



UPDATED

**Board of Trustees Meeting
July 10, 2017 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Trustee oath of office (p. 2)**
- **Election of officers**
- **Approval of previous meeting minutes (p. 3-7)**
- **Financial report**
 - Manual invoices - none**
 - Resolutions**
 - Borthwick property (p. 27)**
 - Personnel report (p. 28)**
 - Personnel actions**
- **Director's report (p. 29-31)**
- **UHLS report**
- **New business**
 - Ethics statement (p. 41)**
 - Board authorizations (p. 42)**
 - 2018 board meeting schedule (handout)**
 - Trustee resignation/Appointment process (p. 44)**
 - August 2017 board meeting – reschedule**
 - Board treasurer**
 - Municipal banking contract update (p. 45)**
 - 2018 Holidays and Closings (p. 46)**
 - Other new business**
- **Old business**
 - Fire alarm & security project update**
 - HVAC project update (p. 47-49)**
 - Project management agreement and DASNY fee (p. 50)**
 - Pavement repair update**
 - Parking lot resealing and restriping update**
 - Community Foundation money**
 - Other old business**
- **Public Participation**
- **Executive Session**
- **Adjournment**

Next board meeting: August 21, 2017 6:00pm

Next Friends of the Library board meeting: August 22, 2017 6:30pm (Story Room)



ELECTED AND APPOINTED LIBRARY OFFICERS' OATH

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

Bethlehem Public Library Trustee

name (please print)

residential address (please print)

signature

Sworn and subscribed before me this _____ day of _____, _____.

name and title of subscribing officer (please print)

signature of subscribing officer

beginning date of subscribing officer's term

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday June 12, 2017

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Paula Rice

GUESTS: Chris McGinty, Head of Public Services
Natalie McDonough, Manager, Programs and Community Outreach
Tracey McShane, Personnel Administrator
Tanya Choppy, Accounts Clerk
Catherine Stollar Peters, Head of Tech Services, Circulation

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

PUBLIC PARTICPATION

There was no public participation.

MINUTES

Minutes of the 8 May 2017 board meeting were unanimously approved on a MOTION by M. Kissinger with a SECOND by J. Becker with amendment noted below.

B. Sweeney asked that the minutes regarding the Brunswick Jr. library cards discussion reflect the board's willingness to revisit the issue at some point in the future.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 31 May 2017 (Manual Disbursements for May \$34,677.68; Cash Disbursements/Accounts Payable for June \$65,794.74; Trust & Agency Disbursements/Salaries for May \$166,702.93; CapProject Fund/Hand-Drawn Checks for May \$3,980.50; Total: \$271,155.85).

G. Kirkpatrick noted that the Miscellaneous Income line on the current financial statement shows the \$8,093.31 in funds returned to the library from the Community Foundation, which was originally intended as seed money for a larger fundraising campaign that never got off the ground. M. Redmond suggested the board consider what they want to do with the funds at the July board meeting.

BANK ACCOUNT RECONCILIATION REPORT

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

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

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

- Library clerk, part-time, permanent, 11.66 hours/week at \$12.73/hour or per contract.
- Library clerk, part-time, permanent, 13.57 hours/week at \$12.73/hour or per contract.
- Principal library clerk, full-time, permanent, 35 hours/week at \$38,489 or per contract.

DIRECTOR'S REPORT

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

- The library is still working on getting some costs for the conversion to LED lighting and will bring the number to the board. The move is expected to save energy use by about 35 percent, according to the G3 student consulting team.
- The Public Services Department was credited with getting a reduced price on some of the databases that are useful but don't see as much traffic as the library would like. The board asked if there were different avenues the library could use to promote them. G. Kirkpatrick said that, by their very nature, databases are a "point of need" product. The board discussed various marketing tools, including digital signage, Facebook post boosting, as well as group informational sessions to make more people outside of the library's user base aware of what is available. B. Sweeney suggested a program that "gamified" the Times database by making it a scavenger hunt. K. Roberts said the Guilderland library has reported a lot of success with boosting Facebook posts. H. Narang said the library should move forward with paid post boosting.
- A chart prepared by C. Stollar Peters shows how streaming video spiked in usage shortly after the purchase of new titles. The service was heavily marketed to Bethlehem library users, and that is where we saw the biggest increase. The board decided it is a service that people are using and there should be some type of regular monthly purchasing schedule.
- J. Becker asked if the library could have some type of backup program ready in the event that a regularly scheduled presenter does not show.
- G. Kirkpatrick said that a recent Electric Vehicle rally in the library parking lot was a huge success, with about 45 people attending and seven cars on display.

- H. Narang noted that program attendance had almost doubled last month compared to a year ago. Why. N. McDonough said some of the school visits took place then.
- The board briefly noted that there had been a couple of patrons unhappy that their teens were not able to take part in the volunteer program, due to scheduling or capacity issues.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board upped the construction grant percentage allowed for future projects and will now allow up to 75 percent if all other projects have already been funded.

NEW BUSINESS

Privacy Policy

The board discussed a new Privacy Policy proposed by C. Stollar Peters that reflects some of the research she did for her Ph.D. The new policy better covers the kind of patron data that is collected and how it is used. Stollar Peters noted that the library collects data as part of the analytics and to run some of its apps. When patrons use third-party services like Overdrive and our databases, the library does not have control over what is collected.

On a MOTION by H. Narang with a SECOND by L. Scoons, the board unanimously adopted the Privacy Policy as presented in the draft.

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously voted to amend the language in the Confidential Records Policy to reflect the correct Civil Practice Law and Rules number.

Pavement repair

G. Kirkpatrick presented the three quotes received for the parking lot pavement repair for issues in Lots 1 and 4. The board noted the broad difference in prices and asked G. Kirkpatrick to follow up with the school district to see if they had worked with any of the specific vendors before making a decision. G. Kirkpatrick agreed and noted that the restriping decision should wait, as well, because the quotes involved the same parties.

Pavement repair

This discussion was tabled until G. Kirkpatrick could get some additional information about the companies providing the proposals.

Collective bargaining agreement

The contract was ratified before the meeting by the library's union members. It will cover a three-year period, commencing July 1, 2017. B. Sweeney summarized some of the changes and said the board's goal was to direct some compensation to staffers on the lower end of the pay scale while keeping overall salaries competitive and fiscally responsible. One of the biggest changes in the contract is the move to a bi-monthly payroll beginning July 1, 2018, to align with best practices. Other changes were outlined in the MOA signed by the negotiating team and the union and included in the June board packet.

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved the contract as written to extend for three years commencing July 1, 2017.

M. Redmond said the negotiation team is grateful to lawyers Charles Barley and Bill Wallens for keeping things running smoothly.

Borthwick property

G. Kirkpatrick told the board the property adjacent to the library at 59 Borthwick recently went on the market for \$215,000. The board discussed potential uses for the space were it to be acquired and noted that property adjacent to the library rarely comes up for sale. They said that if the library were to acquire the property, it would not necessarily be something they made use of right away. B. Sweeney asked about public reaction to a potential purchase. H. Narang noted that any new structure would cost significantly less per square foot than an addition to the existing library building. M. Kissinger said that the library does have a space issue, which would be a compelling reason to add to the footprint of the library property. The board agreed to discuss the potential acquisition of the property in executive session.

Other new business

- M. Redmond said she wanted to make sure that the discussion of Positive Pay was still on the radar. It is a system that allows for further verification of checks paid through an encryption process. G. Kirkpatrick said that Judi Kehoe from the school district said she was willing to discuss the process at a future date.
- L. Scoons and M. Kissinger volunteered to serve as the board's nominating committee to prepare the slate of officers for the July meeting.

OLD BUSINESS

Fire alarm and security project update

The proposal is still being reviewed by the State Education Department.

HVAC project update

Representatives from DASNY and ME Engineering got together and discussed what additional design work needed to be done prior to the start of construction on the HVAC updates.

On a motion by M. Kissinger with a second by J. Becker, the board unanimously authorized the payment of up to \$5,500 to ME for additional design work for the HVAC update.

The library is still anticipating a Spring 2018 construction date for the project.

G3 recap

G. Kirkpatrick presented the Powerpoint project from the library's G3 student consulting team from UAlbany and noted their efficiency suggestions in the areas of LED lighting, automatic hand dryers and centralized printing.

NYLA Sustainability Initiative

G. Kirkpatrick told the board he intends to sign the library up for the process to be NYS certified sustainable.

Other old business

None

PUBLIC PARTICIPATION

None

EXECUTIVE SESSION

On a MOTION by B. Sweeney with a second by M. Kissinger, the board adjourned to executive session at 8:20pm to discuss the employment performance of a specific individual, and, separately the proposed acquisition of real property.

On a MOTION by J. Becker with a second by L. Scoons, the board adjourned executive session at 9:03pm; no action was taken.

On a MOTION by M. Kissinger with a second by J. Becker, the board unanimously approved the management confidential salaries, effective July 1, 2017, through June 30, 2018.

On a MOTION by L. Scoons with a second by J. Becker, the board adjourned the regular meeting at 9:05pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #12
6/30/2017**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	2,553.12
Interest on Investment	1,029.25
Sale of Books	494.45
Gifts and Donations	1,485.00
Insurance Recovery	0.00
Photocopier	832.37
State Aid	0.00
Grants	0.00
Miscellaneous Income	0.00
Total	\$6,394.19

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #12
6/30/2017**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2016-2017

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,750,557.00	3,750,329.19	227.81	99.99%
PILOT	198,100.00	199,250.77	(1,150.77)	100.58%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	42,000.00	38,470.02	3,529.98	91.60%
Interest on Investment	3,200.00	7,854.82	(4,654.82)	245.46%
Sale of Books	5,500.00	6,934.37	(1,434.37)	126.08%
Gifts and Donations, Misc	1,000.00	4,659.60	(3,659.60)	465.96%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,000.00	7,975.10	(1,975.10)	132.92%
State Aid	24,500.00	24,778.00	(278.00)	101.13%
Miscellaneous Income	0.00	8,168.31	(8,168.31)	
Sub-Total	\$4,030,857.00	4,048,420.18	(9,394.87)	100.44%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,030,857.00			

OPERATING CASH SUMMARY

TD Checking Account	33,562.54
TD Money Market:	2,586,310.27 *
CD Investments:	0.00
TD Comp Fund:	500,000.00
Capital Project Fund:	15,722.13 **
TOTAL	\$3,135,594.94

*Includes \$1,029.25 Interest credited 6/30/17

**Includes \$3.12 Interest credited 6/30/17

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #12**

6/30/2017

MANUAL DISBURSEMENTS - JUNE HAND DRAWN CHECKS TD BANK	\$86,609.78
CASH DISBURSEMENTS - JULY ACCOUNTS PAYABLE TD BANK	\$71,910.19
TRUST & AGENCY DISBURSEMENTS - JUNE SALARIES - TD BANK	\$251,803.57
CAPITAL PROJECT FUND HAND DRAWN CHECKS - JUNE	\$4,388.30
TOTAL	\$414,711.84

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 47: MANUAL DISB (JUN 17) For Dates 6/1/2017 - 6/30/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36157	06/02/2017	1581	UNITED STATES POSTAL SERVICE	170905	1,182.45
36158	06/02/2017	1607	VERIZON BUSINESS FIOS	170010	116.98
36159	06/02/2017	1607	VERIZON BUSINESS FIOS	170009	127.77
36220	06/12/2017	1833	BLUESHIELD OF NORTHEASTERN NY		3,337.58
36221	06/12/2017	1689	MICHELE GIUFFRE	170930	25.00
36222	06/12/2017	1262	GORDON NOBLE	170938	266.86
36223	06/12/2017	450	PHILLIPS HARDWARE INC	170046	5.99
36224	06/12/2017	559	STATE INSURANCE FUND		19,910.74
36225	06/12/2017	1161	TOWN OF BETHLEHEM	170937	581.19
36226	06/12/2017	2061	UNITED HEALTHCARE INSURANCE CO		108.16
36233	06/12/2017	2117	THE HYDE COLLECTION	170941	100.00
36234	06/14/2017	2087	CITIBANK	170887	2,089.02
36235	06/14/2017	2101	MCDONOUGH, NATALIE	170960	23.96
36236	06/15/2017	2126	BERKSHIRE MUSEUM	170964	100.00
36237	06/15/2017	2127	MASS MoCA	170965	150.00
36238	06/15/2017	2130	MUSEUM OF INNOVATION & SCIENCE	170963	600.00
36239	06/15/2017	1607	VERIZON BUSINESS FIOS	170012	191.98
36240	06/21/2017	1424	AFLAC NEW YORK		442.22
36241	06/21/2017	1710	CHRISTINE MCGINTY	170994	65.80
36242	06/21/2017	720	MVP HEALTH PLAN, INC.		4,620.10
36243	06/21/2017	1570	NATIONAL GRID		4,905.18
36247	06/26/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		47,658.80

Number of Transactions: 22

Warrant Total: 86,609.78

Vendor Portion: 86,609.78

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 - 2: CASH DISB - JUL 17 For Dates 7/11/2017 - 7/11/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36248	07/11/2017	2099	4IMPRINT, INC.		372.42
36249	07/11/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR		8.99
36250	07/11/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR		23.98
36251	07/11/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR		16.95
36252	07/11/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR		24.95
36253	07/11/2017	1009	AMAZON CREDIT PLAN		426.28
36254	07/11/2017	2150	AMERICAN LEGION NATIONAL HEADQUARTERS		46.85
36255	07/11/2017	77	BAKER & TAYLOR, INC.		18,742.49
36256	07/11/2017	1186	BAKER AND TAYLOR ENTERTAINMENT		150.83
36257	07/11/2017	2223	BAYSCAN TECHNOLOGIES LLC		1,150.00
36258	07/11/2017	103	BRODART INC		102.41
36259	07/11/2017	2222	CALIFANO, ANTHONY	180016	400.00
36260	07/11/2017	2180	CAMELOT PRINT & COPY CENTERS		150.46
36261	07/11/2017	827	PHYLLIS CHAMBERS		327.00
36262	07/11/2017	150	COMMERCIAL MAILING AND	180015	537.26
36263	07/11/2017	1240	DE LAGE LANDEN FINANCIAL SER	180001	440.00
36264	07/11/2017	1220	DEMCO, INC		1,743.15
36265	07/11/2017	1701	DIAMOND DATA INTERNATIONAL		23.00
36266	07/11/2017	1525	DYER SWITCH BANK	180017	500.00
36267	07/11/2017	1991	EASTERN MANAGED PRINT NETWORK LLC		460.25
36268	07/11/2017	1532	ENVISION WARE, INC.		727.60
36269	07/11/2017	117	FAMILY & CHILDREN'S SERVICE OF CAP REG INC.		501.00
36270	07/11/2017	1674	FINDAWAY		886.09
36271	07/11/2017	1986	FIRST LIGHT FKA TECH VALLEY		208.48
36272	07/11/2017	1965	PATRICIA GEROU		327.00
36273	07/11/2017	787	GUILDERLAND PUBLIC LIBRARY		29.95
36274	07/11/2017	745	MARY HARTMAN		327.00
36275	07/11/2017	308	JAMES KRANENDONK		100.00
36276	07/11/2017	316	JOHNSON CONTROLS INC		525.56
36277	07/11/2017	2192	M & K GREENHOUSES, LLC		355.20
36278	07/11/2017	235	FREDERICKA MCCURDY		109.00
36279	07/11/2017	1024	MIDWEST TAPE		6,465.00
36280	07/11/2017	1172	ANNE B MOSHER		327.00
36281	07/11/2017	2161	MUSEUM OF INNOVATION & SCIENCE	180019	136.76
36282	07/11/2017	2161	MUSEUM OF INNOVATION & SCIENCE	180020	136.76
36283	07/11/2017	2030	MUVCHAT		35.00
36284	07/11/2017	809	NANCY PIERI		327.00
36285	07/11/2017	2121	NATIONAL INDUSTRIES FOR THE BLIND		207.16
36286	07/11/2017	1865	NYS PUBLIC ENTITIES SAFETY GRP	180014	2,007.20
36287	07/11/2017	2094	ORIENTAL TRADING COMPANY, INC.		53.96
36288	07/11/2017	1823	OVER DRIVE INC.		6,870.81
36289	07/11/2017	947	PARSONS, SKIP	180018	550.00
36290	07/11/2017	2199	PHILLIPS, ADRIAN LAMARCHE	170844	100.00
36291	07/11/2017	1661	RCS COMMUNITY LIBRARY		15.99
36292	07/11/2017	2228	RECORDED BOOKS DIGITAL		1,500.00
36293	07/11/2017	1890	RHODES, DAVID	170867	450.00
36294	07/11/2017	505	ROEMER WALLENS GOLD & MINEAUX		2,705.85
36295	07/11/2017	1951	S & S WORLDWIDE		428.83
36296	07/11/2017	1767	SCHOLASTIC, INC.		145.50
36297	07/11/2017	2190	SHAMBHALA MEDITATION CENTER OF ALBANY		50.00
36298	07/11/2017	2225	SPRAGUE, LINDSAY	170943	200.00
36299	07/11/2017	2038	STAPLES BUSINESS ADVANTAGE		365.05
36300	07/11/2017	2060	THE HERB QUARTERLY		19.97
36301	07/11/2017	632	UPPER HUDSON LIBRARY SYSTEM	180027	18,084.50
36302	07/11/2017	1541	ANN VANDERVORT		88.70
36303	07/11/2017	1968	VERIZON WIRELESS		40.01
36304	07/11/2017	2220	VIGLUCCI, PATRICK	170891	300.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 2: CASH DISB - JUL 17 For Dates 7/11/2017 - 7/11/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36305	07/11/2017	645	W W GRAINGER INC		113.33
36306	07/11/2017	2217	WALL PROTECTION PRODUCTS, LLC		106.67
36307	07/11/2017	1707	AUDREY WATSON		327.00
36308	07/11/2017	1593	WILLIAM K. SANFORD LIBRARY		7.99

Number of Transactions: 61

Warrant Total: 71,910.19

Vendor Portion: 71,910.19

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 45: TRUST & AGENCY (JUN 17) For Dates 6/1/2017 - 6/30/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36151	06/02/2017	712	CIVIL SERVICE EMPL ASSOC INC.		923.51
36152	06/02/2017	1847	METLIFE OF CONNETICUT		100.00
36153	06/02/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
36154	06/02/2017	2003	NEW YORK STATE DEFERRED		1,979.95
36155	06/02/2017	710	NYS INCOME TAX BUREAU		3,202.22
36156	06/02/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		520.00
36227	06/16/2017	712	CIVIL SERVICE EMPL ASSOC INC.		923.18
36228	06/16/2017	1847	METLIFE OF CONNETICUT		100.00
36229	06/16/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
36230	06/16/2017	2003	NEW YORK STATE DEFERRED		2,033.01
36231	06/16/2017	710	NYS INCOME TAX BUREAU		3,153.33
36232	06/16/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		520.00
36244	06/30/2017	712	CIVIL SERVICE EMPL ASSOC INC.		949.55
36245	06/30/2017	2003	NEW YORK STATE DEFERRED		3,231.41
36246	06/30/2017	710	NYS INCOME TAX BUREAU		3,362.38
100208	06/02/2017	709	BPL SPECIAL PAYROLL ACCOUNT		55,205.87
100209	06/02/2017	1946	IRS - PAYROLL TAX PMT		19,815.61
100210	06/16/2017	709	BPL SPECIAL PAYROLL ACCOUNT		53,045.28
100211	06/16/2017	1946	IRS - PAYROLL TAX PMT		19,250.79
100212	06/14/2017	709	BPL SPECIAL PAYROLL ACCOUNT		240.09
100213	06/14/2017	1946	IRS - PAYROLL TAX PMT		41.85
100214	06/30/2017	709	BPL SPECIAL PAYROLL ACCOUNT		58,036.19
100215	06/30/2017	730	NYS EMPLOYEES RETIREMENT SYSTE		3,036.82
100216	06/30/2017	1946	IRS - PAYROLL TAX PMT		20,782.53

Number of Transactions: 24

Warrant Total: 251,803.57

Vendor Portion: 251,803.57

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 - 9: H - MANUAL DISB (JUN 17) For Dates 6/1/2017 - 6/30/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1172	06/13/2017	2080	M/E ENGINEERING, P.C.	160928	2,388.30
1173	06/21/2017	2227	ALBANY REALTY GROUP		2,000.00
Number of Transactions: 2				Warrant Total:	4,388.30
				Vendor Portion:	4,388.30

Certification of Warrant

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Date Signature Title

BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION SUMMARY
6/30/2017

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$91,677.72	\$346,092.91	\$404,208.09	\$33,562.54
TD Bank Payroll	\$0.00	\$166,527.43	\$166,527.43	\$0.00
TD Bank Money Market	\$2,920,281.02	\$1,029.25	\$300,000.00	\$2,621,310.27
TD Bank General Comp	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Capital Project Fund	\$20,107.31	\$3.12	\$4,388.30	\$15,722.13
TOTAL:	\$3,532,066.05	\$513,652.71	\$875,123.82	\$3,170,594.94

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund

For the month beginning 6-1-17 and ending 6-30-17

Balance on hand at the beginning of the month \$91,677.72

Receipts during the month

Investment Principal	0.00	
Transfers from Savings Account TD Bank	335,000.00	
Fines	2,553.12	
Copier	832.37	
Miscellaneous (Abate)	5,727.97	
Book Sale	494.45	
PILOT	0.00	
School Taxes	0.00	
Gifts	1,485.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	0.00	
Total Receipts		<u>\$346,092.91</u>
Total Receipts Including Balance		\$437,770.63

Disbursements During Month By Check

From Check #36160 to Check #36219	65,794.74
Trust & Agency Payments (Payroll)	251,803.57
From Check #36157 to Check #36247	86,609.78
Transfers to Savings Account	0.00
Returned Check	

Total amount of Disbursements \$404,208.09
Balance on Hand at End of Month **\$33,562.54**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	35,393.51
Amount of Outstanding Checks	1,830.97
Balance on Deposit	33,562.54

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
Outstanding Checks - TD Bank
General Fund
6/30/17**

Check Number	Date	Amount
36042	4/11/2017	5.99
36162	6/13/2017	200.00
36163	6/13/2017	3.99
36164	6/13/2017	5.00
36166	6/13/2017	130.00
36174	6/13/2017	300.00
36205	6/13/2017	12.99
36212	6/13/2017	157.65
36241	6/21/2017	65.80
36244	6/30/2017	949.55

TOTAL **\$1,830.97**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 6-1-17 and ending 6-30-17

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

Receipts during the month

Transfer from Checking 6/1/17	55,205.87
Transfer from Checking 6/15/17	53,285.37
Transfer from Checking 6/29/17	58,036.19

Total Receipts \$166,527.43

Total Receipts Including Balance \$166,527.43

Disbursements During Month By Check

6/2/17 - From Check #82472 to Check #82544	55,205.87
6/16/17 - From Check #82546 to Check #82619	53,285.37
6/30/17 - From Check #82620 to Check #82695	58,036.19

Total Amount of Disbursements	<u>\$166,527.43</u>
Balance on Hand at End of Month	\$0.00

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by bank statement	1,942.86
Amount of Outstanding Checks	1,942.86
Balance on Deposit	\$0.00

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

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

Secretary

Business Manager

BETHLEHEM PUBLIC LIBRARY
Outstanding Checks
TD Bank Payroll Fund
6/30/17

Check Number	Date	Amount
82620	6/30/2017	103.99
82637	6/30/2017	13.76
82647	6/30/2017	453.87
82673	6/30/2017	915.97
82687	6/30/2017	286.66
82695	6/30/2017	168.61

TOTAL		\$1,942.86
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**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 6-1-17 and ending 6-30-17

Balance on hand at the beginning of the month \$2,920,281.02

Receipts during the month

	Interest 6/30/17	1,029.25
	Transfer from General Fund	

	Total Receipts	<u>\$1,029.25</u>
	Total Receipts Including Balance	<u>\$2,921,310.27</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>\$2,621,310.27</u>

Reconciliation With Bank Statement

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

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

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 6-1-17 and ending 6-30-17

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

Receipts during the month

Deposits 0.00

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

Disbursements During Month By Check

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

Reconciliation With Bank Statement

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

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

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 6-1-17 and ending 6-30-17

Balance on hand at the beginning of the month \$20,107.31

Receipts during the month

Interest 6/30/17 TD Bank	3.12
Transfer from Savings Account	0.00
Donation	

Total Receipts	<u>\$3.12</u>
Total Receipts Including Balance	\$20,110.43

Disbursements During Month By Check

From Check #1172 to Check #1173	4,388.30
---------------------------------	----------

Total Amount of Disbursements	<u>4,388.30</u>
Balance on Hand at End of Month	\$15,722.13

Reconciliation With Bank Statement

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

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

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

Secretary

Business Manager



4427533000280997902089020208902063

21131570 - 000165 - 0001 - 0003 - 26

Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	07/01/2017	\$2,089.02	\$2,089.02	2089.02



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

**70000054

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

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

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

CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$30,910	\$00	\$00

OK to pay
 GIC
 6/13/17

Statement Date
 06/06/17

Payment Date
 07/01/17

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 78025 Phoenix, AZ 85062-8025

COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	1,503.08	- 1,503.08	- 72.14	2,161.16		2,089.02
Advances						
Company Totals TOTAL	1,503.08	- 1,503.08	- 72.14	2,161.16		2,089.02

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.

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				74.01		74.01
Advances						
Monthly Limit: \$750				74.01		74.01
TOTAL				74.01		74.01

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases			- 69.66	1,680.07		1,610.41
Advances						
Monthly Limit: \$3,200			- 69.66	1,680.07		1,610.41
TOTAL			- 69.66	1,680.07		1,610.41

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases			- 2.48	407.08		404.60
Advances						
Monthly Limit: \$500			- 2.48	407.08		404.60
TOTAL			- 2.48	407.08		404.60

DAYS IN BILLING PERIOD: 31		Purchases	Cash Advances	Payment Due:	2,089.02
Balance Subject To Interest Charges	>	.00	.00	Amount Over Credit Limit:	.00
Periodic Rate	>	.0000%	.0000%	Amount Past Due:	.00
ANNUAL PERCENTAGE RATE	>	0.00%	0.00%	MINIMUM AMOUNT DUE:	2,089.02



21131570 - 000185 - 0002 - 0003 - 26

XXXX-XXXX-XX80-9979

Statement Date
06/06/17

COMPANY BOOKKEEPING DETAIL				
BETHLEHEM PUB LIBRARY			XXXX-XXXX-XX80-9979	
Monthly Limit		Cash Limit*	Available Credit Line	
\$33,000		\$00	\$30,910	
Available Cash Line**				
\$00				
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
05-22	05-22	74046587142142000031530	PAYMENT - THANK YOU	1,503.08 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
05-11	05-12	24431067132400298000606	Hardware, Materials	
05-24	05-25	24431067145400291000228	Fertilizer	
			Deer Repellent	
			ROBINSON HOWE & GARDEN SLINGERLANDS NY 170881	28.06
			ROBINSON HOWE & GARDEN SLINGERLANDS NY 170913	45.95
			TOTAL PURCHASES/ADVANCES/CREDITS	74.01

KIRKPATRICK, GEOFFREY			XXXX-XXXX-XX82-7377	
Monthly Limit		Cash Limit*		
\$3,200		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
05-17	05-18	24692167137000961703820	Memorial Day t-shirts	
05-25	05-26	24072807146892016189439	Memorial Day t-shirts	
05-26	05-29	74692167146000464305333	Memorial Day t-shirts	
			VISTAPR VISTAPRINT.COM 866-8936743 MA 170887	165.07
			AMIGO MOBILITY INTL INC 989-777-0910 MI 170913	1,515.00
			VISTAPR VISTAPRINT.COM 866-8936743 MA Return	69.66 CR
			TOTAL PURCHASES/ADVANCES/CREDITS	1,610.41

MCDONOUGH, NATALIE			XXXX-XXXX-XX42-8387	
Monthly Limit		Cash Limit*		
\$500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
05-19	05-19	24692167139000751786611	Stickers	
05-18	05-19	24492157138637007165845	Stickers	
05-22	05-23	24427337142060000621544	Stickers	
05-24	05-25	24755427145131450785572	Stickers	
05-31	06-01	74692167151000417670025	Stickers	
			BARNES&NOBLE.COM-BN 800-843-2665 NY 170913	2.48
			SP LETSTICKTOGETHER LETSTICKTOGET NY 170913	35.95
			HANNAFORD #8339 DELMAR NY 170913	88.65
			COSTUME SPECIALTIES COLUMBUS OH 170913	280.00
			BARNES&NOBLE.COM-BN 800-843-2665 NY 170913	2.48 -CR

A Pete the Cat + Biscuit
 A Program Supplies

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



21131570 - 000185 - 0003 - 26

XXXX-XXXX-XX80-9979

Statement Date
06/06/17

INDIVIDUAL CARDHOLDER ACTIVITY

TOTAL PURCHASES/ADVANCES/CREDITS	404.60
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*Cash Advance Limit is a portion of your Total Monthly Limit
**Available Cash Line is a portion of your Available Credit Line

UPDATED

BOARD RESOLUTION

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE A CONTRACT FOR THE PURCHASE OF 59 BORTHWICK AVENUE FOR THE PRICE OF \$200,000 SUBJECT TO THE APPROVAL OF THE SCHOOL DISTRICT AND CONTINGENT UPON ANY SCHOOL DISTRICT REQUIREMENTS, AS APPLICABLE.

ACTION OF THE BOARD: approvedMOTION PRESENTED BY: M. KissingerMOTION SECONDED BY: B. SweeneyDATED: 7-10-17

July 10, 2017 - Board of Trustee Meeting

UPDATED

Job Status Report

Previously Approved to Fill

Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Library Clerk PT	11.66 hrs/wk		\$12.73/hour or per contract	J. Arvanites	5/2/2017	Resignation	6/12/2017	Filled	E. Viscuso	6/13/2017	Hire
Library Clerk PT	13.57 hrs/wk		\$12.73/hour or per contract	P. Lupien	5/31/2017	Resignation	6/12/2017	Filled	M. Dugan	6/13/2017	Hire
Principal Library Clerk	35 hrs/wk		\$38,489 or per contract	B. Albright	7/27/2017	Retirement	6/12/2017	Filled	S. Tylor	7/13/2017	Hire

Action Requested

Library Clerk PT	15 hrs/wk		\$13.19/hour or per contract	V. Anandam	6/15/2017	Resignation					
Library Page	13.85 hrs/wk		\$9.70/hour	A. Samaniego	7/20/2017	Resignation					
Librarian 1 PT	11.66 hrs/wk		\$25.93/hour or per contract	N. Doroski	7/12/2017	Resignation					
Sr. Library Clerk	15 hrs/wk		\$15.75/hour or per contract	S. Taylor	7/12/2017	Promotion					
Television Production Assistant	15 hrs/wk		\$13.19/hour or per contract	D. Martin	6/23/2017	Resignation					

Positions Held

Library Clerk - PT Perm.	15 hours		\$12.73/hour or per contract	R. Weatherby	2/27/2015	Resign		Hold			
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UPDATED
Director's Report
July 2017

Building and Grounds

We hosted a meeting between our engineering firm M/E Engineering and DASNY. They were able to work out some issues that should help fine-tune the implementation of our HVAC project.

DASNY has prepared a very preliminary schedule for our project. The details will continue to be added as the timing firms up. I have included a copy of document for your review.

Public Service

I am excited to report that we saw a modest increase in circulation for fiscal year 2016-17 over the previous year. This ends a trend of decreasing yearly circulation. This increase represents a lot of work by many different parts of the library. It is a group effort and I want to thank everyone involved for their efforts.

We created a postcard to confirm address information in the rare cases when a patron does not have access to proof of their address in their name. We anticipate sending only about twenty of these a year, but they help us address this issue by removing a barrier to access.

WiFi hotspots: 25 holds on 15 devices (20 devices total). Earliest fillable hold placed 6/09/2017.

Hotspot survey (2) data:

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

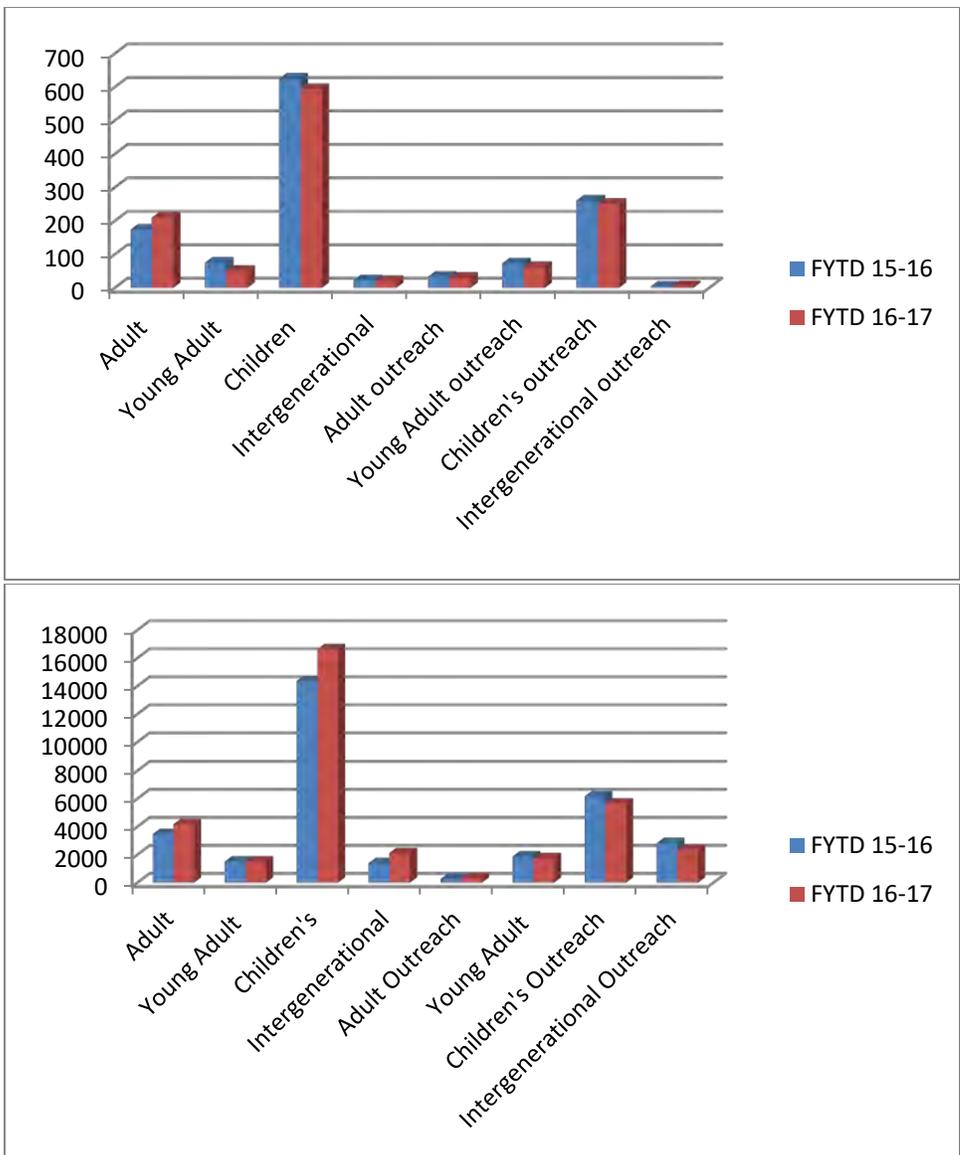
I borrowed this Wifi hotspot for the following purposes: homework (1), entertainment (2), work (2), general education(1), other (0)

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

Comments:

Get more hotspots because wait was too long. Check out time too short.

Now that the fiscal year has ended we are analyzing some of our yearly statistics. Overall the number of program sessions was lower than last fiscal year but attendance was higher which demonstrates our focus on quality programs over numbers.



Interlibrary loan for items outside the Upper Hudson Library System continues to be an important service for our patrons. Here are the statistics for the past year.

- Borrowed
 - Books: 381
 - Journal articles: 124
 - Microfilm: 10
 - TOTAL: 515
- Loaned
 - Books: 124
 - Journal articles: 2
 - Microfilm: 0
 - TOTAL: 126

Meetings and Miscellany

Kristen has been boosting posts on Facebook. We have included some screenshots of the boosted posts. We will continue to monitor the effectiveness of this marketing.

Tanya and I met with Judi Kehoe from BCSD and she indicated that the changes proposed by TD Bank for our municipal banking seemed like a good idea.

~~The library may be participating in NYS Paid Family Leave. Payroll deductions for this program begin starting with the first paycheck of the 2017/18 fiscal year.~~ As a public employer we may not be obligated to participate, though our insurance carrier NYSIF is automatically opting us in. We have asked our attorney for an opinion on whether we should begin deductions. We are also consulting with other area libraries. **Update: We received new information that public employers are not automatically enrolled in Paid Family Leave. We will not be participating at this time. It appears that there may be an option to opt in some time in the future.**

Natalie and Catherine met with two professors from the University at Albany to discuss two programs on Big Data and the Internet. The library was asked to sign on as a collaborator for their grant applications to the National Science Foundation.

Several board and staff members attended the Upper Hudson Annual Celebration. It is always good to hear about the exciting programs from around the system. Thank you to those who were able to make it.

Geoffrey Kirkpatrick, Library Director

Library Collection				2015-16	Current Total
Adult fiction				26,815	24,506
Adult non-fiction				29,498	29,891
Adult audio				7,256	7,327
Adult video				5,384	6,311
Young adult fiction				4,885	5,536
Young adult nonfiction				310	450
Young adult audiobooks				347	414
Children's fiction				24,899	25,523
Children's non-fiction				15,350	15,230
Children's audiobooks				1,273	1,420
Children's video				1,760	1,981
OverDrive - UHLS Shared				46,457	52,057
e-books (locally purchased)				1,456	1,456
e-magazines				131	110
Electronic (games, ereaders)				417	475
Total				166,238	172,687
Library Programs	Jun-17	Jun-16	% change	2015-16	F-Y-T-D
Programs	46	47	-2.1%	896	783
Program attendance	1,416	1,179	20.1%	20,715	22,326
Outreach Programs	71	95	-25.3%	372	332
Outreach Attendance	1,524	2,114	-27.9%	11,189	9,718
Circulation	Jun-17	Jun-16	% change	2015-16	F-Y-T-D
Adult fiction	13,341	13,008	2.6%	142,392	146,643
Adult non-fiction	8,170	7,947	2.8%	92,684	93,890
Adult audio	4,768	4,696	1.5%	58,058	56,970
Adult video	9,158	9,561	-4.2%	106,388	111,944
Adult magazines	1,715	1,870	-8.3%	15,689	19,876
Young adult fiction	1,909	2,058	-7.2%	23,034	20,068
Young adult nonfiction	112	119	-5.9%	1,521	1,477
Young adult audiobooks	120	120	0.0%	1,537	1,356
Young adult magazines	11	12	-8.3%	166	101
Children's fiction	13,773	13,331	3.3%	152,038	149,348
Children's non-fiction	3,252	3,086	5.4%	41,326	40,998
Children's audiobooks	803	685	17.2%	7,472	7,399
Children's video	1,345	1,631	-17.5%	21,252	17,640
Children's magazines	54	49	10.2%	675	527
Electronic (games, ereaders)	580	449	29.2%	5,151	4,947
Total	59,113	58,622	0.8%	669,383	673,181
Interlibrary Loan	Jun-17	Jun-16	% change	2015-16	F-Y-T-D
Borrowed from others	7,127	7,144	-0.2%	88,494	77,470
Loaned to others	5,706	5,909	-3.4%	67,730	64,966
Miscellaneous	Jun-17	Jun-16	% change	2015-16	F-Y-T-D
Visits to our home page	58,397	37,520	55.6%	421,162	653,745
Public use of meeting rooms	30	32	-6.3%	480	497
Public meeting attendance	538	623	-13.6%	6,279	6,111
Staff use & library programs	90	81	11.1%	1,066	1,149
Study room sessions	510	546	-6.6%	5,000	4,517
Tech room use	33	44	-25.0%	448	332
Door count	29,238	31,074	-5.9%	339,120	320,892
Registered BPL borrowers	148	103	43.7%	1,058	1,054
Computer signups	3,699	4,036	-8.3%	44,087	41,015
Museum Pass use	136	107	27.1%	904	1,327
E-book use	4,496	4,682	-4.0%	53,350	54,585
E-magazine use	1,114	1,068	4.3%	7,323	11,406
Equipment	245	39	528.2%	349	1,968
Wireless Use	9,905	6,477	52.9%	56,887	84,156

Recent Promotions on Bethlehem Public Library

[+ Create New Promotion](#)

Page Promotion

Finishes in 5 days

Connect with Bethlehem Public Library

Promoted by Kristen Roberts on 06/26/2017

456

People Reached

39

Page Likes

33
\$8.88

Spent at \$1.00 per day

[View Results](#)

Boosted Post

Finishes in 8 days

Our New York Time historical database lets you...

Promoted by Kristen Roberts on 06/28/2017

901

People Reached

77

Post Engagements

\$6.90

Spent of \$14.00

[View Results](#)

Event Promotion

Finishes in 4 days

Library Mini-Golf

Sunday, July 9, 2017, 1 PM - 5 PM

Promoted by Kristen Roberts on 06/23/2017

1,674

People Reached

58

Event Responses

\$24.14

Spent of \$32.00

[View Results](#)

[Manage All Promotions](#) >

34

Results from Jun 28, 2017 - Jul 04, 2017
Note: Does not include today's data

Organic Paid

Actions on Page ⓘ

June 27 - July 3

4

Total Actions on Page ▼ 50%



Page Views ⓘ

June 27 - July 3

94

Total Page Views ▲ 62%



Page Likes ⓘ

June 27 - July 3

42

Page Likes ▲ 425%



Reach ⓘ

June 27 - July 3

3,294

People Reached ▲ 29%



Post Engagements ⓘ

June 27 - July 3

567

Post Engagement ▼ 46%



Videos ⓘ

June 27 - July 3

2

Total Video Views ▲ 100%

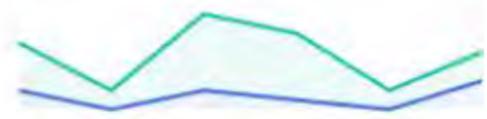


Page Followers ⓘ

June 27 - July 3

42

Page Followers ▲ 367%



2016-17 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	June Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,091,391	0	1,091,391	120,386	1,097,683	0	-\$6,292	-1%
Salaries-Clerical	920,464	0	920,464	103,132	932,976	0	-\$12,512	-1%
Salaries-Custodians	160,032	0	160,032	17,947	163,226	0	-\$3,194	-2%
Retirement	278,221	0	278,221	0	297,222	0	-\$19,001	-7%
SocSec/Medicare	166,149	0	166,149	17,991	161,976	0	\$4,173	3%
Worker's Comp.	22,000	0	22,000	0	15,541	0	\$6,459	29%
Unemployment	0	0	0	0	62	0	-\$62	N/A
Health Ins.	275,000	0	275,000	42,142	275,509	0	-\$509	0%
Disability Ins.	1,400	0	1,400	1,311	2,705	0	-\$1,305	-93%

Materials

Adult books	171,000	31,458	202,458	32,247	162,480	26,506	\$13,472	7%
Audiobooks	36,000	4,454	40,454	4,558	25,838	9,010	\$5,606	14%
Ebooks	67,000	0	67,000	14,808	75,950	0	-\$8,950	-13%
Electronic Resources	32,000	0	32,000	2,687	17,908	0	\$14,092	44%
Periodicals	24,000	0	24,000	110	20,898	0	\$3,102	13%

YS Books	95,000	24,010	119,010	17,605	85,984	23,068	\$9,958	8%
YS Audiobooks	8,000	2,268	10,268	2,711	8,362	956	\$951	9%
YS Media	10,000	979	10,979	1,047	10,421	257	\$301	3%

Special Collections	5,000	1,417	6,417	1,269	9,988	217	-\$3,788	-59%
AS Media	35,000	13,409	48,409	5,068	59,233	10,105	-\$20,929	-43%

Operations

Copiers and supplies	11,000	231	11,231	2,161	14,388	823	-\$3,980	-35%
Office supplies	29,000	282	29,282	1,279	11,402	129	\$17,751	61%
Custodial supplies	14,000	0	14,000	918	5,930	553	\$7,517	54%
Postage	17,000	480	17,480	1,157	15,878	525	\$1,078	6%
Printing	25,000	0	25,000	2,337	13,173	50	\$11,777	47%
Van lease & oper.	1,700	0	1,700	0	841	0	\$859	51%
Gas and Electric	80,000	0	80,000	4,905	54,374	0	\$25,626	32%
Telecommunications	11,000	0	11,000	1,169	8,221	1,700	\$1,079	10%
Water	3,000	0	3,000	581	3,735	0	-\$735	-25%
Taxes-sewer&water	3,500	0	3,500	0	3,200	0	\$300	9%
Refund property taxes	4,000	0	4,000	1,096	3,300	0	\$700	17%
Prof. Services	20,000	71,596	91,596	4,196	10,986	67,611	\$12,999	14%
Contract Services	37,500	239	37,739	659	33,361	193	\$4,185	11%
Insurance	29,000	0	29,000	0	25,059	0	\$3,941	14%
Travel/Conference	10,000	0	10,000	573	2,956	954	\$6,090	61%
Memberships	2,000	0	2,000	25	1,695	0	\$306	15%
Special Programs	17,500	1,799	19,299	5,513	20,972	1,185	-\$2,858	-15%
Furniture&Equipment	29,000	1,565	30,565	2,328	20,202	1,460	\$8,903	29%
IT Hardware & Software	42,000	17,517	59,517	1,878	56,576	4,281	-\$1,340	-2%
Bld&Grnd. Repair	40,000	0	40,000	2,011	27,203	50	\$12,746	32%
Furn/Equip Repair	2,000	0	2,000	333	1,054	4,652	-\$3,706	-185%
Miscellaneous	3,500	105	3,605	865	5,478	81	-\$1,954	-54%
Audit Service	13,500	0	13,500	0	12,500	0	\$1,000	7%
Accounting Service	13,000	0	13,000	0	12,576	0	\$425	3%
UHLAN fees	50,000	0	50,000	0	45,718	0	\$4,282	9%
Capital Expenditures	125,000	0	125,000	1,119	17,627	5,889	\$101,484	81%
TOTAL	\$4,030,857	\$171,809	\$4,202,666	\$420,124	\$3,852,367	\$160,253	\$190,046	5%

Operating Fund Balance	1,200,000							
Fire Alarm (Board Designated)	33,031	0	33,031	0	9,081	23,950	23,950	
HVAC (Board Designated)	750,000							
Unassigned	220,343							
Board Designated Fund balance Subtotal	2,203,374	649,244	2,852,618	2,388	85,429	68,483	\$2,698,706	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	4,388	85,429	68,483	2,716,924	95%

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

Monthly Gas and Electric Comparisons												
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
5/13/2015	29	633	22	\$352.65	\$12.16	\$0.56	28	39,168	1,399	\$2,882.50	\$102.95	\$0.07
5/11/2016	28	800	29	\$329.46	\$11.77	\$0.41	28	33,792	1,207	\$2,830.29	\$101.08	\$0.08
6/12/2015	30	442	15	\$238.82	\$7.96	\$0.54	31	47,616	1,536	\$4,253.01	\$137.19	\$0.09
6/14/2016	34	610	18	\$284.43	\$8.37	\$0.47	33	48,384	1,466	\$4,094.74	\$124.08	\$0.08
7/14/2015	32	575	18	\$277.55	\$8.67	\$0.48	31	57,600	1,858	\$4,473.49	\$144.31	\$0.08
7/13/2016	29	385	13	\$213.85	\$7.37	\$0.56	30	57,600	1,920	\$5,788.02	\$192.93	\$0.10
8/12/2015	29	336	12	\$186.55	\$6.43	\$0.56	29	57,984	1,999	\$5,612.88	\$193.55	\$0.10
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$192.63	\$0.09
9/14/2015	33	609	18	\$306.89	\$9.30	\$0.50	31	64,896	2,093	\$6,243.19	\$201.39	\$0.10
9/12/2016	31	430	14	\$218.88	\$7.06	\$0.51	31	56,448	1,821	\$5,005.22	\$161.46	\$0.09
10/12/2015	28	819	29	\$384.81	\$13.74	\$0.47	31	51,456	1,660	\$4,313.54	\$139.15	\$0.08
10/12/2016	30	509	17	\$241.68	\$8.06	\$0.47	30	43,392	1,446	\$3,623.83	\$120.79	\$0.08
11/9/2015	28	876	31	\$430.25	\$15.37	\$0.49	28	34,560	1,234	\$3,232.69	\$115.45	\$0.09
11/9/2016	28	878	31	\$363.94	\$13.00	\$0.41	28	32,640	1,166	\$2,913.35	\$104.05	\$0.09
12/10/2015	31	1,419	46	\$705.55	\$22.76	\$0.50	31	31,104	1,003	\$2,538.03	\$81.87	\$0.08
12/12/2016	33	1,576	48	\$689.63	\$20.90	\$0.44	33	31,104	943	\$2,776.58	\$84.14	\$0.09
1/12/2016	33	1,909	58	\$1,010.70	\$30.63	\$0.53	33	31,872	966	\$2,785.27	\$84.40	\$0.09
1/11/2017	30	2,269	76	\$1,150.42	\$38.35	\$0.51	30	28,800	960	\$3,405.58	\$113.52	\$0.12
2/10/2016	29	2,101	72	\$1,037.33	\$35.77	\$0.49	29	29,568	1,020	\$2,734.71	\$94.30	\$0.09
2/10/2017	30	2,118	71	\$1,280.34	\$42.68	\$0.60	29	29,184	1,006	\$2,866.03	\$98.83	\$0.10
3/11/2016	30	2,159	72	\$1,108.25	\$36.94	\$0.51	30	31,872	1,062	\$3,066.87	\$102.23	\$0.10
3/13/2017	31	2,015	65	\$1,188.31	\$38.33	\$0.59	32	33,792	1,056	\$2,837.83	\$88.68	\$0.08
4/13/2016	33	1,471	45	\$714.42	\$21.65	\$0.49	33	33,408	1,012	\$2,895.69	\$87.75	\$0.09
4/12/2017	30	1,862	62	\$1,037.51	\$34.58	\$0.56	29	29,568	1,020	\$3,267.38	\$112.67	\$0.11
5/11/2016	28	800	29	\$329.46	\$11.77	\$0.41	28	33,792	1,207	\$2,830.29	\$101.08	\$0.08
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10
6/14/2016	34	610	18	\$284.43	\$8.37	\$0.47	33	48,384	1,466	\$4,094.74	\$124.08	\$0.08
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09

Program and Outreach Report June 2017

Program Analysis

- I have completed two charts of library programs for FY 2016-17 that are included with this report. There were 3.5% fewer programs this year (1223 vs. 1268) but an increase of 8.5% in program attendance (34470 vs. 31840). With the fire code capacity of 90 in the Community Room, it will be interesting to note if this has any impact on program attendance for FY 2017-18.
- The dramatic change in the Young Adult Outreach statistics is due to Tori visiting almost all of the Grades 5-8 classes in May, which has traditionally been the case. Taken together, May and June 2017 had 32 visits and 845 attendees, vs. May and June 2016 with 27 visits and 579 attendees.
- We offered space for Regents Study Hall @ the Library on 11 dates in June. The students and tutors made great use of the space. On three dates, we offered snacks to the teens, and those dates were then counted as library programs. As the teens ordered pizza themselves on multiple occasions, the snacks are not a big draw. We may want to rethink having study breaks as programs in future.
- While there were half the number of Young Adult programs in June this year, the attendance was comparable to June 2016, mainly as most of the Desk Assistants chose to attend the first training session. The second session will be held during the first week of July.
- Summer Reading signups for June 2017:
 - 46 adults
 - 317 school aged children
 - 156 teens
- Rubber Ducky Club signed up (May + June)
 - Babies and Toddlers (72 + 25 = 97)
 - Preschoolers (62 + 109 = 171)
 - Total "Learning Moments" logged, 2872 (as of June 30th)

Highlights from our Library Programs for June 2017

- Our Summer Reading Kick-Off with Daryl Baldwin "Master Balloon Artist" was a huge success. With the room capacity of 90, we filled the room by the time that the magic show portion began. As Daryl began to make balloon sculptures for the children and they started to leave the room, we were able to let more people come into the room from the hallway. Initially Daryl had the children guessing what he was making for each sculpture, such as a ladybug, octopus and a chain saw, but we had to stop the guessing game in order to complete the sculptures more quickly and ensure that all of the children received a balloon sculpture. The wait to get a balloon was a bit long for some kids, but we were able to accommodate every child in the room and the hallway by the end of the program. We received many compliments about the program and the adults appreciated that the library staff made sure everyone was given a balloon sculpture.

- We have begun working on programming for adults with the Center for Disability Services and co-sponsored a Flag Day “Sing Along” with an audience of adults and families. The program was well received and we will be building the series in the coming months, which brings Center clients out more into the community and allows the library to share the cost of bringing in some performers.
- Anne has begun her adult and family films for the summer and had a great turnout for the first family film, Sing, with over 80 attendees at the end of the last week of school.
- Cassie completed the Coffee and Conversation series for the season. The attendance was lower this month than previous months, but many patrons expressed that they are looking forward to the program starting again in September.
- Cassie is overseeing the Adult Summer Reading program this year and has moved the program to the Beanstack software, which was rolled out last month for the Rubber Ducky Club. She has expanded the prizes for each “bingo” that the patrons earn online along with more raffle baskets to be drawn at the end of the summer.
- Frank wrapped up his bi-monthly book group where they discussed Soul of an Octopus: A Surprising Exploration in the Wonder of Consciousness. There was a smaller group this month, but the discussion was lively.
- While Storytimes have wrapped up for the year, Tori responded to a query on a Facebook homeschoolers group from a member who was looking for a sign language storytime. Tori let her know about the Tiny Sign and Family Sign, and another patron commented that “the librarian who leads Tiny Sign is a joy and a wonder”.
- Kim continued to promote the Rubber Ducky Club with a very popular “Ducks in Trucks” program this month. They read two stories about a duck in a truck, sang two songs and did a paper craft and an edible craft. All activities counted toward the RDC. Patti assisted with queries about the RDC and logging in the activities, including the difference between “moments” and “activities”.
- The weather has not been our friend for the Storywalks in the Park this month, with one date cancelled completely due to rain. For other dates, the program was modified, and on June 30, the location was moved to the Pavilion at the Elm Ave. Park. The response has been good, averaging 17 participants for each of the four dates.
- Natalie worked on a “How does your car work?” program with the staff of the Glenmont Job Corps for many months. The “Care and Feeding of Your Car” was held this month though there was a very small crowd for the program. She was very grateful for the instructor George van der Wouden and his students who came to the library to share their knowledge with us.
- Tori had a good turnout for her Super Smash Afternoon program and had a Grade 5 student who was happy to take part since it was open to those who might be interested in attending teen programs, as the Grade 5 students will be eligible for these programs over the summer as incoming Grade 6 students.
- For the “Chia Pet” program, master gardener (and Cathy’s dad), Charlie Brenner lead a program to make Chia Pet-like planters with one-liter bottles that the kids decorated with faces. The planters were filled with soil and chia seeds, which in a few weeks will grow to

look like long hair growing from the top. The registration for the program was full, as was the waiting list, but Cathy was able to take everyone, after ensuring that there were enough supplies. As the families came through, there were many compliments about the program, including “great” and “fun”. There were two very, very helpful teen volunteers at the program and they did a fantastic job, especially with the cleanup. The parents had more involved gardening questions so everyone was able to learn something, and had a good time. This program was included on the library’s newer Instagram account.

- The Ann Leary “Writers and Friends” program that was originally scheduled for last September was rescheduled for this month. Ann was lovely and we had a very appreciative crowd for her program. Natalie filmed the program for future broadcast on BCN-TV. She would like to especially thank Jeremy Johannesen and Polly Hartman from the Friends of the Bethlehem Public Library for their support of this program series and for selling books at the event.
- There was a fantastic turnout for Natalie’s “Fancy Nancy Tea Party” with boys and girls in their fanciest clothes for stories, a crown-decorating craft, dancing and bubbles along with “tea” and cupcakes. The kids and their families really enjoyed the program and were very complimentary about it. Patti was great to help with the program, especially in preparing the craft supplies, setting up the bubble maker and plating the refreshments.

Community Outreach for June 2017

Michael

- Michael made his two visits to Good Sam, and Cassie accompanied him to the Bethlehem Commons nursing home this month. She has now gone to both locations for their outreach visits. At Bethlehem Commons, which occurred on Flag Day, Michael talked about the origins of the holiday. He read some poems by Frank O’Hara and David Lehman, who were both American poets born in June. He also read a poem by Victor Hugo, “June Nights”. Michael played “I’ve Got You Under My Skin” performed by Frank Sinatra as the poem by Lehman references the trombone solo in that recording.

School Outreach for June 2017

Anne

- Anne met with the Elsmere students in Grades K-4. They talked about the Summer Reading Program and she answered their questions (they love asking questions). She read the new Drew Daywalt picture book, The Legend of Rock, Paper, Scissors with almost every class, even the older ones, and they loved it. She worked with the Grade 4 class on the You Choose ... Zombie Apocalypse book to see if they would survive (they wouldn’t).
- Anne visited with the Grades K-3 at St. Thomas. They talked about the SRP and she answered their questions. They also listened to the Daywalt book and the teachers laughed as

much as the kids. She ran into several library patrons, parents of the students, who were very happy to see her there.

Cathy

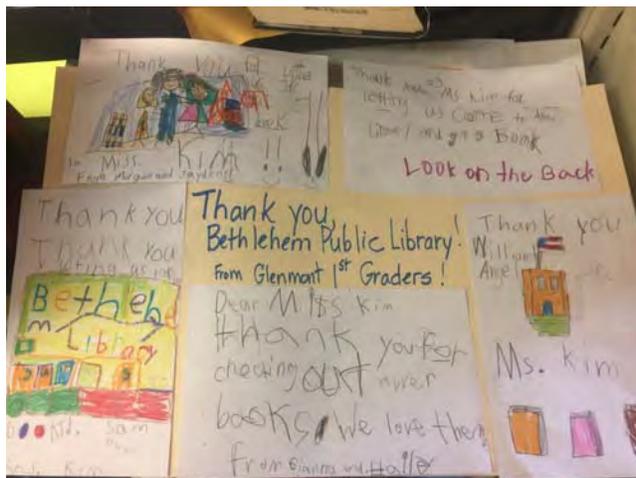
- Cathy completed all 19 of her Slingerlands Summer Reading Program class visits during visits on June 6 and 8, which made for two very hectic days but the visits were very much appreciated by the teachers and school librarian.

Kim

- Kim visited with the final two classes at Glenmont to talk about the Summer Reading Program.
- Kim and the high school librarian had the last meeting on the High School Book Club. The students chose the September book, and would like to continue to meet every other week to discuss a portion of the book, as they did for a title this past spring.
- Kim met at the library with all three Grade 1 classes from Glenmont. They had a tour of the library, received their library cards and checked out a book as part of their Community Day field trip. She received a thank you card that one of the classes made, a photo of which is included at the end of this report.
- Kim kindly filled in and conducted Summer Reading visits at Hamagrael. She saw 12 classes. The children were attentive and showed enthusiasm and interest in all of the things that the library has to offer them this summer.

Michelle

- Michelle visited the Eagle Grades K-4 classes, 16 in total, and promoted the Summer Reading Program, library events and the “Library of Things” items to borrow.
- Michelle visited with two classes at Circle of Friends and shared farm animal themed books.





ETHICS STATEMENT FOR LIBRARY TRUSTEES

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

I agree to abide by this ethics statement.

name (please print) _____

signature _____ date _____

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

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

Board Authorizations 2017-18

Library Attorneys

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

Library Insurance Broker

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

Library Auditors

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

Official Bank Depositories for Library Funds

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

Official Newspapers

The Spotlight

Board Meeting Dates

Official business – generally the second Monday of the month

Special meetings – called as needed

Authorizations

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

A petty cash fund of \$100 is established.

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

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

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

Bonding

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

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

The Messengers are bonded for \$35,000.

UPDATED**Bethlehem Public Library Board Meetings 2018
(start time 6pm)**

January 8

February 12

March 12

April 9

May 14

June 11

July 9

August 13

September 17

October 9 (Tuesday)

November 12

December 10



2003		*Louise Kavanaugh		Happy Scherer			*Paula Read
2004	Michael Zalob		Aaron Baldwin		*Rachel Baum		
2005	Michael Zalob		Aaron Baldwin			Penny Koburger	
2006		John Sobiecki		*Tamra Wright			
2007	*Yolanda Caldwell						
2008		*John Sobiecki					*Nancy Smith
2009					*Joyce Becker		
2010			*John McCarthy			*Jeremy Martelle	
2011				*Tamra Wright			Penny Koburger
2012	*Mary Redmond						*Mark Kissinger
2013		*Harmeet Narang					*Mark Kissinger
2014					*Joyce Becker		
2015			*Lisa Scoons			*Brian Sweeney	
2016				*Paula Rice			
2017	*Mary Redmond			TBD			
2018		*		*			*
2019					*		
2020			*			*	
2021				*			
2022	*						
*	Election year						
**	New seat						
(Bold)	Appointed to fill unexpired term						

* Election Year

** New seat

Bold=appointed to fill unexpired term

TD Bank

Bethlehem Public Library

Relationship Proposal – 7/10/2017

Current Status: Waived relationship

5 accounts

\$404 monthly avg interest (2 accounts, tiered rates 0.08%, 0.15%) = \$4,850 annually

New Proposal: Advantage products – all 5 accounts

All existing services including E-Treasury

Add ACH Positive Pay - 5 accounts

Add Payee Positive Pay – 2 accounts

New interest = \$541 per month (all accounts, tiered rates 0.30%, 0.50%) = \$6,492 annually

HOLIDAYS AND OTHER CLOSINGS

2017

Sunday, January 1	New Year's Day	Closed
Monday, January 2	New Year's Day (observed)	Closed*
Monday, January 16	MLK, Jr. Day	Open 9-9
Monday, February 20	Presidents' Day	Open 9-9
Sunday, April 16	Easter Sunday	Closed
Saturday, May 27		Closed
Sunday, May 28		Closed
Monday, May 29	Memorial Day	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Tuesday, July 4	Independence Day	Closed
Saturday, September 2		Closed
Sunday, September 3		Closed
Monday, September 4	Labor Day	Closed
Sunday, September 10: SUNDAY HOURS RESUME		
Monday, October 9	Columbus Day	Open 9-9
Saturday, November 11	Veterans Day	Open 10-5
Wednesday, November 22		Open 9-5
Thursday, November 23	Thanksgiving	Closed
Friday, November 24		Open 9-5
Friday, December 1	Staff Development Day	Closed
Sunday, December 24	Christmas Eve	Closed
Monday, December 25	Christmas Day	Closed
Sunday, December 31	New Year's Eve	Open 12-5
Monday, January 1, 2018	New Year's Day	Closed

2018 PROPOSED

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

Red indicates days that are part of the union contract.

HVAC Renovation Report – As of 7/10/2017

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
Dec. 2016	Board committee/Director explores Construction Manager RFP
Feb. 2017	Prepare and send RFPs for Construction Manager
Apr. 2017	BPL Trustees select Construction Manager
Aug. 2017	Bid documents are published
Aug. 2017	Submit NYS Library Construction Grant application to UHLS
Aug. 2017	Bids received or contractor's estimated provided by contractor associated with DASNY
Sep. 2017	Begin Contract administration - M/E Engineering
Sep. 2017	Bids reviewed
Sep. 2017	Contractors selected
Jan. 2017	Inside construction begins

Spring 2018 Outside construction begins

Design

	Budget	Encumbered	Expensed	Notes
Design Subtotal	\$100,858	\$31,911	\$68,974	Project No. suffixes .30,.40.10

Construction

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

*3 years 5% increase compounded yearly.

Construction Management/Project Management

	Budget	Encumbered	Expensed	Notes
Construction Manager	\$94,608	\$0	\$0	Contract pending DASNY legislation

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

Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$750,000	\$31,911	\$68,974	\$767,936

Projected Duration Actual Duration Activity Complete

BETHLEHEM PUBLIC LIBRARY - HVAC UPGRADE					2017												2018							
OVERALL PROJECT SCHEDULE					APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
ACTIVITY	PROJECTED START	PROJECTED COMPLETION	ACTUAL START	ACTUAL COMPLETION																				
Conclude PMA	4/1/2017	6/30/2017	4/1/2017		Actual Duration																			
Add BPL to DASNY Statute	5/1/2017	6/30/2017	5/1/2017			Actual Duration																		
Review the design	5/1/2017	6/30/2017	5/1/2017			Actual Duration																		
Contractor Pre-qualification	7/1/2017	8/15/2017						Projected Duration																
Bid Period	8/15/2017	9/15/2017							Projected Duration															
Execute Construction Contract	9/16/2017	11/15/2017								Projected Duration														
Construction Phase	12/1/2017	5/31/2018										Projected Duration												
Rooftop Units Lead Time	12/1/2017	3/1/2018											Projected Duration											
Punchlist	6/1/2018	6/30/2018																			Projected Duration			
Closeout the project	7/1/2018	8/31/2018																				Projected Duration		
CONSTRUCTION PHASE DETAIL																								
Review Submittals and Shop Drawings	12/1/2017	1/31/2018												Projected Duration										
RTUs Ordered and Delivered	1/15/2018	4/15/2018														Projected Duration								
HW Unit Heater in Loading Dock																								
Abate Floor Tile in Maintenance Office																								
Abate Mudded Fittings Above Main Area Ceiling																								
Mechanical Room Demo																								
Mechanical Room Pump and Piping Install																								
Split System for TV Studio & Server Room																								
New Controllers & Actuators on VAV boxes																								
Mezzanine Work																								
Exhaust Fans																								
Rooftop Unit Installation	4/15/2018	5/15/2018																				Projected Duration		
Punchlist	6/1/2018	6/30/2018																				Projected Duration		

BOOKS

Bird-watching gear can be borrowed from the Bethlehem Public Library.



LIBRARIES

Much more to check out

Forget just books — try metal detectors, Wi-Fi hotspots and automobile code readers

By Donna Liquori

The Albany Public Library's Facebook post was so farfetched, it was believable.

"An exciting new program is coming to Albany Public Library — LIVE CHICKEN lending! Starting in August 2017, APL patrons age 18+ with a library card in good standing can borrow a live chicken for a 2-week period. Enjoy fresh eggs & try out farm life without the commitment!"

The post was an April Fool's joke, but they got me. I found the clever ruse plausible, because it highlighted a growing trend among libraries to expand their inventory far beyond traditional books, DVDs and CDs.

"While loaning out 'things' seems non-traditional, I believe it fits our mission," said Scott Jarzombek, Albany Public Library's executive director. "Library programs and resources have always been about introducing people to new skills and hobbies. Not everyone has the money or resources to jump into new interests. Giving people access to new technology, equipment and other 'things' allows them to get their feet wet without making a financial investment or becoming discouraged because of cost."

Libraries across the country are upping their sharing economy game, lending out sewing machines, microscopes and camping equipment. Locally, fishing poles seem to be standard. While the items up for grabs trend toward fun, lendable laptops or Wi-Fi hotspots serve a vital need for some patrons.

The Bethlehem Public Library advertises their "Library of Things" on a newly designed website. My daughter is trying out virtual reality glasses we borrowed. She's flying with the eagle app. The other night, we battled aliens. This weekend, I plan on taking a virtual street tour of Vienna.

We also could've borrowed a GoPro, a karaoke machine or a badminton set.

"Libraries have been offering non-standard items for circulation as part of the overall service plan for years," said Geoffrey Kirkpatrick, Bethlehem's director, noting that when he started at the library in 2000, Polaroid cameras



Sara Kirkpatrick shows off a fish she caught with gear borrowed from the Bethlehem Public Library.

Photos by Bethlehem Public Library

and framed prints were available. Kirkpatrick credits the upsurge to the "advent and popularity of the sharing economy as a cultural norm."

But how do librarians curate their "Library of Things"? Kirkpatrick had some tips.

What does your library have?

The easiest way to find out what items your library has to offer is to simply drop by your closest branch or give them a call.

■ **Albany Public Library**
161 Washington Ave., Albany
(Washington Avenue location)
427-4300

■ **Bethlehem Public Library**
451 Delaware Ave., Delmar
439-9314

■ **Guilderland Public Library**
2228 Western Ave., Guilderland
456-0000

"My quick-hand answer about how we select them is to ask ourselves what might the public want to use, but would likely sit in the basement or garage for 364 of 365 days a year. That's where the metal detector idea came from; lots of people want to use one for a day or two, not many actually want to commit to the lifestyle. Telescopes and binoculars fall into the category as well."

Tim Wiles, director of the Guilderland Public Library, listed off a number of

things, in addition to metal detectors, GoPro cameras and Wi-Fi hotspots. Folding 6-foot tables, which are helpful for graduation parties and garage sales. Cake pans. Themed birthday-in-a-backpack kits (dinosaurs and pirates). An automobile code reader to find out what that light on your dashboard means. Kindles. Amazon Echo Dots, an expensive item to try before you buy. A transport chair and Rollator. Board games.

"I believe that the theory behind loaning this type of material is that there are things you'd like to use, but not necessarily to own," Wiles said. "In general, libraries exist to purchase and share items for the good of the community. That they are branching out a bit I think is just one more way we are trying to serve the public."

Albany will soon carry loaner bike locks to complement bicycle fixing stations, which are popular with recreational and commuter cyclists, Jarzombek said.

Bethlehem also loans out a toy that is out of reach for many parents. "American Girl dolls are popular, but they are also linked with some pretty well-researched historical fiction books, which encourages reading," said Kirkpatrick. "While many of our residents can afford American Girl dolls, not everyone can. There is a new series of books for an older group of children, so we circulate the dolls with a selection of books and (my favorite) a journal, where each host child can write down their experiences with the doll, and the journal stays with the doll. This makes me smile."

LIFE

Fill kids' summer break with frugal fun

Take your pick of area's wealth of outdoor, indoor diversions

School's out, and the calendar is suddenly clear for many kids across the Capital Region. The well-deserved downtime is great, but an empty summer slate can lead to hours of screen time and a tapped budget for parents frantic to fill each day.



SHANNON FROMMA

SHOPPORTUNIST

Fortunately, there are quite a few cost-effective boredom-busters that can steer kids away from the couch and computer

screen. Here are some tips to help you flesh out a calendar of frugal fun:

■ **Create a summer bucket list:** Summer will fly by in a snap, and there's a lot to cram into a couple of months. Gather your kids, grandkids, friends — whomever you plan to spend a bulk of the balmy days with — and sketch out a plan for the season. Have everyone write out a wish — to try fly fishing, hike an Adirondack High Peak, see at least one free outdoor concert — and stick it on the fridge. Lacking inspiration? Head to the web and simply search "summer bucket list" for ideas and printable lists.

■ **Explore local parks:** Area state and municipal parks are ripe for exploring. Pick up a trail map and hit the trails. Some parks, like Moreau Lake and Thacher state parks, offer planned activities, like guided hikes, scavenger hunts and classes. Other local parks offer impressive playgrounds, including the Crossings in Colonie and Indian Meadows in Glenville.

■ **Visit your local library:** Libraries offer a wealth of free and thoughtful activities for kids of all ages, including summer reading programs, free summer classes, workshop and events, like magic shows and movie screenings.

■ **See a cheap movie:** Cool off and catch a family flick for little, if any, money out of pocket. Last week, I ran a list of free and cheap movie series at local theater chains, parks and performing arts venues. You can see that complete list on the Shopportunist blog. Second-run theaters will screen favorites for cheap, too. Admission to the Scotia Cinema in Scotia and Madison Theater in Albany is \$5.

■ **Forge a neighborhood camp:** If you like the idea of creating a camp close to home, but can't commit to a full summer yourself, you can band together with neighbors and friends to form a grassroots cooperative. You can supplement your camp with free worksheets, schedules and activities available on sites like Education.com, Parenting.com and Pinterest.

■ **Volunteer:** There are countless volunteer opportunities available in the Capital Region, with organizations that address issues related to animal welfare, the environment, elder care and much more. Plan purposeful days by volunteering as a family. If you have an older child, encourage him or her to lend a hand to not only build a sense of self, but also a resume. Visit your favorite local service organization, library, church or the website, VolunteerMatch.org, to learn more.

■ **Tap your town:** Many municipalities — including the towns of Moreau and Niskayuna — partner with their local school districts to offer camps throughout the summer. These are typically half-day camps. Kids explore art, technology or sports with familiar faces and minimal monetary impact on parents. Check out local churches, too.

N.Y. TIMES BEST-SELLERS

FICTION

1. CAMINO ISLAND, by John Grisham. A search for stolen rare manuscripts leads to a Florida island.

Last week: — Weeks on list: 1

2. COME SUNDOWN, by Nora Roberts. Years after she was kidnapped, a woman returns to her family's Montana ranch.

Last week: 1 Weeks on list: 2

3. INTO THE WATER, by Paula Hawkins. In this psychological thriller by the author of "The Girl on the Train," women are found drowned in a river in an English town.

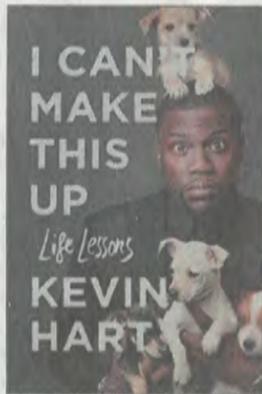
Last week: 4 Weeks on list: 6

4. INDECENT EXPOSURE, by Stuart Woods. Rekindling a romance with an old girlfriend who is now secretary of state exposes New York lawyer Stone Barrington to unwanted attention.

Last week: — Weeks on list: 1

5. THE HANDMAID'S TALE, by Margaret Atwood. In a dystopian future, men and women perform the services assigned to them. Originally published in 1986.

Last week: 7 Weeks on list: 12



Kingsbury. How John and Elizabeth Baxter fell in love.

Last week: — Weeks on list: 1

7. THE WOMAN IN CABIN 10, by Ruth Ware. A travel writer on a cruise is certain she has heard a body thrown overboard, but no one believes her.

Last week: 14 Weeks on list: 20

8. SEE ME, by Nicholas Sparks. A couple in love are threatened by secrets from the past.

Last week: — Weeks on list: 14

9. DRAGON TEETH, by Michael Crichton. A paleontological rivalry plays out in 1870s Wyoming.

Last week: 9 Weeks on list: 3

10. THE FIX, by David Baldacci

Man") witnesses a murder-suicide that turns out to be a matter of national security.

Last week: 10 Weeks on list: 8

NONFICTION

1. I CAN'T MAKE THIS UP, by Kevin Hart with Neil Strauss. (37 INK/Atria) The comedian's personal and professional life.

Last week: — Weeks on list: 1

2. AL FRANKEN, GIANT OF THE SENATE, by Al Franken. A memoir by the Democratic senator from Minnesota and former "Saturday Night Live" writer and performer.

Last week: 1 Weeks on list: 2

3. ASTROPHYSICS FOR PEOPLE IN A HURRY, by Neil deGrasse Tyson. A straightforward, easy-to-understand introduction to the laws that govern the universe.

Last week: 3 Weeks on list: 6

4. THEFT BY FINDING, by David Sedaris. Excerpts from the writer's diaries, 1977-2002.

Last week: 2 Weeks on list: 2

5. OPTION B, by Sheryl Sandberg and Adam Grant. Sandberg's experience after her husband's

chological research combine to provide insight on facing adversity and building resilience.

Last week: 4 Weeks on list: 7

6. HILLBILLY ELEGY, by J.D. Vance. A Yale Law School graduate looks at the struggles of the white working class through the story of his own childhood.

Last week: 5 Weeks on list: 46

7. BILL O'REILLY'S LEGENDS AND LIES: THE CIVIL WAR, by David Fisher. Stories of the Civil War; a companion to the Fox historical docudrama.

Last week: — Weeks on list: 1

8. ON TYRANNY, by Timothy Snyder. Twenty lessons from the 20th century about the course of tyranny.

Last week: 6 Weeks on list: 11

9. HUE 1968, by Mark Bowden. An account of the Tet Offensive battle that was a turning point in the U.S. war in Vietnam.

Last week: — Weeks on list: 1

10. IF I UNDERSTOOD YOU, WOULD I HAVE THIS LOOK ON MY FACE? by Alan Alda. The actor's efforts to help people learn to communicate more effectively.



Nippertown



Google Custom Search



FREE: Evenings on the Green @ Bethlehem Public Library

June 29th, 2017, 3:00 pm by Greg



Rusticator

Photograph by Timothy Reidy

The Bethlehem Public Library in Delmar is once again hosting **Evenings on the Green**, a series of free summertime concerts on the lawn behind the library.

The concerts will be held at 7pm on Wednesdays, beginning on Wednesday (July 5) with the roots music duo of **Casey & Spain**. The concerts will move indoors in the event of rain.



Jim Gaudet

COMMUNITY

Evenings on the Green

Get ready for some toe-tapping fun when our annual summer concert series, Evenings on the Green, kicks off Wednesday, July 5, with a performance by Casey and Spain, a multi-instrumentalist duo playing American and roots music, originals and covers, with an emphasis on high-energy, good-time tunes.

The rest of the series features family-friendly performances by The Jazz Connection, Skip Parsons,



Dyer Switch, Three Quarter North, and Rusticator, which will include an ice cream social hosted by the Friends of Bethlehem Public Library beginning at 6:30 p.m.

The library's casual outdoor concert series has been entertaining audiences for more than four decades. Concert-goers can bring a blanket or lawn chair, pick

a spot on the Green, then sit back, relax and enjoy. Evenings on the Green concerts are always free, appropriate for all ages, and they take place every Wednesday July 5-Aug. 9 at 7 p.m. Concerts will move indoors if it rains.

I Forgot Day

Did you neglect to wish a special someone Happy Birthday back in January? Did you mean to give your best friend a Valentine's Day card but forgot? No worries! I Forgot Day at the library lets kids make good on all those missed milestones by decorating cards and other goodies for family and friends. Kids and families are invited to join us Monday, July

Bethlehem library kicked off Summer Reading with a balloon extravaganza Wednesday, July 21.

Courtesy of Bethlehem Public Library

3, from 10-11 a.m. Don't forget!

Holiday hours

The library will be closed Tuesday, July 4, in observance of Independence Day. The library is also closed Sundays in July and August, beginning July 2. You can access the library catalog and other library services online anytime at www.bethlehempubliclibrary.org.

Sign up to Build a Better World

Summer Reading sign-up is in full swing, and readers of all ages are invited to Build a Better World. Reporting for prizes begins July 3. Sign up online at www.bethlehempubliclibrary.org or in person, and check out upcoming programs on our website or in the latest version of the Footnotes newsletter. Preschoolers can join our brand-new

Rubber Ducky club to get started on early literacy activities for the summer and beyond!

Tee time at the library

Don't forget to mark your calendars for the return of Mini-Golf at the Library Sunday, July 9, from 1-5 p.m. This program is co-sponsored by the Friends of the Library.

Other events

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

Friday, June 30

Coffee & Cinema

Watch "The Eagle Huntress" (Sony Pictures, G, 87 min.), the story about a young girl who

is the first in many generations to become an eagle hunter, 10 a.m.

Summer Cinema: Finding Dory

Watch the blockbuster sequel to "Finding Nemo" (PG, 97 minutes), 2:30 p.m. Bring a blanket or pillow; we'll bring the popcorn! For kids and families.

Story Walk at the Park

Meet at Elm Avenue Park to hear some stories and take a walk to exercise your mind and body, 10 a.m. Gather under the trees at the head of the Fit Trail and wear appropriate footwear. For kids and families.

Wednesday, July 5

Stories Out and About

At the following Play Factory location: Glenmont Elementary School, 9:30-10 a.m. Stories are geared to school-age audiences.

— Kristen Roberts



55 Reasons the Smart Money moves to The Spinney...

Help Hungry Families.
Drop fresh food in a bin in your neighborhood.

July

1 Saturday

Build a Better Sundae

Kick off summer reading with ice cream, a balloon twister, music and fun activities, 11 a.m.–2 p.m. Rensselaer Public Library, 676 East St., Rensselaer. For more information, call (518) 462-1193 or visit rensselaerlibrary.org.

2 Sunday

Wildlife Presentation

Wildlife rehabilitator Kelly Martin will introduce some of the birds of prey and other animals in her care, 10 a.m. Suggested donation is \$5 per family. Call to register. Emma Treadwell Thacher Nature Center, 87 Nature Center Way, Voorheesville. Call (518) 872-0800 for more information.

Free Family Movies

Watch "E.T. the Extra-Terrestrial" (1982) Rated PG for language and mild thematic elements, 10:30 a.m. and 1 p.m. Proctors, 432 State St., Schenectady. For more information, visit www.proctors.org or call (518) 346-6204.

3 Monday

I Forgot Day

Celebrate the events you forgot. Make a card or do a craft to remember friends and family, 10-11 a.m. For kids and families. Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call 439-9314 or visit bethlehempubliblibrary.org.

5 Wednesday

Turtle Time

Meet one of the Discovery Center turtles and bring your questions and curiosity, 2 p.m. All ages. Free. Albany Pine Bush Discovery Center, 195 New Karner Road, Albany. For more information, call 456-0655 or visit www.albanypinebush.org.

Submit an event

• To have your event included in our print edition, email the information, including date, time, place, cost and contact information to robertsk@spotlightnews.com by the 10th of the preceding month. Events run space permitting, and submission does not guarantee publication.

Pick of the month



Mini-Golf at Bethlehem Public Library

For one afternoon, the library will transform into an 18-hole miniature golf course where golfers of all ages can enjoy this favorite family pastime, 1-5 p.m. Regular library services will be limited. Sponsored by the Friends of Bethlehem Public Library. Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call 439-9314 or visit bethlehempubliblibrary.org.



Treehouse: Team Building and Minute 2 Win It

Build a Better World through cooperation with team challenges, relays, Minute to Win It games, and group fun will be our theme, 2-3 p.m. For grades 1-4. William K. Sanford Colonie Town Library, 629 Albany Shaker Road, Colonie. For more information, call (518) 458-9274 or visit colonielibrary.org.

6 Thursday

Family Fun Nights: 'Lego Batman Movie'

Batman attempts to overcome his greatest fear in order to stop The Joker's latest plan (Rated PG, 90 minutes), 6:30 p.m. William K. Sanford Colonie Town Library, 629 Albany Shaker Road, Colonie. For more information, call (518) 458-9274 or visit colonielibrary.org.

A Day on the Farm

Experience life on a small Mohawk Valley farm by planting veggies, harvesting summer rye and baking a fresh loaf of bread, 10 a.m. For ages 5 to 10 but all are welcome. Cost is \$7 per child; registration required. Mabee Farm Historic Site, 1100 Main St., Rotterdam Junction. For more information, call (518) 887-5073 or visit www.schenectadyhistorical.org/families.

Fairy Houses

Construct whimsical structures using a variety of natural and sparkly materials for our fairy and other woodland friends, 2 p.m. Registration required. Guilderland Public Library, 2228 Western Ave., Guilderland. For more information, call (518) 456-2400 or visit www.guilpl.org.

7 Friday

Traveling Talks: Silent Sparks of Fireflies

Discover the world of fireflies with environmental educator Fran Martino, 4:30 p.m. Bring a mason jar with holes punched in the lid, or borrow one of ours. Catch and release. Cost is \$5 members and \$10 for nonmembers. Olana State Historic Site, 5720 NY-9G, Hudson. For more information, call (518) 828-0135 or visit www.olana.org.

Kids Cooking: Kids Night Out!

Interactive cooking class where kids make their own multi-course dinner and parents get a night out too, 6 p.m. For ages 7 and up; registration is required. Cost is \$30. Serendipity Arts Studio: 26 D Congress St., Saratoga Springs. For more information, visit serendipityartsstudio.com

Campfire at the Mabee Farm

This program invites kids to unplug themselves for the evening and tune in to the real world instead where they'll enjoy apple cider warmed over an open fire along with some s'mores, 7 p.m. Cost is \$7 per child; registration required. Mabee Farm Historic Site, 1100 Main St., Rotterdam Junction. For more information, call (518) 887-5073 or visit www.schenectadyhistorical.org/families.

Turtle Time

Meet one of the Discovery Center turtles and bring your questions and curiosity, 2 p.m. All ages. Free. Albany Pine Bush Discovery Center, 195 New Karner Road, Albany. For more information, call 456-0655 or visit www.albanypinebush.org.

First Friday Friends

Children ages 12 to 36 months and their parents are invited to play and interact with others while using age appropriate toys, books and puzzles, 10 a.m. Clifton Park-Halfmoon Public Library, 475 Moe Road, Clifton Park. For more information, call 371-8622 or visit www.cphlibrary.org.

Summer Cinema

Bring a blanket or pillow; we'll supply the popcorn as you watch "Moana" (PG, 107 min, Walt Disney), 2:30 p.m. For kids and families. Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call 439-9314 or visit bethlehempubliblibrary.org.

8 Saturday

Electric City Comic Con

The Electric City Comic Con is the area's family friendly indie con — small but fierce, it celebrates comics and the artists and writers who create them, 10 a.m. Free. Schenectady County Public Library, 99 Clinton St. Schenectady. For more information, visit www.sctl.org/ComicCon/index.html.

Builder Party

Play at building and digging, 1 p.m. For ages 4-10. Rensselaer Public Library, 676 East St., Rensselaer. For more information, call (518) 462-1193 or visit rensselaerlibrary.org.

Hold Onto Your Hat with WMHT's Barbara Lukas

Enjoy a morning full of reading, crafts and fun activities based on the classic children's book "Cats for Sale," 10:30 a.m. For preschool through grade 2; registration required. Guilderland Public Library, 2228 Western Ave., Guilderland. For more information, call (518) 456-2400 or visit www.guilpl.org.

9 Sunday

Pond Ecology

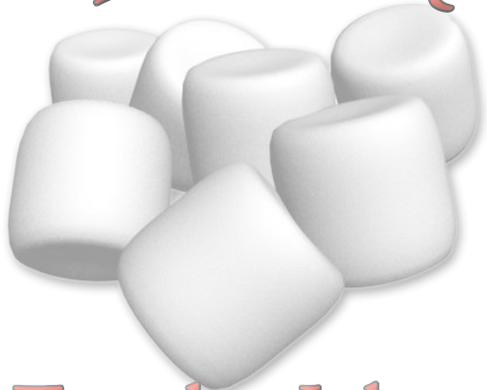
Join science educator George Steele to explore the wiggly water wonders of the Arboretum's Meeting House pond, 2 p.m. Cost is \$5/person, \$15/family for members; \$15/person, \$25/family for nonmembers. George Landis Arboretum, 174 Lape Road, Esperance. For more information, visit landislive.weebly.com/2017-activities-and-events/pond-ecology or call (518) 875-6935.

Karner Blue Butterfly Walk

A 0.9-mile hike to see the Karner blue butterfly with preserve staff, 1-2:30 p.m. Learn about the natural history of the Karner blue and efforts to rescue it from the brink of extinction. For ages 6 and up. Albany Pine Bush Discovery Center, 195 New Karner Road, Albany. For more information, call 456-0655 or visit www.albanypinebush.org.

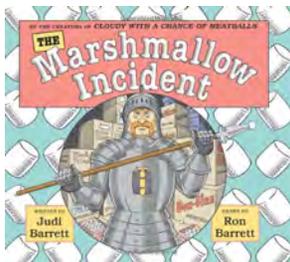
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THE Marshmallow Incident



Tuesday July 25
2-2:45pm

Hear the story, then make
marshmallow shooters and
play some games.



For grades K-5.

Sign up online or call.



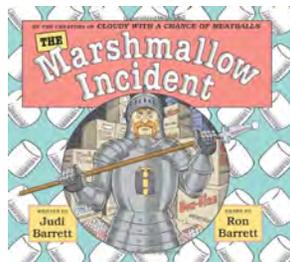
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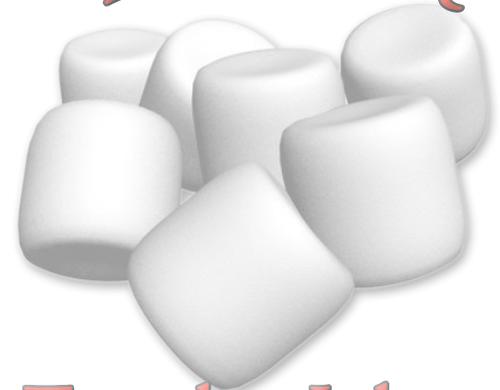
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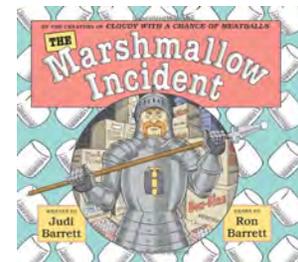
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BUILDER ASSOCIATION

@ Bethlehem Public Library

Mondays

**July 10-August 21*
10-11:30am**

Let your imagination run wild as you engineer fun and create fantastic structures using our Legos, Snap Circuits, 3D puzzles, blocks, Strawbees and K'nex.

For kids and families.

**No KBA July 31 or August 7.*



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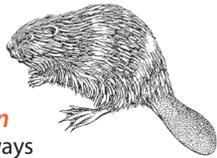
Five Rivers Presents:

(for kids and families)

Busy Beavers*

Wednesday July 12 • 10am-noon

Meet at Five Rivers and see all the ways beavers have an impact on the environment.



You Can Make a Difference

Monday July 24 • 2:30pm

Our friends from Five Rivers will show us how everyday actions can have a positive effect on the animals and environment around us.

A Building for the Future*

Monday August 14 • 6-7:30pm

Stop by the new Visitors Center at Five Rivers to learn about its environmentally friendly features.



Predators Build a Better Future

Tuesday August 15 • 2:30pm

Our Five Rivers friends return to the library to talk about all the ways foxes, owls, coyotes and other predators maintain a healthy habitat.

** Program takes place at Five Rivers.*



www.bplkids.org • 439-9314



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2017 LINEUP

July 5

CASEY AND SPAIN

Multi-instrumentalist duo playing American and roots music with an emphasis on high-energy, good-time tunes.

July 12

THE JAZZ CONNECTION

Six-piece ensemble will perform jazz standards from the 1920s to the present.

July 19

SKIP PARSONS

Dixieland and classic early style jazz.

July 26

DYER SWITCH

Hard-driving traditional and original bluegrass and acoustic tunes.

August 2

THREE QUARTER NORTH

Bluegrass folk with a country twang.

August 9*

RUSTICATOR

Energetic mix of originals and sing-along covers.

** Featuring an ice cream social and membership drive at 6:30pm sponsored by the Friends of the Library.*



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