



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

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices**
 - Resolutions - none**
 - Personnel report**
 - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
 - Workforce challenge**
 - Chamber awards event**
 - Website**
 - Other new business**
- **Old business**
 - Plaza entrance – update and proposal**
 - Fire alarm & security project update**
 - Construction manager**
 - HVAC project update**
 - Other old business**
- **Public Participation**
- **Executive Session**
- **Adjournment**

Next board meeting: May 9, 2017 6:00pm – (Budget Presentation)

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

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

PRESENT: Joyce Becker
Mark Kissinger
Mary Redmond
Lisa Scoons
Brian Sweeney

Chris McGinty, Head of Public Services
Catherine Stollar Peters, Head of Tech Services, Circulation
Kristen Roberts, recording secretary

EXCUSED: Geoffrey Kirkpatrick, director
Harmeet Narang
Paula Rice

GUESTS: Catherine Brenner, librarian
Natalie McDonough, Manager, Programs and Community Outreach
Gordon Noble, Manager of Information/Readers Advisory
Tracey McShane, Personnel Administrator
Alex Muto, library intern

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

PUBLIC PARTICPATION

There wasn't any public participation.

MINUTES

Minutes of the 13 February 2017 board meeting were unanimously approved on a MOTION by M. Kissinger with a SECOND by B. Sweeney.

FINANCIAL REPORT

On a MOTION by J. Becker with a SECOND by B. Sweeney, the board unanimously approved the Financial Statement dated 28 February 2017 (Manual Disbursements for February \$13,744.93; Cash Disbursements/Accounts Payable for March \$20,488.16; Trust & Agency Disbursements/Salaries for January \$165,637.48; CapProject Fund/Hand-Drawn Checks for January \$770.46; Total: \$200,641.03).

M. Redmond note that the fines looked comparatively high compared to past months. C. Stollar Peters said the bump was likely due to the fact that credit card payments are received quarterly, which may have been what was reflected on the most recent statement.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for February 1-28, 2017.

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board unanimously approved a new hire for the following vacancy, pending Civil Service approval:

- Library assistant, part-time, permanent, 16 hours/week at \$16.56/hour or per contract.

The board discussed the request to change a permanent part-time Librarian 1 position to a part time Library assistant. C. McGinty noted that the original position was for 12 hours per week, but the library assistant position would come with four additional hours. M. Kissinger asked if there would be a cost difference between the two, and C. McGinty noted that the difference in pay means there would be a small savings even with the increased hours.

WEBSITE PRESENTATION

Cathy Brenner discussed the web team's effort to update the website and move to a Wordpress-based format. Her presentation featured a discussion of the current site versus the new version and noted that the library was moving away from a text-heavy format to something more visually engaging that people can use as almost a third branch of the library. She mentioned changing usage patterns since the last redesign, and the new site's compatibility with mobile devices. She noted that user studies will be conducted in the coming weeks to get feedback from patrons before the launch.

- M. Redmond asked what the library would be doing to notify patrons of the changes. K. Roberts has already mentioned it briefly in past Footnotes, and will be using other public information outlets available to get the word out, including the library column, press releases, social media, signage and user guides. C. Brenner also noted that the user studies will be conducted in the library lobby, lending even more visibility to the changes.
- J. Becker asked if there was some way to increase the visibility of the logo on the home page.
- L. Scoons asked if the search bar were exclusive to the catalog or if it were a site search. C. Brenner said it is just the catalog. She noted that a site search bar used in the past has gotten mixed reactions, and the web team thought the catalog approach was the most useful.
- B. Sweeney asked how the team felt about removing the Twitter feed. K. Roberts noted that it was a more recent edition to the current site intended to be a place for the latest news. The new site will be easier to update more frequently so that may not be an issue. She said that it would be something the web team would be interested in hearing about during the user studies.

DIRECTOR'S REPORT

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

- The board asked what the benefit to the library would be regarding the sale of Navigator passes. C. McGinty said it would be an additional service to offer, but library staff is still investigating if it is a good fit.
- C. McGinty drew the board's attention to the new birdwatching kits and Ozobot robots available to borrow.
- C. Stollar Peters said the library has started circulating 10 new devices to cut down on hold time. As of the meeting, there were 26 holds on 20 devices. User surveys have indicated that the devices are working as expected. M. Redmond asked if there were people keeping the devices past the due date once the fine maxed out at \$5. C. Stollar Peters said that really hasn't been an issue, but staffers will sometimes call and issue a gentle reminder if something is long overdue. She said the library has the capacity to shut of the devices remotely if it ever became a serious issue.
- C. McGinty note that work with the G3 students has begun and the library is looking forward to their 12 days of intensive in-library work.
- The library is in the process of moving some books around to make better use of shelf space.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board discussed the robust turnout at Advocacy Day at the beginning of the month. She said the annual dinner will be held at the Albany Country Club this year on June 14.

NEW BUSINESS

Budget letter

M. Redmond had some questions about the operating reserve funds number, and K. Roberts said she would have T. Choppy get back to her with the answer.

Parking lot and Plaza entrance

M. Redmond said that preliminary meetings with the town's Brent Meredith seem to indicate that the paving and Plaza entrance pavers issues could be extensive and require further investigation and discussion.

Other new business

J. Becker asked if there has been any discussion about an electric car charging kiosk at the library and if there was state or grant money available for that. C. McGinty said it was something the G3 students would likely be investigating.

OLD BUSINESS

Construction manager RFP

M. Redmond said the RFP is being advertised in the Spotlight and on the library website. She said the dorm authority and Sano Rubin were at a walkthrough of the library, and she expects 2-3 proposals to review. The deadline is March 17, and she said she would like to set up a night to review the proposals with herself, H. Narang and an additional board member/s. She said the board should act quickly to keep to the proposed fall 2017 construction timeline.

Director evaluation/employee survey

The board has received 61 responses, including a couple from volunteers. M. Redmond said the intent is to go through the responses and use the information to complete G. Kirkpatrick's performance evaluation.

HVAC project update

M. Redmond said there wasn't much new to report as they wait to move forward with the construction manager hiring. She said once there is a professional on board, the trustees will have some guidance with the HVAC project, as well as additional issues.

Fire alarm and security project update

The project design has been sent to SED for approval.

Other old business

None

PUBLIC PARTICIPATION

There was no public participation at this time.

EXECUTIVE SESSION

On a MOTION by J. Becker with a second by M. Kissinger, the board adjourned to executive session at 6:51pm to discuss information related to the performance evaluation of an individual.

On a MOTION by B. Sweeney with a second by J. Becker the board adjourned executive session at 7:41pm; no action was taken.

On a MOTION by J. Becker with a second by L. Scoons, the board adjourned the regular meeting at 7:42pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #9
3/31/2017**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	3,030.39
Interest on Investment	866.72
Sale of Books	653.02
Gifts and Donations	100.00
Insurance Recovery	0.00
Photocopier	881.49
State Aid	0.00
Grants	0.00
Miscellaneous Income	50.00
Total	\$5,581.62

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #9
3/31/2017**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2016-2017

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,750,557.00	3,575,600.00	174,957.00	95.34%
PILOT	198,100.00	199,250.77	(1,150.77)	100.58%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	42,000.00	28,765.56	13,234.44	68.49%
Interest on Investment	3,200.00	4,668.85	(1,468.85)	145.90%
Sale of Books	5,500.00	4,873.57	626.43	88.61%
Gifts and Donations, Misc	1,000.00	2,874.60	(1,874.60)	287.46%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,000.00	5,825.78	174.22	97.10%
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	3,846,712.13	184,219.87	95.43%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,030,857.00			

OPERATING CASH SUMMARY

TD Checking Account	4,072.45
TD Money Market:	3,304,124.30 *
CD Investments:	0.00
TD Comp Fund:	500,000.00
Capital Project Fund:	35,679.17 **
TOTAL	\$3,843,875.92

*Includes \$866.72 Interest credited 3/31/17

**Includes \$7.67 Interest credited 3/31/17

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #9**

3/31/2017

MANUAL DISBURSEMENTS - MARCH HAND DRAWN CHECKS TD BANK	\$60,895.49
CASH DISBURSEMENTS - APRIL ACCOUNTS PAYABLE TD BANK	\$66,158.32
TRUST & AGENCY DISBURSEMENTS - MARCH SALARIES - TD BANK	\$165,539.05
CAPITAL PROJECT FUND HAND DRAWN CHECKS - MARCH	\$770.46
TOTAL	\$293,363.32

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 35: MANUAL DISB (MARCH 17) For Dates 3/1/2017 - 3/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35978	03/08/2017	1833	BLUESHIELD OF NORTHEASTERN NY		3,337.58
35979	03/08/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		19,582.97
35980	03/08/2017	2061	UNITED HEALTHCARE INSURANCE CO		108.16
35981	03/08/2017	1607	VERIZON BUSINESS FIOS	170009	127.77
35982	03/08/2017	1607	VERIZON BUSINESS FIOS	170010	116.98
35983	03/08/2017	1607	VERIZON BUSINESS FIOS	170012	191.98
35984	03/16/2017	1656	TRACEY MCSHANE	170711	89.50
35985	03/16/2017	2137	WEX BANK	170013	30.40
35992	03/22/2017	1424	AFLAC NEW YORK		442.22
35993	03/22/2017	1604	CHUBB & SON	170720	755.00
35994	03/22/2017	2087	CITIBANK	170630	3,116.88
35995	03/22/2017	2171	HISTORIC CHERRY HILL	170726	25.00
35996	03/22/2017	2212	IROQUOIS INDIAN MUSEUM	170729	35.00
35997	03/22/2017	1570	NATIONAL GRID		4,026.14
35998	03/22/2017	2211	STORM KING ART CENTER	170728	125.00
35999	03/22/2017	2210	VERMONT INSTITUTE OF NATURAL SCIENCE	170727	150.00
36000	03/23/2017	1508	UNIVERSITY AT ALBANY FOUNDATION	170687	1,000.00
36001	03/30/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		24,038.25
36002	03/30/2017	720	MVP HEALTH PLAN, INC.		2,310.05
36003	03/30/2017	2061	UNITED HEALTHCARE INSURANCE CO		108.16
36004	03/30/2017	1581	UNITED STATES POSTAL SERVICE	170731	1,178.45

Number of Transactions: 21

Warrant Total: 60,895.49
Vendor Portion: 60,895.49

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 - 37: CASH DISB (APR 17) For Dates 4/11/2017 - 4/11/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36011	04/11/2017	1746	ALBANY PUB LIBRARY-DELAWARE BR	170744	11.00
36012	04/11/2017	1009	AMAZON CREDIT PLAN	170657	211.18
36013	04/11/2017	61	AQUASCAPE DESIGNS LLC	170000	74.99
36014	04/11/2017	77	BAKER & TAYLOR , INC.	170735	18,534.16
36015	04/11/2017	1186	BAKER AND TAYLOR ENTERTAINMENT	170682	36.85
36016	04/11/2017	90	BETHLEHEM CENTRAL HIGH SCHOOL	170710	55.00
36017	04/11/2017	103	BRODART INC	170741	260.57
36018	04/11/2017	2209	CHINASPROUT, INC.	170713	788.25
36019	04/11/2017	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	170002	333.46
36020	04/11/2017	1240	DE LAGE LANDEN FINANCIAL SER	170003	440.00
36021	04/11/2017	1220	DEMCO, INC	170709	1,934.83
36022	04/11/2017	1991	EASTERN MANAGED PRINT NETWORK LLC	170705	225.45
36023	04/11/2017	2205	EVOLLVE, INC.	170655	1,010.00
36024	04/11/2017	117	FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	170745	501.00
36025	04/11/2017	1674	FINDAWAY	170681	2,213.54
36026	04/11/2017	1986	FIRST LIGHT FKA TECH VALLEY	170007	199.18
36027	04/11/2017	2208	FRIENDS OF THE TRANS ADIRONDACK ROUTE	170678	100.00
36028	04/11/2017	787	GUILDERLAND PUBLIC LIBRARY	170695	12.99
36029	04/11/2017	787	GUILDERLAND PUBLIC LIBRARY	170746	9.99
36030	04/11/2017	1712	HILL & MARKES	170699	175.00
36031	04/11/2017	316	JOHNSON CONTROLS INC	170712	1,111.84
36032	04/11/2017	2201	LANE PRESS OF ALBANY	170698	2,030.00
36033	04/11/2017	2048	MAKERBOT INDUSTRIES	170663	109.34
36034	04/11/2017	1024	**CONTINUED** MIDWEST TAPE		0.00
36035	04/11/2017	1024	MIDWEST TAPE	170734	7,754.84
36036	04/11/2017	2121	NATIONAL INDUSTRIES FOR THE BLIND	170691	617.46
36037	04/11/2017	412	NORTHEAST INFORMATN SYST	170723	2,962.72
36038	04/11/2017	2088	NYSID	170665	550.83
36039	04/11/2017	1823	**CONTINUED** OVER DRIVE INC.		0.00
36040	04/11/2017	1823	OVER DRIVE INC.	170740	4,751.49
36041	04/11/2017	2054	PANGBURN LANDSCAPING	170525	1,450.00
36042	04/11/2017	450	PHILLIPS HARDWARE INC	170046	5.99
36043	04/11/2017	1210	PROQUEST LLC	170716	2,500.00
36044	04/11/2017	505	ROEMER WALLENS GOLD & MINEAUX	170747	621.00
36045	04/11/2017	2038	STAPLES BUSINESS ADVANTAGE	170743	365.81
36046	04/11/2017	1784	GEORGE STEELE	170752	425.00
36047	04/11/2017	2100	THE AMPERSAND GROUP, LLC/APTCO	170684	553.82
36048	04/11/2017	632	UPPER HUDSON LIBRARY SYSTEM	170748	11,199.00
36049	04/11/2017	638	VALUE LINE PUBLISHING LLC	170718	950.00
36050	04/11/2017	1968	VERIZON WIRELESS	170011	40.01
36051	04/11/2017	645	W W GRAINGER INC	170005	1,031.73

Number of Transactions: 41

Warrant Total: 66,158.32
Vendor Portion: 66,158.32

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 - 34: TRUST & AGENCY (MAR 17) For Dates 3/1/2017 - 3/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35972	03/06/2017	712	CIVIL SERVICE EMPL ASSOC INC.		922.26
35973	03/06/2017	1847	METLIFE OF CONNETICUT		100.00
35974	03/06/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
35975	03/06/2017	2003	NEW YORK STATE DEFERRED		1,724.95
35976	03/06/2017	710	NYS INCOME TAX BUREAU		3,137.89
35977	03/06/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		750.00
35986	03/24/2017	712	CIVIL SERVICE EMPL ASSOC INC.		900.32
35987	03/24/2017	1847	METLIFE OF CONNETICUT		100.00
35988	03/24/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
35989	03/24/2017	2003	NEW YORK STATE DEFERRED		1,724.95
35990	03/24/2017	710	NYS INCOME TAX BUREAU		3,166.53
35991	03/24/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		570.00
100193	03/06/2017	709	BPL SPECIAL PAYROLL ACCOUNT		54,433.81
100194	03/06/2017	1946	IRS - PAYROLL TAX PMT		19,712.73
100195	03/24/2017	709	BPL SPECIAL PAYROLL ACCOUNT		54,868.74
100196	03/24/2017	730	NYS EMPLOYEES RETIREMENT SYSTE		2,239.85
100197	03/24/2017	1946	IRS - PAYROLL TAX PMT		19,837.02

Number of Transactions: 17

Warrant Total: 165,539.05

Vendor Portion: 165,539.05

Certification of Warrant

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

 Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 6: MANUAL DISB H - (MAR 17) For Dates 3/1/2017 - 3/31/2017



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

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION SUMMARY
3/31/2017

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$32,213.10	\$218,782.05	\$246,922.70	\$4,072.45
TD Bank Payroll	\$0.00	\$109,302.55	\$109,302.55	\$0.00
TD Bank Money Market	\$3,513,257.58	\$866.72	\$210,000.00	\$3,304,124.30
TD Bank General Comp	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Capital Project Fund	\$36,441.96	\$7.67	\$770.46	\$35,679.17
TOTAL:	\$4,081,912.64	\$328,958.99	\$566,995.71	\$3,843,875.92

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

14

TD Bank - General Fund

For the month beginning 3-1-17 and ending 3-31-17

Balance on hand at the beginning of the month \$32,213.10

Receipts during the month

Investment Principal	0.00	
Transfers from Savings Account TD Bank	210,000.00	
Fines	3,030.39	
Copier	881.49	
Miscellaneous (Abate)	4,067.15	
Book Sale	653.02	
PILOT	0.00	
School Taxes	0.00	
Gifts	100.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income (Proctoring)	50.00	
Total Receipts		<u>\$218,782.05</u>
Total Receipts Including Balance		\$250,995.15

Disbursements During Month By Check

From Check #35978 to Check #36004	60,895.49
Trust & Agency Payments (Payroll)	165,539.05
From Check #35941 to Check #35971	20,488.16
Transfers to Savings Account	0.00
Returned Check	

Total amount of Disbursements	<u>\$246,922.70</u>
Balance on Hand at End of Month	\$4,072.45

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	34,171.36
Amount of Outstanding Checks	30,098.91
Balance on Deposit	4,072.45

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

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

Secretary

Business Manager

BETHLEHEM PUBLIC LIBRARY
Outstanding Checks - TD Bank
General Fund
2/28/17

Check Number	Date	Amount
35941	3/14/2017	14.00
35963	3/14/2017	1,450.00
36000	3/23/2017	1,000.00
36001	3/30/2017	24,038.25
36002	3/30/2017	2,310.05
36003	3/30/2017	108.16
36004	3/30/2017	1,178.45

TOTAL **\$30,098.91**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 3-1-17 and ending 3-31-17

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

Receipts during the month

Transfer from Checking 3/26/17	54,433.81
Transfer from Checking 3/24/17	54,868.74

Total Receipts \$109,302.55

Total Receipts Including Balance \$109,302.55

Disbursements During Month By Check

3/10/17 - From Check #82036 to Check #82106	54,433.81
3/24/17 - From Check #82107 to Check #82176	54,868.74

Total Amount of Disbursements	<u>\$109,302.55</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	224.52
Amount of Outstanding Checks	224.52
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
3/31/17

Check Number	Date	Amount
82119	3/24/2017	224.52

TOTAL **\$224.52**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 3-1-17 and ending 3-31-17

Balance on hand at the beginning of the month \$3,513,257.58

Receipts during the month

Interest 3/31/17	866.72
Transfer from General Fund	0.00

Total Receipts	<u>\$866.72</u>
Total Receipts Including Balance	\$3,514,124.30

Disbursements During Month By Check

Transfers to General Fund	210,000.00
Transfers to Capital Projects Fund	0.00

Total Amount of Disbursements	<u>\$210,000.00</u>
Balance on Hand at End of Month	\$3,304,124.30

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	3,304,124.30
Amount of Outstanding Checks	0.00
Balance on Deposit	3,304,124.30

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 3-1-17 and ending 3-31-17

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

Receipts during the month

Deposits 0.00

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

Disbursements During Month By Check

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

Reconciliation With Bank Statement

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

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

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 3-1-17 and ending 3-31-17

Balance on hand at the beginning of the month \$36,441.96

Receipts during the month

Interest 3/31/17 TD Bank	7.67
Transfer from Savings Account	0.00
Donation	

Total Receipts	<u>\$7.67</u>
Total Receipts Including Balance	\$36,449.63

Disbursements During Month By Check

From Check #1168 to Check #1169	770.46
---------------------------------	--------

Total Amount of Disbursements	<u>770.46</u>
Balance on Hand at End of Month	\$35,679.17

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank statement	35,679.17
Amount of Outstanding Checks	0.00
Balance on Deposit	35,679.17

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



4427533000280997903116880311688064



Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	03/31/2017	\$3,116.88	\$3,116.88	3116.88



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

**T0000048

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

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

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

CITIBANK CORPORATE CARD

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

OK to pay
 Cap 3-2-17

Statement Date
03/06/17

Payment Date
03/31/17

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		Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases		483.93	- 483.93	- 9.56	3,126.44		3,116.88
Advances							
Company Totals	TOTAL	483.93	- 483.93	- 9.56	3,126.44		3,116.88

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

Your account is currently \$116 over your \$3,000 credit limit. Please remit this to us immediately. Your total finance charge paid for 2016 was \$0.00.

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

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

CARDMEMBER SUMMARY

LABELLE, KENNETH XXXX-XXXX-XX82-7328		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases					38.63		38.63
Advances							
Monthly Limit: \$750	TOTAL				38.63		38.63

MCSHANE, TRACEY XXXX-XXXX-XX82-7369		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases					50.00		50.00
Advances							
Monthly Limit: \$200	TOTAL				50.00		50.00

DAYS IN BILLING PERIOD: 28		Purchases	Cash Advances	Payment Due:	3,116.88
Balance Subject	>	.00	.00	Amount Over Credit Limit:	116.88
To Interest Charges	>	.0000%	.0000%	Amount Past Due:	.00
Periodic Rate	>	0.00%	0.00%	MINIMUM AMOUNT DUE:	3,116.88
ANNUAL PERCENTAGE RATE	>				



XXXX-XXXX-XX80-9979

Statement Date
03/06/17

CARDMEMBER SUMMARY

KIRKPATRICK,GEOFFREY XXXX-XXXX-XX82-7377		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$1,300	Purchases Advances TOTAL			- 9.56	167.39		157.83
				- 9.56	167.39		157.83

PETERS,M CATHERINE XXXX-XXXX-XX82-7386		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$625	Purchases Advances TOTAL				2,649.50		2,649.50
					2,649.50		2,649.50

MCDONOUGH,NATALIE XXXX-XXXX-XX42-8387		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$500	Purchases Advances TOTAL				220.92		220.92
					220.92		220.92

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY		XXXX-XXXX-XX80-9979			
Monthly Limit	Cash Limit*	Available Credit Line	Available Cash Line**		
\$3,000	\$00	\$00	\$00		
Sale Date	Post Date	Reference Number	Type of Activity		Total Amount
02-27	02-27	74046587058058000052858	PAYMENT - THANK YOU		483.93 PY

INDIVIDUAL CARDHOLDER ACTIVITY

LABELLE,KENNETH		XXXX-XXXX-XX82-7328			
Monthly Limit	Cash Limit*				
\$750	\$00				
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
02-06	02-08	24750767038900019100018	SHIP COPY AND MORE 518-4390211 NY 170633	21.45	
02-07	02-09	24750767039900019200122	SHIP COPY AND MORE 518-4390211 NY 170631	17.18	
TOTAL PURCHASES/ADVANCES/CREDITS				38.63	

A Shipping Costs

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



XXXX-XXXX-XX80-9979

Statement Date
03/06/17

INDIVIDUAL CARDHOLDER ACTIVITY

MCSHANE, TRACEY				XXXX-XXXX-XX82-7369	
Monthly Limit \$200		Cash Limit* \$00			
Safe Date	Post Date	Reference Number	Type of Activity	CONFERENCE	Amount
02-15	02-16	24492157046637001581667	BOND, SCHOENECK & KING WWW.BSK.COM NY 170647		50.00
					TOTAL PURCHASES/ADVANCES/CREDITS 50.00

KIRKPATRICK, GEOFFREY				XXXX-XXXX-XX82-7377	
Monthly Limit \$1,300		Cash Limit* \$00			
Safe Date	Post Date	Reference Number	Type of Activity	Posters + Business Cards	Amount
02-13	02-14	24692167044000685999110	VISTAPR VISTAPRINT.COM 866-8936743 MA 170694		64.42
02-15	02-16	74692167046000864808135	VISTAPR VISTAPRINT.COM 866-8936743 MA		4.78 CR
02-18	02-20	74692167049000634580490	VISTAPR VISTAPRINT.COM 866-8936743 MA		4.78 CR
02-27	02-28	24692167058000851401399	VISTAPR VISTAPRINT.COM 866-8936743 MA 170725		102.97
					TOTAL PURCHASES/ADVANCES/CREDITS 157.83

Banners for parade

PETERS, M CATHERINE				XXXX-XXXX-XX82-7385	
Monthly Limit \$625		Cash Limit* \$00			
Safe Date	Post Date	Reference Number	Type of Activity	Mobile HotSpots	Amount
02-15	02-16	24492157046894649278038	MOBLEBEACON 401-934-1100 RI 170646		2,649.50
					TOTAL PURCHASES/ADVANCES/CREDITS 2,649.50

MCDONOUGH, NATALIE				XXXX-XXXX-XX42-8387	
Monthly Limit \$500		Cash Limit* \$00			
Safe Date	Post Date	Reference Number	Type of Activity		Amount
02-10	02-13	24427337041060000593562	HANNAFORD #8339 DELMAR NY 170629		20.48
02-10	02-13	24013397041001432456303	I LOVE BOOKS INC DELMAR NY 170630		150.00
02-22	02-23	24427337053060000498031	HANNAFORD #8339 DELMAR NY		11.94
02-27	02-28	24427337058060000514535	HANNAFORD #8339 DELMAR NY > 170694		38.50
					TOTAL PURCHASES/ADVANCES/CREDITS 220.92

Prizes for Teivia Sponsored by Friends
 Valentine's Program Supplies
 Program Supplies

*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

PO# 170093

February 27, 2017
Invoice No: 133154.50 - 40013
Project Manager Beth Ann Bilger

TOTAL THIS INVOICE \$9,901.00

Project 133154.50 Bethlehem Library - Fire Alarm & Sec. Dsn
Attn: Geoffrey Kirkpatrick
Professional Services from January 28, 2017 to February 24, 2017
Fee

Billing Phase	Fee	Percent Complete	Previous Fee Billing	Current Fee Billing
90 % Construction Documents	9,331.00	100.00	8,397.90	933.10
100% Construction Documents to NYSED	9,651.00	100.00	683.10	8,967.90
Final Bid	3,888.00	0.00	0.00	0.00
Bidding	2,702.00	0.00	0.00	0.00
Construction Administration	7,459.00	0.00	0.00	0.00
Total Fee	33,031.00		9,081.00	9,901.00
Total Fee				9,901.00
TOTAL THIS INVOICE				\$9,901.00

Billings to Date	Current	Prior	Total	Received	A/R Balance
	9,901.00	9,081.00	18,982.00	8,397.90	10,584.10

FEE AGREEMENT: \$33,031 Lump Sum

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

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

*O/S to pay
GK
3/30/17*



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

Bethlehem Public Library
 451 Delaware Avenue
 Delmar, NY 12054

PO# 170493

February 27, 2017
 Invoice No: 133154.60 - 40014
 Project Manager Beth Ann Bilger

TOTAL THIS INVOICE \$1,700.00

Project 133154.60 Bethlehem Library - Backflow Pvntr Rpt
 Attn: Geoffrey Kirkpatrick
Professional Services from January 28, 2017 to February 24, 2017
Fee

Billing Phase	Fee	Percent Complete	Previous Fee Billing	Current Fee Billing
Construction Documents & Engineers Rpt	6,000.00	100.00	5,700.00	300.00
Bidding	600.00	100.00	0.00	600.00
Construction Administration	800.00	100.00	0.00	800.00
Total Fee	7,400.00		5,700.00	1,700.00
	Total Fee			1,700.00
			TOTAL THIS INVOICE	\$1,700.00

Billings to Date	Current	Prior	Total	Received	A/R Balance
	1,700.00	5,721.60	7,421.60	5,721.60	1,700.00

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

*OK for my
 OK
 3/30/17*

April 10, 2017 - Board of Trustee Meeting											
Job Status Report											
											26
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Library Assistant PT (formerly Librarian 1 PT)	16 hrs/wk	12 hrs/wk	\$16.56/hour or per contract	S. Baker	2/28/2017	Resignation	3/13/2017				
<u>Action Requested - Request to Fill the Following Positions</u>											
Library Page PT	13.85 hrs/wk		\$9.70/hour	V. Desiatnikov	3/26/2017	Resignation					
Librarian 1 PT	7.66 hrs/wk		\$25.22/hour	M. Carey	5/5/2017	Resignation					
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hours		\$12.73/hour or per contract	R. Weatherby	2/27/2015	Resign		Hold			

Director's Report April 2017

Building and Grounds

A new tech from Johnson Controls has solved some continuing issues with timing and CO2 detectors. We are thankful they responded to our comments about the previous tech.

The family bathroom toilet was plugged again. We think it is on purpose. The clogs take a lot of time to fix and are wasting the time of the maintenance staff.

The staff did excellent work clearing two feet of snow from the library walkways, and kept as many parking spaces open as possible. The snow blowers took a beating on the heavy snow and will require maintenance in the off season.

Public Service

Circulation and door count both increased this month over the same month last year. Borrower registration, wifi usage, equipment circulation, and Chromebook and laptop circulation all increased as well.

The contract with Proquest: NY Times Historical database has been renegotiated and now includes remote access for our community.

We have received 11 requests from patrons to add magazines to our Flipster eMagazine collection. We will look at including these and other titles in June. We are looking at use statistics to see which magazines to keep and which to drop. A few of our titles are being dropped by Flipster, we will replace those with other titles.

Wifi hotspots: 14 holds on 15 devices. Two surveys were completed:

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

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

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

Comments:

Was a little slow. Love having this device available.

I am hoping at some point to borrow the hotspot for use at a second location which does not have internet. Wasn't able to test at this time.

One wifi hotspot device had to be turned off because it has not been returned. Catherine called the patron and she is aware of our keen interest in her returning the device or paying the replacement cost.

A project has begun to digitize the library's collection of Tri-village Directories. The good news is that directories are not subject to copyright protections, so we are free to release this information electronically. The files will be scanned into .pdf format, which will allow optical character recognition software to make them searchable. Our volunteer has begun digitizing the first directory under Frank's supervision. The project will focus on every fifth directory starting with 1935. Eventually we will load these searchable files into the New York State Heritage Site.

Chromebooks and laptops circulated 154 times last month. Much of the circulation has been on the four windows laptops. In response, the IT department is going to make 4-6 more windows laptops available for circulation.

The second order of Chinese language materials has been placed in response to community requests. We have worked out a suitable process to provide accurate cataloging records in Chinese without specialized foreign language skills on staff. Many are popular English titles translated into Chinese.

An application for the NASA@ My Library, a STEM education initiative was submitted, which will increase and enhance STEM learning opportunities for library patrons. Seventy-five public libraries will be selected to participate in this program. If selected, our project will target preschool and school-age children and teens of diverse backgrounds, with a heavy focus on girls and young women, who are historically underrepresented in STEM fields. By aiming to engage and excite these children and teens, especially girls, we hope to tackle the anxiety some feel when approaching STEM-related topics. Connecting these girls and young women with STEM in an enjoyable relaxed both formal and informal learning atmosphere may lead to a passion and interest in obtaining a career in the STEM field. *Kristen was extremely helpful in editing the narrative in a short timeframe, which was much appreciated.*

Science Fiction and Graphic Novels are being shifted to make room for more Book Discussion titles, based on demand and circulation statistics. In addition, juvenile picture books are being shifted to make room for new comfortable seating in the Children's Place.

The web team and one of our library school interns are running drop-in website usability tests in the lobby. Through testing we are promoting the website redesign and soliciting feedback before the official launch. Comments from library patrons have been fruitful and are proving useful feedback for improving the new design. Many people want to stop and talk about how they love the library and what other improvements to the library they would like to see.

Gordon had an unusual request from a patron who was interested in a 1941 book that was to be used in a WWII display at the Capitol here in Albany. He contacted some of the regular libraries who loan to us that owned it. CUNY Library in NYC agreed to loan to us for an extended period to be placed on display.

Both of our MLS library school interns are progressing toward their required number of hours. Both are working on their special projects, and we are excited about their work so far.

Due to the weather, we were closed on Tuesday, March 14, and the morning of Wednesday, March 15, which resulted in the cancellation of eight programs, including four storytimes, a loss of approximately 133 people in program attendance. One of the programs was rescheduled for March and one for April.

Meetings and Miscellany

I want to thank the board and staff at the library for covering my absence so wonderfully. It was a true pleasure to know that everything was in great hands. It allowed me to focus on recovery without worrying.

We met with our assigned students from the UAlbany G3 program for the first time on March 27. Their enthusiasm is infectious. As they near the end of the classes for the semester, they are getting ready to tackle this sustainability project. They have scheduled a walkthrough with their team mentor on April 18. This is during BCDS's spring break, so the library will be jumping. It will be good for the team to see the library at its busiest.

Geoffrey Kirkpatrick, Library Director

Library Collection				2015-16	Current Total
Adult fiction				26,815	24,037
Adult non-fiction				29,498	30,312
Adult audio				7,256	7,242
Adult video				5,384	6,214
Young adult fiction				4,885	5,093
Young adult nonfiction				310	407
Young adult audiobooks				347	388
Children's fiction				24,899	25,481
Children's non-fiction				15,350	14,684
Children's audiobooks				1,273	1,351
Children's video				1,760	1,890
OverDrive - UHLS Shared				46,457	51,375
e-books (locally purchased)				1,456	1,456
e-magazines				131	110
Electronic (games, ereaders)				417	449
Total				166,238	170,489
Library Programs	Mar-17	Mar-16	% change	2015-16	F-Y-T-D
Programs	79	97	-18.6%	896	568
Program attendance	1,789	1,656	8.0%	20,715	16,462
Outreach Programs	37	29	27.6%	372	190
Outreach Attendance	627	467	34.3%	11,189	4,986
Circulation	Mar-17	Mar-16	% change	2015-16	F-Y-T-D
Adult fiction	12,619	11,508	9.7%	142,392	109,739
Adult non-fiction	8,799	8,733	0.8%	92,684	69,456
Adult audio	5,094	4,932	3.3%	58,058	42,706
Adult video	10,235	8,983	13.9%	106,388	85,036
Adult magazines	1,902	1,156	64.5%	15,689	14,721
Young adult fiction	1,607	1,799	-10.7%	23,034	15,136
Young adult nonfiction	128	155	-17.4%	1,521	1,138
Young adult audiobooks	109	119	-8.4%	1,537	1,040
Young adult magazines	3	0	n/a	166	83
Children's fiction	13,040	12,148	7.3%	152,038	112,061
Children's non-fiction	4,133	3,934	5.1%	41,326	30,209
Children's audiobooks	589	615	-4.2%	7,472	5,406
Children's video	1,499	1,473	1.8%	21,252	13,589
Children's magazines	46	34	35.3%	675	387
Electronic (games, ereaders)	434	367	18.3%	5,151	3,529
Total	60,237	55,956	7.7%	669,383	504,232
Interlibrary Loan	Mar-17	Mar-16	% change	2015-16	F-Y-T-D
Borrowed from others	7,958	8,164	-2.5%	88,494	56,679
Loaned to others	6,771	5,947	13.9%	67,730	47,663
Miscellaneous	Mar-17	Mar-16	% change	2015-16	F-Y-T-D
Visits to our home page	76,772	36,043	113.0%	421,162	453,914
Public use of meeting rooms	64	62	3.2%	480	377
Public meeting attendance	674	729	-7.5%	6,279	4,411
Staff use & library programs	98	110	-10.9%	1,066	837
Study room sessions	485	467	3.9%	5,000	3,051
Tech room use	26	46	-43.5%	448	235
Door count	30,311	28,696	5.6%	339,120	236,841
Registered BPL borrowers	85	74	14.9%	1,058	748
Computer signups	3,502	3,896	-10.1%	44,087	30,540
Museum Pass use	104	76	36.8%	904	922
E-book use	4,555	4,430	2.8%	53,350	41,373
E-magazine use	1,191	574	107.5%	7,323	8,202
Equipment	321	n/a	n/a	349	1,045
Wireless Use	6,452	4,793	34.6%	56,887	60,968

2016-17 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	March Exp	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,091,391	0	1,091,391	81,693	814,651	0	\$276,740	25%
Salaries-Clerical	920,464	0	920,464	67,882	692,243	0	\$228,221	25%
Salaries-Custodians	160,032	0	160,032	11,756	121,282	0	\$38,750	24%
Retirement	278,221	0	278,221	0	297,222	0	-\$19,001	-7%
SocSec/Medicare	166,149	0	166,149	11,861	120,142	0	\$46,007	28%
Worker's Comp.	22,000	0	22,000	0	21,094	0	\$906	4%
Unemployment	0	0	0	0	62	0	-\$62	N/A
Health Ins.	275,000	0	275,000	35,293	208,160	501	\$66,339	24%
Disability Ins.	1,400	0	1,400	0	1,394	0	\$6	0%

Materials

Adult books	171,000	31,458	202,458	4,606	106,299	13,663	\$82,496	41%
Audiobooks	36,000	4,454	40,454	785	17,270	1,946	\$21,239	53%
Ebooks	67,000	0	67,000	232	52,635	4,775	\$9,589	14%
Electronic Resources	32,000	0	32,000	981	12,721	2,500	\$16,779	52%
Periodicals	24,000	0	24,000	25	14,379	950	\$8,671	36%

YS Books	95,000	24,010	119,010	692	58,195	6,237	\$54,578	46%
YS Audiobooks	8,000	2,268	10,268	0	5,027	0	\$5,241	51%
YS Media	10,000	979	10,979	333	4,155	2,993	\$3,832	35%

Special Collections	5,000	1,417	6,417	3,768	6,024	1,593	-\$1,199	-19%
AS Media	35,000	13,409	48,409	4,408	43,946	5,396	-\$934	-2%

Operations

Copiers and supplies	11,000	231	11,231	773	9,783	3,148	-\$1,701	-15%
Office supplies	29,000	282	29,282	417	7,664	1,783	\$19,836	68%
Custodial supplies	14,000	0	14,000	339	3,932	4,550	\$5,517	39%
Postage	17,000	480	17,480	1,747	12,729	960	\$3,791	22%
Printing	25,000	0	25,000	0	8,742	2,030	\$14,228	57%
Van lease & oper.	1,700	0	1,700	30	220	1,094	\$386	23%
Gas and Electric	80,000	0	80,000	4,026	40,578	0	\$39,422	49%
Telecommunications	11,000	0	11,000	678	5,699	2,721	\$2,580	23%
Water	3,000	0	3,000	584	3,154	0	-\$154	-5%
Taxes-sewer&water	3,500	0	3,500	0	3,200	0	\$300	9%
Refund property taxes	4,000	0	4,000	0	2,204	0	\$1,796	45%
Prof. Services	20,000	71,596	91,596	552	5,962	68,397	\$17,237	19%
Contract Services	37,500	239	37,739	2,122	23,812	12,328	\$1,599	4%
Insurance	29,000	0	29,000	755	27,332	0	\$1,668	6%
Travel/Conference	10,000	0	10,000	50	1,978	0	\$8,022	80%
Memberships	2,000	0	2,000	90	1,670	0	\$331	17%
Special Programs	17,500	1,799	19,299	1,118	11,948	2,395	\$4,955	26%
Furniture&Equipment	29,000	1,565	30,565	42	10,882	5,855	\$13,828	45%
IT Hardware & Software	42,000	17,517	59,517	575	53,203	385	\$5,929	10%
Bld&Grnd. Repair	40,000	0	40,000	-1,141	22,511	4,585	\$12,905	32%
Furn/Equip Repair	2,000	0	2,000	100	547	346	\$1,107	55%
Miscellaneous	3,500	105	3,605	1,089	3,506	985	-\$886	-25%
Audit Service	13,500	0	13,500	0	12,500	0	\$1,000	7%
Accounting Service	13,000	0	13,000	0	12,436	564	\$0	0%
UHLAN fees	50,000	0	50,000	0	34,519	11,199	\$4,282	9%
Capital Expenditures	125,000	0	125,000	0	16,508	0	\$108,492	87%
TOTAL	\$4,030,857	\$171,809	\$4,202,666	\$238,261	\$2,934,120	\$163,877	\$1,104,668	26%

Operating Fund Balance	1,200,000							
Fire Alarm (Board Designated)	33,031	0	33,031	683	9,081	23,950	23,950	
HVAC (Board Designated)	750,000							
Unassigned	220,343							
Board Designated Fund balance Subtotal	2,203,374	649,244	2,852,618	770	79,061	62,983	\$2,710,574	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	770	79,061	62,983	2,728,792	95%

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

Monthly Gas and Electric Comparisons												
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
1/13/2015	33	2,558	78	\$1,385.02	\$41.97	\$0.54	33	30,720	931	\$3,324.24	\$100.73	\$0.003
1/12/2016	33	1,909	58	\$1,010.70	\$30.63	\$0.53	33	31,872	966	\$2,785.27	\$84.40	\$0.003
2/11/2015	29	2,659	92	\$1,384.15	\$47.73	\$0.52	29	31,872	1,099	\$4,276.45	\$147.46	\$0.005
2/10/2016	29	2,101	72	\$1,037.33	\$35.77	\$0.49	29	29,568	1,020	\$2,734.71	\$94.30	\$0.003
3/12/2015	29	2,515	87	\$1,301.90	\$44.89	\$0.52	29	33,024	1,139	\$6,285.01	\$216.72	\$0.007
3/11/2016	30	2,159	72	\$1,108.25	\$36.94	\$0.51	30	31,872	1,062	\$3,066.87	\$102.23	\$0.003
4/14/2015	33	1,862	56	\$990.60	\$30.02	\$0.53	33	33,792	1,024	\$3,184.06	\$96.49	\$0.003
4/13/2016	33	1,471	45	\$714.42	\$21.65	\$0.49	33	33,408	1,012	\$2,895.69	\$87.75	\$0.003
5/13/2015	29	633	22	\$352.65	\$12.16	\$0.56	28	39,168	1,399	\$2,882.50	\$102.95	\$0.003
5/11/2016	28	800	29	\$329.46	\$11.77	\$0.41	28	33,792	1,207	\$2,830.29	\$101.08	\$0.003
6/12/2015	30	442	15	\$238.82	\$7.96	\$0.54	31	47,616	1,536	\$4,253.01	\$137.19	\$0.003
6/14/2016	34	610	18	\$284.43	\$8.37	\$0.47	33	48,384	1,466	\$4,094.74	\$124.08	\$0.003
7/14/2015	32	575	18	\$277.55	\$8.67	\$0.48	31	57,600	1,858	\$4,473.49	\$144.31	\$0.003
7/13/2016	29	385	13	\$213.85	\$7.37	\$0.56	30	57,600	1,920	\$5,788.02	\$192.93	\$0.003
8/12/2015	29	336	12	\$186.55	\$6.43	\$0.56	29	57,984	1,999	\$5,612.88	\$193.55	\$0.003
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$192.63	\$0.003
9/14/2015	33	609	18	\$306.89	\$9.30	\$0.50	31	64,896	2,093	\$6,243.19	\$201.39	\$0.003
9/12/2016	31	430	14	\$218.88	\$7.06	\$0.51	31	56,448	1,821	\$5,005.22	\$161.46	\$0.003
10/12/2015	28	819	29	\$384.81	\$13.74	\$0.47	31	51,456	1,660	\$4,313.54	\$139.15	\$0.003
10/12/2016	30	509	17	\$241.68	\$8.06	\$0.47	30	43,392	1,446	\$3,623.83	\$120.79	\$0.003
11/9/2015	28	876	31	\$430.25	\$15.37	\$0.49	28	34,560	1,234	\$3,232.69	\$115.45	\$0.003
11/9/2016	28	878	31	\$363.94	\$13.00	\$0.41	28	32,640	1,166	\$2,913.35	\$104.05	\$0.003
12/10/2015	31	1,419	46	\$705.55	\$22.76	\$0.50	31	31,104	1,003	\$2,538.03	\$81.87	\$0.003
12/12/2016	33	1,576	48	\$689.63	\$20.90	\$0.44	33	31,104	943	\$2,776.58	\$84.14	\$0.003
1/12/2016	33	1,909	58	\$1,010.70	\$30.63	\$0.53	33	31,872	966	\$2,785.27	\$84.40	\$0.003
1/11/2017	30	2,269	76	\$1,150.42	\$38.35	\$0.51	30	28,800	960	\$3,405.58	\$113.52	\$0.004
2/10/2016	29	2,101	72	\$1,037.33	\$35.77	\$0.49	29	29,568	1,020	\$2,734.71	\$94.30	\$0.003
2/10/2017	30	2,118	71	\$1,280.34	\$42.68	\$0.60	29	29,184	1,006	\$2,866.03	\$98.83	\$0.003
3/11/2016	30	2,159	72	\$1,108.25	\$36.94	\$0.51	30	31,872	1,062	\$3,066.87	\$102.23	\$0.003
3/13/2017	31	2,015	65	\$1,188.31	\$38.33	\$0.59	32	33,792	1,056	\$2,837.83	\$88.68	\$0.003

Programs

- Michael oversaw this month's A Little Sunday Music program featuring cellist Will Hayes. This was the finale of the Friends' sponsored concerts for the winter, and one of the highest attendance figures of the series, with 79 people on a cool March afternoon.
- Anne arranged a wonderful Seussabration with a fabulous turn out for Dr. Seuss's birthday celebration. The children made Cat in the Hat masks and decorated Lorax mustaches, then Anne read Hop on Pop, The Shape of Me and Other Things, and I Can Read with My Eyes Shut. The kids then had the opportunity to color coloring sheets and other activity pages and watch the video of Green Eggs and Ham, The Tooth Book, and Ten Apples Up on Top. Patti was indispensable for this program. She ran the computer projecting the eBooks while Anne read the books. She also circulated throughout the program, and did the majority of the clean up.
- Anne led another STEM Challenge making newspaper chairs as an afterschool program. The kids watched a video on how you could design a newspaper chair, along with a few "bloopers," then made their own newspaper chairs. A couple of kids managed to make chairs that supported their weight. Success!
- Tori is continuing with the Open Sewing programs and they are going well. The three sewing volunteers are very helpful, assisting patrons with a variety of different projects. Patrons enjoy having the change to work one-on-one for assistance and having the sewing machines in use in Study Room A has resulted in other patrons stopping by to inquire about sewing at the library.
- Tori's popular "Sew It Yourself" program is working well with a daytime and evening session held on the same day, as it minimizes the setup of the sewing machines for the two programs. The drawstring bag this month was a fun program with a quick and easy project. Both sessions were well attended and all of the patrons finished their projects quickly and without any trouble. There were many comments on how fun the bag was to make, and many questions about when the next sewing program would be held.
- Michelle is continuing to work with the participants in the Fun and Games for Grownups group, and they were intrigued by the Lock Box activity that is planned for May 1. They are also interested in a longer gaming session possibly on a weekend, in order to play games that take longer such as "Game of Thrones: Risk" which they feel would require four hours or so. Overall the participants complimented the space that the library provides for them and the variety of other programs that we provide to the public as well.
- Frank's Chess Club continues to grow, and met twice this month and he has three new teen volunteers that started this month.
- Kim has been having great attendance at her Sign Language Storytimes, with 50 attendees, parents and caregivers at her last Tiny Sign program of the month. Likewise, Anne continues to have large numbers at all of her Tiny Tots programs, with a few sessions that had over 50 attendees, parents and caregivers.
- Gordon offered a program, co-sponsored by the Audubon Society of the Capital Region on Bird and Nature Photography from the Adirondacks. It was a great presentation with fantastic images of birds, flowers and Adirondack scenery, and lots of oohs and aahs from the 61 people in attendance. This is the second program with this Audubon Society and a great partnership has developed, and they have access to a variety of speakers who come with professionally prepared presentations.

- Natalie assisted Alex with her teen volunteer program "Spring into Service" in which teens made crafts for Michael to bring to the Good Sam locations that he goes to on a monthly basis. It was a great program and one that we should repeat for Good Sam on a regular basis, perhaps once a season.
- Natalie coordinated a program with Community Caregivers and Bethlehem Senior Services on Meaningful Retirement and she was part of a panel and talked about library resources for retirees as well as those preparing for retirement. The program was recorded for BCN-TV and will be cablecast after the editing has been completed. The program was very well done, and offered a list of resources for participants. Natalie was able to offer copies of it to those who were not able to attend and they were glad to hear that it would be scheduled on BCN-TV in the future.
- Michael and Natalie oversaw the Gaslight Theatre's production of "The Complete Works of William Shakespeare [Abridged]". The production was very good, very funny and topical, and the audience loved it, especially those who didn't end up covered in silly string. Over the course of the three performances, there was an audience of 144 people, some of whom were new to our library. We were able to promote upcoming adult programs including the popular Coffee and Conversation series and the Adirondacks program.

Community Outreach

Catherine Stollar Peters

- Catherine attended a Rotary Club meeting March 22 with an audience of 12 people. She discussed how libraries transform through resources, programming, and connecting to community. She highlighted the "Library of Things" collections, eBooks, databases, library cards, many upcoming programs, volunteer opportunities for youth and adults, funding, and trends for libraries in the future. Many Rotary members had a lot of experience at the library including attending programs, borrowing a variety of collections, having children participate in the BCSD student intern program, and previously, the Rotary donated a bench outside the library. Catherine appreciated the chance to share what's going on at the library with such an involved community group like the Rotary.

Michael and Alex

- Michael and Alex made visits to Kenwood Manor and Bethlehem Manor at Good Sam and Alex distributed springtime related crafts that were created at the "Spring into Service" program. The crafts included sun catchers and cards with tea bags, which were made under her supervision by students from the Middle School. This came as quite a lovely surprise to the residents, who expressed their appreciation. It was a very nice idea, and Alex made her presentation with professionalism and charm. The theme for this month's visits were spring, International Women's Day and St. Patrick's Day.

Natalie

- At the request of staff from the Town of Bethlehem Senior Services, Natalie gave a demonstration of the Zentangle and Creative Coloring program that we offer to the public on a monthly basis. The participants were very enthusiastic and were pleased to learn about all of the programs that we offer at the library, particularly the Coffee and Conversation series co-sponsored by the Bethlehem Senior Projects and the Gaslight Theatre's "The Complete Works of William Shakespeare [Abridged]".

Anne

- Anne visited with the Elsmere Kindergarten classes for a storytime and craft. This month's theme was Springtime, and she read related books. Our craft was more of a learning activity designed to reinforce the lessons of one of the books read: they colored in different parts of the butterfly life cycle, then cut and pasted them onto the life cycle circle. These kids are really special!
- Anne covered for Michelle by visiting two Hamagrael Grade 1 classes where she talked about the Geisel Award and reading award winning books.

Cathy

- Cathy provided the books for the Slingerlands Book Club, which they appreciated. The group met this month and will meet again in May.

Kim

- Kim is running a Glenmont Enrichment program on Sign Language this spring and had three sessions in March. There are 10-11 children in attendance at each class and they have been enjoying learning signs through stories, songs and games.
- Kim and the high school librarian met with the school's book club participants. They are reading Last Seen Leaving by Caleb Roehrig and will discuss ¼ of the book at each meeting until they are done. The students have already asked the librarian at the high school if they can continue it for the next school year.

Michelle

- Michelle led the Elsmere Afterschool Enrichment program on fiber arts, focusing on friendship bracelets on March 1, needlepoint on March 8 and knitting on March 22 and March 29.
- Michelle led the Hamagrael Afterschool Enrichment program on Lego building, focusing on a 40 piece build on March 9, towers and bridges on March 16, plastic duck inspired builds on March 23 and the Lego Movie maker app on the iPads on March 30. She made individual photomontages of the kids' weekly creations for them to take home and share with their families.
- Michelle visited Eagle Kindergarten, Grade 1 and Grade 2 classes and Hamagrael Kindergarten and Grade 1 classes. She shared the 2017 Geisel award winner and honor books plus information about the award criteria and how it relates to them as readers.

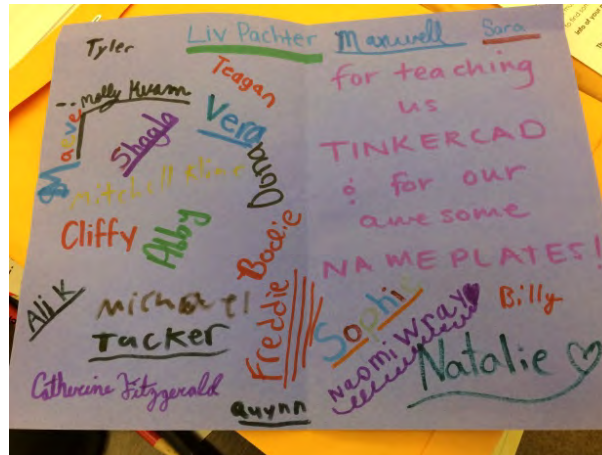
Nolan and Alex

- Nolan and Alex visited the Slingerlands Elementary Camp Fair to promote the Summer Reading Program. Many library patrons walked up just to say that they love the library and always do the Summer Reading Program. One parent turned to her elementary school age daughter and asked her if she loved the Summer Reading Program last year. The student responded with an instant enthusiastic nod and an enormous smile. The tri-fold with SRP related information was a big hit, drawing many curious attendees, and one attendee said that it was the best board in the gym. The kids were very enthusiastic about the bookmarks and color changing pencils, but especially for the exciting programs and prizes coming up during the SRP. Parents took program calendars and print-outs and told us they looked forward to attending upcoming programs and SRP related events.

Tori

35

- Tori visited the Grade 5 classes at Eagle this month over several days and brought the Ozobots to show the 97 students that she met. The students enjoyed the project very much. She led them through a lesson on how the Ozobots sense their environment and how they can be programmed using lines colored on paper. The students liked the activities planned during the session and enjoyed free time with the Ozobots at the end as well. Many were curious as to whether they could purchase their own Ozobots and are very excited to be able to check them out of the library.
- Despite the winter weather this month, Tori was able to bring the WiiU to The Pit on three dates this month, and had good crowds at the program with most of the regular attendees there most days.
- Tori had the monthly Middle School Book Club on a date rescheduled due to the snowstorm earlier this month. They discussed *The Reader* by Traci Chee and handed out next month's title, *Petey* by Ben Michaelson. Ben will be the Middle School's author visit this year.
- Tori and Patti made a visit to the last Grade 5 class at Glenmont this month, following visits to the other classes last month. This class, like the others, very much enjoyed working on their 3D designs and seeing the Makerbot in person. They were also very excited to receive their printed projects later in the month. They gave Tori a Thank You card, a photo of which is included below.



HVAC Renovation Report – As of 4/10/2017

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

Design

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

Construction

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

*3 years 5% increase compounded yearly.

Construction Management/Project Management

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

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

Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$750,000	\$43,136	\$52,214	\$742,828

Our website is getting a new look!

Coming soon!



Get ready for a new, user-friendly online experience.



GREEN SCREEN FOR TEENS

Thursday April 20
2-3pm

*Strike a pose and then
superimpose your image
on a custom background!*

Bethlehem Public Library
451 Delaware Ave., Delmar

grade
6-12



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GREEN³⁹ SCREEN FOR TEENS

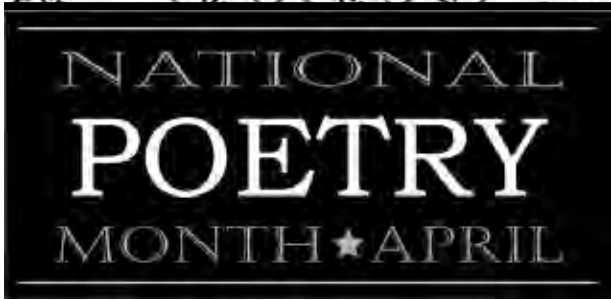
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*Strike a pose and then
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Bethlehem Public Library
451 Delaware Ave., Delmar

grade
6-12





Tuesday April 4 • 2-3:30pm – Play with Poetry

Have fun with unscrambled poetry, magnetic poetry, blackout poetry, book spine poetry and more. Share your favorites in the last half hour. **For adults.**

Thursday April 27 • 4-4:45pm – Teen Poetry Slam

Perform or read the poem you entered in our poetry writing contest, read one that you love that was written by somebody else, or just come to hear some great poems. **For grade 6-12.**

Friday April 28 • 4-4:45pm – Kids Poetry Slam

Same as Teen Poetry Slam but for **grade K-5 and families.**



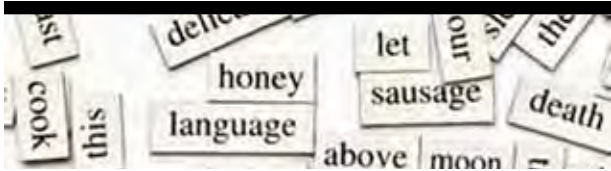
All Ages Poetry Contest

Submissions will be accepted online April 1-30.

First-place winners in each age group (grades K-3, 4-6, 7-9, 10-12 and adult) will get a prize and have their poem displayed in the library in May.



439-9314 • www.bethlehempubliclibrary.org
451 Delaware Ave., Delmar



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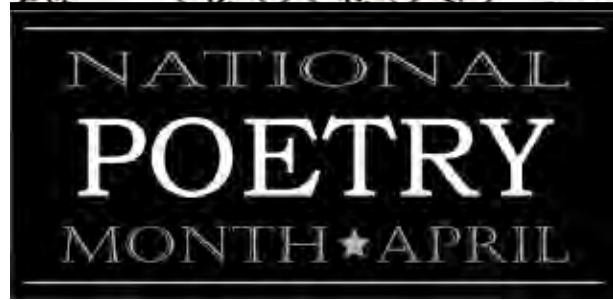
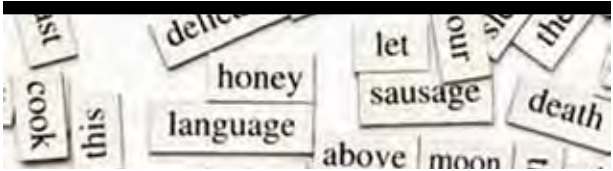
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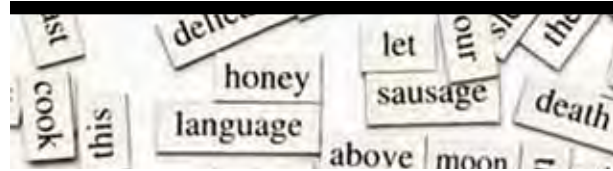
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Open House

Thursday, March 16th
6:00 pm — 8:00 pm



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COMMUNITY



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The Bethlehem Public Library in Delmar is taking nominations for candidates for its board of trustees.

Library Board seat on the May ballot

BETHLEHEM — Nominating petition forms and informational packets are available at the library information desk for candidates interested in serving on the Bethlehem Public Library board of trustees.

One five-year seat is on the May ballot. Incumbent and board President Mary Redmond is seeking re-election.

Candidates must live in Central School District No. 6 of the towns of Bethlehem and New Scotland, and petitions must contain at least 52 signatures of district voters. File petitions with the Bethlehem school district clerk by April 17. Call 439-9314 or visit <http://www.bethlehempubliclibrary.org> for more information.

The election and school budget vote is 7 a.m. to 9 p.m. May 16 at the High School.

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Three seats open on Board of Education

BERNE — Nominating petition forms for three seats on the Berne-Knox-Westerlo Board of Education can be picked up in room 162b in the Secondary School from 8 a.m. to 4 p.m. Monday to Friday.

According to the district, petitions must have at least 25 signatures of registered district voters and be received by the district clerk by 5 p.m. April 17. Two three-year terms and one two-year seat are on the May 16 ballot along with the budget.

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2017 MIRAGE ES G4 SEDAN **42 MPG HWY**

- Keyless Entry
- Power Windows/Locks/Mirror
- A/C/Tilt wheel
- AM/FM CD USB Port
- 1.2 liter DOHC MIVEC 3CYL
- 5 Speed Manual

Orig. MSRP \$14,830
Now Just \$10,499* **OR LEASE FOR \$159** PER MO**

Plus savings an additional \$500* Or as low as \$9,999* if qualified for Military Rebates*

36 month/30,000 mile lease, \$999, 1st payment & Security Deposit due at signing, Plus tax and DMV Fees

26 AVAILABLE AT SIMILAR SAVINGS

2017 Lancer ES **31 MPG HWY**

- 2.4 Liter/4 Cyl
- 5 Speed Manual Transmission
- Rear Camera
- Power Windows/Locks/Mirrors
- Tilt Steering/Cruise Control
- Fog Lights
- Handsfree Bluetooth

2 available at this price
Just Orig. MSRP \$18,685
\$15,799* **OR LEASE FOR \$189** PER MO**

Plus savings up to an additional \$1,000* Or as low as \$14,799* if qualified for Loyalty and Military Rebates*

36 month/30,000 mile lease, \$999, 1st payment & Security Deposit due at signing, Plus tax and DMV Fees

9 AVAILABLE AT SIMILAR SAVINGS

2017 Mirage ES Hatchback **43 MPG HWY**

- Keyless Entry
- Power Windows/Locks/Mirrors
- AC/Tilt Wheel
- Stereo/CD • USB Port
- Handsfree Bluetooth
- 1.2 liter DOHC MIVEC 3CYL
- 5 Speed Manual

2 available at this price
Now Just Orig. MSRP \$14,040
\$10,999* **OR LEASE FOR \$169** PER MO**

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2017 Outlander Sport ES **29 MPG HWY**

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2017 Outlander ES 7 Passenger **29 MPG HWY**

- Rear Camera
- Climate Control AC
- Power Windows/Locks/Mirrors
- CD Stereo

72 AVAILABLE AT SIMILAR SAVINGS

2017 Outlander ES 7 Passenger **29 MPG HWY**

- Rear Camera
- Climate Control AC
- Power Windows/Locks/Mirrors
- CD Stereo

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Library hosts musical pro

American musical expert Richard Feldman presents "To Life! Part II," at 1 p.m. Friday, at Bethlehem Public Library, 451 Delaware Ave., as part of the Coffee & Conversation series. Coffee and social hour follows. 439-9314 or <http://bethlehempubliclibrary.org>.



Troy library social hours

To celebrate and welcome new and continuing members, The Friends of the Troy Public Library hosts a social hour, from 4 to 5 p.m. at the Main Library, 100 Second St., Saturday. Visitors should RSVP with the Friends group: friends@thetroylibrary.org.

Local climate change

Mark Lowery of the state Department of Environmental Conservation talks about local dangers from climate change at 6:30 p.m. Wednesday, First United Methodist Church, 1 Gilligan Road, East Greenbush. 781-4686 or <http://rensselaerplateau.org>.

Need help?

For calendar: News and information services desk, 518-454-5420.
For stories and photos: City Desk, 518-454-5420

EMERGENCY PREPAREDNESS

Learn how to handle a disaster

The National Guard will hold a free disaster-preparedness class at SUNY Albany on Saturday.

The two-hour program will be held in the university's Lecture Center 18.

The event is part of Gov. Andrew Cuomo's Citizen Preparedness Corps Training Program, which provides citizens with the knowledge and tools to prepare for emergencies and disasters, respond accordingly, and recover as quickly as possible to pre-disaster conditions.

The class will include advice on developing a family emergency plan, stocking up on emergency supplies and how to register for NY-Alert, a free statewide emergency alert system.

The National Guard soldiers are working with the state Division of Homeland Security and Emergency Services and local emer-

gency management personnel at training events across the state. Since the program's launch in February 2014, the National Guard has held more than 1,360 events and reached more than 92,950 people. An additional 7,050-plus New Yorkers have taken the course online.

Participants will receive a training certificate, a wallet-sized "Z-Card" with emergency preparedness information and a free Citizen Preparedness Starter Kit (one per family). The kit includes first-aid kit materials, a face mask, a pocket radio with batteries, food bars, an emergency blanket and other key items to help citizens in the immediate aftermath of a disaster.

Register for the class at <http://www.nyprepare.gov/aware-prepare/nysprepare/>.

— Leigh Hornbeck

YOUR BEST SHOT



Kevin P. Coughlin / Office of the Governor

Scouts convene for suffrage patch

A delegation of more than a dozen Girl Scouts, parents and Girl Scouts of Northeastern New York staff members visited New York City on March 27 for a ceremony with Lt. Gov. Kathy Hochul recognizing a new patch program on the centennial anniversary of suffrage in the state. "Getting the chance to be in the same room with other Girl Scouts who all shared a com-

mon goal of bettering themselves was just awesome. I'm glad that I was a part of recognizing our history as women," said Kathryn Ploss, above right, an Ichabod Crane High School junior and a member of Troop No. 1772. Ploss and Stephanie Fortune, above, present the Centennial Anniversary of Suffrage in New York patch to Lt. Gov. Kathy Hochul.

Submit your photos. Scan this QR code to go directly to the gallery or use this URL: <http://timesunion.com/yourphotos/>



PETS

Luecas needs a good home

Albany

Whiskers Animal Benevolent League always has animals for adoption.

The no-kill cat shelter is run by volunteers and holds adoption clinics at the Clifton Park PetSmart from 6 to 7:30 p.m. Tuesday, Thursday and Friday; from 11 a.m. to 3 p.m. Saturday; and from noon to 3 p.m. Sunday, or at the shelter by appointment.

Some animals at the shelter have special needs, including cats that are older, shy, have medical issues or were abused. All cats are spayed or neutered and vaccinated prior to adoption. Fees vary.

For information, call the shelter at 458-2287 or go to <http://www.ewhiskers.com>.

— Jennifer Patterson



Mary Lou Baker

Luecas is a handsome boy who is shy but affectionate.

LOOKING BACK

On this date in ...

1917: Marion Langenbacker, 17, of 1522 Eighth Ave., Watervliet, was shot and killed by James Tyrell, 27, of 1518 Eighth Ave. Tyrell, the married father of a 4-year-old-girl and a friend of the Langenbacker family, then shot himself through the right ear and died the next morning. The coroner performing the autopsy on the girl declared she had been in "a delicate condition," and that was likely the cause of the murder-suicide. A note in Tyrell's hip pocket read: "Don't grieve for us too much.

We are better off out of the world."

1967: Albany's Port Commission had \$5 million to make needed repairs to facilities, but General Manager Frank W. Dunham Jr. said the cost would be \$5.1 million to restore 1,200 feet of dock area fronting on sheds 2 and 3, restoring of a scrap iron loading area and the modernization of the dock facing shed 1, which would be out of date in the near future. The dock with its shoring began to collapse in July and the demolition began then.

1992: Union National Bank would merge into a new \$3 billion commercial bank being created by purchaser

OnBancorp Inc. of Syracuse, but retain local management and decision-making, bank officials said. The move came six weeks after the bank holding company said it would purchase Union National and Merchants National Bank & Trust Co. from Midlantic Corp. of Edison, N.J., for \$89.9 million. The new bank, to be named OnBank & Trust Co., would include most of the assets of the Syracuse-based bank's existing operations, about 60 branches, 10 of which were in the Capital Region.

► Want to read more about the Capital Region's past? See <http://blog.timesunion.com/history/>

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ARTS

▼ CONTINUED FROM A9

at 6 p.m. April 12 at the Arts Center of the Capital Region, 265 River St.

Judie Gilmore, project director for the Troy pilot, will oversee the program that night; Gilmore was also part of the team that organized Breathing Lights, the recently completed lighting installation of vacant properties around the Capital Region. The featured speaker at

the April 12 event is Todd Bressi, an arts consultant, urban designer and director of muraLAB for the Philadelphia Mural Arts Program since 2010.

Bressi will talk about the impact of cities supporting public art projects and the impact these have on economic development, neighborhood revitalization, tourism and other aspects of the community.

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COMMUNITY

Tiny robots = big fun

The library's Ozobots have been out and about for some time for teen programming and school outreach, but beginning this month, they are available for patrons to check out and play with at home.

Unless you've seen one of these little guys in action, you may be wondering what exactly Ozobots are. They are user-friendly robots that can fit in the palm of your hand, and they can be programmed to follow lines and complete simple tasks through different color sequences. Kids and adults can come up with whole landscapes for their Ozobots to navigate or create unique challenges and games. Your wish is the Ozobot's command! The best part is that while



you are having so much fun playing with the Ozobots, you'll be learning basic visual coding and other STEM skills.

Don't be intimidated by the science behind the Ozobots; they are appropriate for beginners on up. And while they are branded for kids, adults will enjoy taking them for a spin too.

The library's Ozobots are available to borrow for one week at a time and can be found on our special collections shelf behind the info desk. When you check them out, you'll get two Ozobots, one white and one black, a user guide, charging cables, carrying cases and a printed game

sheet to get you started.

Rock your retirement

Explore the changing definition of retirement and how to make the transition from full-time work to your life's next chapter at the library's Meaningful Retirement Workshop on Tuesday, March 21, from 7-8:30 p.m. A presentation and panel discussion will feature experts in the field, including Jon Allen and Audrey Seidman. This program is sponsored by Town of Bethlehem Senior Services and Community Caregivers Inc.

Tech help

If you are an adult who is new to the world of technology, the library can help get you started with Computer Partners, a free

tutoring service geared to adults with little or no computer experience.

With Computer Partners, you'll learn how to get around the keyboard, use the mouse, navigate the Windows computer environment, set up an email account and navigate the Internet. One-on-one instruction is provided by an adult volunteer trained by library staff. Lessons are held in the library, on a library computer.

If you would like to be a Computer Partners student, stop by the information desk or call 439-9314.

Board candidate information

Nominating petition forms and informational packets are available at the library information desk for one open seat on the

Bethlehem Public Library board of trustees. The seat holds a full term of five years, which begins in July. Incumbent and board president Mary Redmond will be seeking re-election.

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

Upcoming events

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

Friday, March 17

Qi Gong

Learn the gentle art that combines physical movement with breathing and intention to promote health and

wellness, 10 a.m. Wear comfortable clothes and shoes. Qi Gong is suitable for all abilities.

Origami Club

Create a project with us, bring something you want to work on, or just brush up on the basics, 3:30 p.m. For kids and families.

Wednesday, March 22

Lego Club

We supply the Legos; you supply the imagination. Build structures and make friends, 7 p.m. For kids and families.

Thursday, March 23

Paws to Read

Bring a book and read to a gentle dog who loves stories, 3:45-4:45 p.m. Grade 1-5.

— Kristen Roberts

Join us for CANstruction 2017 at state museum

Come to "CANstruction 2017" at the NYS Museum on Tuesday, March 21, at 10:00 a.m. Bring canned goods and use them to vote for your favorite structure made out of canned goods. We'll have breakfast at Tool's Restaurant, cost on your own. Call 439-4955, ext. 1176.

Adult crafts

On Friday, March 24, the Friday Health and Wellness Program will present "Zentangle and Creative Coloring" by Natalie McDonough, Manager of Programming and Community Outreach, Bethlehem Public Library. Learn about the latest trends in adult crafts. Join us for lunch at the Windowbox Café, cost on your own. The programs are free and are held at



Town of Bethlehem

Town Hall at 1:00 p.m.

Recycling Day

Recycling Day is Saturday, April 8 at the Elm Avenue Park from 10 a.m. to 1 p.m. Acceptable items include clothing and fabrics, paper for shredding, books, and small electronics. Limited senior transportation will be available for paper shredding.

Free compost will be available Saturday, April 8 at the Town Compost facility, 1244 Feura Bush Road from 8 a.m. to 4 p.m. Bring your own container and shovel.

Available support services:

AARP Income Tax Assistance, Wednesdays, by appointment, Home Energy Assistance Program, HEAP, by appointment, Senior Legal Services Program, by appointment, Breakfast at Tool's, Wed., April 19 at 10 a.m., Alzheimer's Disease Caregiver Support Group, Wednesday, March 22, Current Events Discussion Group, Wednesday, April, 12, 10:30 a.m., Community Loan Closet: wheelchairs, canes, shower seats, etc.

Outreach Workers

Outreach Workers are available to assist with health insurance, housing issues, food stamps, Meals on Wheels, Food Pantry,

and health and income related programs.

Flu shots

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

Books to People

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.

Food Pantry

The Food Pantry is in need of cleaning supplies, deodorant, toilet paper, coffee, mustard, and canned

vegetables and fruit. Bring your items to the pantry at Town Hall.

Seniors Club

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

Grab a ride

Bethlehem Senior Transportation Service provides rides to medical, dental, therapy, and clinic appointments, grocery

stores, and a variety of social and recreational programs. Come to the Senior Office in Town Hall for a copy of our newsletter or visit the Senior Services website at www.townofbethlehem.org.

Donations

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

To make an appointment, or for more information on the above, call 439-4955, ext. 1176.

— Wilma DeLucco

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WATCH!

44

Help us hatch a brood of chicks inside the library this spring with guidance from environmental educator George Steele. Stop by the Children's Place anytime in the beginning of May to check out the incubator and see how the eggs are doing.

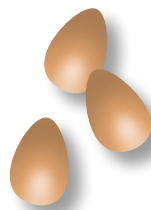


WANT TO LEARN MORE? COME TO:

WHICH CAME FIRST?

Saturday April 29 • 2:15pm

Meet a rooster and a hen while learning how an egg incubator works.



INSIDE THE EGG

Sunday May 7 • 2:15pm

See how our eggs are doing and learn about the embryo development process.

talk • read • write • sing • play



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