ed. Law Â§259(1)(a))</i>

6a.	Most recent prior year approved appropriation from a public vote:	\$3,674,851	\$3,674,851	49
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$47,823	\$47,823	
6c.	Total proposed appropriation (sum of 6a and 6b):	\$3,722,674	\$3,722,674	

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

1.49 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2016) Enter N for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50.

1. Name of municipality or district holding the public vote N/A
2. Indicate the type of municipality or district holding the public vote
3. Date the last successful vote was held (mm/dd/yyyy) N/A
4. What type of public vote was it?
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A

1.50 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.51.

1. Name of contracting municipality or district N/A N/A

2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A
1.51	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	Y	Y

2. LIBRARY COLLECTION

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

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

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	31,700	32,137
2.2	Adult Non-fiction Books	29,808	30,661
2.3	Total Adult Books (Total questions 2.1 & 2.2)	61,508	62,798
2.4	Children's Fiction Books	24,899	26,464
2.5	Children's Non-fiction Books	15,350	15,413
2.6	Total Children's Books (Total questions 2.4 & 2.5)	40,249	41,877
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	101,757	104,675

Other Print Materials

2.8	Total Uncataloged Books	0	0
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2.9	Total Print Serials	468	403
2.10	All Other Print Materials	0	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	468	403
2.12	Total Print Materials (Total questions 2.7 and 2.11)	102,225	105,078

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	35,801	28,865
2.14	Local Electronic Collections	12	11
2.15	NOVELNY Electronic Collections	10	10
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	22	21
2.17	Audio - Downloadable Units	9,059	9,234
2.18	Video - Downloadable Units	389	705
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	3,206	2,976
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	48,477	41,801

Non-Electronic Materials

2.21	Audio - Physical Units	8,876	8,975
2.22	Video - Physical Units	7,144	7,334
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	881	881
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	16,901	17,190
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	167,603	164,069

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	260	261
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	16,464	14,063
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2.28	All Other Print Materials	0	0	
2.29	Electronic Materials	8,809	8,501	52
2.30	All Other Materials	3,204	4,328	
2.31	Total Additions (Total questions 2.27 through 2.30)	28,477	26,892	

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.27 as of the fiscal year reported in Part 1; report information on questions 3.28 through 3.79 for the 2016 calendar year. Please click [here](#) to read general instructions before completing this section.

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

LIBRARY USE

3.1	Library visits (total annual attendance)	339,120	338,282
3.2	Registered resident borrowers	20,865	20,808
3.3	Registered non-resident borrowers	59	47

Please report information on WRITTEN POLICIES as of 12/31/16.

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

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

Please report information on ACCESSIBILITY as of 12/31/16.

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

3.10	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.11	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y

3.12	Does the library have large print books?	Y	Y
3.13	Does the library have assistive technology for the blind and visually impaired?	Y	Y
3.14 - If so, what do you have?			
	screen reader, such as JAWS or Windoweyes	No	No
	refreshable Braille keyboard	No	No
	screen magnification software, such as Zoomtext	Yes	Yes
	electronic scanning and reading software, such as OpenBook	No	No

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

LIBRARY SPONSORED PROGRAMS

3.15	Adult Program Sessions	207	147
3.16	Young Adult Program Sessions	148	148
3.17	Children's Program Sessions	886	902
3.18	All Other Program Sessions	27	29
3.19	Total Number of Program Sessions (Total questions 3.15 through 3.18)	1,268	1,226
3.20	One-on-One Program Sessions	637	688
3.21	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	
3.22	Adult Program Attendance	3,728	2,885
3.23	Young Adult Program Attendance	3,370	3,409
3.24	Children's Program Attendance	20,551	24,897
3.25	All Other Program Attendance	4,211	2,888
3.26	Total Program Attendance (Total questions 3.22 through 3.25)	31,860	34,079
3.27	One-on-One Program Attendance	735	688

Please report information on SUMMER READING PROGRAMS for the 2016 calendar year.

SUMMER READING PROGRAM

3.28 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2016 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.29	Library outlets offering a summer reading program	1	1
3.30	Children registered for the library's summer reading program	666	669
3.31	Young adults registered for the library's summer reading program	236	244
3.32	Adults registered for the library's summer reading program	57	74
3.33	Total number registered for the library's summer reading program (total 3.30 + 3.31 + 3.32)	959	987
3.34	Children's program sessions - Summer 2016	125	119
3.35	Young adult program sessions - Summer 2016	27	32
3.36	Adult program sessions - Summer 2016	28	20
3.37	Total program sessions - Summer 2016 (total 3.34 + 3.35 + 3.36)	180	171
3.38	Children's program attendance - Summer 2016	5,043	3,214
3.39	Young adult program attendance - Summer 2016	1,296	1,435
3.40	Adult program attendance - Summer 2016	1,971	849
3.41	Total program attendance - Summer 2016 (total 3.38 + 3.39 + 3.40)	8,310	5,498

COLLABORATORS

3.42	Public school district(s) and/or BOCES	1	1
3.43	Non-public school(s)	1	2
3.44	Childcare center(s)	1	1
3.45	Summer camp(s)	0	0
3.46	Municipality/Municipalities	1	1
3.47	Literacy provider(s)	0	0
3.48	Other (describe using the State note)	12	8
3.49	Total Collaborators (total 3.42 through 3.48)	16	13

Please report information on EARLY LITERACY PROGRAMS for the 2016 calendar year.

EARLY LITERACY PROGRAMS

3.50	Did the library offer early literacy programs? (Enter Y Y for Yes, N for No)		Y
3.51 - Indicate types of programs offered (check all that apply)			
a.	Focus on birth - school entry	Yes	Yes
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.52 - Number of sessions			
a.	Focus on birth - school entry	48	52
b.	Focus on parents & caregivers	0	0
c.	Combined audience	227	215
d.	N/A	N/A	N/A
3.53	Total Sessions	275	267
3.54 - Attendance at sessions			
a.	Focus on birth - school entry	483	360
b.	Focus on parents & caregivers	0	0
c.	Combined audience	2,617	5,347
d.	N/A	N/A	N/A
3.55	Total Attendance	3,100	5,707
3.56 - Collaborators (check all that apply):			
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	Yes	Yes

Please report information on ADULT LITERACY for the 2016 calendar year.

ADULT LITERACY

3.57	Did the library offer adult literacy programs?	Yes	Yes
3.58	Total group program sessions	14	4
3.59	Total one-on-one program sessions	69	71
3.60	Total group program attendance	96	11
3.61	Total one-on-one program attendance	69	71
3.62 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	Yes	Yes

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2016 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.63	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.64	Children's program sessions	0	0
3.65	Young adult program sessions	0	0
3.66	Adult program sessions	0	0
3.67	Total program sessions (total 3.64 + 3.65 + 3.66)	0	0
3.68	One-on-one program sessions	0	0
3.69	Children's program attendance	0	0
3.70	Young adult program attendance	0	0
3.71	Adult program attendance	0	0
3.72	Total program attendance (total 3.69 + 3.70 + 3.71)	0	0
3.73	One-on-one program attendance	0	0
3.74 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No

c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2016 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs?	Y	Y
3.76	Total group program sessions	69	57
3.77	Total one-on-one program sessions	159	279
3.78	Total group program attendance	1,554	1,524
3.79	Total one-on-one program attendance	239	279

4. LIBRARY TRANSACTIONS

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	140,304	141,447
4.2	Adult Non-fiction Books	86,748	85,052
4.3	Total Adult Books (Total questions 4.1 & 4.2)	227,052	226,499
4.4	Children's Fiction Books	149,495	151,336
4.5	Children's Non-fiction Books	40,984	40,635
4.6	Total Children's Books (Total questions 4.4 & 4.5)	190,479	191,971
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	417,531	418,470

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	170,253	194,137
4.9	Circulation of Children's Other Materials	28,768	28,641
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	199,021	266,365
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	616,552	

ELECTRONIC USE

4.12	Use of Electronic Material	53,841	43,587
4.13	Successful Retrieval of Electronic Information	82,279	
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	136,120	

4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	670,393	684,835	58
4.16	Total Collection Use (Total questions 4.13 & 4.15)	752,672		
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	219,247	220,612	

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	79,970	69,553	
4.19	Does the library offer virtual reference?	Y	Y	

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	88,613	81,452	
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	67,737	56,378	
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2016.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y	
5.2	Online public access catalog (OPAC)?	Y	Y	
5.3	Electronic access to the OPAC from outside the library?	Y	Y	
5.4	Annual number of visits to the library's web site	421,162	407,558	
5.5	Does the library use Internet filtering software on any computer?	N	N	
5.6	Name of the person responsible for the library's Information Technology (IT) services	Geoffrey Kirkpatrick	Geoffrey Kirkpatrick	
5.7	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 439-9314	(518) 439-9314	
5.8	IT contact's email address	director@bethlehempubliclibrary.org	director@bethlehempubliclibrary.org	

6. STAFF INFORMATION

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

FTE (FULL-TIME EQUIVALENT CALCULATION)

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

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	14.82	13.79
6.5	Vacant Librarian (certified)	0	1
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	1	1
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	29.09	28.38
6.11	Vacant Other Staff	0.43	0.82
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	45.91	44.17
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.43	1.82

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$49,675	\$48,701
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$104,069	\$99,902
6.18	FTE - Library Manager (not certified)	0	0
6.19	Salary - Library Manager (not certified)	\$0	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2016. Please click [here](#) to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y	Y
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7.2	2. Has a board-approved written long range plan of service.	Y	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8. Maintains a facility to meet community needs, including adequate:			
7.8	8a. space	Y	Y
7.9	8b. lighting	Y	Y
7.10	8c. shelving	Y	Y
7.11	8d. seating	Y	Y
7.12	8e. restroom (see instructions)	Y	Y
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:			
7.13	9a. telephone	Y	Y
7.14	9b. photocopier (see instructions)	Y	Y
7.15	9c. microcomputer or terminal	Y	Y
7.16	9d. printer	Y	Y
7.17	9e. Fax capability (see instructions)	Y	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	Y

7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y	61
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8. PUBLIC SERVICE INFORMATION

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

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	67.00	67.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	67.00	67.00
8.10	Annual Total Hours - Main Library	3,704.00	3,704.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,704.00	3,704.00

9. SERVICE OUTLET INFORMATION

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to bibliostat@btol.com and your data will be uploaded into Collect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Bethlehem Public Library	<i>Bethlehem Public Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	451 Delaware Avenue	<i>451 Delaware Avenue</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code	12054	<i>12054</i>
7.	Phone (enter 10 digits only)	(518) 439-9314	<i>(518) 439-9314</i>
8.	Fax Number (enter 10 digits only)	(518) 478-0901	<i>(518) 478-0901</i>
9.	E-mail Address	information@bethlehempubliclibrary.org	<i>information@bethlehempubliclibrary.org</i>
10.	Outlet URL	http://www.bethlehempubliclibrary.org	<i>http://www.bethlehempubliclibrary.org</i>
11.	County	Albany	<i>Albany</i>
12.	School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
13.	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,704	<i>3,704</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	531	<i>531</i>
20.	Enter the appropriate outlet code (select one):	N/A	<i>N/A</i>
21.	Who owns this outlet building?	School District	<i>School District</i>
22.	Who owns the land on which this outlet is built?	School District	<i>School District</i>
23.	Indicate the year this outlet was initially constructed	1970	<i>1970</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2004	<i>2004</i>
25.	Square footage of the outlet	32,360	<i>32,360</i>
26.	Total number of Internet terminals at this outlet used by the general public	68	<i>56</i>

27.	Number of uses (sessions) of public Internet computers per year	44,772	44,772	63
28.	Type of connection on the outlet's public Internet computers	Fiber	<i>Fiber</i>	
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>	
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>	
31.	Internet Provider	Other (specify using the State note)	<i>Other (specify using the State note)</i>	
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>	
33.	Number of wireless sessions provided by the library wireless service per year	42,897	42,897	
34.	Does the outlet have interactive videoconferencing capability for public use?	Y	Y	
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y	
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y	
37.	<i>LIBID</i>	8400011730	<i>8400011730</i>	
38.	<i>FSCSID</i>	NY0702	<i>NY0702</i>	
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0	
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>	

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2016. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2016 to December 31, 2016)	12	12
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NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter (incorporation)?	No
10.3	If yes, what is the range?	

9.	Term Begins - Month	July	<i>July</i>	
10.	Term Begins - Year (year)	2015	<i>2015</i>	
11.	Term Expires	June	<i>June</i>	
12.	Term Expires - Year (yyyy)	2020	<i>2020</i>	
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes		
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2015	<i>07/13/2015</i>	
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/17/2015	<i>07/14/2015</i>	
16.	Is this a brand new trustee?	N	<i>Y</i>	

11. OPERATING FUNDS RECEIPTS

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

LOCAL PUBLIC FUNDS

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

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y	<i>Y</i>	
1.	Source of Funds	School District	<i>School District</i>	
2.	Name of funding County, Municipality or District	Bethlehem Central School District	<i>Bethlehem Central School District</i>	
3.	Amount	\$3,714,458	<i>\$3,674,851</i>	
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	<i>Y</i>	
5.	Written Contractual Agreement	N	<i>N</i>	
1.	Source of Funds	Other (specify using the State note)	<i>Other (specify using the State note)</i>	
2.	Name of funding County, Municipality or District	Bethlehem Central School District	<i>Bethlehem Central School District</i>	
3.	Amount	\$192,042	<i>\$184,450</i>	
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	<i>N</i>	
5.	Written Contractual Agreement	Y	<i>Y</i>	
11.2	TOTAL LOCAL PUBLIC FUNDS	\$3,906,500	<i>\$3,859,301</i>	

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$23,754	<i>\$22,449</i>	
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11.4	Central Library Aid (CLDA and/or CBA)	\$0	\$0
11.5	Additional State Aid received from the System	\$0	\$0
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$200	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$23,954	\$22,449
OTHER STATE AID			
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
FEDERAL AID FOR LIBRARY OPERATION			
11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
OTHER RECEIPTS			
11.14	Gifts and Endowments	\$12,275	\$8,983
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$4,436	\$4,117
11.17	Library Charges	\$52,594	\$61,158
11.18	Other	\$7,830	\$6,525
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$77,135	\$80,783
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,007,589	\$3,962,533
11.21	BUDGET LOANS	\$0	\$0
TRANSFERS			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$0

11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2016	\$2,623,375	\$2,249,885
	(Same as Question 12.40 of previous year if fiscal year has not changed)		
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$6,630,964	\$6,212,418

12. OPERATING FUND DISBURSEMENTS

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,012,530	\$1,008,217
12.2	Other Staff	\$1,016,659	\$1,038,919
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$2,029,189	\$2,047,136
12.4	Employee Benefits Expenditures	\$734,676	\$755,136
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$2,763,865	\$2,802,272

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$233,182	\$204,307
12.7	Electronic Materials Expenditures	\$85,512	\$58,249
12.8	Other Materials Expenditures	\$79,900	\$77,153
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$398,594	\$339,709

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$49,663	\$35,916
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$49,663	\$35,916
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$118,907	\$134,420
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$168,570	\$170,336
MISCELLANEOUS EXPENSES			
12.18	Office and Library Supplies	\$31,285	\$27,813
12.19	Telecommunications	\$8,453	\$6,382
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$15,365	\$12,026
12.22	Professional & Consultant Fees	\$6,550	\$19,994
12.23	Equipment	\$32,662	\$39,071
12.24	Other Miscellaneous	\$162,778	\$127,207
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$257,093	\$232,493
12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$45,270	\$44,233
DEBT SERVICE			
Capital Purposes Loans (Principal and Interest)			
12.27	From Local Public Funds (73PF)	\$0	\$0
12.28	From Other Funds (73OF)	\$0	\$0
12.29	Total (Add Questions 12.27 and 12.28)	\$0	\$0
12.30	Budget Loans (Principal and Interest)	\$0	\$0
12.31	Short-Term Loans	\$0	\$0
12.32	Total Debt Service (Add Questions 12.29, 12.30 and 12.31)	\$0	\$0
12.33	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$3,633,392	\$3,589,043
TRANSFERS			

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	\$67,416	\$0
12.35	From Other Funds (76OF)	\$0	\$0
12.36	Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8)	\$67,416	\$0
12.37	Transfer to Other Funds	\$0	\$0
12.38	TOTAL TRANSFERS (Add Questions 12.36 and 12.37)	\$67,416	\$0
12.39	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.33 and 12.38)	\$3,700,808	\$3,589,043
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2016	\$2,930,156	\$2,623,375
12.41	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)	\$6,630,964	\$6,212,418

ASSURANCE

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/12/2017	03/07/2016
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FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	09/30/2016	09/30/2015
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	7/1/2015-6/30/2016	07/01/2014-06/30/2015
12.45	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

CAPITAL FUND

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

69

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

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$3,907	\$17,161
13.2	All Other Revenues from Local Sources	\$28	\$10
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$3,935	\$17,171

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0	\$0
13.5	Other State Aid	\$0	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$0	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	\$67,416	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$71,351	\$17,171
13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$71,351	\$17,171
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2016 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$28,935	\$12,057
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$100,286	\$29,228

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1	Construction	\$321	\$0
14.2	Incidental Construction	\$23,481	\$0

Other Disbursements

14.3	Purchase of Buildings	\$0	\$0	70
14.4	Interest	\$0	\$0	
14.5	Collection Expenditures	\$0	\$0	
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0	
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$23,802	\$0	
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0	
14.9	NON-PROJECT EXPENDITURES	\$14,303	\$293	
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$38,105	\$293	
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2016	\$62,181	\$28,935	
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$100,286	\$29,228	

15. CENTRAL LIBRARIES

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

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

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

16.1	Total ALA-MLS	13.84	13.82
16.2	Total Librarians	14.72	14.70
16.3	All Other Paid Staff	25.83	25.55
16.4	Total Paid Employees	40.55	40.25
16.5	State Government Revenue	\$23,754	\$22,449
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$77,335	\$80,783
16.8	Total Operating Revenue	\$4,007,589	\$3,962,533
16.9	Other Operating Expenditures	\$470,933	\$447,062
16.10	Total Operating Expenditures	\$3,633,392	\$3,589,043
16.11	Total Capital Expenditures	\$38,105	\$293

16.12	Print Materials	102,225	105,078	
16.13	Total Registered Borrowers	20,924	20,855	71
16.14	Other Capital Revenue and Receipts	\$67,444	\$10	
16.15	Total Number of Internet Terminals Used by the General Public	68	56	

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	8400011730	8400011730
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	LD	LD
17.4	Administrative Structure Code	SO	SO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	SD1	SD1
17.7	FSCS ID	NY0702	NY0702
17.8	SED CODE	010306700004	010306700004

SUGGESTED IMPROVEMENTS

Library Name:	BETHLEHEM PUBLIC LIBRARY	<i>BETHLEHEM PUBLIC LIBRARY</i>
Library System:	Upper Hudson Library System	<i>Upper Hudson Library System</i>
Name of Person Completing Form:	Geoffrey Kirkpatrick	<i>Geoffrey Kirkpatrick</i>
Phone Number:		<i>(518) 439-9314</i>

I am satisfied that this resource (Collect) is meeting library needs: Neither Agree nor Disagree

Applying this resource (Collect) will help improve library services to the public: Strongly Disagree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

Continuing Education Proposal for Book Expo America in New York City

Attendees: Chris McGinty and Gordon Noble

Dates of Conference	May 30, 2017 to June 2, 2017			
	Per day	Days	Attendees	Total
Hotels	\$267	3	2	\$1,602
Registration	\$150	n/a	2	\$300
Meals and incidentals	\$74	3	2	\$444
Transportation - Gordon				\$146
Transportation - Chris				\$150
Total Proposed Cost				\$2,642

HVAC Renovation Report – As of 2/13/2017

July 2014	M/E Engineering selected as contractor for an HVAC Feasibility Study
Apr. 2015	HVAC Feasibility Study presented to BPL Board of Trustees
Sep. 2015	BPL Trustees select M/E Engineering to prepare necessary documents for an HVAC Renovation including submission to NYS Education Department facilities review
Dec. 2015	Hazardous Material survey report presented to library by M/E and Schumacher Design
Feb. 2016	At the suggestion of M/E, BPL Trustees approve additions to the design work including electrical outlets and some plumbing improvements
Mar. 2016	BPL Trustees approve Hazardous Materials design work necessary for the HVAC Renovation
May 2016	HVAC Renovations design 90% complete
May 2016	Hazmat design 90% complete
May 2016	Submit documents to BCSD Board for approval
July 2016	BPL board approves SEQRA resolution
Aug. 2016	Submit design documents to NYS Education Department Facilities Review
Nov. 2016	M/E Engineering to request contractor's estimate for project (necessary for NYS Library Construction Grant application – Satisfied by bidding process performed by construction manager
Dec. 2016	Board committee/Director explores Construction Manager RFP
Feb. 2017	Prepare and send RFPs for Construction Manager – In Progress
Mar. 2017	BPL Trustees select Construction Manager
July 2017	Begin Contract administration - M/E Engineering
Aug. 2017	Submit NYS Library Construction Grant application to UHLS
Sep. 2017	Construction begins

Design

	Budget	Encumbered	Expensed	Notes
Design Subtotal	\$95,358	\$43,310	\$52,048	

Construction

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

*3 years 5% increase compounded yearly.

Construction Management/Project Management

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

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

Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$750,000	\$43,310	\$52,048	\$742,828



Bethlehem Public Library shared Spotlight Newspapers's post.

January 3 at 4:16pm · 🌐

75



Spotlight Newspapers

January 3 at 12:33pm · 🌐

👍 Like Page

BETHLEHEM LIBRARY: Family establishes technology fund for library

Bethlehem Public Library

<http://www.spotlightnews.com/.../bethlehem-library-family-es.../>



BETHLEHEM LIBRARY: Family establishes technology fund for library

Bethlehem residents Joe and Naomi Storch are big believers in the way...

SPOTLIGHTNEWS.COM | BY SPOTLIGHT NEWSPAPERS

2,036 people reached

Boost Post

👍❤️ Jess Maxwell, Ron Dodson and 47 others



👍 Like

💬 Comment

➦ Share

See All

Special collection items at the library

GoPro cameras, accessories ▶ 

.....
 ◀ Film and slide scanners 

Metal detectors ▶ 

.....
 ◀ Virtual reality headsets 

Karaoke machines ▶ 

.....
 ◀ Binoculars 

.....
 Telescopes ▶ 

7-day loan, no renewals, no requests, \$1/day fine

Other items

eReaders 14-day loan, no renewals, \$1/day fine

Fishing poles 14-day loan, no renewals, 10 cents/day fine

Museum passes 3-day loan, no renewals, \$5/day fine

Wi-Fi hotspots 14-day loan, no renewals, \$5/day fine



Bethlehem Public Library
 451 Delaware Ave., Delmar

439-9314 • www.bethlehempubliibrary.org

Special collection items at the library

GoPro cameras, accessories ▶ 

.....
 ◀ Film and slide scanners 

Metal detectors ▶ 

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Special collection items at the library ⁷⁶

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.....
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Ann Seegal



Memorial Storytelling Series

presents ...

Sing and Celebrate
Around the World
Sunday, February 19 • 2-3pm



*Songs, stories
and more
for all ages
featuring
Emily Ellison.*



Ann Seegal



Memorial Storytelling Series

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Ann Seegal



Memorial Storytelling Series

77

presents ...

Sing and Celebrate
Around the World
Sunday, February 19 • 2-3pm



*Songs, stories
and more
for all ages
featuring
Emily Ellison.*



COMMUNITY

A new reality

It wasn't so long ago that virtual reality seemed like the stuff of science fiction. The future is now here — and you can get it at the library. Lightweight virtual reality headsets allow for an immersive entertainment experience with the aid of most cellphones and easily downloadable 3D apps.

VR headsets let you visit faraway places or a prehistoric landscape from the comfort of home. Or you can ride a roller coaster without shelling out theme park cash. Go scuba diving or explore the surface of the moon — the sky's no longer the limit.

The library carries three types of headsets that can be checked out for one week at a time so you can see this new reality for yourself.

Both our Freefly and Utopia headsets fit all smartphone sizes, and our Zeiss headset is compatible with iPhone 6, Samsung Galaxy S4, S5, S6, Nexus 5, and LG-G3 smartphones. All work with the Google Cardboard app from Google Play and the Apple Store. Users will need to provide their own smartphone or device with 3D apps.

Headsets are available on a first-come basis at our



special collections shelf behind the Information Desk.

Brick by brick

For the first Lego Club of 2017, we're going back to basics with just our imaginations and bins and bins of bricks. A lot of our regular Lego Club participants already know that building is better when you build together, and the more, the merrier. If you've never been to Lego Club, winter is the perfect time to stop by and see what all the fun is about. Lego Club is also a great way to get in some intergenerational bonding time too, with parents and grandparents making great building buddies. After all, you're never too old for Legos. Upcoming Lego Clubs take place Jan. 26 and Feb. 16, both Thursdays, at 4 p.m.

Digital magazines through Flipster

Our patrons love their digital magazines, and as Overdrive phases out its digital magazine service, our robust Flipster

collection is ready to step in to fill that need. Since its launch last year, the library's Flipster collection has grown in size and popularity with more than 100 titles available to Bethlehem patrons, who now have access to what's available through the Upper Hudson Library System, along with titles that are exclusive to our collection.

You can easily browse and view the magazines available through the Flipster link on our website, or select the "Open in App" option to download magazines to a free, easy-to-install app, where they can be read and managed offline. You will need a Bethlehem library card to download our titles or view them in an off-site browser. If you're in the library, however, you won't need to sign in at all. Access Flipster on your cellphone, computer or tablet — including the Kindle Fire — as long as it is connected to the internet.

Study hall at the library

The library has set aside dedicated group study space for Regents test prep through Wednesday,



The toys and games in the library's Children's Place provided a welcome distraction on a chilly Friday the 13th.

Kristen Roberts

Jan. 24. Students and their tutors are welcome to drop in and stay as long as needed during scheduled hours. The full schedule is available at the library and online at www.bethlehempubliibrary.org.

Mango season

Now available to Bethlehem patrons is Mango Languages, a fun and easy-to-use, self-paced language learning program with more than 70 language courses. It's easy to get started, just head to our website at www.bethlehempubliibrary.org and click on the Mango Languages icon on the home page. You'll be asked to create an account

using your email address.

Storm warning

Please remember that in the event of inclement weather, the library's telephone system will provide information on a closing or delayed opening. Call ahead.

Upcoming events

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

Saturday, Jan. 21

Origami Club
Create a project with

us, bring something you want to work on, or just brush up on the basics, 3 to 4 p.m.

Monday, Jan. 23

Intro to MS Word
Also January 30. Learn the basics of using Microsoft Word 2010 in this two-session program, 10 a.m. to noon. Registration required.

Thursday, Jan. 26

Lego Club: Back to Basics
We supply the Legos; you supply the imagination. Build structures and make friends, 4 p.m. For kids and families.

— Kristen Roberts

NEIGHBORHOOD NEWS

Westmere F.D. hosts Red Cross blood drive

GUILDERLAND — The Westmere Fire Department Ladies Auxiliary is holding a Red Cross blood drive Saturday, Jan. 21, from 8 a.m. to noon at the fire station, 1741 Western Ave.

People may make reservations by calling Kerry Brown at 229-8251. Walk-ins are welcome. All donors will receive a \$5 Dunkin Donuts gift card.

Boston bus trip to see flower show

BETHLEHEM — Friends of Bethlehem Parks and Recreation are sponsoring a bus trip to Boston Saturday, March 25.

People have the option of attending the Boston Flower & Garden Show for \$65 or spending the day in Boston for \$49. Reservations are due Tuesday, Feb. 21.

For more information,

call 605-6580 or visit friendsofbethlehemparks.org.

Grave Stone Matters subject of lecture

BETHLEHEM — Joe Ferrannini of Grave Stone Matters is the featured speaker at the Bethlehem Historical Association's Jan. 19 meeting at Delmar Reformed Church, 386 Delaware Ave. He will share his passion for the history found in cemeteries.

The lecture starts at 2

p.m. and is free to the public. Refreshments follow the lecture. For more information, visit BethlehemHistorical.org.

Registration begins for rec programs

BETHLEHEM — The Town of Bethlehem Parks and Recreation Department is currently accepting registration for its winter and spring programs.

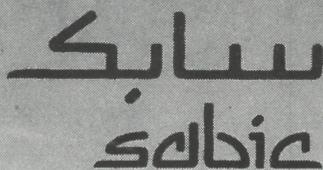
Adult programs include:

Active Aging, aerobics, badminton, basketball, chair yoga, pilates, yoga, zumba, three levels of volleyball and more.

Youth activities include: basketball, Mommy or Daddy and Me, Ski Club, tae kwon do and more.

To view all programs and events or to register online, visit www.townofbethlehem.org. Registrations can also be taken over the phone by calling 439-4955, ext. 2131.

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