



**Board of Trustees Meeting
January 8, 2018 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices
 - Resolutions – (2-HVAC)
 - Personnel report
 - Personnel actions
- **Director’s report**
- **UHLS report**
- **New business**
 - Selfcheck proposal
 - 2018 budget – preliminary discussion
 - Studio makerspace plan
 - BCN-TV Policy
 - Other new business
- **Old business**
 - Fire alarm & security project update
 - HVAC project update
 - Other old business
- **Future business**
 - Board treasurer
 - Policy updates/schedule
 - Resource sharing
 - Fines and Fees
 - Board committees
 - Director evaluation
- **Public Participation**
- **Adjournment**

Next board meeting: February 12, 2018 6:00pm

Next Friends of the Library board meeting: February 19, 2018 6:00pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday December 11, 2017

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, Accounts Clerk
Natalie McDonough, Manager, Programs and Community Outreach
Catherine Stollar Peters, Head of Tech Services, Circulation
Chris McGinty, Head of Public Services
Janice Irwin, BCN-TV Studio Manager
Jeremy Johannesen, Executive Director of NYLA, Friends President
Trudy Quaif
Leslie Hudson
Rabbi Nachman Simon
Nathan Frank
Cori Irwin
Zachary Simpson
Dennis Kariious
Nancy Benedict

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

PUBLIC PARTICPATION

The following people spoke:

- Nancy Benedict: Reiterated statement from earlier meetings that the audience for a local channel is different from the one on YouTube. Said that if people were trained to operate the equipment, it could get broken or stolen.
- Dennis Kariious: Said he supported keeping the channel and that public access is an important way to reach people.
- Zachary Simpson: Said he had a lot of questions about the Makerspace model and was not at the Dec. 5 informational forum. M. Redmond said if there was time at the end of the comment period, the board could provide a quick overview.

- Trudy Quaif: Noted that she had already submitted a couple of written statements for the record. Said she was happy with the studio as it was and has concerns about the new direction.
- Leslie Hudson: Asked (1) if the library had a specific timeframe for getting the makerspace up and running, and (2) if it wasn't immediate, could J. Irwin still provide some production services until another option was offered. Also asked (3) if a lack of local programming on the station would lead to diminished need for the studio.

G. Kirkpatrick said in order to implement the studio changes, the office would be relocated to Public Services, which cannot be done until the HVAC renovations have been completed sometime around May. The studio will not be available to the public until after that. He noted that part of the proposal the board is looking at includes the hiring of a part-time staffer to stabilize the scheduling of programming first, which would free J. Irwin up to help develop a training program that would be tested as a pilot with existing BCN-TV producers. G. Kirkpatrick said he doesn't expect the studio/makerspace to be up and running before fall. Addressing the third questions, G. Kirkpatrick said that a majority of the shows on the channel are not currently produced in the studio, including church services, town board meetings, etc., so the station is not dependent on only in-house content.

- Jeremy Johannesen: Commended the board for the long discussion and careful consideration regarding BCN-TV decisions. Noted that the challenge was to allocate library resources to benefit the greatest number of patrons.
- Zachary Simpson: Asked if the library knew of any other makerspace/public access studio model. Noted that as the first ones out of the gate, he hopes the library is successful.
- Catherine Stollar Peters: Noted that the Madison, Wis., public library has an A/V studio integrated with public access.

PLAZA FEASIBILITY STUDY PRESENTATION

Craig Tripp, senior landscape architect, presented GPI's feasibility study for site drainage improvements on the library plaza and surrounding areas. He noted that the report broke the project down in different areas of recommended improvements, with a minimum area identified to achieve desired drainage improvements. He also noted that the report included estimates for a heated snowmelt system to keep the plaza clear of ice and snow. Also part of the report was a recommendation to restripe the handicapped-accessible spots to achieve additional spaces and still remain ADA compliant. C. Tripp noted that the snowmelt is an expensive upfront cost, but there could be savings in long-term maintenance costs. He said that the regrading and drainage improvements could still be done without the showmelt system. The board thanked C. Tripp for his presentation.

MINUTES

Minutes of the 13 November 2017 board meeting were approved unanimously on a MOTION by H. Narang with a SECOND by M. Kissinger.

M. Redmond thanked K. Roberts for capturing the discussion of the previous meeting in the detailed minutes.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 November 2017 (Manual Disbursements for November \$319,559.85; Cash Disbursements/Accounts Payable for December \$64,881.90; Trust & Agency Disbursements/Salaries for November \$165,059.61; CapProject Fund/Hand-Drawn Checks for December \$4,150.90; Total: \$553,652.26).

M. Redmond asked if the Capital Project fund could be labeled to denote that the money is earmarked for the HVAC project.

BANK ACCOUNT RECONCILIATION REPORT

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

MANUAL INVOICES

On a MOTION by M. Kissinger and a SECOND by J. Becker, the board authorized the payment of two off-cycle bills: \$4,125 to Gilbane for the HVAC project construction estimate and \$4,042.25 to Hamilton News Company for newspaper services.

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

On a MOTION by C. Brancatella with a SECOND by B. Sweeney, the board unanimously approved new hires for the following vacancies, pending Civil Service approval:

- Library clerk, part-time, permanent, 15 hours/week at \$13.19/hour or per contract.
- Library clerk, full-time, permanent, 35 hours/week at \$27,801/annual or per contract.
- Television production assistant, 15 hours/week at \$13.19/hour or per contract.

The board held off on voting on the personnel action until after a decision about BCN-TV was made, at which time, they voted to move the television production assistant position out of the hold category.

DIRECTOR'S REPORT

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

- There's been a change in the YA audiobooks focus due to the fact that few teens are listening to CDs on the go. It makes more sense to provide them with downloadables and all-in-one Playaways.
- G. Noble continues to get good prices on some new and existing databases through negotiations with vendors. The library will be adding the Chilton automotive repair database in the coming weeks.
- First night and sold about 15 buttons. People like the square buttons.
- The UHLS mobile app resumed service earlier in the day.
- Part of last contract negotiation, purchase of a time clock. Has to be ready by July 1. Varying lengths of pay period. Internal system to track benefit leave. Request authorize and track benefit. Waiting for fully integrated system. Boces says its in the works, we will work on internally.

- G. Kirkpatrick said the attached NYLA reports contained some really great ideas picked up at the November conference. He said one of the ideas he would like to implement is to turn the library into a passport acceptance facility.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said that while the board generally doesn't meet in December, it will convene Wednesday.

NEW BUSINESS

Other new business

G. Kirkpatrick said the a patron had offered to donate a Steinway piano. The library would be responsible for the cost of moving it. He noted that there are still some details to look into, but he wanted to share the conversation with the board.

OLD BUSINESS

BCN-TV

M. Redmond addressed a comment that was made about the Dec. 5 forum not appearing in Footnotes. G. Kirkpatrick and K. Roberts noted that information about the BCN-TV discussion/survey/forum was finalized well past the deadlines to appear in either of the recent Footnotes. The board asked if there was any flexibility with the Footnotes turnaround times, and K. Roberts said the printing/ mailing timelines are standard. H. Narang asked if the library has email addresses for patrons. K. Roberts noted that she is building an opt-in email list for people to receive Footnotes digitally. C. Brancatella suggested the board consider the Footnotes deadline schedule when promoting new services.

M. Redmond asked if there was any more discussion about the proposal they were considering for changes to BCN-TV studio services. M. Kissinger asked about the overall timeline for training and transition to an A/V makerspace. G. Kirkpatrick said fall was the goal, but there are some variables. M. Redmond said that it would be a good idea to have a schedule outlining implementation goals that could be discussed at each meeting. C. Brancatella suggested that timeline could be posted in the library lobby. M. Kissinger asked if there were any budget implications with the proposal. G. Kirkpatrick said the library would be hiring for the studio assistant position, which was already budget for. Equipment would be purchased and then PEG reimbursement sought. H. Narang asked what the process for reimbursement is, and G. Kirkpatrick said it had changed in recent years but he has heard that approximately \$40,000 in funds is available.

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board voted unanimously to move ahead with changes to some BCN-TV services as outline in the Dec. 5 public forum. The channel will remain available to public access programming and the studio office would be relocated to free up more space for public use. The professional-grade audio/visual equipment will be replaced with user-friendly cameras, recording devices and software so that content creators could be trained to self-produce their own programming to be shared on the channel or other online outlets.

Fire alarm and security update

The board discussed the fire alarm and security project in conjunction with other upcoming capital needs, including the plaza regrading/snowmelt project and Borthwick home purchase. M. Redmond said the board should take a look at what capital funds are available for upcoming projects so they can decide what to tackle after the HVAC project. She said they would have to decide how much of a cushion they would like to leave in the fund. G. Kirkpatrick said that in January, the library will be able to provide a clearer financial picture with the audited numbers. G. Kirkpatrick said it is a good time to consider some long-range planning for library construction and starting ranking the needs and wants in order of priority. The board asked for G. Kirkpatrick's opinion about the fire alarm and security project, and he said that now is the time to do it. He noted that it already has cleared a major hurdle with SED approval.

H. Narang asked about self-check kiosks, and G. Kirkpatrick said C. Stollar Peters is ready to share her research on the topic.

HVAC project update

The pre-bid walkthrough was completed, and some of the contractors seemed very interested. DASNY is expected to review the bids and execute a contract by the end of January.

G. Kirkpatrick noted the difficulty of buying a single iPhone through state contract, and the board suggested he just go to the Verizon store to get one.

UHLS contract

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On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board voted unanimously to authorize the library to enter into a contract with UHLS for a one-year extension of UHLAN services at the charge of \$0.055 per circulation for a total of \$45,372.

The board noted that the nature of the UHLS agreement may change significantly next year pending their discussion about their services.

H. Narang asked about the difference in spending versus circulation between Bethlehem and the Colonie library, and G. Kirkpatrick said that, because Colonie is a town library, there are fewer operating expenses for costs that are borne by the town.

The board discussed ways to pursue shared services between the library and the town, such as snow removal and other administrative tasks.

Other old business

On a MOTION by M. Kissinger and a SECOND by H. Narang, the board voted unanimously to accept the final audit report for the fiscal year ending in June 2017.

T. Choppy noted that this was the final year in a three-year contract with the auditors Bonnadio. The board asked if they could get a one-year extension so they could review the bid process. T. Choppy said she was waiting for an answer about the 1-year extension. Bonnadio has been the library's auditor for 10 years.

FUTURE BUSINESS

Board treasurer

The board noted that they will need to discuss how they want to fill this position.

Policy updates/schedule

G. Kirkpatrick said the board will be presented with some policy updates to review at the upcoming meetings.

Resource sharing

Any changes with Upper Hudson's service philosophy could have an impact on the library.

Miscellaneous

G. Kirkpatrick said the board should be aware that there is a lot of talk about going fine-free in libraries these days, and such a discussion should be on their radar.

B. Sweeney said the board should be prepared to discuss how the communications process worked over the course of the BCN-TV discussion. The board decided to put that on the agenda for January.

PUBLIC PARTICIPATION

There was no public participation at this time.

On a MOTION by J. Becker with a SECOND by B. Sweeney, the board adjourned the regular meeting at 8:42pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #6
12/31/2017**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	1,292.09
Interest on Investment*	994.53
Sale of Books	424.00
Gifts and Donations	0.00
Insurance Recovery	0.00
Photocopier	482.11
State Aid	0.00
Grants	0.00
Miscellaneous Income	0.00
Total	\$3,192.73

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #6
12/31/2017**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2017-2018

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,828,270.00	3,688,982.35	139,287.65	96.36%
PILOT	192,382.00	190,566.65	1,815.35	99.06%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	37,000.00	17,949.37	19,050.63	48.51%
Interest on Investment	5,000.00	3,991.14	1,008.86	79.82%
Sale of Books	6,000.00	2,788.86	3,211.14	46.48%
Gifts and Donations, Misc	1,000.00	1,377.10	(377.10)	137.71%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,500.00	3,598.55	2,901.45	55.36%
State Aid	24,500.00	24,792.00	(292.00)	101.19%
Miscellaneous Income	0.00	75.00	(75.00)	
Sub-Total	\$4,100,652.00	3,934,121.02	166,605.98	95.94%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,100,652.00			

OPERATING CASH SUMMARY

TD Checking Account:	18,496.19 *
TD Money Market:	4,111,007.26
TD Comp Fund:	0.00
Capital Project Fund:	558,298.91
TOTAL	4,687,802.36

*Includes Interest of \$994.53 credited on 12/15/17

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #6**

12/31/2017

MANUAL DISBURSEMENTS - DECEMBER HAND DRAWN CHECKS TD BANK	\$48,813.34
CASH DISBURSEMENTS - JANUARY ACCOUNTS PAYABLE TD BANK	\$43,553.97
TRUST & AGENCY DISBURSEMENTS - DECEMBER SALARIES - TD BANK	\$278,034.92
CAPITAL PROJECT FUND HAND DRAWN CHECKS - JANUARY	\$913.10
TOTAL	\$371,315.33

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 24: MANUAL DISB (DEC 17) For Dates 12/1/2017 - 12/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36680	12/20/2017	1661	**VOID** RCS COMMUNITY LIBRARY	180351	-15.99
36693	12/08/2017	1833	BLUESHIELD OF NORTHEASTERN NY		4,025.74
36694	12/08/2017	1656	TRACEY MCSHANE	180356	47.96
36695	12/08/2017	720	MVP HEALTH PLAN, INC.		2,310.05
36696	12/08/2017	1581	UNITED STATES POSTAL SERVICE	180330	1,186.11
36702	12/15/2017	2087	CITIBANK	180291	69.20
36703	12/15/2017	1147	HAMILTON NEWS CO, INC.	180357	4,042.25
36704	12/20/2017	1424	AFLAC NEW YORK		415.92
36705	12/20/2017	1576	JAEGER & FLYNN ASSOCIATES, INC	180389	11,966.24
36706	12/20/2017	720	MVP HEALTH PLAN, INC.		2,629.15
36707	12/20/2017	1570	NATIONAL GRID		3,544.39
36708	12/20/2017	2061	UNITED HEALTHCARE INSURANCE CO		85.11
36709	12/20/2017	1607	VERIZON BUSINESS FIOS	180012	201.98
36713	12/21/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,305.23

Number of Transactions: 14

Warrant Total: 48,813.34

Vendor Portion: 48,813.34

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 - 26: CASH DISB (JAN 18) For Dates 1/9/2018 - 1/9/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36714	01/09/2018	1009	**CONTINUED** AMAZON CREDIT PLAN		0.00
36715	01/09/2018	1009	AMAZON CREDIT PLAN	180355	1,689.62
36716	01/09/2018	61	AQUASCAPE DESIGNS LLC	180003	73.99
36717	01/09/2018	77	BAKER & TAYLOR , INC.	180378	5,022.63
36718	01/09/2018	1186	BAKER AND TAYLOR ENTERTAINMENT	180372	8.48
36719	01/09/2018	719	BETHLEHEM CENTRAL SCHOOL DIST	180380	175.53
36720	01/09/2018	1820	BONADIO & CO., LLP	180361	6,000.00
36721	01/09/2018	103	BRODART INC	180040	105.07
36722	01/09/2018	827	PHYLLIS CHAMBERS		314.70
36723	01/09/2018	1625	CHENEY LIBRARY	180362	15.99
36724	01/09/2018	150	COMMERCIAL MAILING AND	180398	546.54
36725	01/09/2018	1240	DE LAGE LANDEN FINANCIAL SER	180001	440.00
36726	01/09/2018	1220	DEMCO, INC	180369	1,530.84
36727	01/09/2018	1991	EASTERN MANAGED PRINT NETWORK LLC	180366	396.51
36728	01/09/2018	195	EBSCO SUBSCRIPTION SRVS	180387	5,922.70
36729	01/09/2018	117	FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	180392	758.50
36730	01/09/2018	1674	FINDAWAY	180388	326.19
36731	01/09/2018	1986	FIRSTLIGHT FIBER	180004	188.65
36732	01/09/2018	1965	PATRICIA GEROU		314.70
36733	01/09/2018	787	GUILDERLAND PUBLIC LIBRARY	180363	22.98
36734	01/09/2018	787	GUILDERLAND PUBLIC LIBRARY	180381	13.99
36735	01/09/2018	745	MARY HARTMAN		314.70
36736	01/09/2018	292	INDUSTRIAL APPRAISAL	170846	535.00
36737	01/09/2018	297	INTERNATIONAL BUILT-IN SYSTEMS	180379	276.00
36738	01/09/2018	1576	JAEGER & FLYNN ASSOCIATES, INC	180391	350.00
36739	01/09/2018	308	JAMES KRANENDONK	180297	100.00
36740	01/09/2018	879	LIBRARY TRUSTEES ASSOC. OF NYS	180397	325.00
36741	01/09/2018	235	FREDERICKA MCCURDY		314.70
36742	01/09/2018	1024	MIDWEST TAPE	180377	2,992.06
36743	01/09/2018	1172	ANNE B MOSHER		314.70
36744	01/09/2018	1328	MOVIE LICENSING USA	180367	189.00
36745	01/09/2018	809	NANCY PIERI		314.70
36746	01/09/2018	2121	NATIONAL INDUSTRIES FOR THE BLIND	180256	143.40
36747	01/09/2018	2131	NYS DEPT OF CORRECTIONS & COMM SUPERVISION	180132	470.00
36748	01/09/2018	2088	NYSID	180133	297.56
36749	01/09/2018	1823	OVER DRIVE INC.	180390	8,004.46
36750	01/09/2018	2054	PANGBURN LANDSCAPING	180368	1,450.00
36751	01/09/2018	450	PHILLIPS HARDWARE INC	180006	49.92
36752	01/09/2018	478	QUILL.COM	180313	62.19
36753	01/09/2018	1767	SCHOLASTIC, INC.	180301	1,951.00
36754	01/09/2018	2038	STAPLES BUSINESS ADVANTAGE	180342	257.00
36755	01/09/2018	632	UPPER HUDSON LIBRARY SYSTEM	180365	328.32
36756	01/09/2018	1968	VERIZON WIRELESS	180011	40.01
36757	01/09/2018	645	W W GRAINGER INC	180009	41.94
36758	01/09/2018	1585	WADE ELECTRIC CO. OF NY, INC.	180393	250.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 26: CASH DISB (JAN 18) For Dates 1/9/2018 - 1/9/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36759	01/09/2018	1707	AUDREY WATSON		314.70

Number of Transactions: 46

Warrant Total: 43,553.97
Vendor Portion: 43,553.97

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 - 22: TRUST & AGENCY (DEC 17) For Dates 12/1/2017 - 12/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36640	12/01/2017	712	CIVIL SERVICE EMPL ASSOC INC.		908.50
36641	12/01/2017	1679	METLIFE-TSA CONTRIBUTIONS		350.00
36642	12/01/2017	2003	NEW YORK STATE DEFERRED		4,370.25
36643	12/01/2017	710	NYS INCOME TAX BUREAU		4,162.86
36644	12/01/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
36697	12/15/2017	712	CIVIL SERVICE EMPL ASSOC INC.		901.62
36698	12/15/2017	1679	METLIFE-TSA CONTRIBUTIONS		350.00
36699	12/15/2017	2003	NEW YORK STATE DEFERRED		2,403.20
36700	12/15/2017	710	NYS INCOME TAX BUREAU		3,175.09
36701	12/15/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
36710	12/29/2017	712	CIVIL SERVICE EMPL ASSOC INC.		923.31
36711	12/29/2017	2003	NEW YORK STATE DEFERRED		4,173.55
36712	12/29/2017	710	NYS INCOME TAX BUREAU		3,354.59
100244	12/01/2017	709	BPL SPECIAL PAYROLL ACCOUNT		70,587.18
100245	12/01/2017	1946	IRS - PAYROLL TAX PMT		25,883.22
100246	12/15/2017	709	BPL SPECIAL PAYROLL ACCOUNT		54,511.16
100247	12/15/2017	1946	IRS - PAYROLL TAX PMT		19,581.58
100248	12/29/2017	709	BPL SPECIAL PAYROLL ACCOUNT		57,948.15
100249	12/29/2017	730	NYS EMPLOYEES RETIREMENT SYSTE		3,253.48
100250	12/29/2017	1946	IRS - PAYROLL TAX PMT		20,857.18

Number of Transactions: 20

Warrant Total: 278,034.92
Vendor Portion: 278,034.92

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

12/31/2017

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$109,633.12	\$300,593.23	\$391,730.16	\$18,496.19
TD Bank Payroll	\$0.00	\$183,046.49	\$183,046.49	\$0.00
TD Bank Money Market	\$4,406,007.26	\$0.00	\$295,000.00	\$4,111,007.26
Capital Project Fund	\$563,574.81	\$3,000.00	\$8,275.90	\$558,298.91
TOTAL:	\$5,079,215.19	\$486,639.72	\$878,052.55	\$4,687,802.36

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

17

TD Bank - General Fund

For the month beginning 12-1-17 and ending 12-31-17

Balance on hand at the beginning of the month \$109,633.12

Receipts during the month

Interest	994.53	
Transfers from Money Maket Account TD Bank	295,000.00	
Fines	1,292.09	
Copier	482.11	
Miscellaneous (Abate)	2,400.50	
Book Sale	424.00	
PILOT	0.00	
School Taxes	0.00	
Gifts	0.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	0.00	
Total Receipts		<u>\$300,593.23</u>
Total Receipts Including Balance		\$410,226.35

Disbursements During Month By Check

From Check #36680 to Check #36713	48,813.34	
Trust & Agency Payments (Payroll)	278,034.92	
From Check #36646 to Check #36692	64,881.90	
Transfers to Money Maket Account	0.00	
Returned Check	0.00	
Total amount of Disbursements		<u>\$391,730.16</u>
Balance on Hand at End of Month		\$18,496.19

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	31,152.03
Amount of Outstanding Checks	12,655.84
Balance on Deposit	18,496.19

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
12/31/17

Check Number	Date	Amount
36578	11/13/2017	10.00 Vendor is looking for it
36674	12/12/2017	50.00
36679	12/12/2017	600.00
36707	12/20/2017	3,544.39
36710	12/29/2017	923.31
36711	12/29/2017	4,173.55
36712	12/29/2017	3,354.59

TOTAL **\$12,655.84**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 12-1-17 and ending 12-31-17

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

Receipts during the month

Transfer from Checking 11/30/17	70,587.18
Transfer from Checking 12/14/17	54,511.16
Transfer from Checking 12/28/17	57,948.15

Total Receipts \$183,046.49

Total Receipts Including Balance \$183,046.49

Disbursements During Month By Check

12/1/17 - From Check #83400 to Check #83471	70,587.18
12/15/17 - From Check #83472 to Check #83542	54,511.16
12/29/17 - From Check #83543 to Check #82613	57,948.15

Total Amount of Disbursements	<u>\$183,046.49</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	3,958.28
Amount of Outstanding Checks	3,958.28
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
12/31/17

Check Number	Date	Amount
83556	12/29/2017	1,457.46
83564	12/29/2017	1.11
83566	12/29/2017	467.69
83567	12/29/2017	350.81
83592	12/29/2017	827.07
83598	12/29/2017	390.88
83604	12/29/2017	286.66
83608	12/29/2017	176.60

TOTAL		3,958.28
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**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 12-1-17 and ending 12-31-17

Balance on hand at the beginning of the month \$4,406,007.26

Receipts during the month

Transfer from General Fund 0.00

Total Receipts \$0.00
Total Receipts Including Balance \$4,406,007.26

Disbursements During Month By Check

Transfers to General Fund 295,000.00
Transfers to Capital Projects Fund

Total Amount of Disbursements \$295,000.00
Balance on Hand at End of Month **\$4,111,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit
as shown by Bank Statement 4,111,007.26
Amount of Outstanding Checks 0.00
Balance on Deposit 4,111,007.26

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

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

For the month beginning 12-1-17 and ending 12-31-17

Balance on hand at the beginning of the month \$563,574.81

Receipts during the month

	Interest TD Bank	
	Transfer from Money Market Account	
	Donation (Friends & Storch)	3000.00

	Total Receipts	<u>\$3,000.00</u>
	Total Receipts Including Balance	\$566,574.81

Disbursements During Month By Check

From Check #1179 to Check #1180	8,275.90
---------------------------------	----------

	Total Amount of Disbursements	<u>8,275.90</u>
	Balance on Hand at End of Month	<u>\$558,298.91</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	562,449.81
Amount of Outstanding Checks	4,150.90
Balance on Deposit	558,298.91

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

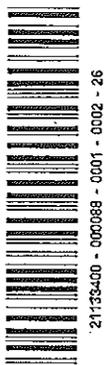
**BETHLEHEM PUBLIC LIBRARY
Outstanding Checks
Capital Project Fund
12/31/17**

Check Number	Check Date	Amount
1179	12/12/17	\$4,150.90

TOTAL		\$4,150.90
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4427533000280997900069200006920065



<i>Company Account Number</i> XXXX-XXXX-XX80-9979	<i>Payment Date</i> 12/31/2017	<i>New Balance</i> \$69.20	<i>Minimum Amount Due</i> \$69.20	<i>Enter Amount Paid</i> 69.20
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BETHLEHEM PUB LIBRARY
 TANYA CHOPPY
 451 DELAWARE AVE
 DELMAR NY 12054-3042

**T0000346

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

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CITIBANK CORPORATE CARD

<i>Company Credit Line</i>	<i>Available Credit Line</i>	<i>Cash Advance Limit</i>	<i>Available Cash Line</i>
\$33,000	\$32,930	\$00	\$00

06027
 12/31/17

Statement Date 12/06/17

Payment Date 12/31/17

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

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

COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979		<i>Previous Balance</i>	<i>Payment Allocation</i>	<i>Credits</i>	<i>Purchases and Advances</i>	<i>Interest Charges</i>	<i>New Balance</i>
<i>Purchases</i>		214.41	- 214.41		69.20		69.20
<i>Advances</i>							
Company Totals	TOTAL	214.41	- 214.41		69.20		69.20

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

CARDMEMBER SUMMARY

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377		<i>Previous Balance</i>	<i>Payments</i>	<i>Credits</i>	<i>Purchases and Advances</i>	<i>Interest Charges</i>	<i>New Balance</i>
<i>Purchases</i>					33.87		33.87
<i>Advances</i>							
Monthly Limit:	TOTAL				33.87		33.87
\$2,500							

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387		<i>Previous Balance</i>	<i>Payments</i>	<i>Credits</i>	<i>Purchases and Advances</i>	<i>Interest Charges</i>	<i>New Balance</i>
<i>Purchases</i>					35.33		35.33
<i>Advances</i>							
Monthly Limit:	TOTAL				35.33		35.33
\$500							

DAYS IN BILLING PERIOD: 30				
Balance Subject		<i>Purchases</i>	<i>Cash Advances</i>	Payment Due: 69.20
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: 69.20



21133400 - 000088 - 0002 - 0002 - 26

XXXX-XXXX-XX80-9979

Statement Date
12/06/17

BETHLEHEM PUB LIBRARY		COMPANY BOOKKEEPING DETAIL		XXXX-XXXX-XX80-9979
Monthly Limit		Cash Limit*	Available Credit Line	Available Cash Line**
\$33,000		\$00	\$32,930	\$00
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
11-20	11-20	74046587324324000041434	PAYMENT - THANK YOU	214.41 PY

KIRKPATRICK, GEOFFREY		INDIVIDUAL CARDHOLDER ACTIVITY		XXXX-XXXX-XX82-7377
Monthly Limit		Cash Limit*		
\$2,500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
11-20	11-21	24692167324100786885274	VISTAPR VISTAPRINT.COM 866-8936743 MA	25.97
11-30	12-01	24204297334825366051533	FACEBK 882CNEAKK2 650-5434800 CA	7.90
			TOTAL PURCHASES/ADVANCES/CREDITS	33.87

Business Cards

MCDONOUGH, NATALIE		INDIVIDUAL CARDHOLDER ACTIVITY		XXXX-XXXX-XX42-8387
Monthly Limit		Cash Limit*		
\$500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
11-10	11-13	24427337314060000594206	HANNAFORD #8339 DELMAR NY	35.33
			TOTAL PURCHASES/ADVANCES/CREDITS	35.33

Facebook Boosts

180291

Program Supplies

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



4404658000607786000010000001000222



Company Account Number XXXX-XXXX-XX07-7860	Payment Date 12/17/2017	New Balance \$10.00	Minimum Amount Due \$10.00	Enter Amount Paid 10.00
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BETHLEHEM PUBL LIBRARY
TANYA CHOPPY
451 DELAWARE AVE
DELMAR NY 12054-3042

**N0004576

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

Statement Date 11/22/17

Payment Date 12/17/17

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$50,000	\$49,990	\$50,000	\$49,990

OK to pay
GK
12/6/17

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 PUBL LIBRARY XXXX-XXXX-XX07-7860		Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	Advances				10.00		10.00
Company Totals	TOTAL				10.00		10.00

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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

PETERS, M CATHERINE XXXX-XXXX-XX13-5544		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	Advances				10.00		10.00
Monthly Limit: \$625	TOTAL				10.00		10.00

INDIVIDUAL CARDHOLDER ACTIVITY

PETERS, M CATHERINE		XXXX-XXXX-XX13-5544					
Monthly Limit \$625		Cash Limit* \$00					
Sale Date	Post Date	Reference Number	Type of Activity			Amount	
11-08	11-09	24755427312263124619908	NEW YORK LIBRARY ASSOCIAT GUILDERLAND NY			10.00	
TOTAL PURCHASES/ADVANCES/CREDITS						10.00	

Trade Show Registration

DAYS IN BILLING PERIOD: 31		Purchases	Cash Advances	Payment Due:	10.00
Balance Subject	>	.00	.00	Amount Over Credit Limit:	.00
To Interest Charges	>	.0000%	.0000%	Amount Past Due:	.00
Periodic Rate	>	0.00%	0.00%	MINIMUM AMOUNT DUE:	10.00
ANNUAL PERCENTAGE RATE	>				

BOARD RESOLUTION

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$150,000, FROM THE UNRESERVED FUND BALANCE, TO THE CAPITAL PROJECTS (H FUND) ACCOUNT TO PAY INVOICES IN RELATION THE HVAC RENOVATION PROJECT.

-effectively increasing project budget to 900k

ACTION OF THE BOARD: *approved*

MOTION PRESENTED BY: *M. Kissinger*

MOTION SECONDED BY: *C. Brancatella*

DATED: *1-8-18*

RESOLUTION

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZED THE DIRECTOR TO PAY THE DORMITORY AUTHORITY OF THE STATE OF NEW YORK \$691,790 FOR THE CONTRACTED AMOUNT FOR THE HVAC PROJECT CONSTRUCTION WHICH INCLUDES THE BID AMOUNT, THE 10% CONTINGENCY, AND ASBESTOS MONITORING.

ACTION OF THE BOARD: approved

MOTION PRESENTED BY: B. Sweeney

MOTION SECONDED BY: M. Kissinger

DATED: 1-8-18

January 1, 2018 - Board of Trustee Meeting											UPDATED
Job Status Report											29
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Librarian 1 PT	11.66 hrs/wk		\$25.93/hr or per contract	N. Doroski	7/12/2017	Resignation	7/10/2017				
Library Page	13.85 hrs/wk		\$10.40/hour	A. Ford	11/3/2017	Resignation	11/13/2017				
Library Clerk PT	15 hrs/wk		\$13.19/hr or per contract	E. Sullivan	12/14/2017	Schedule Change	12/11/2017				
Library Clerk FT	35 hrs/wk		\$27,801/annual or per contract	A. Muto	12/22/2017	Resignation	12/11/2017	Filled	C. O'Brien	1/8/2018	Internal/Schedule Change
Television Production Assistant	15 hrs/wk		\$13.19/hr or per contract	D. Martin	6/23/2017	Resignation	12/11/2017				
<u>Action Requested</u>											
Library Page	13.85 hrs/wk		\$10.40/hour	S. Danz	12/17/2017	Resignation					
Library Clerk PT	11.66 hrs/wk		\$13.19/hr or per contract	C. O'Brien	1/7/2018	Schedule Change					
Studio Manager PT	25 hrs/wk		\$23,775/annual or per contract	J. Irwin	1/3/2018	Retirement					
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hrs/wk		\$12.73/hr or per contract	R. Weatherby	2/27/2015	Resign	Hold				
Sr. Library Clerk	15 hrs/wk		\$15.75/hour or per contract	S. Taylor	7/12/2017	Promotion	Hold				
Board Treasurer	TBD		TBD	N/A	N/A	New	New-Hold				

Director's Report January 2018

Building and Grounds

It was bitterly cold last month. The building and grounds crew have done a great job keeping the library in great shape outside.

To help with the hallway insulation and other issues, new doors have been ordered for the Delaware Avenue entrance.

Public Service

The library's participation in the Bethlehem First Night was a great success. Our attendance was 228 for the evening. Children and families enjoyed performances by Andy the Music Man and participated in activities with Broadway Bound. The face painting was very popular with no empty slots all evening and our patrons were able to enjoy the official unveiling of the library's Oculus Rift virtual reality headset, which was acquired with the Storch Family Technology Fund. The cold evening did not keep people away and they certainly appreciated the library being open to warm up at. The library sold about 100 First Night buttons, which was much more than we expected.

The expanded fiction shelves in the YA section allowed one of the paperback spinners to be moved to the Children's Place. This means that we can offer more of the very popular children's series titles and keep more series books.

New Databases:

1. Scholastic GO!
2. Chilton's Auto Repair (GALE)
3. Literature Resource Center (GALE)

Upgrades:

1. Novelist Plus (EBSCO)
2. Novelist K-8 Plus (EBSCO)

Discontinued Databases:

1. Literary Reference Center (EBSCO)
2. Auto Repair Center (EBSCO)

Current Demos:

1. Value Line – Financial
2. Alexander Street – Streaming music (ProQuest)
3. JewishData.com – Genealogy

Two more chairs have been added to the hallway. We are looking at new café style tables for the Delaware entrance hallway. We would like to be able to offer charging stations there but the prices can be high. Five new tables have been added to the Children's Place. This provides more seating and table space and allows for things like our growing Chess Club program. The tables are smaller than the previous ones, which allows them to be placed in different locations.

A Civics and Citizen toolkit from the US Citizenship and Immigration Services, Department of Homeland Security was ordered and placed into circulation.

The language services program is live. We will receive training via a demonstration on January 18th and plan to roll it out officially to the public by February.

Meetings and Miscellany

Walkie-Talkies have arrived. These are being used by the maintenance department, and allow for communication during a Code Adam missing child alert. A walkie-talkie has been placed at all three public service desks.

PILOT projections have just arrived from the school district. I am waiting for a few more numbers from NYS, but I will have a draft budget to the board before the February meeting. The board will need to have an approved budget by the end of March in order to make the school district's media schedule.

There were some patron concerns last month that I think warrant further discussion. We had to close the library on a Saturday due to icing on the plaza, and a patron wondered why the library was closed when the roads were fine. The icing on the plaza can be very dangerous and it is not safe to have people coming into the library.

A patron was concerned that her child was not able to access the programs offered in partnership with BCSD because her child does not attend public school. I explained that we do not set policy for school property and that partnering with the school district is absolutely part of the library's mission. I did say that I would pursue the matter, and work toward offering some similar programs at the library that would be accessible to all students.

A patron questioned why there was only a menorah display in the hallway during the month of December. I explained that space in the hallway in front of the mural has been designated as public display space, and that residents can put up a display in accordance with library policy, and the library is not responsible and does not endorse the content. Earlier in the month, the Progress Club did have their giving tree displayed, but it is taken down before Christmas because the mittens and hats are distributed to children in need. In the past, there has been a nativity scene display, but the individual responsible was unable to do so this year.

As requested by the board, I discussed a fraudulent check situation with the library attorney. It has been resolved at this point.

I also consulted with the library attorney about Open Meetings Law training for our board. Their office will put together a proposal for the trustees in the near future.

I received NARCAN training as part of a UHLS meeting. We should discuss how we might implement this training for our staff. New NYS laws have been enacted specifically for libraries in the administration of naloxone. Libraries are high opioid use locations, especially in colder months.

Geoffrey Kirkpatrick, Library Director

Program and Outreach Report December 2017

- A big Thank You to Kristen Roberts, John Love, Sylvia Taylor, Geoffrey Kirkpatrick and Natalie McDonough for working at First Night Bethlehem on Dec. 31. The event was a great success and most of those who braved the bitterly cold temperatures to come to the library, stayed for almost the entire event.
- Natalie had a good sized turnout of 19 for DayBooks on Dec. 11, where the group discussed A Gentleman in Moscow by Amor Towles. She has been moving this program to the Storyhour Room as the attendance is regularly over 20 people, which is the fire code capacity for the Board Room. It's more difficult to use AV to show author interviews in the Storyhour room, than when Natalie is able to use the SMART Board in the Board Room.
- John and Patrick had an opportunity to show patrons the new Oculus Rift Virtual Reality headset this month on three separate dates, with 55 people talking to them and/or trying out the headsets. The patrons were thrilled to try out this new technology, in advance of Bethlehem First Night.
- Michael had a great time with The Van Voris Trio program as part of A Little Sunday Music. The concert featured a mom and dad, both professional musicians, performing with their daughter as a trio.
- We had a good turnout for a lovely concert featuring the Greg Nazarian Trio for the Morning Concert on Dec. 11 co-sponsored with our partners from the Center for Disability Services.
- Kristen had another good turnout for the second of four programs on Hamilton's Federalist papers. She was able to film this month's program, and with assistance from Janice Irwin, film an interview with her presenter for the series.
- Natalie had a great attendance for the afternoon performance from The Puppet People featuring "Puppet Pandemonium" on Dec. 27. She also offered an evening performance for those parents and children who are not able to attend during the day. The evening show had a much smaller audience, and the extremely cold weather during the school vacation week may have contributed to the small group.
- Cathy finished up her weekly Music and Movement series for children. While the attendance did slow down a bit towards the holidays, it was quite good all fall, and being able to hold the program in the Community Room made a huge difference to the number of children that we could accommodate in the program.
- There was a fantastic turnout for Natalie's 1980's movie trivia on Dec. 6 with 11 teams and 43 people coming out for this themed trivia night. A new team won, made up of library staff and their families (Tanya, Vinny, Alan and Emily Choppy, Catherine Stollar Peters and Kristen and Daniel Roberts).

- There was also a great turnout for Natalie's Star Wars Trivia on Dec. 29 and she ended up having two teams with the winning answer. It was great to see such an enthusiastic response to this Intergenerational program, coming just two weeks after the opening of "The Last Jedi", the eighth film in the series.
- Mary had a good turnout for the Rubber Ducky Dancing Ducks program, which helps to promote the Rubber Ducky Club. The kids had fun hearing duck stories, walking on paper duck feet, and doing the chicken (duck) dance complete with the bubble machine.
- Michelle had a great response to her Scratch Jr programs on Dec. 29, and even had caregivers asking if further programs would be done to explore the more complex programming possibilities within the App. Several of the kids were so delighted that they were talking about downloading the App as soon as they could to their own iPads.
- Cathy's "Origami Trees" program was more popular than she expected. Patrick assisted with getting the document camera setup so that the attendees could see the folding process on the large screen and then follow along. Those in attendance expressed interest in additional origami programs and Cathy is working on that for the spring.
- Anne offered another of her Afterschool STEM programs making a sugar cube arch. The teams of children tried to build a Roman arch, using only sugar cubes – no glue! They also build a Roman arch using take-out boxes and it was easier to see the keystone using these larger pieces. She made Roman arches using modeling clay. Anne created a YouTube playlist of videos that demonstrate the architectural principals involved which show children creating their own Roman arches from various materials.
- Mary has been working with a young man, James, on a scout badge, and he assisted her with the Time Out for Tales Storytime on Dec. 2.
- There was an enthusiastic response for the Public Forum on the direction of BCN-TV. The Board made note of all of the input that they have received on this initiative going back to the summer, and appreciates the time that patrons took to talk about the future of the cable access station.
- Tori offered two sessions of her Open Sewing programs where patrons can register to use one of two of the library's sewing machines to work on their own project. The patrons continue to be very interested in the program and enjoy attending, particularly when there is a volunteer available to assist with their projects. The patrons have worked on a variety of projects, including altering clothes, quilting and household items. Tori has had several patrons express interest in volunteering at this program and she should have a few volunteer applications submitted in the near future. This should help to ensure that we are able to have a volunteer at every Open Sewing session.
- Frank is continuing with the very popular Chess Club and even with a few cancellations this month, he was able to accommodate other children into the individual sessions.
- Michelle, with assistance from Patti, offered another STEM program where teams of children used LEGOs and their imagination to make stop motion shorts videos that were included on the library's Facebook page and YouTube channel. After the kids spent

about 30 minutes setting their scenes, they were given the chance to use the LEGO Movie App on the library iPads to take pictures and make stop motion movies. The groups worked very well together and got very clever with their storylines.

- Tai Chi was very positively received this year. Cathy had a strong turnout with happy participants throughout the season.
- Frank led his bi-monthly book discussion group where they discussed Norwegian by Night by Derek B. Miller.

School Outreach for December 2017

Anne

- Anne visited with two Kindergarten classes at Elsmere on Dec. 22. She prepared a story time about giving and sharing (as per the teacher's request). Another school visit was cancelled to a school district snow day.

Cathy

- Cathy visited all of the Slingerlands Grade 2 classes and one of the Grade 3 classes. They talked about the winter break programs, the Library of Things, library cards and some new books. She was only able to visit one of the Grade 3 classes, but will try to reschedule the other two classes, as school was cancelled for a snow day on Dec. 22.

Frank

- Frank ran the WiiU program at "The Pit" on Dec. 14.

Michelle

- Michelle made her regular visits to the Circle of Friends preschool with 2 classes on Dec. 14 and shared songs, stories and a felt board, that were all farm themed.

Tori

- Tori participated in the BCMS Book Club on Dec. 6 to discuss Garth Nix's Frog Kisser novel.
- Tori brought the ever-popular fuse beads to the Middle School for a holiday themed program. The students always enjoy making fuse bead crafts at the library.
- Tori brought the WiiU to "The Pit" on Dec. 7 and 21 for an afterschool program.

Community Outreach for December 2017

Mary

- Mary went to the Selkirk Firehouse for the weekly Storytime that our library does in conjunction with the RCS Community Library. The attendance has been up and down

since we started in July, but we will be continuing the series for a while to see if attendance evens out.

Michael and Jody

- Michael, along with new librarian Jody Shlomo, visited the Good Samaritan assisted living facility and offered book talks on a variety of titles. The visit to the Bethlehem Commons nursing home had to be cancelled that day, as they had inadvertently scheduled their holiday party on the same day, and didn't let Michael know about it in advance.

Natalie

- Natalie received a lovely Thank You note from the staff and volunteers at the Ronald McDonald House for the pillowcases that were sewn in an adult library quilting program and then donated for the children who are staying at the House. A copy of the card is attached.
- The Library co-sponsors the Bethlehem Senior Chorus December concert each year, but they have outgrown our space with the size of the audience that attends. Often this concert falls on Staff Development Day and no one is able to attend. This year, it was held on Dec. 8 and Natalie was able to attend as the library's representative. It was a lovely concert, and she recognized many of our regular patrons in the audience of 105. The show included the songs, Be Our Guest, Scarborough Fair, Animal Crackers in My Soup, and some seasonal favorites. A photo of the concert is included at the end of this report.





Library Collection				2016-17	Current Total
Adult fiction				24,506	25,129
Adult non-fiction				29,891	28,516
Adult audio				7,327	7,494
Adult video				6,311	6,694
Young adult fiction				5,536	5,245
Young adult nonfiction				450	433
Young adult audiobooks				414	300
Children's fiction				25,523	26,223
Children's non-fiction				15,230	15,096
Children's audiobooks				1,420	1,348
Children's video				1,981	2,077
OverDrive - UHLS Shared				52,057	59,279
e-books (locally purchased)				1,456	1,456
e-magazines				110	123
Electronic (games, ereaders)				475	484
Total				172,687	179,897
Library Programs	Dec-17	Dec-16	% change	2016-17	F-Y-T-D
Programs	83	58	43.1%	783	479
Program attendance	1651	1,325	24.6%	22,326	16,347
Outreach Programs	14	34	-58.8%	332	81
Outreach Attendance	290	720	-59.7%	9,718	1,688
Circulation	Dec-17	Dec-16	% change	2016-17	F-Y-T-D
Adult fiction	10,633	11,219	-5.2%	146,643	72,996
Adult non-fiction	7,110	7,242	-1.8%	93,890	45,800
Adult audio	3,982	4,953	-19.6%	56,970	26,826
Adult video	8,510	9,087	-6.3%	111,944	52,578
Adult magazines	1,558	1,647	-5.4%	19,876	10,003
Young adult fiction	1,328	1,437	-7.6%	20,068	9,367
Young adult nonfiction	77	163	-52.8%	1,477	652
Young adult audiobooks	101	97	4.1%	1,356	646
Young adult magazines	10	5	100.0%	101	40
Children's fiction	10,211	10,201	0.1%	149,348	76,917
Children's non-fiction	2,738	2,823	-3.0%	40,998	19,199
Children's audiobooks	492	502	-2.0%	7,399	3,829
Children's video	1,407	1,520	-7.4%	17,640	8,708
Children's magazines	24	33	-27.3%	527	256
Electronic (games, ereaders)	455	430	5.8%	4,947	3,378
Total	48,636	51,359	-5.3%	673,181	331,194
Interlibrary Loan	Dec-17	Dec-16	% change	2016-17	F-Y-T-D
Borrowed from others	7,047	7,190	-2.0%	77,470	43,879
Loaned to others	5,453	5,646	-3.4%	64,966	34,100
Miscellaneous	Dec-17	Dec-16	% change	2016-17	F-Y-T-D
Visits to our home page	69,275	66,059	4.9%	653,745	548,151
Public use of meeting rooms	41	29	41.4%	497	219
Public meeting attendance	430	486	-11.5%	6,111	2,625
Staff use & library programs	98	65	50.8%	1,149	573
Study room sessions	312	334	-6.6%	4,517	2,384
Tech room use	33	39	-15.4%	332	147
Door count	22,791	23,463	-2.9%	320,892	162,065
Registered BPL borrowers	59	41	43.9%	1,054	538
Computer signups	2,846	2,926	-2.7%	41,015	18,907
Museum Pass use	97	64	51.6%	1,327	861
E-book use	4,347	4,613	-5.8%	54,585	26,301
E-magazine use	1,009	1,047	-3.6%	11,406	5,821
Equipment	375	173	116.8%	1,968	2,205
Wireless Use	6,719	5,923	13.4%	84,156	53,832

2017-18 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Dec. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,102,117	0	1,102,117	132,729	531,769	0	\$570,348	52%
Salaries-Clerical	938,358	0	938,358	117,010	475,325	0	\$463,033	49%
Salaries-Custodians	162,602	0	162,602	14,693	77,863	0	\$84,739	52%
Retirement	293,132	0	293,132	0	288,233	0	\$4,899	2%
SocSec/Medicare	168,343	0	168,343	20,022	80,547	0	\$87,796	52%
Worker's Comp.	22,000	0	22,000	0	22,640	0	-\$640	-3%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	291,500	0	291,500	29,158	133,154	1,109	\$157,237	54%
Disability Ins.	1,400	0	1,400	0	0	0	\$1,400	100%

Materials

Adult books	171,000	26,506	197,506	13,674	64,775	5,378	\$127,353	64%
Audiobooks	36,000	9,010	45,010	1,324	12,676	1,716	\$30,619	68%
Ebooks	87,000	0	87,000	1,355	33,555	8,079	\$45,365	52%
Electronic Resources	32,000	0	32,000	1,951	8,041	12,539	\$11,420	36%
Periodicals	20,000	0	20,000	20,328	21,054	155	-\$1,209	-6%
YS Books	85,000	23,068	108,068	4,412	40,388	2,002	\$65,678	61%
YS Audiobooks	8,000	956	8,956	537	2,954	384	\$5,618	63%
YS Media	10,000	257	10,257	12	998	0	\$9,259	90%
Special Collections	5,500	217	5,717	644	4,085	840	\$792	14%
AS Media	55,000	10,105	65,105	4,361	19,057	3,429	\$42,619	65%

Operations

Copiers and supplies	11,000	823	11,823	672	5,870	4,766	\$1,187	10%
Office supplies	29,000	129	29,129	341	2,567	2,296	\$24,266	83%
Custodial supplies	14,000	553	14,553	499	2,776	5,364	\$6,413	44%
Postage	17,000	525	17,525	1,186	8,381	1,946	\$7,197	41%
Printing	25,000	50	25,050	2,911	8,885	5,933	\$10,232	41%
Van lease & oper.	1,700	0	1,700	0	147	553	\$1,000	59%
Gas and Electric	65,000	0	65,000	6,174	30,843	0	\$34,157	53%
Telecommunications	11,000	1,700	12,700	698	5,326	5,080	\$2,295	18%
Water	3,000	0	3,000	880	1,763	0	\$1,237	41%
Taxes-sewer&water	3,500	0	3,500	0	0	0	\$3,500	100%
Refund property taxes	4,000	0	4,000	196	905	176	\$2,920	73%
Prof. Services	15,000	67,611	82,611	2,192	4,643	535	\$77,433	94%
Contract Services	37,500	193	37,693	440	14,247	16,342	\$7,103	19%
Insurance	29,000	0	29,000	0	27,738	0	\$1,262	4%
Travel/Conference	10,000	954	10,954	10	3,637	280	\$7,037	64%
Memberships	2,000	0	2,000	0	400	430	\$1,170	59%
Special Programs	20,000	1,187	21,187	635	9,047	783	\$11,356	54%
Furniture&Equipment	25,000	1,460	26,460	1,980	12,839	7,681	\$5,939	22%
IT Hardware & Software	42,000	4,281	46,281	7,787	22,757	173	\$23,351	50%
Bld&Grnd. Repair	40,000	50	40,050	168	8,881	9,551	\$21,618	54%
Furn/Equip Repair	2,000	4,652	6,652	-100	5,547	200	\$905	14%
Miscellaneous	3,500	81	3,581	734	2,528	242	\$811	23%
Audit Service	13,500	0	13,500	0	6,500	6,000	\$1,000	7%
Accounting Service	13,000	0	13,000	0	12,793	207	\$0	0%
UHLAN fees	50,000	0	50,000	55	22,943	328	\$26,728	53%
Capital Expenditures	125,000	5,889	130,889	0	5,889	0	\$125,000	96%
TOTAL	\$4,100,652	\$160,255	\$4,260,907	\$389,667	\$2,044,965	\$104,497	\$2,111,445	50%

2017-18 Fund Balance Plus Capital Projects

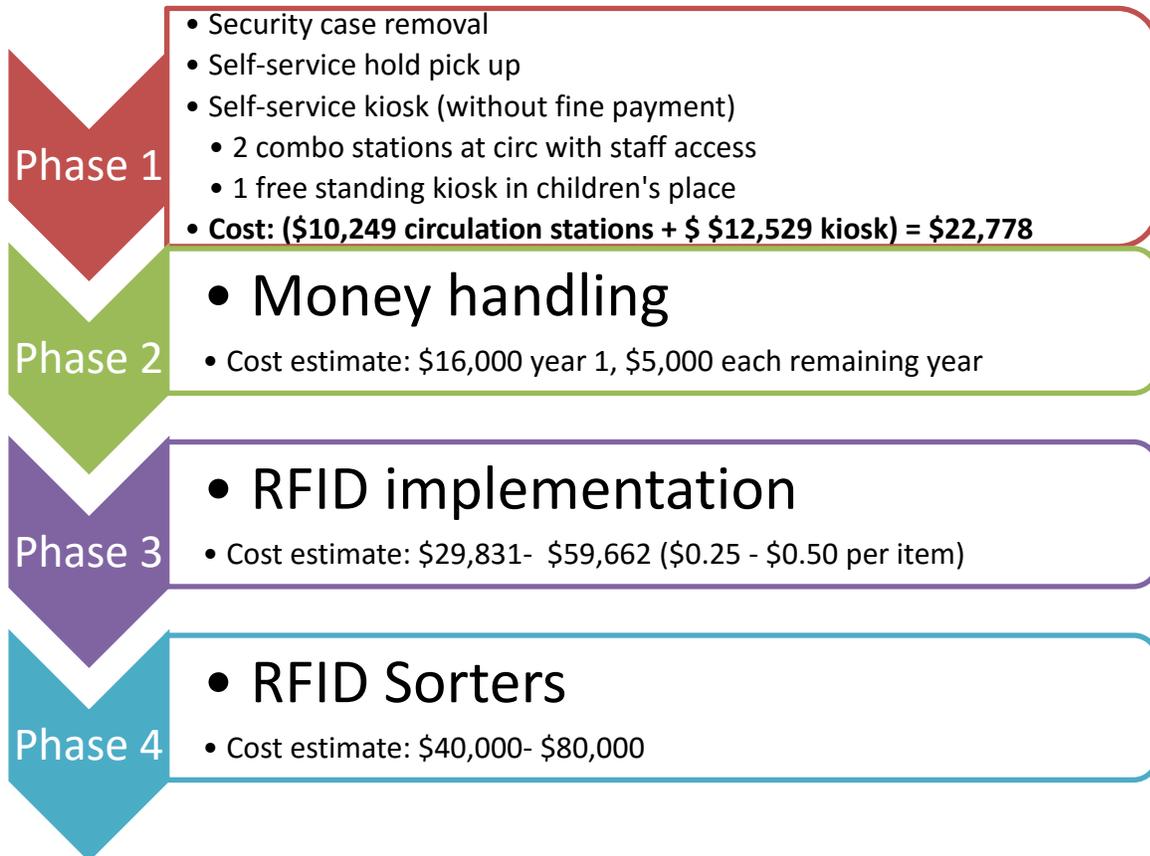
	Initial	Adjustments	Encumbrances	Subtotal	Dec Exp.	YTD Exp.	Available
Operating Fund Balance	1,200,000	0	0	1,200,000	0	0	\$1,200,000
Fire Alarm (Board Designa	14,049	0	10,161	3,888	335	3,888	\$0
HVAC (Board Designated)	585,668	0	121,112	464,556	7,941	10,283	\$454,273
Unassigned	528,675	-199,750	0	328,925	0	6,900	\$322,025
59 Borthwick	0	199,750	0	199,750	0	199,750	\$0
Board Designated Fund balance Subtotal	2,328,392	0	131,273	2,197,119	8,276	220,821	\$1,976,298
PEG/miscellaneous	18,218	0	0	18,218	0	0	\$18,218
Total Fund Balance *	2,346,610	0	131,273	2,215,337	8,276	220,821	1,994,516

* Initial Fund Balance 6/30/2017 (audited)

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	
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	
7/13/2016	29	385	13	\$213.85	\$7.37	\$0.56	30	57,600	1,920	\$5,788.02	\$192.93	\$0.10	
7/13/2017	30	604	20	\$259.97	\$8.67	\$0.43	30	57,600	1,920	\$5,198.19	\$173.27	\$0.09	
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$192.63	\$0.09	
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10	
9/12/2016	31	430	14	\$218.88	\$7.06	\$0.51	31	56,448	1,821	\$5,005.22	\$161.46	\$0.09	
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09	
10/12/2016	30	509	17	\$241.68	\$8.06	\$0.47	30	43,392	1,446	\$3,623.83	\$120.79	\$0.08	
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09	
11/9/2016	28	878	31	\$363.94	\$13.00	\$0.41	28	32,640	1,166	\$2,913.35	\$104.05	\$0.09	
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10	
12/12/2016	33	1,576	48	\$689.63	\$20.90	\$0.44	33	31,104	943	\$2,776.58	\$84.14	\$0.09	
12/12/2017	33	1,606	49	\$798.17	\$24.19	\$0.50	33	29,184	884	\$2,618.16	\$79.34	\$0.09	

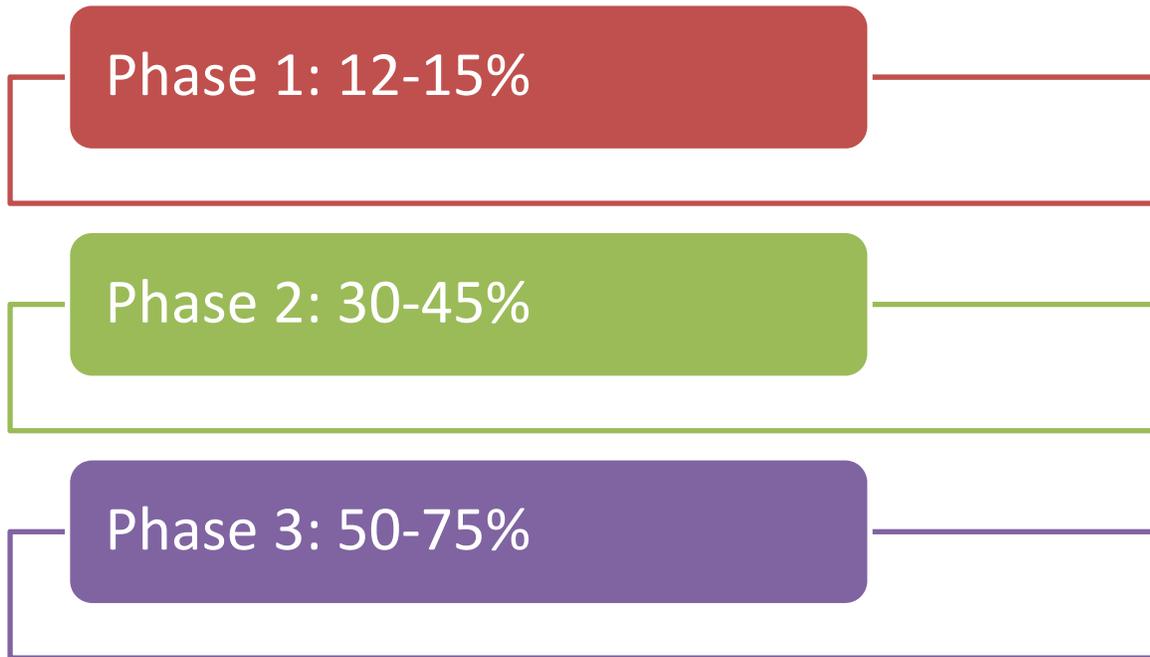
Self-Check Proposal

The library proposes to purchase three self-check machines: one free standing kiosk for the children's room and two combination stations to be used as self-check machines OR staff operated machines running Sierra. (Staff would be able to step into a self-check transaction at any time, or complete a full-service checkout for a user with the combo station.) **Cost: \$22,778.**



Goals for percentage of circulation transactions through self-check machine

Reduction of barriers of fines, POS automated payment for credit cards through the self-check machine, use of RFID instead of barcodes, removal of security cases will increase the amount of circulation transactions conducted at each self-check station.



Self-checkout desktop and kiosk locations





Bethlehem Public Library



Design • Manufacturing • Delivery • Implementation • Service

Ask us about time +
cost savings for your library!

Tech Logic is pleased to submit this quote for a Self-Checkout System at **Bethlehem Public Library**. We appreciate the opportunity to be considered for this project and believe that Tech Logic will provide the very best solution available.

The Tech Logic Self-Checkout solution will be easily installed and centrally managed. We employ a scalable solution that is “just right” for your needs. While Southern Pines Public Library has less than 5 Self-Checkout stations deployed at just one location, Toronto Public Library has over 750 Tech Logic Self-Checkout stations at over 80 branches (they expect to have almost 1000 at all 99 locations soon). Both systems utilize both the “Combo Station” approach where the Self-Checkout station is installed at the circulation desk and the “Kiosk” style.

We know from experience that each library has different needs but all wish to get the highest percentage of **successful** use from the self-check systems they purchase. Therefore, will work with you to design and configure a solution that creates an optimized and streamlined workflow.

Our staff has a broad skill set which allows us to be a valuable partner in the hectic rush to finish a Self-Checkout project, bring up a new system and go live. You will not have to work with resellers, third parties, foreign manufactures or middlemen to install the solution. You will have one company responsible for everything. In fact, our customers will tell you that our experience with projects such as yours was a major factor in their decision to partner with Tech Logic.

Our Self-Checkout system, CircIT is like no other. It is a database controlled application that utilizes a server to run all Self-Checkout stations. It can be centrally installed at the library or City IT headquarters or at the library, allowing your staff to monitor/control the interface, roll out updates, and make changes from a central location. There will be no need to go to every terminal to obtain statistics or troubleshoot; all functions can be done from the central server location.

Although one size does not fit all, our customers do share a common “customer service” mentality. We have built our business around that very important ideal and by utilizing a flexible and scalable architecture and implementation approach; our customers always get the very best price, performance and service!

While other companies have struggled or re-shuffled because of this economic downturn, Tech Logic has strengthened its standing in the library market. The company has done so by increasing its customer base and profitability with sales in the U.S., Canada, and overseas. Tech Logic is not only profitable; we are **growing**and doing so in a very challenging economic environment.

Our success is the result of the following:

- A “people first” philosophy that starts with you and extends to all of your patrons. For you, it means that our relationship is personal; it is a partnership where we work together to create the best solutions to satisfy your needs. It means that you and your library become part of the Tech Logic family. And it means that as a member of our family, you receive the kind of service and support that you would expect from family. As a family owned and operated business, you will never be just another customer number and you won't be another notch on the belt of wins by a multinational, faceless organization, owned by equity investors.
- A corporate philosophy to only serve libraries. This focus enables us to learn exactly what libraries need and to provide those products and services that help them deliver the highest degree of customer service to library-patrons.
- A “long-haul” approach to our business. You don’t have to worry that Tech Logic will decide to “get out” of the RFID Self-Check or AMH business or be sold to another company that may not have the same “library-first” approach.
- Tech Logic was an early provider of RFID technology for libraries, and is the creator of CircIT self-checkout software and Ultra Sort systems. Tech Logic also holds patents on self-checkout products, including the CircIT Combo Station Self-Checkout System, which resides at the circulation desk for easy staff assistance.
- Tech Logic designs, manufacturers, installs, and services what we sell. Design and manufacturing are done by the Tech Logic team, at the company’s facility in White Bear Lake, Minnesota. This allows the company to develop new systems and build products that can be customized for each library.
- We offer extremely flexible solutions that are based on your specific needs. We approach every project “holistically” and know that each new customer has a very specific and special set of needs that require focus and flexibility on our part.
- Tech Logic takes customer service seriously and will provide the most modern and comprehensive online support and tracking capability...as well as necessary onsite maintenance and human-to-human communication available today.
- Our products are constantly being enhanced as a result of feedback from our customers. Although we recognize that we cannot “be and do everything”, we know that to survive in a competitive market we must continue to strive to be the best at what **we** do

With so much time and effort expended to make the library a visually pleasing and welcoming environment, we think furniture decisions should be made locally and not by Tech Logic. We are pleased that we will be able to help configure a more perfect functional and **visual** fit.

FLEX Desktop Kiosk

Prepared For: Bethlehem Public Library, NY					11/10/2017	
					Quote Number 20171110 TH	
QTY	PN	Self Check-out System Products and Services	Unit List Price	Unit Sale Price	Total List Price	Total Sale Price
3	25020145	Flex Desktop Kiosk	\$8,010.00	\$8,010.00	\$24,030.00	\$24,030.00
Software						
3	28000002K	CircIT Seat License for kiosk	\$0.00	\$0.00	\$0.00	\$0.00
Installation and Training Costs						
1	Total Onsite Hardware & Software Installation and Training		\$3,870.00	\$3,870.00	\$3,870.00	\$3,870.00
Shipping						
1		Estimated+++	\$1,275.00	\$1,275.00	\$1,275.00	\$1,275.00
					\$0.00 Sub Total (USD)	\$29,175.00
<i>Prices contained in this quote are good for 90 days.</i>					Total (USD)	
\$29,175.00						
Extended Hardware Warranty Beginning in Year Two						
if purchased at time of sale for <u>all</u> equipment listed on quote						
\$2,703.38	year 2					Total Savings
\$5,327.45	year 2-3					\$1,161
\$7,959.02	year 2-4					\$1,773
\$10,594.50	year 2-5					\$2,382
<i>Realized savings of pre-paid maintenance agreements (from date of purchase)</i>						
Extended Hardware Warranty Beginning in Year Two						
if <u>not</u> purchased at time of sale for <u>all</u> equipment listed on quote						
\$3,244.05	year 2					Total Savings
\$6,392.94	year 2-3					\$95
\$9,550.83	year 2-4					\$181
\$12,713.40	year 2-5					\$263
<i>Realized savings of pre-paid maintenance agreements</i>						
Annual Software License Renewal Fee(s)						
No. of seats	Annual Software License and Support are Required					Annual Cost
3	Annual support for Flex Application Software/CircIT					\$1,935

Combo Station

Prepared For: Bethlehem Public Library, NY

11/10/2017

Quote Number 20171110 TH

QTY	PN	Self Check-out System Products and Services	Unit List Price	Unit Sale Price	Total List Price	Total Sale Price
Flex UI Self-Checkout/Combo Station						
3	25012265	Desktop PC Windows 7 Professional	\$995.00	\$895.00	\$2,985.00	\$2,685.00
3	25016592	Omni directional scanner with hands free base	\$245.00	\$195.00	\$735.00	\$585.00
3	25019803	24" FLEX touch screen monitor	\$599.00	\$499.00	\$1,797.00	\$1,497.00
3	25019805	Monitor Stand	\$219.00	\$179.00	\$657.00	\$537.00
3	25019804	24" FLEX non-touch screen monitor	\$419.00	\$355.00	\$1,257.00	\$1,065.00
3	25012426	Epson Desktop Receipt Printer	\$510.00	\$449.00	\$1,530.00	\$1,347.00
3	25012273	Epson 6 foot USB cable	\$13.00	\$13.00	\$39.00	\$39.00
3	25011152	Receipt printer paper (roll)	\$4.00	\$4.00	\$12.00	\$12.00

Software						
3	28000002K	CircIT Seat License for kiosk	\$0.00	\$0.00	\$0.00	\$0.00

Installation and Training Costs						
1		Total Onsite Hardware & Software Installation and Training	\$4,680.00	\$4,680.00	\$4,680.00	\$4,680.00

Shipping						
1		Estimated+++	\$425.00	\$425.00	\$425.00	\$425.00

You have received an order Discount of -\$1,245.00 Sub Total (USD) \$14,117.00 **\$12,872.00**

Prices contained in this quote are good for 90 days. **Total (USD) \$12,872.00**

Extended Hardware Warranty Beginning in Year Two						
if purchased at time of sale for all equipment listed on quote						
\$1,351.80	year 2	<i>Realized savings of pre-paid maintenance agreements (from date of purchase)</i>				Total Savings
\$2,663.95	year 2-3					\$580
\$3,979.84	year 2-4					\$887
\$5,297.69	year 2-5					\$1,191

Extended Hardware Warranty Beginning in Year Two						
if not purchased at time of sale for all equipment listed on quote						
\$1,622.16	year 2	<i>Realized savings of pre-paid maintenance agreements</i>				Total Savings
\$3,196.74	year 2-3					\$48
\$4,775.81	year 2-4					\$91
\$6,357.23	year 2-5					\$131

Annual Software License Renewal Fee(s)						
Annual Software License and Support are Required						
No. of seats						Annual Cost
3	Annual support for Flex Application Software/CircIT					\$1,935

All-In-One Combo Station

Prepared For: Bethlehem Public Library, NY

11/10/2017

Quote Number 20171110 TH

QTY	PN	Self Check-out System Products and Services	Unit List Price	Unit Sale Price	Total List Price	Total Sale Price
Flex UI Self-Checkout/Combo Station						
3	25016592	Omni directional scanner with hands free base	\$245.00	\$195.00	\$735.00	\$585.00
3	25020185	All in One Desktop, 24 inch, Touch, Win7	\$1,895.00	\$1,895.00	\$5,685.00	\$5,685.00
3	25019805	Monitor Stand	\$219.00	\$179.00	\$657.00	\$537.00
3	25019804	24" FLEX non-touch screen monitor	\$419.00	\$355.00	\$1,257.00	\$1,065.00
3	25012426	Epson Desktop Receipt Printer	\$510.00	\$449.00	\$1,530.00	\$1,347.00
3	25012273	Epson 6 foot USB cable	\$13.00	\$13.00	\$39.00	\$39.00
3	25011152	Receipt printer paper (roll)	\$4.00	\$4.00	\$12.00	\$12.00

Software						
3	28000002K	CircIT Seat License for kiosk	\$0.00	\$0.00	\$0.00	\$0.00

Installation and Training Costs						
1	Total	Onsite Hardware & Software Installation and Training	\$4,545.00	\$4,545.00	\$4,545.00	\$4,545.00

Shipping						
1		Estimated†††	\$425.00	\$425.00	\$425.00	\$425.00

You have received an order Discount of -\$645.00 Sub Total (USD) \$14,885.00 \$14,240.00

Prices contained in this quote are good for 90 days.

Total (USD) \$14,240.00

Extended Hardware Warranty Beginning in Year Two			
if purchased at time of sale for all equipment listed on quote			
\$1,487.25	year 2	<i>Realized savings of pre-paid maintenance agreements (from date of purchase)</i>	Total Savings
\$2,930.87	year 2-3		\$639
\$4,378.62	year 2-4		\$975
\$5,828.52	year 2-5		\$1,310

Extended Hardware Warranty Beginning in Year Two			
if not purchased at time of sale for all equipment listed on quote			
\$1,784.70	year 2	<i>Realized savings of pre-paid maintenance agreements</i>	Total Savings
\$3,517.05	year 2-3		\$52
\$5,254.35	year 2-4		\$100
\$6,994.22	year 2-5		\$145

Annual Software License Renewal Fee(s)		
No. of seats	Annual Software License and Support are Required	Annual Cost
3	Annual support for Flex Application Software/CircIT	\$1,935

CircIT Kiosk with Wrap

Prepared For: Bethlehem Public Library, NY					11/10/2017		
					Quote Number 20171110 TH		
QTY	PN	Self Check-out System Products and Services	Unit List Price	Unit Sale Price	Total List Price	Total Sale Price	
Self Check-out Kiosk							
1	80200000	CircIT Kiosk Barcode and receipt printer	\$6,499.00	\$5,995.00	\$6,499.00	\$5,995.00	
1	80603501	Wrap Stock Design, All Sides	\$1,399.00	\$1,399.00	\$1,399.00	\$1,399.00	
Software							
1	28000002	CircIT Seat Licenses	\$2,000.00	\$995.00	\$2,000.00	\$995.00	
Installation and Training Costs							
1	Total	Onsite Hardware & Software Installation and Training	\$3,715.00	\$3,715.00	\$3,715.00	\$3,715.00	
Shipping							
1		Estimated+++	\$425.00	\$425.00	\$425.00	\$425.00	
					Sub Total (USD)	\$14,038.00	\$12,529.00
<i>Prices contained in this quote are good for 90 days.</i>					Total (USD)	\$12,529.00	
Extended Hardware Warranty Beginning in Year Two							
if purchased at time of sale for all equipment listed on quote							
\$974.85	year 2					Total Savings	
\$1,921.10	year 2-3					\$419	
\$2,870.06	year 2-4					\$639	
\$3,820.43	year 2-5					\$859	
<i>Realized savings of pre-paid maintenance agreements (from date of purchase)</i>							
Extended Hardware Warranty Beginning in Year Two							
if not purchased at time of sale for all equipment listed on quote							
\$1,169.82	year 2					Total Savings	
\$2,305.33	year 2-3					\$34	
\$3,444.07	year 2-4					\$65	
\$4,584.51	year 2-5					\$95	
<i>Realized savings of pre-paid maintenance agreements</i>							
Annual Software License Renewal Fee(s)							
No. of seats	Annual Software License and Support are Required					Annual Cost	
1	Annual support for CircIT software after year 1					\$400	

Cash & Coin Unit with Comprise Terminal

Prepared For: Bethlehem Public Library, NY						11/10/2017		
						Quote Number 20171110 TH		
QTY	PN	Self Check-out System Products and Services	Unit List Price	Unit Sale Price	Total List Price	Total Sale Price		
Self Check-out Kiosk								
1	80100000	Cash and Coin - Jamex	\$2,865.00	\$2,865.00	\$2,865.00	\$2,865.00		
Comprise								
1	25020196	Smart Terminals for Self Check - USA	\$1,495.00	\$1,495.00	\$1,495.00	\$1,495.00		
Shipping								
1		Estimated†††	\$295.00	\$295.00	\$295.00	\$295.00		
					Sub Total (USD)	\$4,790.00	\$4,790.00	
<i>Prices contained in this quote are good for 90 days.</i>						Total (USD)	\$4,790.00	
Extended Hardware Warranty Beginning in Year Two								
if purchased at time of sale for all equipment listed on quote								
\$429.75	year 2	<i>Realized savings of pre-paid maintenance agreements (from date of purchase)</i>					Total Savings	
\$846.89	year 2-3						\$185	
\$1,265.23	year 2-4						\$282	
\$1,684.19	year 2-5						\$379	
Extended Hardware Warranty Beginning in Year Two								
if not purchased at time of sale for all equipment listed on quote								
\$515.70	year 2	<i>Realized savings of pre-paid maintenance agreements</i>					Total Savings	
\$1,016.27	year 2-3						\$15	
\$1,518.28	year 2-4						\$29	
\$2,021.02	year 2-5						\$42	
Annual Software License Renewal Fee(s)								
Annual Software License and Support are Required								
No. of seats						Annual Cost		
1	Annual Support for Smart terminals					\$370		

Comprise Terminals for Combo Stations/FLEX Desktops

Prepared For: Bethlehem Public Library, NY						11/10/2017	
						Quote Number 20171110 TH	
QTY	PN	Self Check-out System Products and Services	Unit List Price	Unit Sale Price	Total List Price	Total Sale Price	
Comprise							
3	25020196	Smart Terminals for Self Check - USA	\$1,495.00	\$1,495.00	\$4,485.00	\$4,485.00	
Shipping							
1		Estimated†††	\$45.00	\$45.00	\$45.00	\$45.00	
					Sub Total (USD)	\$4,530.00	\$4,530.00
<i>Prices contained in this quote are good for 90 days.</i>						Total (USD)	\$4,530.00
Annual Software License Renewal Fee(s)							
Annual Software License and Support are Required							
No. of seats						Annual Cost	
3	Annual Support for Smart terminals					\$1,110	

***Note: Terminal price indicates one Merchant Account. Multiple Merchant Accounts will incur additional fees per account.**

SCO Payment Terms and Support:

† Software support is required starting in year two.

†† Shipping charges estimated on all quoted products shipping at the same time F.O.B. originating facility. Shipping is estimated and calculated using today's rates to one receiving location, unless otherwise noted. Additional shipping charges may apply. Multiple shipments may result in increased charges.

- Restocking fee of 20% will be applied to all returned hardware prior to library credit. Costs incurred for returned hardware are at the expense of the library.
- Payment of all applicable duties and taxes are the responsibility of the purchasing entity. All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, please provide Tax Exempt Certificate.
- Standard Tech Logic Terms and Conditions apply to all sales
- Prices quoted above include a standard Tech Logic one year warranty. Refer to Tech Logic warranty information for additional terms and conditions.
- Pricing for Comprise Smart Terminals include one Merchant Account set-up. Additional Merchant Account set-up pricing is indicated in above quote.
- Any required SIP configuration or ILS renewal fees are not covered by the Tech Logic first year warranty.

Payment Terms, RFID Tags & SCO Equipment: The net amount of each invoice is due in full, within thirty (30) days of date of invoice. A payment of 50% of order due upon execution of order confirmation 50% payment due net 30 at shipping,

Interest Charges: If any payments due from Library to Tech Logic are deemed to be, in the sole discretion of Tech Logic, overdue, then interest charges thereon shall be paid by Library to Tech Logic at a rate of one and one-half percent (1.5%) per month. **Credit, Debit, or P-Card Payments are not acceptable forms of payment.**

Performance Bond & Payment Bond:

Costs associated with Performance & Payment bond requirements are the sole responsibility of the library.

Software and Hardware Support:

- Annual Software License and Extended Hardware Maintenance program costs begin in year two. Software License(s) are required for the duration that the equipment in use and is billed annually. Extended Hardware Maintenance is optional.

* Annual Software License and Extended Hardware Maintenance Programs automatically increase 4% per year after the initial first year of paid annual support. Customer may qualify for savings with a multi-year pre-payment plan. Comprise products are exempt from any annual support increase.

Order submission confirms your understand of above stated policy.

Phone Support-Service Calls

- The minimum charge for service calls is a 2 hour minimum.

Notes:

- 1) SIP2 is required. Please ensure that the SIP & ILS implementations are of the latest versions.
- 2) The SIP interface which integrates self-check systems with ILS software is provided by the ILS vendor.
- 3) If the library is providing computers for CircIT self-check software, verify computers meet minimum specifications.
- 4) CircIT Credit Card Payment works in conjunction with VeriFone or Comprise.
- 5) Payment Processing is the responsibility of the Library.

Lease Financing Option

Available on all orders exceeding \$5,000 upon request.

<http://www.applyforlease.com>

financing solutions

HORIZON - KEystone FINANCIAL

The Value of Municipal Financing

Horizon Keystone Financials' initial emphasis in every sale is to identify and meet customer requirements. We structure lease terms that match your individual needs and budget. We will stay with you through the entire leasing process, from need identification through approval, documentation, and funding. We will work with you through every step of acquiring and financing equipment.

Who qualifies for a municipal finance agreement?

The government of states, counties, cities, towns, villages, boroughs, school districts, and state universities.

What kind of equipment can be financed?

All Tech Logic products and services.

How can a municipal finance agreement help our organization? A municipal finance agreement can improve your organization's financial situation by:

Reducing Monthly Outlays Because municipal interest payments are exempt from federal income taxes, Horizon Keystone Financial passes its tax savings on to you in the form of lower rates that keep your monthly payments affordable.

Leveraging Cash Position If your balance sheet is healthy, keep those cash reserves fully invested and use the income to off set the interest on your lease payments. Horizon Keystone Financials tax-exempt finance rates may even be lower than the rate you can earn on your invested funds.

Preserving Cash With no up-front cash required, you can use your available capital for operating requirements rather than down payments.

Simplifying Financial Transactions A master finance agreement line can eliminate the hassles of negotiating and bidding multiple purchases. Horizon Keystone Financial will fund your entire lease, eliminating the need for underwriting by investment bankers and the need to prepare lengthy documents.

Funding Immediate Needs You'll get the equipment you need now, without waiting for next year's budget cycle and without the costs and delays of a voter referendum.

Pooling Financial Needs for Discounts Consolidate the equipment needs of all your departments into a single finance agreement line and reap the rewards of lower interest rates.

Increasing Financial Control Coordinate the purchasing activities of multiple departments with a master finance agreement line that guarantees the same favorable terms for every transaction.

Non Appropriation Agreement - A municipal lease characterized by a non-appropriation clause specifies that the lease can be terminated in the event funds are not made available in subsequent fiscal years.

Early Buyout Options - Government body would be given an option to prepay the finance agreement at a *discounted buyout price* negotiated at the inception of the lease.

Variable Payments - Finance agreements could be structured with monthly, semi-annual, or annual payment structures to accommodate the government body financing.

Program Options Provided By: Horizon Keystone Financial
Corinne Beyer 800-606-0049 x140 corinne@horizonkeystone.com
INFLATION HEDGE - Payment with tomorrow's dollars at today's prices!

HVAC Renovation Report – As of 1/8/2018

Notes

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

Completed Tasks

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

Aug. 2017 Contractor's estimated provided by contractor associated with DASNY

Sep. 2017 DASNY authorization bill sent to Governor's office for approval

Sep. 2017 Submit NYS Library Construction Grant application to UHLS

Oct. 2017 Trustees vote on Project Management Agreement with DASNY

Nov. 2017 Bid documents are published

Nov. 2017 Pre-bid walkthrough meeting on 11/28 @ 10am

Dec. 2017 Bids received and opened

Dec. 2017 Bids reviewed

Dec. 2017 Apparent low bidder is notified, DASNY reviews bid for responsibility

Yet to be completed

Dec. 2017 Begin Contract administration - M/E Engineering

Jan. 2018 Contractor selected

Jan. 2018 Inside construction begins

Spring 2018 Outside construction begins

May 2018 Construction is complete

Design

	Budget	Encumbered	Expensed	Notes
Design	\$100,858	\$26,504	\$74,381	Project No. suffixes .30,.40,.10
Contractor Estimate	\$4,125	\$0	\$4,125	Necessary for construction grant
Design Subtotal	\$104,983	\$26,504	\$78,506	

Construction/Construction Management

	Budget	Encumbered	Expensed	Notes
Construction Manager	\$94,608	\$0	\$94,608*	Contract approved at October Board meeting
HVAC Renovation Bid	\$625,000	\$0	\$0	Wilkins Mechanical is the apparent low bidder
HVAC Reno. Contingency	\$63,790	\$0	\$0	
Asbestos monitoring	3000	\$0	\$0	
Construction Subtotal	\$786,398	\$0	\$94,608	No executed contracts

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

Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$750,000	\$26,504	\$173,114	\$891,381

Below is a breakout of cash vs. funding necessary for this project.

	Cash	Current Funding	Additional Funding Necessary	Total Funding Necessary
DASNY Fee	94,000	94,000	-	
Construction Low Bid	625,000	580,000	45,000	
		-		
Asbestos Monitoring	3,000		3,000	
Contingency	63,790	58,000	5,790	
Total Necessary	785,790	732,000	53,790	785,790
Cash to be Billed	691,790			

Please review the above chart and advise if you are in agreement with the following:

1. Additional funding approval of \$53,790.
2. A billing to be paid in the amount of \$691,790 before mid-February, early-March award.
 - a. If yes at this time, I will prepare a billing this week to be sent to the Library.

If you have any questions, please let me know.

Thank you,

Lori S. Kniese
 Construction Program Analyst | Project Financial Administration

DASNY | We Finance, Build and Deliver.
 515 Broadway, Albany, NY, 12207

Bethlehem Public Library - HVAC Replacement

Skip to: [Contacts](#) | [Attachments](#) | [Interested Subs/Suppliers](#) | [Planholders](#) | [Bid Results](#)

Date of Issue: 7/26/2017

Solicitation # 3428009999

Ad / Notice

PLEASE NOTE: This is a REISSUE of a prior notice.

IF YOU PREVIOUSLY SUBMITTED AN EXPRESSION OF INTEREST FOR THIS PROJECT AS A RESPONSE TO AN EARLIER NOTICE, PLEASE DO NOT RESUBMIT.

The Dormitory Authority of the State of New York (DASNY) is soliciting "Expressions Of Interest" from Single Prime Contractors for the following Scope of Work to be performed at Bethlehem Public Library:

Replacement of four packaged gas-fired roof-top HVAC units, a ductless split system, a ducted split system, replacement of controllers and actuators on VAV boxes, addition of a hot water unit heater and replacement of exhaust fans. LED lighting will be installed in new ceiling grid and acoustical ceiling tile in a small area of the Library. Minor amount of asbestos abatement.

It is anticipated that all work will be completed between approximately February 1, 2018 and May 31, 2018. The estimated Construction Cost is between \$450,000 and \$550,000

This ad is for expressions of interest only. Bidders for the construction of this project will be selected only after the review and evaluation of the qualification packages received in response to this notice.

Eligibility/Qualifications Requirements/Preferences:

Firms shall provide three (3) copies of the EOI packages, with Tabs in the following sequence:

Tab 1 - Documentation of a minimum of ten (10) years experience in similar work and provide a list of five (5) projects of similar size scope and complexity to the referenced project, which have been completed, or substantially completed in the last ten (10) years. For each project, the following needs to be provided; project designer, firm name and contact information, project title and location/facility, a brief description of the project, total construction cost, and construction start and substantial completion date.

Tab 2 - The table of contents or summary of the firm's Safety Program.

Tab 3 - The firm's experience modification rating documentation issued by the Workers Compensation Board (EMR Rating).

Tab 4 - Bonding Capacity documentation from Surety Company (single and aggregate).

Tab 5 - A completed NYS Vendor Responsibility Questionnaire For-Profit Construction (CCA-2). Electronic copies can be obtained from the Dormitory Authority, State of New York

(DASNY) web site www.dasny.org.

Tab 6 – List of Potential Subcontractors including potential M/WBE firms.

Firms deemed qualified from this solicitation will be included on a short list and invited to submit a bid in the near future. Firms not following the EOI package requirements as noted shall be considered non-responsive to the advertisement. The construction contract will be held by DASNY.

Contract Security, EEO/AA Insurance, NY State Vendor Responsibility Questionnaire (Executive Order 125). See Contract Documents for details.

In accordance with State Finance Law § 139-j and § 139-k, this solicitation includes and imposes certain restrictions on communications between Dormitory Authority personnel and an Offerer during the procurement process. Designated staff for this procurement are: The Project Manager and ccontracts@dasny.org. Contacts made to other Dormitory Authority personnel regarding this procurement may disqualify the Offerer and affect future procurements with governmental entities in the State of New York. Please refer to the Authority's website (www.dasny.org) for Authority policy and procedures regarding this law, or the OGS website (www.ogs.state.ny.us/aboutogs/regulations/defaultAdvisoryCouncil) for more information about this law. All proposers, domestic and foreign, must be in compliance with New York State business registration requirements. Contact the NYS Department of State regarding compliance. In addition, business entities proposing to provide professional engineering services must obtain a Certificate of Authorization to Provide Engineering Services in New York State from the State Education Department. Proposals must be submitted in the full legal name of the proposer, or the full legal name plus a registered assumed name of the proposer, if any.

Subcontracting Provisions

Minority Sub-Contracting Goal: 8%

Women Owned Sub-Contracting Goal: 7%

Due Date: 12/12/2017 2:00 PM

Contract Terms: May 31, 2018

Location Where Goods to be Delivered or Service Performed

Bethlehem Public Library

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Contact Information

Primary Contact:

Dormitory Authority of the State of New York
Construction
Daniel Coughlin
Senior Assistant Project Manager
515 Broadway

Albany, NY 12207-2964

United States

ph: 518-257-3312

[Verify you're human to view email addresses](#)

Submit To:

Dormitory Authority of the State of New York

Procurement

ATTENTION: Contracts Unit - JENNIFER BURTCH

Procurement

515 Broadway

Albany, NY 12207-2964

United States

ph: 518-257-3000

fax: 518-257-3468

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AttachmentsNo Attachments

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Interested Sub/Suppliers List

[American Veteran Enterprise Team LLC](#) | MBE,SDVOB [\[+\]](#)

[AZH CONSTRUCTION and CONSULTING Corp](#) | M/WBE [\[+\]](#)

[Pearls Construction, LLC](#) [\[+\]](#)

[SIGNS VISUAL INDUSTRIES OF NEW YORK, INC.](#) | WBE,MBE,M/WBE [\[+\]](#)

[Victaulic](#) [\[+\]](#)

[Young Developers LLC](#) [\[+\]](#)

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Plan HoldersNo Plan Holders

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Bid Results

Bid Code: 3428002

Company: Eastern Heating & Cooling Inc.

Bid Amount: \$487,715.00

Company: Wilkins Mechanical Inc.

Bid Amount: \$625,000.00

Company: DiGesare Mechanical, Inc.

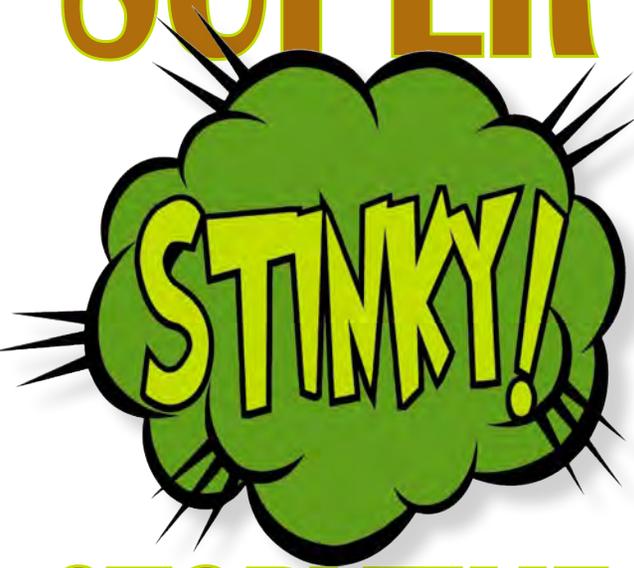
Bid Amount: \$655,500.00

Company: John W. Danforth Company

Bid Amount: \$734,900.00

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SUPER



STORYTIME

MONDAY JANUARY 15 • 10AM

Enjoy a stinky tale or two,
test your sense of smell and
create some fake poop to take home.

*For children ages 3 and up
with caregiver.*

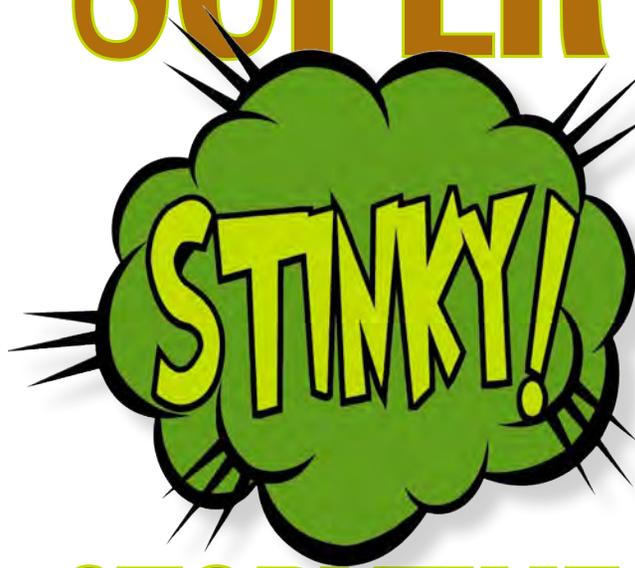
BETHLEHEM PUBLIC LIBRARY

451 DELAWARE AVE., DELMAR



(518) 439-9314 • www.bpkids.org

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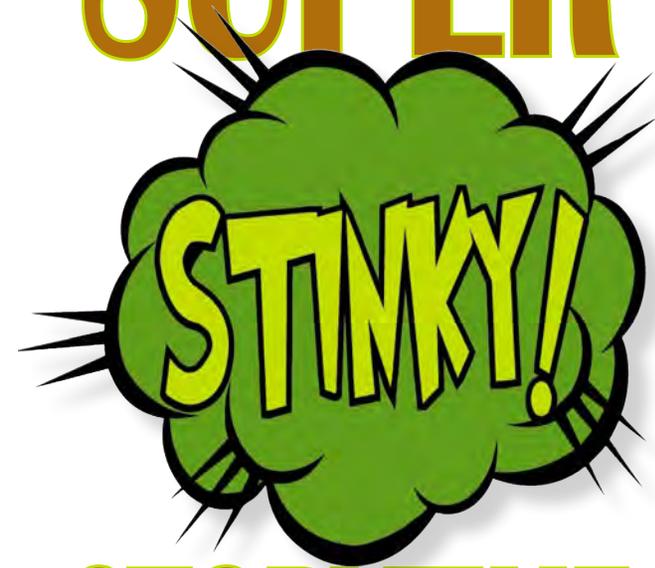
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BETHLEHEM PUBLIC LIBRARY

451 DELAWARE AVE., DELMAR



(518) 439-9314 • www.bpkids.org



Bethlehem Public Library added 2 new photos.



Published by Kristen Roberts [?] · December 29, 2017 at 12:45pm · 🌐

Congrats to our TWO winning Star Wars Trivia teams: Team Holmquist (Bailey, Luke and Grace) and Team Droid (Kelly, Jennifer, John and Linda). The Force was strong today!

64



👤 1,223 people reached

Boost Post

👍 Like 💬 Comment ➦ Share



👤👤👤 Melissa Marie, Kim Goodfellow and 22 others

1 Share

LIBRARIES AND SENIORS

A year in review at BPL

As we wrap up another tremendous year at the library, it's a good time to reflect on all the ways throughout the past months we've been able to connect with the community – a relationship that inspires us to grow and enhance the services we provide.

2017 Highlights:

Our Friends-supported Library of Things continues to expand, with the addition of musical instruments, American Girl dolls, and tech tools like solar chargers, laptops and more.

Our Children's Place was host to a brood of chicks this spring that our young patrons helped raise from eggs and tend to with help from naturalist George Steele.

We launched Rubber Ducky Club, a year-round early literacy program that



allows babies, toddlers and preschoolers to log literacy moments and earn prizes.

The library handed out more than 1,000 solar eclipse viewing classes and featured special programming leading up to the rare Aug. 21 celestial event.

We redesigned our website for a cleaner, more accessible look.

Musical programming remains strong, with our Sunday Music concert series delighting classical music fans in the winter and Evenings on the Green providing more lively outdoor fare in the summer. We also began a partnership with the Center for Disability Services to co-host morning concerts for all ages and abilities.

Our popular Project

Runway teen sewing series went green this year with a challenge to incorporate recycled materials in the designs.

The Ann Seegal Memorial Storytelling series featured Emily Ellison in the spring and a "Travel the World in Tales and Tunes" extravaganza in fall.

The library's Halloween costume swap continues to grow and provide a way for even more people to "upcycle" their old costumes, and everyone got into the spirit of the annual indoor preschool Halloween parade.

Adults and children have enjoyed library cinema series with popular titles specially selected for them.

Indoor mini-golf returned this summer with a special guest appearance by Pete the Cat.

Job coaching and programming throughout the year aimed to help

people make the next step toward their career goals.

Holiday Hours

We'll be closed Monday, Jan. 1, for New Year's Day. We're always open online at www.bethlehempubliclibrary.org.

First Night at the library

The library will be hosting a number of family-friendly activities from 7-10 p.m. Sunday, Dec. 31, as part of the townwide Bethlehem First Night 2018 celebration.

Warm up in the Community Room with some high-energy tunes from Andy the Music Man, who will perform two sets beginning shortly after the doors open.

Later on, the talented kids from Broadway Bound Performing Arts Academy will showcase their singing and dancing. Face-

painting will take place throughout the evening in the Storyhour Room, and make-and-take crafts will be set up in the hallway. You'll even be able to try out the library's brand-new Oculus Rift virtual reality headset in the Board Room and see what it's like to immerse yourself in a digital world.

All activities will take place in the library's lobby and meeting rooms, and regular library services will not be available.

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, Dec. 29

Giant Word Winder

Find out how to play this larger-than-life cross

between Scrabble and Tic Tac Toe, 2-3 p.m. For grades K-5.

Friday, Dec. 29

Make it from Scratch

An introduction to Scratch Jr., a coding program for beginners, with sessions from 10-11:30am and 1-2:30pm. For children ages 5 and up who will work with caregivers in a 1-to-1 ratio on the library's iPads. Register children only. Sign up online or call. Registration is limited.

Star Wars Trivia

Now that the latest movie in the series is out, it's time to test your knowledge of the first eight films. (No spoilers, we promise!) May the Force be with you, 10-11:15 a.m. Prizes donated by the Friends of Bethlehem Public Library. Sign up online or call.

— Kristen Roberts

Pearls of Wisdom

"Pearls of Wisdom", a new knitting group for seniors, will meet every other week, beginning on Tuesday, Jan. 9, at Town Hall from noon to 3 p.m. Beginners are welcome. Instruction will be provided. Bring your own project or begin work on "Little Hats, Big Hearts", a project to make red hats for premature babies with heart conditions.



meet on Wednesday, Jan. 10, at Normanside Country Club for lunch and a presentation: "Elsmere Fire Department", by Frank Wickham, Fire Chief. Contact Bob Mulligan at (518) 439-3802.

Wellness

Weekly Health and Wellness programs will be held on Fridays at the Town Hall at 1:00 p.m. Have lunch at Tool's before the program, cost on your own. On January 5, Michelle Arthur, Ph.D., Education Coordinator for the Shaker Heritage Society will present "Tending the Body While Tending the Soul."

Donations

Donations to Bethlehem Senior Projects

support the Senior Transportation Service, Emergency Heating Fund, Food Pantry and other programs. Donations through PayPal can be made online at bethlehemsenioproject.org, or via check payable to Bethlehem Senior Projects, Inc., 445 Delaware Ave., Delmar, N.Y. 12054.

— Wilma DeLucco,

George W. Frueh
Discount Home Heating Oil
Kerosene - Diesel Fuel
Get Prepared for the Winter
Fill Up Prices!
Buy Before It Goes Up!
Service... Any Day, Any Time
518-436-1050 *Cash Only

Financial Assistance

The Home Energy Assistance Program, HEAP, provides financial assistance for heating costs for eligible people. AARP Income tax assistance is also available. Call 518-4955, ext. 1176, to make appointments.

Second Milers

The Second Milers, a retired men's club, will

Tired of the same ole?
Celebrate First Night With Us!
Stop, Shop and Watch Fireworks!
Open til 8pm on 12/31
For the art of gift giving!
MERRIMAN & PFISTER
ARTISANS' MARKETPLACE
FREE Gift Wrapping
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LIBRARIES AND SENIORS

Spend break at BPL

Everyone loves a break from the school and homework routine, but by Day 3, restlessness can settle in, and many families will be looking for new ways to be entertained and engaged. Look no further than the library!

Movies and Puppets

On Tuesday, Dec. 26, at 10 a.m., drop by for a screening of "Cars 3." Watch as Lightning McQueen sets out to prove to a new generation that he's still the best race car in the world (G, 102 minutes, Disney). Later in the day, we'll be holding a Breakout Room program for grades 6-12. Use your puzzle-solving skills to open the locked box before time is up - just like an "escape room." The fun starts at 3 p.m. Sign up online or call (518) 439-9314.



The Puppet People will be at the library Wednesday, Dec. 27, for "Puppet Pandemonium." A cast of 16 puppets will perform two zany variety shows featuring a nursery rhyme spoof, a western melodrama and more. Shows will be at 2 p.m. and 6 p.m. Doors open 15 minutes prior to each performance. Space is limited.

Everlasting Snowman

Make an Everlasting Snowman on Thursday, Dec. 28, at 10 a.m. out of Play-Doh. Also on Thursday, get creative with stop motion. Work in teams to create one-of-a-kind video shorts using

Legos and iPads. Sign up online or call. The program takes place 2-4 p.m. and is for ages 9 and up.

Captain Underpants

On Thursday, Dec. 28, at 6:30 p.m. watch "Captain Underpants: The First Epic Movie," where pranksters George and Harold hypnotize their principal into thinking he's a superhero named Captain Underpants (PG, 89 minutes, 20th Century Fox).

Giant Word Winder

On Friday, Dec. 29, play Giant Word Winder, a larger-than-life cross between Scrabble and Tic Tac Toe, from 2-3 p.m. Whether you've seen the latest Star Wars movie or not, all ages are invited to join us Friday, Dec. 29,



The library will be closed Sunday and Monday, Dec. 24 and 25.

Spotlight file photo

from 10-11:15 a.m. for Star Wars trivia. May the Force be with you!

For more information about any of these programs, go to www.bethlehempublib.org.

First Night at BPL

The library will be hosting a number of family-friendly activities from 7-10 p.m. Sunday, Dec. 31, as part of the townwide Bethlehem First Night 2018 celebration.

Warm up in the Community Room with some high-energy tunes from Andy the Music Man, who will perform two sets beginning shortly after the doors open.

Later on, the talented kids from Broadway Bound Performing Arts Academy will showcase their singing and dancing. Face-painting will take place throughout the evening in the Storyhour Room, and make-and-take crafts will be set up in the hallway. You'll even be

able to try out the library's brand-new Oculus Rift virtual reality headset in the Board Room and see what it's like to immerse yourself in a digital world.

Holiday Hours

We'll be closed Sunday through Monday, Dec. 24-25, for the Christmas holiday, and Monday, Jan. 1, for New Year's Day.

We're always open online at www.bethlehempublib.org.

— Kristen Roberts

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TUESDAY JANUARY 9

2-3:30PM **OR** 3:30-4:30PM*

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READ poster and we'll turn that image into
a personalized library card on the spot.

**Sign up online or call.*



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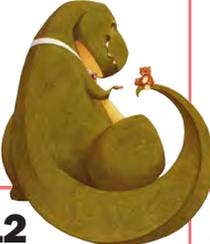
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Kids

activities for **PRESCHOOLERS** — January 2018
Bethlehem Public Library

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Library closed New Year's Day	2	3	4	5 	6 Time Out for Tales 11am
7	8 Tiny Tots 9:30am Family Storytime 10:30am	9 Tiny Tots 9:30am & 10:30am My Best Library Card* 2-3:30pm OR 3:30-4:30pm	10 Family Storytime • 9:30am Family Playtime • 10am	11 Music & Movement • 10am	12 Tea Rex Party* 10am	13 Time Out for Tales 11am
Creation Station — Make a Penguin						
14	15 Super Stinky Storytime 10am (ages 3 and up)	16 Tiny Tots 9:30am & 10:30am	17 Family Storytime 9:30am Family Playtime 10am	18 	19	20 Time Out for Tales 11am
Creation Station cont.						
21	22 Tiny Tots 9:30am Family Storytime 10:30am	23 Tiny Tots 9:30am & 10:30am	24 Family Storytime 9:30am Family Playtime 10am	25 Music & Movement • 10am	26	27 Time Out for Tales 11am
28	29 Tiny Tots 9:30am Family Storytime 10:30am	30 Tiny Tots 9:30am & 10:30am	31 Family Storytime 9:30am Family Playtime 10am	January *program requires signup		

Family Storytime
at Selkirk Fire Station #2
Wednesdays at 10am
January 3-February 28
*except February 21

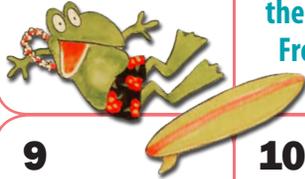
Go online or see the January/February footnotes for program descriptions.

www.bethlehempubliclibrary.org • www.bplkids.org • 439-9314

Key to age ranges (unless otherwise noted):

- ages 3-6
- up to age 35 months
- up to age 6
- kids and families



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>February</h1> 				1 Music & Movement • 10am	2 	3 Time Out for Tales • 11am Take Your Child to the Library Day: Froggy's Luau 2:30-4pm
4	5 Tiny Tots 9:30am Family Storytime 10:30am	6 Tiny Tots 9:30am & 10:30am	7 Family Storytime • 9:30am Family Playtime • 10am	8 Music & Movement • 10am	9	10 Time Out for Tales 11am
Creation Station — Scenes from Space						
11	12 Tiny Tots 9:30am Family Storytime 10:30am	13 Tiny Tots 9:30am & 10:30am Mardi Gras Party 4pm	14 Family Storytime 9:30am Family Playtime 10am	15 Music & Movement • 10am	16 Rubber Ducky Club: Animals A to Z 10-10:30am 	17 Time Out for Tales 11am
Creation Station cont.	Vacation Creation Station					18
18	19 The Puppet People Present: Pirate of Book Island 10am	20 The Lego Ninjago Movie (PG) • 6:30pm	21	22 KBA: Kids Builder Association • 10am	23 Despicable Me 3 (PG) 10am	24 Time Out for Tales 11am
25	26 Tiny Tots 9:30am Family Storytime 10:30am	27 Tiny Tots 9:30am & 10:30am	28 Family Storytime • 9:30am Family Playtime • 10am	 		

Go online or see the January/February footnotes for program descriptions.

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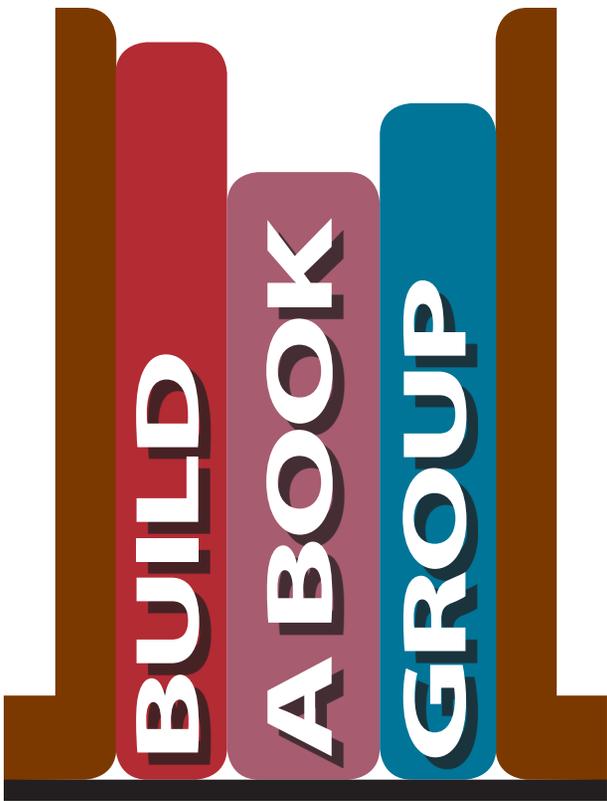
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 up to age 6

 kids and families



TUESDAY JANUARY 30 • 7PM

Find out what you need to know to join a book group or start one of your own. Existing book groups are invited to share ideas about what makes them successful.

Contact Natalie at (518) 439-9314, ext. 3023, if your book group would like to participate.

Refreshments will be served.

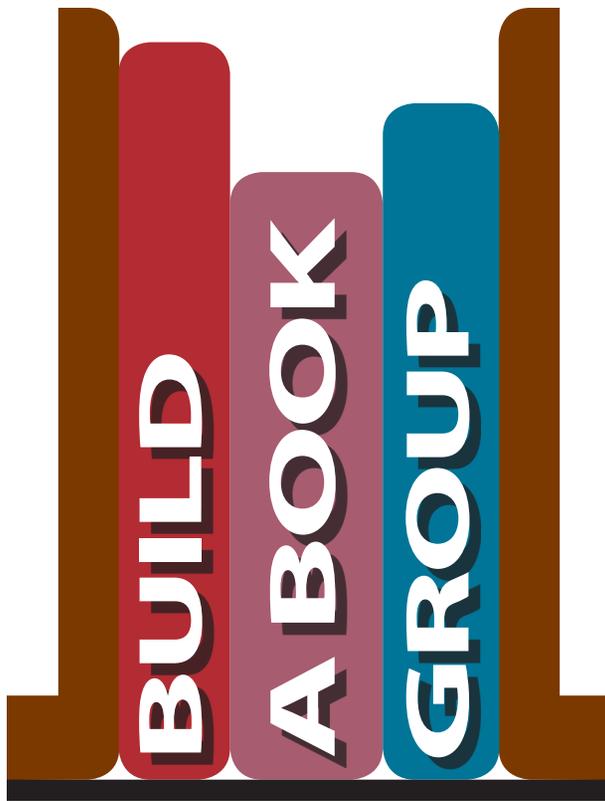
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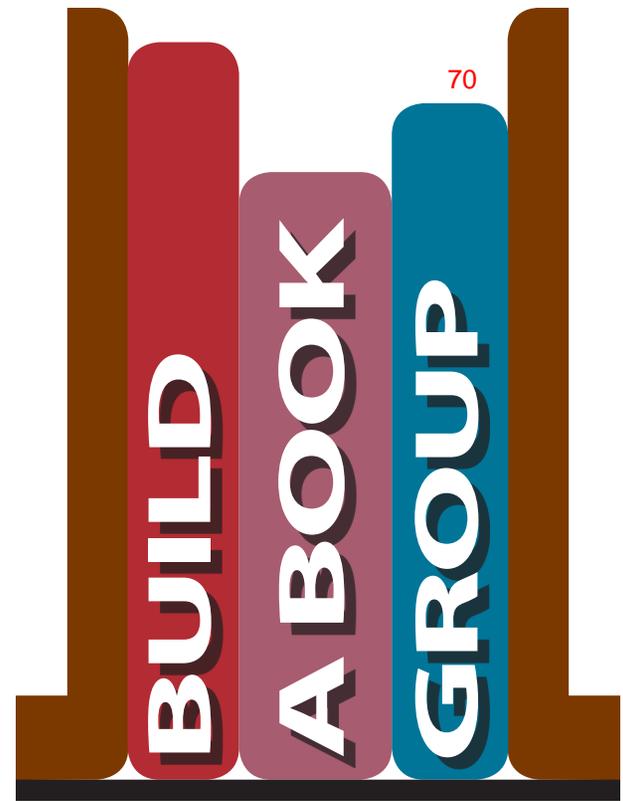
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