



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

- **Call to order**
 - **Public participation**
 - **Annual draft audit report**
 - **Approval of previous meeting minutes**
 - **Financial report**
 - Manual invoices**
 - Fire alarm project**
 - Resolutions - none**
 - Personnel report**
 - Personnel actions**
 - **Director's report**
 - **UHLS report**
 - **New business**
 - Public Library Association conference attendance**
 - UHLS contract**
 - Resource sharing discussion**
 - Other new business**
 - **Old business**
 - BCN-TV**
 - Fire alarm & security project update**
 - HVAC project update**
 - Board treasurer**
 - Other old business**
 - **Public Participation**
 - **Adjournment**
- Next board meeting: December 11, 2017 6:00pm**
Next Friends of the Library board meeting: December 18, 2017 6:00pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Tuesday October 10, 2017

PRESENT: Caroline Brancatella
Mark Kissinger
Mary Redmond
Lisa Scoons
Brian Sweeney

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang
Joyce Becker

GUESTS: Tanya Choppy, Accounts Clerk
Chris McGinty, Head of Public Services
Michael Cohen, Town of Bethlehem comptroller
Janice Irwin, BCN-TV Studio Manager
Marilyn Kaltenborn
Frank DeSorbo
Nancy Benedict
Rabbi Nachman Simon
Jim Hudson
Leslie Hudson
Art Ware
Cori Irwin
Nathan Frank
Joe Lombardo
Dennis Karious

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

PUBLIC PARTICPATION

The following people spoke:

- Nancy Benedict: Reiterated her point from last month's meeting that the audience reached by public access is not the same as the one through YouTube. BCN-TV reaches local people flipping through the channels. She added that she liked having a studio on site where people could make their programs.
- Mike Cohen: Said he was at the meeting as a partner of the library and representative of the town and would be available to answer questions during the Open Stage Media discussion later in the meeting.
- Frank DeSorbo: Said his work with Patriot Flight brings him into many communities and he has heard from people how nice Bethlehem is and that BCN-TV is an asset to the community. He asked if there would be a Powerpoint presentation about the OSM discussion. G. Kirkpatrick answered that he

was reporting the conversation to the board, but there were not enough details yet to put together a formal presentation.

- Marilyn Kaltenborn: Noted that she was able to complete and submit a series of interviews to the Veterans History Project with the assistance provided by BCN-TV.
- Leslie Hudson: Said she had some questions about how the studio equipment had been maintained, when the last major repair was, and what the costs were. She said the local aspect of the station was vital for area groups and religious organizations. She said it was her understanding that the current equipment is working well and that maybe a decision about the studio could be made at a later time when there are issues with the technology.
- Art Ware: Said he supported keeping the studio as is.
- Joe Lombardo: Said BCN-TV is a community resource that should remain in the community. Noted that the equipment does seem to work. Said the space is a little small and maybe there was a better location in Town Hall or somewhere else in the community.
- Dennis Karius: Said public access television was important to promote freedom of speech and constitutional rights.

M. Redmond thanked the public for their comments and noted that the entire board meeting is open to the public, and the board would be discussing BCN-TV later in the meeting. She noted that past minutes are available on the library's website, and added that another public participation period would take place at the end of the meeting.

MINUTES

Minutes of the 11 September 2017 board meeting were unanimously approved on a MOTION by M. Kissinger with a SECOND by L. Scoons, with the correction noted below.

M. Redmond noted that the name of one of the public attendees, Art Ware, was mis-recorded.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 30 September 2017 (Manual Disbursements for September \$67,424.78; Cash Disbursements/Accounts Payable for October \$54,265.38; Trust & Agency Disbursements/Salaries for September \$171,867.37; CapProject Fund/Hand-Drawn Checks for October \$7,650.00; Total: \$301,207.53).

G. Kirkpatrick noted that property taxes collected by the school are starting to come in. M. Kissinger asked about the Amazon Credit Plan line on the Cash Disbursements report. T. Choppy said the library has a revolving credit plan with Amazon, like a credit card, to pay for program supplies.

BANK ACCOUNT RECONCILIATION REPORT

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

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

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

- Library clerk, part-time, permanent, 15 hours/week at \$13.19/hour or per contract.
- Library clerk, part-time, permanent, 13.57 hours/week at \$13.19/hour or per contract.
- Custodial worker, part-time, permanent, 7.63 hours/week at \$15.15/hour or per contract.
- Board treasurer, hours and salary to be decided

M. Redmond noted that the board treasurer has been added to the personnel report as a reminder to keep it part of the discussion, but the board is not expecting to act on it right away. She suggested designating it as a proposed position on the report.

DIRECTOR'S REPORT

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

- The library is working to fill the open positions in the building and maintenance department. The positions are civil service but classified as labor, which means the library does not have to hire off of a list.
- B. Sweeney asked if the removal of a shelving unit in the Children's Place will reduce the collection size. G. Kirkpatrick it would stay the same size but would be added to existing shelves.
- L. Scoons asked if there had been any impact on the circulation of the Chromebooks now that the Bethlehem School District is providing them for students. G. Kirkpatrick said the library hasn't noticed anything yet, but Catherine Stollar Peters has a good way to compare the circulation data from our non-traditional items in the Library of Things.
- A link provided in the board packet and created by C. Stollar Peters will help the board look at and compare some long-baseline circulation statistics.

G. Kirkpatrick said Phillip Morris from Proctors offered to merge the library's public access channel with Open Stage Media's, taking over the scheduling and trafficking. Local shows would be added to the OSM lineup and broadcast to the area, making it more of a regional entity. The offer did not include studio services. The cost would have to be negotiated with the town but was estimated at \$10,000-\$15,000 of the PEG money. G. Kirkpatrick noted that a lot of the programs on BCN-TV already currently run on the OSM channel. He said that what he was discussing this evening was just a rough outline, and a lot of questions need to be answered before it could even be a formal proposal.

B. Sweeney asked if there would be enough desirable timeslots for the content produced by Bethlehem residents. M. Redmond noted that this was a more regional model of operating, which was discussed at previous meeting.

The board discussed whether the channels from OSM would fit in the library's existing channel footprint. G. Kirkpatrick said the logistics of the education and government channels would have to be worked out. M. Cohen said it is unlikely the cable companies would reopen negotiations. C. Brancatella asked how much funding a channel through OSM would cut into funding for the makerspace. G. Kirkpatrick said it would reduce the funding, but PEG money still could potentially be used if the items in the makerspace are employed to create shows that could end up on public access television. M. Kissinger asked who made decisions about eligible activity. M. Cohen said it would come down to the town and what is proscribed by the agreement. He said when the town negotiated the last contract, part of the reason they received as much as they did in PEG funds is because of the existing studio, and he wasn't sure if subcontracting out the scheduling changes the conceptual deal. M. Redmond asked if the town would be able to pay the OSM fee even if the PEG money went away in order to provide the service for the community.

The board discussed the current studio equipment, noting that most of it was purchased well before the 2011 needs assessment. J. Irwin said a new video server was added in 2015 for around \$14,000. She said all of the equipment purchases have been upgrading the overall system as forecast by the needs assessment. She said the equipment is in working order, with only normal updates and maintenance.

G. Kirkpatrick said that the proposed makerspace equipment that would be easy for public to manage and not require a paid professional to operate would cost around \$5,000 based on what other libraries have spent on similar projects. He said it would allow people to educate themselves about editing video and podcast or videocast for digital distribution. That same content could also potentially be distributed through OSM if a partnership agreement were reached. C. Brancatella asked if there were any comparisons between public use of digitized makerspaces versus what the library currently has. G. Kirkpatrick said it would be hard to make a comparison as the numbers would be very community-specific. C. Brancatella noted that she was intrigued by the podcasting possibility and thought such a use could attract a whole new demographic. G. Kirkpatrick said that a similar Makerspace in Albany was also frequently used as an amateur level recording studio. The idea for Bethlehem is to open up the equipment and the space to more people in the community.

The board discussed how often the cable franchise agreements are negotiated, which is every 10 years, with the last ones occurring in 2011 and 2013. They noted that the nationwide trend is that many people are dropping cable services, but M. Cohen noted that trend hasn't been noticed yet locally.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board has awarded the library one of three grants out of 16 applications. The library received \$289,467, which comes in at 35 percent of the total cost of the upcoming HVAC project. She said the other two projects funded were for the Valley Falls and Grafton libraries. She said it was a difficult decision with lots of applicants this year. M. Redmond thanked her for her hard work.

NEW BUSINESS

DASNY project management agreement

The board reviewed the project management agreement with DASNY for construction management services and discussed what would happen following approval of the document. The first transfer of cash totaling \$94,000 will be set up in an escrow type account, which will

not show up as an expense for the library. T. Choppy said she would get in touch with the library's accountants to find out the logistics of setting up such an account.

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board unanimously authorized the library to enter into a project management agreement with the New York State Dorm Authority for HVAC construction as included in the board packet documents for the month of September.

Other new business

None

OLD BUSINESS

BCN-TV

- The board discussed the information gathering process for proposed changes to the studio. The consensus was that they would like to hold a public forum on a non-board meeting night to allow for the presentation of a proposal/s and public comment. G. Kirkpatrick noted that the community room has very little availability from now until the end of the year, but the board room was open and they could maybe switch with a library group for the larger space.
- M. Redmond, M. Kissinger and B. Sweeney said they wanted to make sure the board had a fleshed-out proposal/s to present at the public meeting. The board agreed it had to decide on a date for the forum at least two weeks out.
- M. Kissinger said he wanted to move the process along so the board makes a decision no later than the December 13 meeting.
- M. Redmond asked how the studio would operate with that timeline in mind. The board noted that they did not want to hire for the second part-time position while they were still in the decision phase. G. Kirkpatrick said J. Irwin was overwhelmed with work from a backlog of shows and that taking new appointments was unrealistic. Other library staffers have been helping with the community calendar and the library continues to look at using its resources to reduce the burden for the time being. M. Redmond said the scheduling of the shows was a priority and the library cannot take new appointments at this time.

Fire alarm and security project update

The project is being reviewed by SED now, which means it will be ready for the construction grant application next year.

Regarding the bonding discussion at last month's meeting, M. Redmond wanted to point out that even if a bond is approved on the May ballot, the money is not immediately available.

HVAC project update

With the project management agreement approved, DASNY can now move forward with bidding out the project. The hope is to still get the work done in the spring shoulder season for minimal impact. There may be a day that the library has to close to accommodate the large crane that will place the HVAC units on the roof.

M. Redmond noted that on Page 54 of the board packet in the HVAC update document, it should read that construction begins in 2018 instead of 2017.

First Night

G. Kirkpatrick said he was given assurances by Town Supervisor John Clarkson that the town would provide snow removal for the library should it be an issue on December 31. The board asked that G. Kirkpatrick put it in writing that the library will not open as a venue for First Night Bethlehem if snow removal is not provided in the event that it is needed.

Board treasurer

The board noted that the position is now on the personnel report to be discussed at a later time.

Other old business

None

PUBLIC PARTICIPATION

The following people spoke:

- Michael Cohen: Reiterated a point made earlier about PEG channel costs.
- Leslie Hudson: Said there were still a lot of unknowns about the proposal and the losses and gains to be had from reconfiguring the studio. M. Redmond said the board would have more information to present at the public forum, but they are not currently ready to make an official proposal. L. Hudson asked if the library would fill the current vacancy, and M. Redmond said that it would depend on what the board decided for the studio moving forward. L. Hudson asked what advantages there were to making changes to the current BCN-TV setup. G. Kirkpatrick responded that for most of its technology services, like the 3D printer, the library doesn't do things for people but rather educates them on how to use the technology themselves, creating a more digitally literate community. Changes to BCN-TV would enable more people to have a space and the equipment to produce their own projects. L. Hudson said it would be a loss for people and organizations that don't have people who can do that. M. Redmond said the library would provide training. L. Hudson said she was concerned that local organizations could have their shows crowded out if scheduling is moved to OSM. She said it doesn't have to be an either or proposition with BCN-TV and that the library could do both the makerspace and keep the studio as is.
- Dennis Karius: Said he would like to see the library expand what is offered in the studio.
- Janice Irwin: Said she didn't believe that Schenectady and Bethlehem public access channels would line up. She added that the studio already has the ability to create podcasts and do voiceovers. She also said that part of the reason the current server was purchased was so that live streaming and video on demand could be integrated and that the system is expandable.
- Nathan Frank: Said a makerspace conversion can come with its own marketing and training costs, as well as the potential for theft. He said the current studio setup is a known quantity.
- Nachman Simon: Said nothing in the BCN-TV suggestions he had heard sounded like an improvement to what was already there.
- Art Ware: Asked the board to keep the studio as is and support and improve it.
- Janice Irwin: Said the BCN-TV signal goes all the way to Averill Park, and Schenectady's likely would not. M. Redmond asked why Bethlehem residents and taxpayers were providing a service to Rensselaer County. J. Irwin added that she already does studio training for anyone who asks.
- Dennis Karius: Asked why the library can't keep BCN-TV the way it is. G. Kirkpatrick said that the board is considering that along with other options, but that the library has a responsibility to periodically evaluate its resources and how to better provide services to the greatest number of people in the community. G. Kirkpatrick said it is easy to get focused on PEG capital money, but the majority of the money for the studio's operation is coming from the library budget, and the board has

to decide how they want to allocate funding for those and other services the library provides.

- Art Ware: Said he understood the importance of digital training but didn't want to lose what is already available with the studio.

M. Redmond thanked participants once again and said the board was listening to their comments. She encouraged everyone to listen to the board and understand what they are trying to do, as well.

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board adjourned the regular meeting at 7:53pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #4
10/31/2017**

CURRENT MONTHLY REVENUE

Real Property Taxes	780,433.35
PILOT	190,566.65
Sale of Equipment	0.00
Fines	1,932.14
Interest on Investment*	228.78
Sale of Books	519.00
Gifts and Donations	350.00
Insurance Recovery	0.00
Photocopier	920.09
State Aid	0.00
Grants	0.00
Miscellaneous Income	0.00
Total	\$974,950.01

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #4
10/31/2017**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2017-2018

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,828,270.00	3,598,433.35	229,836.65	94.00%
PILOT	192,382.00	190,566.65	1,815.35	99.06%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	37,000.00	11,379.41	25,620.59	30.76%
Interest on Investment	5,000.00	1,822.05	3,177.95	36.44%
Sale of Books	6,000.00	1,808.01	4,191.99	30.13%
Gifts and Donations, Misc	1,000.00	1,377.10	(377.10)	137.71%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,500.00	2,540.34	3,959.66	39.08%
State Aid	24,500.00	24,792.00	(292.00)	101.19%
Miscellaneous Income	0.00	75.00	(75.00)	
Sub-Total	\$4,100,652.00	3,832,793.91	267,933.09	93.47%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,100,652.00			

OPERATING CASH SUMMARY

TD Checking Account:	506,984.16 *
TD Money Market:	4,456,007.26
TD Comp Fund:	0.00
Capital Project Fund:	567,127.41
TOTAL	5,530,118.83

*Includes Interest of \$228.78 credited on 10/15/17

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #4**

10/31/2017

MANUAL DISBURSEMENTS - OCTOBER HAND DRAWN CHECKS TD BANK	\$41,718.21
CASH DISBURSEMENTS - NOVEMBER ACCOUNTS PAYABLE TD BANK	\$63,846.14
TRUST & AGENCY DISBURSEMENTS - OCTOBER SALARIES - TD BANK	\$163,345.12
CAPITAL PROJECT FUND HAND DRAWN CHECKS - NOVEMBER	\$3,552.60
TOTAL	\$272,462.07

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 16: MANUAL DISB (OCT 17) For Dates 10/1/2017 - 10/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36547	10/05/2017	1833	BLUESHIELD OF NORTHEASTERN NY		4,507.46
36548	10/05/2017	1581	UNITED STATES POSTAL SERVICE	180180	1,184.45
36554	10/18/2017	2087	CITIBANK	180159	182.99
36555	10/18/2017	720	MVP HEALTH PLAN, INC.		2,310.05
36556	10/18/2017	1570	NATIONAL GRID		4,883.13
36557	10/18/2017	559	STATE INSURANCE FUND		1,832.39
36558	10/18/2017	2061	UNITED HEALTHCARE INSURANCE CO		97.00
36559	10/18/2017	1607	VERIZON BUSINESS FIOS	180012	198.98
36560	10/18/2017	2137	WEX BANK	180008	48.65
36561	10/18/2017	2087	CITIBANK	180177	3,411.13
36562	10/20/2017	1977	LINDA E. BROWN	180048	375.00
36563	10/27/2017	2086	3D SYSTEMS INC./CUBIFY		4,584.00
36563	10/27/2017	2086	**VOID** 3D SYSTEMS INC./CUBIFY		-4,584.00
36564	10/27/2017	1424	AFLAC NEW YORK		415.92
36565	10/27/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		17,255.31
36566	10/27/2017	2170	FRIENDS OF HILDANE	180247	80.00
36567	10/27/2017	2061	UNITED HEALTHCARE INSURANCE CO		97.00
36568	10/27/2017	1607	VERIZON BUSINESS FIOS	180012	126.98
36569	10/27/2017	1607	VERIZON BUSINESS FIOS	180012	127.77
36570	10/27/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		4,584.00

Number of Transactions: 20

Warrant Total: 41,718.21
Vendor Portion: 41,718.21

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 - 19: CASH DISB (NOV 17) For Dates 11/13/2017 - 11/13/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36577	11/13/2017	1531	A-J LAWN SPRINKLER CO., INC.	180244	160.00
36578	11/13/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	180220	10.00
36579	11/13/2017	2242	ALPHA CARD SYSTEMS	180239	2,688.00
36580	11/13/2017	919	ALTAMONT ENTERPRISE	180272	39.00
36581	11/13/2017	1009	**CONTINUED** AMAZON CREDIT PLAN		0.00
36582	11/13/2017	1009	AMAZON CREDIT PLAN	180213	3,640.02
36583	11/13/2017	61	AQUASCAPE DESIGNS LLC	180003	65.00
36584	11/13/2017	77	**CONTINUED** BAKER & TAYLOR , INC.		0.00
36585	11/13/2017	77	BAKER & TAYLOR , INC.	180241	20,308.70
36586	11/13/2017	1186	BAKER AND TAYLOR ENTERTAINMENT	180249	544.39
36587	11/13/2017	84	BAY STATE ELEVATOR CO.	180227	3,011.75
36588	11/13/2017	89	BETHLEHEM C OF C	180273	375.00
36589	11/13/2017	719	BETHLEHEM CENTRAL SCHOOL DIST	180276	155.21
36590	11/13/2017	1820	BONADIO & CO., LLP	180222	6,500.00
36591	11/13/2017	103	BRODART INC	180040	178.47
36592	11/13/2017	150	COMMERCIAL MAILING AND	180246	533.84
36593	11/13/2017	2111	COMMUNITY MEDIA GROUP	180260	200.00
36594	11/13/2017	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	180002	170.80
36595	11/13/2017	1240	DE LAGE LANDEN FINANCIAL SER	180001	440.00
36596	11/13/2017	990	DEMCO SOFTWARE	180233	714.00
36597	11/13/2017	1220	DEMCO, INC	180041	446.26
36598	11/13/2017	1991	EASTERN MANAGED PRINT NETWORK LLC	180274	138.92
36599	11/13/2017	2215	ELM USA, INC	180258	69.95
36600	11/13/2017	1674	FINDAWAY	180242	543.65
36601	11/13/2017	1986	FIRST LIGHT FKA TECH VALLEY	180004	192.01
36602	11/13/2017	1712	HILL & MARKES	180182	102.55
36603	11/13/2017	316	JOHNSON CONTROLS INC	180121	7,489.81
36604	11/13/2017	1680	LEXINGTON VACUUM CLEANER REBLD	180234	599.99
36605	11/13/2017	1872	MARIST COLLEGE / HRVI	180214	20.00
36606	11/13/2017	1024	MIDWEST TAPE	180268	3,282.59
36607	11/13/2017	2121	NATIONAL INDUSTRIES FOR THE BLIND	180256	84.24
36608	11/13/2017	404	NEW YORK LIBRARY ASSOC	180245	10.00
36609	11/13/2017	2148	NORTHEAST PEST CONTROL	180223	398.00
36610	11/13/2017	2131	NYS DEPT OF CORRECTIONS & COMM SUPERVISION	180030	218.00
36611	11/13/2017	2088	NYSID	170836	1,160.16
36612	11/13/2017	2094	ORIENTAL TRADING COMPANY, INC.	180186	47.57
36613	11/13/2017	1823	OVER DRIVE INC.	180257	4,789.13
36614	11/13/2017	936	PENWORTHY COMPANY	180243	951.49
36615	11/13/2017	450	PHILLIPS HARDWARE INC	180006	44.93
36616	11/13/2017	2199	PHILLIPS, ADRIAN LAMARCHE	180190	50.00
36617	11/13/2017	1834	PURCHASE POWER - RESERVE ACCOUNT	180264	1,000.00
36618	11/13/2017	493	RECORDED BOOKS, LLC	180230	6.95
36619	11/13/2017	2038	STAPLES BUSINESS ADVANTAGE	180042	617.79
36620	11/13/2017	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	180275	3.50
36621	11/13/2017	1607	VERIZON BUSINESS FIOS	180012	201.98

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 19: CASH DISB (NOV 17) For Dates 11/13/2017 - 11/13/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36622	11/13/2017	1968	VERIZON WIRELESS	180011	40.01
36623	11/13/2017	645	W W GRAINGER INC	180009	551.76
36624	11/13/2017	2017	WALDO	180279	1,019.72
36625	11/13/2017	1593	WILLIAM K. SANFORD LIBRARY	180262	15.00
36626	11/13/2017	1593	WILLIAM K. SANFORD LIBRARY	180263	16.00

Number of Transactions: 50

Warrant Total: 63,846.14

Vendor Portion: 63,846.14

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 - 13: TRUST & AGENCY (OCT 17) For Dates 10/1/2017 - 10/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36490	10/06/2017	712	CIVIL SERVICE EMPL ASSOC INC.		893.71
36491	10/06/2017	1679	METLIFE-TSA CONTRIBUTIONS		350.00
36492	10/06/2017	2003	NEW YORK STATE DEFERRED		2,145.63
36493	10/06/2017	710	NYS INCOME TAX BUREAU		3,113.67
36494	10/06/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
36549	10/20/2017	712	CIVIL SERVICE EMPL ASSOC INC.		880.56
36550	10/20/2017	1679	METLIFE-TSA CONTRIBUTIONS		350.00
36551	10/20/2017	2003	NEW YORK STATE DEFERRED		2,100.53
36552	10/20/2017	710	NYS INCOME TAX BUREAU		3,219.45
36553	10/20/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100234	10/06/2017	709	BPL SPECIAL PAYROLL ACCOUNT		53,974.40
100235	10/06/2017	1946	IRS - PAYROLL TAX PMT		19,472.31
100236	10/16/2017	709	BPL SPECIAL PAYROLL ACCOUNT		54,443.75
100237	10/16/2017	730	NYS EMPLOYEES RETIREMENT SYSTE		2,245.21
100238	10/16/2017	1946	IRS - PAYROLL TAX PMT		19,815.90

Number of Transactions: 15

Warrant Total: 163,345.12

Vendor Portion: 163,345.12

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 - 3: MANUAL DISB (H) - NOV 17 For Dates 11/1/2017 - 11/30/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1178	11/13/2017	2080	M/E ENGINEERING, P.C.	170093	3,552.60
Number of Transactions: 1				Warrant Total:	3,552.60
				Vendor Portion:	3,552.60

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 - 2: MANUAL DISB (H) - OCT 17 For Dates 10/1/2017 - 10/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1175	10/10/2017	2080	M/E ENGINEERING, P.C.	160929	750.00
1176	10/10/2017	2214	GREENMAN-PEDERSON, INC.	170808	6,900.00
1177	10/26/2017	2243	DORMITORY AUTHORITY OF STATE OF NY		94,000.00
Number of Transactions: 3				Warrant Total:	101,650.00
				Vendor Portion:	101,650.00

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

Check #1177 issued to the Dormitory Authority of the State of New York, was authorized on 10/10/17, but not included in the October Financial Statement, therefore, this report is being offered for informational purposes.

BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION SUMMARY
10/31/2017

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$2,358,480.03	\$1,007,832.84	\$2,859,328.71	\$506,984.16
TD Bank Payroll	\$0.00	\$108,418.15	\$108,418.15	\$0.00
TD Bank Money Market	\$2,540,649.26	\$2,600,000.00	\$684,642.00	\$4,456,007.26
TD Bank General Comp	\$0.00	\$0.00	\$0.00	\$0.00
Capital Project Fund	\$14,135.41	\$654,642.00	\$101,650.00	\$567,127.41
TOTAL:	\$4,913,264.70	\$4,370,892.99	\$3,754,038.86	\$5,530,118.83

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

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TD Bank - General Fund

For the month beginning 10-1-17 and ending 10-31-17

Balance on hand at the beginning of the month \$2,358,480.03

Receipts during the month

Interest	228.78	
Transfers from Money Maket Account TD Bank	30,000.00	
Fines	1,932.14	
Copier	920.09	
Miscellaneous (Abate)	2,882.83	
Book Sale	519.00	
PILOT	190,566.65	
School Taxes	780,433.35	
Gifts	350.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income		
Total Receipts		<u>\$1,007,832.84</u>
Total Receipts Including Balance		\$3,366,312.87

Disbursements During Month By Check

From Check #36495 to Check #36546	54,265.38	
Trust & Agency Payments (Payroll)	163,345.12	
From Check #36547 to Check #36570	41,718.21	
Transfers to Money Maket Account	2,600,000.00	
Returned Check	0.00	
Total amount of Disbursements		<u>\$2,859,328.71</u>
Balance on Hand at End of Month		\$506,984.16

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	508,994.23
Amount of Outstanding Checks	2,010.07
Balance on Deposit	506,984.16

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
10/31/17

Check Number	Date	Amount
36495	10/10/2017	49.99
36496	10/10/2017	13.96
36520	10/10/2017	75.00
36533	10/10/2017	85.00
36540	10/10/2017	38.45
36541	10/10/2017	900.00
36564	10/27/2017	415.92
36566	10/27/2017	80.00
36567	10/27/2017	97.00
36568	10/27/2017	126.98
36569	10/27/2017	127.77

TOTAL **\$2,010.07**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 10-1-17 and ending 10-31-17

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

Receipts during the month

Transfer from Checking 10/5/17	53,974.40
Transfer from Checking 10/19/17	54,443.75

Total Receipts \$108,418.15

Total Receipts Including Balance \$108,418.15

Disbursements During Month By Check

10/6/17 - From Check #83126 to Check #83194	53,974.40
10/20/17 - From Check #83195 to Check #83261	54,443.75

Total Amount of Disbursements	<u>\$108,418.15</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	124.67
Amount of Outstanding Checks	124.67
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
10/31/17

Check Number	Date	Amount
83211	10/20/2017	124.67
TOTAL		124.67

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 10-1-17 and ending 10-31-17

Balance on hand at the beginning of the month \$2,743,649.26

Receipts during the month

Transfer from General Fund 2,600,000.00

Total Receipts \$2,600,000.00
Total Receipts Including Balance \$5,343,649.26

Disbursements During Month By Check

Transfers to General Fund 30,000.00
Transfers to Capital Projects Fund 654,642.00

Total Amount of Disbursements \$684,642.00
Balance on Hand at End of Month **\$4,659,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit
as shown by Bank Statement 4,456,007.26
Amount of Outstanding Checks 0.00
Balance on Deposit 4,456,007.26

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

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

For the month beginning 10-1-17 and ending 10-31-17

Balance on hand at the beginning of the month \$14,135.41

Receipts during the month

	Interest TD Bank	
	Transfer from Money Maket Account	654,642.00
	Donation	
	Reversal of Bank fee for Bank Checks	
	Total Receipts	<u>\$654,642.00</u>
	Total Receipts Including Balance	\$668,777.41

Disbursements During Month By Check

From Check #1175 to Check #1177 101,650.00

	Total Amount of Disbursements	<u>101,650.00</u>
	Balance on Hand at End of Month	<u>\$567,127.41</u>

Reconciliation With Bank Statement

	Total Amount of Cash Balance on Deposit	
	as shown by Bank statement	567,127.41
	Amount of Outstanding Checks	0.00
	Balance on Deposit	567,127.41

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



4427533000280997903594120359412064

21122790 - 000187 - 0001 - 0003 - 26

Company/Account Number XXXX-XXXX-XX80-9979	Payment Date 10/31/2017	New Balance \$3,594.12	Minimum Amount Due \$3,594.12	Enter Amount Paid 3594.12
--	-----------------------------------	----------------------------------	---	-------------------------------------



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

**T0000054

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

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

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

CITIBANK CORPORATE CARD

Statement Date
10/06/17

Payment Date
10/31/17

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$29,405	\$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 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
	1,039.10	- 1,039.10		3,594.12		3,594.12
Company Totals	TOTAL	- 1,039.10		3,594.12		3,594.12

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

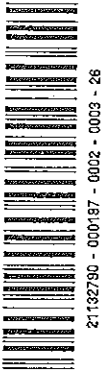
CARDMEMBER SUMMARY

LABELLE, KENNETH XXXX-XXXX-XX82-7328	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$0				29.23		29.23
Purchases Advances TOTAL				29.23		29.23

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$6,000				3,459.06		3,459.06
Purchases Advances TOTAL				3,459.06		3,459.06

PETERS, M CATHERINE XXXX-XXXX-XX82-7385	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$625				26.35		26.35
Purchases Advances TOTAL				26.35		26.35

DAYS IN BILLING PERIOD: 30						
Balance Subject To Interest Charges	>	Purchases	Cash Advances	Payment Due:		3,594.12
Periodic Rate	>	.00	.00	Amount Over Credit Limit:		.00
ANNUAL PERCENTAGE RATE	>	.0000%	.0000%	Amount Past Due:		.00
		0.00%	0.00%	MINIMUM AMOUNT DUE:		3,594.12



XXXX-XXXX-XX80-9979

Statement Date
10/06/17

CARDMEMBER SUMMARY

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$500	Purchases Advances TOTAL			79.48 79.48		79.48 79.48

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY

XXXX-XXXX-XX80-9979

Monthly Limit
\$33,000

Cash Limit*
\$00

Available Credit Line
\$29,405

Available Cash Line**
\$00

Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
09-25	09-25	74046587268268000071248	PAYMENT - THANK YOU	1,039.10 PY

INDIVIDUAL CARDHOLDER ACTIVITY

LABELLE, KENNETH

Account Closed 9/18/17

XXXX-XXXX-XX82-7328

Monthly Limit
\$00

Cash Limit*
\$00

Sale Date	Post Date	Reference Number	Type of Activity	Amount
09-07	09-08	24540457251279710442125	Shipping CORNER GATEWAY 518-4610082 NY 180159	20.06
09-12	09-13	24445007256000644273962	TRACTOR SUPPLY # 1386 GLENMONT NY 180159	9.17
TOTAL PURCHASES/ADVANCES/CREDITS				29.23

KIRKPATRICK, GEOFFREY

XXXX-XXXX-XX82-7377

Monthly Limit
\$6,000

Cash Limit*
\$00

Sale Date	Post Date	Reference Number	Type of Activity	Amount
09-08	09-11	24692167251100459854798	Program Supplies VISTAPR VISTAPRINT.COM 866-8936743 MA 180159	31.97
09-13	09-14	24755427256162563674002	NEW YORK LIBRARY ASSOCIAT 518-4326952 NY Webinar	35.00
09-21	09-22	24692167264100710601302	MALWAREBYTES 408-852-4338 CA 180159	2,939.65
09-29	09-29	24204297271842575101236	FACEBK 2SC7DE6JK2 650-5434800 CA	3.08
09-29	09-29	24204297271842658491538	FACEBK ZRC7DE6JK2 650-5434800 CA	46.92
09-30	10-02	24204297273375411291240	FACEBK KLNKDNJK2 650-5434800 CA 180202	2.44
10-02	10-03	24492157275715205128022	TECHSOUP 415-633-9300 CA 180209	400.00
TOTAL PURCHASES/ADVANCES/CREDITS				3,459.06

Program Supplies
Symantec Endpoint Protection

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

November 13, 2017 - Board of Trustee Meeting											
Job Status Report											
											28
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Librarian 1 PT	11.66 hrs/wk		\$25.93/hr or per contract	N. Doroski	7/12/2017	Resignation	7/10/2017				
Library Clerk PT	15 hrs/wk		\$13.19/hr or per contract	E. Sullivan	9/25/2017	Schedule Change	10/10/2017	Filled	J. Rutherford	11/13/2017	Hire
Library Clerk PT	13.57 hrs/wk		\$13.19/hr or per contract	M. Dugan	10/3/2017	Position Change - Internal	10/10/2017	Filled	E. Romero	10/23/2017	Hire
Custodial Work Supervisor I	35 hrs/wk		\$43,188/annual or per contract	K. LaBelle	9/29/2017	Retirement	9/11/2017	Filled	K. Coffey	10/23/2017	Hire
Custodial Worker PT	7.63 hrs/wk		\$15.15/hr or per contract	J. Parker	10/17/2017	Resignation	10/10/2017	Filled	E. Hack	11/7/2017	Hire
<u>Action Requested</u>											
Custodial Worker FT	35 hrs/wk		\$32,001/annual or per contract	K. Coffey	10/22/2017	Promotion					
Library Page	13.85 hrs/wk		\$9.70/hour	A. Ford	11/3/2017	Resignation					
Library Clerk PT	15 hrs/wk		\$13.19/hr or per contract	S. Hunter	12/13/2017	Resignation					
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hrs/wk		\$12.73/hr or per contract	R. Weatherby	2/27/2015	Resign	Hold				
Television Production Assistant	15 hrs/wk		\$13.19/hr or per contract	D. Martin	6/23/2017	Resignation	Hold				
Sr. Library Clerk	15 hrs/wk		\$15.75/hour or per contract	S. Taylor	7/12/2017	Promotion	Hold				
Board Treasurer	TBD		TBD	N/A	N/A	New	New-Hold				

Director's Report November 2017

Building and Grounds

The pre-bid walk through for DASNY's prequalified bidders for the library's HVAC project has been scheduled for Tuesday, Nov. 28, at 10 a.m.

Kevin Coffey has been appointed to the position of Supervisor of Buildings and Grounds. I am excited to work with Kevin. He has a great customer service attitude and is very willing to engage with the library staff to ensure that we are all providing the highest level of service possible.

Public Service

We started circulating musical instruments this month: four xylophones, two ukuleles, and one keyboard piano. The ukuleles were checked out by users within 15 minutes of being made available. They all circulate for four weeks to allow patrons a longer time to experiment with and learn about the instruments. This Library of Things collection ties in with the 2018 Summer Reading Program: Libraries Rock!

As always the Halloween program was a huge success. It was a record-setting year for attendance. We did not hold any part of the program in the Community Room because it could not accommodate the large crowd. Staff from across the library handed out prizes to preschool kids. Pictures are attached.

Our supply of Snoopy library cards is running low and our license to use the image which came via the American Library Association is expiring. We are exploring options for custom-printed library cards which should cost less than the existing cards.

The juvenile nonfiction collection was shifted to accommodate more seating in the Children's Place. We have made a concerted effort in the Children's Place to offer more seating for children and families. It is exciting to see the plans coming to fruition.

We will be signing up for a phone-based translation service similar to the services you might see in the doctor's office or hospital. We will have a poster directing patrons that speak languages other than English to indicate their language and we will be able to place a call and work with a translator to ensure we are able to provide great service to more members of our community.

Two teen volunteers have been trained to scan in local history items as part of their BCSD community service requirement. New items have been added to the Bethlehem collection on the collective digital heritage website.

We scheduled two shows for Joe Bruchac, a famous local author and storyteller. Due to capacity concerns in the Community Room we opted for two sessions. The second session was lightly attended, but it is hard for us to accurately anticipate attendance. By all accounts, Joe is a true professional and was able to tailor the second session to the group size.

The library has been granted a certificate of appreciation from the Warren Washington Albany ARC in recognition of our efforts towards employment for people that are differently abled. Copies of the letter and certificate are included in the packet.

Meetings and Miscellany

Staff Development Day is scheduled for Friday, Dec. 1. The library will be closed all day so that we can offer staff training to as large a segment of our staff as possible.

By the time of the Board Meeting, several staff members will have returned from attendance at the NYLA conference. Staff reports from the conference will be included in next month's board packet.

We will stay with TD Bank for now. If the board would like to pursue other options next year we can easily go through the RFP process at that time. TD has made accommodations to ease the closing of the local branch. They will run a courier for our deposits and have set up electronic deposit for checks.

Geoffrey Kirkpatrick, Library Director

Daniel S. Martindale
President



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John F. Von Ahn
Executive Director

October 1, 2017

Bethlehem Public Library
451 Delaware Avenue
Delmar, NY 12054

Dear Friends:

October is National Disability Employment Awareness Month, which marks the perfect time to express our thanks and appreciation to your business. WWAARC is grateful for our partnership. We would not be able to fulfill our mission to provide services that enable people to reach their fullest potential without businesses like yours. Thank you so much for opening your minds and doors to provide greater opportunities for people with varying abilities.

The enclosed certificate of appreciation is well deserved. WWAARC looks forward to strengthening our partnership with you and your business in the coming year.

WWAARC is available to provide additional assistance to meet your needs and labor demands. Please feel free to contact David Ortiz-Rivera, Job Developer to assist you in developing employment opportunities. I have attached both of our business card for your convenience.

Sincerely,

Michelle Bielawa
Program Director, Community Employment

Warren & Washington Counties Location

436 Quaker Road | Queensbury, NY 12804
P (518) 793-4204 | F (518) 793-4345
www.wwaarc.org



A chapter of NYSARC, Inc.

Albany County Location

334 Krumkill Road | Slingerlands, NY 12159
P (518) 793-4204 | F (518) 459-0725
www.wwaarc.org

WARREN WASHINGTON & ALBANY COUNTIES
CHAPTER, NYSARC, INC.
COMMUNITY EMPLOYMENT

**National Disability Employment
Awareness Month
October 2017**

THIS CERTIFICATE IS AWARDED TO

Bethlehem Public Library

In recognition of your valuable contributions to employment of individuals with differing abilities

Michelle Bielawa

Program Director Community Employment, Michelle Bielawa 10/2017

Kathleen DeMuth

Assistant Executive Director, Kathleen DeMuth 10/2017



October 2017

Highlights from our Library Programs

- The Halloween “trick or treat” program in the revamped format went extremely well. There were 226 people in the morning and 86 in the afternoon. By comparison, in 2016, there were 153 in the morning and 50 in the afternoon. The community seemed to respond well to the broader time frame and more relaxed program. With the fire code capacity in the Community Room, we would have only been able to accommodate 90 people and would have had to turn away 136 people for one of the most eagerly anticipated programs of the year. A special thank you to Cathy and Michelle for organizing such a great program, and to all of the staff for making the program a success.
- On the Halloween theme, the costume swap was also a big hit this year. There were 130 costumes and over 50 accessories donated, for which people took 65 tickets (of which 47 were redeemed). Our patrons are happy to have a place to donate costumes that their children have enjoyed in the past. Costumes were also available at the Family Playtime on Oct. 25, after the distribution event. There were still many, many costumes left and we were able to offer them to the South End Children’s Café to use for their programs or to pass along as needed.
- Frank offered Chess Club for three dates this month, and it continues to be extremely popular with sign up full and children on the waiting list. Since it was available on one date this month, Frank moved the program to the Board Room and invited everyone on the waiting list. He was then able to accommodate 16 people. In November and December, Frank was able to add a second hour-long session each night to accommodate more players and teen volunteers.
- Gordon offered another Alan Via program, this time on “The Lostkills: Off the Beaten Path in the Catskills”. It was an excellent program and Gordon heard many great reviews from many patrons on their way out. Alan’s pictures were nothing short of spectacular and it was a large and appreciative audience.
- Anne covered the Ann Seegal Memorial Storytelling program for Natalie, and had to contend with a presenter who did not arrive until 30 minutes after the program was scheduled to begin. Anne dealt with the families who had arrived for the program, and those who came back into the room once the presenter finally arrived. It was an unfortunate start to the program, and many people did not come back for the program once it began.
- Michelle offered an adult sewing program where the participants made “corn heat packs”. They were pleased to have yet another easy sewing program where they could make something useful. Several of the patrons mentioned that they had attended previous library sewing programs and were interested in future ones as well.
- Natalie worked with the Center for Disability Services on another concert with “The Pacemakers” as part of the ongoing series of programs on Monday mornings. There has been a steady audience for the series and this month’s program had 60 attendees, from both the Center and the Bethlehem community.
- Natalie also covered the Coffee and Conversation program that Cassie had arranged with crowd favorites Sonny and Perley. They gave a wonderful concert and people come from throughout the Capital District to hear their concerts. We are very lucky to have a Grand Piano available for performers to use for their concerts.

- Gordon offered a “Focus on Nature” program, co-sponsored by the Capital Region Audubon Society. Patricia Kernan, staff illustrator at the State Museum discussed the museum’s natural and cultural history illustrations. While there was not a large audience for the program, those who came saw a wonderful program and she stayed for 40 minutes after the program to answer questions and invite everyone in attendance for a personal tour to view the museum’s collection.
- Mary led her first three solo storytimes this month, with a Tiny Tots, Family Storytime and Time Out for Tales, having observed storytimes and other programs that were led by colleagues in the department.
- Michael had the highest attendance ever for his Listening Party with 16 people coming to listen to music by Maurice Ravel. There were many new faces in the crowd. This topped the previous high in October 2016 for a program of the Beatles’ members solo work after their breakup.
- Mary took on a program that Cassie had scheduled before she left on “Adulthood 101” and did an incredible amount of research into the topics that would be of interest to younger millennials. While the attendance for the program itself was low, the audience in attendance appreciated it.
- Tiny Tots continues to draw large crowds, and one of the 9:30 Tiny Tots sessions reached overflow capacity before it even started, but the 10:30 one remains a reasonable size. Anne has been talking to the caregivers during the socializing time to explain the later one is less crowded and they will get more out of it but the consensus seems to be the 9:30am one works better for their schedule.
- Tori, working with the Albany County District Attorney’s Office, presented a program on “Cyberbullying: What Parents Need to Know” which included an officer of the Albany Police Department. They gave an engaging and informative presentation. There was a small group at the program, but the patrons who attended very much appreciated the information.
- Anne offered two movies for adults this month, beginning with “My Cousin Rachel”, based on a novel by Daphne Du Maurier. She had a large crowd of seniors who enjoyed the film and stayed in little groups to talk about it afterwards. The second film was “A Monster Calls”, also based on a novel.
- Cathy’s Music and Movement program has been very popular with at least 50 attendees each week, which works perfectly in the larger Community Room.
- Tori oversaw a program on Domino Building Basics, led by Bethlehem High School student, Jacob Koplak, who spoke briefly and demonstrated a few building techniques. Tori showed a few YouTube videos of his elaborate domino setups, and then the patrons had a chance to try building on their own. They really enjoyed the program and many did not want to leave when it was time to wrap up. Tori is looking forward to the next session in November and a third program scheduled for the February school break. Jacob and his family very generously brought in their own domino from home to use for the program and are excited to try the program again as well. Photos, showing the “before” and “after” of the domino demonstration are included at the end of this report.
- Michael had a very popular Gals Who Play Jazz program this month, with a fantastic group who played standards, incorporating their own distinct styles and personalities that worked very well together.

Anne

- Anne oversaw a visit to the library by the Tri-Village Nursery School children this month. Instead of the usual autumnal storytime and craft, the teacher asked her to do an Ice Cream storytime because the children were working on the letter “i” that week. She read ice cream stories, sang songs and did an ice cream sharing activity. After their snack time, Anne took them on a tour of the Children’s Place.
- Anne visited with the St. Thomas students in Grade 1 and she talked about library services. They worked on narrative structure and story writing skills. They created a Spooky Story Contest entry together.
- Anne visited with the St. Thomas students in Grade 3 and she talked about library services. They worked on narrative structure and story writing skills. Anne got them started on outlines for their stories. They will finish them on their own, and hopefully enter them into the contest.
- Anne visited with the Elsmere Grades 1-5 classes. She talked about library services; then they worked on a narrative structure and story writing skills. With the younger grades, they created a Spooky Story Contest entry together. With the older grades, they worked on outlines and Anne left them to finish their stories and enter the contest online on their own. A photo from the Elsmere website is included at the end of the report.

Michelle

- Michelle made her regular visit to Circle of Friends and saw two classes. She shared a seasonal selection of books and songs. One student, whose family is new to the area, was able to attend the color a trick or treat bag program at the library and was so excited to introduce Michelle to her mother and tell her that she knew “Miss Michelle” from school. The family is just so excited that the library is an “active and wonderful” feature of their new community.

Tori

- Tori brought the WiiU to The Pit for the first session of the year, and Frank went for a refresher on the WiiU system. There were a good group of kids interested in the video game system, some new and some returning students, and they played a variety of games.
- Tori participated in the Middle School Halloween Read Aloud, which had a great turnout of 25.
- Tori and the Middle School librarian led the Book Club Introduction meeting, which included one new student. The first regular meeting of the year will take place in November and Tori expects to see some returning students for that meeting.

Anne

- Anne represented the library at two sessions of the Selkirk Firehouse Storytime this month. The attendance for these programs has been very small, with no one attending on at least two separate occasions this fall. Natalie has been working with the RCS Community Library Director on ways to promote this program to our patrons in the Glenmont area.

Mary and Chris

- Mary and Chris staffed the library's table at the Elsmere Firehouse Open House on October 14. They had a craft table setup and the children who came were able to create a firetruck using pre-cut shapes. They also brought some materials that the children could take home, including bookmarks, rulers, candy, and coloring sheets.

Michael

- Michael made his monthly visits to Good Samaritan and had a higher than usual number of people attend his booktalk at Kenwood Manor Assisted Living site. For the Bethlehem Commons Nursing Home portion of the visit, he read "Ghosts in the Machines: Some Hallowe'en Thoughts" by Neil Gaiman, previously published in the New York Times on Halloween 2006 and read "Scared to Death" a retelling of a traditional folk tale of South Carolina. He also played music by Thelonious Monk who would have been 100 this month.

Michelle

- Michelle staffed the library's table at the Delmar Fire Station Open House. This was a worthwhile event to attend as Michelle was able to speak to many regular patrons of the library and show the library's support for our local fire station that has been supportive of the library in the past. While most of the young patrons were not very interested in the craft, it was hard to compete with all the great things that the fire station provided, including fire trucks to climb.



We are enjoying visits with Ms. Anne from the Bethlehem Public Library and getting ready for Halloween.



Trick-or-treating at the library 2017³⁸



Trick-or-treating at the library 2017³⁹



Library Collection				2016-17	Current Total
Adult fiction				24,506	24,969
Adult non-fiction				29,891	29,255
Adult audio				7,327	7,491
Adult video				6,311	6,558
Young adult fiction				5,536	5,418
Young adult nonfiction				450	480
Young adult audiobooks				414	435
Children's fiction				25,523	26,084
Children's non-fiction				15,230	15,211
Children's audiobooks				1,420	1,346
Children's video				1,981	2,078
OverDrive - UHLS Shared				52,057	53,869
e-books (locally purchased)				1,456	1,456
e-magazines				110	123
Electronic (games, ereaders)				475	483
Total				172,687	175,256
Library Programs	Oct-17	Oct-16	% change	2016-17	F-Y-T-D
Programs	91	81	12.3%	783	315
Program attendance	3,156	1,977	59.6%	22,326	12,643
Outreach Programs	25	37	-32.4%	332	52
Outreach Attendance	599	1,279	-53.2%	9,718	1,206
Circulation	Oct-17	Oct-16	% change	2016-17	F-Y-T-D
Adult fiction	11,764	11,841	-0.7%	146,643	51,154
Adult non-fiction	7,408	7,089	4.5%	93,890	31,380
Adult audio	4,432	4,595	-3.5%	56,970	18,516
Adult video	8,162	9,061	-9.9%	111,944	35,383
Adult magazines	1,670	1,279	30.6%	19,876	6,680
Young adult fiction	1,413	1,546	-8.6%	20,068	6,792
Young adult nonfiction	123	105	17.1%	1,477	482
Young adult audiobooks	110	88	25.0%	1,356	457
Young adult magazines	10	10	0.0%	101	26
Children's fiction	13,672	12,421	10.1%	149,348	54,829
Children's non-fiction	3,356	2,831	18.5%	40,998	13,192
Children's audiobooks	501	506	-1.0%	7,399	2,792
Children's video	1,292	1,394	-7.3%	17,640	5,681
Children's magazines	36	34	5.9%	527	193
Electronic (games, ereaders)	473	282	67.7%	4,947	2,398
Total	54,422	53,082	2.5%	673,181	229,954
Interlibrary Loan	Oct-17	Oct-16	% change	2016-17	F-Y-T-D
Borrowed from others	7,863	6,318	24.5%	77,470	29,560
Loaned to others	5,581	5,800	-3.8%	64,966	22,848
Miscellaneous	Oct-17	Oct-16	% change	2016-17	F-Y-T-D
Visits to our home page	87,847	48,453	81.3%	653,745	416,532
Public use of meeting rooms	45	46	-2.2%	497	127
Public meeting attendance	531	672	-21.0%	6,111	1,437
Staff use & library programs	109	94	16.0%	1,149	372
Study room sessions	413	269	53.5%	4,517	1,663
Tech room use	15	32	-53.1%	332	87
Door count	27,231	29,190	-6.7%	320,892	111,967
Registered BPL borrowers	91	96	-5.2%	1,054	409
Computer signups	2,757	3,259	-15.4%	41,015	12,788
Museum Pass use	97	92	5.4%	1,327	635
E-book use	4,306	4,433	-2.9%	54,585	17,889
E-magazine use	970	478	102.9%	11,406	3,740
Equipment	334	n/a	n/a	1,968	1,453
Wireless Use	8,735	7,094	23.1%	84,156	39,729

2017-18 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Oct. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,102,117	0	1,102,117	79,060	318,722	0	\$783,395	71%
Salaries-Clerical	938,358	0	938,358	70,735	287,604	0	\$650,754	69%
Salaries-Custodians	162,602	0	162,602	8,762	54,342	0	\$108,260	67%
Retirement	293,132	0	293,132	0	0	0	\$293,132	100%
SocSec/Medicare	168,343	0	168,343	11,705	48,744	0	\$119,599	71%
Worker's Comp.	22,000	0	22,000	2,033	22,640	0	-\$640	-3%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	291,500	0	291,500	23,219	85,685	0	\$205,815	71%
Disability Ins.	1,400	0	1,400	0	0	0	\$1,400	100%

Materials

Adult books	171,000	26,506	197,506	9,098	38,070	10,888	\$148,548	75%
Audiobooks	36,000	9,010	45,010	2,070	9,772	2,182	\$33,057	73%
Ebooks	87,000	0	87,000	6,820	27,411	5,045	\$54,544	63%
Electronic Resources	32,000	0	32,000	0	5,070	0	\$26,930	84%
Periodicals	20,000	0	20,000	0	667	8,924	\$10,409	52%
YS Books	85,000	23,068	108,068	3,547	27,731	8,305	\$72,032	67%
YS Audiobooks	8,000	956	8,956	1,116	1,853	659	\$6,444	72%
YS Media	10,000	257	10,257	357	885	114	\$9,259	90%
Special Collections	5,500	217	5,717	124	2,277	1,685	\$1,755	31%
AS Media	55,000	10,105	65,105	2,571	12,465	3,710	\$48,931	75%

Operations

Copiers and supplies	11,000	823	11,823	1,589	4,198	5,482	\$2,143	18%
Office supplies	29,000	129	29,129	71	1,665	1,482	\$25,981	89%
Custodial supplies	14,000	553	14,553	165	1,602	6,255	\$6,696	46%
Postage	17,000	525	17,525	1,855	5,650	1,950	\$9,925	57%
Printing	25,000	50	25,050	0	5,873	8,814	\$10,363	41%
Van lease & oper.	1,700	0	1,700	49	147	553	\$1,000	59%
Gas and Electric	65,000	0	65,000	4,883	20,663	0	\$44,337	68%
Telecommunications	11,000	1,700	12,700	946	4,193	6,212	\$2,295	18%
Water	3,000	0	3,000	0	883	0	\$2,117	71%
Taxes-sewer&water	3,500	0	3,500	0	0	0	\$3,500	100%
Refund property taxes	4,000	0	4,000	483	554	0	\$3,446	86%
Prof. Services	15,000	67,611	82,611	1,000	2,451	535	\$79,625	96%
Contract Services	37,500	193	37,693	236	6,384	18,030	\$13,279	35%
Insurance	29,000	0	29,000	0	27,738	0	\$1,262	4%
Travel/Conference	10,000	954	10,954	1,783	3,574	10	\$7,370	67%
Memberships	2,000	0	2,000	0	25	0	\$1,975	99%
Special Programs	20,000	1,187	21,187	1,993	8,206	1,137	\$11,843	56%
Furniture&Equipment	25,000	1,460	26,460	731	5,836	8,160	\$12,463	47%
IT Hardware & Software	42,000	4,281	46,281	6,033	12,103	9,246	\$24,932	54%
Bld&Grnd. Repair	40,000	50	40,050	2,523	4,841	8,267	\$26,943	67%
Furn/Equip Repair	2,000	4,652	6,652	632	5,474	173	\$1,005	15%
Miscellaneous	3,500	81	3,581	-638	1,883	263	\$1,435	40%
Audit Service	13,500	0	13,500	0	0	6,500	\$7,000	52%
Accounting Service	13,000	0	13,000	0	12,793	207	\$0	0%
UHLAN fees	50,000	0	50,000	11,167	22,888	0	\$27,112	54%
Capital Expenditures	125,000	5,889	130,889	0	5,889	0	\$125,000	96%
TOTAL	\$4,100,652	\$160,255	\$4,260,907	\$256,719	\$1,109,450	\$124,787	\$3,026,671	71%

2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Prev Years Expenses	Encumbrances	Subtotal	oct	YTD Exp.	Available
Operating Fund Balance	1,200,000	0	0	0	1,200,000	0	0	\$1,200,000
Fire Alarm (Board Designated)	33,031	0	18,982	14,049	0	0	0	\$0
HVAC (Board Designated)	750,000	0	68,974	34,444	646,582	750	2,342	\$644,240
Unassigned	878,195	0	2,000	0	876,195	6,900	206,650	\$669,545
Board Designated Fund balance Subtotal	2,861,226	0	89,956	48,493	2,861,226	7,650	208,992	\$2,652,234
PEG/miscellaneous	18,218	0	0	0	18,218	0	0	\$18,218
Total Fund Balance *	2,879,444	0	89,956	48,493	2,879,444	7,650	208,992	2,670,452

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

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	
8/12/2015	29	336	12	\$186.55	\$6.43	\$0.56	29	57,984	1,999	\$5,612.88	\$193.55	\$0.10	
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$192.63	\$0.09	
9/14/2015	33	609	18	\$306.89	\$9.30	\$0.50	31	64,896	2,093	\$6,243.19	\$201.39	\$0.10	
9/12/2016	31	430	14	\$218.88	\$7.06	\$0.51	31	56,448	1,821	\$5,005.22	\$161.46	\$0.09	
10/12/2015	28	819	29	\$384.81	\$13.74	\$0.47	31	51,456	1,660	\$4,313.54	\$139.15	\$0.08	
10/12/2016	30	509	17	\$241.68	\$8.06	\$0.47	30	43,392	1,446	\$3,623.83	\$120.79	\$0.08	
11/9/2015	28	876	31	\$430.25	\$15.37	\$0.49	28	34,560	1,234	\$3,232.69	\$115.45	\$0.09	
11/9/2016	28	878	31	\$363.94	\$13.00	\$0.41	28	32,640	1,166	\$2,913.35	\$104.05	\$0.09	
12/10/2015	31	1,419	46	\$705.55	\$22.76	\$0.50	31	31,104	1,003	\$2,538.03	\$81.87	\$0.08	
12/12/2016	33	1,576	48	\$689.63	\$20.90	\$0.44	33	31,104	943	\$2,776.58	\$84.14	\$0.09	
1/12/2016	33	1,909	58	\$1,010.70	\$30.63	\$0.53	33	31,872	966	\$2,785.27	\$84.40	\$0.09	
1/11/2017	30	2,269	76	\$1,150.42	\$38.35	\$0.51	30	28,800	960	\$3,405.58	\$113.52	\$0.12	
2/10/2016	29	2,101	72	\$1,037.33	\$35.77	\$0.49	29	29,568	1,020	\$2,734.71	\$94.30	\$0.09	
2/10/2017	30	2,118	71	\$1,280.34	\$42.68	\$0.60	29	29,184	1,006	\$2,866.03	\$98.83	\$0.10	
3/11/2016	30	2,159	72	\$1,108.25	\$36.94	\$0.51	30	31,872	1,062	\$3,066.87	\$102.23	\$0.10	
3/13/2017	31	2,015	65	\$1,188.31	\$38.33	\$0.59	32	33,792	1,056	\$2,837.83	\$88.68	\$0.08	
4/13/2016	33	1,471	45	\$714.42	\$21.65	\$0.49	33	33,408	1,012	\$2,895.69	\$87.75	\$0.09	
4/12/2017	30	1,862	62	\$1,037.51	\$34.58	\$0.56	29	29,568	1,020	\$3,267.38	\$112.67	\$0.11	
5/11/2016	28	800	29	\$329.46	\$11.77	\$0.41	28	33,792	1,207	\$2,830.29	\$101.08	\$0.08	
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10	
6/14/2016	34	610	18	\$284.43	\$8.37	\$0.47	33	48,384	1,466	\$4,094.74	\$124.08	\$0.08	
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09	
7/13/2016	29	385	13	\$213.85	\$7.37	\$0.56	30	57,600	1,920	\$5,788.02	\$192.93	\$0.10	
7/13/2017	30	604	20	\$259.97	\$8.67	\$0.43	30	57,600	1,920	\$5,198.19	\$173.27	\$0.09	
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$192.63	\$0.09	
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10	
9/12/2016	31	430	14	\$218.88	\$7.06	\$0.51	31	56,448	1,821	\$5,005.22	\$161.46	\$0.09	
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09	
10/12/2016	30	509	17	\$241.68	\$8.06	\$0.47	30	43,392	1,446	\$3,623.83	\$120.79	\$0.08	
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09	

PLA Conference (Philadelphia, March 21-24 2018)

Attendance Proposal

	Price per day	Total Budgeted Price each	Total for 5 attendees
Hotel	\$199*^	\$684	\$3,418
Conference Registration - Early Bird		\$280	\$1,400
Travel - library van	\$0	\$0	\$0
Meals	\$64	\$256	\$1,280
Parking for van	\$50	\$200	\$200
			\$6,298
* GSA rate is \$148			
^ 14.5% Tax rate for hotel rooms			



BETHLEHEM PUBLIC LIBRARY

51463 ERS - 2018 Annual Invoice

Payment of this invoice must be received by the Retirement System on or before February 1, 2018. If paying the prepay amount, payment must be received on or before December 15, 2017. Unpaid balances accrue interest at the rate of 7.0%. If you have questions, contact Patti Schachter at 518-474-7573 or the Employer Billing Unit at 518-474-4913 or 518-408-4214.

**Payment Due
February 1, 2018**

**Prepayment Due
December 15,
2017**

Total Amount Due:

\$290,681

\$288,233

Contribution Details

Tier	Plan ID	Options	Reported Salary	Rate	Regular Pension Contribution *	GTLI
1	75I	41J	\$52,739	21.7%	\$11,233	\$211
2	75I	41J	\$3,214	19.7%	\$620	\$13
3	A14	41J	\$132,225	16.0%	\$20,627	\$529
4	A15	41J	\$1,348,449	16.0%	\$210,358	\$5,394
5	A15	41J	\$119,460	13.1%	\$15,171	\$478
6	A15	41J1	\$178,932	9.3%	\$15,925	\$716
6	A15	41J2	\$96,815	9.3%	\$8,617	\$387
Sub Totals			\$1,931,834		\$282,551	\$7,728

* Regular Pension Bill without GTLI - Uses 3/31/2017 Salaries with Final Rates

2018 Regular Pension Contribution, Including GTLI

\$290,279

Invoice Details

**Due February 1,
2018 Payments**

divide
by
factor

**Pre Pay December
15, 2017 Payments**

Adjustments

Prior Years Adjustment \$402 1.008493 = \$399

Total Adjustments and Installments \$402 \$399

2018 Regular Pension Contribution \$290,279 1.008493 = \$287,834

Total Amount Due

\$290,681

\$288,233



2018 Annual Invoice Payment
BETHLEHEM PUBLIC LIBRARY
Location Code 51463 ERS

Invoice Date
November 8, 2017

Fiscal Year Ending
2018

You have selected the payment option of paying the Total Amount Due of \$288,233 by the December 15, 2017 due date.

If this payment is not received by the December 15, 2017 due date you are required to select another option for paying by the February 1, 2018 due date.

If paying by wire or ACH, please follow the wiring instructions (this coupon is not needed for wires or ACH). Be sure to include the Employer Name, Location Code and Retirement System (ERS or PFRS) in the payment description for wires and ACH.

If you are paying by check, please make your check payable to the **New York State and Local Retirement System** and mail to:

New York State and Local Retirement System
110 State Street
Albany, NY 12244-0001

Total Due by December 15, 2017:

\$288,233

BCN-TV proposals under consideration: ⁴⁷

Proposal	Keep BCN-TV studio and station as is.	Keep channels and scheduling as is. Replace existing video production with Makerspace model.	Keep channel for government shows only. Replace existing video production with Makerspace model.
Keep channel?	YES	YES	YES
Town, BCSD and library eligible for PEG funds	YES	YES	YES
Staffing (under the direction of Public Services)	Two part-time positions dedicated to studio services.	Multiple staff crosstrained to provide necessary service.	To be determined.
Equipment for cablecast scheduling	Existing equipment; upgrade in accordance with capital plan and PEG funding.	Existing equipment; upgrade in accordance with capital plan and PEG funding.	Existing equipment, upgrade as needed with PEG funding.
Equipment for production	Existing equipment; upgrade in accordance with capital plan and PEG funding.	New consumer-grade audio/visual equipment; upgrading as needed using available PEG funding.	New consumer-grade audio/visual equipment; upgrading as needed using available PEG funding.
Training	To be determined.	Staff will be crosstrained in scheduling functions and develop documentation and a training plan for Makerspace equipment. Will work with patrons and staff in that area.	Staff will be crosstrained in scheduling functions and develop documentation and a training plan for Makerspace equipment. Will work with patrons and staff in that area.
Pros	<ul style="list-style-type: none"> • Provides a free speech outlet on local cable TV. • Full-service video production and editing provided free of charge by staffers to members of the community. • Minimally disruptive to current producers. • Maintains a service unique to Bethlehem Public Library. • Content is owned by local producers. • Equipment already exists and add-ons to Ultra-Nexus could eventually provide video-on-demand and live streaming. 	<ul style="list-style-type: none"> • Provides a free speech outlet on local cable TV. • Studio space available during library hours. • Shared knowledge from crosstraining of staff promotes stability of service. • Increased use of technology and the studio by the whole community. • User-friendly A/V tools would provide learning opportunities and flexible use of the equipment (podcasts, etc.). • Self-production enhances sense of ownership. • Reflects the way more people are producing and sharing A/V content. • Relocating studio office makes more physical library space available. 	<ul style="list-style-type: none"> • Provides free speech opportunities via online distribution. • Studio space available during library hours. • Shared knowledge from crosstraining of staff promotes stability of service. • Increased use of technology and the studio by the whole community. • User-friendly A/V tools would create learning opportunities and flexible use of the equipment (podcasts, etc.). • Staff freed up to provide more training for self-producers. • Allows for an investment in training users how to distribute their media content online. • Reduces staff time scheduling and managing intake. • Allows more staff time to record and produce library content for the BPL website. • Annual cost savings expected.
Cons	<ul style="list-style-type: none"> • At full staffing, does not deliver all the services people are looking for. • Insufficient staff time to record library programs. • IT not able to support professional-grade studio equipment. • Studio space only available to the public when BCN-TV staff are at the library. • Higher level of editing and production services are a finite resource and not available all hours. • Current services used by small percentage of public. 	<ul style="list-style-type: none"> • At full staffing, may not deliver all the services people are looking for. • Time and energy required to find new users for old studio equipment. • Producers will need to adapt to the new process. • Removes some services producers have come to expect. • The crosstraining required to get staffers up to speed will take time. • Significantly reduced editing and production services during transition to the new model. 	<ul style="list-style-type: none"> • Time and energy required to find new users for old studio equipment. • Government-only broadcast was not the intent of the last cable access contract. • Loss of free production services will be unpopular with some in the community. • Only allows content from governmental sources on the cable channel.

HVAC Renovation Report – As of 11/13/2017

Notes

The total planned cost of the HVAC project has been adjusted to accommodate the new contractor's estimate supplied to the library by Gilbane. The total will be further revised after the bid and selection processes have been completed.

Completed Tasks

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

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

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

Sep. 2017 Submit NYS Library Construction Grant application to UHLS

Oct. 2017 Trustees vote on Project Management Agreement with DASNY

Yet to be completed

Nov. 2017 Bid documents are published

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

Dec. 2017 Bids reviewed

Dec. 2017 Begin Contract administration - M/E Engineering

Dec. 2017 Contractors selected

Jan. 2017 Inside construction begins

Spring 2018 Outside construction begins

Design

	Budget	Encumbered	Expensed	Notes
Design Subtotal	\$100,858	\$30,319	\$70,566	Project No. suffixes .30,.40.10

Construction

	Budget	Encumbered	Expensed	Notes
HVAC Renovation Estimate from Gilbane	\$617,755	\$0	\$0	
HVAC Reno. Contingency	\$64,500	\$0	\$0	
Construction Subtotal	\$682,255	\$0	\$0	No executed contracts

Construction Management/Project Management

	Budget	Encumbered	Expensed	Notes
Construction Manager	\$94,608	\$0	\$94,608*	Contract approved at October Board meeting
Contractor Estimate	\$4,125	\$4,125	\$0	

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

Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$750,000	\$34,444	\$165,174	\$881,846

Photos: Bethlehem through the years

51

Staff report Published 12:21 pm, Wednesday, October 11, 2017



Photo: Bethlehem Public Library/New York Heritage



IMAGE 16 OF 37

January 1942 image from Selkirk of the Delmar Public Library Bookmobile and chief librarian Dorothy Creifields.

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The library, schools and businesses along Delaware Avenue and the Four Corners have been integral to Bethlehem for decades

The town, which was established in 1793, includes the hamlets of Delmar, Elsmere, Slingerlands, Glenmont and Selkirk as well as South and North Bethlehem.

Click through the photos above to see how the town changed between early 1890s and the early 1990s.

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CNET

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Energy Bill Cruncher

Chefs for March of Dimes

Ten top chefs prepare their signature dishes with drinks and desert before an auction to support the March of Dimes work for healthy babies. 6 p.m. Tuesday, at Hilton Garden Inn in Troy, \$100 per person. Tickets \$100. 518-453-0474.



Jazz live at the library

Husband-and-wife duo Sonny and Perley — pianist Sonny Daye and vocalist Perley Rousseau — play a free hourlong concert of jazz favorites, 1 p.m. Friday, Bethlehem Public Library 451 Delaware Ave. 518-439-9314

Teen driving street survival

At Tire Rack Street Survival Teen Driving School, students learn in their own cars, 8 a.m.-4 p.m. Sunday at the Saratoga Automobile Museum, Saratoga Springs. For drivers 21 and younger. \$75 per student www.street-survival.org.

Need help?

For calendar: News and information services desk, 518-454-5420.

For stories and photos: City Desk, 518-454-5420

NISKAYUNA ELECTION

GOP candidate decries 'doctored' images

Democratic mailer links town supervisor hopeful with Limbaugh, Bannon

By Massarah Mikati

Niskayuna

Yasmine Syed, GOP candidate for Niskayuna town supervisor, sent out a press release Monday in response to mailers sent out by the Democratic Committee that claimed the GOP Committee had posted content from conservative political commentators on social media.

"You would never vote for this crew..." the mailer said on one side, with pictures of radio show host Alex Jones; Steve Bannon, executive director of Breitbart News; and radio show host Rush Limbaugh. "So don't vote for this crew either!" the other side

said, with a photo of Syed's campaign sign and screenshots of the posts.

Syed said that the images on the mailers are "doctored" and "ridiculous."

"They're saying that I'm for these people, and I'm not at all," Syed said. "To call someone who is a daughter of a Pakistani immigrant of the Muslim religion, and a mother of Jewish descent, anti-Muslim and anti-Semitic is so ridiculous that it shows they didn't do their due diligence in looking into the background of their opponents."

In a press release responding to Syed, the Niskayuna Democratic Committee said the mailer was not calling the GOP candidates "racist, anti-Semitic and anti-Muslim as the GOP asserts."

"It says the Niskayuna Republican Committee shared posts from Breit-

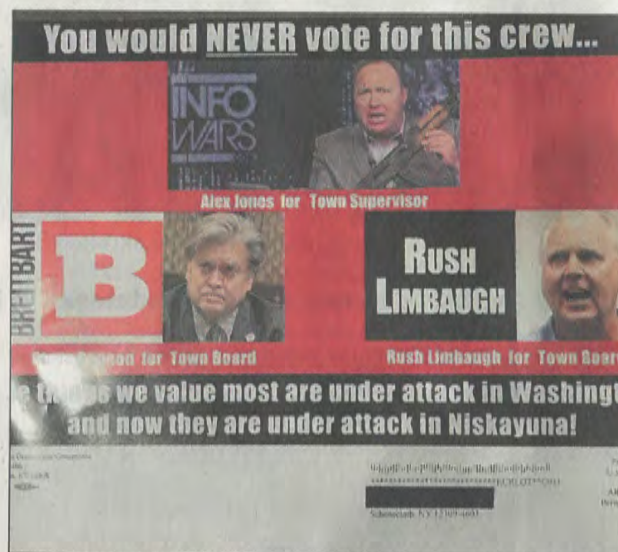
bart news — a website which features racist, anti-Semitic and anti-Muslim material and is run by Steve Bannon. By sharing these posts, the Niskayuna GOP is legitimizing these outlets and the message they deliver."

Syed reiterated that these statements are false, and said that she has no administrative access to control posts on the GOP social media pages.

Since July, the Niskayuna Republican Committee Facebook page posted one item from Breitbart.com and four items from Rush Limbaugh's personal page and website.

"No matter how low my opponents go, I'm going to make this campaign about the issues that are important to the residents of Niskayuna," Syed said.

Niskayuna Town Supervisor Joe Landry did not respond to requests for comment.



One side of campaign mailer sent out by the Niskayuna Democratic Committee.

Political mailer

COMMUNITY NEWS



Kiwanis Club of Castleton-Schodack leaders in this photo are, back row from left, board of directors members Harleen Hilton, Bud Wilkinson and Mary Lou Kulpa; and front from left, Bob Warland, treasurer; Deb Charlebois, vice president; Bob Loveridge, president; and Marty Ray, secretary.

Club leaders take office; a golf event raises \$60K

Castleton-On-Hudson

Robert Loveridge of Schodack was installed as president of the Kiwanis Club of Castleton-Schodack during the club's meeting on Oct. 11 at Scarnato's Ristorante.

Also installed were Vice President Deb Charlebois, Treasurer Bob Warland and Secretary

Marty Ray.

In addition, Bud Wilkinson, Kitty Murphy, Harleen Hilton and Ted Kulpa will serve on the club's board of directors.

The immediate past president is Mary Lou Kulpa, who will continue to serve on the club board for the next year.

— Staff report



MAYOR

CONTINUED FROM C1

said. "We're just asking for honesty, transparency and following the law from all candidates and it's a shame we can't get that from someone running for mayor."

Kelly said that her campaign had computer issues and that her campaign manager, Teri Wilson, called the state Board of Elections for technical support. She was told that Kelly was not out of compliance.

"I called and was told there was a grace period because this frequently happens when 14,000 candidates, committees and super PACs are uploading their filings in one day," Wilson said.

Board of Elections spokesman John Conklin said there is no official grace period. Generally, what happens if a candidate does not file their disclosure forms after six to eight weeks, the Board of Elections may take action against the candidate, possibly fining them \$1,000.

A look at the filings, that are now

available, shows that Kelly's campaign has brought in \$19,884 thus far in contributions. While she had a few \$1,000 donations, most of her campaign contributions were in smaller increments. Her largest donations came from Jeff and Janet Altamari and Alison Kelly — who each contributed \$1,000 — and Mary Lasky, who gave \$1,350.

Baker's campaign has raised twice as much, with \$40,013 from a list of the who's who of Saratoga Springs. They include the city's power brokers like Bill and Susan Dake, Charles Waits, John Hendrickson and his wife, Marylou Whitney — who each individually contributed \$1,000.

Kelly also said Baker's contributors include developers — such as 422 Broadway LLC, Teakwood Builders, Bruce Bogoshian, Thomas Bogoshian, Witt Construction — and took issue with the implications.

"I think this snapshot of our finances is very telling, it gives us a clear picture of who my opponent is looking to work for and represent," Kelly said. "It is clear my opponent's

support comes from the developers. Contributions to my campaign are from private residents and businesses, which support my positions on the Greenbelt Trail, Open Space, and fostering arts and economic growth within the city. My allegiances will always lie with the residents of Saratoga Springs."

"Mark looks forward to working with all Saratogians and leveraging his relationships with local developers to build consensus and bring affordable housing to neighborhoods that want it," said Nick Wilock, spokesman for Saratoga County Republican Committee. "It's no surprise the groundswell of Saratogians who are lining up behind Mark because they know he's a proven leader who's needed in the mayor's office now more than ever."

Kelly says leaving the city in the hands of developers is not the way to go.

"It is vital to stay true and vigilant to our 'city in the country' model of development," said Kelly. "Once wetlands and green space have been developed, they are gone forever."

CLOSURE

CONTINUED FROM C1

spoke with the Times Union after the announcement.

District Attorney Robert Carney said Maciag, who killed himself in prison in 1997, may have been a misogynist, or at least hated prostitutes. Both Harvey and Nauman had resorted to prostitution to feed their drug habits.

Kane said Monday that investigators were crafting a detailed document on the Harvey case to submit to the FBI profilers in Quantico, Va., when he got a call from Noto inquiring about an old Daily Gazette editorial about the drug problem and its devastating impact on addicts.

The writer also pointed out the similarities between the way the two women were killed.

"As a team we re-searched it, started break-



Paul Nelson / Times Union

Evidence was displayed Monday when officials announced that a cold case from 1995 had been solved. Behind the photo of 17-year-old Suzanne Nauman is one of the men who murdered her, Stanislaw Maciag. He killed himself in 1997 while in prison for another crime.

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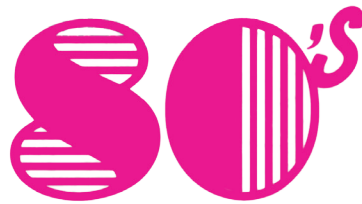
movie

**TRIVIA
NIGHT**

**Wednesday
December 6
7-8:15pm**

Do you love the '80s?
Sign up alone or as a team
and match wits with others.
Prizes provided by the Friends!

Bethlehem Public Library
451 Delaware Ave., Delmar



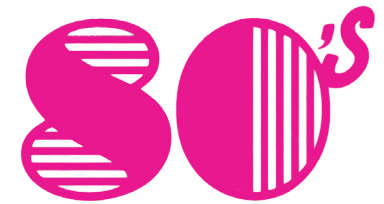
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STAR WARS

TRIVIA

Friday December 29

10am

Test your Star Wars savvy!

Prizes from the Friends!



No spoilers!

All ages team up!

Bethlehem Public Library

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ORIGAMI TREES

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Library Notes

Bethlehem

By Kristen Roberts

We're gearing up for a jazzy weekend at the Bethlehem Public Library as local favorites Sonny and Perley return for their second Coffee and Conversation performance on Friday, Oct. 20, 7-9 p.m.

The husband-and-wife duo vocalist Perley Rousseau and pianist Sonny Daye will present a mixed concert that introduces listeners to the material they regularly draw from, including the Great American Songbook (the Golden Age of popular songs from the 1920s through '50s), international cabaret, and bossa nova. Sonny and Perley have produced a number of recordings and have spent the last several years developing and perfecting their unique repertoire. They have performed extensively throughout the region and abroad. Their concerts are always a hit with audiences, and seating is available on a first-come basis. The hourlong concert begins at 7 p.m. and is followed by a coffee hour featuring beverages and light refreshments. Coffee and conversation is co-sponsored by Bethlehem Senior Projects, Inc.

More music

Continuing with the jazz theme, the library will host the Who Play Jazz, a dynamic quintet of professional female jazz artists on Sunday, Oct. 22, 7-9 p.m.

The group, made up of Patti Melita (vocals), Peg Delaney (piano), Linda Brown (bass), Kristina Johnson (sax) and Alyssa Falk Werheyn (drums), will also be performing selections from the Great American Song Book, as well as original compositions in the creative and improvisational idiom of jazz.

Both concerts are free and suitable for all ages, so stop by and enjoy some music at your library.

Every picture tells a story

On Wednesday, Oct. 25, Patricia Kernan, staff illustrator at the New York State Museum, will discuss the museum's natural and cultural history illustrations in her talk "Focus on Nature," from 7 to 8:30 p.m.

The museum's collection of illustrations began to accumulate in the late 1830s, as they were commissioned for publications to document the results of natural resource surveys mandated by the state Legislature in 1836. During the past 171 years, the collection has grown to include thousands of illustrations, both historic and contemporary, that tell the story of how illustrations have supported and furthered scientific research, education and knowledge.

Patricia Kernan has been staff illustrator for Research and Collections at the State Museum for 28 years. She is also the curator of the biennial, international exhibition Focus on Nature: Natural and Cultural Illustration. This program is co-sponsored by Capital Region Audubon Society.

Financial-aid tips

Learn about filling out the FAFSA (Free Application for Federal Student Aid), grants, scholarships, types of loans and more at the library's "Financing Your Education" presentation Tuesday, Oct. 24, at 7 p.m. This program is geared toward high school juniors and seniors and their parents, and is co-sponsored by the NYS Department of Financial Services. Sign up online at www.bethlehempubliclibrary.org or call (518) 439-9314.



— Photo by Kristen Roberts

The Children's Place at the Bethlehem Public Library bustles with activity Friday, Oct. 13, as caregivers and children spend the morning socializing and playing. "We are finding that more and more people are bringing their toddlers and preschoolers to the library to socialize and play — not just to pick out books or attend story times (although that still remains quite popular)," said Kristen Roberts. "That has prompted us to start moving some shelving around and opening up more spaces to play, a process that is ongoing. We've also added a lot more toys, like our puppet theater, play kitchen and more, to spark their imaginations."

Westerlo

By Sue Hoadley

October is Breast Cancer Awareness Month. Join us Wednesday, Oct. 25, as we "Go Pink!" to promote breast cancer awareness and the importance of regular cancer screening.

If you are without insurance, contact The Albany and Rensselaer Cancer Services Program at (518) 525-8680 to make an appointment. No-cost mammograms and other tests are available free for eligible, uninsured women aged 40 and over and for men aged 50 and over.

After-School Lego Club

Drop in on Monday afternoons from 3:30 to 4:30 p.m. to play and create with Lego. We supply the blocks; you bring the imagination. Miss Lee is also available for homework help.

Story time

Join Miss Lee Wednesday mornings from 11 a.m. to noon for stories, songs, and movement activities designed for infants to children up to five years old.

In addition to developing pre-reading skills, singing, moving to music, and playing instruments all help foster a sense of rhythm and timing that are essential elements in developing the part of a child's brain that shapes math skills.

Story times are also a great opportunity to meet other parents of small children in Westerlo.

Technology

Walk-In Wednesdays

Do you have a new smartphone or tablet, but don't know how to download digital materials? Need to brush up on your computer skills — or obtain basic skills? See Amy on Wednesdays between 10 a.m. and 1 p.m. for free personalized, one-on-one instruction.

More information

All library programming is free (unless otherwise noted) and open to the public. For more information, contact the library during business hours at (518) 797-3415.

Altamont

By Joe Burke

The Altamont Free Library has scary movies to watch in the dark.

Over the month of October, please join us for family-friendly but super-scary movies every Sunday at 3 p.m. Next up is the hilarious animated film *Monster House* on Sunday, Oct. 22, at 3 p.m. We'll have the popcorn ready for you.

Trivia Night

This Thursday, Oct. 19 from 7 to 9 p.m., our monthly Trivia Night is back. Make a team, study up and BYOB to this mind-twisting trivia contest! Entrance is \$5 and the winning team takes half of the door. Contestants must be 21 and up, please.

Juice and Jammies

On Thursday, Oct. 26 at 7 p.m. put on your pj's and join Ms. Erika for a pre-bedtime story, snack and craft. This low-key storytime will be just the thing to prepare your young folks to count some sheep.

Ireland potluck

Please join us at 6pm on Monday, Oct. 30 for another in our series of fantastic Eat Around the World Potluck suppers. This month we're going to take on Irish cuisine. If you don't already have a favorite Irish recipe, feel free to pick one up here at the library. Please join us and bring a dish to share!

Scouts conduct food, bottle drive

ALTAMONT — Boy Scout Troop 264 of Altamont will conduct its annual food, can, and bottle drive early November.

Bags will be delivered to homes in Altamont on Saturday, Oct. 28. The Scouts will return the following Saturday, Nov. 4, to pick-up donations.

Food donation will be used to stock the shelves at the Altamont

Spooky Crafts for Kids

Pumpkins and cobwebs and ghosts, oh my! It's the spookiest time of the year and we're getting out some of our nervous energy by making spookily cool zombie gourds. Please join us on Halloween, Tuesday, Oct. 31 from 3 to 4 p.m. for an afternoon of crafts, laughs and frights in between school and trick or treating. Call (518) 861-7239 to register in advance.

Matulis performs

At the beginning of the year, Altamont Free Library launched a new concert series we call The Song-Teller Sessions on the first Friday of every month.

The idea behind the concerts is that each performer receives the same list of ten questions that they'll answer through stories and songs. Among the questions are: What was a song that your parents loved? What was the first bad song that you wrote? What song makes you think of home?

We've taken the summer off while we put on our annual Summer Concert Series in Orsini Park, but now that the days are getting shorter, we're bringing it back.

Our performer will for November will be local art-folk-rockers Nick Matulis on Friday, Nov. 3 at 7 p.m. All ages are welcome at these shows are family friendly.

Pumpkins and cobwebs and ghosts, oh my!

Voorheesville

By Lynn Kohler

Students needing community service credit can volunteer at the library. Some student volunteer jobs include helping prepare crafts, working with younger kids during programs, dusting and straightening shelves, removing book labels, sorting/alphabetizing donations and some computer tasks. Give us a call at 518-765-2791 and let us know how many hours you need. Bring your school form to the scheduled appointment and we'll get you started.

Teen Time

Take the bus to the library after school on Friday, Oct. 27 to unwind from 3 to 5 p.m. Use SimCity, Scratch, the Leap Motion, 3D scanner, or 3D printer with our laptops. Teach yourself Tinkercad or Sculpttris, invent something with the littleBits electronics kits, or program the Ozobots. We have Sticker Circuits, paper, fabric and craft supplies available if you want to get creative. Students in grade six and up should register.

Halloween Creativity Lab

Students in grades four to six can register today to join us from 2 to 3 p.m. on Sunday, Oct. 22 for a monstrously good time. We will be zombifying some action figures, making Frankenstein marshmallow pops and reanimating some Frankenworms.

Beading workshop

Learn some easy beading techniques for making simple jewelry. The library provides tools and offers a variety of beads to choose from. You are more than welcome to bring your own supplies as well. Please register for this Wednesday, Oct. 25 program. Adults and teens, ages 14 and up, are welcome to arrive any time between 5:30 and 8 p.m. There is a small materials fee, depending on which projects you choose.

Happy Halloween Family and Storytime Party

The whole family is welcome at a not-so-scary Halloween storytime from 10:30 a.m. to noon on Saturday, Oct. 28. After some frightfully good, not-so-spooky tales and songs, we will parade through the library and enjoy a mini-celebration and craft befitting the holiday. Come in costume if you'd like. For children ages 2 to 7 with caregiver; please register.

NYC bus trip

The Friends of the Voorheesville Library are sponsoring a bus trip to NYC for Saturday, Dec. 2. The price per seat is \$50 or \$45 for FOL members. Paid reservations are accepted at the circulation desk. For more information, call the library at 518-765-2791.

Movie Daze

The library now offers two movie days. You can join us at 1:30 p.m. on Thursday afternoons for a classic movie, with greats like Bogart, Hepburn or Tracey. And, you can join us at on the second Sunday of the month for an award winning recent release. All movies include light refreshments and are shown on our new theater system. Check our events calendar for movie titles and ratings. No registration needed.

Registering for programs helps us to determine supply needs. Unless otherwise indicated, registration is requested for all programs. You can register in person, by phone (518-765-2791) or using our online calendar at <http://voorheesvillelibrary.org/calendar.asp>.

LETTERS TO THE EDITOR

GOP: Tiger best man for job

Dear Editor:
 Ongoing Highway Superintendent Brent Meredith's endorsement of Wagoner to replace should come as no surprise to voters. Aside from being an attempt by Meredith to stop his slide into political obscurity and inactivity, they both find common ground in having been part in the "bait and switch" scheme to dupe Democratic voters during the election process. It is a switch made in political

nepotism, cronyism and politics have supplanted necessity and demand. Brent Meredith is married to County Legislator Joanne Cunningham and is brother-in law to Maureen Cunningham, Democratic candidate for town board. For them, politics has become a family affair. For the taxpayers, it has become a losing proposition. They all lack self-awareness and, more importantly, a plan to fix our town.

The Nov. 7 election is an opportunity for Bethlehem residents to restore integrity and competency to our highway department. The hard-working employees in the department deserve to be led by someone who can manage efficiently. The taxpayers deserve to receive the services they pay for. For that job, Tiger Anastasi is the right guy.

As the owner of a family construction business, Tiger Anastasi knows what it's like to work hard. He gets his boots dirty every day doing manual labor, balancing budgets, supervising workers and supporting his family. He has the leadership abilities and skill set needed to get the job done.

He has also publicly outlined a plan to fix the problems plaguing the

highway department. He advocates timely and efficient removal of leaf pickup and snow, effective paving and maintenance of roadways, greater accountability and responsiveness to residents, reevaluating town roadways and sidewalk conditions and utilizing current town employees for town projects.

At the end of the day, the only endorsement that counts is that of the voters'. Tiger Anastasi is the best candidate for the position of highway superintendent. His years of experience are unmatched in the race. On Tuesday, Nov. 7, I hope you consider voting Tiger Anastasi for highway superintendent.

Thank you.

Melissa Kermani

Chairwoman of the Bethlehem

Republican Committee

Earn confidence in candidates by talking to them

To the Editors:
 In every election cycle voters are faced with the same decision: voting for the best candidates. This year we need to set aside the naysayers and malcontents and focus on the candidates that are

sincere, promote teamwork, have experience, expertise and the demeanor to keep our town on the much awarded cutting edge of municipal governments. We see David VanLuven, Maureen Cunningham, Dan Coffey (Row E),

Andy Kirby, Nanci Moquin and Giles Wagoner (Row E) as the team that will not only lead our Town but take us to a new level of governance and financial stability. Talking to them will give you the confidence of their leadership; voting for them will ensure the community we all want.

John Smolinsky
 Ellie Prakken,
 Delmar

Last day for letters

The Spotlight reminds our readers the Oct. 25 edition will be the last edition in which letters pertaining to the upcoming Nov. 7 election will appear in print. No political letters will be run in the Nov. 1 edition.

Editor's Note: John Smolinsky is chairman of the Bethlehem Planning Board

COMMUNITY

BCN-TV survey

In recent months, library trustees have been discussing potential changes to BCN-TV, the public access cable station and studio at the library. Your input is important, and we'd like to learn more about the audio/visual services you'd like to see us offer. You are invited to share your thoughts through a short survey on our website at www.bethlehempubliclibrary.org/bcn-tv-survey.



enjoy Halloween in a safe, dry place. This "freestyle" trick-or-treating format is a change from years past in order to accommodate more people. Drop by the Children's Place at any point during the above times to pick up a free treat bag and get started on some library trick-or-treating fun.

This annual event at the library is a favorite among staffers, so don't be surprised if you see some of them getting into the spirit of things, too!

All grown up

"Adulthood" is loosely defined as the practice of behaving in a way characteristic of a responsible adult - mortgage, 9-to-5 job, cooking your own food. Those who have been "adulthood" for a while may

forget that those skills aren't acquired overnight, but on Monday, Oct. 30, from 6-7:30 p.m., we're holding a crash course to help young adults (and those who are just young at heart) get up to speed quickly. Learn about money skills, home DIY and more. College-bound and independently minded teens are also welcome! Sign up online at www.bethlehempubliclibrary.org or call (518) 439-9314.

Footnotes mailed

Coming up in the next two months, Joe Bruchac returns to the library for two storytelling sessions, A Little Sunday Music is back to warm your winter, and Hamilton's Federalist Papers are the topic of a new discussion series.

— Kristen Roberts



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 Brian S. Navarro, MD
 Nasrene Yadegari-Lewis, MD
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Karen McGarry, PA-C
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