



**Board of Trustees Meeting
September 11, 2017 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices - none
 - Resolutions - none
 - Personnel report
 - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
 - Plaza feasibility study
 - Municipal banking
 - Library cell phone
 - Other new business
- **Old business**
 - BCN-TV
 - Fire alarm & security project update
 - HVAC project update
 - NYS Library Construction Grant
 - DASNY legislation
 - First Night participation
 - NYLA conference attendance
 - Pavement repair/sealing
 - Board treasurer
 - Other old business
- **Public Participation**
- **Adjournment**

Next board meeting: October 10, 2017 6:00pm (Tuesday)

Next Friends of the Library board meeting: October 16, 2017 6:30pm (Story Room)

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday August 21, 2017

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Brian Sweeney

GUESTS: Tracey McShane, Personnel Administrator
Tanya Choppy, Accounts Clerk
Catherine Stollar Peters, Head of Tech Services, Circulation
Jeremy Johannesen, Executive Director of NYLA, Friends President
Catherine Brenner, CSEA president
Natalie McDonough, Manager, Programs and Community Outreach
Janice Irwin, BCN-TV Studio Manager
Judi Kehoe, BCSD chief business and financial officer
John Clarkson, Bethlehem town supervisor
Michael Cohen, Town of Bethlehem comptroller
Rabbi Nachman Simon, Bethlehem Chabad
Ali Hibbs, Spotlight reporter
Mark Gronich, City of Albany PEG Access Oversight Board
Andrew Reilly
Frank DeSorbo
Eileen Howe Bird
Mary DeTurris Poust
Joe Lombardo
Mary Richmond
Dan Wilcox
Haim Ben-Eliezer
Trudy Quaif
Gary Fish
Linda Graf
Joyce Tompkins
Guillermo Martinez
Michael Fuhrman

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

APPOINTMENT OF NEW TRUSTEE

The board welcomed C. Brancatella to the board to fill the seat vacated by Paula Rice through the end of June 2018.

OATH OF OFFICE

Board President Mary Redmond administered the oath of office to C. Brancatella.

PUBLIC PARTICPATION

M. Redmond advised those in attendance that the board would be holding a public participation period after the director's presentation on proposed BCN-TV studio changes.

MINUTES

M. Redmond asked that the minutes describing the board treasurer discussion under new business reflect that there is no specific job description yet for the position.

Minutes of the 10 July 2017 board meeting were unanimously approved on a MOTION by M. Kissinger with a SECOND by J. Becker with the change noted above.

FINANCIAL REPORT

On a MOTION C. Brancatella with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 31 July 2017 (Manual Disbursements for July \$16,608.57; Cash Disbursements/Accounts Payable for August \$96,714.17; Trust & Agency Disbursements/Salaries for July \$179,321.57; CapProject Fund/Hand-Drawn Checks for July \$0; Total: \$292,644.31).

M. Redmond asked that future reports include a note indicating checks that have been outstanding for longer than a month.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for July 1-31, 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 L. Scoons, the board unanimously approved new hires for the following vacancy, pending Civil Service approval:

- Library clerk, part-time, permanent, 11.67 hours/week at \$13.19/hour or per contract.
- Librarian 1, full-time, permanent, \$50,668 annual/or per contract.

And hold the following positions without filling them at this time:

- Sr. library clerk, full-time, permanent, 15 hours/week at \$15.75/hour or per contract. (Previously approved at the July 2017 meeting)
- Television production assistant, part-time, permanent, \$13.19/hour or per contract.

DIRECTOR'S REPORT

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

- Although there was some concern that the hand dryer in the men's bathroom would be loud and disruptive to programs in the Community Room, which has proved to not be the case.
- Finding the space for the Nano exhibit in the Children's Place has been worthwhile. The exhibit has been very popular with kids.
- The library had a small gathering of people viewing the eclipse on the green, and the library was able to share some glasses that were on hand with people who wanted to see it.
- The new scanners can read barcodes from a patron's cellphone – an important upgrade following the debut of the UHLS app.
- The low loss rate of DVDs not in security cases means there should be some savings down the road as the library moves away from KwikCases.
- The Shelves of Support display in the library recognizes those who make substantial gifts to the library.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons noted that there was no meeting in August.

BCN-TV PRESENTATION

G. Kirkpatrick shared a PowerPoint presentation with a proposal for changes to the BCN-TV studio space and public access channel. (Document attached.)

PUBLIC PARTICIPATION

Following the presentation, M. Redmond reminded those planning to speak of the 3-minute time limit outlined in the library's Public Participation policy.

The following people spoke:

- Trudy Quaif: Asked the board to keep current studio services. (Letter attached.)
- Mary Richmond: Told the board she believed BCN-TV was an important platform for the community.
- Joe Lombardo: Said BCN-TV was a free speech outlet for many and the library should consider ways to make the station a better resource if it is being underutilized.
- Dan Wilcox: Said the studio provided a creative outlet for poets and other artists in the community.

- Frank Desorbo: Mentioned that BCN-TV has been a nice resource for Patriot Flight and veterans in general. Was in favor of improving equipment but asked that broadcast ability be retained. Asked if media file delivered in a broadcast-ready format would streamline process.
- Mark Gronich: Told the board to investigate ways to partner with other communities to jointly operate a PEG channel.
- Joyce Tompkins: Said she was opposed to getting rid of the BCN-TV broadcast and that a lot of people, especially the elderly, get their information from it.
- Eileen Howe Bird: Spoke in favor of the new technology but said the station provides a forum for the organization To Life to share breast cancer resources. She asked where residents would be able to watch the public access offerings if the station were to go.
- John Clarkson: Thanked the board for considering participation in First Night Bethlehem as a tween/teen venue. Said that the town broadcasts meetings on its website, but some people do still watch it on BCN-TV. He told the board he understood the need to balance financial issues with an organization's mission. Added that Comptroller Michael Cohen would be available as an informational resource.
- Judie Kehoe: Noted that the school district produces its own meetings with some people viewing them on BCN-TV. Urged the board to identify all alternatives before making a decision.
- Guillernmo Martinez: Said he resisted the move by cable companies 10 years ago to stop public access. Asked the board to look for additional revenue rather than dismantle the station.
- Michael Fuhrman: Told the board it would be a mistake to do away with the service provided by BCN-TV.
- Michael Cohen: Clarified that the \$600,000+ in franchise fees from the cable company go to offset town residents' property taxes and are separate from the PEG money, which is approximately \$22,000-\$24,000 per year and can be used for cable access equipment purchases.
- Rabbi Nachman Simon: Spoke in support of the station. Said it offers a good way to get out there and air differences and educate people.
- Linda Graff: Said the station helps church organizations get the word out when there is little money for advertising. Was in support of continuing current studio services.
- Mary DeTurris Poust: Said she knows that people are viewing mass on public access channels because the Roman Catholic Diocese gets calls when it is dropped from other stations.

Responding to a question about program scheduling, G. Kirkpatrick said there is still a significant amount of staff time involved in setting up the programs for broadcast as it is not an automatic process.

Some in the audience asked if the county would be willing to take over the public access channel.

The board thanked everyone for their participation in the discussion.

NEW BUSINESS

First Night participation

The Town of Bethlehem has requested that the library serve as a First Night venue for teens and tweens and be open from 7-10 p.m. Sunday, Dec. 31. G. Kirkpatrick said that the total cost to the library to participate has not changed significantly from last year's estimate of approximately \$2,000. J. Becker asked if there would be staff willing to work, and G. Kirkpatrick said there were enough potential volunteers last year. The board noted that the biggest stumbling block would be lack of volunteers in maintenance, especially if there were snow removal issues. J. Clarkson said the town may be willing to help with plowing/snow removal. M. Redmond asked G. Kirkpatrick to see if staffers would be willing to work that night, and the board said they would be willing to move forward as a First Night venue if there was enough staff participation.

NYLA conference attendance

The board reviewed two conference proposals. One would send 11 staffers to the NYLA conference in Saratoga Springs at a cost of \$2,051. The other would provide continuing education for T. McShane through a six-week Building Transformation Leadership with Confidence seminar at a cost of \$399.

On a MOTION by J. Becker and a SECOND by L. Scoons, the board unanimously accepted the NYLA conference attendance proposal for \$2,051.

On a MOTION by J. Becker and a SECOND by C. Brancatella, the board unanimously voted to fund the Building Transformation Leadership with Confidence seminar for \$399.

Snow plowing

The board reviewed the bids from vendors. G. Kirkpatrick noted that Pangburn Landscaping provided plowing services last winter, and maintenance staff was very happy with the results. Snow removal is a separate service as it is charged on an as-needed basis. The quote was for parking lots only. H. Narang asked if it would be possible to get a quote that included initial sidewalk plowing. The board agreed it was something to look into but to go ahead with choosing a quote at this time.

On a MOTION by H. Narang with a SECOND by L. Scoons the board unanimously accepted the 2017-18 snowplowing services quote from Pangburn Landscaping for \$5,800.

59 Borthwick property

G. Kirkpatrick noted that the property sale has been finalized and utilities have been transferred to the library. The property will be part of the discussion of capital needs in the fall. M. Redmond asked if the library would have any responsibility for taxes accrued before 59 Borthwick became part of the library's property. G. Kirkpatrick said he would touch base with Judi Kehoe to see if he could get that question answered.

Other new business

None

OLD BUSINESS

Fire alarm and security project update

G. Kirkpatrick said the project is still waiting to be assigned for SED.

HVAC project update/NYS Construction Grant

The NYS construction grant application is due Sept. 1, so G. Kirkpatrick will be busy compiling the application materials through the end of the month. Our contractor's estimate will be ready by Aug. 24, so the turnaround will be quick. The library could see up to 50% of the project returned through grant money, but any amount would be a significant help.

Pavement repair update/ Parking lot sealing and restriping update

The BOCES contractor has given the library a bid for sealing and restriping, but one of their repair subcontractors has already given a bid. As procurement responsibilities move to other staffers, this will be a good project to get them up to speed.

Board treasurer

The board continued to discuss the position and responsibilities of the board treasurer as required by state law. M. Redmond said she was leaning toward a paid position, rather than volunteer and would like to see someone with a CPA background. M. Kissinger said the board could consider creating an exempt position. H. Narang said that the board should start putting together a job description for the position, and while he liked the idea of a CPA, the cost could be prohibitive.

Other old business

- J. Becker asked the board to think about what the next steps would be in the discussion about BCN-TV. The board discussed scheduling a public hearing, with the notice being posted on the station itself. M. Kissinger suggested putting together a FAQs document to answer questions to clear up any misconceptions. The board also asked that J. Irwin be asked to research other software or equipment that could potentially streamline scheduling of broadcast-ready shows. In response to a question by C. Brancatella, the board noted that the public can also get in touch with the board through email, letter and can call the director. M. Redmond said people should know the library has listened to the public input and is still looking at options.
- G. Kirkpatrick said that this summer was the second time Bethlehem has served as the No. 1 stop on the NYLA library tour.
- With the library being down one full-time librarian, the program schedule might be a little lighter until a new one is hired and up to speed.
- The popularity of the solar eclipse glasses was unexpected, but the library now knows what to expect in anticipation of the 2024 event. One patron was unhappy that there was not enough space for one of the eclipse lectures

PUBLIC PARTICIPATION

None

On a MOTION by J. Becker with a SECOND by H. Narang, the board adjourned the regular meeting at 8:07 p.m.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

A/V MAKERSPACE AND STUDIO REDESIGN

GOALS

Create an audiovisual makerspace/tinkerspace in the library

Enhance technology learning opportunities for citizens of all ages

Make the studio space available for public use during all hours the library is open

Provide equipment, training, and space for users to create and distribute A/V content

Enhance video content on the library's website and increase the number of library programs available via the web and other digital media

CURRENT CHALLENGES

Insufficient staffing levels to maintain current services offered by the studio – even before recent resignation

Insufficient capital funds to update critically outdated equipment in the studio

Inability to use PEG funds for maintenance and repair leads to large amounts of time spent by staff maintaining older equipment

Equipment and software support needs are outside the expertise and scope of the IT department to maintain appropriately

Studio is not ideal for office space – small cramped area requiring public to walk through staff work space

RECOMMENDATIONS

Begin transformation of studio space this fall and early winter

Transition current producers to new equipment as it comes online

Continue to use the BCN-TV channels to cablecast the Community Bulletin Board and board meetings from the Town of Bethlehem and the Bethlehem Central School District

Eliminate the 15 hour/week studio assistant position – currently vacant

NEXT STEPS

Seek further input from stakeholders

Separate studio recording space from staff office space

Retool equipment and software in the studio to allow for user A/V production, including recording, post-production, self-publishing, and distribution

Create a user equipment certification program similar to the existing 3D printer certification program

Move existing cable connections, cablecasting equipment, and office to a staff area within the library

Transition and train producers currently using studio space in the use of the new recording equipment and software

August 21, 2017

To: The Bethlehem Library Board of Trustees

My name is Trudy Quaif. I have hosted 45 tv shows, produced by the public access studio here in the Bethlehem library, over the past 4 years. I am a member of Bethlehem Neighbors for Peace and the name of the show is "Peace Now!". I have interviewed more than 40 individual activists from the community, and talked with each of them about local and national issues that they are concerned about. These shows have been broadcast in Albany, Schenectady and Burlington, Vermont, as well as here in Bethlehem.

I appreciate the Bethlehem Library for providing this access to the public media, during a time when, on a national level, we are slowly losing our democracy, and the average person has very little input into the major media. The tv studio, and the people who work in the studio, have provided a wonderful service to our community. The studio manager, Janice Irwin, is very professional and has done an excellent job of producing the shows.

It is no secret that telecommunications corporations would like to reduce the funding that they provide as part of the public rights-of-way -agreements. These corporations have proposed changes in federal regulations that would result in the loss of funding for local programming, and facilities, and the loss of local control. Clearly, the public would lose, if these laws are changed.

I am very sorry to hear that the Bethlehem Public Library has voluntarily chosen to close the public access tv studio. The result of this decision will be that the general public has less access to the media, and less opportunity to use the library facilities. I appreciate that the Bethlehem Library has chosen to continue to maintain the tv studio until now, and use the franchise revenues to provide public, educational, and governmental (PEG) access operations. There is no other mechanism in place to ensure that the interests of the community are represented among cable channels. I would encourage you to continue to use as much of the franchise fees as possible, to continue to fund PEG access at the highest level possible.

Having the tv station in Bethlehem has enhanced our community by giving a voice to members of our community and this strengthens our democracy. We are living in a time when the mass media cannot be counted on to provide a free and independent voice to the people. Public access is vitally important to maintaining our democratic freedom. Why is the Bethlehem Library choosing to discontinue this service, even though the funding from the cable companies is still available? It is clear that once the tv studio has been closed, there will be no turning back, and the library will provide one less service to the community.

Public libraries have always been there for the public, giving us access to knowledge, community, and ultimately, pursuit of interests, that are beyond the reach of commercial and political pressure. Libraries have played a critical role, in facilitating democracy and free speech. The decision to close the studio, is a decision to close an important avenue to freedom of speech.

Thank you for the many services that the Bethlehem Library provides to our community. I ask you now, to reconsider the decision to close the public access tv studio. This is the wrong time to close the door on public access tv in the Town of Bethlehem.

Respectfully,

Trudy Quaif
9 Westphal Drive
Delmar, NY

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #2
8/31/2017**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	2,780.80
Interest on Investment*	0.00
Sale of Books	559.21
Gifts and Donations	432.10
Insurance Recovery	0.00
Photocopier	618.38
State Aid	22,313.00
Grants	0.00
Miscellaneous Income	50.00

*Interest will be credited on the 15th of each month beginning 9/15/17

Total	\$26,753.49
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**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #2
8/31/2017**

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	0.00	3,828,270.00	0.00%
PILOT	192,382.00	0.00	192,382.00	0.00%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	37,000.00	7,597.58	29,402.42	20.53%
Interest on Investment	5,000.00	1,088.99	3,911.01	21.78%
Sale of Books	6,000.00	904.01	5,095.99	15.07%
Gifts and Donations, Misc	1,000.00	777.10	222.90	77.71%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,500.00	1,191.99	5,308.01	18.34%
State Aid	24,500.00	22,313.00	2,187.00	91.07%
Miscellaneous Income	0.00	75.00	(75.00)	
Sub-Total	\$4,100,652.00	33,947.67	4,066,779.33	0.83%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,100,652.00			

OPERATING CASH SUMMARY

TD Checking Account:	31,551.70
TD Money Market:	2,337,649.26
TD Comp Fund:	0.00
Capital Project Fund:	14,135.41
TOTAL	2,383,336.37

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #2**

8/31/2017

MANUAL DISBURSEMENTS - AUGUST HAND DRAWN CHECKS TD BANK	\$59,732.48
CASH DISBURSEMENTS - SEPTEMBER ACCOUNTS PAYABLE TD BANK	\$59,248.37
TRUST & AGENCY DISBURSEMENTS - AUGUST SALARIES - TD BANK	\$165,924.72
CAPITAL PROJECT FUND HAND DRAWN CHECKS - AUGUST	\$1,592.20
TOTAL	\$286,497.77

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 6: MANUAL DISB - (AUG 17) For Dates 8/1/2017 - 8/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36042	08/10/2017	450	**VOID** PHILLIPS HARDWARE INC		-5.99
36338	08/02/2017	1424	AFLAC NEW YORK		442.22
36339	08/02/2017	1833	BLUESHIELD OF NORTHEASTERN NY		3,337.58
36340	08/02/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,068.22
36341	08/02/2017	2234	LLOYD, PATRICIA	180080	25.00
36342	08/02/2017	1581	UNITED STATES POSTAL SERVICE	180056	1,184.83
36343	08/02/2017	1607	VERIZON BUSINESS FIOS	180012	116.98
36344	08/02/2017	1607	VERIZON BUSINESS FIOS	180012	127.77
36403	08/09/2017	2061	UNITED HEALTHCARE INSURANCE CO		102.58
36404	08/15/2017	1040	ALBANY COUNTY CLERK	180103	5.00
36405	08/15/2017	2087	CITIBANK	180101	370.24
36406	08/15/2017	2011	UTICA NATIONAL INSURANCE GROUP	180106	27,169.35
36407	08/15/2017	1607	VERIZON BUSINESS FIOS	180012	191.98
36413	08/21/2017	1570	NATIONAL GRID		5,596.72

Number of Transactions: 14

Warrant Total: 59,732.48

Vendor Portion: 59,732.48

Certification of Warrant

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

 Date Signature Title

BETHLEHEM PUBLIC LIBRARY



Check Warrant Report For A - 12: CASH DISB - SEPT For Dates 9/12/2017 - 9/12/2017

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36427	09/12/2017	1697	ALBANY PUBLIC LIBRARY	180141	3.99
36428	09/12/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	180090	16.99
36429	09/12/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	180105	6.00
36430	09/12/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	180136	6.99
36431	09/12/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	180142	40.00
36432	09/12/2017	611	ALBANY TIMES UNION	180131	139.75
36433	09/12/2017	1009	AMAZON CREDIT PLAN	180120	650.07
36434	09/12/2017	61	AQUASCAPE DESIGNS LLC	180003	73.99
36435	09/12/2017	64	ARM PRINTING & GRAPHICS	180087	217.00
36436	09/12/2017	77	BAKER & TAYLOR , INC.	180144	20,967.10
36437	09/12/2017	1186	BAKER AND TAYLOR ENTERTAINMENT	171000	395.23
36438	09/12/2017	1681	BERNE PUBLIC LIBRARY	180117	14.95
36439	09/12/2017	150	COMMERCIAL MAILING AND	180128	538.96
36440	09/12/2017	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	180002	170.80
36441	09/12/2017	1154	CRISAFULLI BROTHERS	180093	622.50
36442	09/12/2017	1240	DE LAGE LANDEN FINANCIAL SER	180001	440.00
36443	09/12/2017	1220	DEMCO, INC	180085	1,146.02
36444	09/12/2017	1463	EAST GREENBUSH COMM LIBRARY	180104	14.99
36445	09/12/2017	1991	EASTERN MANAGED PRINT NETWORK LLC	180089	30.71
36446	09/12/2017	2215	ELM USA, INC	180119	190.50
36447	09/12/2017	1674	FINDAWAY	180111	488.49
36448	09/12/2017	1986	FIRST LIGHT FKA TECH VALLEY	180004	197.50
36449	09/12/2017	2090	FRS SPECTRA INC. DBA XSTAMPersonLINE	180114	59.40
36450	09/12/2017	2232	HL GAMES USA LTD.	180079	500.00
36451	09/12/2017	2237	JAY-ROLLINS LIBRARY	180129	45.00
36452	09/12/2017	316	JOHNSON CONTROLS INC	180138	1,259.98
36453	09/12/2017	2201	LANE PRESS OF ALBANY	180013	2,885.00
36454	09/12/2017	2236	MAICHACK ARTS	180125	455.00
36455	09/12/2017	2048	MAKERBOT INDUSTRIES	180110	434.98
36456	09/12/2017	1024	MIDWEST TAPE	180099	5,545.48
36457	09/12/2017	377	MOORE FIRE EXTINGUISHER	180137	356.00
36458	09/12/2017	2121	NATIONAL INDUSTRIES FOR THE BLIND	180022	179.00
36459	09/12/2017	2088	NYSID	180095	5,232.91
36460	09/12/2017	2094	ORIENTAL TRADING COMPANY, INC.	180108	134.30
36461	09/12/2017	1823	OVER DRIVE INC.	180123	10,950.72
36462	09/12/2017	1834	PURCHASE POWER - RESERVE ACCOUNT	180118	1,000.00
36463	09/12/2017	2235	R. DAVID KISSINGER	180124	100.00
36464	09/12/2017	505	ROEMER WALLENS GOLD & MINEAUX	180127	1,244.00
36465	09/12/2017	1767	SCHOLASTIC, INC.	180098	143.31
36466	09/12/2017	2129	SOLUTIONS BY DESIGN, INC.	180116	406.25
36467	09/12/2017	2038	STAPLES BUSINESS ADVANTAGE	180042	258.96
36468	09/12/2017	2145	STAR ROOFING & RESTORATION	180140	301.06
36469	09/12/2017	1774	TELEVEND SERVICES, INC.	180094	155.91
36470	09/12/2017	632	UPPER HUDSON LIBRARY SYSTEM	180107	522.90
36471	09/12/2017	1968	VERIZON WIRELESS	180011	40.01
36472	09/12/2017	645	W W GRAINGER INC	180009	640.73

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 12: CASH DISB - SEPT For Dates 9/12/2017 - 9/12/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36473	09/12/2017	1716	WESTERLO PUBLIC LIBRARY	180143	4.99
36474	09/12/2017	1593	WILLIAM K. SANFORD LIBRARY	180091	19.95
Number of Transactions: 48				Warrant Total:	59,248.37
				Vendor Portion:	59,248.37

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 - 7: TRUST & AGENCY AUG 17 For Dates 8/1/2017 - 8/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36345	08/11/2017	712	CIVIL SERVICE EMPL ASSOC INC.		908.94
36346	08/11/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
36347	08/11/2017	2003	NEW YORK STATE DEFERRED		2,058.35
36348	08/11/2017	710	NYS INCOME TAX BUREAU		3,277.07
36349	08/11/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		520.00
36408	08/25/2017	712	CIVIL SERVICE EMPL ASSOC INC.		918.69
36409	08/25/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
36410	08/25/2017	2003	NEW YORK STATE DEFERRED		2,086.27
36411	08/25/2017	710	NYS INCOME TAX BUREAU		3,239.24
36412	08/25/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		520.00
100224	08/11/2017	709	BPL SPECIAL PAYROLL ACCOUNT		54,644.42
100225	08/11/2017	1946	IRS - PAYROLL TAX PMT		20,087.71
100226	08/25/2017	709	BPL SPECIAL PAYROLL ACCOUNT		54,316.03
100227	08/25/2017	730	NYS EMPLOYEES RETIREMENT SYSTE		2,071.35
100228	08/25/2017	1946	IRS - PAYROLL TAX PMT		19,926.65

Number of Transactions: 15

Warrant Total: 165,924.72

Vendor Portion: 165,924.72

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 - 1: CASH DISB - H FUND (AUG 17) For Dates 8/1/2017 - 8/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1174	08/10/2017	2080	M/E ENGINEERING, P.C.	160927	1,592.20
Number of Transactions: 1				Warrant Total:	1,592.20
				Vendor Portion:	1,592.20

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

BANK ACCOUNT RECONCILIATION SUMMARY

8/31/2017

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$24,317.16	\$329,625.01	\$322,390.47	\$31,551.70
TD Bank Payroll	\$0.00	\$108,960.45	\$108,960.45	\$0.00
TD Bank Money Market	\$2,637,649.26	\$0.00	\$300,000.00	\$2,337,649.26
TD Bank General Comp	\$0.00	\$0.00	\$0.00	\$0.00
Capital Project Fund	\$15,727.61	\$0.00	\$1,592.20	\$14,135.41
TOTAL:	\$2,677,694.03	\$438,585.46	\$732,943.12	\$2,383,336.37

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund

For the month beginning 8-1-17 and ending 8-31-17

Balance on hand at the beginning of the month \$24,317.16

Receipts during the month

Investment Principal	0.00	
Transfers from Savings Account TD Bank	300,000.00	
Fines	2,780.80	
Copier	618.38	
Miscellaneous (Abate)	2,871.52	
Book Sale	559.21	
PILOT	0.00	
School Taxes	0.00	
Gifts	432.10	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	22,313.00	
Miscellaneous Income	50.00	
Total Receipts		<u>\$329,625.01</u>
Total Receipts Including Balance		\$353,942.17

Disbursements During Month By Check

From Check #36338 to Check #36413	59,732.48	
Trust & Agency Payments (Payroll)	165,924.72	
From Check #36350 to Check #36402	96,714.17	
Transfers to Savings Account	0.00	
Returned Check	19.10	
Total amount of Disbursements		<u>\$322,390.47</u>
Balance on Hand at End of Month		\$31,551.70

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit		
as shown by Bank Statement	34,959.94	
Amount of Outstanding Checks	3,408.24	
Balance on Deposit	31,551.70	

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

Secretary

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

Business Manager

**BETHLEHEM PUBLIC LIBRARY
Outstanding Checks - TD Bank
General Fund
8/31/17**

Check Number	Date	Amount
36350	8/22/2017	3,120.55
36351	8/22/2017	25.00
36352	8/22/2017	8.99
36353	8/22/2017	14.00
36356	8/22/2017	130.00
36359	8/22/2017	5.00
36373	8/22/2017	16.99
36378	8/22/2017	25.00
36402	8/22/2017	62.71

TOTAL **\$3,408.24**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 8-1-17 and ending 8-31-17

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

Receipts during the month

Transfer from Checking 8/10/17	54,644.42
Transfer from Checking 8/24/17	54,316.03

Total Receipts \$108,960.45

Total Receipts Including Balance \$108,960.45

Disbursements During Month By Check

8/11/17 - From Check #82876 to Check #82912	54,644.42
8/25/17 - From Check #82913 to Check #82982	54,316.03

Total Amount of Disbursements	<u>\$108,960.45</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	0.00
Amount of Outstanding Checks	0.00
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
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 8-1-17 and ending 8-31-17

Balance on hand at the beginning of the month \$2,637,649.26

Receipts during the month

Interest 7/31/17
Transfer from General Fund
Transfer from Comp Account

Total Receipts \$0.00
Total Receipts Including Balance \$2,637,649.26

Disbursements During Month By Check

Transfers to General Fund 300,000.00
Transfers to Capital Projects Fund

Total Amount of Disbursements \$300,000.00
Balance on Hand at End of Month **\$2,337,649.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit
as shown by Bank Statement 2,337,649.26
Amount of Outstanding Checks 0.00
Balance on Deposit 2,337,649.26

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 8-1-17 and ending 8-31-17

Balance on hand at the beginning of the month \$15,727.61

Receipts during the month

Interest TD Bank	
Transfer from Savings Account	
Donation	
Reversal of Bank fee for Bank Checks	
Total Receipts	<u>\$0.00</u>
Total Receipts Including Balance	\$15,727.61

Disbursements During Month By Check

From Check # 1174 to Check # 1174 1,592.20

Total Amount of Disbursements	<u>1,592.20</u>
Balance on Hand at End of Month	\$14,135.41

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	14,135.41
Amount of Outstanding Checks	0.00
Balance on Deposit	14,135.41

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



4427533000280997900370240037024069



21132160 - 000197 - 0001 - 0003 - 26

Company Account Number XXXX-XXXX-XX80-9979	Payment Date 08/31/2017	New Balance \$370.24	Minimum Amount Due \$370.24	Enter Amount Paid 370.24
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BETHLEHEM PUB LIBRARY
TANYA CHOPPY
451 DELAWARE AVE
DELMAR NY 12054-3042

**10000046

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

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

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

CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$32,629	\$00	\$00

BK to pen
GWC
8/15/17

Statement Date 08/06/17

Payment Date 08/31/17

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

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

COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	2,715.77	- 2,715.77		370.24		370.24
Advances						
Company Totals	TOTAL 2,715.77	- 2,715.77		370.24		370.24

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

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

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

CARDMEMBER SUMMARY

LABELLE, KENNETH XXXX-XXXX-XX82-7328	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750				138.91		138.91
Purchases				138.91		138.91
Advances						
TOTAL				138.91		138.91

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$2,500				132.63		132.63
Purchases				132.63		132.63
Advances						
TOTAL				132.63		132.63

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$500				98.70		98.70
Purchases				98.70		98.70
Advances						
TOTAL				98.70		98.70

DAYS IN BILLING PERIOD: 31					
Balance Subject		Purchases	Cash Advances	Payment Due:	370.24
To Interest Charges >		.00	.00	Amount Over Credit Limit:	.00
Periodic Rate >		.0000%	.0000%	Amount Past Due:	.00
ANNUAL PERCENTAGE RATE >		0.00%	0.00%	MINIMUM AMOUNT DUE:	370.24



XXXX-XXXX-XX80-9979

Statement Date
08/06/17

COMPANY BOOKKEEPING DETAIL				
BETHLEHEM PUB LIBRARY			XXXX-XXXX-XX80-9979	
Monthly Limit		Cash Limit*	Available Credit Line	
\$33,000		\$00	\$32,629	
Available Cash Line**	\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
07-24	07-25	74046587206205000012215	PAYMENT - THANK YOU	2,715.77 PY

INDIVIDUAL CARDHOLDER ACTIVITY				
LABELLE, KENNETH			XXXX-XXXX-XX82-7328	
Monthly Limit		Cash Limit*		
\$750		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
07-11	07-12	24138297192305000515112	PRICE CHOPPER #159 SLINGERLANDS NY 180067	19.35
07-20	07-21	24540457202269310422635	CORNER GATEWAY 518-4610082 NY 180067	16.89
07-24	07-25	24540457206188560438610	CORNER GATEWAY 518-4610082 NY	21.52
07-31	08-01	24755427213732133250160	NINOS EQUIPMENT SCHENECTADY NY	81.15
			TOTAL PURCHASES/ADVANCES/CREDITS	138.91

Handwritten notes: Custodial Supplies, shipping

INDIVIDUAL CARDHOLDER ACTIVITY				
KIRKPATRICK, GEOFFREY			XXXX-XXXX-XX82-7377	
Monthly Limit		Cash Limit*		
\$2,500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
07-05	07-07	24073147187900018576535	CHEAPSSLSECURITY.COM 307-2789490 WY	7.99
07-06	07-07	24692167187100397990584	VISTAPR VISTAPRINT.COM 866-8936743 MA 180067	14.98
07-06	07-07	24204297187481001271249	FACEBK DHXDXC2KK2 650-5434800 CA	25.00
07-18	07-19	24692167199100294471452	VISTAPR VISTAPRINT.COM 866-8936743 MA 180067	67.98
07-31	08-01	24204297212421424901237	FACEBK NAHYKDJKK2 650-5434800 CA	16.68
			TOTAL PURCHASES/ADVANCES/CREDITS	132.63

Handwritten notes: Email Security ticket, Business Cards

INDIVIDUAL CARDHOLDER ACTIVITY				
MCDONOUGH, NATALIE			XXXX-XXXX-XX42-8387	
Monthly Limit		Cash Limit*		
\$500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
07-06	07-07	24692167188100620457160	MICHAELS STORES 8727 LATHAM NY 160087	31.58

Handwritten notes: Bike Signs, Frames

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



21132760 - 000157 - 0003 - 0003 - 26

XXXX-XXXX-XX80-9979

Statement Date
08/06/17

INDIVIDUAL CARDHOLDER ACTIVITY

07-26	07-27	24445007208000687337327	DOLLAR TREE DELMAR NY		14.28
07-26	07-27	24427337207060000601134	HANNAFORD #8339 DELMAR NY	18001	52.84
				TOTAL PURCHASES/ADVANCES/CREDITS	98.70

Program Supplies

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

September 11, 2017 - Board of Trustee Meeting											
Job Status Report											
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Library Clerk PT	15 hrs/wk		\$13.19/hour or per contract	V. Anandam	6/15/2017	Resignation	7/10/2017	Filled	E. Sullivan	8/14/2017	Hire
Library Page	13.85 hrs/wk		\$9.70/hour	A. Samaniego	7/20/2017	Resignation	7/10/2017	Filled	M. Trotta	8/15/2017	Hire
Librarian 1 PT	11.66 hrs/wk		\$25.93/hour or per contract	N. Doroski	7/12/2017	Resignation	7/10/2017				
Librarian 1 FT	35 hrs/wk		\$50,668 annual/or per contract	K. Taylor-DiLeva	8/28/2017	Resignation	8/21/2017				
Library Clerk PT	11.67 hrs/wk		\$13.19/hr or per contract	K. Seidlinger	8/26/2017	Resignation	8/21/2017	Filled	E. Viscuso	9/18/2017	Internal - Schedule Change
<u>Action Requested</u>											
Librarian 1 PT	15 hrs/wk		\$25.93/hour or per contract	C. Krom	9/15/2017	Resignation					
Library Clerk PT	11.67 hrs/wk		\$13.19/hr or per contract	E. Viscuso	9/17/2017	Schedule Change					
Library Clerk PT	15 hrs/wk		\$13.19/hour or per contract	E. Odell	9/18/2017	Resignation					
Custodial Work Supervisor I	35 hrs/wk		\$43,188 annual	K. LaBelle	9/29/2017	Retirement					
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hrs/wk		\$12.73/hr or per contract	R. Weatherby	2/27/2015	Resign	Hold				
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				

Director's Report September 2017

Building and Grounds

GPI has returned with the feasibility study report for our plaza drainage issues. There are a lot of options to consider. They would like to make a presentation to the board in the coming months to discuss what they found during the assessment.

Public Service

We were pleased to enhance this much-anticipated event by providing learning opportunities and eclipse glasses for patrons of all ages. We partnered with Astronomer Dr. Valerie Rapson from the Dudley Observatory to offer two programs to the community. We also had an impromptu meeting during the Great American Eclipse out on the Green for anyone interested in viewing the event together. The library purchased some glasses through our involvement in [NASA's Museum Alliance](#). The Museum Alliance consolidated orders from interested members to get the best available discounted price. The Museum Alliance was developed and is managed by the Jet Propulsion Laboratory Education Office for NASA. They provide informal education professionals with a wealth of free NASA educational resources and opportunities to connect with NASA experts. We were also one of 7,000 unique locations selected across the country to receive free eclipse glasses and a special education kit from STAR Library Network ([STAR_Net](#)) with support from the Moore Foundation, Google, NASA, the Research Corporation, and National Science Foundation. More than 2.1 million safe eclipse glasses were distributed throughout all 50 states. Bethlehem Public Library is extremely pleased to have received 1,000 of these glasses for our community. STAR_Net is a valuable organization connecting public libraries with STEM resources and activities.



We are currently investigating adding musical instruments, such as electronic keyboards, to the Library of Things collection. We are also taking a larger look at the CD collection, with discussions of weeding and replenishing popular items.

We hosted an interactive Nano mini-exhibit on loan from SUNY Poly's Children's Museum of Science and Technology. The exhibit engaged families in nanoscale science, engineering and technology. This opportunity to host this exhibit was made possible through a collaborative effort with the Upper Hudson Library System. Following its display at Bethlehem, it went to the RCS Community Library. The exhibit worked great and drew quite a bit of attention from our community. Since we had it during our busy summer months, it's estimated on the very low side that at least 3,500 people interacted with the hands-on display. The exhibit drew attention from the kids as soon as we started moving the pieces out on the floor. I had to literally ask the kids to wait a second while I moved it into the right spot and had to go back to some of the bigger pieces after the children finished playing with it to move it where it needed to go. That was our first sign that the exhibit was going to be a true hit. We had a wall and end-cap where the kids could write down their comments on post-it notes. Included is a picture of some of the comments.



We are adding three new American Girl Dolls to the collection. Kit, a BeForever doll from the 1930's, Nanea, a BeForever doll from 1941 living in Pearl Harbor, and Z Yang, a modern young filmmaker. The dolls have arrived and are being processed.

Fishing poles have been popular, circulating 73 times this summer. The poles have broken a few times, and we have replaced/swapped out reels. Maintenance has added new line to a pole. Marilyn seems to perform fishing pole surgery weekly. A big thank you goes out to the staff working to keep those poles functional.

We have added a Saturday rotation to the Collection Maintenance part-time clerk schedule (without increasing overall hours). This will reduce the time some items spend checked out to patrons while waiting to be cleaned/charged/made ready for circulation. This should also reduce the backlog of items waiting for Monday morning. We've also taken a page out of the Sunday rotation (moving from four pages to three pages) due to a decrease in shelving needs.

Cathy and Michael brainstormed on ideas for collecting program comments, suggestions, and evaluations for participants and librarians. We hope to roll out a program survey within the next few months.

Meetings and Miscellany

The Central Library Advisory Council met during August to set the proposed budget for next year. The decision was made to continue Ancestry.com, the Boopsie app, and the Mango language database. Funding for Flipster magazines, the OverDrive platform fee, and some money for nonfiction ebooks was also included in the proposal. The proposed budget will now go to the UHLS and Albany Public Library boards for approval.

My work with the NYLA Sustainability Initiative is about to bear fruit. At the conference this fall, we will announce the NYLA Sustainable Library Certification Program. Details will be forthcoming but basically the process includes benchmarks for libraries to achieve in order to be certified as a sustainable library. Price increases are expected next year, so if we are interested in participating, now might be the right time.

As we shift procurement duties to Technical Services, staff are taking on additional work and developing new processes. So far, with just a little confusion, everyone is really contributing to the overall success of the library. I cannot not thank the Technical Services staff enough for taking on these new responsibilities.

Two items recently digitized by our volunteers have been added to the NY Heritage digital collection. A 1842-1843 Bethlehem school ledger (<http://nyheritage.nnyln.net/cdm/compoundobject/collection/bpl/id/528>) and a 1966 real estate pamphlet with an in-depth description of the Town of Bethlehem (<http://nyheritage.nnyln.net/cdm/compoundobject/collection/bpl/id/568>). More items will be added in the coming weeks.

Since a few days after the last board meeting, I had requested a slide to run on BCN-TV asking for input from the viewers of the channels. It says, "Changes to BCN-TV programming and service levels are being considered, and your input is important. Please call the library director at (518) 439-9314, ext. 3022 or stop by to share your thoughts."

Our annual independent financial audit has begun. The fieldwork will be completed soon. After it is ready, a presentation to the board will be scheduled for this fall.

Geoffrey Kirkpatrick, Library Director

Program and Outreach Report

August 2017

Program highlights

- Cathy and Michelle created a new format for the End of Summer party this year to try and promote our community partners and to maximize attendance, which would have been capped at 90 in the Community Room due to the fire code capacity. It was a huge success with over 300 children and adults taking part. There were 12 community groups, in addition to the library, that had representatives come to provide activities and information (and a police car and fire truck!) about their organizations. Since the topic was “Build a Better World”, the thought was that making our celebration into a community fair was really appropriate. Michelle and Cathy received very positive feedback from the groups that participated, many representatives requested to be invited back if the library does this kind of event again. A few of the groups mentioned that they do not get many outreach opportunities so it was especially nice to get out. So many of the giveaways and projects were very nice and completely paid for by the groups that participated. There were water bottles, popcorn, crafts and stickers, hats and tattoos, and the families all left with bulging goodie bags.
- Michelle offered two programs, one registered program for children in Grades K-8 and one for adults, on the eclipse with staff from the Museum of Innovation and Science (miSci). There were many hands-on activities at the children’s program. At the end of this report there is a photo of Tori’s daughter, Audrey, using the yard stick activity to cast an eclipse shadow with the clipped-on representations of the earth (at the 1 inch mark) and the moon (at the 31 inch mark). As one of the younger children at the program, the photo shows that the youngest patrons were easily engaged in understanding the relative idea of shadows from either the moon or earth over top of one another (as the experiment was to align the shadows projected by each celestial body model onto each other for the difference in eclipses. The children were told that the distance to the sun relative to the yardstick earth and moon would be an additional distance of three football fields. This fact really wowed both that adults and children present. In total, 55 pair of solar glasses were distributed to participants.
- For Michelle’s Hot Topics in Astronomy program for adults, it was a huge success with many participants thanking her for the program on the way out and several thanking the presenter directly. Unfortunately, the room did reach capacity quickly leaving at least an equal number of patrons to be turned away. However, those who were turned away were given a pair of solar eclipse glasses to view the eclipse. In all 195 pair of glasses were distributed to patrons at the event. The library gave out over 1200 pair of glasses over the summer, with many pairs distributed at the Mini Golf event in July, before the massive interest in this rare solar eclipse across the United States reached the frenzy that it did.
- Kim offered several days of adult crafting programs, per a suggestion from patrons. There was a mixed response to the programs, as the patrons who attended really enjoyed the programs, but the attendance was far, far below the maximum number that could have registered for each program.
- Kim offered a Rubber Ducky Sensory Playtime as a program that can be included as a learning activity for the Rubber Ducky Club and a way to promote this early literacy initiative in general. There has been a positive response to the Rubber Ducky branded programs.
- Anne had a very positive response to the two regular timeslots for Book Buddies this summer. Thursday evening sessions continued to have waiting lists which Anne accommodated by recruiting more teen volunteers. This summer’s Book Buddies hit the right balance in the number of slots available and demand. Parents and caregivers expressed appreciation for the program, and the children enjoyed their time with the teen volunteers. An example of the feedback is included below.
- In response to the popularity of his Chess Club, Frank had a Chess Mini Tournament on August 3 for children in Grades 1-5. Each child played up to four opponents and was awarded a prize according to the number of wins recorded. Prizes were chess pieces that Frank and Patti printed using the library’s 3D Printer. He also provided each child with a chess-themed pencil which was theirs to keep. Attendance wasn’t as high as anticipated but the children and teen volunteers all had a great time.
- Tori’s 5th Teen Lock-In was another very successful program, with 45 participants who had great time. The teens enjoyed the various activities, which included button making, a photo booth, raffles to enter, free book samplers, a very competitive scavenger hunt through the library, WiiU gaming, coloring and the MuVChat for the movie Trolls. The

teens also enjoyed the snacks, including the ice cream donated by Stewart's Shops and snacks purchased with a gift card donated by Price Chopper. The drop-off and pickup went very smoothly and the whole program went off without a hitch. Tori would like to thank Natalie, Cassie and custodian Jonathan Parker for volunteering to work until after midnight so the teens could have another successful Lock-In. A photo of the group from the library's teen Instagram account, with "Thank You" signs to Stewart's Shops and Price Chopper is included at the end of this report.

- Anne offered a fun "Animals A-Z Obstacle course" program, with a solid attendance even with nice weather that day. She was very pleased as the attendees participated as families, with each family going to each station (26 in total based on the letters of the alphabet), to practice the yoga pose or animal imitation. She plans to repeat this program in the future, perhaps during the winter months.
- Programs from the Tang Museum in Saratoga Springs are always well organized and this year, the patrons were lucky enough to have Ginger Ertz, the artist in charge of the museum's outreach to run the program. The registered program was fully attended and the children created mixed media collages using world maps, based on the theme, "Build a Better World". The creativity and artistry demonstrated by the kids was delightful.
- Anne's summer movies, particularly the family films are very well attended, but the Coffee and Cinema films for adults are also popular with those in attendance. For the "Eddie the Eagle" film about British ski jumper Eddie "The Eagle" Edwards, there was a small crowd but they all loved the film. Three ladies stayed to talk to Anne about it, and one lady stayed throughout the cleanup to talk about it, and suggested that Anne show it again in the evening when ski season starts.
- Tori offered two programs in service to the Humane Society, where the teens made dog and cat beds and toys to donate. A few photos from the library's teen Instagram account are included below.

Community Outreach for August 2017

We began a weekly Storytime, alternating staff with the RCS Community Library at the Selkirk Fire Station #2, beginning with a soft launch on July 12. The program has been popular with attendees, and the Firehouse volunteers have been wonderful to work with throughout the roll-out of this program. With the start of our regular schedule in September, the Firehouse Storytime will be moving to 10am from 10:30. We are lucky to have the support of the Firehouse to offer this Outreach activity to our patrons in the Glenmont area of the district. The attendance for the program has been mixed, but as more patrons learn about the program and get back into their "back to school" routine, we expect the program to grow.

Frank

- Frank staffed the library's booth at the Clarksville Heritage Day and Car Show, an annual community event organized by the Clarksville Historical Society. He promoted the library's programs and services and most people that he spoke with were unfamiliar with what the library offers, while a few were regular library users. This event was a great way for the library to reach residents of our service area who may not be regular library users.

Kim

- Kim covered the final two Play Factory sessions of the season at Hamagrael and Glenmont.

Michael

- Michael made his monthly visit to Kenwood Manor for a booktalk with residents and to Bethlehem Commons nursing home, where he took three August birthdays as inspiration: Marjorie Kinnan Rawlings, Michael Jackson and Charlie Parker. Michael read a chapter from Rawlings' autobiography, Cross Creek and he summarized the lives and played one section each from Michael Jackson and Charlie Parker, both of whom were born on August 29.

From: Barbara [REDACTED]
Sent: Friday, August 18, 2017 12:52 PM
To: Information Desk
Subject: BOOK BUDDIES, [REDACTED]

[REDACTED] 'BOOK BUDDIES' on Tuesday,
[REDACTED]. Thank you so much for this program. What
a wonderful way to encourage reading for our youngest citizens of
Bethlehem. Barbara [REDACTED]



Solar Eclipse program



bplteens

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dsternklar, e.p.java, cleanreadsbooks,
renato_maritato and pleasantvalleylibrary like
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AUGUST 4

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*** Teen Lock-In





Creative Stitches



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bplteens Lots of dog beds and toys ready to go to the Humane Society! Come back to make cat supplies next week!

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bplteens Lots of dog beds and toys ready to go to the Humane Society! Come back to make cat supplies next week!

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Public Services
2017 Summer Reading Program for Adults
June 19 to August 31
Build a Better World

Adult Program

- 98 participants
- 10 raffle baskets
- 71 prizes and raffle tickets

2017 Early Literacy Program (Rubber Ducky Club)
for Babies, Toddlers and Preschoolers
No Summer Reading Program Theme

Rubber Ducky Club

Registered participants

- 117 Babies and Toddlers
- 149 Preschoolers
- 8842 Learning Activities logged since inception

2017 Summer Reading Program for School Aged Children and Teens
June 19 to August 31
Build a Better World

School-aged and Teen Program

Registered participants: 777

- 538 School age (grades K-5)
- 239 Teen (grades 6-12)

Books Read: 9894

- 7008 School age (grades K-5)
- 2886 Teen (grades 6-12)

Prizes and raffle tickets awarded:

- 3114 Grades K-12th: (including books for reaching their reading goals)

Number of Programs: 159 (children/family, intergenerational, teen and similar outreach events)

Attendance: 7678 (children/parents or caregivers, teens and those at intergenerational programs)

School Outreach (End of the school year visits to promote the Summer Reading Program)

Number of Programs: 104

Attendance: 2483

Users by School: 777

BC High School	45	Hamagrael Elementary	96
BC Middle School	132	Home School	18
Eagle Elementary	55	Slingerlands Elementary	142
Elsmere Elementary	67	St. Thomas	20
Glenmont Elementary	101	Other schools/districts	101

Users by age: 777

5 year olds	92	11 year olds	81	17 year olds	9
6 year olds	114	12 year olds	54	18 year olds	2
7 year olds	93	13 year olds	27		
8 year olds	95	14 year olds	20		
9 year olds	91	15 year olds	15		
10 year olds	75	16 year olds	9		

Users by grade: 777

K	70	Grade 4	91	Grade 8	33	Grade 12	15
Grade 1	108	Grade 5	72	Grade 9	21		
Grade 2	90	Grade 6	89	Grade 10	15		
Grade 3	107	Grade 7	57	Grade 11	9		

Number of book reviews/comments submitted: 2078 (school age, teens)

This year, as in some years past, a number could be entered for the number of books read instead of every title individually, thereby eliminating the need for parents, librarians or teen volunteers to enter every one of the 9894 titles read by school age kids and teens.

Teen Volunteers

Applications accepted: 153

Attended the mandatory orientation session: 143

Completed volunteer requirements: 113 (*minimum of 6 volunteer hours*)

Hours volunteered: 1223 (*average of approximately 11 hours per teen*)

Teen volunteers per task and hours volunteered:

Book Reviewers: 18 teens, 77.00 hours

Desk Assistants: 73 teens, 650.25 hours

Program Assistants/Book Buddies: 29 teens, 276.25 hours

Story Readers: 23 teens, 219.50 hours

Summer Reading comparison 2009 – 2017:

SRP	2017	2016	2015	2014	2013	2012	2011	2010	2009
Participants (K-Grade 12)	777	906	913	972	964	1007	1010	942	915
Programs offered (excl. school outreach)	159	162	151	147	128	153	149	140	133
Program attendance (excl. school outreach)	7678 (smaller Mini-Golf attend.)	7950	4649	6109	5144	6015	4956	4757	4556
Teen Volunteers	143	139	172	172	165	175	153	116	90
Teen Volunteer hours	1223	1332	1425	1330	1138.5	1368	1306.5	N/A	1075
Adult SRP participants	97	57	74						

**New York Heritage Meeting
Capital District Library Council (CDLC)
Albany, NY Wednesday, July 19, 2017
9:30 am – 12:00 pm**

Susan D'Entrement, Archivist, and Ilka Morse, Field Trainer, conducted this free, informative program held at their Albany location. The NY Heritage website has been updated, with collection names and one or two sentences for each. New fields have been added. Some metadata is optional, some recommended, and some mandatory. Ilka recommended that participants post general library information in place of a specific contact name. The "landing page" for each collection needs a logo or image - whatever you think best represents your collection. Whatever stands out is what you want to appear on your page. The digital collections from the Capital Region are growing, with Ten Broeck Mansion (home of the Albany County Historical Association) the latest participating member.

Laura Leese, Local History Librarian at Saratoga Springs Public Library, gave a presentation about the library's digital collection on NY Heritage. Robert Joki, author of *Saratoga Lost : Images of Victorian America*, passed away in 2010. The library purchased his collection of 1500 stereo view card pictures (stereographs) taken of Saratoga Springs, and had the items digitized.

Marisa Gitto, Library Director at Maria College, discussed the college's most recent audio collection in NY Heritage. Maria had a Glee Club in the early 1960s. Club members produced several LB albums. Marisa was able to obtain a grant in order to have the albums transferred to CD format at What's Happenin' Productions in Guilderland. The music from the albums and color photos of the covers were uploaded to NY Heritage, as well as a Morris Gerber black and white photograph from the 1960s of the Sisters of Mercy chorus (founders of the college).

The Contentdm Metadata Dictionary has also been updated, and the link has been sent to participating members. Procedures were reviewed, including backing up data and images and then being sure to tell others at your library where the backups are located, as well as the location of originals. The metadata field for a "rights statement" will be standardized soon, which will then be a requirement. Ilka noted that a participating library does not own the copyright to the digital copy they have made; the original copyright owner owns the digital copy as well (<http://rightsstatements.org/>). Digital collections in NY Heritage are part of the Digital Public Library of America (<https://dp.la/>).

Lisa Bouchard
Technical Services Librarian

Library Collection				2016-17	Current Total
Adult fiction				24,506	24,703
Adult non-fiction				29,891	29,936
Adult audio				7,327	7,406
Adult video				6,311	6,333
Young adult fiction				5,536	5,603
Young adult nonfiction				450	454
Young adult audiobooks				414	424
Children's fiction				25,523	25,629
Children's non-fiction				15,230	15,426
Children's audiobooks				1,420	1,418
Children's video				1,981	1,996
OverDrive - UHLS Shared				52,057	53,292
e-books (locally purchased)				1,456	1,456
e-magazines				110	123
Electronic (games, ereaders)				475	481
Total				172,687	174,680
Library Programs	Aug-17	Aug-16	% change	2016-17	F-Y-T-D
Programs	74	79	-6.3%	783	151
Program attendance	3,594	3,847	-6.6%	22,326	7,006
Outreach Programs	8	6	33.3%	332	19
Outreach Attendance	143	540	-73.5%	9,718	326
Circulation	Aug-17	Aug-16	% change	2016-17	F-Y-T-D
Adult fiction	13,676	14,389	-5.0%	146,643	27,614
Adult non-fiction	8,472	8,493	-0.2%	93,890	16,776
Adult audio	4,984	4,946	0.8%	56,970	9,847
Adult video	9,674	10,243	-5.6%	111,944	18,984
Adult magazines	1,659	1,932	-14.1%	19,876	3,435
Young adult fiction	1,892	2,214	-14.5%	20,068	4,093
Young adult nonfiction	109	116	-6.0%	1,477	249
Young adult audiobooks	133	169	-21.3%	1,356	250
Young adult magazines	5	11	-54.5%	101	10
Children's fiction	14,135	14,400	-1.8%	149,348	28,863
Children's non-fiction	3,296	3,135	5.1%	40,998	6,898
Children's audiobooks	878	802	9.5%	7,399	1,666
Children's video	1,570	1,944	-19.2%	17,640	3,139
Children's magazines	58	66	-12.1%	527	120
Electronic (games, ereaders)	758	492	54.1%	4,947	1,417
Total	61,298	63,352	-3.2%	673,181	123,360
Interlibrary Loan	Aug-17	Aug-16	% change	2016-17	F-Y-T-D
Borrowed from others	7,536	7,269	3.7%	77,470	14,740
Loaned to others	6,033	6,275	-3.9%	64,966	11,894
Miscellaneous	Aug-17	Aug-16	% change	2016-17	F-Y-T-D
Visits to our home page	77,944	45,043	73.0%	653,745	267,308
Public use of meeting rooms	22	23	-4.3%	497	45
Public meeting attendance	266	270	-1.5%	6,111	487
Staff use & library programs	85	104	-18.3%	1,149	173
Study room sessions	498	430	15.8%	4,517	896
Tech room use	20	23	-13.0%	332	59
Door count	30,030	36,636	-18.0%	320,892	59,837
Registered BPL borrowers	112	97	15.5%	1,054	224
Computer signups	3,696	4,394	-15.9%	41,015	7,085
Museum Pass use	231	168	37.5%	1,327	441
E-book use	4,650	5,373	-13.5%	54,585	9,401
E-magazine use	828	1,107	-25.2%	11,406	1,856
Equipment	479	n/a	n/a	1,968	809
Wireless Use	11,092	7,439	49.1%	84,156	22,140

2017-18 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Aug. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,102,117	0	1,102,117	80,901	162,802	0	\$939,315	85%
Salaries-Clerical	938,358	0	938,358	68,228	148,021	0	\$790,337	84%
Salaries-Custodians	162,602	0	162,602	12,193	24,594	0	\$138,008	85%
Retirement	293,132	0	293,132	0	0	0	\$293,132	100%
SocSec/Medicare	168,343	0	168,343	11,888	24,729	0	\$143,614	85%
Worker's Comp.	22,000	0	22,000	0	20,607	0	\$1,393	6%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	291,500	0	291,500	15,624	20,971	0	\$270,529	93%
Disability Ins.	1,400	0	1,400	0	0	0	\$1,400	100%

Materials

Adult books	171,000	26,506	197,506	14,453	14,453	12,173	\$170,880	87%
Audiobooks	36,000	9,010	45,010	6,331	6,331	2,922	\$35,758	79%
Ebooks	87,000	0	87,000	2,425	9,641	10,951	\$66,409	76%
Electronic Resources	32,000	0	32,000	5,070	5,070	0	\$26,930	84%
Periodicals	20,000	0	20,000	528	528	0	\$19,472	97%

YS Books	85,000	23,068	108,068	17,709	17,709	5,340	\$85,019	79%
YS Audiobooks	8,000	956	8,956	633	633	852	\$7,471	83%
YS Media	10,000	257	10,257	257	257	270	\$9,730	95%

Special Collections	5,500	217	5,717	702	1,152	715	\$3,850	67%
AS Media	55,000	10,105	65,105	5,505	5,505	5,001	\$54,599	84%

Operations

Copiers and supplies	11,000	823	11,823	1,194	1,634	6,192	\$3,997	34%
Office supplies	29,000	129	29,129	672	672	1,956	\$26,501	91%
Custodial supplies	14,000	553	14,553	464	464	7,167	\$6,921	48%
Postage	17,000	525	17,525	1,684	2,241	3,399	\$11,885	68%
Printing	25,000	50	25,050	2,870	2,920	11,630	\$10,500	42%
Van lease & oper.	1,700	0	1,700	0	37	663	\$1,000	59%
Gas and Electric	65,000	0	65,000	5,597	11,157	0	\$53,843	83%
Telecommunications	11,000	1,700	12,700	681	2,573	7,832	\$2,295	18%
Water	3,000	0	3,000	0	0	0	\$3,000	100%
Taxes-sewer&water	3,500	0	3,500	0	0	0	\$3,500	100%
Refund property taxes	4,000	0	4,000	71	71	0	\$3,929	98%
Prof. Services	15,000	67,611	82,611	207	207	68,855	\$13,549	16%
Contract Services	37,500	193	37,693	4,686	4,686	15,339	\$17,668	47%
Insurance	29,000	0	29,000	27,169	27,169	0	\$1,831	6%
Travel/Conference	10,000	954	10,954	0	1,791	0	\$9,163	84%
Memberships	2,000	0	2,000	25	25	0	\$1,975	99%
Special Programs	20,000	1,187	21,187	3,394	6,387	2,004	\$12,796	60%
Furniture&Equipment	25,000	1,460	26,460	4,397	4,397	2,191	\$19,872	75%
IT Hardware & Software	42,000	4,281	46,281	4,961	4,961	3,793	\$37,527	81%
Bld&Grnd. Repair	40,000	50	40,050	912	912	8,031	\$31,108	78%
Furn/Equip Repair	2,000	4,652	6,652	0	0	4,842	\$1,810	27%
Miscellaneous	3,500	81	3,581	-606	-1,107	344	\$4,344	121%
Audit Service	13,500	0	13,500	0	0	0	\$13,500	100%
Accounting Service	13,000	0	13,000	12,793	12,793	207	\$0	0%
UHLAN fees	50,000	0	50,000	0	11,199	523	\$38,278	77%
Capital Expenditures	125,000	5,889	130,889	5,889	5,889	0	\$125,000	96%
TOTAL	\$4,100,652	\$160,255	\$4,260,907	\$319,507	\$564,078	\$183,191	\$3,513,638	82%

Added 9/11/17

2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Prev Years Expenses	Encumbrances	Subtotal	Aug	YTD Exp.	Available
Operating Fund Balance	1,200,000	0	0	0	1,200,000	0	0	\$1,200,000
Fire Alarm (Board Designa	33,031	0	18,982	14,049	0	0	0	\$0
HVAC (Board Designated)	750,000	0	68,974	34,444	646,582	1,592	1,592	\$644,990
Unassigned	878,195	0	2,000	0	876,195	0	199,750	\$676,445
Board Designated Fund balance Subtotal	2,861,226	0	89,956	48,493	2,861,226	1,592	201,342	\$2,659,884
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	1,592	201,342	2,678,102

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

Added 9/11/17

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
6/12/2015	30	442	15	\$238.82	\$7.96	\$0.54	31	47,616	1,536	\$4,253.01	\$137.19	\$0.09
6/14/2016	34	610	18	\$284.43	\$8.37	\$0.47	33	48,384	1,466	\$4,094.74	\$124.08	\$0.08
7/14/2015	32	575	18	\$277.55	\$8.67	\$0.48	31	57,600	1,858	\$4,473.49	\$144.31	\$0.08
7/13/2016	29	385	13	\$213.85	\$7.37	\$0.56	30	57,600	1,920	\$5,788.02	\$192.93	\$0.10
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

Feasibility Report

August 17, 2017

Feasibility Report | Site Drainage Improvements Feasibility Report and Findings for Bethlehem Public Library Drainage Improvements

GPI#: 2017100.00



GPI#: 2017100.00

WARNING: The alteration of this material in any way, unless under the direction of a comparable professional, i.e. a Professional Engineer, is a violation of the New York State Education Law and/or Regulation and is a Class 'A' misdemeanor.

Table of Contents

Cover
Table of Contents

SECTION 1 | Executive Summary

SECTION 2 | Site Observations and Findings

SECTION 3 | Site Improvement Recommendations

APPENDIX A | Topographic Survey of the Lands of Bethlehem Public Library

APPENDIX B | Site Improvement Figures

APPENDIX C | Opinions of Probable Construction Costs

APPENDIX D | Site Observations Photographic Log

SECTION 1.

Executive Summary

Feasibility Report | Site Drainage Improvements Feasibility Report and Findings for Bethlehem Public Library Drainage Improvement

1. EXECUTIVE SUMMARY

This Site Drainage Improvements Feasibility Report has been developed for the Bethlehem Public Library site located at 451 Delaware Avenue in the Town of Delmar, New York. Based upon conversations with library representatives and an on-site review of existing conditions, there are legitimate safety concerns related to observable drainage issues. The primary area of concern is the pedestrian access area near the main library entrance located on the northwest side of the building. This report presents the findings of site reviews, a topographic survey, and a preliminary grading and drainage improvement analysis. The goal of this report is to provide the library with an understanding of the significance and extent of site concerns, present options for addressing the issues, and outline the potential construction costs associated with the necessary improvements.

The analysis and findings outlined herein are based upon the following:

- A topographic survey prepared by Ausfeld & Waldruff Land Surveyors, LLP, entitled "Topographic Survey of the Lands of Bethlehem Public Library," dated May 30, 2017. (Note: a copy of this survey is included as Appendix A at the end of this report).
- A site visit performed by GPI on July 19, 2017.
- Discussions with the client.

The information presented within this report is organized in the following manner:

- Site Observations and Findings
 - Grading
 - Paver Walkway from the Parking Lot to the Main Entrance to Building (Accessible Route)
 - Sidewalk (Accessible Route)
 - Paver Walkway (within parking lot island north of handicap parking spaces)
 - Handicap Parking Spaces
 - Drainage
 - Paver Walkway from the Parking Lot to the Main Entrance to Building (Accessible Route)
 - Handicap Parking Spaces and Sidewalk
 - Parking Lot Storm Structures
 - Layout
 - Handicap Parking Spaces
- Site Improvement Recommendations
 - Grading and Drainage Improvements
 - Pedestrian Entrance Walk
 - Handicap Parking Spaces
 - Snowmelt System
 - Island Walkway
 - Layout Efficiency Improvements
- Opinion of Probable Construction Costs

SECTION 2.

Site Observations and Findings

Feasibility Report | Site Drainage Improvements Feasibility Report and Findings for Bethlehem Public Library Drainage Improvement

2. SITE OBSERVATIONS AND FINDINGS

Utilizing the completed topographic survey (referenced above) as a base map, a site observation walk-thru was conducted by GPI staff on July 19, 2017. The focus of the walk-thru was the pedestrian and parking areas near and around the main library entrance on the NW side of the building. Additionally, the pedestrian walkway within the parking lot island to the north was reviewed and a basic overview was conducted of the parking lot and drainage structures within general proximity to the study area. A summary of site observations is outlined below and organized by site feature categories for findings and improvement recommendations related to grading, drainage, and layout.

2.1 Grading 2.1.1 Paver Walkway from the Parking Lot to the Main Entrance to Building (Accessible Route)

The paver walkway leading from the handicap parking spaces and pedestrian crosswalk to the main building entrance is the area of primary focus for this study and is where the most significant drainage and icing issues have been experienced. Per discussions with library representatives, the issues are severe enough that the library has had to close this entrance in the past due to pedestrian safety concerns. Upon visual review, it is evident that the grades and pitch of the walkway (in certain locations) were either incorrectly constructed or have settled over time. These visual observations are further supported by the surveyed spot grade elevations which show that rainwater would become trapped on the surface of the walkway in this area during rain events.

The grades along the walkway generally pitch from east to west. The problem occurs with the fact that the elevations along the western edge of the walk

(particularly at the concrete bench pad locations), are then pitched in the opposite direction (west to east) creating a low-point on the surface of the walkway. As a specific example, the western edge of the concrete bench pads located due west of the tree (at the mid-point of the walkway) is approximately 1 inch higher than the eastern edge. The result is that water cannot flow off of the walkway surface and into the adjacent lawn area to the west until it has already



Photo 1



Photo 2

Feasibility Report | Site Drainage Improvements Feasibility Report and Findings for Bethlehem Public Library Drainage Improvement

begun ponding (see Photo 2 above) and has covered a substantial portion of the walkway. This is functionally problematic during wet weather and becomes a serious safety hazard during cold weather when the area ices over. The issue is further compounded by the fact that the grades of the adjacent lawn area to the west are not sloped away at a sufficient pitch to facilitate positive drainage relief for the walkway. Although there is a catch basin within the lawn area, the intervening lawn area is extremely flat for roughly the first 20 feet leading away from the walkway.

2.1.2 Sidewalk (Accessible Route)

The sidewalk immediately in front of the handicap parking spaces in proximity to the main entry area is also not in compliance with the ADA maximum slope requirements. Per the ADA code, the maximum allowable sidewalk cross slope for an accessible route is 2%. Additionally, the recent NYSDOT design regulations further restricted the allowable maximum sidewalk cross slope for an accessible route to 1.5%. As constructed, the current sidewalk along the front of the handicap parking spaces (which is part of the accessible route) is well in excess of this regulation, with some portions having cross slopes in excess of 5%.

2.1.3 Paver Walkway (within parking lot island north of handicap parking spaces)

Library representatives have expressed concerns regarding the grades and slopes of the paver walkway located within the large interior parking lot island north of the handicap parking spaces. Although this walkway would not be considered part of an accessible route and, therefore, would not be subject to ADA regulations regarding slopes, there are design parameters and industry standards which would apply to ensure a safe pedestrian environment. As constructed, portions of the existing walkway have running slopes in excess of 11% and cross slopes approaching 10%. During wet weather and frozen winter conditions, this poses a serious safety hazard.



Photo 3

2.1.4 Handicap Parking Spaces

The handicap parking spaces in proximity to the main entry area are not in compliance with the ADA maximum slope requirements. Per the ADA code, the maximum allowable slope (in any direction) across a handicap parking space or striped access aisle is 2%. Additionally, a recent New York State Department of Transportation (NYSDOT) design regulation further restricted the

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allowable maximum slope to 1.5%. As constructed, the current handicap parking spaces are well in excess of this regulation, with some slopes as high as 5.28%.

2.2 Drainage

2.2.1 Paver Walkway from the Parking Lot to the Main Entrance to Building (Accessible Route)

As outlined in Section 2.1.1 (above), the paver walkway leading from the handicap parking spaces and pedestrian crosswalk to the main building entrance is the area of primary focus for this study and is where the most significant drainage and icing issues have been experienced. In addition to the issues

identified in Section 2.1.1 as related to grading, the existing storm drainage infrastructure within this area is also contributing to the issues being experienced by the Library. There are two drainage inlets (catch basins) in this general location. One (CB1 in Figure 2.1 above) is located in the lawn area west of the paver walkway - roughly 60 feet from the western edge of the walkway. The other drainage structure (CB2 - see Figure 2.1 above) is located within the small lawn area east of the walkway and about 6 feet NE of the benched seating area at the midpoint of the walkway. The issue with CB1 is that the intervening grades within the lawn area prevent water from rain and snowmelt from getting to the structure without first ponding within the seating areas and walking surface along the western side of the walkway. CB2 appears to have been set too high during construction to be able to function as a stormwater inlet. It is a dome-style "bee-hive" grate which is a typical frame a grate used within depressed lawn areas, but its elevation relative to the surrounding area is not allowing it to accept any of the surface flows that are contributing to the ponding/icing issues.

Finally, in some locations the pavers and the adjacent concrete banding have experienced differential settlement over time and this has created areas with trip hazards (see Photo 4). Also evident in the photo is the color differentiation in the pavers due to the varying construction time frames of the phased work.

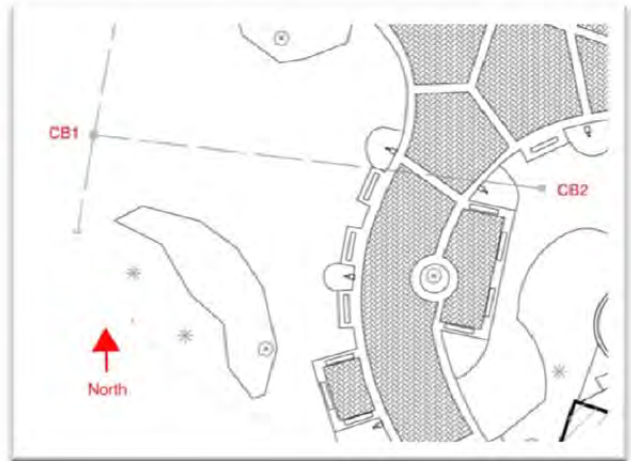


Figure 2.1



Photo 4

Feasibility Report | Site Drainage Improvements Feasibility Report and Findings for Bethlehem Public Library Drainage Improvement

2.2.2 Handicap Parking Spaces and Sidewalk

In addition to the non-compliant grading and resulting slopes within the handicap parking spaces, the sheet flow from rain events is pitched towards the concrete curb/banding at the interface of the parking spaces and the pedestrian walkway. The pitch of the walkway is also towards this interface and all of the sheet flow is reliant upon a single catch basin as a means of drainage relief. Portions of the interface of curb/banding and the asphalt parking lot also have a shallow pitch towards the catch basin. Without an effective overflow through the landscaped areas towards the drain inlet within the lawn area to the south, this combination results in areas that drain slowly and contribute to the ponding and icing issues during rain events and the typical freeze/thaw cycles of winter and early spring.

Existing drainage flowpath at interface of parking and pedestrian walkway. Note the excessive slopes within the handicap parking spaces and access aisles.

2.2.3 Parking Lot Storm Structures

During the July 19, 2017 site review, it was noted that the existing storm drainage structure located in the far NW corner of the library parking lot is beginning to show signs of deterioration. The metal frame that supports the inlet grate is beginning to fail and the frame/grate should be replaced. The existing grade rings, mortar joints, and pipe penetrations should be reviewed and repaired as necessary. Additionally, the area around the top of the structure should be cut out, the subbase should be supplemented and re-compacted, and then repaved. Finally, as part of general routine maintenance, all on-site storm structures should be cleaned out along with their interconnecting pipe networks.



Photo 5

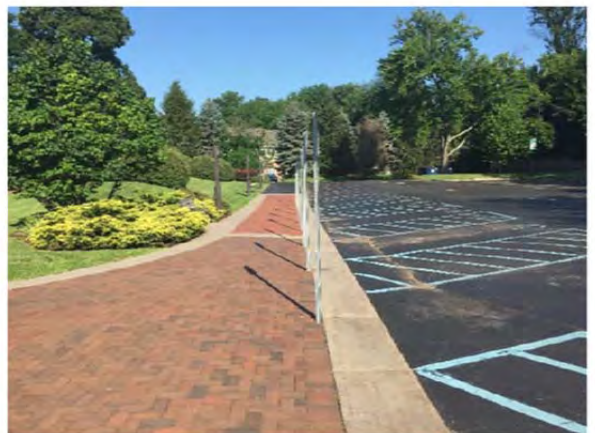


Photo 6



Photo 7

Feasibility Report | Site Drainage Improvements Feasibility Report and Findings for Bethlehem Public Library Drainage Improvement

2.3 Layout

2.3.1 Handicap Parking Spaces

As constructed and striped, the handicap parking spaces in proximity to the main entry area are inefficient. The current striping layout is a continuous alternation between handicap parking spaces and striped access aisles. Per the ADA code, two handicap parking spaces can share a single striped access aisle. By re-striping these spaces (and making the necessary adjustments to the parking signage), the library would be able to consolidate the seven (7) handicap parking spaces within this area to the building side of the parking lot drive aisle and realize a net gain of 3 standard parking spaces.



Photo 9



Photo 8

Existing Handicap Parking Space Striping Layout – Note that spaces are located on both sides of the drive aisle.

SECTION 3.

Site Improvement Recommendations

Feasibility Report | Site Drainage Improvements Feasibility Report and Findings for Bethlehem Public Library Drainage Improvement

3. SITE IMPROVEMENT RECOMMENDATIONS

The site improvement recommendations which follow are organized into three primary categories:

- Grading and Drainage Improvements
- Snowmelt System
- Layout Efficiency Improvements

3.1 Grading and Drainage Improvements

The grading and drainage issues were the catalyst for the preparation of this feasibility study and are the aspects of the site which require the most extensive corrective measures. The objective of the site work proposed herein is to provide positive relief for rainwater and snowmelt to allow it to flow off of the pedestrian walkways and get into the existing lawn areas and stormwater conveyance networks. With the understanding that the Library will need to review these findings and approve the funding required to construct the proposed improvements, the recommendations outlined in this section are organized into improvement areas and/or phases of work. An Opinion of Probable Construction Costs is also provided in Appendix C for each of the proposed improvement areas/phases.

- Pedestrian Entrance Walk
- Handicap Parking Spaces
- Snowmelt System
- Island Walkway

3.1.1 Pedestrian Entrance Walk

As previously identified, the main pedestrian walkway leading from the crosswalk to the building entrance experiences significant ponding and icing issues. In order to address these issues, portions of the concrete banding and the paver inlay areas will need to be removed and reconstructed to achieve proper pitch across and off of the walkway surface. Additionally, the lawn area to the west needs to be re-shaped to allow rainwater sheet flow from the walkway to flow through the lawn area and into the closed storm system in this area. A new catch basin needs to be installed between the walkway and the existing drainage structure to the west and connected to the existing 12"

Reinforced Concrete storm Pipe (RCP) running through this location. To ensure that rainwater and snowmelt are not trapped on the walkway surface during freeze/thaw cycles, it is recommended that a slot drain be installed along the western edge of the walkway. This would

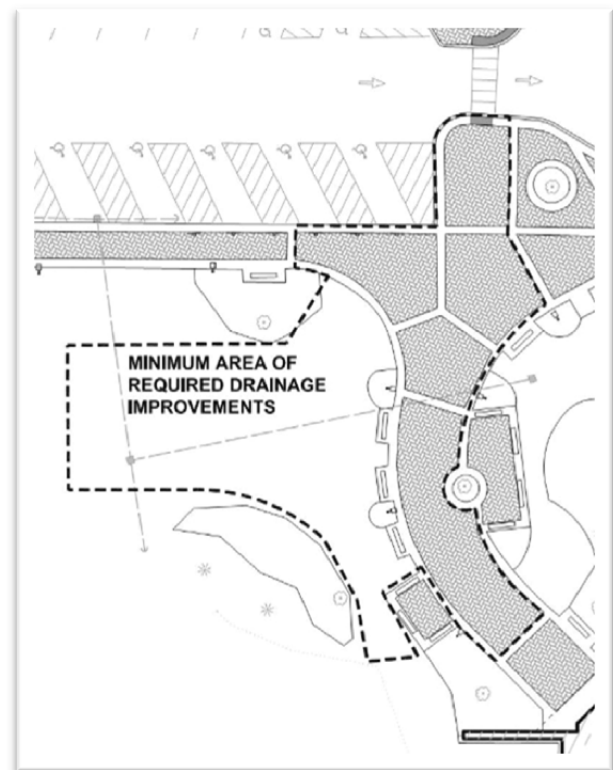


Figure 3.1

Feasibility Report | Site Drainage Improvements Feasibility Report and Findings for Bethlehem Public Library Drainage Improvement

be installed approximately where the current concrete banding is located at the western edge of the walkway and would start near the bench closest to the handicap parking spaces. It would then run along this edge until approximately the location of the bench furthest south in the string of three benches across from the circular tree planter at the mid-point of the walkway. The slot drain would be a narrow, 1" wide drain that will blend into the look of the pavement pattern.

Finally, where the existing concrete bands are to be removed, it is recommended that they be replaced with colored brick paver accent bands. This will accomplish several key objectives:

- It will alleviate the previously identified issues with differential settlement of the concrete bands and the abutting pavers and the resulting trip hazards.
- It will ensure a more consistent heating process and surface condition in the areas where snow melt is proposed (see Section 3.1.3).
- It will simplify construction and provide a more uniform finished product by allowing a constant depth of excavation for subgrade depth, consistent subbase material depths and compaction, and a smooth/even surface finish.

Figure 3.1 (above) shows the approximate limits of the minimum area required to facilitate these drainage improvements. The associated costs for improvements within this area are presented in Appendix C.

3.1.2 Handicap Parking Spaces

As previously identified, the existing handicap parking spaces within this area of the site are not in compliance with the ADA maximum allowable slopes and in order to address the drainage issues within this area it will be necessary to re-construct portions of these spaces. An additional challenge to addressing the drainage in this location is due to the fact that once portions of the handicap parking spaces are affected by site work activities, they are required to be brought into full compliance with the current codes. As a result, the recommendation is to fully remove and reconstruct the handicap parking spaces, striped access aisles, the accessible walkway at the front of the parking spaces, and a portion of the vehicle drive aisle at the rear of the handicap parking spaces. Given the constraints of the maximum allowable slopes within the handicap parking spaces and pedestrian accessible route, the most effective means of correcting the existing drainage issues while providing code compliant slopes is to install a trench drain along the front edge of the parking spaces at the interface with the pedestrian walkway. This approximate area of work is identified on Figure 4 (of Appendix B) as Area 4.2 and will require reconstruction of a portion of the standard parking spaces and walkway to the west of the handicap parking area in order to blend back to existing grades and ensure that the drainage is adequately captured in this area.

Feasibility Report | Site Drainage Improvements Feasibility Report and Findings for Bethlehem Public Library Drainage Improvement

3.1.3 Island Walkway

As outlined in Section 2.1.3, the existing paver walkway located within the large interior parking lot island north of the main pedestrian entrance has excessive slope issues in the locations it interfaces with the curbed edges at the parking spaces. In order to address these issues and provide a safe pedestrian environment, the recommendation is to remove a section of pavers at each of the three (3) interface zones and install new cast-in-place concrete steps with handrails. This will absorb the grade differential and allow the pavers at the top and bottom of the steps to be re-set at a safe running slope and cross pitch. See the cost estimate for this aspect of the work in Appendix C.

3.2 Snowmelt System

The issues identified thus far along with their associated improvements have been focused on the reconstruction necessary to facilitate positive sheet flow of water off of and away from the pedestrian walkways during rain events. As a means of further protecting the pedestrian environment during the winter months, facilitating a less demanding and more effective winter maintenance program, and reducing the negative impacts of salts and de-icing chemicals on the hardscape, landscape, and the environment, this section discusses the options, costs, and requirements of installing a hot water snow melt system. This system would be installed under the pedestrian walkways and would be connected to a new snowmelt boiler to be located in the existing mechanical room.

Two options were looked at for the installation of the hot water snow melt system. The first option represents the minimum area necessary to ensure a system that provides a safe, ice and snow free travel path from the pedestrian cross walk and closest handicap parking spaces to the main building entrance. This area is represented in Figure 2 of Appendix B and was laid out to minimize the extent and resulting costs of the improvements associated with the implementation of a basic snow melt system. The limits of this option have also been developed to correspond to the area of minimum required improvements outlined in Section 3.1.1 (See Figure 3.1 above).

The second option (depicted in Figure 3 of Appendix B) expands the limits of the snow melt system to capture all of the area currently covered by the concrete banding and brick paver inlays. This system would function in the same manner as the first option and would have the same boiler setup in the library's mechanical room. The primary difference is an increase in the system size and extent of area that would be covered, therefore a corresponding decrease in the extent of area that would require manual winter maintenance.

Opinions of Probable Construction Costs for both of these snow melt options are included in Appendix C.

Feasibility Report | Site Drainage Improvements Feasibility Report and Findings for Bethlehem Public Library Drainage Improvement

3.3 Layout Efficiency Improvements

As outlined in Section 2.3.1, the current handicap parking layout is inefficient. By re-striping the handicap parking space areas as shown in Figure 3.2 below (and making the necessary adjustments to the parking signage), the library would be able to consolidate the seven (7) handicap parking spaces on the building side of the parking lot drive aisle and realize a net gain of 3 standard parking spaces.

Proposed Handicap Parking Space Striping Layout – Note that all 7 HCP spaces can be located on the building side of the drive aisle and, with some minor curb work; there is a net gain of 3 standard spaces on the opposite side of the drive aisle.

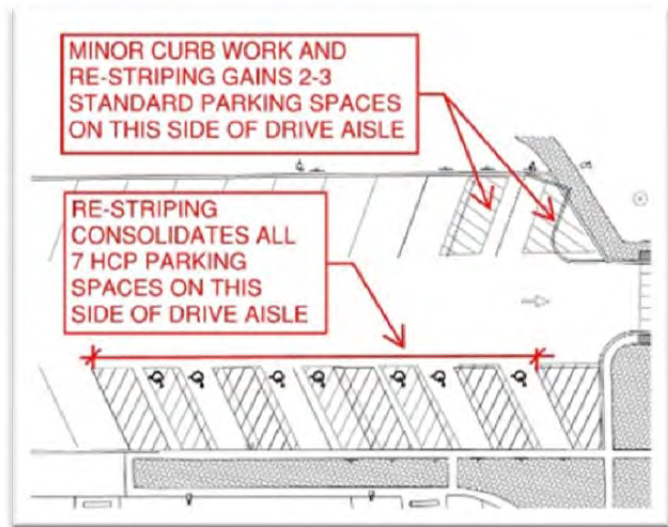


Figure 1.2

APPENDIX A.

Topographic Survey of the Lands of Bethlehem Public Library



GENERAL NOTES:

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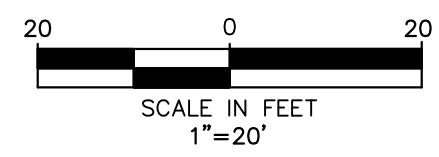
SUBJECT TO COVENANTS, EASEMENTS, RESTRICTIONS, CONDITIONS AND AGREEMENTS OF RECORD.

SURVEY SUBJECT TO ANY RIGHT, TITLE OR INTEREST THE PUBLIC MAY HAVE FOR HIGHWAY USE.

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TAX PARCEL NUMBER:

TOWN OF BETHLEHEM, ALBANY COUNTY, NEW YORK
SEC. 85.15 - BLK. 4 - PARCEL 44



BETHLEHEM PUBLIC LIBRARY		
TOPOGRAPHIC SURVEY OF THE LANDS OF BETHLEHEM PUBLIC LIBRARY		
TOWN OF BETHLEHEM	ALBANY COUNTY, N.Y.	
SCALE: 1"=20'	MAY 30, 2017	
DRAWN BY: DAP	PROJECT NO: 17-1915	
AUSFELD & WALDRUFF LAND SURVEYORS LLP 323 CLINTON STREET, SCHENECTADY NY PHONE : (518) 346-1595 FAX:(518)770-1655		VINCENT P. AUSFELD P.L.S. LICENSE #049597 www.awslip.com

APPENDIX B.

Site Improvement Figures

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CONTRACT PHASE:
FEASIBILITY STUDY
DATE:
AUGUST 11, 2017

ADDENDA/REVISIONS		
NO.	NAME	DATE

THIS DRAWING REFLECTS ALL CHANGES PREVIOUSLY MADE ON THIS SHEET. VERIFY THAT PREVIOUS CHANGES HAVE BEEN INCORPORATED INTO THE CONTRACT BEFORE PROCEEDING WITH ANY WORK NOT SPECIFICALLY REFERENCED BY THIS REVISION.

PROJECT NUMBER:	ALB-2017100.00
DESIGNED BY:	C. TRIPP
DRAWN BY:	C. TRIPP
CHECKED BY:	

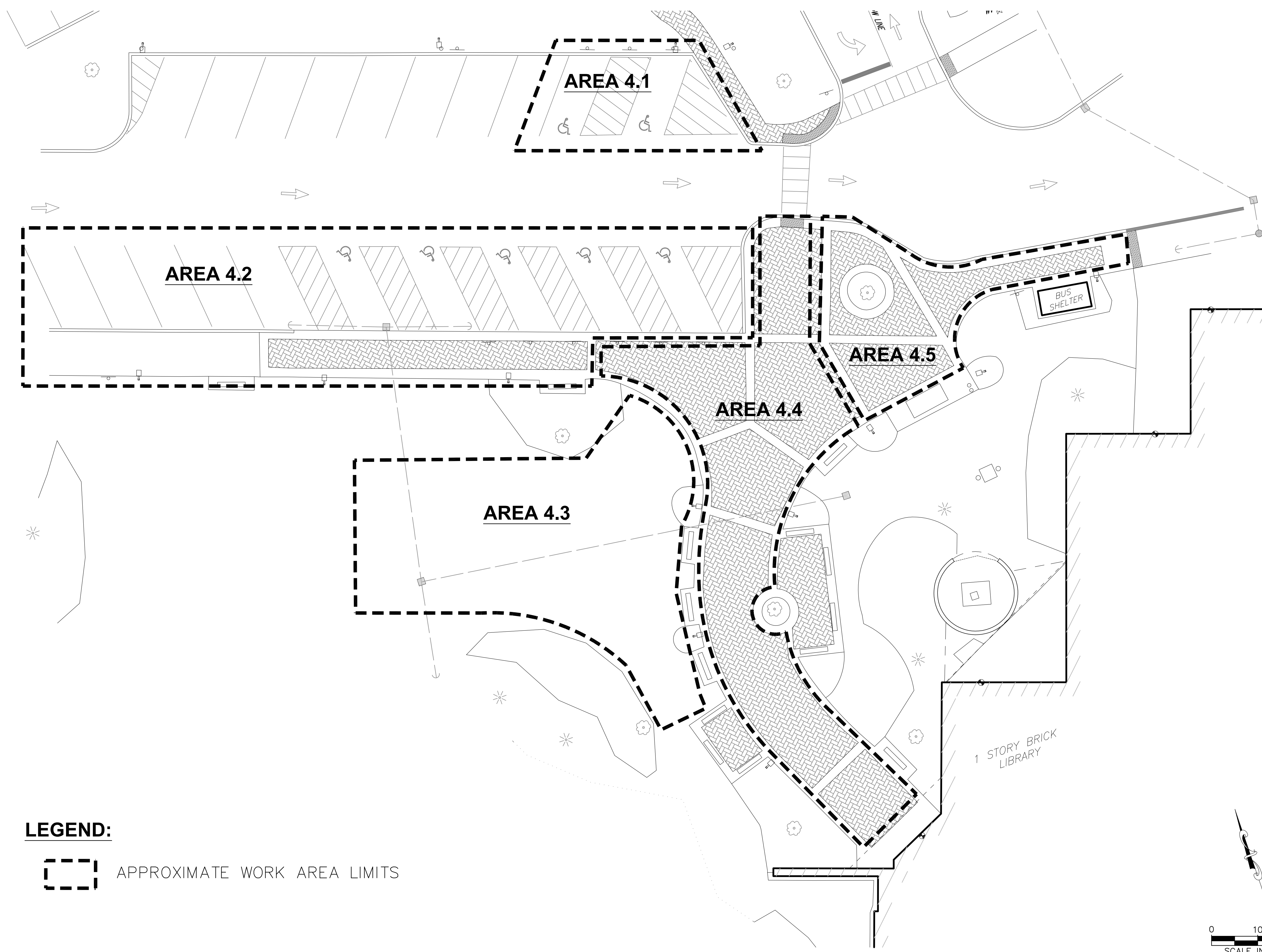
PROJECT TITLE:
**BETHLEHEM PUBLIC LIBRARY
MAIN ENTRANCE IMPROVEMENTS
FEASIBILITY STUDY**

LOCATION:
451 DELEWARE AVENUE
TOWN OF DELMAR
ALBANY COUNTY

OWNER:
BETHLEHEM PUBLIC LIBRARY

SHEET TITLE:
**SITE IMPROVEMENT
RECOMMENDATIONS
AREA 1**

DRAWING NUMBER:
FIG. 1



LEGEND:

 APPROXIMATE WORK AREA LIMITS

THE ALTERATION OF THIS MATERIAL IN ANY WAY, UNLESS UNDER THE DIRECTION OF A PROFESSIONAL ENGINEER, IS A VIOLATION OF SECTION 7209, SUBDIVISION 2, OF THE NEW YORK STATE LAW AND IS A CLASS "A" MISDEMEANOR.

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AUGUST 11, 2017

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NO.	NAME	DATE

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DRAWN BY:	A. JOHNSON
CHECKED BY:	

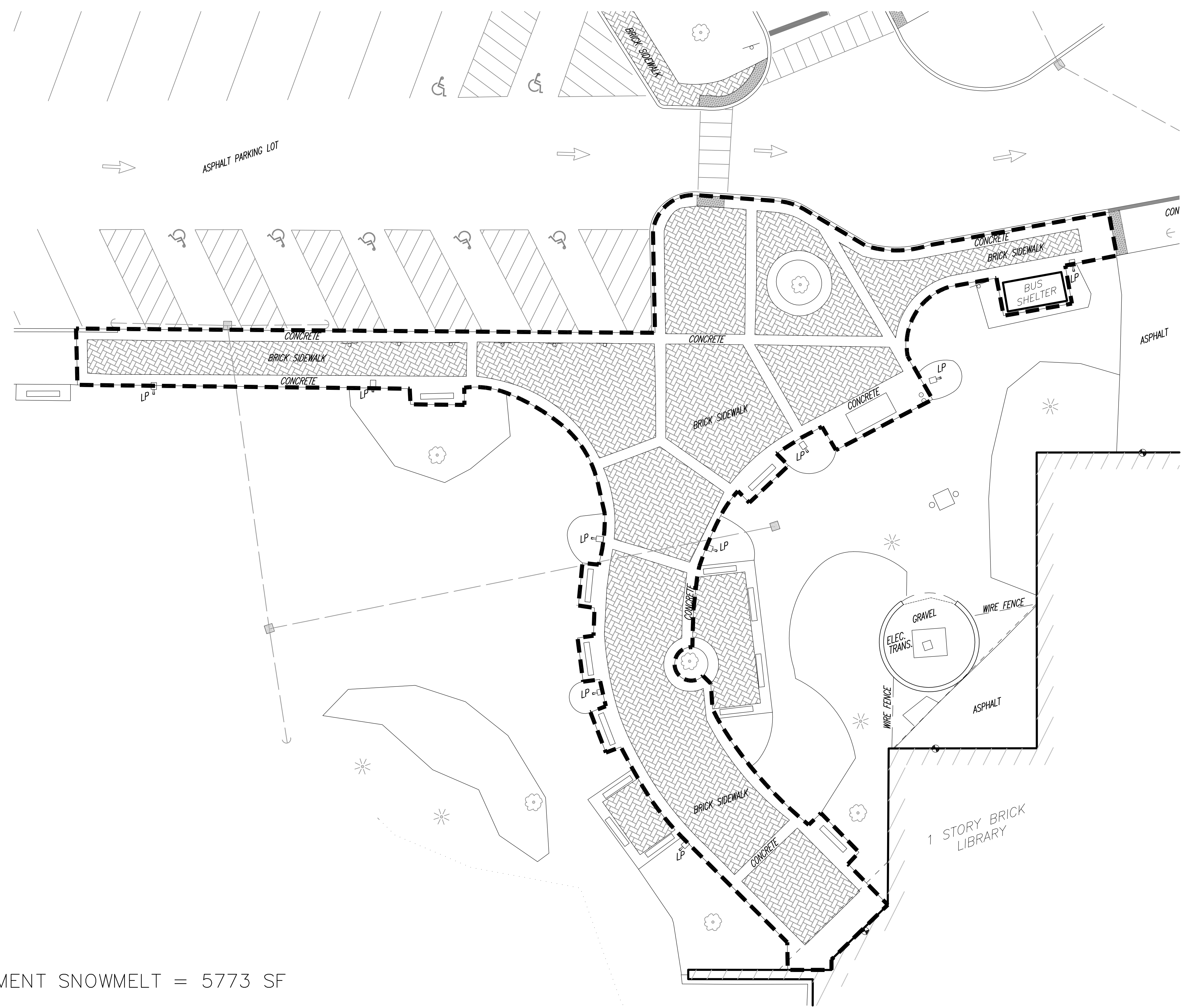
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**BETHLEHEM PUBLIC LIBRARY
MAIN ENTRANCE IMPROVEMENTS
FEASIBILITY STUDY**

LOCATION:
451 DELEWARE AVENUE
TOWN OF DELMAR
ALBANY COUNTY

OWNER:
BETHLEHEM PUBLIC LIBRARY

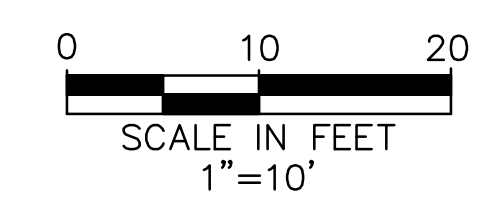
SHEET TITLE:
**SNOWMELT
SYSTEM
OPTION 2**

DRAWING NUMBER:
FIG. 3



LEGEND:

 AREA OF PAVEMENT SNOWMELT = 5773 SF



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CONTRACT PHASE:
FEASIBILITY STUDY
DATE:
AUGUST 11, 2017

ADDENDA/REVISIONS		
NO.	NAME	DATE

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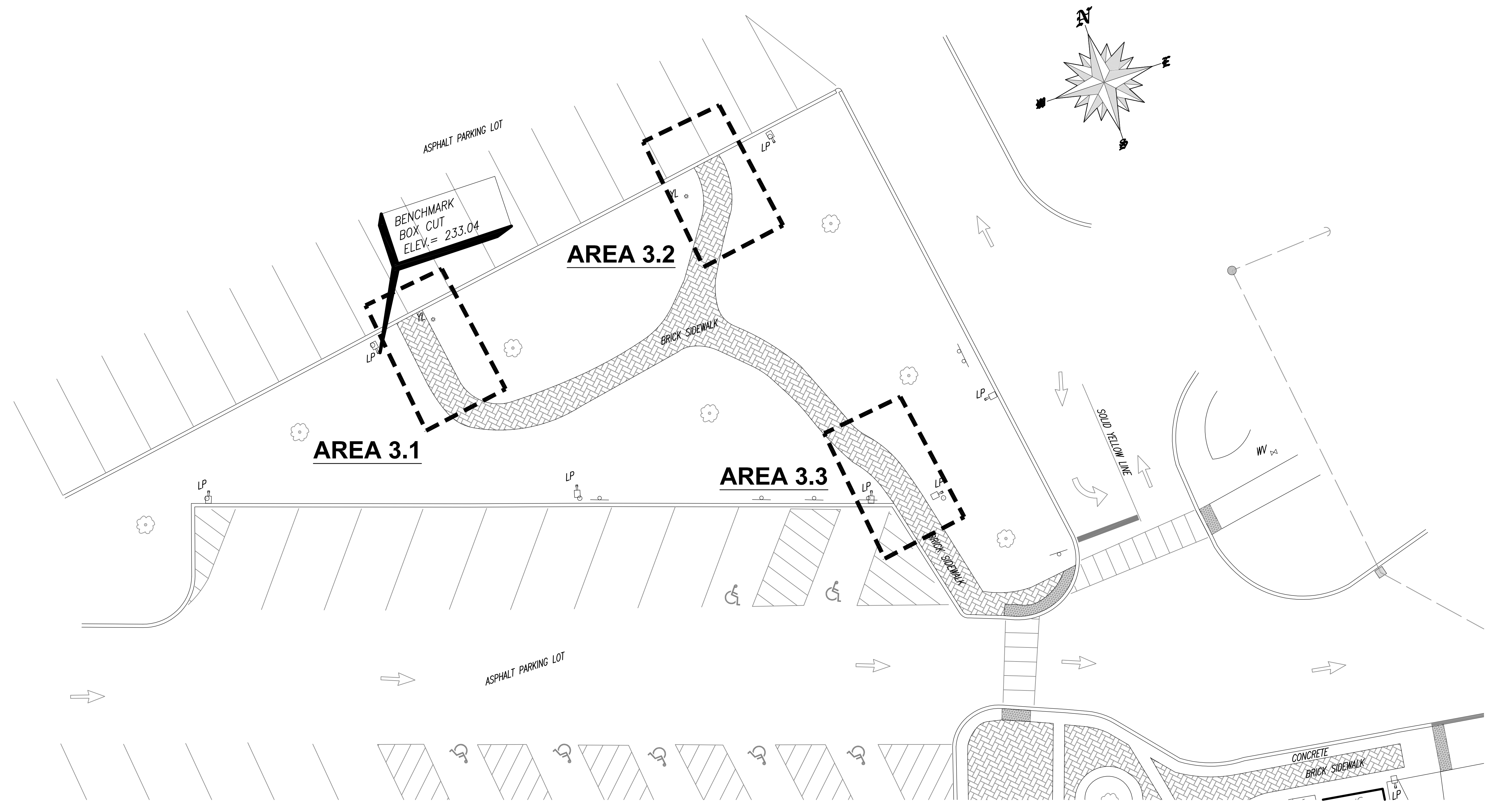
PROJECT NUMBER:	ALB-2017100.00
DESIGNED BY:	C. TRIPP
DRAWN BY:	C. TRIPP
CHECKED BY:	

PROJECT TITLE:
BETHLEHEM PUBLIC LIBRARY
MAIN ENTRANCE IMPROVEMENTS
FEASIBILITY STUDY
LOCATION:
451 DELEWARE AVENUE
TOWN OF DELMAR
ALBANY COUNTY

OWNER:
BETHLEHEM PUBLIC LIBRARY

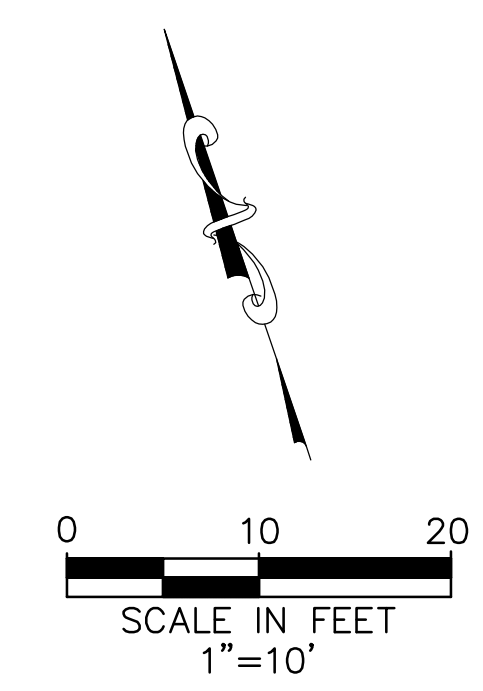
SHEET TITLE:
SITE IMPROVEMENT
RECOMMENDATIONS
AREA 2

DRAWING NUMBER:
FIG. 4



LEGEND:

 APPROXIMATE WORK AREA LIMITS



APPENDIX C.

Opinions of Probable Construction Costs

Description	Quantity	Unit	Unit Price	Total Cost
SITE PREP / EROSION AND SEDIMENT CONTROL				
Tree Protection Fencing	4	EA	\$50.00	\$200.00
DEMOLITION AND REMOVALS				
Remove Pavers (palletize for re-use/deliver to owner)	225	SF	\$2.50	\$562.50
EARTHWORK				
Import and Place Topsoil	6	CY	\$40.00	\$240.00
Excavate Fill, Dispose off site	24	CY	\$20.00	\$480.00
SITE IMPROVEMENTS				
Paver Edging	60	LF	\$25.00	\$1,500.00
Re-set pavers (including sand setting bed, fabric, and subbase)	150	SF	\$6.25	\$937.50
Metal Handrail at stairs	42	LF	\$60.00	\$2,520.00
Reinforced Concrete Stairs	3	EA	\$1,750.00	\$5,250.00
LANDSCAPING				
Seed Disturbed Areas	450	SF	\$0.16	\$72.00
Straw Mulch Seeded Areas	450	SF	\$0.35	\$157.50
TOTAL SITE COST ESTIMATE				\$11,720
GENERAL CONDITIONS AND ADMINISTRATION				
Design Contingency	20%			\$2,343.90
TOTAL PROJECT COSTS				\$14,063.40

AREA 4.1 - 4.2

Description	Quantity	Unit	Unit Price	Total Cost
SITE PREP / EROSION AND SEDIMENT CONTROL				
Inlet Protection	1	EA	\$150.00	\$150.00
Tree Protection Fencing	1	EA	\$50.00	\$50.00
Silt Fence	0	LF	\$2.25	\$0.00
Temporary Chainlink Construction Fence	400	LF	\$2.50	\$1,000.00
DEMOLITION AND REMOVALS				
Asphalt Pavement Removal (Walkway)	600	SF	\$2.00	\$1,200.00
Asphalt Pavement Removal (Parking Lot)	4500	SF	\$2.00	\$9,000.00
Sawcut Asphalt Pavement	210	LF	\$3.00	\$630.00
Concrete Sidewalk Removal (perimeter bands)	400	SF	\$2.00	\$800.00
Concrete Curb Removal	88	LF	\$5.00	\$440.00
Sawcut Concrete (curbs and bands)	15	LF	\$5.00	\$75.00
Signage Removal	12	EA	\$75.00	\$900.00
Remove Pavers (palletize for re-use)	514	SF	\$2.50	\$1,285.00
EARTHWORK				
Import and Place Topsoil	8	CY	\$40.00	\$320.00
Excavate Fill, Dispose off site (trench drain)	54	CY	\$20.00	\$1,080.00
SITE IMPROVEMENTS				
Paver Edging	30	LF	\$25.00	\$750.00
Re-set pavers (including sand setting bed, fabric, and subbase)	514	SF	\$6.25	\$3,212.50
Decorative colored paver banding	400	SF	\$12.00	\$4,800.00
Adjust Catch Basin Frame and Grate	1	EA	\$400.00	\$400.00
Trench Drain with grate	160	LF	\$150.00	\$24,000.00
Fittings and Bends (for trench drain)	1	LS	\$500.00	\$500.00
Core existing CB for trench drain pipe penetrations	2	EA	\$150.00	\$300.00
CIP 6" Concrete Curb	88	LF	\$35.00	\$3,080.00
Concrete Walkway (4" conc.; 6" Type 2 subbase)	600	SF	\$12.00	\$7,200.00
Asphalt Pvmnt (1.5" top; 2.5" binder; assumes average of 4" supplementation of Type 2 subbase)	4500	SF	\$2.50	\$11,250.00
Parking Space Striping (Standard)	3	EA	\$25.00	\$75.00
Parking Space Striping (Handicap)	12	EA	\$150.00	\$1,800.00
Handicap Parking Signage	11	EA	\$250.00	\$2,750.00
LANDSCAPING				
Seed Disturbed Areas	350	SF	\$0.16	\$56.00
Straw Mulch Seeded Areas	350	SF	\$0.35	\$122.50
TOTAL SITE COST ESTIMATE				\$77,026
GENERAL CONDITIONS AND ADMINISTRATION				
Design Contingency	20%			\$15,405.20
TOTAL PROJECT COSTS				\$92,431.20

AREA 4.3 - 4.4

Description	Quantity	Unit	Unit Price	Total Cost
SITE PREP / EROSION AND SEDIMENT CONTROL				
Inlet Protection	3	EA	\$150.00	\$450.00
Tree Protection Fencing	3	EA	\$150.00	\$450.00
Silt Fence	100	LF	\$2.25	\$225.00
Temporary Chainlink Construction Fence	400	LF	\$2.50	\$1,000.00
DEMOLITION AND REMOVALS				
Asphalt Pavement Removal	88	SF	\$2.00	\$176.00
Sawcut Asphalt Pavement	48	LF	\$3.00	\$144.00
Remove Bench and salvage for reinstallation	5	EA	\$100.00	\$500.00
Concrete Sidewalk Removal (Perimeter Bands and Bench Pads)	950	SF	\$2.00	\$1,900.00
Concrete Curb Removal	40	LF	\$5.00	\$200.00
Remove Pavers (palletize for re-use)	2200	SF	\$2.50	\$5,500.00
EARTHWORK				
Strip, Screen and Stockpile Topsoil	45	CY	\$12.00	\$540.00
Place Topsoil from Stockpile	45	CY	\$6.00	\$270.00
General Grading and Earthwork	1	LS	\$5,000.00	\$5,000.00
Excavate Fill, Dispose off site	60	CY	\$20.00	\$1,200.00
SITE IMPROVEMENTS				
Paver Edging	160	LF	\$25.00	\$4,000.00
Re-set pavers (including sand setting bed, fabric, and subbase)	2200	SF	\$6.25	\$13,750.00
Decorative colored paver banding	700	SF	\$12.00	\$8,400.00
Adjust Catch Basin Frame and Grate	2	EA	\$400.00	\$800.00
Slot Drain (west side of walkway)	80	LF	\$50.00	\$4,000.00
Fitting and bends (for slot drain)	1	LS	\$500.00	\$500.00
6" HDPE Storm Pipe (from slot drain to new DMH))	30	LF	\$20.00	\$600.00
New 4' Dia. Drainage Manhole with frame and grate	1	EA	\$3,500.00	\$3,500.00
CIP 6" Concrete Curb	40	LF	\$35.00	\$1,400.00
Re-install Benches	5	EA	\$250.00	\$1,250.00
Concrete Walkway for Bench Pads and Bldng Entry Area (4" conc.; 6" Type 2 subbase)	240	SF	\$12.00	\$2,880.00
Asphalt Pvmnt (1.5" top; 3" binder; 12" Type 2 subbase)	88	SF	\$2.75	\$242.00
LANDSCAPING				
See Disturbed Areas	3000	SF	\$0.16	\$480.00
Straw Mulch Seeded Areas	3000	SF	\$0.35	\$1,050.00
TOTAL SITE COST ESTIMATE				\$59,507
GENERAL CONDITIONS AND ADMINISTRATION				
Design Contingency	20%			\$11,901.40
TOTAL PROJECT COSTS				\$71,408.40

AREA 4.5

Description	Quantity	Unit	Unit Price	Total Cost
SITE PREP / EROSION AND SEDIMENT CONTROL				
Tree Protection Fencing	1	EA	\$150.00	\$150.00
Temporary Chainlink Construction Fence	200	LF	\$2.50	\$500.00
DEMOLITION AND REMOVALS				
Concrete Sidewalk Removal (Perimeter Bands and Shelter Pad)	525	SF	\$2.50	\$1,312.50
Remove Pavers (palletize for re-use)	710	SF	\$2.50	\$1,775.00
EARTHWORK				
General Grading and Earthwork	1	LS	\$2,500.00	\$2,500.00
SITE IMPROVEMENTS				
Concrete Walkway for Bench Pads and Bldng Entry Area (4" conc.; 6" Type 2 subbase)	90	SF	\$12.00	\$1,080.00
Paver Edging	47	LF	\$25.00	\$1,175.00
Re-set pavers (including sand setting bed, fabric, and subbase)	710	SF	\$6.25	\$4,437.50
Decorative colored paver banding	435	SF	\$12.00	\$5,220.00
LANDSCAPING				
Seed Disturbed Areas	150	SF	\$0.16	\$24.00
Straw Mulch Seeded Areas	150	SF	\$0.35	\$52.50
TOTAL SITE COST ESTIMATE				\$18,077
GENERAL CONDITIONS AND ADMINISTRATION				
Design Contingency	20%			\$3,615.30
TOTAL PROJECT COSTS				\$21,691.80

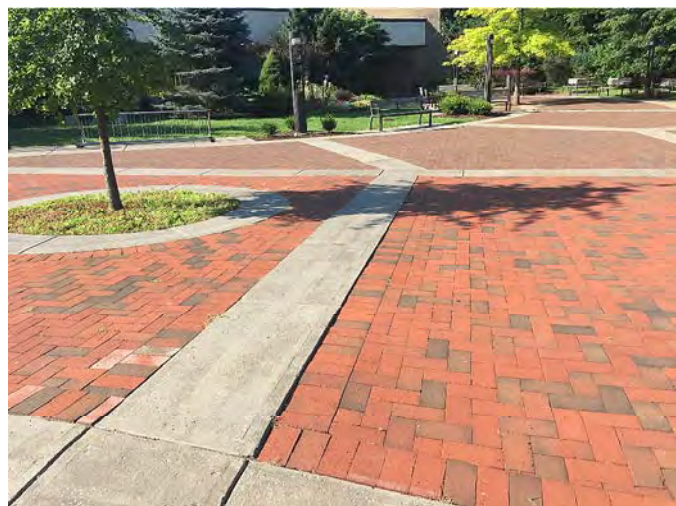
Description	Quantity	Unit	Unit Price	Total Cost
DEMOLITION AND REMOVALS				
Remove Foundation Plantings for excavation and pipe connection to Building Mechanical Room	1	LS	\$250.00	\$250.00
EARTHWORK				
Additional box-out for system (2.5" added depth)	3582	SF	\$0.11	\$394.02
Strip and stockpile topsoil	20	CY	\$8.00	\$160.00
Trenching and Excavation for manhole and pipe connection to building	1	LS	\$1,000.00	\$1,000.00
SITE IMPROVEMENTS				
Valve box for manifold system distribution	1	EA	\$1,000.00	\$1,000.00
Additional Depth Sand Setting Bed (1.5" increase) to accommodate system piping	3582	SF	\$0.20	\$716.40
1" rigid insullation board (under sand setting bed)	3582	SF	\$1.00	\$3,582.00
Building Foundation penetration and sealing	1	LS	\$500.00	\$500.00
Lawn restoration for manhole & trenched areas / restore foundation plantings and mulch	1	LS	\$500.00	\$500.00
SNOWMELT SYSTEM				
Full System (Boiler, piping, connections, etc.)	1	LS	\$72,000.00	\$72,000.00
TOTAL COST ESTIMATE				\$80,102
GENERAL CONDITIONS AND ADMINISTRATION				
Design Contingency	20%			\$16,020.48
TOTAL PROJECT COSTS				\$96,122.90

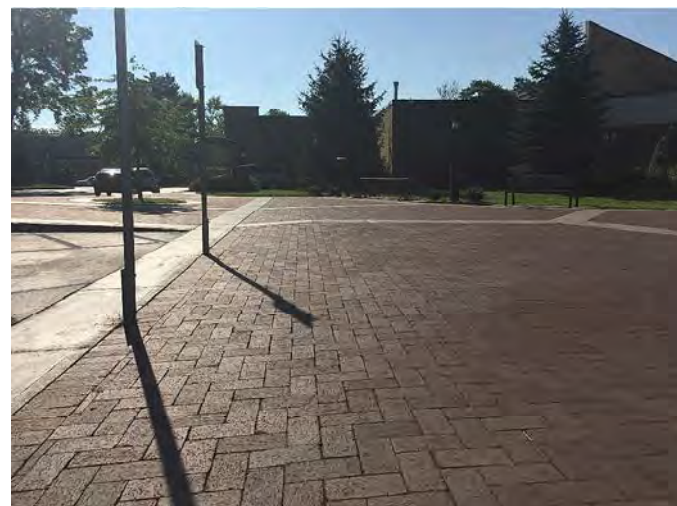
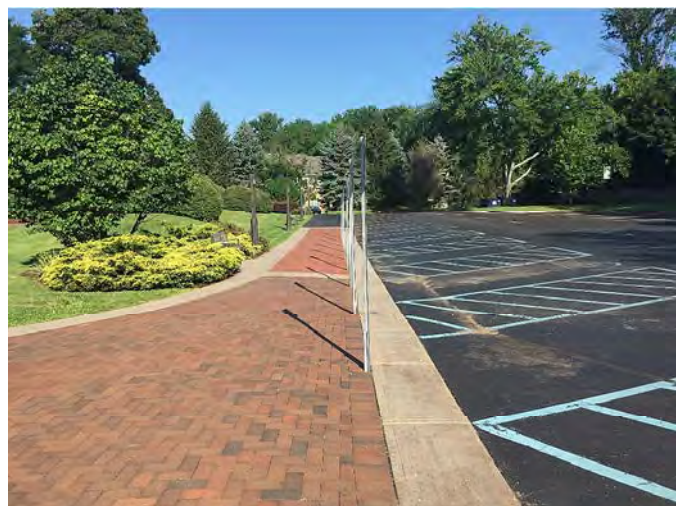
Description	Quantity	Unit	Unit Price	Total Cost
DEMOLITION AND REMOVALS				
Remove Foundation Plantings for excavation and pipe connection to Building Mechanical Room	1	LS	\$250.00	\$250.00
EARTHWORK				
Additional box-out for system (2.5" added depth)	5773	SF	\$0.11	\$635.03
Strip and stockpile topsoil	20	CY	\$8.00	\$160.00
Trenching and Excavation for manhole and pipe connection to building	1	LS	\$1,000.00	\$1,000.00
SITE IMPROVEMENTS				
Valve box for manifold system distribution	1	EA	\$1,000.00	\$1,000.00
Additional Depth Sand Setting Bed (1.5" increase) to accommodate system piping	5773	SF	\$0.20	\$1,154.60
1" rigid insullation board (under sand setting bed)	5773	SF	\$1.00	\$5,773.00
Building Foundation penetration and sealing	1	LS	\$500.00	\$500.00
Lawn restoration for manhole & trenched areas / restore foundation plantings and mulch	1	LS	\$500.00	\$500.00
SNOWMELT SYSTEM				
Full System (Boiler, piping, connections, etc.)	1	LS	\$134,000.00	\$134,000.00
TOTAL COST ESTIMATE				\$144,973
GENERAL CONDITIONS AND ADMINISTRATION				
Design Contingency	20%			\$28,994.53
TOTAL PROJECT COSTS				\$173,967.16

APPENDIX D.

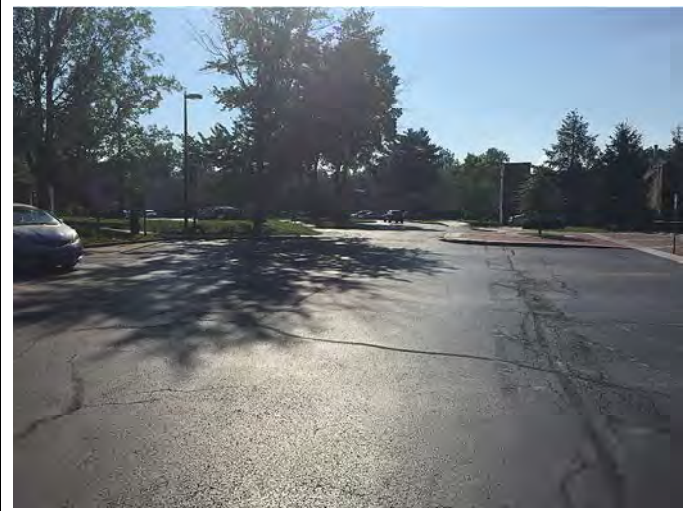
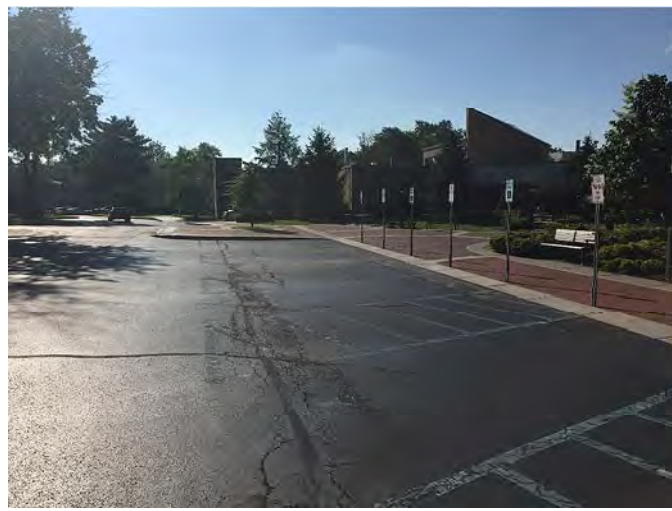
Site Observations Photographic Log

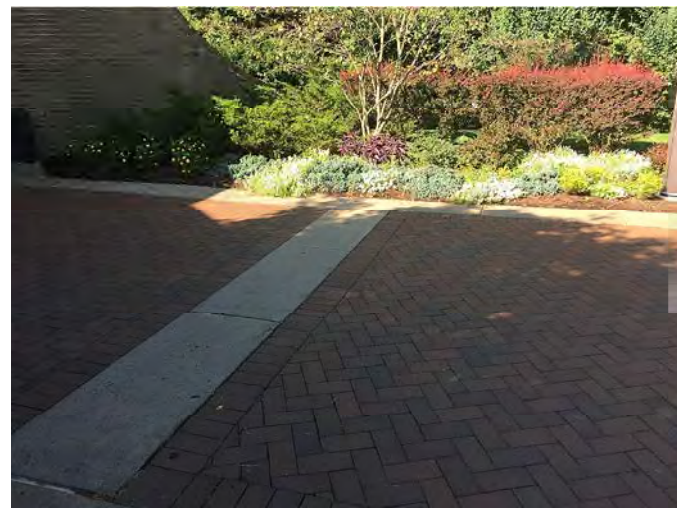




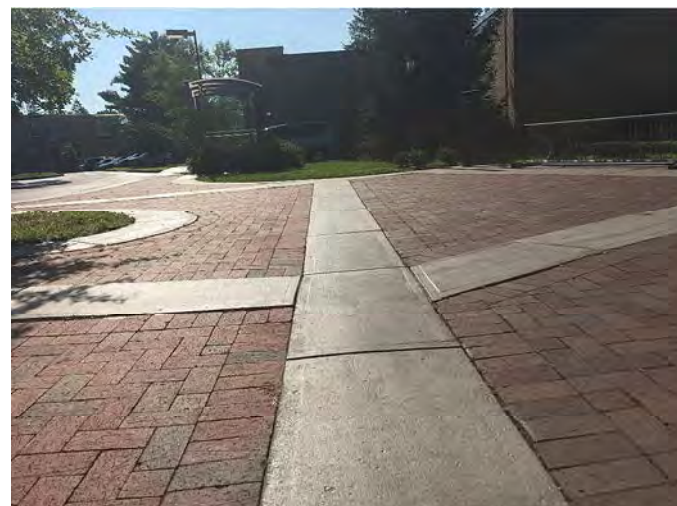
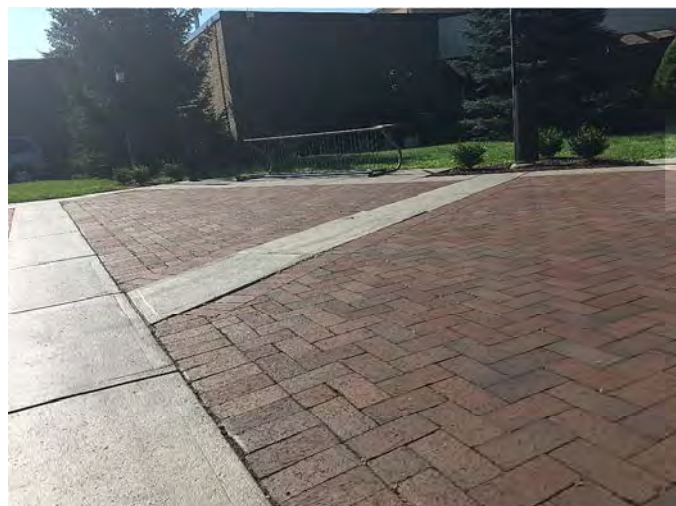












GPI

Many Talents One Firm

HVAC Renovation Report – As of 9/11/2017

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

Yet to be completed

Oct. 2017 Begin Contract administration - M/E Engineering
Oct. 2017 Bid documents are published
Oct. 2017 Bids reviewed
Oct/Nov 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	\$0	Contract pending DASNY legislation
Contractor Estimate	\$4,125	\$4,125	\$0	

Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$750,000	\$34,444	\$70,566	\$881,846

ASSURANCES: State Aid for Library Construction Program

The applicant hereby gives assurances of the following: (check all boxes that apply)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.

- The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.

- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

- In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10** years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the _____ Library at a legal meeting on _____ 2017.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): _____

2017 NYLA Conference Attendance

Added 9/11/17

Attendee	Registration	Per Diem	Total
Tori Russo	\$120.00	\$64.00	\$184.00

Self-check options for Bethlehem Public Library

September 2017



Goal: 25-50(or higher) % checkouts through self-check

Purchase: 2 tabletop units to replace 2 circulation computers and 1 free standing kiosk in Children's room

One-time cost for each unit: \$4,750-\$10,504

Yearly costs:

Self-check Software licensing: \$1250-\$1700 (17% hardware cost)

Support and Maintenance: \$400 – \$1200 (12% hardware cost)

Optional:

Built-in scrolling marketing display (available no cost on some models)

Credit card payment license and hardware options \$2100

Integrated NoveList Select (book suggestions)

Integrated Evanced calendar

Alternative: purchase self-check software (\$1250 per license) and run using touch screen monitors and mirror display or purchase Combo machines from TechLogic that switch between staff and self-check interface



Next steps:

1. Meet with vendors.
2. Review software interface.
3. Look at usability of hardware.
4. Present findings and costs to board.
5. Improve adoption of self-check by reducing barriers to checkout
 - i. Remove locking cases from most DVDs and CDs. (est. percentage of circulation: 17%) (.07% Non-fiction and 1.1% Family loss rates of uncase security cased DVDs) (Keep new DVDs in security cases).
 - ii. Begin project to re-barcode books in library to outer left corner.
 - iii. Fines: allow payment of fines through website and cash machine.
 - iv. Install self-service hold pickup (add new Sierra location for self service pick-up)

TechLogic Blog

Libraries: 10 Ways To Improve Self-Checkout Results

By **Gretchen Freeman** / February 5, 2016 / Categories: **#Self Checkout**

Certainly self-checkout is no longer a new technology for most libraries — in fact, libraries were on the leading edge of training patrons for self-services in society at large (think grocery stores and airports). But having implemented self-checkout, libraries tend to become complacent about its ongoing return on investment. How can we increase adoption of self-checkout above 90% and what happens when we do? Here are ten suggestions to improve the results of self-checkout.

- 1.) Locate self-checkout stations where patrons would naturally use them — on the circulation desk, near the entrance, next to holds pick-up shelves and in the children's area. And identify them with clear signage and minimal clutter.
- 2.) Make sure there are enough self-checkout stations (as many as you can afford) to handle traffic during library peak use times to ensure that self-checkout is the patron's speediest option.
- 3.) Design the appropriate self-checkout experience for each area. Place a cluster of stations where a single staff member can train and assist patrons to be successful; set up kiosks in areas where patrons can be completely independent to resolve blocks and pay fines.
- 4.) Keep it simple. The more options and clutter on or around the screen, the longer the patron needs to navigate through a session. Watch patrons navigate to learn what needs to be easier.
- 5.) Improve the speed and convenience of self-checkout with RFID and the ability to stack materials on an antenna. Patrons will enthusiastically embrace self-checkout if they no longer have to figure out how to position materials for barcode scanning.
- 6.) Make sure that staff encourages adoption of self-checkout by inviting and coaching patrons to use it successfully. Staff should be positive and reassure patrons that using self-checkout will free them up to provide other library services.
- 7.) Remove as many barriers as possible to the patron's successful checkout, such as low borrowing limits or fine/fee limits. Consider whether it really makes sense to keep patrons from library resources.
- 8.) Ensure that self-checkout stations are working and that they reliably disarm security tags. If patrons lose confidence in the system, it's a steep climb to win them back again. Task staff members with regular cleaning and testing of each station and the security gates.
- 9.) Make payment by credit card at self-checkout the most convenient in-house option for patrons. Limit options for cash payment (it requires more equipment and staff involvement) and consider ways to motivate patrons to pay online at home.

10.) Reduce staffing at the circulation desk. At least move staff to back room tasks where they can be summoned with a call button. If the above suggestions are in place, self-checkout is working for patrons and staff should be relocated instead of waiting for patrons to check out.

Be sure to give staff regular feedback about reaching that 90%+ adoption of self-checkout and let branches know how all of them are doing on the goal. Then create a plan for shifting staff to new tasks, new positions or reallocating positions from circulation to other services. Finally, give your self-checkout vendor feedback about adoption of their solution — as well as any needed improvements.

For more information from Gretchen Freeman about how your library can improve results through Self-Checkout, email gfreeman@tech-logic.com

Syracuse libraries forgive overdue fines for kids, so they can still borrow books

Updated on June 21, 2016 at 3:38 PM Posted on June 21, 2016 at 3:21 PM



Librarian Cynthia Bishop reads to children at the Soule Branch Library in Syracuse in a 2003 file photo. Syracuse libraries will no longer assess overdue fines on children, under a new policy announced today. *(Dennis Nett)*

By [Tim Knauss](#)

tknauss@syracuse.com

SYRACUSE, N.Y. - Syracuse library patrons who are under 18 will no longer face fines for overdue materials. That means the nearly 5,000 kids whose cards had been "blocked" can continue borrowing books, library officials said today.

Who is responsible for the initiative is less clear.

Mayor Stephanie Miner announced today at a news conference that the city would spend \$7,000 a year to pay off the overdue library fines of nearly 5,000 Syracuse children, freeing them to continue borrowing books.

Onondaga County officials, who oversee city libraries, confirmed that Syracuse children will no longer face fines for overdue materials or be blocked from borrowing. But they said the city can keep its money.

"There's no need to find an additional \$7,000," said Bill Fisher, deputy county executive.

While the adults work out the details, here's the take-away for Syracuse kids: No more library fines, now or in the future, unless you don't bring the materials back at all. Starting immediately, the 4,983 city library patrons under age 18 whose cards had been "blocked" because of unpaid fines can begin borrowing materials again.

Both city and county officials said they did not want unpaid library fines to block children from borrowing books or from participating in summer library programs.

"We do appreciate everybody's support for these initiatives," said Susan Mitchell, executive director of the Onondaga County Public Library. "That's the important piece, I think, is that everyone is moving in the same direction, and that's in support of the kids in our community."

The library board of trustees has informally agreed to the no-fine policy and is expected to approve it in August, Mitchell said. Library officials will implement it immediately, she said.

A similar policy was adopted last year by suburban libraries run by the [Northern Onondaga Public Library](#).

Miner said she agreed to have the city pay an extra \$7,000 to the county library system to cover the cost. The Onondaga County Public Library runs city library branches.

The county budgets \$6.5 million a year to cover the cost of operating city libraries and recovers the cost from city taxpayers, Fisher said. The \$7,000 cost of children's fines is a drop in the bucket, he said.

There are about 14,900 library cards held by Syracuse residents under the age of 18, and 4,983 of those cards are blocked from borrowing materials because of fines totaling \$5 or more, Miner said.

All told, the libraries report \$60,000 in overdue fines owed by Syracuse children, Miner said. The library system typically collects \$7,000 a year in fines from Syracuse kids.

The city agreed to pay the \$7,000 a year in return for expunging the \$60,000 debt, Miner said. But Fisher said the \$60,000 is not carried on the books, and there is no need to pay it off.

In the future, Syracuse kids will only be charged if they fail to return materials at all. In that case, if their fees total \$50 or more, they will be limited to borrowing two items at a time, Mitchell said.

In any case, Miner said the initiative will encourage kids to continue reading during the summer vacation from school, a period noted for the "summer slide" in literacy skills. City schools Superintendent Sharon Contreras applauded the initiative.

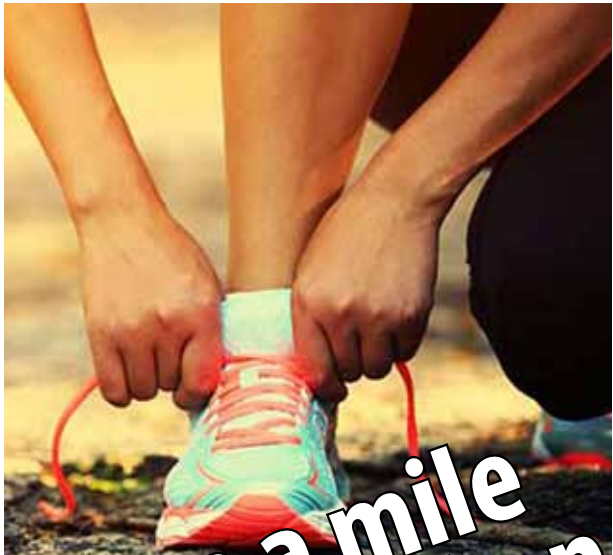
"Breaking barriers to literacy is critical to ensuring the children of our community are on track to grade-level reading skills," Contreras said in a prepared statement.

Miner, who recalled incurring her own library fines as a child, said she did not expect the policy to cause an increase in overdue materials at the library.

"This is one of those things where you just have to weigh the costs and benefits,' Miner said. "The reality is, are children irresponsible? Yes, they're children. Is it more important that we encourage them to read and forgive their late fees? Of course."

Fisher said county officials, including County Executive Joanie Mahoney, agree.

Contact Tim Knauss anytime | [email](#) | [Twitter](#) | 315-470-3023



From a mile to a marathon

Wednesday
September 27
7-8:30pm

Bethlehem Public Library

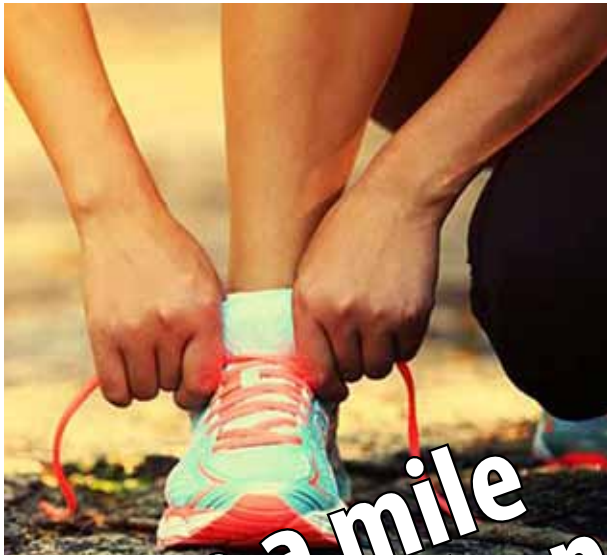
451 Delaware Ave., Delmar

Runner Vincent Ferraro will talk about his experience completing 50 marathons in 50 states, all after the age of 50. He will also share tips and resources.



*** Sign up online or call.**

439-9314 • www.bethlehempubliclibrary.org



From a mile to a marathon

Wednesday
September 27
7-8:30pm

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451 Delaware Ave., Delmar

Runner Vincent Ferraro will talk about his experience completing 50 marathons in 50 states, all after the age of 50. He will also share tips and resources.



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*** Sign up online or call.**

439-9314 • www.bethlehempubliclibrary.org



Brain Health



Brain Health



Brain Health

Bethlehem Public Library
451 Delaware Ave., Delmar

Bethlehem Public Library
451 Delaware Ave., Delmar

Bethlehem Public Library
451 Delaware Ave., Delmar

Eat Well

Monday September 18 • 2-3:30pm

Karen Roberts Mort, a community nutrition educator with the Cornell Cooperative Extension of Albany, will highlight dietary and other health tips thought to decrease a person's risk of Alzheimer's and other forms of dementia.

Eat Well

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Karen Roberts Mort, a community nutrition educator with the Cornell Cooperative Extension of Albany, will highlight dietary and other health tips thought to decrease a person's risk of Alzheimer's and other forms of dementia.

Eat Well

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Karen Roberts Mort, a community nutrition educator with the Cornell Cooperative Extension of Albany, will highlight dietary and other health tips thought to decrease a person's risk of Alzheimer's and other forms of dementia.

What You Need to Know

Wednesday September 20 • 7-8:30pm

Dr. Richard Holub, of Neurological Associates of Albany, will discuss how a healthy lifestyle can optimize brain health and potentially slow the progression of Alzheimer's.

What You Need to Know

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Dr. Richard Holub, of Neurological Associates of Albany, will discuss how a healthy lifestyle can optimize brain health and potentially slow the progression of Alzheimer's.

EVENTS FOR GRADE 6 AND UP AT BETHLEHEM PUBLIC LIBRARY

BACK TO SCHOOL WITH BRITANNICA

We've added to our online research tools Britannica databases that will make it easy for students to craft well-sourced reports on almost any topic.

Britannica School is the go-to site for grades pre-K-12 and offers thousands of curriculum-relevant articles, images, videos, maps, recommended websites and more. In addition to our new Britannica offerings, you can make your research count with *Opposing Viewpoints in Context*, *Literary Reference Center*, *Gale Virtual Reference Library* and *General OneFile*. Go online at www.bethlehempubliclibrary.org and click the "Research" tab to get started.



SEPTEMBER



▶ KNIT ONE, PURL ONE, 2-3PM

For beginner and experienced knitters. **Age 9 and up.**



▶ PAINT A PUMPKIN FOR BREAST CANCER AWARENESS, 1-4PM

Volunteer to help paint and decorate pink pumpkins to promote breast cancer awareness in the community. **For ages 16 and up.**



▶ NO-SEW EMOJI PILLOWS, 10:30-11:30AM

Make a fun emoji pillow – no sewing necessary! **Sign up online or call.**



▶ GREEN SCREEN FUN, 2-3:30PM

Strike a pose in front of the green screen and then superimpose your image on a custom background.

OCTOBER



▶ KNIT ONE, PURL ONE, 2-3PM

For beginner and experienced knitters. **Age 9 and up.**



▶ FINANCING YOUR EDUCATION, 7PM

Learn about filling out the FAFSA, grants, scholarships, loans and more. *Co-sponsored by NYS Dept. of Financial Services.* **For juniors/seniors & parents.**



▶ ADULTING 101, 6-7:30PM

Learn about money skills, cooking, home DIY and more. **College-bound and independently minded teens welcome.**

TEEN VOLUNTEERS NEEDED

The library is looking for **volunteers** in grade 6-12 who are willing to teach chess to younger kids and play games with them on Tuesday evenings. We're also looking for book reviewers and program assistants. **Sound like fun?** Fill out a volunteer application, and we'll contact you to schedule training.

Follow us on:

Instagram
[@BPLTeens](https://www.instagram.com/BPLTeens)

tumblr.
bplteens451.tumblr.com

facebook
[facebook.com/
bethlehempubliclibrary](https://facebook.com/bethlehempubliclibrary)

COSTUME SWAP

Bring your gently used costumes to the library between **October 1-19** and receive a ticket to pick out a new-to-you costume from **5-7pm Friday, October 20**. We are accepting costumes in all sizes – including adult! You can drop off a costume even if you're not interested in choosing a new one.



questions? ideas? contact Tori • 439-9314 ext. 3034 • tori@bplteens.org

bethlehem public library • 451 delaware av • delmar ny 12054 • www.bplteens.org

Please rate the effectiveness of this promotion.



You are targeting **people who like your Page and their friends, ages 18 - 65+** who live in **1 location**.

Show full summary

This promotion will run for **14 days**.

Your total budget for this promotion is **\$15.00**.

1,025 People Reached [?] 110 Engagements [?] \$15.00 Total Spend [?]

Actions | People | Countries

Photo Clicks 9

Link Clicks 15

Comment 1

Shares 9



Bethlehem Public Library

Sponsored · ·

Like Page

Take a trip with the Friends of Bethlehem Public Library to the Boston Museum of Fine Arts this October!

<http://bit.ly/2g5lld5>



Bethlehem Public Library

Learn More

Library

36 Likes 1 Comment 14 Shares

Like Comment Share

Boost Event

You are targeting **people who like your Page and their friends, ages 18 - 65+** who live in **1 location**.

Show full summary

This promotion will run for **18 days**.

Your total budget for this promotion is **\$18.00**.

1,248 People Reached [?]
142 Engagements
\$18.00 Total Spend [?]


Actions | People | Countries

Event Responses  71

Link Clicks  48

Page Likes  2

Comments  2

Shares  2

Add budget to boost this post for one more day.

\$14.00

x



Add Budget

Adding \$14.00 to your budget will increase your reach to an estimated



Help Center

DESKTOP NEWS FEED

MOBILE NEWS FEED



Bethlehem Public Library shared their event.

Sponsored · ·

Meet some of our amazing community partners.
Enjoy Games, Crafts, Activities, Face Painting, Tattoos and more fun!

Our community partners include:

• BCSD Elementary Schools... [See More](#)



End of Summer Celebration

Meet our Community Partners

Games, Crafts, Activities, Face Painting

AUG

24

End of Summer Reading Kid's Party

Thu 4 PM - Bethlehem Public Library - Delmar

76 people interested · 16 people going

★ Interested



Close

Sept. 2-4
CLOSED FOR LABOR DAY WEEKEND

Wednesday, Sept. 6
RUBBER DUCKY BEDTIME STORIES
Wear your PJs and bring a stuffed friend to enjoy stories before bedtime, 7 p.m.

Thursday, Sept. 7
TAI CHI FOR HEALTH
Weekly class explores the Tai Chi for Diabetes form. No experience is needed, and all ages and abilities are welcome. Wear loose, comfortable clothes. Participants will build on skills from week to week, 10:30 a.m.

Friday, Sept. 8
RUBBER DUCKY END OF SUMMER PARTY
We'll have lots of fun rubber ducky things to do like water races, bubbles and more, 10-11 a.m. For children up to age 6 and families.

Friday, Sept. 8
FRIDAY CINEMA: THE ZOOKEEPER'S WIFE
Film series with titles suitable for adult audiences (PG-13, 124 min., Focus Features). Shown with Subtitling for the Deaf and Hard of Hearing when possible, 2 p.m.

Sunday, Sept. 10
KNIT ONE PURL ONE
If you're an experienced knitter, bring your current project. If you're a beginner, bring size 8 knitting needles; we'll provide yarn and get you started, 2-3 p.m. For adults, teens and kids age 9 and up.

Monday, Sept. 11
DAYBOOKS
Discuss "All Things Cease to Appear" by Elizabeth Brundage, 1:30 p.m. The author will be joining the discussion. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

Monday, Sept. 11
FUN AND GAMES FOR GROWNUPS
An adults-only gathering where you can play games, including chess, color and socialize, 6-8:30 p.m. Snacks served!

Tuesday, Sept. 12
RUBBER DUCKY BEDTIME STORIES
Wear your PJs and bring a stuffed friend to enjoy fun and stories before bedtime, 7 p.m.

Wednesday, Sept. 13
AFTERDINNER BOOKS
Discuss "The Last Painting of Sara De Vos" by Dominic Smith, 7 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

Wednesday, Sept. 13
TRIVIA NIGHT FOR ADULTS
Sign up alone or as a team and match wits with others. *Prizes donated by the Friends of Bethlehem Public Library, 7-8:15 p.m.

Thursday, Sept. 14
KBA: KIDS BUILDER ASSOCIATION
Build your own fun with Legos, Snap Circuits, K'nex, blocks, puzzles, origami and more, 4 p.m. For kids and families.

Thursday, Sept. 14
TAI CHI FOR HEALTH
Weekly class explores the Tai Chi for Diabetes form. No experience is needed, and all ages and abilities are welcome. Wear loose, comfortable clothes. Participants will build on skills from week to week, 10:30 a.m.

Thursday, Sept. 14
LISTENING PARTIES
Listen to and discuss Steely Dan, a popular '70s band that created a jazz/rock hybrid style, 7 p.m.

Friday, Sept. 15
APPLE MASH-UP
Listen to an apple story and then make an apple treat. Sign up each child individually, 10 a.m. For 18 months and older with family and friends. Sign up online or call.

Friday, Sept. 15
COFFEE AND CONVERSATION: TO LIFE!
PART III - Richard Feldman returns to showcase songs from popular American musicals about falling in love and believing in yourself, 1-2 p.m. program; 2-3 p.m. coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

Saturday, Sept. 16
GRASSROOT GIVERS BOOK DONATION DAY
Donate your like-new books to a nonprofit organization that shares them with those in need in our area. Collection takes place in front of the library's garage, 10 a.m.-1 p.m.

Sunday, Sept. 17
PAINT A PUMPKIN FOR BREAST CANCER AWARENESS
Volunteer to help paint and decorate pink pumpkins to promote breast cancer awareness in the community. Co-sponsored by To Life! Breast Cancer Support and Education, 1-4 p.m. For ages 16 and up. Sign up online or call.

Monday, Sept. 18
BRAIN HEALTH: EAT WELL
Karen Roberts Mort, a community nutrition educator with the Cornell Cooperative Extension of Albany, will highlight dietary and other health tips thought to decrease a person's risk of Alzheimer's and other forms of dementia, 2-3:30 p.m.

Monday, Sept. 18
SEWING MACHINE BASICS - Learn the basics of sewing on a machine, and try out a sewing machine and serger, 7 p.m.

Tuesday, Sept. 19
TALK LIKE A PIRATE DAY
Ahoy, mates! Join us for some pirate-themed crafts and snacks, 4 p.m. For kids and families.

Tuesday, Sept. 19
ARM KNITTING: INFINITY SCARF
Learn how to knit a scarf using just yarn and your arms. No knitting experience necessary. Bring one skein of super bulky yarn, 7-8:30 p.m. Sign up for one session.

Wednesday, Sept. 20
ARM KNITTING: INFINITY SCARF
Learn how to knit a scarf using just yarn and your arms. No knitting experience necessary. Bring one skein of super bulky yarn, 2-3:30 p.m. Sign up for one session.

OPEN HOUSE

September 9th
10am-12pm

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Grades K-12

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



Wednesday Sept. 20
BRAIN HEALTH: WHAT YOU NEED TO KNOW

Dr. Richard Holub, of Neurological Associates of Albany, will discuss how a healthy lifestyle can optimize brain health and potentially slow the progression of Alzheimer's, 7-8:30 p.m.

Thursday, Sept. 21
TAI CHI FOR HEALTH

Weekly class explores the Tai Chi for Diabetes form. No experience is needed, and all ages and abilities are welcome. Wear loose, comfortable clothes. Participants will build on skills from week to week, 10:30 a.m.

Thursday, Sept. 21
NO-SEW EMOJI PILLOWS

Make a fun emoji pillow – no sewing necessary, 10:30-11:30 a.m. For grades 6-12.

Thursday, Sept. 21
GREEN SCREEN FUN

Have you ever wanted an action shot of you running from a dinosaur? Or a picture of you visiting the pyramids – even if you've never left the state? Then give our green screen a try, and let your imagination run wild! Come dressed up or use our props. We'll supply the iPads, but you can bring your own cameras, too, 2-3:30 p.m. For kids, families and teens.

Friday, Sept. 22
COFFEE AND CONVERSATION: FLIGHT PATHS - Darryl McGrath will discuss her work to save the bald eagle and peregrine falcon in New York state. Copies of her book will be available to purchase after the program, 1-2 p.m. program; 2-3 p.m. coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

Sunday, Sept. 24
SUNDAY CINEMA: FAMILY EDITION – BEAUTY AND THE BEAST
Enjoy this live-action version of the popular fairy tale (PG, 128 min., Walt Disney), 2 p.m.

Monday, Sept. 25
DAYWRITERS
Spend an hour writing with the final half hour for optional sharing and feedback. Open to anyone interested in writing; all abilities, genres welcome, 1:30-3 p.m.

Monday, Sept. 25
OPEN SEWING
Sewing machines will be available for independent projects. Bring your own supplies. Volunteers may be on hand to assist you, 6-8 p.m. Register for up to two sessions.

Tuesday, Sept. 26
JUST FOR ME: MUSIC AND MOVEMENT
Songs, instruments, dancing, learning and fun for children age 3-6 while caregivers wait at nearby cafe tables, 2 p.m.

Tuesday, Sept. 26
CHESS CLUB
Sign up for one or all sessions and try your hand at chess with our teen volunteers, 6:30-7:30 p.m. All experience levels welcome. For grades K-5. Sign up online or call.

Tuesday, Sept. 26
STUDENT LOAN REPAYMENT
Workshop and Q&A session will cover repayment plans, deferments, loan consolidation, loan forgiveness and more, 7 p.m. Co-sponsored by the NYS Department of Financial Services. Sign up online or call.

Wednesday, Sept. 27
FROM A MILE TO A MARATHON
Runner Vincent Ferraro will talk about his experience completing 50 marathons in 50 states, all after the age of 50. He will also share tips and resources, 7-8:30 p.m. Sign up online or call.

Thursday, Sept. 28
FIRE PREVENTION STORYTIME
Join us at the Elsmere Fire District (15 West Poplar Drive) for stories, a craft and an up-close look at a fire engine, 10:30 a.m.

Thursday, Sept. 28
POKÉMON CARD GAMERS
Bring your Pokémon trading cards to play and meet with other gamers, 4-5 p.m. All skill levels are welcome. For kids and families.

Thursday, Sept. 28
TAI CHI FOR HEALTH
Weekly class explores the Tai Chi for Diabetes form. No experience is needed, and all ages and abilities are welcome. Wear loose, comfortable clothes. Participants will build on skills from week to week, 10:30 a.m.

Friday, Sept. 29
RUBBER DUCKY FINE MOTOR PLAYTIME
A time for children up to age 6 to play while developing fine motor skills, 10 a.m.

Friday Sept. 29
COFFEE AND CONVERSATION: FUNDAMENTAL JAZZ
Dave Kissinger will provide an introduction to jazz and discuss significant jazz recordings before 1945, 1-2 p.m. program; 2-3 p.m. coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

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Thursday, Sept. 7

Tai Chi for Health

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Friday Cinema:

The Zookeeper's Wife

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when possible, 2 p.m.

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Karen Roberts Mort, a community nutrition educator with the Cornell Cooperative Extension of Albany, will highlight dietary and other health tips thought to decrease a person's risk of Alzheimer's and dementia, 2-3:30 p.m.

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Learn the basics of sewing

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Sunday Cinema: Family Edition - Beauty and the Beast

Enjoy this live-action version of the popular fairy tale (PG, 128 min., Walt Disney), 2 p.m.

For information, visit bethlehempubliclibrary.org.

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September 7, 14 • 1-2pm

Spotlight: Albany and Anti-Suffrage - During the struggle for women's suffrage in New York, many of Albany's citizens fought against granting women the right to vote. This tour will highlight the stories of Albany's role in the suffrage movement using objects on display in the exhibition.

September 17 • 2-3pm

Lecture - Votes for Women: Examining the Woman Suffrage and Anti-Suffrage Movements Through Political Cartoons. Susan Goodier, Professor of History, SUNY Oneonta.

Bethlehem Public Library

451 Delaware Avenue, Delmar.
518.439.9314; bethlehempubliclibrary.org.

September 2-4

Bethlehem Public Library closed for Labor Day Weekend

September 7, 14, 21, 28 • 10:30am

Tai Chi for Health - Weekly class explores the Tai Chi for Diabetes form. No experience is needed, and all ages and abilities are welcome. Wear loose, comfortable clothes. Participants will build on skills from week to week.

September 8 • 2pm

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Trivia Night for Adults - Sign up alone or as a team and match wits with others. Prizes donated by the Friends of Bethlehem Public Library.

September 13 • 7pm

AfterDinner Books - Discuss *The Last Painting of Sara De Vos* by Dominic Smith.

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September 19, 20

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