



**Board of Trustees Meeting
January 9, 2017 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Director evaluation/employee survey**
- **Financial report**
 - **Engineering invoices**
 - **Resolutions - none**
 - **Personnel report**
 - **Personnel actions**
- **Director's report**
- **UHLS report – no report**
- **New business**
 - **Magazine loan period**
 - **2017-18 tax levy limit**
 - **Community Foundation disbursement**
 - **Other new business**
- **Old business**
 - **HVAC project update**
 - **Fire alarm & security project update**
 - **Water testing**
 - **Other old business**
- **Public Participation**
- **Executive Session**
- **Adjournment**

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

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

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday December 12 2016

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

GUESTS: Tanya Choppy, Accounts Clerk
Jeremy Johannesen, Executive Director of NYLA
Chris McGinty, Head of Public Services
Catherine Stollar Peters, Head of Tech Services, Circulation

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

PUBLIC PARTICPATION

J. Johannesen noted that the agenda indicated there would be a discussion later about the asbestos abatement in the foyer, and he wanted to give his endorsement as a community member to the fuller version of the proposal in order to completely deal with the asbestos at that time.

MINUTES

Minutes of the 14 November 2016 board meeting were unanimously approved on a MOTION by J. Becker with a SECOND by L. Scoons.

In response to a question from M. Kissinger, T. Choppy and G. Kirkpatrick said the auditors had answered the board's question from the previous meeting via email that was forwarded to all of the trustees.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by P. Rice, the board unanimously approved the Financial Statement dated 30 November 2016 (Manual Disbursements for November \$35,365.49; Cash Disbursements/Accounts Payable for December \$372,036.06; Trust & Agency Disbursements/Salaries for November \$162,949.19; CapProject Fund/Hand-Drawn Checks for November \$1,866.20; Total: \$572,216.94).

T. Choppy said the library has received all of the school tax money for this year. She also said that next month's statement will reflect the last of the state aid.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for November 1-30, 2016.

ENGINEERING INVOICES FOR HVAC

The board reviewed the most recent invoice from M/E Engineering for backflow prevention design work totaling \$5,421.60. G. Kirkpatrick said that the county required an engineer's report, which was part of the design work. The library is still waiting for quotes from the plumbers, but the work will not include any digging or outside work. It is likely to be less expensive than the design phase.

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board unanimously approved payment to M/E Engineering for backflow prevention design work in the amount of \$5,421.60.

RESOLUTIONS

None.

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

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

- Librarian 1, 15 hours/week at \$25.22/hour or per contract

DIRECTOR'S REPORT

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

- G. Kirkpatrick thanked the board once again for the cupcakes they provided for Staff Development Day. C. McGinty gave the board a thank-you card and gift from staffers. G. Kirkpatrick also gave an overview of the day, which was a return to the full-day format. His state of the library address covered some new statistics and was followed by T. McShane's workplace violence training and incident report. C. McGinty and Mary Fellows from Upper Hudson, then talked about how everyone in the library serves families, followed by a team-based game that highlighted some of the stressors that children can face as their brains are developing. After a break for lunch, during which some staffers participated in a lockbox challenge, a representative from the Pride Center in Albany spoke about serving LGBTQ library users.
- Use patterns show that the Chromebooks that are circulating are typically only being checked out for a short time and that people are still using the bank of desktop computers to browse the internet. H. Narang asked about browsing privacy for users and those logging in and out on the Google Chromebooks. The library has a 3-year license from Google for a management console that wipes out all of the previous user's information when the computer is shut down. The board agreed that it is too early to tell what the laptop usage patterns are indicating, and H. Narang suggested that a couple more weeks of publicity might alert more patrons to the service.

- Trustees discussed the first full month's worth of people counter data, and noted that it provided a good overview of meeting room use, although H. Narang said it would be impossible to draw conclusions from one month's worth of data. The data show the Delaware Avenue entrance sees little use, but M. Redmond wondered if that might change in the summer. G. Kirkpatrick said the library was excited about using the hourly numbers to break down the busiest times of day and better focus staffing.

UPPER HUDSON LIBRARY SYSTEM REPORT

There was no meeting to report on.

NEW BUSINESS

Wi-Fi hotspots

The library currently has 10 mobile WiFi hotspots available, with 5 requestable only by Bethlehem patrons. The request list currently has 32 people waiting. The board discussed whether they should make more of the hotspots requestable but eventually decided that the time that could be spent waiting on the hold shelf could cut into circulation. The board also discussed whether there was enough demand to merit the addition of more hotspots to the collection. The devices cost about \$120 each, but come with a monthly fee of \$10. Trustees said they were in favor of adding more hotspots if the demand was there, but they eventually decided to wait another six months to get a better idea about usage patterns and patron need. M. Redmond said the board should track what the waiting list numbers are each month.

Five Rivers

G. Kirkpatrick said the library has been in conversation with Five Rivers Director Ray Perry about getting free library WiFi installed at the center. Five Rivers has received permission to allow the library to move forward with this plan. The conduit already exists, and the library will be conducting a site survey soon. The location of Five Rivers in the town of New Scotland is a plus. G. Kirkpatrick said he believes this might be one of the first partnerships between a library and a state agency in New York.

EBSCO invoice

G. Kirkpatrick said the library would like to continue its EBSCO subscription to the following databases: Consumer Reports, Literary Reference Center, Auto Repair Reference Center, NoveList and NoveList K-8. H. Narang asked about usage, and G. Kirkpatrick said Consumer Reports is by far the most-used database on the list.

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board authorized the library to purchase a databases package from EBSCO in the amount of \$11,103.00.

Other new business

M. Redmond said the recent school bond issue had nothing to do with the library, in case trustees received any questions from the public. G. Kirkpatrick said he had gotten some questions from patrons.

OLD BUSINESS

HVAC project update

Although there was little to report, G. Kirkpatrick said it was time to explore RFPs. Beth from M/E Engineering will be putting together some sample RFPs, and G. Kirkpatrick has researched other recent library construction managers RFPs for comparison. M. Redmond and H. Narang discussed setting up a meeting time in the new year to go over it.

Fire alarm and security project update

The board discussed the two options for dealing with the asbestos in the foyer before installing the fire alarm and security system. One involves a spot abatement and the other would be a full abatement. Both would cost around the same, but the full abatement would come with the additional cost of about \$40,000 to replace the ceiling and lighting and may impact patron access during the work. Trustees talked about ways to minimize the impact through scheduling and changing points of access, but ultimately opted to move forward with design work for the full abatement.

On a MOTION by H. Narang with a SECOND by J. Becker, the board authorized the revision of the scope of the asbestos abatement portion of the fire alarm and security project to include full asbestos abatement in the foyer and the replacement of the ceiling and lighting.

Water testing

The water has been tested, and the library is still waiting for the results.

Director evaluation/employee survey

L. Scoons had shared via email some of the feedback she had received from Tim Burke of Upper Hudson about the draft survey, and asked the board for their thoughts. The board discussed some of the wording before thanking L. Scoons for the time she spent preparing the survey.

Bethlehem First Night

G. Kirkpatrick and C. McGinty have been in contact with the town about ways the library could support First Night despite not being a venue, and the door has been left open for the future.

Streaming video services

Library staffers have looked into what streaming videos would be available through the Overdrive platform and, though it is limited, there are many titles in the Criterion collection and PBS. There are currently some movie available, and they see limited use. Any purchases the library would make would be available to all Upper Hudson patrons. The cost per title could be \$15-\$100. H. Narang said that it could allow the library the ability to offer a title without taking up any shelf space. B. Sweeney said that it could be a relatively small investment to add some major classic films to the catalog and see if publicizing the service leads the patrons to use it. M. Redmond said they could track usage through Overdrive. Board members said the library should move forward with putting together a speculative collection of streaming video titles.

Other old business
None

PUBLIC PARTICIPATION

There was no public participation.

On a MOTION by B. Sweeney with a SECOND by H. Narang, the meeting adjourned at 7:32pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #6
12/31/2016**

CURRENT MONTHLY REVENUE

| | |
|------------------------|-------------------|
| Real Property Taxes | 0.00 |
| PILOT | 0.00 |
| Sale of Equipment | 0.00 |
| Fines | 1,800.83 |
| Interest on Investment | 540.89 |
| Sale of Books | 553.35 |
| Gifts and Donations | 100.00 |
| Insurance Recovery | 0.00 |
| Photocopier | 546.84 |
| State Aid | 2,478.00 |
| Grants | 0.00 |
| Miscellaneous Income | 25.00 |
| Total | \$6,044.91 |

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #6
12/31/2016**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2016-2017

| | BUDGET | YEAR TO DATE | UNFAVORABLE (FAVORABLE) VARIANCE | PERCENT |
|----------------------------|-----------------------|--------------|--|---------|
| Real Property Taxes | 3,750,557.00 | 3,575,600.00 | 174,957.00 | 95.34% |
| PILOT | 198,100.00 | 199,250.77 | (1,150.77) | 100.58% |
| Sale of Equipment | 0.00 | 0.00 | 0.00 | 0.00% |
| Fines | 42,000.00 | 18,676.57 | 23,323.43 | 44.47% |
| Interest on Investment | 3,200.00 | 2,469.92 | 730.08 | 77.19% |
| Sale of Books | 5,500.00 | 3,109.01 | 2,390.99 | 56.53% |
| Gifts and Donations, Misc | 1,000.00 | 1,135.00 | (135.00) | 113.50% |
| Insurance Recovery | 0.00 | 0.00 | 0.00 | 0.00% |
| Photocopier | 6,000.00 | 3,700.14 | 2,299.86 | 61.67% |
| State Aid | 24,500.00 | 24,778.00 | (278.00) | 101.13% |
| Miscellaneous Income | 0.00 | 75.00 | (75.00) | |
| Sub-Total | \$4,030,857.00 | 3,828,794.41 | 202,137.59 | 94.99% |
| Appropriated Funds Balance | \$0.00 | | | |
| TOTAL | \$4,030,857.00 | | | |

OPERATING CASH SUMMARY

| | |
|-----------------------|-----------------------|
| TD Checking Account | 32,549.38 |
| TD Money Market: | 4,086,925.37 * |
| CD Investments: | 0.00 |
| TD Comp Fund: | 500,000.00 |
| Capital Project Fund: | 42,153.86 ** |
| TOTAL | \$4,661,628.61 |

*Includes \$540.89 Interest credited 12/31/16

**Includes \$2.93 Interest credited 12/31/16

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #6**

12/31/2016

| | |
|---|---------------------|
| MANUAL DISBURSEMENTS - DECEMBER HAND DRAWN CHECKS TD BANK | \$9,627.58 |
| CASH DISBURSEMENTS - JANUARY ACCOUNTS PAYABLE TD BANK | \$99,007.19 |
| TRUST & AGENCY DISBURSEMENTS - DECEMBER SALARIES - TD BANK | \$284,125.18 |
| CAPITAL PROJECT FUND HAND DRAWN CHECKS - DECEMBER | \$1,866.20 |
| TOTAL | \$394,626.15 |

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 23: MANUAL DISB (DEC 16)



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|---------|------------|-----------|--------------------------------|-----------|--------------|
| 35770 | 12/13/2016 | 1833 | BLUESHIELD OF NORTHEASTERN NY | | 4,161.02 |
| 35771 | 12/13/2016 | 2087 | CITIBANK | 170486 | 177.53 |
| 35771 | 12/15/2016 | 2087 | **VOID** CITIBANK | 170486 | -177.53 |
| 35772 | 12/13/2016 | 1161 | TOWN OF BETHLEHEM | 170488 | 1,121.40 |
| 35773 | 12/13/2016 | 1607 | VERIZON BUSINESS FIOS | 170012 | 191.98 |
| 35773 | 12/15/2016 | 1607 | **VOID** VERIZON BUSINESS FIOS | 170012 | -191.98 |
| 35774 | 12/15/2016 | 2087 | CITIBANK | 170486 | 177.53 |
| 35775 | 12/15/2016 | 1607 | VERIZON BUSINESS FIOS | 170012 | 14.45 |
| 35776 | 12/21/2016 | 1424 | AFLAC NEW YORK | | 442.22 |
| 35777 | 12/21/2016 | 1570 | NATIONAL GRID | | 3,466.21 |
| 35782 | 12/28/2016 | 1607 | VERIZON BUSINESS FIOS | 170010 | 116.98 |
| 35783 | 12/28/2016 | 1607 | VERIZON BUSINESS FIOS | 170009 | 127.77 |

Number of Transactions: 12

Warrant Total: 9,627.58

Vendor Portion: 9,627.58

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 - 25: CASH DISB (JAN 17)



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|---------|------------|-----------|--|-----------|--------------|
| 35784 | 01/10/2017 | 30 | ALBANY PUBLIC LIBRARY-MAIN BR | 170524 | 7.00 |
| 35785 | 01/10/2017 | 1009 | **CONTINUED** AMAZON CREDIT PLAN | | 0.00 |
| 35786 | 01/10/2017 | 1009 | **CONTINUED** AMAZON CREDIT PLAN | | 0.00 |
| 35787 | 01/10/2017 | 1009 | AMAZON CREDIT PLAN | 170512 | 3,463.38 |
| 35788 | 01/10/2017 | 61 | AQUASCAPE DESIGNS LLC | 170000 | 77.99 |
| 35789 | 01/10/2017 | 77 | **CONTINUED** BAKER & TAYLOR , INC. | | 0.00 |
| 35790 | 01/10/2017 | 77 | BAKER & TAYLOR , INC. | 170528 | 12,528.40 |
| 35791 | 01/10/2017 | 1186 | BAKER AND TAYLOR ENTERTAINMENT | 170529 | 757.63 |
| 35792 | 01/10/2017 | 719 | BETHLEHEM CENTRAL SCHOOL DIST | 170494 | 856.44 |
| 35793 | 01/10/2017 | 94 | BLACKSTONE AUDIO BOOKS | 170483 | 67.91 |
| 35794 | 01/10/2017 | 1820 | BONADIO & CO., LLP | 170508 | 1,500.00 |
| 35795 | 01/10/2017 | 103 | BRODART INC | 170497 | 43.52 |
| 35796 | 01/10/2017 | 2200 | CCB TECHNOLOGY, INC. | 170418 | 975.00 |
| 35797 | 01/10/2017 | 827 | PHYLLIS CHAMBERS | | 314.70 |
| 35798 | 01/10/2017 | 1771 | CLCD, LLC | 170534 | 637.50 |
| 35799 | 01/10/2017 | 150 | COMMERCIAL MAILING AND | 170516 | 529.99 |
| 35800 | 01/10/2017 | 2078 | COUNTY WASTE & RECYCLING SERVICE, INC. | 170002 | 162.66 |
| 35801 | 01/10/2017 | 176 | DAVE'S GLASS INC. | 170324 | 7,860.00 |
| 35802 | 01/10/2017 | 1240 | DE LAGE LANDEN FINANCIAL SER | 170003 | 440.00 |
| 35803 | 01/10/2017 | 1434 | DELL MARKETING L.P. | 170402 | 8,153.30 |
| 35804 | 01/10/2017 | 1220 | DEMCO, INC | 170498 | 534.99 |
| 35805 | 01/10/2017 | 1991 | EASERN MANAGED PRINT NETWORK LLC | 170424 | 5,993.00 |
| 35806 | 01/10/2017 | 195 | EBSCO SUBSCRIPTION SRVS | 170503 | 11,163.00 |
| 35807 | 01/10/2017 | 1674 | FINDAWAY | 170496 | 430.58 |
| 35808 | 01/10/2017 | 1986 | FIRST LIGHT FKA TECH VALLEY | 170007 | 195.99 |
| 35809 | 01/10/2017 | 1965 | PATRICIA GEROU | | 314.70 |
| 35810 | 01/10/2017 | 1147 | HAMILTON NEWS CO, INC. | 170530 | 4,120.75 |
| 35811 | 01/10/2017 | 745 | MARY HARTMAN | | 314.70 |
| 35812 | 01/10/2017 | 297 | INTERNATIONAL BUILT-IN SYSTEMS | 170511 | 276.00 |
| 35813 | 01/10/2017 | 1576 | JAEGER & FLYNN ASSOCIATES, INC | 170541 | 4,750.00 |
| 35814 | 01/10/2017 | 308 | JAMES KRANENDONK | 170487 | 100.00 |
| 35815 | 01/10/2017 | 2201 | LANE PRESS OF ALBANY | 170537 | 2,030.00 |
| 35816 | 01/10/2017 | 879 | LIBRARY TRUSTEES ASSOC. OF NYS | 170495 | 325.00 |
| 35817 | 01/10/2017 | 2048 | MAKERBOT INDUSTRIES | 170385 | 273.20 |
| 35818 | 01/10/2017 | 235 | FREDERICKA MCCURDY | | 314.70 |
| 35819 | 01/10/2017 | 1024 | **CONTINUED** MIDWEST TAPE | | 0.00 |
| 35820 | 01/10/2017 | 1024 | MIDWEST TAPE | 170522 | 5,439.70 |
| 35821 | 01/10/2017 | 1172 | ANNE B MOSHER | | 314.70 |
| 35822 | 01/10/2017 | 1328 | MOVIE LICENSING USA | 170491 | 180.00 |
| 35823 | 01/10/2017 | 2204 | MRF ABATEMENT SERVICES LLC | 170526 | 950.00 |
| 35824 | 01/10/2017 | 809 | NANCY PIERI | | 314.70 |
| 35825 | 01/10/2017 | 2121 | NATIONAL INDUSTRIES FOR THE BLIND | 170370 | 619.73 |
| 35826 | 01/10/2017 | 2088 | NYSID | 170183 | 301.43 |
| 35827 | 01/10/2017 | 2094 | ORIENTAL TRADING COMPANY, INC. | 170519 | 64.14 |
| 35828 | 01/10/2017 | 1823 | OVER DRIVE INC. | 170510 | 12,100.38 |
| 35829 | 01/10/2017 | 2054 | PANGBURN LANDSCAPING | 170525 | 1,450.00 |
| 35830 | 01/10/2017 | 936 | PENWORTHY COMPANY | 170422 | 727.43 |
| 35831 | 01/10/2017 | 1504 | PITNEY BOWES, INC. | 170006 | 480.00 |
| 35832 | 01/10/2017 | 1834 | PURCHASE POWER - RESERVE ACCOUNT | 170542 | 1,000.00 |
| 35833 | 01/10/2017 | 493 | RECORDED BOOKS, LLC | 170462 | 6.95 |
| 35834 | 01/10/2017 | 1912 | SIENA FENCE | 170532 | 155.00 |
| 35835 | 01/10/2017 | 2038 | STAPLES BUSINESS ADVANTAGE | 170476 | 320.95 |
| 35836 | 01/10/2017 | 2056 | SUPERIOR PRINTING INC. | 170531 | 573.94 |
| 35837 | 01/10/2017 | 2009 | TANYA CHOPPY | 170514 | 102.79 |
| 35838 | 01/10/2017 | 2202 | VADNEY'S UNDERGROUND PLUMBING | 170507 | 2,800.00 |
| 35839 | 01/10/2017 | 1968 | VERIZON WIRELESS | 170011 | 40.01 |
| 35840 | 01/10/2017 | 645 | WW GRAINGER INC | 170005 | 339.61 |

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 21: TRUST & AGENCY (DEC 16)



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|---------|------------|-----------|---------------------------------|-----------|--------------|
| 35695 | 12/02/2016 | 712 | CIVIL SERVICE EMPL ASSOC INC. | | 899.95 |
| 35696 | 12/02/2016 | 1576 | JAEGER & FLYNN ASSOCIATES, INC | | 467.88 |
| 35697 | 12/02/2016 | 1847 | METLIFE OF CONNETICUT | | 100.00 |
| 35698 | 12/02/2016 | 1679 | METLIFE-TSA CONTRIBUTIONS | | 675.00 |
| 35699 | 12/02/2016 | 2003 | NEW YORK STATE DEFERRED | | 4,822.06 |
| 35700 | 12/02/2016 | 710 | NYS INCOME TAX BUREAU | | 4,147.06 |
| 35701 | 12/02/2016 | 711 | SCHOOL SYSTEMS FED CREDIT UNION | | 750.00 |
| 35763 | 12/13/2016 | 712 | CIVIL SERVICE EMPL ASSOC INC. | | 899.95 |
| 35764 | 12/13/2016 | 1576 | JAEGER & FLYNN ASSOCIATES, INC | | 468.76 |
| 35765 | 12/13/2016 | 1847 | METLIFE OF CONNETICUT | | 100.00 |
| 35766 | 12/13/2016 | 1679 | METLIFE-TSA CONTRIBUTIONS | | 675.00 |
| 35767 | 12/13/2016 | 2003 | NEW YORK STATE DEFERRED | | 1,724.95 |
| 35768 | 12/13/2016 | 710 | NYS INCOME TAX BUREAU | | 3,099.14 |
| 35769 | 12/13/2016 | 711 | SCHOOL SYSTEMS FED CREDIT UNION | | 750.00 |
| 35778 | 12/30/2016 | 712 | CIVIL SERVICE EMPL ASSOC INC. | | 890.40 |
| 35779 | 12/30/2016 | 2003 | NEW YORK STATE DEFERRED | | 1,730.99 |
| 35780 | 12/30/2016 | 710 | NYS INCOME TAX BUREAU | | 3,445.53 |
| 100176 | 12/02/2016 | 709 | BPL SPECIAL PAYROLL ACCOUNT | | 72,140.16 |
| 100177 | 12/02/2016 | 1946 | IRS - PAYROLL TAX PMT | | 26,024.74 |
| 100178 | 12/16/2016 | 709 | BPL SPECIAL PAYROLL ACCOUNT | | 54,031.89 |
| 100179 | 12/16/2016 | 1946 | IRS - PAYROLL TAX PMT | | 19,437.73 |
| 100180 | 12/30/2016 | 709 | BPL SPECIAL PAYROLL ACCOUNT | | 61,772.57 |
| 100181 | 12/30/2016 | 730 | NYS EMPLOYEES RETIREMENT SYSTE | | 3,403.14 |
| 100182 | 12/30/2016 | 1946 | IRS - PAYROLL TAX PMT | | 21,668.28 |

Number of Transactions: 24

Warrant Total: 284,125.18

Vendor Portion: 284,125.18

Certification of Warrant

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

 Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 4: CASH DISB (H - DEC 16)



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|----------------------------------|------------|-----------|-----------------------|------------------------|-----------------|
| 1166 | 12/08/2016 | 2080 | M/E ENGINEERING, P.C. | 170093 | 1,866.20 |
| Number of Transactions: 1 | | | | Warrant Total: | 1,866.20 |
| | | | | Vendor Portion: | 1,866.20 |

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
12/31/2016

| ACCOUNT | PREVIOUS BALANCE | RECEIPTS | DISBURSEMENTS | ENDING BALANCE |
|----------------------|-------------------------|---------------------|-----------------------|-----------------------|
| TD Bank General Fund | \$140,424.14 | \$558,094.59 | \$665,969.35 | \$32,549.38 |
| TD Bank Payroll | \$0.00 | \$187,944.62 | \$187,944.62 | \$0.00 |
| TD Bank Money Market | \$4,636,384.48 | \$540.89 | \$550,000.00 | \$4,086,925.37 |
| TD Bank General Comp | \$500,000.00 | \$0.00 | \$0.00 | \$500,000.00 |
| Capital Project Fund | \$43,017.13 | \$1,002.93 | \$1,866.20 | \$42,153.86 |
| TOTAL: | \$5,319,825.75 | \$747,583.03 | \$1,405,780.17 | \$4,661,628.61 |

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund

For the month beginning 12-1-16 and ending 12-31-16

Balance on hand at the beginning of the month \$140,424.14

Receipts during the month

| | | |
|--|------------|---------------------|
| Investment Principal | 0.00 | |
| Transfers from Savings Account TD Bank | 550,000.00 | |
| Fines | 1,800.83 | |
| Copier | 546.84 | |
| Miscellaneous (Abate) | 2,590.57 | |
| Book Sale | 553.35 | |
| PILOT | 0.00 | |
| School Taxes | 0.00 | |
| Gifts | 100.00 | |
| Sale of Equipment | 0.00 | |
| Grants | 0.00 | |
| State/System Aid | 2,478.00 | |
| Miscellaneous Income (Proctoring) | 25.00 | |
| | | |
| Total Receipts | | <u>\$558,094.59</u> |
| Total Receipts Including Balance | | \$698,518.73 |

Disbursements During Month By Check

| | | |
|--|------------|---------------------|
| From Check #35770 to Check #35783 | 9,627.58 | |
| Trust & Agency Payments (Payroll) | 284,125.18 | |
| From Check #35708 to Check #35762 | 372,039.06 | |
| | | |
| Transfers to Savings Account | 0.00 | |
| Returned Check | 177.53 | |
| | | |
| Total amount of Disbursements | | <u>\$665,969.35</u> |
| Balance on Hand at End of Month | | \$32,549.38 |

Reconciliation With Bank Statement

| | | |
|---|-----------|--|
| Total Amount of Cash Balance on Deposit | | |
| as shown by Bank Statement | 39,209.45 | |
| Amount of Outstanding Checks | 6,660.07 | |
| Balance on Deposit | 32,549.38 | |

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

Secretary

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

Business Manager

BETHLEHEM PUBLIC LIBRARY
Outstanding Checks - TD Bank
General Fund
12/31/16

| Check Number | Date | Amount |
|---------------------|-------------|---------------|
| 35750 | 12/13/2016 | 50.00 |
| 35757 | 12/13/2016 | 148.39 |
| 35758 | 12/13/2016 | 16.99 |
| 35781 | 12/13/2016 | 250.00 |
| 35783 | 12/28/2016 | 127.77 |
| 35778 | 12/30/2016 | 890.40 |
| 35779 | 12/30/2016 | 1,730.99 |
| 35780 | 12/30/2016 | 3,445.53 |

TOTAL **\$6,660.07**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 12-1-16 and ending 12-31-16

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

Receipts during the month

| | |
|---------------------------------|-----------|
| Transfer from Checking 12/1/16 | 72,140.16 |
| Transfer from Checking 12/15/16 | 54,031.89 |
| Transfer from Checking 12/29/16 | 61,772.57 |

Total Receipts \$187,944.62

Total Receipts Including Balance \$187,944.62

Disbursements During Month By Check

| | |
|--|-----------|
| 12/2/16 - From Check #81521 to Check #81594 | 72,140.16 |
| 12/16/16 - From Check #81595 to Check #81673 | 54,031.89 |
| 12/30/16 - From Check #81674 to Check #81746 | 61,772.57 |

| | |
|---------------------------------|---------------------|
| Total Amount of Disbursements | <u>\$187,944.62</u> |
| Balance on Hand at End of Month | \$0.00 |

Reconciliation With Bank Statement

| | |
|---|----------|
| Total Amount of Cash Balance on Deposit as shown by bank statement | 1,291.44 |
| Amount of Outstanding Checks | 1,291.44 |
| 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
12/31/16

| Check Number | Date | Amount |
|---------------------|-------------|---------------|
| 81689 | 12/30/2016 | 266.83 |
| 81694 | 12/30/2016 | 260.55 |
| 81701 | 12/30/2016 | 372.85 |
| 81739 | 12/30/2016 | 207.79 |
| 81745 | 12/30/2016 | 183.42 |

TOTAL **\$1,291.44**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 12-1-16 and ending 12-31-16

Balance on hand at the beginning of the month \$4,636,384.48

Receipts during the month

| | |
|----------------------------|--------|
| Interest 12/31/16 | 540.89 |
| Transfer from General Fund | |

| | |
|----------------------------------|-----------------|
| Total Receipts | <u>\$540.89</u> |
| Total Receipts Including Balance | \$4,636,925.37 |

Disbursements During Month By Check

| | |
|------------------------------------|------------|
| Transfers to General Fund | 550,000.00 |
| Transfers to Capital Projects Fund | 0.00 |

| | |
|--|-----------------------|
| Total Amount of Disbursements | <u>\$550,000.00</u> |
| Balance on Hand at End of Month | \$4,086,925.37 |

Reconciliation With Bank Statement

| | |
|---|--------------|
| Total Amount of Cash Balance on Deposit as shown by Bank Statement | 4,086,925.37 |
| Amount of Outstanding Checks | 0.00 |
| Balance on Deposit | 4,086,925.37 |

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund Comp Account

For the month beginning 12-1-16 and ending 12-31-16

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

Receipts during the month

Deposits 0.00

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

Disbursements During Month By Check

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

Reconciliation With Bank Statement

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

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

Secretary

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

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

***Capital Project Fund Account
TD Bank***

For the month beginning 12-1-16 and ending 12-31-16

Balance on hand at the beginning of the month \$43,017.13

Receipts during the month

| | |
|-------------------------------|---------|
| Interest 12/31/16 TD Bank | 2.93 |
| Transfer from Savings Account | 0.00 |
| Technology Donation | 1000.00 |

Total Receipts \$1,002.93

Total Receipts Including Balance \$44,020.06

Disbursements During Month By Check

From Check #1166 to Check # 1166 1,866.20

Total Amount of Disbursements 1,866.20

Balance on Hand at End of Month **\$42,153.86**

Reconciliation With Bank Statement

| | |
|---|-----------|
| Total Amount of Cash Balance on Deposit as shown by Bank statement | 44,020.06 |
| Amount of Outstanding Checks | 1,866.20 |
| Balance on Deposit | 42,153.86 |

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
12/31/16**

| Check Number | Check Date | Amount |
|---------------------|-------------------|---------------|
| 1166 | 12/8/16 | \$1,866.20 |

| | | |
|--------------|--|-------------------|
| TOTAL | | \$1,866.20 |
|--------------|--|-------------------|



4427533000280997900177530017753066

21133410 - 000096 - 0001 - 0002 - 26

| | | | | |
|---|----------------------------|-------------------------|--------------------------------|-----------------------------|
| Company Account Number XXXX-XXXX-XX80-9979 | Payment Date 12/31/2016 | New Balance \$177.53 | Minimum Amount Due \$177.53 | Enter Amount Paid 177.53 |
|---|----------------------------|-------------------------|--------------------------------|-----------------------------|



BETHLEHEM PUB LIBRARY **T0000146
 TANYA CHOPPY
 451 DELAWARE AVE
 DELMAR NY 12054-3042

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

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

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

CITIBANK CORPORATE CARD

Statement Date
12/06/16
 Payment Date
12/31/16

| | | | |
|---------------------|-----------------------|--------------------|---------------------|
| Company Credit Line | Available Credit Line | Cash Advance Limit | Available Cash Line |
| \$3,000 | \$2,822 | \$00 | \$00 |

For customer service call or write 1-800-248-4553 P.O. Box 6125 Sioux Falls, SD 57117
 Send payments to: Citibank P.O. Box 183173 Columbus, OH 43218-3173

*05 to pay
 OK
 12/14/16*

COMPANY SUMMARY

| BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979 | Previous Balance | Payment Allocation | Credits | Purchases and Advances | Interest Charges | New Balance |
|--|------------------|--------------------|---------|------------------------|------------------|-------------|
| Purchases Advances | 317.04 | - 317.04 | | 177.53 | | 177.53 |
| Company Totals TOTAL | 317.04 | - 317.04 | | 177.53 | | 177.53 |

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

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

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

CARDMEMBER SUMMARY

| LABELLE, KENNETH XXXX-XXXX-XX82-7328 | Previous Balance | Payments | Credits | Purchases and Advances | Interest Charges | New Balance |
|---|------------------|----------|---------|------------------------|------------------|-------------|
| Monthly Limit: \$750 | | | | 14.58 | | 14.58 |
| Purchases Advances TOTAL | | | | 14.58 | | 14.58 |

| MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387 | Previous Balance | Payments | Credits | Purchases and Advances | Interest Charges | New Balance |
|---|------------------|----------|---------|------------------------|------------------|-------------|
| Monthly Limit: \$500 | | | | 162.95 | | 162.95 |
| Purchases Advances TOTAL | | | | 162.95 | | 162.95 |

| | | | | |
|-------------------------------------|---|---------------|-------------------|-------------------------------|
| DAYS IN BILLING PERIOD: 30 | | | | |
| Balance Subject To Interest Charges | > | Purchases .00 | Cash Advances .00 | Payment Due: 177.53 |
| Periodic Rate | > | .0000% | .0000% | Amount Over Credit Limit: .00 |
| ANNUAL PERCENTAGE RATE | > | 0.00% | 0.00% | Amount Past Due: .00 |
| | | | | MINIMUM AMOUNT DUE: 177.53 |



XXXX-XXXX-XX80-9979

Statement Date
12/06/16

21133410 - 000036 - 0002 - 0002 - 26

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY

XXXX-XXXX-XX80-9979

| | | | |
|--------------------------|---------------------|----------------------------------|-------------------------------|
| Monthly Limit \$3,000 | Cash Limit* \$00 | Available Credit Line \$2,822 | Available Cash Line** \$00 |
|--------------------------|---------------------|----------------------------------|-------------------------------|

| Sale Date | Post Date | Reference Number | Type of Activity | Total Amount |
|-----------|-----------|-------------------------|---------------------|--------------|
| 11-21 | 11-23 | 74046586328326000031800 | PAYMENT - THANK YOU | 317.04 PY |

INDIVIDUAL CARDHOLDER ACTIVITY

LABELLE, KENNETH

XXXX-XXXX-XX82-7328

| | |
|------------------------|---------------------|
| Monthly Limit \$750 | Cash Limit* \$00 |
|------------------------|---------------------|

| Sale Date | Post Date | Reference Number | Type of Activity | Amount |
|-----------|-----------|-------------------------|-----------------------------------|--------|
| 12-01 | 12-05 | 24750766337900013600013 | SHIP COPY AND MORE 518-4390211 NY | 14.58 |
| | | | TOTAL PURCHASES/ADVANCES/CREDITS | 14.58 |

1704.86
Shipping

MCDONOUGH, NATALIE

XXXX-XXXX-XX42-8387

| | |
|------------------------|---------------------|
| Monthly Limit \$500 | Cash Limit* \$00 |
|------------------------|---------------------|

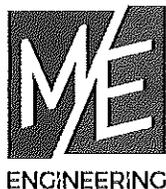
| Sale Date | Post Date | Reference Number | Type of Activity | Amount |
|-----------|-----------|-------------------------|----------------------------------|--------|
| 11-23 | 11-25 | 24072806328091000926011 | JOANN ETC #1929 ALBANY NY | 12.95 |
| 11-23 | 11-25 | 24013396328003300543747 | I LOVE BOOKS INC DELMAR NY | 150.00 |
| | | | TOTAL PURCHASES/ADVANCES/CREDITS | 162.95 |

1704.86

Fabric for sewing Program

Prizes for Programs

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



Mechanical/Electrical Engineering Consultants
 Rochester • Buffalo • Syracuse • Capital District

Bethlehem Public Library
 451 Delaware Avenue
 Delmar, NY 12054

November 28, 2016
 Invoice No: 133154.60 - 39101
 Project Manager Beth Ann Bilger

Project 133154.60 Bethlehem Library - Backflow Pvntn Rpt

Attn: Geoffrey Kirkpatrick

Professional Services from October 29, 2016 to November 25, 2016

Fee

| Billing Phase | Fee | Percent Complete | Previous Fee Billing | Current Fee Billing |
|--|----------|------------------|----------------------|---------------------|
| Construction Documents & Engineers Rpt | 6,000.00 | 95.00 | 5,400.00 | 300.00 |
| Bidding | 600.00 | 0.00 | 0.00 | 0.00 |
| Construction Administration | 800.00 | 0.00 | 0.00 | 0.00 |
| Total Fee | 7,400.00 | | 5,400.00 | 300.00 |
| Total Fee | | | | 300.00 |
| TOTAL THIS INVOICE | | | | \$300.00 |

| Billings to Date | Current | Prior | Total | Received | A/R Balance |
|------------------|---------|----------|----------|----------|-------------|
| | 300.00 | 5,421.60 | 5,721.60 | 0.00 | 5,721.60 |

FEE AGREEMENT: \$7,400 Lump Sum plus Expenses

TERMS: NET 30 DAYS (PAYMENT IN U.S. DOLLARS)

PLEASE REMIT TO : 150 N CHESTNUT STREET - ROCHESTER, NY - 14604

PO# 170493
 OK to pay
 GK
 12/14/16

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

Director's Report January 2016

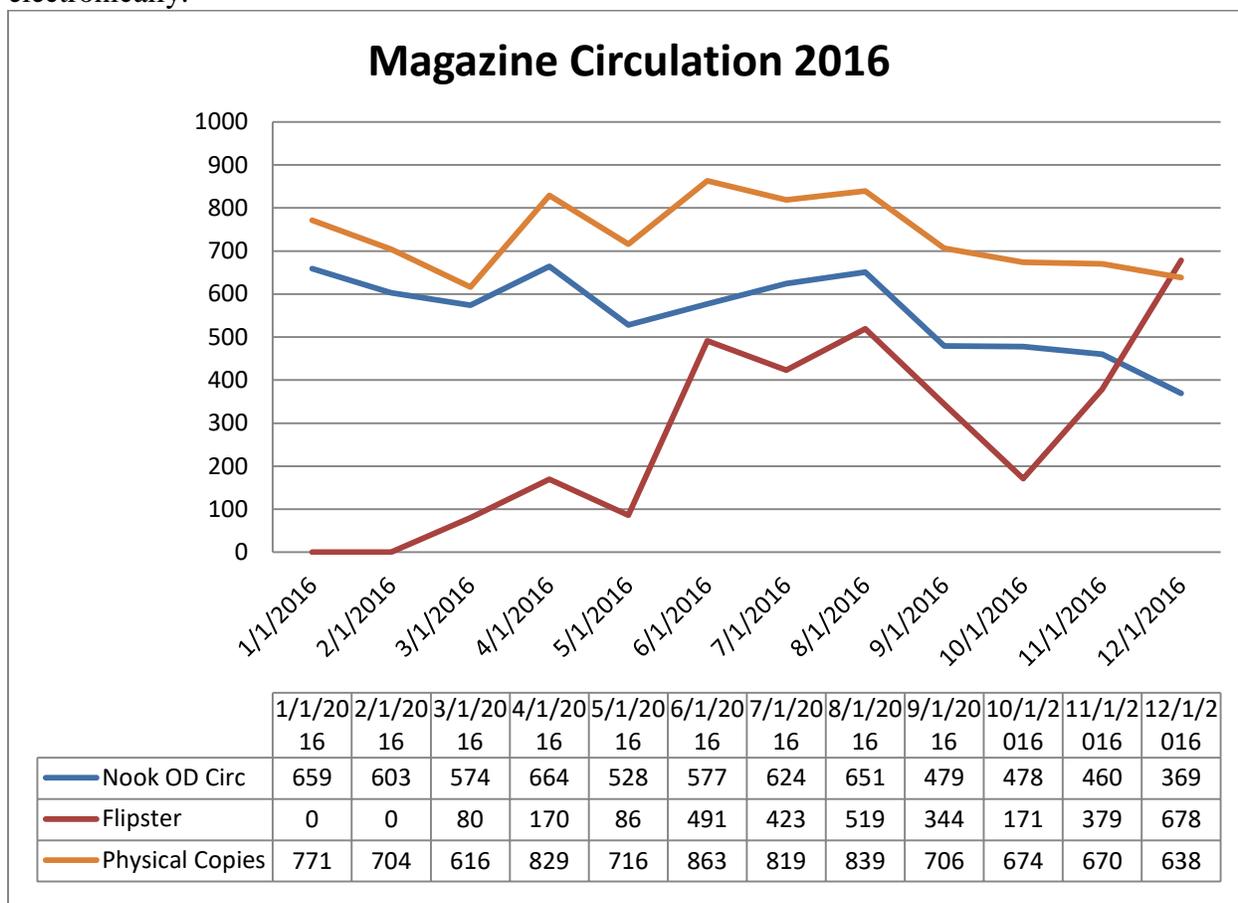
Building and Grounds

Work is progressing on the backflow preventer. A quote has been accepted and we are attempting to schedule the work so it will have minimal impact on service. The water to the library will have to be shut off in order to perform the work.

Modifications have been made to the bottom of the library's sewer manhole. The work was completed without impact to service. Good work on the part of the maintenance staff catching the problem early.

Public Service

New titles have been added to our Flipster digital magazine collection. With the addition of the titles supplied by UHLS, Bethlehem users now have access to 109 magazine titles electronically.



New databases supplied by UHLS are now up and running. We had some issues with access over the transition, but the links have been updated and access has been restored.

After learning that circulation increases for LGBTQ materials when automated checkout systems are installed, we added selected items to our eBook and eAudiobook collections. These items are checked out without the need to interact directly with library staff.

Extra 3D printer orientations were added over the vacation week in order to accommodate families. The session was moved to the Board Room, and 18 people were able to participate and be certified to use the printers.

WiFi hotspots: 35 holds for 5 out of 10 devices. Earliest hold placed on 10/23/2016

Hotspot survey data: 3 total

I have Internet service where I live: no (0), yes (1) 2 dial-up

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

The speed and connection is: better than I expected (0), just as I expected (3), worse than I expected (0)

Comments:

- Wish Sprint's coverage were better. Marginal Access inside Guilderland Library (But Guilderland's own pocket WiFis are no better.)
- A couple of times kind of slow. Signal strength is VERY low-one bar out of six-but it works.
- Slow the last few days

Chromebooks:

October Circulation: 39

November Circulation: 54

December Circulation: 106

Average Loan Period : 1 hour and 49 minutes

We purchased a new Kindle Oasis and a Kindle Paperwhite to circulate as demonstration models for the public. We have moved away from circulating e-readers with content preloaded. These items are used mostly by people that are interested in seeing how the devices work before deciding to purchase one. This should fill that need well.

Two karaoke machines have been purchased for the library of things collection. They should be available for the public before February.

The Bethlehem Fund which is our part of the Community Foundation has returned a dividend of \$314.60. This amount can be taken for the library, or reinvested into the fund.

UHLS

Online patron registration has been implemented for all libraries in UHLS. This method will replace out existing home grown method. It should be better because the new system allows patrons to use a temporary barcode to access e-materials and request books. The accounts have to be finalized in person before any physical materials can be checked out.

Meetings and Miscellany

IT staff from the library completed a site survey of the new construction at Five Rivers. Work continues so that we can install internet access before this spring.

The Friends of the Library held their annual meeting on December 19. They elected Jeremy Johannesen as their President for this year.

Geoffrey Kirkpatrick, Library Director

| Library Collection | | | | 2015-16 | Current Total |
|------------------------------|---------------|---------------|-----------------|----------------|----------------------|
| Adult fiction | | | | 26,815 | 25,707 |
| Adult non-fiction | | | | 29,498 | 30,215 |
| Adult audio | | | | 7,256 | 7,443 |
| Adult video | | | | 5,384 | 6,021 |
| Young adult fiction | | | | 4,885 | 5,155 |
| Young adult nonfiction | | | | 310 | 381 |
| Young adult audiobooks | | | | 347 | 370 |
| Children's fiction | | | | 24,899 | 25,652 |
| Children's non-fiction | | | | 15,350 | 14,698 |
| Children's audiobooks | | | | 1,273 | 1,264 |
| Children's video | | | | 1,760 | 1,911 |
| OverDrive - UHLS Shared | | | | 46,457 | 51,283 |
| e-books (locally purchased) | | | | 1,456 | 1,456 |
| e-magazines | | | | 131 | 109 |
| Electronic (games, ereaders) | | | | 417 | 413 |
| Total | | | | 166,238 | 172,078 |
| Library Programs | Dec-16 | Dec-15 | % change | 2015-16 | F-Y-T-D |
| Programs | 58 | 66 | -12.1% | 896 | 359 |
| Program attendance | 1325 | 1,548 | -14.4% | 20,715 | 11,776 |
| Outreach Programs | 34 | 57 | -40.4% | 372 | 102 |
| Outreach Attendance | 720 | 1,179 | -38.9% | 11,189 | 3,562 |
| Circulation | Dec-16 | Dec-15 | % change | 2015-16 | F-Y-T-D |
| Adult fiction | 11,219 | 11,066 | 1.4% | 142,392 | 74,333 |
| Adult non-fiction | 7,242 | 7,230 | 0.2% | 92,684 | 45,114 |
| Adult audio | 4,953 | 4,691 | 5.6% | 58,058 | 28,047 |
| Adult video | 9,087 | 8,509 | 6.8% | 106,388 | 55,909 |
| Adult magazines | 1,647 | 1,183 | 39.2% | 15,689 | 9,580 |
| Young adult fiction | 1,437 | 1,682 | -14.6% | 23,034 | 10,596 |
| Young adult nonfiction | 163 | 104 | 56.7% | 1,521 | 753 |
| Young adult audiobooks | 97 | 105 | -7.6% | 1,537 | 726 |
| Young adult magazines | 5 | 18 | -72.2% | 166 | 71 |
| Children's fiction | 10,201 | 11,131 | -8.4% | 152,038 | 75,614 |
| Children's non-fiction | 2,823 | 2,868 | -1.6% | 41,326 | 17,786 |
| Children's audiobooks | 502 | 552 | -9.1% | 7,472 | 3,718 |
| Children's video | 1,520 | 1,746 | -12.9% | 21,252 | 9,229 |
| Children's magazines | 33 | 45 | -26.7% | 675 | 270 |
| Electronic (games, ereaders) | 430 | 454 | -5.3% | 5,151 | 2,278 |
| Total | 51,359 | 51,383 | 0.0% | 669,383 | 334,022 |
| Interlibrary Loan | Dec-16 | Dec-15 | % change | 2015-16 | F-Y-T-D |
| Borrowed from others | 7,190 | 7,269 | -1.1% | 88,494 | 34,575 |
| Loaned to others | 5,646 | 5,468 | 3.3% | 67,730 | 29,318 |
| Miscellaneous | Dec-16 | Dec-15 | % change | 2015-16 | F-Y-T-D |
| Visits to our home page | 66,059 | 33,090 | 99.6% | 421,162 | 243,431 |
| Public use of meeting rooms | 29 | 30 | -3.3% | 480 | 198 |
| Public meeting attendance | 486 | 459 | 5.9% | 6,279 | 2,053 |
| Staff use & library programs | 65 | 76 | -14.5% | 1,066 | 548 |
| Study room sessions | 334 | 375 | -10.9% | 5,000 | 1,662 |
| Tech room use | 39 | 59 | -33.9% | 448 | 131 |
| Door count | 23,463 | 25,445 | -7.8% | 339,120 | 176,939 |
| Registered BPL borrowers | 41 | 59 | -30.5% | 1,058 | 508 |
| Computer signups | 2,926 | 3,607 | -18.9% | 44,087 | 20,993 |
| Museum Pass use | 64 | 55 | 16.4% | 904 | 637 |
| E-book use | 4,613 | 4,087 | 12.9% | 53,350 | 28,076 |
| E-magazine use | 1,047 | 513 | 104.1% | 7,323 | 4,997 |
| Equipment | 173 | n/a | n/a | n/a | 335 |
| Wireless Use | 5,923 | 4,075 | 45.3% | 56,887 | 41,109 |

2016-17 Budget Line Balances

| Account Name | Budget | Adjustments | Adj. Budget | Dec. Exp. | Exp to date | Encumbered | Available | % Available |
|---------------------|-----------|-------------|-------------|-----------|-------------|------------|-----------|-------------|
| Personnel | | | | | | | | |
| Salaries-Librarians | 1,091,391 | 0 | 1,091,391 | 133,683 | 571,086 | 0 | \$520,305 | 48% |
| Salaries-Clerical | 920,464 | 0 | 920,464 | 117,196 | 488,781 | 0 | \$431,683 | 47% |
| Salaries-Custodians | 160,032 | 0 | 160,032 | 20,288 | 85,629 | 0 | \$74,403 | 46% |
| Retirement | 278,221 | 0 | 278,221 | 297,222 | 297,222 | 0 | -\$19,001 | -7% |
| SocSec/Medicare | 166,149 | 0 | 166,149 | 20,231 | 84,660 | 0 | \$81,489 | 49% |
| Worker's Comp. | 22,000 | 0 | 22,000 | 104 | 20,145 | 0 | \$1,855 | 8% |
| Unemployment | 0 | 0 | 0 | 0 | 62 | 0 | -\$62 | N/A |
| Health Ins. | 275,000 | 0 | 275,000 | 5,529 | 116,113 | 0 | \$158,887 | 58% |
| Disability Ins. | 1,400 | 0 | 1,400 | 0 | 1,394 | 0 | \$6 | 0% |

Materials

| | | | | | | | | |
|----------------------|---------|--------|---------|--------|--------|--------|-----------|-----|
| Adult books | 171,000 | 31,458 | 202,458 | 14,225 | 77,869 | 9,673 | \$114,916 | 57% |
| Audiobooks | 36,000 | 4,454 | 40,454 | 3,130 | 13,055 | 2,090 | \$25,309 | 63% |
| Ebooks | 67,000 | 0 | 67,000 | 4,975 | 32,528 | 7,165 | \$27,307 | 41% |
| Electronic Resources | 32,000 | 0 | 32,000 | 0 | 0 | 11,103 | \$20,897 | 65% |
| Periodicals | 24,000 | 0 | 24,000 | 8,821 | 10,005 | 4,219 | \$9,776 | 41% |

| | | | | | | | | |
|---------------|--------|--------|---------|-------|--------|-------|----------|-----|
| YS Books | 95,000 | 24,010 | 119,010 | 7,162 | 37,932 | 4,648 | \$76,429 | 64% |
| YS Audiobooks | 8,000 | 2,268 | 10,268 | 345 | 4,153 | 0 | \$6,115 | 60% |
| YS Media | 10,000 | 979 | 10,979 | 1,981 | 3,225 | 721 | \$7,034 | 64% |

| | | | | | | | | |
|---------------------|--------|--------|--------|-------|--------|-------|----------|-----|
| Special Collections | 5,000 | 1,417 | 6,417 | 0 | 472 | 661 | \$5,284 | 82% |
| AS Media | 35,000 | 13,409 | 48,409 | 5,533 | 24,756 | 8,946 | \$14,707 | 30% |

Operations

| | | | | | | | | |
|------------------------|--------------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------|
| Copiers and supplies | 11,000 | 231 | 11,231 | 1,015 | 7,165 | 3,580 | \$486 | 4% |
| Office supplies | 29,000 | 282 | 29,282 | 1,091 | 5,569 | 1,273 | \$22,440 | 77% |
| Custodial supplies | 14,000 | 0 | 14,000 | 620 | 2,761 | 5,260 | \$5,979 | 43% |
| Postage | 17,000 | 480 | 17,480 | 15 | 7,796 | 1,970 | \$7,714 | 44% |
| Printing | 25,000 | 0 | 25,000 | 0 | 6,712 | 18,288 | \$0 | 0% |
| Van lease & oper. | 1,700 | 0 | 1,700 | 0 | 117 | 582 | \$1,001 | 59% |
| Gas and Electric | 80,000 | 0 | 80,000 | 3,466 | 27,850 | 0 | \$52,150 | 65% |
| Telephone | 11,000 | 0 | 11,000 | 676 | 3,821 | 4,599 | \$2,580 | 23% |
| Water | 3,000 | 0 | 3,000 | 1,121 | 2,570 | 0 | \$430 | 14% |
| Taxes-sewer&water | 3,500 | 0 | 3,500 | 0 | 0 | 0 | \$3,500 | 100% |
| Refund property taxes | 4,000 | 0 | 4,000 | 625 | 918 | 856 | \$2,226 | 56% |
| Prof. Services | 20,000 | 71,596 | 91,596 | 66 | 5,410 | 67,076 | \$19,110 | 21% |
| Contract Services | 37,500 | 239 | 37,739 | 3,147 | 14,375 | 18,477 | \$4,887 | 13% |
| Insurance | 29,000 | 0 | 29,000 | 0 | 26,577 | 0 | \$2,423 | 8% |
| Travel/Conference | 10,000 | 0 | 10,000 | 0 | 1,692 | 0 | \$8,308 | 83% |
| Memberships | 2,000 | 0 | 2,000 | 355 | 505 | 325 | \$1,170 | 59% |
| Special Programs | 17,500 | 1,799 | 19,299 | 1,728 | 10,261 | 140 | \$8,897 | 46% |
| Furniture&Equipment | 29,000 | 1,565 | 30,565 | 1,186 | 9,077 | 786 | \$20,702 | 68% |
| IT Hardware & Software | 42,000 | 17,517 | 59,517 | 8,094 | 39,640 | 12,779 | \$7,097 | 12% |
| Bld&Grnd. Repair | 40,000 | 0 | 40,000 | 591 | 8,434 | 15,486 | \$16,080 | 40% |
| Furn/Equip Repair | 2,000 | 0 | 2,000 | -100 | 347 | 100 | \$1,553 | 78% |
| Miscellaneous | 3,500 | 105 | 3,605 | 689 | 1,803 | 812 | \$991 | 27% |
| Audit Service | 13,500 | 0 | 13,500 | 3,500 | 11,000 | 1,500 | \$1,000 | 7% |
| Accounting Service | 13,000 | 0 | 13,000 | 0 | 12,436 | 564 | \$0 | 0% |
| UHLAN fees | 50,000 | 0 | 50,000 | 715 | 23,320 | 0 | \$26,680 | 53% |
| Capital Expenditures | 125,000 | 0 | 125,000 | 0 | 10,515 | 5,993 | \$108,492 | 87% |
| TOTAL | \$4,030,857 | \$171,809 | \$4,202,666 | \$669,025 | \$2,109,758 | \$209,672 | \$1,883,235 | 45% |

| | | | | | | | | |
|-----------------------------|------------------|----------|------------------|--------------|---------------|---------------|------------------|------------|
| Fund balance | 2,203,374 | 649,244 | 2,852,618 | 1,866 | 72,481 | 60,453 | \$2,719,683 | 95% |
| Board Restricted (Capital) | 649,244 | -649,244 | 0 | 0 | 0 | 0 | \$0 | 0% |
| PEG/miscellaneous | 18,218 | 0 | 18,218 | 0 | 0 | 0 | \$18,218 | 100% |
| Total Fund Balance * | 2,870,836 | 0 | 2,870,836 | 1,866 | 72,481 | 60,453 | 2,737,901 | 95% |

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

| Monthly Gas and Electric Comparisons | | | | | | | | | | |
|---|------------------|---------------------|--------------------|-------------|---------------------|-----------------|------------|--------------------|-------------|---------------------|
| Date | # of days | Total Therms | Use per day | Cost | Cost per day | # of day | kWh | Use per day | Cost | Cost per day |
| 11/10/2014 | 31 | 863 | 28 | \$447.73 | \$14.44 | 31 | 35,328 | 1,140 | \$3,897.95 | \$134.41 |
| 11/9/2015 | 28 | 876 | 31 | \$430.25 | \$15.37 | 28 | 34,560 | 1,234 | \$3,232.69 | \$111.47 |
| 12/11/2014 | 31 | 1,951 | 63 | \$972.53 | \$31.37 | 31 | 31,872 | 1,028 | \$3,537.45 | \$121.98 |
| 12/10/2015 | 31 | 1,419 | 46 | \$705.55 | \$22.76 | 31 | 31,104 | 1,003 | \$2,538.03 | \$87.52 |
| 1/13/2015 | 33 | 2,558 | 78 | \$1,385.02 | \$41.97 | 33 | 30,720 | 931 | \$3,324.24 | \$114.63 |
| 1/12/2016 | 33 | 1,909 | 58 | \$1,010.70 | \$30.63 | 33 | 31,872 | 966 | \$2,785.27 | \$96.04 |
| 2/11/2015 | 29 | 2,659 | 92 | \$1,384.15 | \$47.73 | 29 | 31,872 | 1,099 | \$4,276.45 | \$147.46 |
| 2/10/2016 | 29 | 2,101 | 72 | \$1,037.33 | \$35.77 | 29 | 29,568 | 1,020 | \$2,734.71 | \$94.30 |
| 3/12/2015 | 29 | 2,515 | 87 | \$1,301.90 | \$44.89 | 29 | 33,024 | 1,139 | \$6,285.01 | \$216.72 |
| 3/11/2016 | 30 | 2,159 | 72 | \$1,108.25 | \$36.94 | 30 | 31,872 | 1,062 | \$3,066.87 | \$105.75 |
| 4/14/2015 | 33 | 1,862 | 56 | \$990.60 | \$30.02 | 33 | 33,792 | 1,024 | \$3,184.06 | \$109.80 |
| 4/13/2016 | 33 | 1,471 | 45 | \$714.42 | \$21.65 | 33 | 33,408 | 1,012 | \$2,895.69 | \$99.85 |
| 5/13/2015 | 29 | 633 | 22 | \$352.65 | \$12.16 | 28 | 39,168 | 1,399 | \$2,882.50 | \$99.40 |
| 5/11/2016 | 28 | 800 | 29 | \$329.46 | \$11.77 | 28 | 33,792 | 1,207 | \$2,830.29 | \$97.60 |
| 6/12/2015 | 30 | 442 | 15 | \$238.82 | \$7.96 | 31 | 47,616 | 1,536 | \$4,253.01 | \$146.66 |
| 6/14/2016 | 34 | 610 | 18 | \$284.43 | \$8.37 | 33 | 48,384 | 1,466 | \$4,094.74 | \$141.20 |
| 7/14/2015 | 32 | 575 | 18 | \$277.55 | \$8.67 | 31 | 57,600 | 1,858 | \$4,473.49 | \$154.26 |
| 7/13/2016 | 29 | 385 | 13 | \$213.85 | \$7.37 | 30 | 57,600 | 1,920 | \$5,788.02 | \$199.59 |
| 8/12/2015 | 29 | 336 | 12 | \$186.55 | \$6.43 | 29 | 57,984 | 1,999 | \$5,612.88 | \$193.55 |
| 8/12/2016 | 30 | 425 | 14 | \$235.79 | \$7.86 | 30 | 61,056 | 2,035 | \$5,778.77 | \$199.27 |
| 9/14/2015 | 33 | 609 | 18 | \$306.89 | \$9.30 | 31 | 64,896 | 2,093 | \$6,243.19 | \$215.28 |
| 9/12/2016 | 31 | 430 | 14 | \$218.88 | \$7.06 | 31 | 56,448 | 1,821 | \$5,005.22 | \$172.59 |
| 10/12/2015 | 28 | 819 | 29 | \$384.81 | \$13.74 | 31 | 51,456 | 1,660 | \$4,313.54 | \$148.74 |
| 10/12/2016 | 30 | 509 | 17 | \$241.68 | \$8.06 | 30 | 43,392 | 1,446 | \$3,623.83 | \$124.96 |
| 11/9/2015 | 28 | 876 | 31 | \$430.25 | \$15.37 | 28 | 34,560 | 1,234 | \$3,232.69 | \$111.47 |
| 11/9/2016 | 28 | 878 | 31 | \$363.94 | \$13.00 | 28 | 32,640 | 1,166 | \$2,913.35 | \$100.46 |
| 12/10/2015 | 31 | 1,419 | 46 | \$705.55 | \$22.76 | 31 | 31,104 | 1,003 | \$2,538.03 | \$87.52 |
| 12/12/2016 | 33 | 1,576 | 48 | \$689.63 | \$20.90 | 33 | 31,104 | 943 | \$2,776.58 | \$95.74 |

Programs and Outreach Report

December 2016

Highlights from our Library Programs

- The Library co-sponsors the Bethlehem Senior Chorus concert, held on a Friday in early December. It often, unfortunately, conflicts with our Staff Development Day, as it did this year. The attendance however, was wonderful, with 102 people on a warm afternoon.
- Michael had a fantastic turnout for the Little Sunday Music concert with the Helderberg Madrigal Singers. The attendance of 81 meant that this was one of the largest audiences for this series. Before the concert, a woman in a wheelchair told him that she came all the way from Colonie for the concert, not just to see the group who were performing but because she had come to the November concert and thought so highly of it that she was determined to see the whole series no matter who was performing.
- Chris filled in for both Cathy and Michelle with the Music and Movement program on December 16 and had a combined audience of 43 people for this program. The program has been popular with the babies and toddlers this fall, but has a smaller audience for the older, pre-school children, which is similar to the attendance for On My Own, which is being rebranded as Just For Me starting in January, which will be held on a weekday afternoon, rather than a morning session.
- Michelle's "It's Cold Outside" program gave kids a chance to play inside with playdough and gave parents and caregivers a chance to let their kids use the playdough without getting it all over their own homes. As a result, she had 60 people attend the program during school vacation week.
- Cathy had scheduled a few 3D orientation sessions to follow-up on the visits that the librarians made to schools recently. In order to accommodate a larger audience, she moved the orientations and printer to the Board Room. As a result, she was able to do several orientations for bigger groups, including 18 at one session. This might be a good way to expand our 3D Orientations during break weeks so that families can take part together.
- Our library school intern Adah led two of her programs this month, with a basic Spanish for Beginners program on December 8 and a lecture on Travel Abroad Safely on Dec. 14. The audience members really enjoyed the programs and had great questions, including differences in vocabulary between various Spanish-speaking countries.
- Kim held two popular finger knitting programs this month, with a Cowl Scarf project for adults, with 19 participants, more than the 15 who were registered. Everyone caught on very quickly, seemed very appreciative of the program and were thankful to have attended. She has had several requests for an arm knitting program, so she is looking into that as well. Kim also taught a program on making paracord accessories for students in Grades 3-12. She ended up with only students in Grades 3-5, but everyone who came was able to learn how to finger knit and complete their necklace and

bracelet. They all seemed to enjoy themselves and talked about getting yarn so that they could make more projects at home.

- Tori offered two sessions for adults of the Sew It Yourself: Key Chain Pouch and both sessions were full. Patrons enjoyed the small project and learning about zipper installation. There were some new patrons this month who were happy to get started sewing.
- Frank has added to the number of teen volunteers that can assist with Chess Club as this program continues to grow in popularity. Many of the January and February dates are almost full, less than two weeks after the new issue of footnotes was released.
- Cathy, with assistance from Patti, led the charge for the "Angry Birds" alive program in which the kids try to defeat the pig balloons, including breaking down the cardboard wall on which the "pigs" live. While the turnout was only decent, the number of compliments that they received was just great. She heard the word awesome at least 5 times and the kids helped clean up so the program was a breeze.
- Natalie oversaw the Family Concert by Cathy Winter that was held during the school vacation week. The performer made sure to tailor the program to the ages of the children in attendance and we had a comment from a patron that the program was "Awesome" and that we definitely need to have her back again.
- Tori had a great turnout for the Hair and Makeup Clinic for teens, even with the snowy weather that day. Those who did make it were very interested in all of the makeup tips and demos. They had many questions about the different products and techniques and learned quite a bit. The presenter, Adrian La Marche, was very informative and entertaining and would be great to have back again. Natalie received a phone call from a parent shortly after the program who wanted to thank us for the program as her two teenage daughters really liked it, found it useful and thought that it was very well done. The mom thought that the presenter was very friendly and she was pleased that the library offered a program like this that was so popular with teens.
- Michelle had a good audience of kids for her Stop Motion Shorts movie creation program using the library's iPads and Legos. The finished movies will likely be shared through the library's Facebook account in the near future.

Community Outreach for December 2016

Michael

- Michael went to Good Samaritan Village for his monthly visits, and met with 4 residents at Kenwood Manor for booktalks about titles that were being added to their collection and 11 residents at Bethlehem Commons where he noted a variety of holidays that are celebrated in December, including Human Rights Day, Kwanzaa and Boxing Day, as well as Christmas. He read several poems about winter, and part of a chapter from a book about New Year's Day customs in Old New York. He played music that celebrates Hanukkah, and some holiday/winter music performed on the glass armonica, an instrument invented by Benjamin Franklin.

School Outreach for December 2016

Anne

- Anne did a winter themed storytime and snowman craft for 3 combined Kindergarten classes at Elsmere Elementary with 56 participants.

Cathy

- Cathy saw the Grade 3 and Grade 4 classes at Slingerlands. She brought in a 3D printer, did a demonstration, and had each student create his or her own design. These designs will be printed at the library for them and delivered back to the students sometime after the winter break. Cathy had several Slingerlands families come in for a 3D orientation over break week since the students were so excited to do more. She also reached out to the Social Studies supervisor at the high school hoping to get some volunteers to help with the printing. He sent her request to another teacher; they hope to hear back after the New Year.

Kim

- Kim saw the three Grade 1 classes at Glenmont Elementary to give them the 3D medals that they had designed. She also promoted some upcoming programs and read to them. The kids were very excited to get their medals and loved the program, as did the school librarian.

Michelle

- Michelle visited with the three Kindergarten classes at Hamagrael to read pop-up books and brought them a make your own pop-up card craft.
- Michelle met with students in Grades 1-4 and shared nonfiction books that related to simple gift giving ideas and keeping busy during winter vacation.
- Michelle did her bimonthly visit to Circle of Friends and shared books about community helpers with two classes.

Tori

- Tori led the BCMS Book Club on the book, A Monster Calls, by Patrick Ness. The students enjoyed the book. They thought it was quite sad, with one person saying it was the saddest book they ever read. They also watched the movie trailer and the students are interested in seeing the movie when it is released next month.
- Tori will be doing all Grade 5 visits during the second half of the year, and started this month, visiting for the first time with the Hamagrael classes. She booktalked various nonfiction titles (primarily from the Young Adult section) that had activities for them to keep themselves busy over the school break. Topics included science experiments, cookbooks, sewing, nails and hair, Lego, drawing, arts and crafts, games, and writing.

The students were very interested in the majority of the books and a number of them were checked out.

- Tori took a Fuse Beads program to the Middle School, which is always popular with the students. The teens enjoyed creating both winter-themed and non-winter-themed fuse bead crafts in the school library after school.
- Tori will be starting to bring the WiiU to The Pit in January when this program opens for the first time during this year.

BETHLEHEM PUBLIC LIBRARY

BORROWING POLICY **DRAFT**

Policy adopted by the Board of Trustees March 12, 2001

Policy revised November 12, 2002

Policy revised April 7, 2004

Policy revised January 14, 2008

Policy revised December 13, 2010

Policy revised August 8, 2011

Policy revised December 14, 2015

Policy revised January 9, 2017

Bethlehem Public Library cards are issued to residents of the Bethlehem Central School District. All other borrowers residing in Albany and Rensselaer Counties are issued an Upper Hudson Library Access Network (UHLAN) card. Refer to the library card policy for details.

Borrower's Responsibilities

Borrowers are responsible for all materials borrowed on their cards.

Parents and guardians of minors are responsible for materials borrowed on their children's cards.

Change of address or lost/stolen cards must be reported immediately. Materials charged out to an unreported lost or stolen card are the responsibility of the cardholder.

Suspension of Privileges for Health and Safety Reasons

The library may restrict a user's ability to borrow materials and/or visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections and users.

Should it become necessary to suspend library borrowing privileges in order to protect library collections, facilities or other users, the library patron would be notified of the suspension. Borrowing privileges would be restored when the suspended patron demonstrates that the situation causing the loss of privileges has been remediated.

Account Information

New York State confidentiality law prevents the library from disclosing information about the status of an account to anyone but the cardholder.

Lost and Damaged Materials

Replacement cost is charged for all lost or irreparably damaged materials.

Renewals

Library materials not on reserve for other patrons may be renewed twice.

Fines

- Books, audio books, music CDs, DVDs \$0.10 per day
- Video games, interlibrary loan items, other electronics \$1.00 per day
- Museum passes \$5.00 per day
- Maximum fine per item \$5.00

Patrons owing \$5.00 or more in fines lose their borrowing privileges.

Loan Periods

| | |
|---|------------------|
| Museum passes | 3 days |
| New and Popular DVDs, magazines , video games, electronics, and 7-day Express books..... | 7 days |
| New books..... | 14 days |
| Other items..... | 14 or 28 days |

HVAC Renovation Report – As of 1/9/2017

| | |
|-----------|---|
| July 2014 | M/E Engineering selected as contractor for an HVAC Feasibility Study |
| Apr. 2015 | HVAC Feasibility Study presented to BPL Board of Trustees |
| Sep. 2015 | BPL Trustees select M/E Engineering to prepare necessary documents for an HVAC Renovation including submission to NYS Education Department facilities review |
| Dec. 2015 | Hazardous Material survey report presented to library by M/E and Schumacher Design |
| Feb. 2016 | At the suggestion of M/E, BPL Trustees approve additions to the design work including electrical outlets and some plumbing improvements |
| Mar. 2016 | BPL Trustees approve Hazardous Materials design work necessary for the HVAC Renovation |
| May 2016 | HVAC Renovations design 90% complete |
| May 2016 | Hazmat design 90% complete |
| May 2016 | Submit documents to BCSD Board for approval |
| July 2016 | BPL board approves SEQRA resolution |
| Aug. 2016 | Submit design documents to NYS Education Department Facilities Review |
| Nov. 2016 | M/E Engineering to request contractor's estimate for project (necessary for NYS Library Construction Grant application – may not be necessary, included in bid process) |
| Dec. 2016 | Board committee/Director explores Construction Manager RFP – In Progress |
| Feb. 2017 | Prepare and send RFPs for Construction Manager |
| Mar. 2017 | BPL Trustees select Construction Manager |
| July 2017 | Begin Contract administration - M/E Engineering |
| Aug. 2017 | Submit NYS Library Construction Grant application to UHLS |
| Sep. 2017 | Construction begins |

Design

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

Construction

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

*3 years 5% increase compounded yearly.

Construction Management/Project Management

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

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

Totals

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

| Sample Identification # and Location | Local designation | Date/Time Collected | Date/Time Analyzed | Container ID | Analyte | Results | NYSDOH Action Level | Units |
|--------------------------------------|-------------------------------|---------------------|--------------------|--------------|---------|---------|---------------------|-------|
| 001 | Public kitchen sink | 12/2/2016 07:59 | 12/22/2016 22:47 | 706059001 | Lead | 2.6 | 15 | ug/L |
| 002 | New water fountain | 12/2/2016 07:59 | 12/22/2016 22:56 | 706059002 | Lead | <1.0 | 15 | ug/L |
| 003 | Bottle filler @ new fountain | 12/2/2016 08:00 | 12/22/2016 22:59 | 706059003 | Lead | <1.0 | 15 | ug/L |
| 004 | Men's bathroom LT sink | 12/2/2016 08:01 | 12/22/2016 23:02 | 706059004 | Lead | 6.9 | 15 | ug/L |
| 005 | Men's bathroom RT sink | 12/2/2016 08:01 | 12/22/2016 23:05 | 706059005 | Lead | 4.2 | 15 | ug/L |
| 006 | Janitor's closet sink | 12/2/2016 08:02 | 12/22/2016 23:14 | 706059006 | Lead | 2.2 | 15 | ug/L |
| 007 | Women's room LT sink | 12/2/2016 08:03 | 12/22/2016 23:22 | 706059007 | Lead | 5.5 | 15 | ug/L |
| 008 | Women's room RT sink | 12/2/2016 08:03 | 12/22/2016 23:31 | 706059008 | Lead | 4.6 | 15 | ug/L |
| 009 | Family/ADA bathroom sink | 12/2/2016 08:05 | 12/22/2016 23:34 | 706059009 | Lead | 8.9 | 15 | ug/L |
| 010 | Old water fountain | 12/2/2016 08:06 | 12/22/2016 23:37 | 706059010 | Lead | <1.0 | 15 | ug/L |
| 011 | Storyroom bathroom sink | 12/2/2016 08:07 | 12/22/2016 23:40 | 706059011 | Lead | 1.4 | 15 | ug/L |
| 012 | Staff kitchen sink | 12/2/2016 08:08 | 12/22/2016 23:43 | 706059012 | Lead | 1.1 | 15 | ug/L |
| 013 | Water dispenser staff kitchen | 12/2/2016 08:09 | 12/22/2016 23:46 | 706059013 | Lead | <1.0 | 15 | ug/L |
| 014 | Women's staff bathroom sink | 12/2/2016 08:10 | 12/22/2016 23:49 | 706059014 | Lead | 1.8 | 15 | ug/L |
| 015 | ADA staff bathroom sink | 12/2/2016 08:11 | 12/22/2016 23:52 | 706059015 | Lead | 2.7 | 15 | ug/L |
| 016 | Men's staff bathroom sink | 12/2/2016 08:12 | 12/22/2016 23:55 | 706059016 | Lead | <1.0 | 15 | ug/L |
| 017 | Janitor's slop sink | 12/2/2016 08:12 | 12/22/2016 23:58 | 706059017 | Lead | 1.8 | 15 | ug/L |
| 018 | Oak tree hose | 12/2/2016 08:15 | 12/23/2016 00:06 | 706059018 | Lead | 28.7 | 15 | ug/L |
| 019 | Borthwick ave hose | 12/2/2016 08:16 | 12/23/2016 00:09 | 706059019 | Lead | 5.4 | 15 | ug/L |
| 020 | Plaza door hose | 12/2/2016 08:20 | 12/23/2016 00:12 | 706059020 | Lead | 16.5 | 15 | ug/L |
| 021 | Delaware Ave door hose | 12/2/2016 08:21 | 12/23/2016 00:15 | 706059021 | Lead | 2.3 | 15 | ug/L |
| 022 | Admin office hose | 12/2/2016 08:23 | 12/23/2016 00:18 | 706059022 | Lead | 35.8 | 15 | ug/L |

NYSDOH Action Level for Lead of 15 ppb



Bethlehem Public Library shared Spotlight Newspapers's post.

January 3 at 4:16pm · 🌐

43



Spotlight Newspapers

January 3 at 12:33pm · 🌐

👍 Like Page

BETHLEHEM LIBRARY: Family establishes technology fund for library

Bethlehem Public Library

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



BETHLEHEM LIBRARY: Family establishes technology fund for library

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

SPOTLIGHTNEWS.COM | BY SPOTLIGHT NEWSPAPERS

2,036 people reached

Boost Post

👍❤️ Jess Maxwell, Ron Dodson and 47 others



👍 Like

💬 Comment

➦ Share

See All

COMMUNITY

Make it a movie night with streaming video

Many people are familiar with streaming video through services like Netflix and Hulu, but both of those options have a monthly fee attached. Bethlehem Public Library is giving you another way to digitally stream feature-length films, documentaries and more — all you need is your library card and a WiFi connection!

We've just added hundreds of movies and TV series to the library's Overdrive collection. You can browse the titles through the Overdrive link on our website — there's a special category for videos under the "Collections" tab. Sort by subject if you want to quickly find what you're in the mood to watch. Streaming video titles will also show up during catalog searches. Videos aren't downloaded to your device so there won't be any data storage issues.

Did you miss the Academy Award nominees "The Imitation Game," "August: Osage County" or "Blue Valentine" the first time around? Watch them with ease through Overdrive or re-watch



favorite films from years past. We've also got a variety of documentary series from Ken Burns, including "The Civil War," "The National Parks," "The Roosevelts" and more — perfect for binge-watching during the chilly hibernation months. You can even catch up with the classics by watching Fritz Lang's "Metropolis" or "The Magnificent Seven" starring Yul Brynner. There are shows for kids and teens, as well as foreign films and fitness videos. With almost 500 titles to choose from, Bethlehem library's streaming video selection offers plenty of answers to the question, "What should we watch tonight?"

Spend your break at the library

School-age kids spend all of December looking forward to winter break, but once it's finally here, they tend to start looking for things to do. At the library, we've got that

covered with some super fun activities that will keep them entertained into the new year.

Things kick off Tuesday, Dec. 27, at 10 a.m. with some indoor fun as we make snowmen and more with play dough during our "It's Cold Outside" program for kids and families. We're keeping things rolling with a family concert with Cathy Winter later in the day from 2 to 3 p.m. Winter, an internationally recognized guitarist, songwriter and storyteller, will perform a diverse collection of songs that are full of warmth and energy.

Older kids and teens can learn how to make a matching bracelet and necklace using just paracord and their fingers, during our "Fingerknitting: Paracord Accessories" program on Wednesday, Dec. 28, from 10 to 11 a.m. No previous knitting experience necessary; sign up online or call 439-9314. Wednesday is also an Angry Birds kind of day with "Angry Birds Alive," a live-action version of the game using boxes, balloons and puffs from 2 to 3 p.m. and a screening of



Lego fans of all ages stretched their imaginations at the library's Friday, Dec. 16, Lego Club session. Coming up on Dec. 30, from 2 to 4 p.m., is a stop-motion animation program using iPads and Legos. Registration is open for children ages 9 and up.

Kristen Roberts

"The Angry Birds Movie" (PG, 97 minutes) at 6:30 p.m.

We've got something just for teens on Thursday, Dec. 29. Licensed cosmetologist Adrian LaMarche will share some beauty tips and tricks during a hair and makeup

clinic from 3 to 4 p.m. for students in grade 6-12. Sign up online or call.

Holiday hours

The library will be closed Saturday through Monday, Dec. 24-26, for the

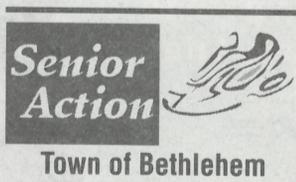
Christmas holiday. We'll close again at 3 p.m. Saturday, Dec. 31, and remain closed until 9 a.m. on Tuesday, Jan. 3. We're always open online at www.bethlehempubliclibrary.org.

— Kristen Roberts

Community Christmas Day Dinner Sunday

The Community Christmas Day Dinner will be held at the First United Methodist Church in Delmar on Sunday, Dec. 25, at 1:30 p.m. for hospitality and 2 p.m. for dinner. A goodwill offering will be taken. All town of Bethlehem residents are invited. For information, home delivered meals, and/or transportation, call 439-5495, ext. 1176.

Town Hall will be closed on Monday, Dec.



26, and Monday, Jan. 2. There will be no senior transportation from Dec. 26 through Jan. 2.

Join us for a matinee movie and dinner out on Tuesday, Jan. 17. We will go to the Spectrum Theater for a movie of your choice, followed by dinner at Mercato's, cost on your

own. Call 439-4955, ext., 1176.

The following support meetings are available:

- Alzheimer's Disease Caregiver Group — Dec. 28 at 10:30 a.m.

- Home Energy Assistance Program (HEAP) — by appointment.

- Senior Legal Services Program — by appointment.

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

Support Bethlehem Senior Projects, Inc. and enjoy Broadway's hilarious smash hit "Something Rotten!" on Jan. 14 at Proctors. You do not need to be a senior — all are welcome. Your paid reservation of \$95 includes your ticket for the show, charter bus transportation and a tax-deductible donation to BSP, Inc. You can also join us for an all-inclusive dinner after the show for \$29 at Normanside Country Club.

Call 439-4955, ext. 1176. Make your reservations now. Tickets will go fast.

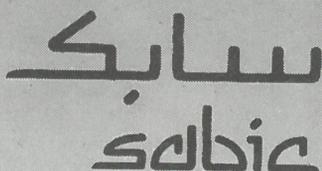
Federal funding (HEAP) is available for income eligible people who need assistance with home heating costs. Outreach workers are available to assist with counseling on HEAP, as well as health insurance, housing issues, food stamps and health and income related programs. Make an appointment by calling 439-4955, ext. 1176.

Get your flu shot at the Albany County Health Department, 175 Green St., in Albany. Call 447-4589 for an appointment. You can also see your physician or local pharmacy.

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

— Wilma DeLucco

Your Spotlight Calendar is sponsored by ...



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Pete the Cat's Cupcake Party

Monday, January 16
10am

crafts • stories
cupcake decorating
dancing • more!



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* Program
requires
signup

For kids and families.



439-9314 • www.bplkids.org



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From
Wonderland
 to the *Jewel*
 in Victoria's Crown

Sunday January 29
 2-3:30pm

A global history of tea in British culture
 with Skidmore professors Catherine
 Golden and Tillman Nechtman.
Tea and refreshments will be served.

Bethlehem Public Library
 451 Delaware Ave., Delmar



★ Sign up online or call.

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Ann Seegal



Memorial Storytelling Series

presents ...

Sing and Celebrate Around the World

Sunday, February 19 • 2-3pm



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



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Memorial Storytelling Series

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