



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

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices - none**
 - Resolutions - none**
 - Personnel report**
 - Personnel actions**
- **Website presentation – library staff**
- **Director’s report**
- **UHLS report**
- **New business**
 - Budget letter**
 - Parking lot**
 - Plaza entrance**
 - Other new business**
- **Old business**
 - Construction manager RFP**
 - Director evaluation/employee survey**
 - HVAC project update**
 - Fire alarm & security project update**
 - Other old business**
- **Public Participation**
- **Executive Session – if necessary**
- **Adjournment**

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

Next Friends of the Library board meeting: April 17, 2017 6:30pm (Story Room)

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday February 13, 2017

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

GUESTS: Tanya Choppy, Accounts Clerk
Jeremy Johannesen, Executive Director of NYLA
Chris McGinty, Head of Public Services
Natalie McDonough, Manager, Programs and Community Outreach
Gordon Noble, Manager of Information/Readers Advisory
Tracey McShane, Personnel Administrator
Alex Muto, library intern
Andrew Reilly, library patron
William Wallens, library attorney

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

PUBLIC PARTICPATION

There wasn't any public participation.

MINUTES

Minutes of the 9 January 2017 board meeting were unanimously approved as amended (see below) on a MOTION by J. Becker with a SECOND by B. Sweeney.

M. Redmond asked that the minutes reflect the January discussion that all of the raw data from the employee survey will be available to board members.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by M. Kissinger the board unanimously approved the Financial Statement dated 31 January 2017 (Manual Disbursements for January \$70,346.95; Cash Disbursements/Accounts Payable for February \$77,956.78; Trust & Agency Disbursements/Salaries for January \$164,015.87; CapProject Fund/Hand-Drawn Checks for January \$5,721.60; Total: \$318,041.20).
JB photocopy 10 cents,

BANK ACCOUNT RECONCILIATION REPORT

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

RESOLUTIONS

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board unanimously voted to adopt a resolution as amended (see below) naming the Library Board of Trustees as SEQRA lead agency regarding fire alarm and security system upgrades.

M. Redmond asked that language be included in the resolution that names Bethlehem Central School District as the agency responding that it has no objection to the Board being lead agency. H. Narang noted that the final paragraph refers to HVAC improvements and should be changed to “fire alarm and security system upgrades.”

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

On a MOTION by J. Becker with a SECOND by L. Scoons, the board unanimously approved new hires for the following vacancies, pending Civil Service approval:

- Library clerk, part-time, permanent, 15 hours/week at \$12.73/hour or per contract
- Library clerk, part-time, permanent, 11.67 hours/week at \$12.73/hour or per contract

DIRECTOR’S REPORT

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

- G. Kirkpatrick noted that the backflow preventer worked marked the completion of a capital project.
- Icing on the plaza has been a very difficult on maintenance staffers, who must chip away at it in small sections. G. Kirkpatrick said that he spoke with someone about getting an estimate to replace the pavers with cement but was told that a waterflow engineer should be consulted first because the icing has to do with the pavers and the pooling of water on the plaza walkway. The board agreed that it was a serious safety and liability issue. M. Redmond said that it should be given board priority within the next 18 months once some of the bigger upcoming projects are well under way. The board discussed getting pricing for several options, including having the walkway heated underneath. H. Narang asked if heated mats might be an option. G. Kirkpatrick said they had been looked at in the past. H. Narang said they could possibly provide a temporary solution.
- G. Kirkpatrick noted that he and C. Stollar Peters have been very happy to have the actual door count data, and the numbers will be useful in analyzing attendance on snow days and more.
- Some of the surveys returned with the WiFi hotspots have suggested the library have more available to borrow. G. Kirkpatrick noted that the 3-to-1 hold ratio on a two-week item is high. The board told

- him to move forward with purchasing 10 more hotspots for patron use and applying them to the holds.
- Still no word on if or when the Better World Books bin will return. L. Scoons suggested that, if it comes back, the bin be placed away from the library return. G. Kirkpatrick noted the difficulty in finding a suitable spot for the bin but said the library would reach out to see if there would be alternative locations, such as the town park.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons noted that Advocacy Day is March 1 and told the board that she or G. Kirkpatrick could provide them with a schedule of events if they were interested in attending.

NEW BUSINESS

2017-18 draft budget

G. Kirkpatrick distributed a draft of the budget. Additional items:

- The 2.22% overall increase in staff costs represents some uncertainty in health insurance costs because the health insurance contract cycle does not coincide with the library's fiscal year. The number does not include a COLA, which could be a part of union contract negotiations.
- The material line increase of 5.4 percent is meant to keep up with the stated purpose of increasing this line to provide the items that patrons are looking for. H. Narang asked if the library was devoting enough to eBooks, and G. Kirkpatrick noted that more money has been allocated to electronic materials, especially eMagazines. Circulation of eBooks etc. continues to grow. H. Narang noted that an additional benefit of e-materials is that they require fewer staffing costs.
- The proposed budget devotes an additional \$2,500 to special programs to continue larger community-based programs. G. Kirkpatrick said he expects to see decreases in furniture and equipment expenses since many items have already been replaced or can be repaired.
- Revenues continue to drop due to a change in the fines structure. Book sale can handle small increase. There is also a drop of \$5,700 in PILOT revenue as some properties drop off the rolls and become part of the tax base.
- M. Redmond asked for an explanation behind the levy increase of 2.2 percent. G. Kirkpatrick noted that it fell within the 2% tax cap because of adjustments, including PILOT changes.
- The board discussed current contributions rates to employee health insurance plans.
- M. Kissinger asked if the budget lined up with the library's mission and moving it forward. G. Kirkpatrick said it shows how much of what the library does is represented by personnel costs, and the library continues to look at ways to automate some tasks and devote more personnel time to outreach and interfacing with the public without adding additional staff. M. Kissinger asked if the board should be looking ahead and identifying and planning for those efficiencies by setting aside some money in future budgets. H. Narang suggested getting creative about eliminating non-value added tasks.

G. Kirkpatrick filed the budget numbers with the state comptroller electronically at 6:57pm.

On a MOTION by B. Sweeney with a second by P. Rice, the board unanimously approved the 2017-18 draft budget as written for public presentation. The budget proposes a levy of \$3,828,270, an increase of 2.07% or \$77,713.

M. Redmond asked if would be possible for someone, such as an intern, to go through past energy bills to identify whether surcharges contributed to some of the costs from earlier. G. Kirkpatrick reminded the board that the G3 student would be working with the library this spring, and that is something they would likely be looking at.

Community Foundation

G. Kirkpatrick said he had been in touch with the Community Foundation and was told the library could request a return of the deposit money, which would then be taken to their board. The board asked G. Kirkpatrick to move forward with a request for the disbursement of the deposit. If the money is returned, M. Redmond said she would like to see it devoted to library programming.

Construction manager RFP

The board reviewed the draft RFP for a construction manager. M. Redmond noted that the library has already received a proposal from the dormitory authority. The goal of the RFP is to see who the interested parties are so the board can go about selecting a construction manager that fits their needs for the upcoming HVAC work. The RFP will be posted in The Spotlight and sent directly to other parties that have expressed an interest. G. Kirkpatrick reminded the board that hiring a construction manager falls under professional services, like accountants etc., and an RFP is not a bid document.

B. Sweeney asked for some clarification as to what “at risk” meant in the document. G. Kirkpatrick said an at risk construction manager is paid a lump sum and disperses it to contractors, whereas the library is looking for a construction manager who will advise the board, but payments would be authorized through the trustees.

M. Redmond asked that the RFP indicate that it is the library’s goal to start construction in fall 2017. The board indicated that it would like to get the RFP out for at least 3 weeks beginning as soon as possible so that they have an idea of what the proposals look like by the March board meeting and be able to make a decision by the April meeting. G. Kirkpatrick said that seemed like a reasonable timeline.

New York State Annual Report

The board reviewed the New York State annual report numbers.

On a MOTION by M. Kissinger and a SECOND by H. Narang, the board unanimously voted to accept the information in the annual state report as accurate for filing.

Staff continuing education

On a MOTION by J. Becker with a SECOND by L. Scoons, the board voted unanimously to approve travel and registration expenses in the amount of \$2,642 for Gordon Noble and Chris McGinty to attend Book Expo America in New York City.

Other new business

None

OLD BUSINESS

Survey update

L. Scoons said the board needs to decide how long the survey would be available. M. Redmond said she would like it distributed in time to have the information available to discuss at the March meeting. G. Kirkpatrick said that there needs to be a paper copy of the URL for staffers who do not have an email account. M. Kissinger and B. Sweeney were noted as the director's evaluation committee and were directed to use the survey information to enhance their evaluation.

HVAC project update

There won't be much movement until the construction manager is hired. Once a bid for the project has taken place, the library can submit its information for the state construction grants. M. Redmond asked for a return of the breakdown of costs for the HVAC and fire/safety projects.

Fire alarm and security project update

This is now ready to submit to SED for approval.

Other old business

None

PUBLIC PARTICIPATION

C. McGinty introduced to Alex Muto is a librarian intern, as well as a full-time clerk in the circulation department.

A. Reilly said he enjoyed reading the reports included in this month's board packet. He also noted the number and increase in programming and asked how that was possible. G. Kirkpatrick noted that N. McDonough was hired specifically to increase the number and quality of library programs. He also noted that the budget for programs was increased by \$2,500 in the draft proposal and The Friends of Library also pay for many others.

J. Johannesen encouraged everyone to attend some or all of Advocacy Day on March 1. He said the executive budget this year cuts \$4 million in library aid, which would represent a significant loss to institutions statewide. He directed trustees to nyla.org/advocacy for more tools.

EXECUTIVE SESSION

On a MOTION by P. Rice with a second by M. Kissinger, the board adjourned to executive session at 7:35pm to discuss future contract negotiations pursuant to Article Fourteen of the Civil Service Law, and, separately, the employment history of a particular individual.

On a MOTION by J. Becker with a second by H. Narang, the board adjourned executive session at 8:59pm; no action was taken.

On a MOTION by H. Narang with a second by P. Rice, the board adjourned the regular meeting at 9pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #8
2/28/2017**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	4,650.72
Interest on Investment	834.15
Sale of Books	705.80
Gifts and Donations	1,314.60
Insurance Recovery	0.00
Photocopier	624.32
State Aid	0.00
Grants	0.00
Miscellaneous Income	0.00
Total	\$8,129.59

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #8
2/28/2017**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2016-2017

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,750,557.00	3,575,600.00	174,957.00	95.34%
PILOT	198,100.00	199,250.77	(1,150.77)	100.58%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	42,000.00	25,735.17	16,264.83	61.27%
Interest on Investment	3,200.00	3,802.13	(602.13)	118.82%
Sale of Books	5,500.00	4,220.55	1,279.45	76.74%
Gifts and Donations, Misc	1,000.00	2,774.60	(1,774.60)	277.46%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,000.00	4,944.29	1,055.71	82.40%
State Aid	24,500.00	24,778.00	(278.00)	101.13%
Miscellaneous Income	0.00	25.00	(25.00)	
Sub-Total	\$4,030,857.00	3,841,130.51	189,751.49	95.29%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,030,857.00			

OPERATING CASH SUMMARY

TD Checking Account	32,213.10
TD Money Market:	3,513,257.58 *
CD Investments:	0.00
TD Comp Fund:	500,000.00
Capital Project Fund:	36,441.96 **
TOTAL	\$4,081,912.64

*Includes \$834.15 Interest credited 2/28/17

**Includes \$6.99 Interest credited 2/28/17

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #8**

2/28/2017

MANUAL DISBURSEMENTS - FEBRUARY HAND DRAWN CHECKS TD BANK	\$13,744.93
CASH DISBURSEMENTS - MARCH ACCOUNTS PAYABLE TD BANK	\$20,488.16
TRUST & AGENCY DISBURSEMENTS - FEBRUARY SALARIES - TD BANK	\$165,637.48
CAPITAL PROJECT FUND HAND DRAWN CHECKS - FEBRUARY	\$770.46
TOTAL	\$200,641.03

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 31: MANUAL DISB (FEB 17)



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35920	02/10/2017	1833	BLUESHIELD OF NORTHEASTERN NY		3,337.58
35921	02/10/2017	1918	HANCOCK SHAKER VILLAGE	170623	250.00
35922	02/10/2017	1698	MOHAWK VALLEY LIBRARY SYSTEM	170625	32.00
35923	02/10/2017	2061	UNITED HEALTHCARE INSURANCE CO		108.16
35924	02/10/2017	1581	UNITED STATES POSTAL SERVICE	170602	1,176.39
35925	02/10/2017	1954	USS SLATER DE 766	170624	100.00
35926	02/10/2017	1607	VERIZON BUSINESS FIOS	170009	127.77
35927	02/10/2017	1607	VERIZON BUSINESS FIOS	170010	116.98
35928	02/10/2017	1607	VERIZON BUSINESS FIOS	170012	113.12
35935	02/23/2017	2087	CITIBANK	170635	483.93
35936	02/23/2017	1570	NATIONAL GRID		4,146.37
35937	02/24/2017	1424	AFLAC NEW YORK		442.22
35938	02/24/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		2,598.40
35939	02/24/2017	720	MVP HEALTH PLAN, INC.		462.01
35940	02/24/2017	2207	SPRINGFIELD MUSEUMS	170662	250.00

Number of Transactions: 15

Warrant Total: 13,744.93

Vendor Portion: 13,744.93

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 - 33: CASH DISB (MAR 17)



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35941	03/14/2017	1746	ALBANY PUB LIBRARY-DELAWARE BR	170640	14.00
35942	03/14/2017	1009	**CONTINUED** AMAZON CREDIT PLAN		0.00
35943	03/14/2017	1009	AMAZON CREDIT PLAN	170618	1,006.76
35944	03/14/2017	61	AQUASCAPE DESIGNS LLC	170000	183.86
35945	03/14/2017	77	BAKER & TAYLOR , INC.	170671	6,272.29
35946	03/14/2017	1186	BAKER AND TAYLOR ENTERTAINMENT	170645	193.94
35947	03/14/2017	103	BRODART INC	170648	42.13
35948	03/14/2017	542	BUNZL SCOTIA	170617	437.90
35949	03/14/2017	150	COMMERCIAL MAILING AND	170673	529.86
35950	03/14/2017	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	170002	162.66
35951	03/14/2017	1240	DE LAGE LANDEN FINANCIAL SER	170003	440.00
35952	03/14/2017	1463	EAST GREENBUSH COMM LIBRARY	170661	12.95
35953	03/14/2017	2206	ELLISON, EMILY	170660	550.00
35954	03/14/2017	1674	FINDAWAY	170628	299.94
35955	03/14/2017	1986	FIRST LIGHT FKA TECH VALLEY	170007	201.55
35956	03/14/2017	308	JAMES KRANENDONK	170589	100.00
35957	03/14/2017	1024	MIDWEST TAPE	170650	5,050.17
35958	03/14/2017	377	MOORE FIRE EXTINGUISHER	170679	325.50
35959	03/14/2017	2121	NATIONAL INDUSTRIES FOR THE BLIND	170499	190.52
35960	03/14/2017	2088	NYSID	170183	14.38
35961	03/14/2017	2094	ORIENTAL TRADING COMPANY, INC.	170639	139.90
35962	03/14/2017	1823	OVER DRIVE INC.	170664	231.96
35963	03/14/2017	2054	PANGBURN LANDSCAPING	170525	1,450.00
35964	03/14/2017	1902	PRINTERON CORPORATION	170626	595.00
35965	03/14/2017	478	QUILL.COM	170620	119.99
35966	03/14/2017	505	ROEMER WALLENS GOLD & MINEAUX	170659	552.00
35967	03/14/2017	2038	STAPLES BUSINESS ADVANTAGE	170619	382.66
35968	03/14/2017	587	THE EVANGELIST	170674	25.00
35969	03/14/2017	1161	TOWN OF BETHLEHEM	170680	583.97
35970	03/14/2017	1968	VERIZON WIRELESS	170011	40.01
35971	03/14/2017	645	W W GRAINGER INC	170005	339.26

Number of Transactions: 31

Warrant Total: 20,488.16

Vendor Portion: 20,488.16

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 - 29: TRUST & AGENCY (FEB 17)



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35871	02/10/2017	712	CIVIL SERVICE EMPL ASSOC INC.		923.51
35872	02/10/2017	1847	METLIFE OF CONNETICUT		100.00
35873	02/10/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
35874	02/10/2017	2003	NEW YORK STATE DEFERRED		1,724.95
35875	02/10/2017	710	NYS INCOME TAX BUREAU		3,156.05
35876	02/10/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		750.00
35929	02/24/2017	712	CIVIL SERVICE EMPL ASSOC INC.		941.76
35930	02/24/2017	1847	METLIFE OF CONNETICUT		100.00
35931	02/24/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
35932	02/24/2017	2003	NEW YORK STATE DEFERRED		1,724.95
35933	02/24/2017	710	NYS INCOME TAX BUREAU		3,139.44
35934	02/24/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		750.00
100188	02/10/2017	709	BPL SPECIAL PAYROLL ACCOUNT		54,798.20
100189	02/10/2017	1946	IRS - PAYROLL TAX PMT		19,740.16
100190	02/24/2017	709	BPL SPECIAL PAYROLL ACCOUNT		54,505.98
100191	02/24/2017	730	NYS EMPLOYEES RETIREMENT SYSTE		2,273.88
100192	02/24/2017	1946	IRS - PAYROLL TAX PMT		19,658.60

Number of Transactions: 17

Warrant Total: 165,637.48

Vendor Portion: 165,637.48

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 - 6: MANUAL DISB H - (MAR 17)



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1168	03/14/2017	2111	COMMUNITY MEDIA GROUP	170666	87.36
1169	03/14/2017	2080	M/E ENGINEERING, P.C.	170093	683.10
Number of Transactions: 2				Warrant Total:	770.46
				Vendor Portion:	770.46

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION SUMMARY

2/28/2017

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$5,019.38	\$284,532.91	\$257,339.19	\$32,213.10
TD Bank Payroll	\$0.00	\$109,304.18	\$109,304.18	\$0.00
TD Bank Money Market	\$3,787,423.43	\$834.15	\$275,000.00	\$3,513,257.58
TD Bank General Comp	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Capital Project Fund	\$36,434.97	\$6.99	\$0.00	\$36,441.96
TOTAL:	\$4,328,877.78	\$394,678.23	\$641,643.37	\$4,081,912.64

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund

For the month beginning 2-1-17 and ending 2-28-17

Balance on hand at the beginning of the month \$5,019.38

Receipts during the month

Investment Principal	0.00	
Transfers from Savings Account TD Bank	275,000.00	
Fines	4,650.72	
Copier	624.32	
Miscellaneous (Abate)	2,237.47	
Book Sale	705.80	
PILOT		
School Taxes		
Gifts	1,314.60	
Sale of Equipment		
Grants		
State/System Aid		
Miscellaneous Income (Proctoring)		
Total Receipts		<u>\$284,532.91</u>
Total Receipts Including Balance		\$289,552.29

Disbursements During Month By Check

From Check #35920 to Check #35940	13,744.93
Trust & Agency Payments (Payroll)	165,637.48
From Check #35877 to Check #35919	77,956.78
Transfers to Savings Account	0.00
Returned Check	

Total amount of Disbursements \$257,339.19
Balance on Hand at End of Month **\$32,213.10**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	40,396.39
Amount of Outstanding Checks	8,183.29
Balance on Deposit	32,213.10

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
2/28/17

Check Number	Date	Amount
35816	1/10/2017	325.00
35854	1/12/2017	60.00
35877	2/14/2017	19.00
35878	2/14/2017	19.99
35879	2/14/2017	7.00
35880	2/14/2017	15.00
35901	2/14/2017	31.99
35906	2/14/2017	1,450.00
35919	2/14/2017	12.95
35936	2/23/2017	4,146.37
35929	2/24/2017	941.76
35937	2/24/2017	442.22
35939	2/24/2017	462.01
35940	2/24/2017	250.00

TOTAL

\$8,183.29

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 2-1-17 and ending 2-28-17

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

Receipts during the month

Transfer from Checking 2/9/17	54,798.20
Transfer from Checking 2/23/17	54,505.98

Total Receipts \$109,304.18

Total Receipts Including Balance \$109,304.18

Disbursements During Month By Check

2/10/17 - From Check #81891 to Check #81962	54,798.20
2/24/17 - From Check #81963 to Check #82035	54,505.98

Total Amount of Disbursements	<u>\$109,304.18</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	706.36
Amount of Outstanding Checks	706.36
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
2/28/17

Check Number	Date	Amount
81995	2/24/2017	394.32
82034	2/24/2017	312.04

TOTAL		\$706.36
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**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 2-1-17 and ending 2-28-17

Balance on hand at the beginning of the month \$3,787,423.43

Receipts during the month

Interest 2/28/17	834.15
Transfer from General Fund	0.00

Total Receipts	<u>\$834.15</u>
Total Receipts Including Balance	\$3,788,257.58

Disbursements During Month By Check

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

Total Amount of Disbursements	<u>\$275,000.00</u>
Balance on Hand at End of Month	\$3,513,257.58

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	3,513,257.58
Amount of Outstanding Checks	0.00
Balance on Deposit	3,513,257.58

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 2-1-17 and ending 2-28-17

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 2-1-17 and ending 2-28-17

Balance on hand at the beginning of the month \$36,434.97

Receipts during the month

Interest 2/28/17 TD Bank	6.99
Transfer from Savings Account	0.00
Donation	

Total Receipts	<u>\$6.99</u>
Total Receipts Including Balance	\$36,441.96

Disbursements During Month By Check

From Check # to Check #

Total Amount of Disbursements	<u>0.00</u>
Balance on Hand at End of Month	\$36,441.96

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	36,441.96
Amount of Outstanding Checks	0.00
Balance on Deposit	36,441.96

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



4427533000280997900483930048393065



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Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	03/03/2017	\$483.93	\$483.93	483.93



BETHLEHEM PUB LIBRARY **T0000024
 TANYA CHOPPY
 451 DELAWARE AVE
 DELMAR NY 12054-3042

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

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

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

CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$3,000	\$2,516	\$00	\$00

OK 2/21/17
 GK

Statement Date
02/06/17

Payment Date
03/03/17

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	803.02	- 803.02	- 1.21	485.14		483.93
Advances						
Company Totals TOTAL	803.02	- 803.02	- 1.21	485.14		483.93

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

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

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

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

CARDMEMBER SUMMARY

LABELLE, KENNETH XXXX-XXXX-XX82-7328	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				31.98		31.98
Advances						
Monthly Limit: \$750	TOTAL			31.98		31.98

MCGINTY, CHRISTINE XXXX-XXXX-XX82-7336	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				64.49		64.49
Advances						
Monthly Limit: \$500	TOTAL			64.49		64.49

MCSHANE, TRACEY XXXX-XXXX-XX82-7369	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				15.00		15.00
Advances						
Monthly Limit: \$200	TOTAL			15.00		15.00

DAYS IN BILLING PERIOD: 31				
Balance Subject	>	<u>Purchases</u>	<u>Cash Advances</u>	Payment Due: 483.93
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: 483.93



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XXXX-XXXX-XX80-9979

Statement Date
02/06/17

CARDMEMBER SUMMARY

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$1,300	Purchases Advances TOTAL			- 1.21	273.64		272.43
				- 1.21	273.64		272.43

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

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$500	Purchases Advances TOTAL				70.03		70.03
					70.03		70.03

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY		XXXX-XXXX-XX80-9979			
Monthly Limit	Cash Limit*	Available Credit Line	Available Cash Line**		
\$3,000	\$00	\$2,516	\$00		
Sale Date	Post Date	Reference Number	Type of Activity		Total Amount
01-23	01-24	74046587024023000042102	PAYMENT - THANK YOU		803.02 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
01-26	01-27	24326887027042000058386	Windshield Wipers ADVANCE AUTO PARTS #5161 ALBANY NY 170594		31.98
					TOTAL PURCHASES/ADVANCES/CREDITS 31.98

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



XXXX-XXXX-XX80-9979

Statement Date
02/06/17

INDIVIDUAL CARDHOLDER ACTIVITY

MCGINTY, CHRISTINE			XXXX-XXXX-XX82-7336		
Monthly Limit \$500		Cash Limit* \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
01-27	01-30	24492157027637000684143	SP RAINBOW SYMPHONY SOLARECLIPSEG CA	64.49	
				TOTAL PURCHASES/ADVANCES/CREDITS	64.49

Solar Eclipse Glasses
170594

MCSHANE, TRACEY			XXXX-XXXX-XX82-7369		
Monthly Limit \$200		Cash Limit* \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
01-27	01-30	24492157027894095100010	PAYPAL CDLC 402-935-7733 CA	15.00	
				TOTAL PURCHASES/ADVANCES/CREDITS	15.00

Seminar
170632

KIRKPATRICK, GEOFFREY			XXXX-XXXX-XX82-7377		
Monthly Limit \$1,300		Cash Limit* \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
01-14	01-16	74692167014000580732344	VISTAPR VISTAPRINT.COM 866-8936743 MA	1.21	CR
01-13	01-16	24692167013000981849453	VISTAPR VISTAPRINT.COM 866-8936743 MA	16.18	
01-13	01-16	24493987013014000042521	BAUDVILLE INC. 800-728-0888 MI	98.46	
01-31	02-01	24492157031637000855853	WWW.SKILLEDUCATORS.COM SKILLEDUCATOR CA	159.00	
				TOTAL PURCHASES/ADVANCES/CREDITS	272.43

Rubber Ducky Program
170594
170594
170643
Construction Paper
Payroll Seminar

PETERS, M CATHERINE			XXXX-XXXX-XX82-7385		
Monthly Limit \$625		Cash Limit* \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
01-30	01-31	24492157030894180730684	PAYPAL CDLC 402-935-7733 CA	15.00	
01-30	01-31	24492157030894180791819	PAYPAL CDLC 402-935-7733 CA	15.00	
				TOTAL PURCHASES/ADVANCES/CREDITS	30.00

Seminar
170634

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



XXXX-XXXX-XX80-9979

Statement Date
02/06/17

INDIVIDUAL CARDHOLDER ACTIVITY

MCDONOUGH, NATALIE				XXXX-XXXX-XX42-8387	
Monthly Limit \$500			Cash Limit* \$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
01-16	01-17	24692167017000775935357	SHOPRITESLINGERLANDSS1 SLINGERLANDS NY 170571	29.98	
01-26	01-27	24445007027000515598214	DOLLAR TREE DELMAR NY 170594	10.80	
01-29	01-30	24692167030000047474550	SHOPRITESLINGERLANDSS1 SLINGERLANDS NY 170635	29.25	
TOTAL PURCHASES/ADVANCES/CREDITS				70.03	

▲ Program Supplies
 Table Covers
 ▲ Program Supplies
 Cupcakes
 ▲ Program Supplies
 Pete the Cat

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

March 13, 2017 - Board of Trustee Meeting											
Job Status Report											
											27
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Library Clerk PT	15 hrs/wk		\$12.73/hour or per contract	C. Adamczak	1/27/2017	Resignation					
Library Clerk PT	11.67 hrs/wk		\$12.73/hour or per contract	D. Williams	2/7/2017	Resignation					
<u>Action Requested - Request to Fill the Following Positions</u>											
Library Assistant PT (formerly Librarian 1 PT)	16 hrs/wk	12 hrs/wk	\$16.56/hour or per contract	S. Baker	2/28/2017	Resignation					
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hours		\$12.73/hour or per contract	R. Weatherby	2/27/2015	Resign		Hold			

Director's Report March 2017

Building and Grounds

The RFP for construction management services has been issued. Notice of the RFP will run for three weeks in the Spotlight, until just before submissions are due.

There were a number of issues with the parking lot lights last month. Our electrician surveyed the lights and found several corroded connections. Since the repair, there have been no further issues with the lights.

There was another storm with icing and flooding on the plaza. We used 30 bags of salt to keep things clear. Thanks again to the maintenance crew for doing such a great job.

Public Service

We met briefly with a representative from CDTA. They are interested in partnering with us to sell their new Navigator passes at the library. Library staff would sell and reload passes at the desk. We would, in turn, remit the money to CDTA. The meeting was informative, and we will continue to investigate if it is a good fit for our operations.

We are in the middle of a major book shifting project that will balance the collection across the available shelf space. A few patrons commented about the blank spaces, but they understood once I explained we were shifting the collection to make spacing more uniform.

The number of titles recommended for purchase through OverDrive has increased significantly in the past few months. We have purchased more than \$3,000 of new recommended content for each of the past two months, though we consider the collection guidelines published by UHLS, as well as our own knowledge of the collection, when placing the orders. Some of the recommended materials are more esoteric nonfiction. While not appropriate for our collection, we are seeking a method to be able to offer interlibrary loan as an option to these patrons.

Five birdwatching kits have been placed into circulation and have proven popular with children. Each clear backpack has two books, a bird guide, and a pair of binoculars. Bug and other activity kits will be circulating in the spring.

Ozobot robots started circulating on March 6. They are cute robots but also foster STEM learning through novel programming. Also added were 10 new wifi hotspots to fill requests and circulate.

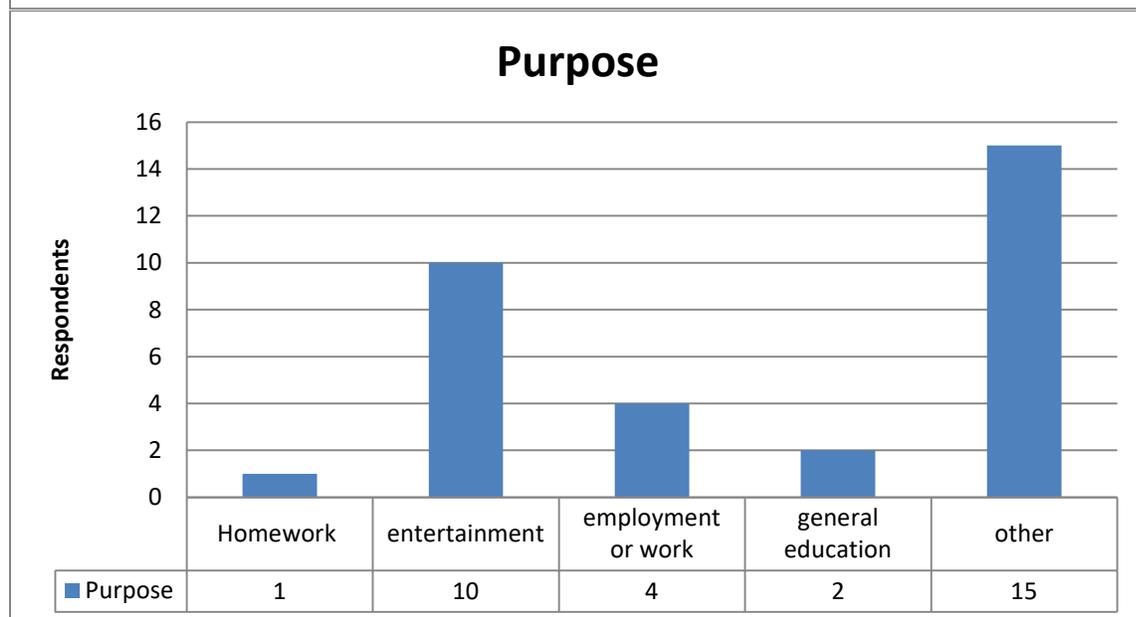
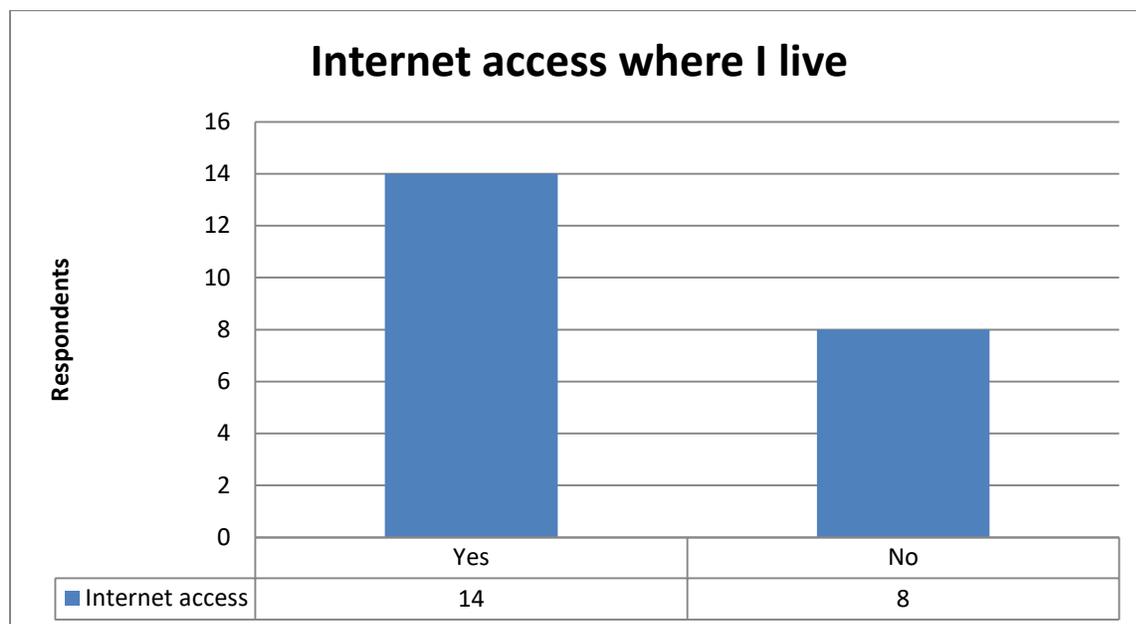
Several Public Services librarians participated in a NASA grant orientation webinar. We plan to apply for a NASA mylibrary grant, which is a STEM education initiative to increase learning opportunities for patrons.

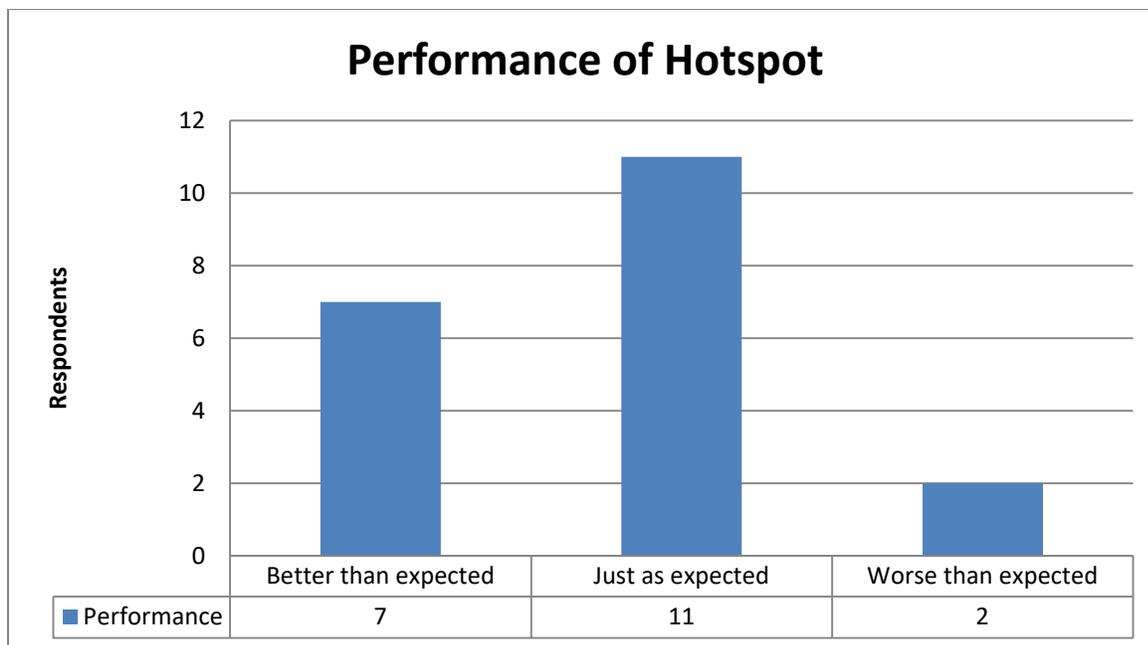
Planning is under way for this year's Summer Reading Program. Librarians attended a cooperative program sponsored by UHLS and the Mohawk Valley Library System.

Planning is also under way for a mini makeover for the Children's Place. Furniture and a few shelves will be reconfigured to make more room for children and families to read, play and learn. The internet and learning game computers will be reconfigured. Launchpad tablets will be available for circulation in the Children's Place, mitigating the need for learning game computers.

WiFi hotspots: 26 holds on 20 devices. 10 new devices were ordered and have started circulating. Earliest fillable hold 1-3-2017.

Aggregate Hotspot survey results:





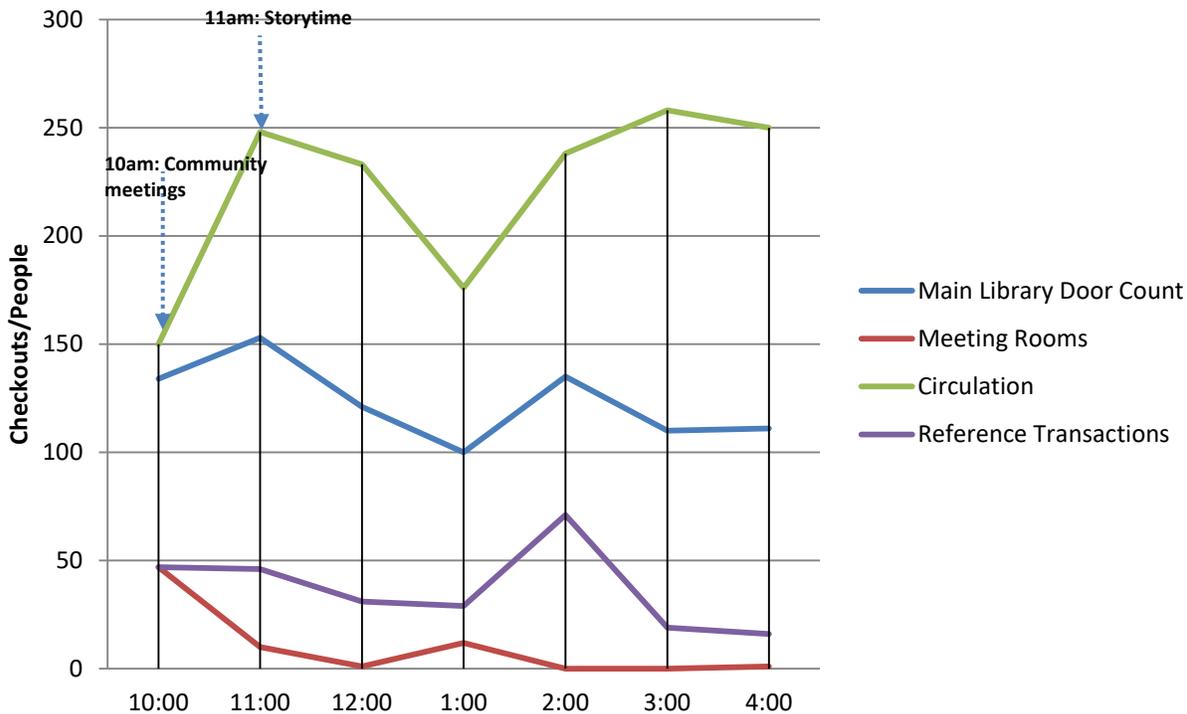
Meetings and Miscellany

Three library staff and Rebekkah Smith Aldrich from the Mid-Hudson Library System attended the initial meeting with our team of students from the UAlbany G3 program and project mentor.

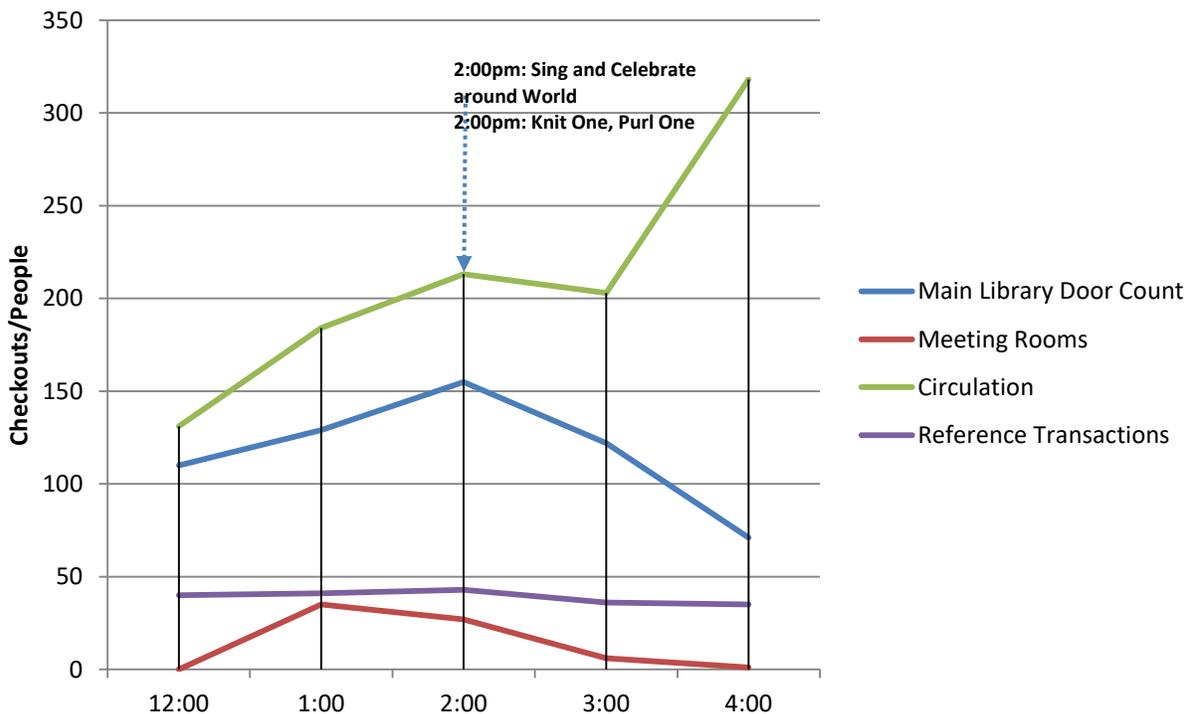
With the availability of hourly door count data, Catherine analyzed statistics for circulation, door count, programs and reference transactions during the week of the February school break. She found:

- 1) Library door count correlates directly with the number of reference questions.
- 2) There is a bump in door count after the end of library programs.
- 3) Tuesday was (and usually is) the busiest day of the week for circulation.
- 4) This year, circulation was steadier during February vacation week compared to last year, though the overall weekly circulation was about the same.

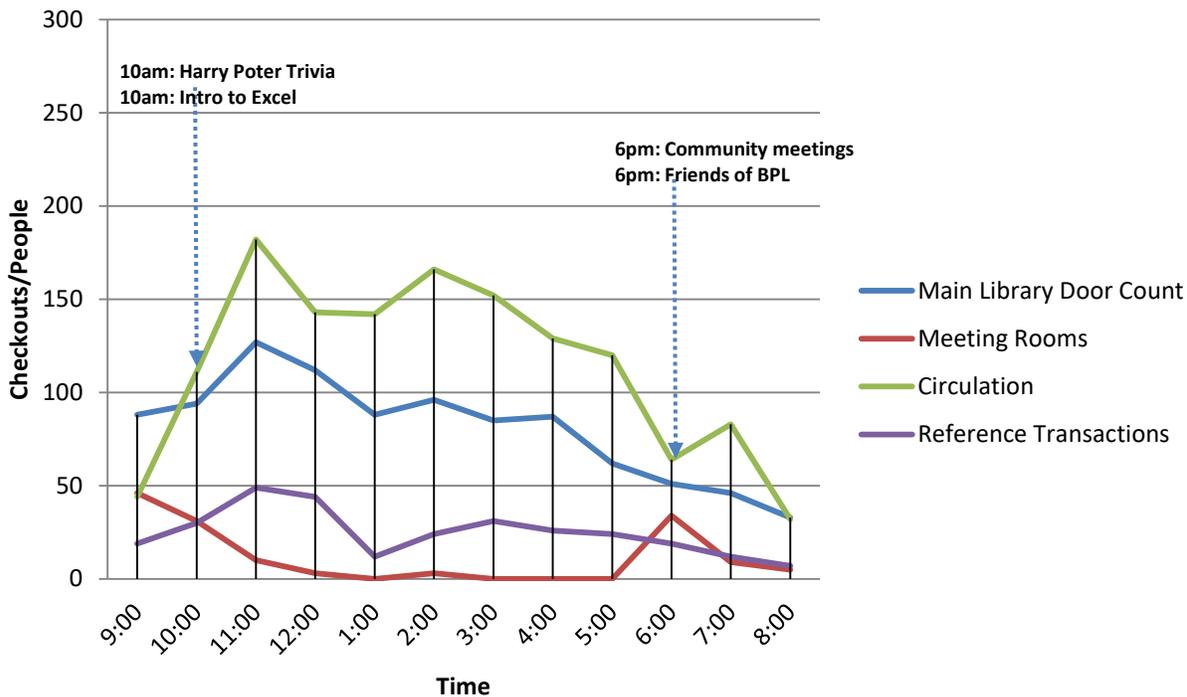
Library Activity Saturday February 18, 2017



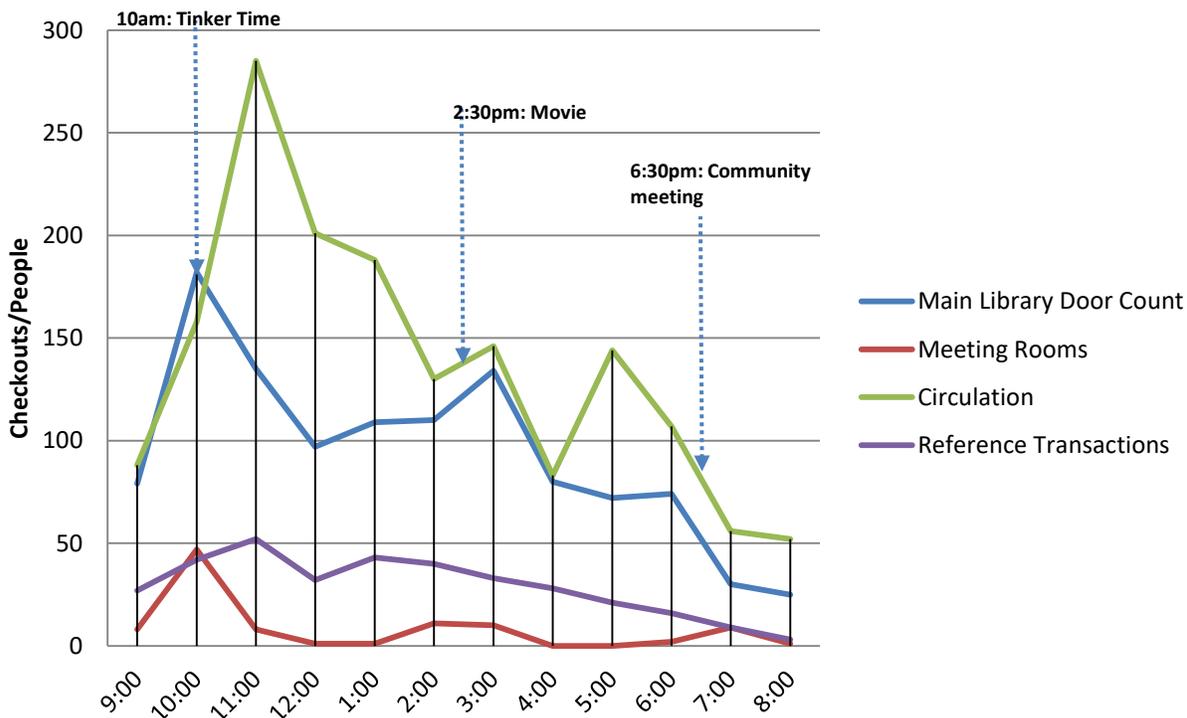
Library Activity Sunday February 19, 2017



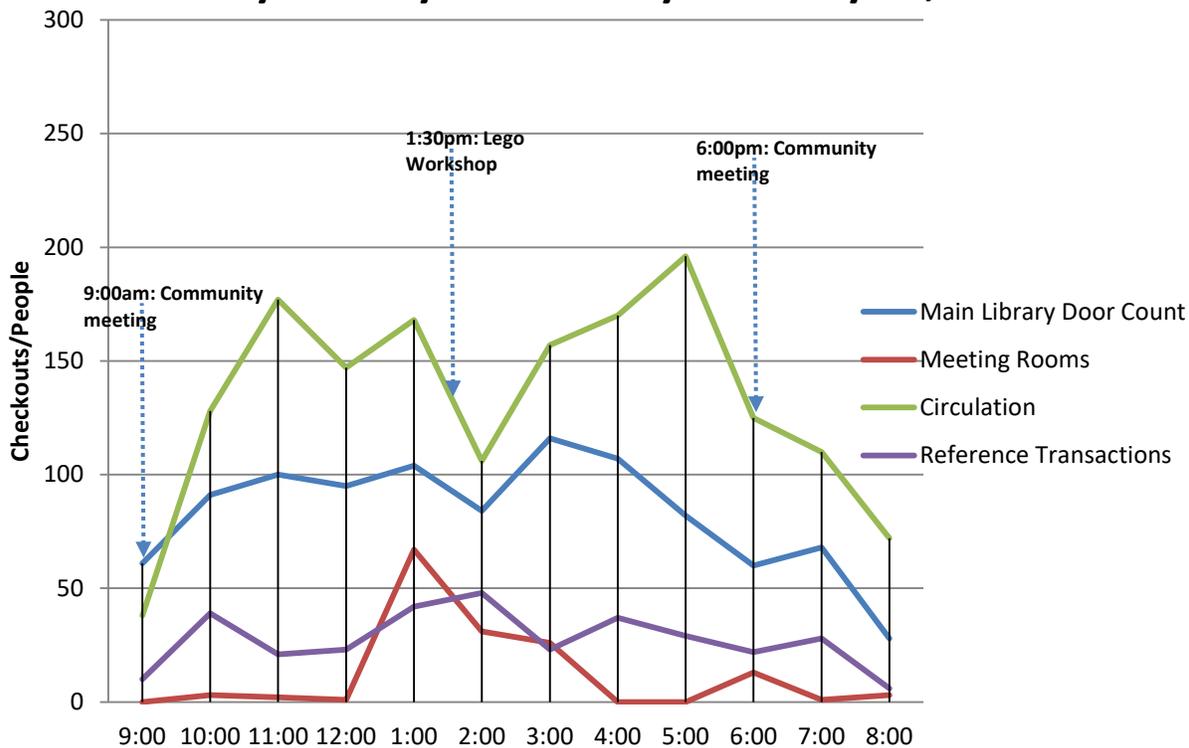
Library Activity Monday February 20, 2017



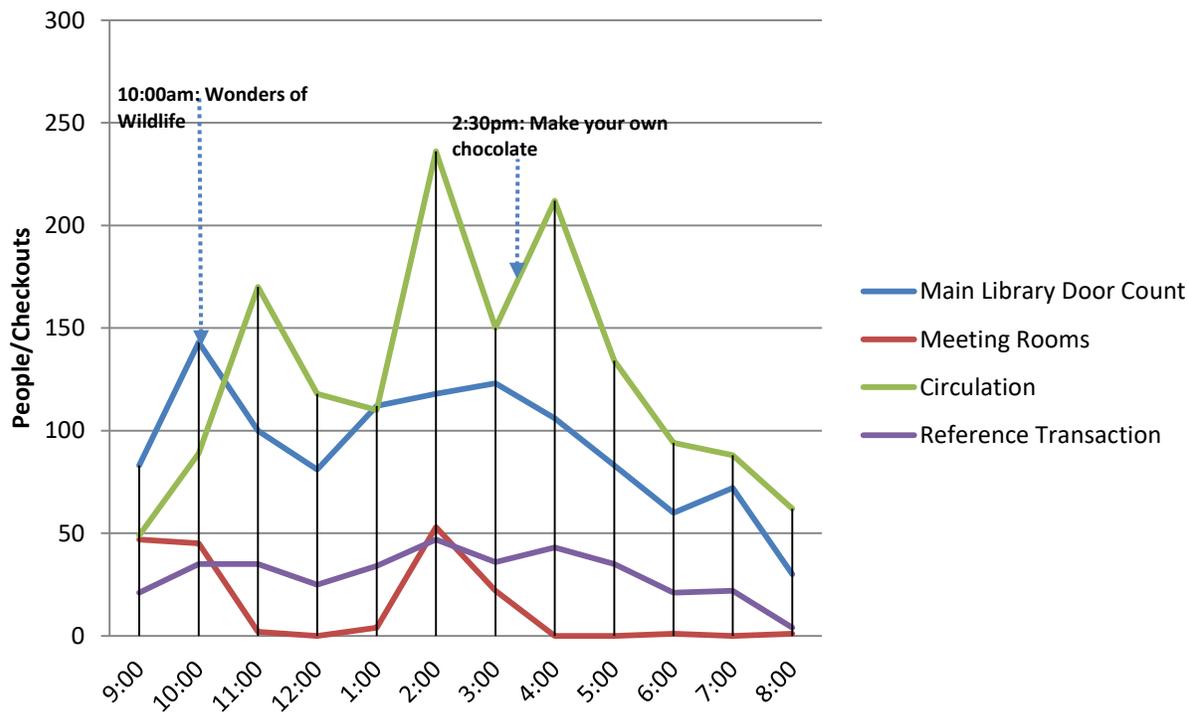
Library Activity Tuesday February 21, 2017

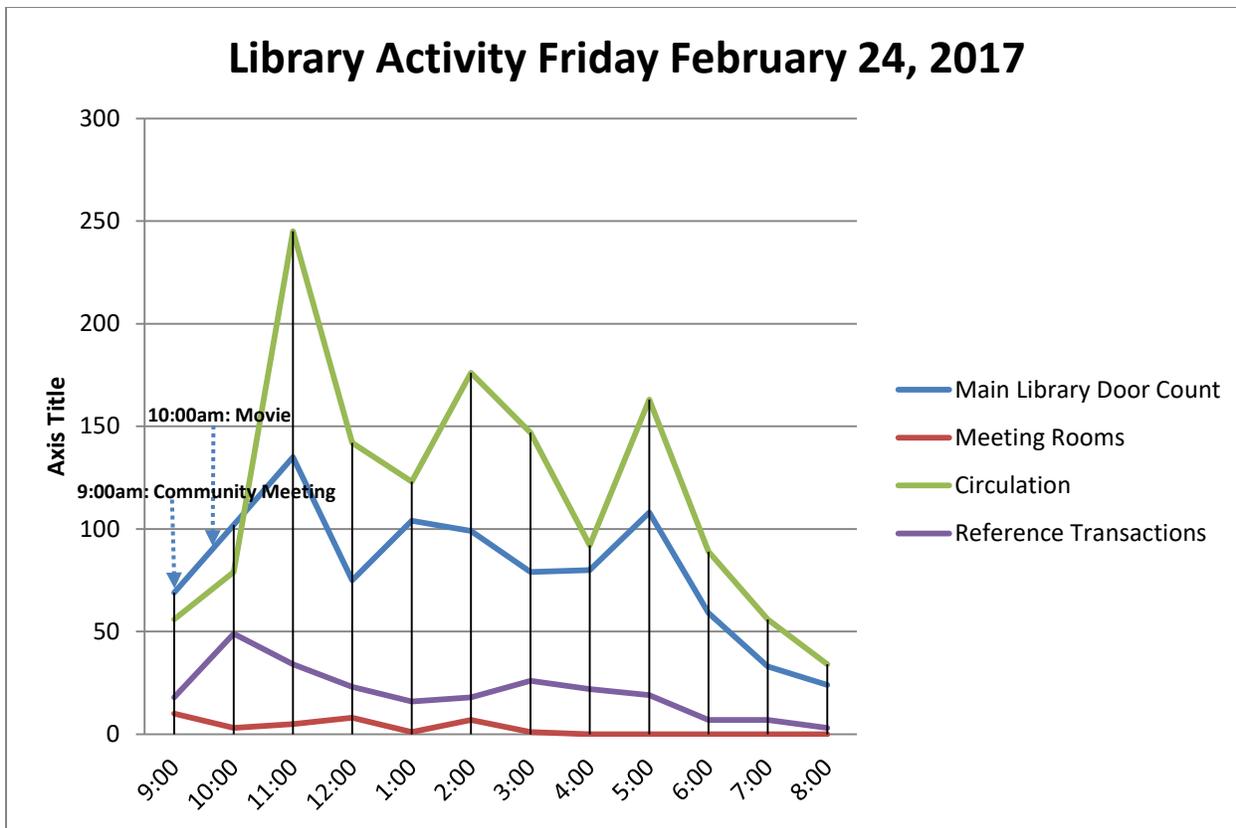


Library Activity Wednesday February 22, 2017



Library Activity Thursday February 23, 2017





Geoffrey Kirkpatrick, Library Director

Library Collection				2015-16	Current Total
Adult fiction				26,815	24,227
Adult non-fiction				29,498	30,312
Adult audio				7,256	7,193
Adult video				5,384	6,239
Young adult fiction				4,885	5,031
Young adult nonfiction				310	403
Young adult audiobooks				347	383
Children's fiction				24,899	25,931
Children's non-fiction				15,350	14,724
Children's audiobooks				1,273	1,293
Children's video				1,760	1,908
OverDrive - UHLS Shared				46,457	50,492
e-books (locally purchased)				1,456	1,456
e-magazines				131	110
Electronic (games, ereaders)				417	417
Total				166,238	170,119
Library Programs	Feb-17	Feb-16	% change	2015-16	F-Y-T-D
Programs	68	79	-13.9%	896	489
Program attendance	1,607	1,948	-17.5%	20,715	14,673
Outreach Programs	38	23	65.2%	372	153
Outreach Attendance	635	401	58.4%	11,189	4,359
Circulation	Feb-17	Feb-16	% change	2015-16	F-Y-T-D
Adult fiction	10,805	11,393	-5.2%	142,392	97,120
Adult non-fiction	7,407	8,340	-11.2%	92,684	60,657
Adult audio	4,557	5,078	-10.3%	58,058	37,612
Adult video	9,346	8,306	12.5%	106,388	74,801
Adult magazines	1,689	1,247	35.4%	15,689	12,819
Young adult fiction	1,410	1,850	-23.8%	23,034	13,529
Young adult nonfiction	113	148	-23.6%	1,521	1,010
Young adult audiobooks	109	135	-19.3%	1,537	931
Young adult magazines	2	11	-81.8%	166	80
Children's fiction	11,399	12,251	-7.0%	152,038	99,021
Children's non-fiction	3,804	4,295	-11.4%	41,326	26,076
Children's audiobooks	551	641	-14.0%	7,472	4,817
Children's video	1,424	1,646	-13.5%	21,252	12,090
Children's magazines	34	49	-30.6%	675	341
Electronic (games, ereaders)	374	421	-11.2%	5,151	3,095
Total	53,024	55,811	-5.0%	669,383	443,995
Interlibrary Loan	Feb-17	Feb-16	% change	2015-16	F-Y-T-D
Borrowed from others	6,871	8,195	-16.2%	88,494	48,721
Loaned to others	5,752	5,532	4.0%	67,730	40,892
Miscellaneous	Feb-17	Feb-16	% change	2015-16	F-Y-T-D
Visits to our home page	62,056	35,886	72.9%	421,162	377,142
Public use of meeting rooms	58	62	-6.5%	480	313
Public meeting attendance	887	928	-4.4%	6,279	3,737
Staff use & library programs	91	82	11.0%	1,066	739
Study room sessions	363	384	-5.5%	5,000	2,566
Tech room use	33	29	13.8%	448	209
Door count	25,825	27,376	-5.7%	339,120	232,355
Registered BPL borrowers	63	95	-33.7%	1,058	663
Computer signups	2,867	3,730	-23.1%	44,087	27,038
Museum Pass use	99	72	37.5%	904	818
E-book use	4,161	4,485	-7.2%	53,350	36,818
E-magazine use	1,103	603	82.9%	7,323	7,011
Equipment	191	26	634.6%	349	724
Wireless Use	6,357	4,471	42.2%	56,887	54,516

2016-17 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Feb. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,091,391	0	1,091,391	81,401	732,958	0	\$358,433	33%
Salaries-Clerical	920,464	0	920,464	68,228	624,361	0	\$296,104	32%
Salaries-Custodians	160,032	0	160,032	11,793	109,526	0	\$50,506	32%
Retirement	278,221	0	278,221	0	297,222	0	-\$19,001	-7%
SocSec/Medicare	166,149	0	166,149	11,868	108,281	0	\$57,868	35%
Worker's Comp.	22,000	0	22,000	0	21,094	0	\$906	4%
Unemployment	0	0	0	0	62	0	-\$62	N/A
Health Ins.	275,000	0	275,000	3,965	172,867	0	\$102,133	37%
Disability Ins.	1,400	0	1,400	0	1,394	0	\$6	0%

Materials

Adult books	171,000	31,458	202,458	14,195	101,693	4,649	\$96,115	47%
Audiobooks	36,000	4,454	40,454	1,575	16,485	834	\$23,135	57%
Ebooks	67,000	0	67,000	12,710	52,403	256	\$14,341	21%
Electronic Resources	32,000	0	32,000	981	12,721	0	\$19,279	60%
Periodicals	24,000	0	24,000	130	14,354	25	\$9,621	40%

YS Books	95,000	24,010	119,010	15,530	57,503	1,727	\$59,780	50%
YS Audiobooks	8,000	2,268	10,268	487	5,027	0	\$5,241	51%
YS Media	10,000	979	10,979	159	3,821	617	\$6,541	60%

Special Collections	5,000	1,417	6,417	1,618	2,255	4,348	-\$186	-3%
AS Media	35,000	13,409	48,409	5,863	39,538	4,434	\$4,436	9%

Operations

Copiers and supplies	11,000	231	11,231	1,059	9,010	2,915	-\$694	-6%
Office supplies	29,000	282	29,282	696	7,247	991	\$21,044	72%
Custodial supplies	14,000	0	14,000	180	3,593	4,687	\$5,720	41%
Postage	17,000	480	17,480	1,176	10,982	1,638	\$4,859	28%
Printing	25,000	0	25,000	0	8,742	0	\$16,258	65%
Van lease & oper.	1,700	0	1,700	32	189	541	\$969	57%
Gas and Electric	80,000	0	80,000	4,146	36,552	0	\$43,448	54%
Telecommunications	11,000	0	11,000	594	5,020	3,400	\$2,580	23%
Water	3,000	0	3,000	0	2,570	0	\$430	14%
Taxes-sewer&water	3,500	0	3,500	0	3,200	0	\$300	9%
Refund property taxes	4,000	0	4,000	429	2,204	0	\$1,796	45%
Prof. Services	20,000	71,596	91,596	0	5,410	68,328	\$17,858	19%
Contract Services	37,500	239	37,739	5,349	21,690	11,162	\$4,887	13%
Insurance	29,000	0	29,000	0	26,577	0	\$2,423	8%
Travel/Conference	10,000	0	10,000	236	1,928	50	\$8,022	80%
Memberships	2,000	0	2,000	750	1,580	0	\$420	21%
Special Programs	17,500	1,799	19,299	400	10,830	1,091	\$7,377	38%
Furniture&Equipment	29,000	1,565	30,565	1,220	10,840	1,581	\$18,144	59%
IT Hardware & Software	42,000	17,517	59,517	352	52,628	784	\$6,104	10%
Bld&Grnd. Repair	40,000	0	40,000	2,926	23,652	3,908	\$12,440	31%
Furn/Equip Repair	2,000	0	2,000	0	447	271	\$1,282	64%
Miscellaneous	3,500	105	3,605	-15	2,417	116	\$1,071	30%
Audit Service	13,500	0	13,500	0	12,500	0	\$1,000	7%
Accounting Service	13,000	0	13,000	0	12,436	564	\$0	0%
UHLAN fees	50,000	0	50,000	11,199	34,519	0	\$15,481	31%
Capital Expenditures	125,000	0	125,000	0	16,508	0	\$108,492	87%
TOTAL	\$4,030,857	\$171,809	\$4,202,666	\$261,232	\$2,696,839	\$118,918	\$1,386,908	33%

Operating Fund Balance	1,200,000							
Fire Alarm (Board Designated)	33,031							
HVAC (Board Designated)	750,000							
Unassigned	220,343							
Board Designated Fund balance Subtotal	2,203,374	649,244	2,852,618	87	78,290	60,453	\$2,713,874	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	87	78,290	60,453	2,732,092	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 days	kWh	Use per day	Cost	Cost per day	Cost per kWh
1/13/2015	33	2,558	78	\$1,385.02	\$41.97	\$0.54	33	30,720	931	\$3,324.24	\$114.63	\$0.004
1/12/2016	33	1,909	58	\$1,010.70	\$30.63	\$0.53	33	31,872	966	\$2,785.27	\$96.04	\$0.003
2/11/2015	29	2,659	92	\$1,384.15	\$47.73	\$0.52	29	31,872	1,099	\$4,276.45	\$147.46	\$0.005
2/10/2016	29	2,101	72	\$1,037.33	\$35.77	\$0.49	29	29,568	1,020	\$2,734.71	\$94.30	\$0.003
3/12/2015	29	2,515	87	\$1,301.90	\$44.89	\$0.52	29	33,024	1,139	\$6,285.01	\$216.72	\$0.007
3/11/2016	30	2,159	72	\$1,108.25	\$36.94	\$0.51	30	31,872	1,062	\$3,066.87	\$105.75	\$0.003
4/14/2015	33	1,862	56	\$990.60	\$30.02	\$0.53	33	33,792	1,024	\$3,184.06	\$109.80	\$0.003
4/13/2016	33	1,471	45	\$714.42	\$21.65	\$0.49	33	33,408	1,012	\$2,895.69	\$99.85	\$0.003
5/13/2015	29	633	22	\$352.65	\$12.16	\$0.56	28	39,168	1,399	\$2,882.50	\$99.40	\$0.003
5/11/2016	28	800	29	\$329.46	\$11.77	\$0.41	28	33,792	1,207	\$2,830.29	\$97.60	\$0.003
6/12/2015	30	442	15	\$238.82	\$7.96	\$0.54	31	47,616	1,536	\$4,253.01	\$146.66	\$0.003
6/14/2016	34	610	18	\$284.43	\$8.37	\$0.47	33	48,384	1,466	\$4,094.74	\$141.20	\$0.003
7/14/2015	32	575	18	\$277.55	\$8.67	\$0.48	31	57,600	1,858	\$4,473.49	\$154.26	\$0.003
7/13/2016	29	385	13	\$213.85	\$7.37	\$0.56	30	57,600	1,920	\$5,788.02	\$199.59	\$0.003
8/12/2015	29	336	12	\$186.55	\$6.43	\$0.56	29	57,984	1,999	\$5,612.88	\$193.55	\$0.003
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$199.27	\$0.003
9/14/2015	33	609	18	\$306.89	\$9.30	\$0.50	31	64,896	2,093	\$6,243.19	\$215.28	\$0.003
9/12/2016	31	430	14	\$218.88	\$7.06	\$0.51	31	56,448	1,821	\$5,005.22	\$172.59	\$0.003
10/12/2015	28	819	29	\$384.81	\$13.74	\$0.47	31	51,456	1,660	\$4,313.54	\$148.74	\$0.003
10/12/2016	30	509	17	\$241.68	\$8.06	\$0.47	30	43,392	1,446	\$3,623.83	\$124.96	\$0.003
11/9/2015	28	876	31	\$430.25	\$15.37	\$0.49	28	34,560	1,234	\$3,232.69	\$111.47	\$0.003
11/9/2016	28	878	31	\$363.94	\$13.00	\$0.41	28	32,640	1,166	\$2,913.35	\$100.46	\$0.003
12/10/2015	31	1,419	46	\$705.55	\$22.76	\$0.50	31	31,104	1,003	\$2,538.03	\$87.52	\$0.003
12/12/2016	33	1,576	48	\$689.63	\$20.90	\$0.44	33	31,104	943	\$2,776.58	\$95.74	\$0.003
1/12/2016	33	1,909	58	\$1,010.70	\$30.63	\$0.53	33	31,872	966	\$2,785.27	\$96.04	\$0.003
1/11/2017	30	2,269	76	\$1,150.42	\$38.35	\$0.51	30	28,800	960	\$3,405.58	\$117.43	\$0.004
2/10/2016	29	2,101	72	\$1,037.33	\$35.77	\$0.49	29	29,568	1,020	\$2,734.71	\$94.30	\$0.003
2/10/2017	30	2,118	71	\$1,280.34	\$42.68	\$0.60	29	29,184	1,006	\$2,866.03	\$98.83	\$0.003

Program and Outreach Report

February 2017

Program highlights

- Natalie brought in two professors from Skidmore for an incredibly well received program “From Wonderland to the Jewel in Victoria’s Crown” on tea and the Victorian era. The program registration filled quickly as did the waiting list. Natalie worked in advance with maintenance to accommodate as many people as possible, and she was able to include everyone who registered as well as those who didn’t realize that they had to register, for a total of 76 attendees. The professors’ presentations worked together seamlessly. Thank you to Alex, our library school intern who assisted at the program with setup and the refreshments. One of the women, who attended, explained that her grandfather had been a tea taster in Victorian times and she had brought information to show the presenters. She is 100 years old and really wanted to come to the program.
- The Pete the Cat’s Cupcake Party on Martin Luther King Day was a huge success and the participants had very positive responses. Cathy led the group in song, followed by a craft and Anne read three books, projecting the eBooks on the data projector screen so that everyone could see the pages. It was a nice way to promote our eBook collection. After singing more songs, each child was given a plain cupcake to decorate and then the program ended with a dance party. Shop Rite was great to work with and gave us a great price for the plain, undecorated cupcake and frosting “on the side”. Several people came for the program who had not registered. Unfortunately, they could not be included as the program was at capacity. The librarians would have added a second session if it was at all possible and they could do that if program is offered again.
- Anne had two showings of the movie Florence Foster Jenkins this month and had a good turnout for both showing. There were some technical issues at the first program, so it was nice to have a second opportunity to show it. Originally, the film The Light between Oceans was scheduled, but a change in the library release date for the DVD required a move of this movie to the spring.
- Natalie offered two classes on “How to use your new iPad” after the holidays, which were very popular with participants who had many questions about their devices. She will be offering more classes in the spring, and reminded the participants about the option for one-on-one Tech Help appointments with librarians to work with them on their devices.
- In the spirit of a healthy new year, Cathy offered a Qi Gong this month to change from a Tai Chi program. People really enjoyed the program and attendance was very good.
- The attendance for the “On My Own” had been dropping and Cathy reworked this program and moved it to Thursday afternoon as “Just for Me” which has had some positive feedback. The program will be monitored throughout the winter and spring to see if the attendance figures continue above the “On My Own” levels.
- Michael led a big group for this month’s Listening Party program on the late David Bowie. Both Elvis Presley and David Bowie were born on January 8 so Michael played early radio shows of live performances by Elvis and a song that Bowie had given to Elvis to record. He also played some live performances from BBC radio of the Beatles, since their first album was released in January of 1964. The group seemed to enjoy hearing some “old time” rock and roll.
- René continues to offer popular Introduction to Word classes and has had several people come back and take his classes to reinforce what they have been learning.

- Cathy and Michelle offered another Music and Movement class for babies and toddlers and for 39 preschoolers. The babies and toddlers program remains popular with 62 people this month while the preschoolers session had only 5 people. We will continue to monitor the program to see if attendance figures vary.
- Tori offered two new sessions of a popular program from last year, Sew It Yourself: Zippered Pouch. She repeated the program due to a very long waiting list for the two sessions last year. The evening session filled and the afternoon session was half-full. The patrons enjoyed the project very much.
- Kristen offered a Hamilton Trivia for 15 enthusiastic participants. While the program was targeted towards adults, quite a few teenagers participated. Three of our four teams were a mix of adults and teens participants.

Community Outreach

Michael

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

School Outreach

Cathy

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

Michelle

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

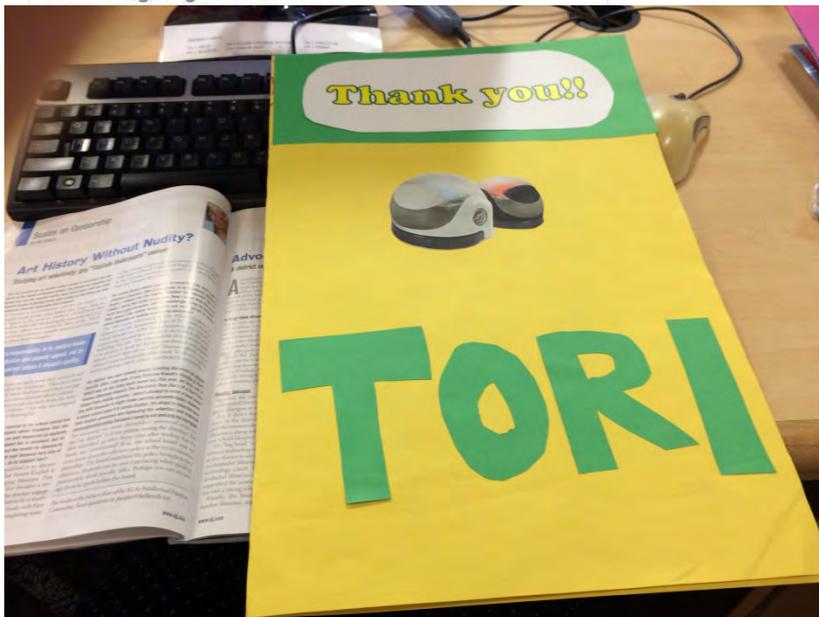
Tori

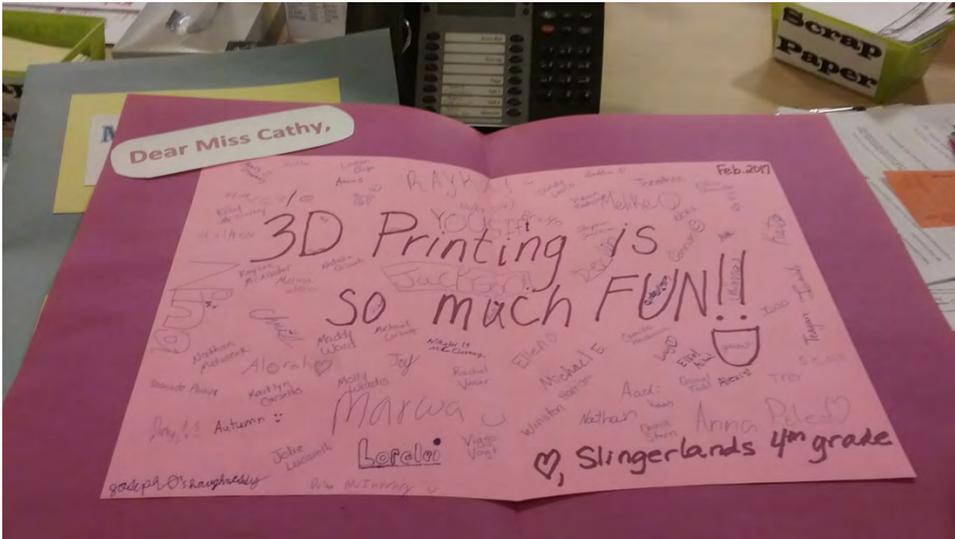
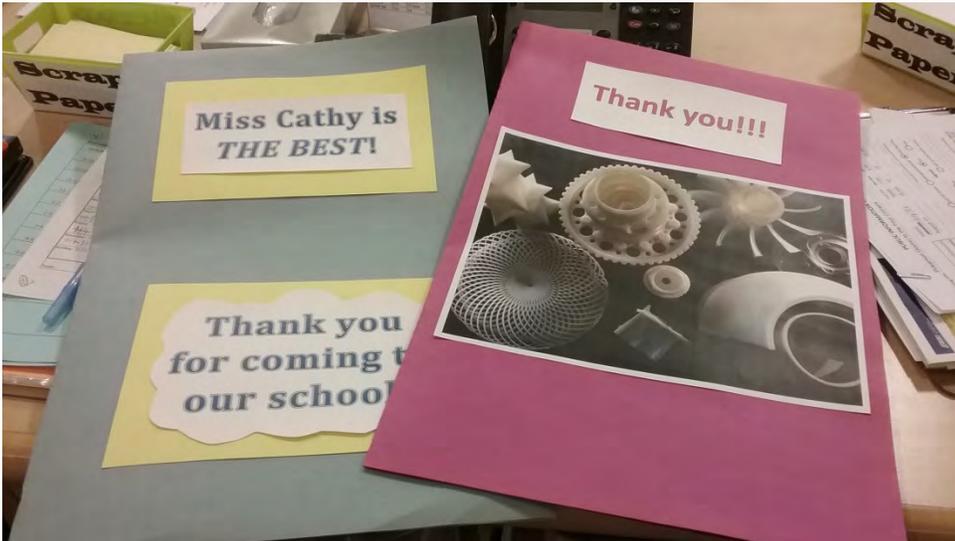
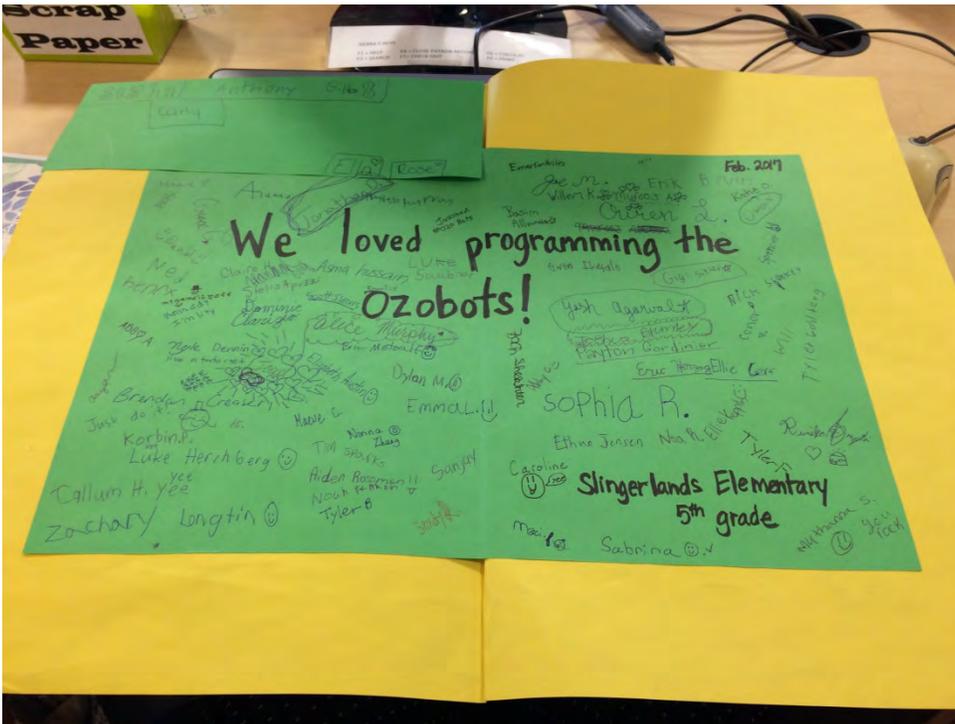
- This was the first month “The Pit” was open for this year and there have been good crowds with 15 attendees at each session. January 17 and 24 were cancelled due to school closings and early dismissals. There are a number of new sixth graders along with returning students. They all very much enjoy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

Slingerlands Library Website Ozobot photos:



Tori from the Bethlehem Public Library taught fifth grade students about coding using Ozobots.







footnotes

May/June 2017

2017-2018 budget DRAFT

Creating a sustainable future

BETHLEHEM PUBLIC LIBRARY is a true reflection of our community. As needs change and evolve, we remain adaptable and ready to meet them while maintaining a strong and viable core collection. This year's budget strikes an important balance: devoting sufficient funds to the high-quality materials patrons expect, as well as offering new services. All of this we are doing with an eye to sustainability.

WE UNDERSTAND THAT, at its very heart, a library is about literacy – from preschool storytimes that promote early literacy to tech help for adults to reinforce digital literacy. Our budget reflects our dedication to supporting literacy in all its forms. Robust funding for books for all ages is complemented by additional resources for electronic materials, which continue to see increasing demand.

IN OUR EFFORT to provide everyone equal access to information, we have made more than a dozen laptops available to borrow daily, without time limits, for use at the library. We have also begun circulating mobile wifi hotspots for those who need their internet-to-go. Partnerships with the town have allowed us to expand our wifi presence at the Elm Avenue Park complex, and we continue to pursue additional opportunities to provide wifi in other parts of the town.

THE COMMUNITY has been very receptive to our growing “library of things,” with the Friends providing much of the funding for the telescopes, GoPro cameras, karaoke machines and more that make up this collection. We’ve also seen significant support for large, all-ages community events like library mini-golf, and our 2016-17 budget provides funding to continue these types of activities.

WITH OUR HVAC UPGRADE project well under way, we are making important strides toward reducing our carbon footprint. We will see additional efficiencies through the conversion to LED lighting in the mezzanine. Our commitment to sustainability means future projects will be reviewed with the most environmentally friendly options in mind.

THIS YEAR'S BUDGET allows us to remain an institution that reflects the needs of its community in a sustainable way. On the ballot this year is a library levy 2.07% higher than last year, within the limit specified by New York State.

— Bethlehem Public Library Board of Trustees

The proposed budget (page 2 and online) will be presented at the library on **Monday, May 8, at 6pm**; we encourage you to attend. The vote will be held Tuesday, May 16, 7am-9pm at the high school. One seat on the library board, with a five-year term, will also be on the ballot.



www.bplkids.org

www.bplteens.org

NYS Summer Reading Program

2017

weekly prizes

goal prizes

special events

signup begins **Monday June 19**
in the library or online at
www.bplkids.org • www.bplteens.org

reporting begins **Monday July 3**
for prizes at the library –
Monday-Friday 10am-8pm
Saturday 10am-4pm

kickoff event
Wednesday June 21
details on page X



Adults can **Build a Better World** too with their own Summer Reading challenge!



	2016-17	2017-18	comments
library materials			
books/audiobooks/ebooks	\$377,000	\$387,000	— heavy demand continues for these items
periodicals	24,000	20,000	— fewer physical magazines, increase in digital titles
online services	32,000	32,000	
movies and music	45,000	65,000	— increasing DVD purchases of new releases
special collections	5,000	5,500	— purchase innovative collections
total materials	\$483,000	\$509,500	
salaries and benefits	\$2,914,657	\$2,979,452	— increase in NYS retirement contributions, uncertainty in health insurance costs
operations			
utilities	\$94,000	\$79,000	— decreasing energy costs
photocopiers	11,000	11,000	
office and custodial supplies	43,000	43,000	
equipment and furniture	29,000	25,000	— usable life of furniture acceptable
postage	17,000	17,000	
insurance	29,000	29,000	
taxes (water and sewer)	3,500	3,500	
conference and travel	10,000	10,000	— webinars, national, state and local conferences
memberships	2,000	2,000	
special programs	17,500	20,000	— Summer Reading Program and community events
building and equip. maint.	79,500	79,500	
van operation	1,700	1,700	— library owns van; maintenance and gas only
financial services and auditing	26,500	26,500	— three-year contract for audit services
printing	25,000	25,000	
professional services	20,000	15,000	— fewer attorney, consultant needs
miscellaneous	3,500	3,500	
online catalog/circ. system	50,000	50,000	— based on circulation/items owned; contract increase
IT/hardware and software	42,000	42,000	— upgrades and replacements as needed
refund of real property taxes	4,000	4,000	
capital improvements	125,000	125,000	— portion of anticipated HVAC replacement and repair
total operations	\$633,200	\$611,700	
TOTAL EXPENSES	\$4,030,857	\$4,100,652	
income			
fines and fees	42,000	37,000	
interest	3,200	5,000	
book sale	5,500	6,000	
gifts and donations	1,000	1,000	
photocopiers	6,000	6,500	
state aid	24,500	24,500	
PILOT	198,100	198,382	
TOTAL INCOME	\$280,300	\$272,382	
BUDGET	\$4,030,857	\$4,100,652	— 1.73% increase
minus income	280,300	272,382	
equals LEVY	\$3,750,557	\$3,828,270	— 2.07% increase
reserve funds			
operating reserve		\$1,200,000	— provides cash flow from July until taxes received in October
capital reserve		1,286,483	— earmarked for HVAC renovations and building needs
TOTAL		\$2,486,483	

BUDGET REVIEW
Monday May 8 • 6pm
library board room
regular board meeting to follow

BUDGET/TRUSTEE VOTE
Tuesday May 16
7am-9pm
Bethlehem Central High School

proposed levy
increase: 2.07%

HVAC Renovation Report – As of 3/13/2017

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

Design

	Budget	Encumbered	Expensed	Notes
Design Subtotal	\$95,358	\$43,310	\$52,126	

Construction

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

*3 years 5% increase compounded yearly.

Construction Management/Project Management

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

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

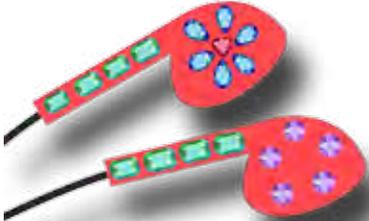
Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$750,000	\$43,223	\$52,126	\$742,828

TEEN TECH WEEK:

EAR BUDS

AND



SMART GLOVES

**Monday, March 6
6:30-7:30pm**



Add some bling to your ear buds and turn your gloves into smart gloves that will work with your phone's touchscreen.

Bring your own gloves and ear buds and meet in the Teen Area.

Bethlehem Public Library
451 Delaware Ave., Delmar

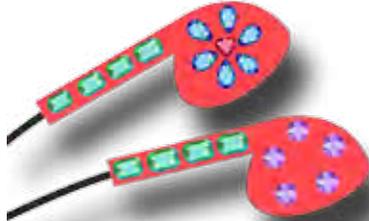


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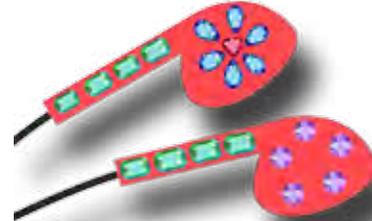


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Spring into Service

Friday, March 3 • 4-5pm

Create spring-themed
crafts for our neighbors at
Good Samaritan Village
Senior Community.



grade 6-12



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grade 6-12



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**stories!
crafts!
more!**



**stories!
crafts!
more!**



**stories!
crafts!
more!**



Suessabration!

FRIDAY • MARCH 3

10AM

for kids and families

BETHLEHEM PUBLIC LIBRARY
451 DELAWARE AVENUE • DELMAR



439-9314 • www.bpkids.org • www.bethlehempublib.org

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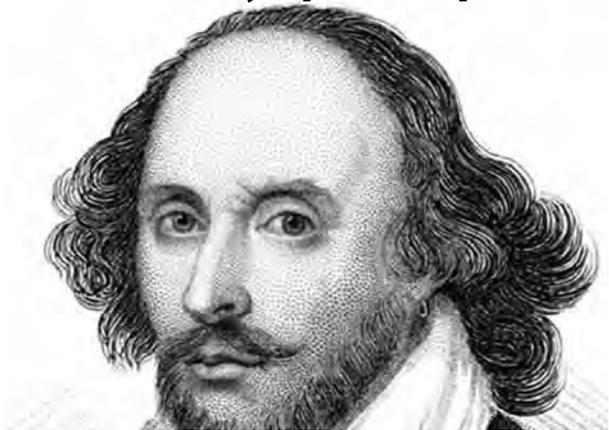
GASLIGHT THEATER PRESENTS

The Complete Works of William Shakespeare (Abridged)

*Enjoy The Bard's famous plays
in a humorously abbreviated form.*

Three, 90-minute performances!
Doors open 15 minutes prior to showtime.

Thursday, March 30 • 6:30pm
Friday, March 31 • 6:30pm
Saturday April 1 • 2pm



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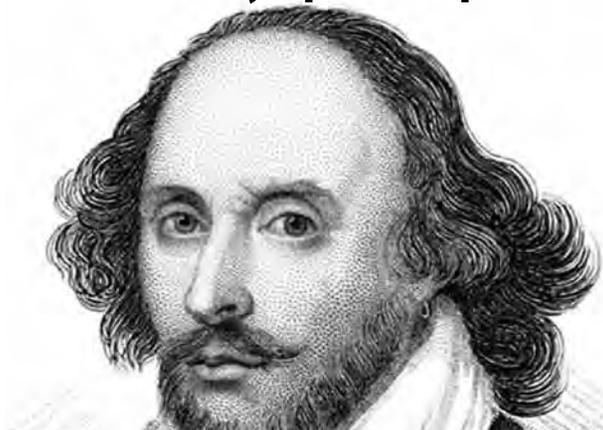
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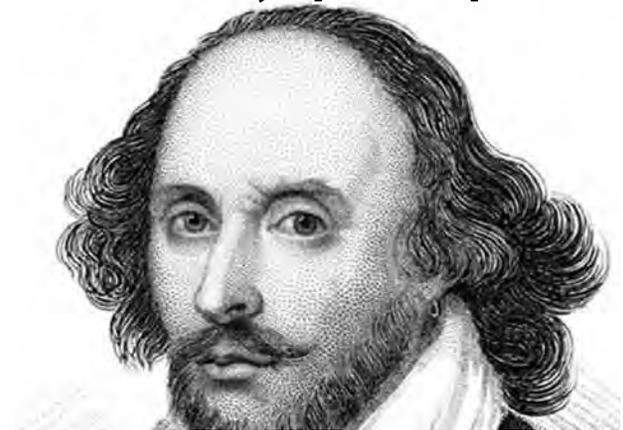
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■ COMMUNITY

A trivia night for film fanatics

Is the upcoming Oscars ceremony is your idea of must-see TV? Do movie premieres make you giddy? Do you know not only the Best Actor and Best Actress Academy Award winners from past years, but also who took home the statues for Best Cinematography and Foreign Language Film? Yes? Then we have a special movie-themed trivia night coming up that's just for you!

On Thursday, Feb. 16, the library is hosting "Trivia Night Goes to the Movies" where you can put your film familiarity to the test. The fun starts at 7 p.m., and winners get bragging rights, as well as some cool prizes donated by the Friends of the Library. Call us at 439-9314 or go to www.bethlehempubliclibrary.org to sign up alone or as part of a team. We'll be



using the written answer format that has been popular with past trivia participants.

Harry Potter trivia for kids

Grown-ups don't get to have all the trivia fun. On Monday, Feb. 20, at 10 a.m. we'll be holding a special trivia event featuring questions for whiz kids all about everyone's favorite kid wizard. "How Well Do You Know Harry Potter?" will have questions from all seven books, so if you have finished the series, there may be some spoilers.

There's no need to sign up, and the program is open to kids and families.

Listening parties

Our next Listening Party focuses on the Rolling Stones' early years with Brian Jones. Drop by on Thursday, Feb. 16, at 7 p.m. and discuss this ground-breaking group. Listening Parties at the library are a great way to meet up with fellow music lovers and share your personal impressions and memories, rediscover milestones in music history, and talk about the artists that have shaped the musical landscape. Bethlehem librarian Michael Farley facilitates the discussions. Everyone is welcome. For more information, visit www.bethlehempubliclibrary.org or call 439-9314.

Lend a hand

There are many opportunities for adults to volunteer in the

Bethlehem area. Pick up a copy of our brochure that lists local not-for-profit organizations to see what each offers and how to get in contact with them. The brochure can be found on the library's website www.bethlehempubliclibrary.org/volunteers.asp and also in print at the library.

Learn a new language

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

Upcoming events

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

Friday, Feb. 10

Music & Movement

Combining songs, instruments, dancing, learning and fun. Children age 3-6 attend by themselves in the story room, while babies and toddlers attend with a caregiver in the community room, 10 a.m.

Sunday, Feb. 12

Sunday Cinema

Watch "The Queen of Katwe" (Walt Disney, PG, 124 min.), a movie based on a true story about an Ugandan girl whose life changes forever when she

discovers she has a talent for chess, 2 p.m.

Monday, Feb. 13

DayBooks

Discuss "The Magic Strings of Frankie Presto" by Mitch Albom, 1:30 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

Sewing Machine Basics

Learn the basics of sewing on a machine, and try out the library's sewing machines and serger, 7 p.m.

Tuesday, Feb. 14

AfterDinner Too

Discuss "A Man Called Ove" by Fredrik Backman, 7 p.m. Copies are available at the information desk. Audio and downloadable copies may be available.

— Kristen Roberts

Spring training

It might not look like it out the window, but baseball and softball season are just around the corner, and it's time to warm up your arms and get ready for the season ahead. The Bethlehem YMCA will hold co-ed instructional training sessions for youths and teens age 5-15. The sessions will be held from Feb. 12 to March 16 with long-time local baseball coach and instructor Mike Coluccio. Weather permitting, class will be held outdoors; otherwise, it will be held in the gym.

I wanna be a lifeguard

The Bethlehem YMCA will be holding a waterfront lifeguard course Saturday, Feb. 18,



to Monday, Feb. 20, from 9 a.m. to 6 p.m. Becoming an American Red Cross-certified lifeguard opens up many fun summer job opportunities at pools, beaches, country clubs, etc.

The Y will also have a lifeguard re-certification course on Saturday, Feb. 25, from 9 a.m. to 6 p.m.

Skating with Anna and Elsa

It is absolutely "Frozen" outside ... and inside the Bethlehem YMCA ice rink. On Saturday, Feb. 18, Anna and Elsa return to skate with kids from 4:45

to 5:45 p.m. Their first appearance was a huge hit; don't miss their fun return to the Y.

Exercise your mind

In addition to our excellent wellness facilities and programs, the YMCA also has offerings to exercise your mind, including the Bethlehem Y Book Club. It meets the last Wednesday of each month from 1 to 2:30 p.m. February's book of the month is "The Moonstone" by Wilkie Collins, and the March book will be "Underground Railroad" by Colson Whitehead. A flyer with more information is available in the YMCA lobby.

— Mark Hansen

Egg concert trip

Join us for Regina Carter's "Simply Ella" at The Egg on Saturday, Feb. 11, at 8 p.m. Carter, an accomplished violinist, will celebrate the 100th birthday of the "First Lady of Song," Ella Fitzgerald. Call 439-4955, ext. 1176.

Have breakfast at Tool's on Wednesday, Feb. 15, at 10 a.m. Join other seniors to socialize and share a meal.

Enjoy a Post-Valentine's Day dinner out at Normanside Country Club on Wednesday, Feb. 15, at 5:30 p.m. Cost on your own. Call 439-4955, ext. 1176.

On Friday, February 17, the Friday Health and Wellness Program will present "Chair Yoga" by the YMCA. You will



experience a yoga practice especially for seniors and those with health challenges. Chairs and props will be used to assist in the variations of postures appropriate to promote comfort. The programs are free and are held at Town Hall at 1 p.m. Call 439-4955, ext., 1176.

The following support services are available:

- Alzheimer's Disease Caregiver Support Group,

Wednesday, Feb. 22

- Current Events Discussion Group, Wednesday, March 8, at 10:30 a.m.

- AARP Income Tax Assistance, Wednesdays, by appointment.

- Home Energy Assistance Program, HEAP, by appointment.

- Senior Legal Services Program, by appointment.

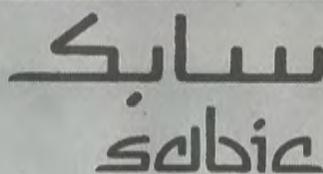
- Community Loan Closet: wheelchairs, canes, shower seats, etc.

Call 439-4955, ext. 1176, for more information or appointments.

— Wilma DeLucco

For more library and senior columns, visit spotlightnews.com

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COMMUNITY

A milder Mardi Gras

Who says the grown-ups get to have all the fun on Mardi Gras? Kids and families are invited to a very special version of this celebration at the library on Tuesday, Feb. 28, at 4 p.m. Come by for some games, crafts and a treat, and get ready to laissez les bons temps rouler (let the good times roll)!

Calling teens

Teens in grades 6-12 looking for some volunteer hours or those just interested in the warm feeling that comes from contributing to the community are invited to Spring Into Service at the library on Friday, March 3, at 4 p.m. Create some colorful spring-themed crafts that will brighten the day for our neighbors at Good Samaritan Village Senior Center. This program will take place in the Community Room.

Board candidate information

Nominating petition



forms and informational packets are available at the library information desk beginning Feb. 27 for one open seat on the Bethlehem Public Library board of trustees. The seat holds a full term of five years, which begins in July.

Incumbent and board president Mary Redmond will be seeking re-election.

Bethlehem Public Library takes very seriously its responsibility to serve the community by providing access to resources and programming that enhance the quality of life of our residents. Our trustees make this possible through their dedication and vision, and they fill a very important public service role that affects every tax-paying resident, whether that person has stepped foot in the library or not. Serving as a library trustee benefits the library and the community as a whole.

Board meetings are held at the library monthly and are open to the public. Meetings begin at 6 p.m. and last about two hours. Trustees are expected to regularly attend.

Petitions must contain at least 52 signatures of voters residing in Central School District No. 6 of the towns of Bethlehem and New Scotland. Petitions must be filed with the District Clerk, Bethlehem Central High School, 700 Delaware Ave., Delmar by 4:30 p.m. on April 17.

The election and budget vote will be held on Tuesday, May 16, from 7 a.m.-9 p.m. at Bethlehem Central High School.

Upcoming events

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

Saturday, Feb. 25

Origami Club

Create a project with us,



Participants in the Feb. 17 quilting class cut and assemble the fabric pieces for a striped table runner. Sewing classes for all ages remain a popular offering at Bethlehem Public Library.

Photo by Kristen Roberts

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

Monday, Feb. 27

DayWriters

Spend an hour writing with the final half hour for optional sharing and feedback. Open to anyone interested in writing; all genres and abilities are welcome, 1:30-3 p.m.

Monday, Feb. 27

Hamilton Trivia Night

If you're a fan of the Broadway show and soundtrack and the book they're based on, then you won't want to miss this trivia adventure for adults. Sign up alone or as a team, 7-8:15 p.m.

Thursday, March 2

Trivia Night for Adults

Have some fun and show off your knowledge as you sign up alone or as a team to match wits with others in a written-answer format, 7 p.m. Prizes donated by the Friends.

— Kristen Roberts

Bethlehem Senior Chorus presents 'Dance'

On Thursday, March 2, the Bethlehem Senior Chorus will present its spring concert, "Dance", celebrating through song, the time-honored art of the dance. It's at the Town Hall Auditorium at 1p.m.

Enjoy "An Iliad" at Capital Repertory Theater on Thursday, March 9, at 10:00 am. The show is an adaptation of Homer's epic poem of gods and goddesses, undying loves, and the battles of the Trojan War. The narration brings the past and the present together.

Enjoy a Mardi Gras



Pancake Supper at St. Stephen's Episcopal Church on Tuesday, Feb. 28 at 5 p.m. A good will offering of \$20 will be taken to benefit the Youth Group Ministry.

The following support services are available: AARP Income Tax Assistance, Wednesdays, by appointment; Home Energy Assistance Program, HEAP, by appointment; Senior Legal Services

Program, by appointment; Breakfast at Tool's, Wednesday, March. 15, 10 a.m.; Alzheimer's Disease Caregiver Support Group, Wednesday, March 22; Current Events Discussion Group, Wednesday, March, 8, 10:30 a.m.; Community Loan Closet: wheelchairs, canes, shower seats, etc.

Outreach Workers are available to assist with health insurance, housing issues, food stamps, Meals on Wheels, Food Pantry, and health and income related programs.

Get your flu shot at the Albany County Health Department, 175 Green St.,

Albany N.Y. Call 447-4589 for an appointment. You can also see your physician, or local pharmacy.

Books to People is a free library program that delivers books to those who are unable to visit the library. Request books, magazines, DVDs, CDs and audiobooks. Call 439-9314, and press 2.

The Food Pantry is in need of cleaning supplies, deodorant, toilet paper, coffee, mustard, and canned vegetables and fruit. Bring your items to the pantry at Town Hall.

The Bethlehem Senior Citizens Club meets

weekly on Thursdays for an enjoyable afternoon of games and socializing at the Bethlehem Town Hall auditorium, 445 Delaware Ave., Delmar from 11a.m. to 4 p.m. Bring a lunch and play pinochle, bingo, or mah jongg. Instructions can be arranged. Or just come for a chat with friends. Call Yvonne Mendleson at 472-0202 for more information.

Bethlehem Senior Transportation Service provides rides to medical, dental, therapy, and clinic appointments, grocery stores, and a variety of social and recreational programs. Come to the

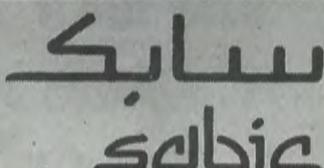
senior office in Town Hall for a copy of our newsletter or visit the Senior Services website at www.townofbethlehem.org.

Donations can be made to Bethlehem Senior Projects online at bethlehemsenioproject.org, or via check payable to Bethlehem Senior Projects, Inc., 445 Delaware Ave., Delmar, N.Y. 12054.

Call 439-4955, ext. 1176, for more information or appointments.

— Wilma DeLucco

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YOUR BEST SHOT



Kristen Roberts

Seussabration creations

Bethlehem Public Library held a Seussabration Friday to celebrate the birthday of author Dr. Seuss. The event featured stories, a movie and a Lorax-mustache craft. March 2 would have been Theodor Seuss Geisel's 113th birthday.

■ Submit your photos. Scan this QR code to go directly to the gallery or use this URL: <http://timesunion.com/yourphotos/>
 ■ Jpeg images must be at least 2 MB. Captions need names, hometowns and some explanation of what's pictured.



EDUCATION

Rural economy focus of study

SUNY Cobleskill launches institute to tap resources

By Bethany Bump

Cobleskill

SUNY Cobleskill has launched a new institute aimed at revitalizing rural communities across New York.

The Institute for Rural Vitality will consist of five distinct centers that will promote farm and food businesses, public-private partnerships, job creation, arts and culture, and the legal and policy concerns facing rural businesses. Jason Evans, associate professor and chair of agriculture and food management, has been tapped to lead the institute.

"The Institute for Rural

Vitality will firmly position SUNY Cobleskill as a key player in the long-standing and myriad efforts to improve quality of life in Schoharie County and the Mohawk Valley region," Evans said. "The work of its centers will benefit area businesses and residents and will yield exciting opportunities for student experiential learning."

The four-year public college has long been a major economic force in the Schoharie Valley, bringing more than 2,500 students to the rural area and providing employment to nearly 500 faculty and staff.

The institute, funded in part with a \$749,000 grant from the U.S. Department of Agriculture, aims to tap these resources, in

partnership with other area schools, nonprofits, businesses and museums.

The five centers include:

■ The Center for Farm and Food Entrepreneurship, which — in partnership with the Center for Agricultural Development & Entrepreneurship — will assist farm and food businesses with technical, marketing, product and business development.

■ The Center for Community Advancement, which will promote public-private partnerships that enhance quality of life. It will serve as a clearinghouse for student-driven community service, and a training hub and think tank for K-12 and higher education professionals.

■ The Center for Business Development, which will

encourage entrepreneurship, job creation and a stronger local economy through collaboration between SUNY Cobleskill faculty, staff and the local business community.

■ The Center for Art and Culture, which will foster arts and culture as drivers of social and economic development in collaboration with museums and other community partners.

■ The Center for Rural Legal and Policy Services, a partnership with Albany Law School, which will focus on issues that affect rural businesses and communities, offering legal consultation, educational programming and advocacy.

► bbump@timesunion.com = 518-454-5387 = @bethanybump

FIRE

▼ CONTINUED FROM C1

nio Bargallo, 71, police said. Police were called to the scene to find the house on fire and discovered Gonzalez in the area with burns on her body.

She was taken to Ellis Hospital, then to the Westchester burn unit.

Bargallo is in custody and police said that charges are pending. Reached

late Saturday afternoon, police spokesman Sgt. Matt Dearing said he may not be arraigned until Sunday morning, due to weekend court schedules. Several neighbors nearby said they did not know the couple well, though the couple has lived there for several years.

Members of the police department's detective division and evidence technician unit and the Schenectady Arson Task Force continue to investigate.

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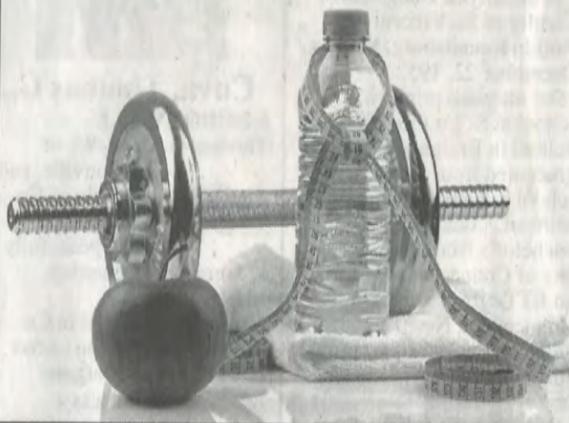
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