



**Board of Trustees Meeting  
May 8, 2017 6:00 pm  
Agenda**

- **Call to order**
- **Budget presentation**
- **Public participation**
  - 3D printing presentation
- **Approval of previous meeting minutes**
- **Financial report**
  - Manual invoices - none
  - Resolutions - none
  - Personnel report
  - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
  - UHLS Annual Dinner
  - TV white space internet
  - Brunswick jr. cards
  - Other new business
- **Old business**
  - Fire alarm & security project update
  - Construction manager
  - HVAC project update
  - Other old business
- **Public Participation**
- **Executive Session**
- **Adjournment**

**Next board meeting: June 12, 2017 6:00pm**

**Next Friends of the Library board meeting: June 19, 2017 6:30pm (Story Room)**

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
Monday April 10, 2017

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Chris McGinty, Head of Public Services  
Natalie McDonough, Manager, Programs and Community Outreach  
Tracey McShane, Personnel Administrator  
Tanya Choppy, Accounts Clerk  
Jeremy Johannesen, Executive Director of NYLA, Friends President  
Andrew Reilly, library patron

President M. Redmond called the meeting to order at 6:01pm.

#### PUBLIC PARTICPATION

J. Johannesen passed out the Friends membership flyer that was recently mailed to all of the homes in the Bethlehem School District that receive Footnotes. He encouraged the board to spread the word. He thanked K. Roberts for helping create the flyer and logo and said the Friends have received about 80 responses so far. J. Becker praised the effort and said it was good for the group. She also said that it might be worthwhile to note on future flyers if the organization is a 501c3.

A. Reilly said there was much discussion among other libraries on Advocacy Day about eliminating fines and going to a donation-based approach. M. Redmond noted that the board had discussed the fine structure at various times in the past and would likely revisit it again in the future.

#### MINUTES

Minutes of the 13 March 2017 board meeting were unanimously approved on a MOTION by M. Kissinger with a SECOND by J. Becker.

## FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by P. Rice, the board unanimously approved the Financial Statement dated 31 March 2017 (Manual Disbursements for March \$60,895.49; Cash Disbursements/Accounts Payable for April \$66,158.32; Trust & Agency Disbursements/Salaries for March \$165,539.05; CapProject Fund/Hand-Drawn Checks for March \$770.46; Total: \$293,363.32).

J. Becker noted that the money from fines was lower than in previous year. G. Kirkpatrick said that was likely due to a change in video fines on top of overall decreasing fines due to automatic email reminders about due dates. G. Kirkpatrick said that the change in the video fines has greatly boosted circulation in that area.

## BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for March 1-31, 2017.

## MANUAL INVOICES

The board reviewed the most recent invoices from M/E Engineering for fire alarm and security design work totaling \$9,901 and backflow prevention work totaling \$1,700.

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board unanimously approved payment to M/E Engineering invoices for fire alarm and security design and backflow prevention work in the amount of \$11,601.

## 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 page, part-time, permanent, 13.85 hours/week at \$9.70/hour or per contract.
- Librarian 1, part-time, permanent, 7.66 hours/week at \$25.22/hour or per contract.

## DIRECTOR'S REPORT

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

- G. Kirkpatrick said the stats for March were strong despite snow closings on a couple of the days. He applauded the maintenance staff with their snow removal efforts on the day after the major storm.
- G. Noble was able to negotiate remote access for Bethlehem cardholders of the New York Times historical database, which is a significant resource for state residents.
- The wifi hotspot that has been turned off can be turned back on when/if it is returned.
- Scanning of the Tri-village directories is moving forward. The information from the old "snoop books" is genealogically significant to the area.

- If received, a NASA grant will allow the library to enhance its STEM programming, including programs planned around the solar eclipse this summer. The library will also be handing out eclipse glasses at the Memorial Day Parade.
- Following the board presentation, the web team had been conducting usability studies with patrons. The feedback was overall positive, with some suggestions already implemented. Library intern Alex Muto is compiling the information and will be presenting it at a later date. The site is scheduled to launch on May 10.
- Feedback at the usability studies included plenty of general comments not related to the website, which has prompted an interest in conducting a general library survey in much the same way.
- Library staff met with G3 team, and G. Kirkpatrick said they were an enthusiastic group. They will be at the library on April 18 for a walkthrough and to begin the process of asking questions. Their project will start at the beginning of May and last about 10 days, culminating in a final presentation, which all of the board members are invited to attend. L. Scoons said representatives from the school district might also benefit from attending the presentation.
- The outdoor chess table, which is a memorial donation, sees a lot of use once the weather warms. There are pieces inside the library that can be borrowed and used at it.
- G. Kirkpatrick thanked the board and staff for covering everything in his absence. J. Becker praised the staff and said they do a tremendous job. B. Sweeney said the board was happy to have G. Kirkpatrick back as well.

#### UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board would be meeting Wednesday. She said library advocacy was successful, with millions restored to the construction grant fund.

#### NEW BUSINESS

##### *Workforce challenge*

G. Kirkpatrick said the library would be participating, and he invited board members to join the team. Team members are responsible for their own registration fees. He noted that travel to Albany and finding parking can be a challenge on race day and asked the board to consider allowing an hour of release time to those participating. M. Redmond and M. Kissinger said it was important to support employees representing the library in a health-related activity. J. Becker said it was worth doing, but to note if there is any backlash. P. Rice said that nobody is excluded from attending, and B. Sweeney said it was much like how those participating in the parade bring positive attention to the library.

On a MOTION by M. Kissinger with a SECOND by J. Becker the board voted to allow one hour of early-release time to participants on the library's Workforce Challenge team..

##### *Chamber awards event*

G. Kirkpatrick invited board members to the Chamber awards dinner on Friday, April 28.

##### *Website*

Board members were invited to submit alternative headshots to be used on the library's new website. K. Roberts asked that they be emailed to her by the end of April. P. Rice said that if anyone wanted to have their pictures photoshopped, her daughter could do it. J. Becker suggested that the board consider doing a group photo following the election.

*Other new business*

None.

## OLD BUSINESS

*Plaza entrance – update and proposal*

Greenman-Pedersen, Inc., an engineering and construction services firm from Albany, examined the plaza in regards to the drainage and freezing issues that have been causing problems during the colder months. The representative noted that there are a number of issues, including the lack of sun exposure on the Northwest corner and drainage and design problems near the handicapped parking spots. They recommended a feasibility study to take a closer look at some of the problems. The board noted that any work to correct those issues would be expensive and require members to take another look at how to fund those long-range goals. H. Narang suggested that board move forward with the study since any work would require State Education Department approval, which is also a lengthy process as is the rest of the planning process for large construction projects. He said any eventual work on the plaza would still be a year or more down the road so it wouldn't hurt to start the process.

M. Redmond reiterated that the board should review the capital project plan in the next 3-6 months to discuss the funding of future projects and at what level they want to maintain the fund balance.

On a motion by H. Narang with a second by P. Rice, the board authorized the hiring of Greenman-Pedersen, Inc., to conduct a feasibility study addressing the drainage and freezing issues on the plaza for the cost of \$6,900.

*Fire alarm and security project update*

The project is still in the SED approval process.

*Construction manager*

M. Redmond, P. Rice, H. Narang and G. Kirkpatrick spoke with two construction management candidates: the state Dorm Authority and TW&A from Schenectady.

- The four agreed that both candidates were strong, and their proposals were both fiscally comparable.
- H. Narang noted that, being a private firm, TW&A might be better able to meet a fall deadline, but costs would likely increase. They are also subject to Wicks Law bidding requirements, meaning that the board might have more transparency but also more administrative duties with the approval of bids. TW&A said that the board's monthly bill schedule would not be an impediment to the process.
- The Dorm Authority would take sole responsibility for hiring subcontractors, streamlining that process, but the library would need to be added to a list of organizations DASNY could do business with through an act of legislation, which could add 8-10 weeks to the process.
- Both candidates were made aware that minimal disruption of service was imperative.

The board agreed that a more realistic timeline for the installation of the units would be sometime in the spring of 2018. The more significant stress on the HVAC units is during the summer cooling season, so waiting another winter would have minimal impact. The board noted that delay will cause some fees to increase with the new year.

On a MOTION by P. Rice with a SECOND by H. Narang, the board voted to select the New York State Dorm Authority as the construction manager for the HVAC replacement project. M. Redmond recused herself from the vote.

*HVAC project update*

The board agreed to revise the timeline in the report to indicate a spring 2018 date for installation of the HVAC units. H. Narang said that interior work would not be weather-dependent and could be completed before then.

*Other old business*

None

**PUBLIC PARTICIPATION**

There was no public participation at this time.

**EXECUTIVE SESSION**

On a MOTION by P. Rice with a SECOND by B. Sweeney, the board adjourned to executive session at 7:18pm to discuss future contract negotiations pursuant to Article Fourteen of the Civil Service Law, and, separately, the performance evaluations of particular employees.

On a MOTION by H. Narang with a second by L. Scoons, the board adjourned executive session at 8:55pm; no action was taken.

On a MOTION by B. Sweeney with a second by L. Scoons, the board adjourned the regular meeting at 8:55pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #10  
4/30/2017**

**CURRENT MONTHLY REVENUE**

Real Property Taxes	174,129.19
PILOT	0.00
Sale of Equipment	0.00
Fines	2,182.48
Interest on Investment	998.64
Sale of Books	977.60
Gifts and Donations	100.00
Insurance Recovery	0.00
Photocopier	636.46
State Aid	0.00
Grants	0.00
Miscellaneous Income	0.00
<b>Total</b>	<b>\$179,024.37</b>

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #10  
4/30/2017**

**REPORT OF ESTIMATED AND ACTUAL YTD REVENUES**

FISCAL YEAR 2016-2017

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,750,557.00	3,750,329.19	227.81	99.99%
PILOT	198,100.00	199,250.77	(1,150.77)	100.58%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	42,000.00	30,948.04	11,051.96	73.69%
Interest on Investment	3,200.00	5,667.49	(2,467.49)	177.11%
Sale of Books	5,500.00	5,851.17	(351.17)	106.38%
Gifts and Donations, Misc	1,000.00	2,974.60	(1,974.60)	297.46%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,000.00	6,462.24	(462.24)	107.70%
State Aid	24,500.00	24,778.00	(278.00)	101.13%
Miscellaneous Income	0.00	75.00	(75.00)	
Sub-Total	\$4,030,857.00	4,026,336.50	4,595.50	99.89%
Appropriated Funds Balance	\$0.00			
<b>TOTAL</b>	<b>\$4,030,857.00</b>			

**OPERATING CASH SUMMARY**

TD Checking Account	22,994.63
TD Money Market:	3,219,122.94 *
CD Investments:	0.00
TD Comp Fund:	500,000.00
Capital Project Fund:	24,084.07 **
<b>TOTAL</b>	<b>\$3,766,201.64</b>

\*Includes \$998.64 Interest credited 4/30/17

\*\*Includes \$5.90 Interest credited 4/30/17



**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #10**

**4/30/174**

MANUAL DISBURSEMENTS - APRIL HAND DRAWN CHECKS TD BANK	\$17,812.11
CASH DISBURSEMENTS - MAY ACCOUNTS PAYABLE TD BANK	\$53,578.07
TRUST & AGENCY DISBURSEMENTS - APRIL SALARIES - TD BANK	\$166,220.09
CAPITAL PROJECT FUND HAND DRAWN CHECKS - APRIL	\$11,601.00
<b>TOTAL</b>	<b>\$249,211.27</b>

**BETHLEHEM PUBLIC LIBRARY**

Check Warrant Report For A - 39: MANUAL DISB (APR 17) For Dates 4/1/2017 - 4/30/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36052	04/06/2017	2166	BERKSHIRE BOTANICAL GARDEN	170762	120.00
36053	04/06/2017	1833	BLUESHIELD OF NORTHEASTERN NY		3,379.70
36054	04/06/2017	2110	CNSE - CHILDREN'S MUSEUM OF SCIENCE & TECHNOLOGY	170761	80.00
36055	04/06/2017	1607	VERIZON BUSINESS FIOS	170012	191.98
36056	04/06/2017	1607	VERIZON BUSINESS FIOS	170010	116.98
36057	04/06/2017	1607	VERIZON BUSINESS FIOS	170009	127.77
36058	04/11/2017	827	PHYLLIS CHAMBERS .		327.00
36059	04/11/2017	2168	CRAILO STATE HISTORIC SITE	170769	25.00
36060	04/11/2017	2169	EMPIRE STATE AEROSCIENCES MUSEUM	170770	50.00
36061	04/11/2017	2109	ERIC CARLE MUSEUM OF PICTURE BOOK ART	170768	125.00
36062	04/11/2017	1965	PATRICIA GEROU		327.00
36063	04/11/2017	745	MARY HARTMAN		327.00
36064	04/11/2017	235	FREDERICKA MCCURDY		327.00
36065	04/11/2017	1172	ANNE B MOSHER		327.00
36066	04/11/2017	809	NANCY PIERI		327.00
36067	04/11/2017	1707	AUDREYWATSON		327.00
36074	04/13/2017	1009	AMAZON CREDIT PLAN	170588	592.75
36075	04/25/2017	1424	AFLAC NEW YORK		442.22
36076	04/25/2017	2087	CITIBANK	170763	2,882.12
36077	04/25/2017	2108	INTREPID SEA, AIR & SPACE MUSEUM	170803	500.00
36078	04/25/2017	720	MVP HEALTH PLAN, INC.		2,310.05
36079	04/25/2017	1570	NATIONAL GRID		4,304.89
36080	04/25/2017	1769	SYNCHRONY/AMAZON	170792	29.90
36081	04/25/2017	1607	VERIZON BUSINESS FIOS	170010	116.98
36082	04/25/2017	1607	VERIZON BUSINESS FIOS	170009	127.77

Number of Transactions: 25

**Warrant Total: 17,812.11**

**Vendor Portion: 17,812.11**

**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 - 41: CASH DISB (MAY 17) For Dates 5/9/2017 - 5/9/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36092	05/09/2017	1256	ACCUCUT, LLC	170754	140.00
36093	05/09/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	170805	16.99
36094	05/09/2017	1009	AMAZON CREDIT PLAN	170765	408.01
36095	05/09/2017	886	AUDIO VIDEO	170812	375.00
36096	05/09/2017	77	BAKER & TAYLOR , INC.	170800	14,180.09
36097	05/09/2017	1186	BAKER AND TAYLOR ENTERTAINMENT	170772	373.38
36098	05/09/2017	697	CAPITAL REGION BOCES	170001	139.50
36099	05/09/2017	1779	CITY DIRECTORIES	170801	303.00
36100	05/09/2017	150	COMMERCIAL MAILING AND	170811	530.34
36101	05/09/2017	1240	DE LAGE LANDEN FINANCIAL SER	170003	440.00
36102	05/09/2017	1220	DEMCO, INC	170685	4,472.83
36103	05/09/2017	195	EBSCO SUBSCRIPTION SRVS	170809	5,459.66
36104	05/09/2017	1674	FINDAWAY	170757	3,277.86
36105	05/09/2017	1986	FIRST LIGHT FKA TECH VALLEY	170007	200.22
36106	05/09/2017	1930	HEWITT'S GARDEN CENTERS INC.	170824	440.00
36107	05/09/2017	1896	HP	170786	279.96
36108	05/09/2017	310	JANWAY COMPANY	170759	1,129.18
36109	05/09/2017	2079	JEFF BOYER PRODUCTIONS	170677	800.00
36110	05/09/2017	2216	JIAYE HE	170825	300.00
36111	05/09/2017	316	JOHNSON CONTROLS INC	170004	3,898.81
36112	05/09/2017	2213	KREFTING, REBECCA	170760	100.00
36113	05/09/2017	1024	**CONTINUED** MIDWEST TAPE		0.00
36114	05/09/2017	1024	MIDWEST TAPE	170799	6,484.74
36115	05/09/2017	377	MOORE FIRE EXTINGUISHER	170807	170.00
36116	05/09/2017	2121	NATIONAL INDUSTRIES FOR THE BLIND	170701	253.18
36117	05/09/2017	2148	NORTHEAST PEST CONTROL	170561	199.00
36118	05/09/2017	2131	NYS DEPT OF CORRECTIONS & COMM SUPERVISION	170773	78.00
36119	05/09/2017	2088	NYSID	170742	202.80
36120	05/09/2017	2094	ORIENTAL TRADING COMPANY, INC.	170737	439.83
36121	05/09/2017	1823	OVER DRIVE INC.	170816	3,755.73
36122	05/09/2017	936	PENWORTHY COMPANY	170777	1,081.70
36123	05/09/2017	450	PHILLIPS HARDWARE INC	170046	15.48
36124	05/09/2017	1504	PITNEY BOWES, INC.	170006	460.41
36125	05/09/2017	1834	PURCHASE POWER - RESERVE ACCOUNT	170795	1,000.00
36126	05/09/2017	478	QUILL.COM	170739	58.79
36127	05/09/2017	505	ROEMER WALLENS GOLD & MINEAUX	170804	207.00
36128	05/09/2017	1951	S & S WORLDWIDE	170733	452.18
36129	05/09/2017	2038	STAPLES BUSINESS ADVANTAGE	170797	502.93
36130	05/09/2017	2156	SUNY POLY CMOST	170806	165.00
36131	05/09/2017	632	UPPER HUDSON LIBRARY SYSTEM	170823	364.00
36132	05/09/2017	1968	VERIZON WIRELESS	170011	40.01
36133	05/09/2017	645	W W GRAINGER INC	170005	382.46

Number of Transactions: 42

**Warrant Total: 53,578.07**

**Vendor Portion: 53,578.07**

**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 - 38: TRUST AND AGENCY - APR 17 For Dates 4/1/2017 - 4/30/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36005	04/07/2017	712	CIVIL SERVICE EMPL ASSOC INC.		923.51
36006	04/07/2017	1847	METLIFE OF CONNETICUT		100.00
36007	04/07/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
36008	04/07/2017	2003	NEW YORK STATE DEFERRED		1,724.95
36009	04/07/2017	710	NYS INCOME TAX BUREAU		3,159.96
36010	04/07/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		520.00
36068	04/21/2017	712	CIVIL SERVICE EMPL ASSOC INC.		933.26
36069	04/21/2017	1847	METLIFE OF CONNETICUT		100.00
36070	04/21/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
36071	04/21/2017	2003	NEW YORK STATE DEFERRED		1,779.95
36072	04/21/2017	710	NYS INCOME TAX BUREAU		3,171.61
36073	04/21/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		520.00
100198	04/07/2017	709	BPL SPECIAL PAYROLL ACCOUNT		54,721.99
100199	04/07/2017	1946	IRS - PAYROLL TAX PMT		19,769.38
100200	04/21/2017	709	BPL SPECIAL PAYROLL ACCOUNT		55,538.80
100201	04/21/2017	730	NYS EMPLOYEES RETIREMENT SYSTE		1,980.32
100202	04/21/2017	1946	IRS - PAYROLL TAX PMT		19,926.36

Number of Transactions: 17

**Warrant Total: 166,220.09**

**Vendor Portion: 166,220.09**

**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 - 7: H FUND DISB (APR 17) For Dates 4/1/2017 - 4/30/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1170	04/11/2017	2080	M/E ENGINEERING, P.C.	170493	11,601.00
<b>Number of Transactions: 1</b>				<b>Warrant Total:</b>	<b>11,601.00</b>
				<b>Vendor Portion:</b>	<b>11,601.00</b>

**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**

**4/30/2017**

<b>ACCOUNT</b>	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>ENDING BALANCE</b>
TD Bank General Fund	\$4,072.45	\$443,112.70	\$424,190.52	\$22,994.63
TD Bank Payroll	\$0.00	\$110,260.79	\$110,260.79	\$0.00
TD Bank Money Market	\$3,304,124.30	\$174,998.64	\$260,000.00	\$3,219,122.94
TD Bank General Comp	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Capital Project Fund	\$35,679.17	\$5.90	\$11,601.00	\$24,084.07
<b>TOTAL:</b>	<b>\$3,843,875.92</b>	<b>\$728,378.03</b>	<b>\$806,052.31</b>	<b>\$3,766,201.64</b>

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - General Fund***

For the month beginning 4-1-17 and ending 4-30-17

Balance on hand at the beginning of the month \$4,072.45

**Receipts during the month**

Investment Principal	0.00	
Transfers from Savings Account TD Bank	260,000.00	
Fines	2,182.48	
Copier	636.46	
Miscellaneous (Abate)	4,486.97	
Book Sale	977.60	
PILOT	0.00	
School Taxes	174,729.19	
Gifts	100.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income (Proctoring)	0.00	
Total Receipts		<u>\$443,112.70</u>
Total Receipts Including Balance		\$447,185.15

**Disbursements During Month By Check**

From Check #36011 to Check #36051	66,158.32
Trust & Agency Payments (Payroll)	166,220.09
From Check #35941 to Check #35971	17,812.11
Transfers to Savings Account	174,000.00
Returned Check	

**Total amount of Disbursements** \$424,190.52  
**Balance on Hand at End of Month** **\$22,994.63**

**Reconciliation With Bank Statement**

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	37,896.10
Amount of Outstanding Checks	14,901.47
Balance on Deposit	22,994.63

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

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Business Manager

**BETHLEHEM PUBLIC LIBRARY**  
**Outstanding Checks - TD Bank**  
**General Fund**  
**4/30/17**

<b>Check Number</b>	<b>Date</b>	<b>Amount</b>
36054	4/6/2017	80.00
36011	4/11/2017	11.00
36016	4/11/2017	55.00
36028	4/11/2017	12.99
36029	4/11/2017	9.99
36041	4/11/2017	1,450.00
36042	4/11/2017	5.99
36046	4/11/2017	425.00
36058	4/11/2017	327.00
36059	4/11/2017	25.00
36060	4/11/2017	50.00
36075	4/21/2017	442.22
36076	4/25/2017	2,882.12
36077	4/25/2017	500.00
36078	4/25/2017	2,310.05
36079	4/25/2017	4,304.89
36080	4/25/2017	29.90
100201	4/21/2017	1,980.32

**TOTAL** **\$14,901.47**



**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - Payroll Account***

**For the month beginning 4-1-17 and ending 4-30-17**

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

Receipts during the month

Transfer from Checking 4/6/17	54,721.99
Transfer from Checking 4/20/17	55,538.80

Total Receipts \$110,260.79

Total Receipts Including Balance \$110,260.79

**Disbursements During Month By Check**

4/7/17 - From Check #82177 to Check #82248	54,721.99
4/21/17 - From Check #82249 to Check #82323	55,538.80

Total Amount of Disbursements	<u>\$110,260.79</u>
Balance on Hand at End of Month	<b>\$0.00</b>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by bank statement	119.57
Amount of Outstanding Checks	119.57
Balance on Deposit	\$0.00

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

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Business Manager

BETHLEHEM PUBLIC LIBRARY  
Outstanding Checks  
TD Bank Payroll Fund  
4/30/17

Check Number	Date	Amount
82252	4/21/2015	119.57

**TOTAL** **\$119.57**

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - Money Market Account***

**For the month beginning 4-1-17 and ending 4-30-17**

**Balance on hand at the beginning of the month** \$3,304,124.30

**Receipts during the month**

	Interest 4/30/17	998.64
	Transfer from General Fund	174,000.00

	Total Receipts	<u>\$174,998.64</u>
	Total Receipts Including Balance	\$3,479,122.94

**Disbursements During Month By Check**

	Transfers to General Fund	260,000.00
	Transfers to Capital Projects Fund	0.00

	Total Amount of Disbursements	<u>\$260,000.00</u>
	<b>Balance on Hand at End of Month</b>	<b>\$3,219,122.94</b>

Reconciliation With Bank Statement

	Total Amount of Cash Balance on Deposit as shown by Bank Statement	3,219,122.94
	Amount of Outstanding Checks	0.00
	Balance on Deposit	3,219,122.94

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

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Business Manager

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - General Fund Comp Account***

For the month beginning 4-1-17 and ending 4-30-17

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

Receipts during the month

Deposits 0.00

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

Disbursements During Month By Check

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

Reconciliation With Bank Statement

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

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

\_\_\_\_\_  
Secretary

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

\_\_\_\_\_  
Business Manager

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

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

For the month beginning 4-1-17 and ending 4-30-17

Balance on hand at the beginning of the month \$35,679.17

Receipts during the month

Interest 4/30/17 TD Bank	5.90
Transfer from Savings Account	0.00
Donation	

Total Receipts	<u>\$5.90</u>
Total Receipts Including Balance	\$35,685.07

**Disbursements During Month By Check**

From Check #1170 to Check #1170	11,601.00
---------------------------------	-----------

Total Amount of Disbursements	<u>11,601.00</u>
Balance on Hand at End of Month	<b><u>\$24,084.07</u></b>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank statement	24,084.07
Amount of Outstanding Checks	0.00
Balance on Deposit	24,084.07

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



4427533000280997902882120288212067

21130960 - 000200 - 0001 - 0003 - 26

Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	05/01/2017	\$2,882.12	\$2,882.12	2882.12



BETHLEHEM PUB LIBRARY \*\*T0000047  
 TANYA CHOPPY  
 451 DELAWARE AVE  
 DELMAR NY 12054-3042

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

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

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

## CITIBANK CORPORATE CARD

Statement Date  
04/06/17

Payment Date  
05/01/17

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$3,000	\$117	\$00	\$00

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

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

### COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	3,116.88	- 3,116.88		2,882.12		2,882.12
Advances						
Company Totals TOTAL	3,116.88	- 3,116.88		2,882.12		2,882.12

OK copy  
 5/2/17

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](http://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](http://www.citimanager.com/mobile)

### CARDMEMBER SUMMARY

LABELLE, KENNETH XXXX-XXXX-XX82-7328	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				583.35		583.35
Advances						
Monthly Limit: \$750 TOTAL				583.35		583.35

MCGINTY, CHRISTINE XXXX-XXXX-XX82-7336	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				388.69		388.69
Advances						
Monthly Limit: \$500 TOTAL				388.69		388.69

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				1,633.24		1,633.24
Advances						
Monthly Limit: \$2,500 TOTAL				1,633.24		1,633.24

<b>DAYS IN BILLING PERIOD:</b> 31				
Balance Subject	>	Purchases	Cash Advances	Payment Due:
To Interest Charges	>	.00	.00	2,882.12
Periodic Rate	>	.0000%	.0000%	Amount Over Credit Limit:
ANNUAL PERCENTAGE RATE	>	0.00%	0.00%	Amount Past Due:
				2,882.12
				MINIMUM AMOUNT DUE:
				2,882.12



21130960 - 000200 - 0003 - 26

XXXX-XXXX-XX80-9979

Statement Date  
04/06/17

CARDMEMBER SUMMARY

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$500	Purchases Advances TOTAL				276.84		276.84
					276.84		276.84

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY

XXXX-XXXX-XX80-9979

Monthly Limit	Cash Limit*	Available Credit Line	Available Cash Line**	
\$3,000	\$00	\$117	\$00	
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
03-27	03-27	74046587086086000041726	PAYMENT - THANK YOU	3,116.88 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
03-27	03-28	24013397086004091176887	ARMORY GARAGE ALBANY NY	583.35
			TOTAL PURCHASES/ADVANCES/CREDITS	583.35

*Van Repair + Inspection*  
*170749*

MCGINTY, CHRISTINE

XXXX-XXXX-XX82-7336

Monthly Limit	Cash Limit*			
\$500	\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount
03-27	03-28	24610437086004043009039	PC AMERICAN GIRL 800-845-0005 WI	388.69
			TOTAL PURCHASES/ADVANCES/CREDITS	388.69

*American Girl Program*

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



21130980 - 000200 - 0003 - 0003 - 25

XXXX-XXXX-XX80-9979

Statement Date  
04/06/17

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
<b>Discounted Books</b>				
<b>Renewal</b>				
03-06	03-07	24492157065715643866088	TECHSOUP 415-633-9300 CA 170694	191.00
03-08	03-09	24692167067000555846237	AMAZON.COM AMZN.COM/BILL WA 170724	1.64
03-08	03-09	24492157067894305661992	FANTASTICDI 909-673-1504 CA 170734	51.85
03-30	03-31	24492157089894986961509	FANTASTICDI 909-673-1504 CA 170750	805.00
04-05	04-06	24610437095004010015349	PC AMERICAN GIRL 800-845-0005 WI 170750	58.75
04-05	04-06	24906417095037934628792	DROPBOX 99HL452N249K 888-4468396 CA 170763	525.00
TOTAL PURCHASES/ADVANCES/CREDITS				1,633.24

MCDONOUGH, NATALIE			XXXX-XXXX-XX42-8387	
Monthly Limit		Cash Limit*		
\$500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
<b>Banners</b>				
<b>Parking Lot Banners</b>				
<b>Am. Girl Program</b>				
03-22	03-23	24072807081091006386017	JOANN ETC #1929 ALBANY NY 170749	100.80
03-29	03-30	24110397088816004343498	STICKERYOU.COM 8774378825 ON 170763	176.04
TOTAL PURCHASES/ADVANCES/CREDITS				276.84

→ Sewing Program Supplies

→ Duck Magnets & Labels

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



<b>May 8, 2017 - Board of Trustee Meeting</b>											
<b>Job Status Report</b>											
											<b>25</b>
<b>Previously Approved to Fill</b>											
<b>Title</b>	<b>Current Hours to be Approved</b>	<b>Former Hours, if Changed</b>	<b>Salary/Rate</b>	<b>Previous Incumbent</b>	<b>End Date</b>	<b>Reason</b>	<b>BOT Approved to Fill</b>	<b>Status</b>	<b>Name</b>	<b>Start Date</b>	<b>Type</b>
Library Assistant PT (formerly Librarian 1 PT)	16 hrs/wk	12 hrs/wk	\$16.56/hour or per contract	S. Baker	2/28/2017	Resignation	3/13/2017				
Library Page PT	13.85 hrs/wk		\$9.70/hour	V. Desiatnikov	3/26/2017	Resignation	4/10/2017	Filled	S. Danz	4/11/2017	Hire
Librarian 1 PT	7.66 hrs/wk		\$25.22/hour	M. Carey	5/5/2017	Resignation	4/10/2017				
<b>Action Requested - Request to Fill the Following Positions</b>											
Library Page PT	13.85 hrs/wk		\$9.70/hour	C. Daley	5/31/2017	Resignation					
<b>Positions Held</b>											
Library Clerk - PT Perm.	15 hours		\$12.73/hour or per contract	R. Weatherby	2/27/2015	Resign		Hold			

## Director's Report May 2017

### Building and Grounds

Gator the wonder beagle made his quarterly inspect and found nothing to report, which is excellent news!

There was a new fire inspector for the annual school district fire inspection. She reported some issues with about five of our door locks. Additionally changes to the shed's locking system were necessary, and a fire extinguisher was added there as well. Everything was corrected within 48 hours. The inspector also asked that the library have the boiler inspected annually. We are in the process of setting this up now.

### Public Service

On April 13, a field trip from Slingerlands Elementary came to the library for a tour and to receive library cards. Thirty-seven new cards were issued, and about 67 kids checked out books total.

Electronic magazine titles were renewed through our vendor, Flipster, until December 2017. This will allow our subscriptions to end at the same time as those titles supplied by UHLS. Thirteen new titles were added. Unfortunately, 6 current titles will no longer be made available through our provider.

We have trials set up for two popular databases that are currently provided through the NYS Library. These are scheduled to be dropped, and we are assessing whether to add them to our local collection.

Lawn games started circulating in preparation for use in warmer weather. Fishing poles have begun to circulate more frequently. Bug kits, similar to the bird kits, are now in circulation as are four American Girl doll kits. We chose the four dolls to serve as ambassadors to imagination, history and literature. Two dolls are part of the BeForever series, with well-researched fictional stories written for older children. The dolls circulate with two books, a journal, a brush and a backpack. We hope to foster a sense of community as users write notes in the doll journals that circulate with the kids.

Seven Chromebooks were removed from in-house circulation and are being prepared to circulate outside the library. These will circulate similarly to the wifi hotspots, with a 14-day loan period. They will be available in May in anticipation of end-of-the-year projects for school.

Teen volunteer applications were made available on May 1. Applications will be accepted until June 5 or until all slots are filled.

Our two library school interns completed the requirements for their schools. Both were a pleasure to work with.

**WiFi hotspots:** 19 holds on 15 devices (20 devices total). Earliest fillable hold placed 4/19/2017.

2 Surveys:

Hotspot survey data:

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

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

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

**Comments:**

Please continue with the hotspots. Great service!

Used for road trip to FL. Excellent connection entire trip.

## Meetings and Miscellany

I included pictures in the board packet for a few proposed T-shirt designs that we could wear at the Memorial Day Parade, if the board wishes us to make them available for our walkers.

Our library school intern, Alex, gathered data about user responses about our website from community members.

In addition to capturing patron comments, we asked and received feedback from the library staff. Most staff suggestions were implemented.

Users are generally very satisfied with the new web design and find the page easier to use. They like the large icons that link to popular pages as well as the WordPress format. The few problematic things identified during testing have been corrected by the web team. Most comments were positive, and people seem excited about the site and happy to be asked.

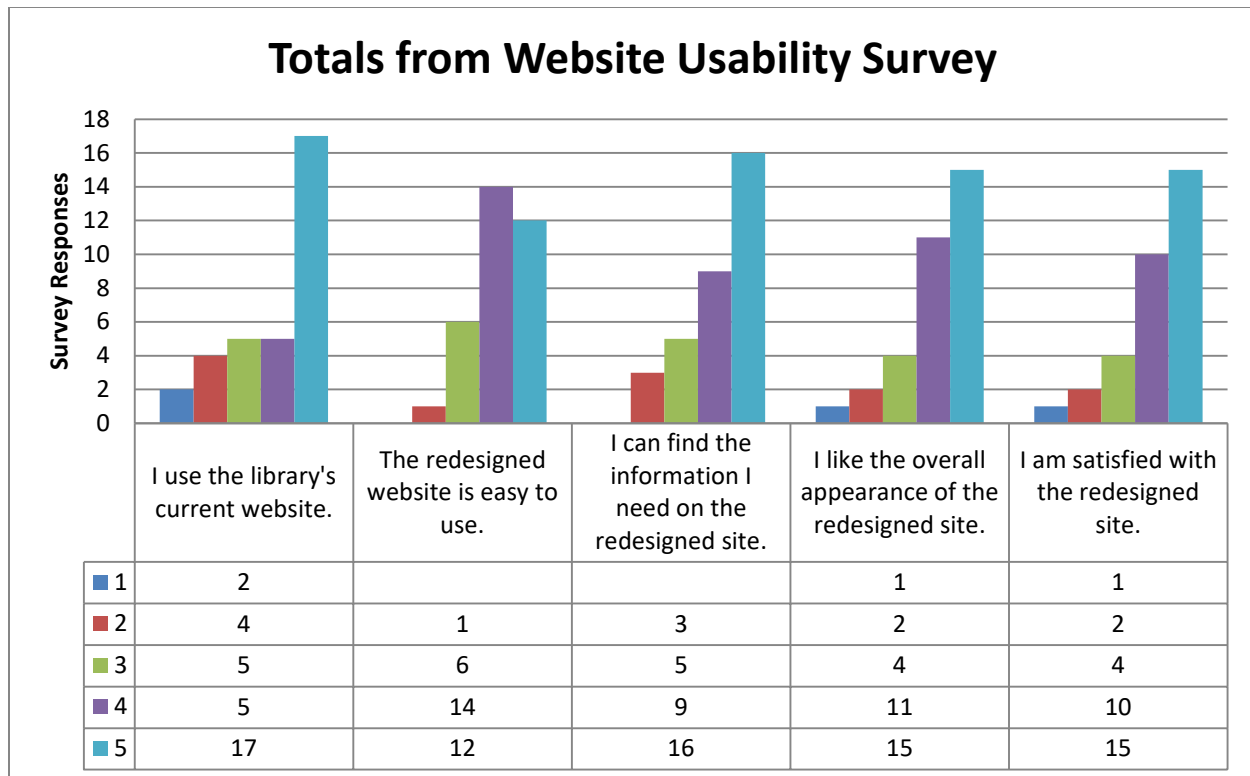
One user commented: "I have been wanting you to improve the site for a while so I am glad to see that." Another user was exasperated and said, "again?" in regards to changing the site. She did not seem happy we were changing the page, although Alex tried to show her around a bit. Perhaps patron was responding to changes in our Encore catalog and not the Bethlehem Library website.

User comments about library (not the Bethlehem library website specifically): Some comments we received were questions about changing catalog display, specifically showing where a user is in the hold queue.

One user liked the streaming video feature. Has offbeat things you cannot find elsewhere.

One user mentioned email notifications sent through Sierra are good.

Two users specifically asked about Mango.



Overall satisfaction rate with redesigned survey 77% of 33 users expressed positive ratings of satisfaction for new website.

Catherine gave a joint presentation to the Capital District Library Council on wifi hotspot lending with Albany Public Library's director. Library staff from UHLS libraries, BOCES, and public libraries from two other systems participated in the session. She focused on coverage, data, and cost as the major deciding factors for choosing hotspots as well as the benefits and drawbacks of the Mobile Beacon contract with Sprint that we use at Bethlehem.

Chris and Mary Fellows from UHLS presented another session of *Everyone Serves Families with Young Children* as part of New York's *Ready to Read NY* initiative. This session was conducted at the Brunswick library and was the same training presented to our staff on Staff Development Day.

I presented a session on Civil Service for librarian in the Public Libraries class at SUNY Albany on May 3<sup>rd</sup>.

Geoffrey Kirkpatrick, Library Director

Library Collection				2015-16	Current Total
Adult fiction				26,815	24,233
Adult non-fiction				29,498	29,466
Adult audio				7,256	7,188
Adult video				5,384	6,302
Young adult fiction				4,885	5,048
Young adult nonfiction				310	408
Young adult audiobooks				347	392
Children's fiction				24,899	25,237
Children's non-fiction				15,350	14,725
Children's audiobooks				1,273	1,386
Children's video				1,760	1,919
OverDrive - UHLS Shared				46,457	50,521
e-books (locally purchased)				1,456	1,456
e-magazines				131	110
Electronic (games, ereaders)				417	449
Total				166,238	168,840
Library Programs	Apr-17	Apr-16	% change	2015-16	F-Y-T-D
Programs	91	86	5.8%	896	659
Program attendance	2026	2,099	-3.5%	20,715	18,488
Outreach Programs	22	33	-33.3%	372	212
Outreach Attendance	531	669	-20.6%	11,189	5,517
Circulation	Apr-17	Apr-16	% change	2015-16	F-Y-T-D
Adult fiction	11,472	11,369	0.9%	142,392	121,211
Adult non-fiction	8,297	8,083	2.6%	92,684	77,753
Adult audio	4,766	4,796	-0.6%	58,058	47,473
Adult video	8,888	9,157	-2.9%	106,388	93,924
Adult magazines	1,802	1,416	27.3%	15,689	16,523
Young adult fiction	1,521	1,854	-18.0%	23,034	16,657
Young adult nonfiction	114	130	-12.3%	1,521	1,252
Young adult audiobooks	102	137	-25.9%	1,537	1,142
Young adult magazines	2	18	-88.9%	166	85
Children's fiction	11,814	12,443	-5.1%	152,038	123,875
Children's non-fiction	3,860	3,884	-0.6%	41,326	34,069
Children's audiobooks	655	653	0.4%	7,472	6,061
Children's video	1,528	1,651	-7.4%	21,252	15,117
Children's magazines	50	59	-15.3%	675	437
Electronic (games, ereaders)	437	362	20.7%	5,151	3,966
Total	55,307	56,013	-1.3%	669,383	559,539
Interlibrary Loan	Apr-17	Apr-16	% change	2015-16	F-Y-T-D
Borrowed from others	6,874	7,426	-7.4%	88,494	63,553
Loaned to others	5,902	5,798	1.8%	67,730	53,565
Miscellaneous	Apr-17	Apr-16	% change	2015-16	F-Y-T-D
Visits to our home page	69,840	34,009	105.4%	421,162	523,754
Public use of meeting rooms	47	42	11.9%	480	424
Public meeting attendance	524	704	-25.6%	6,279	4,935
Staff use & library programs	113	107	5.6%	1,066	950
Study room sessions	425	414	2.7%	5,000	3,476
Tech room use	32	39	-17.9%	448	267
Door count	26,630	28,220	-5.6%	339,120	263,471
Registered BPL borrowers	89	74	20.3%	1,058	837
Computer signups	3,441	3,780	-9.0%	44,087	33,981
Museum Pass use	133	64	107.8%	904	1,055
E-book use	4,292	4,430	-3.1%	53,350	45,665
E-magazine use	1,146	664	72.6%	7,323	9,348
Equipment	306		n/a	349	1,351
Wireless Use	5,434	4,969	9.4%	56,887	66,402

## 2016-17 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Apr. Exp.	Exp to date	Encumbered	Available	% Available
<b>Personnel</b>								
Salaries-Librarians	1,091,391	0	1,091,391	81,611	896,262	0	\$195,129	18%
Salaries-Clerical	920,464	0	920,464	68,372	760,615	0	\$159,849	17%
Salaries-Custodians	160,032	0	160,032	11,980	133,262	0	\$26,770	17%
Retirement	278,221	0	278,221	0	297,222	0	-\$19,001	-7%
SocSec/Medicare	166,149	0	166,149	11,909	132,051	0	\$34,098	21%
Worker's Comp.	22,000	0	22,000	0	21,094	0	\$906	4%
Unemployment	0	0	0	0	62	0	-\$62	N/A
Health Ins.	275,000	0	275,000	6,101	214,262	0	\$60,738	22%
Disability Ins.	1,400	0	1,400	0	1,394	0	\$6	0%

**Materials**

Adult books	171,000	31,458	202,458	13,649	119,947	10,330	\$72,181	36%
Audiobooks	36,000	4,454	40,454	1,897	19,167	2,163	\$19,125	47%
Ebooks	67,000	0	67,000	4,751	57,387	3,780	\$5,833	9%
Electronic Resources	32,000	0	32,000	2,500	15,221	1,187	\$15,592	49%
Periodicals	24,000	0	24,000	950	15,329	5,460	\$3,212	13%

YS Books	95,000	24,010	119,010	5,326	63,521	5,768	\$49,720	42%
YS Audiobooks	8,000	2,268	10,268	604	5,631	37	\$4,601	45%
YS Media	10,000	979	10,979	2,105	6,260	3,397	\$1,322	12%

Special Collections	5,000	1,417	6,417	2,135	8,159	905	-\$2,646	-41%
AS Media	35,000	13,409	48,409	5,370	49,316	5,059	-\$5,966	-12%

**Operations**

Copiers and supplies	11,000	231	11,231	1,603	11,386	2,389	-\$2,545	-23%
Office supplies	29,000	282	29,282	1,505	9,168	894	\$19,220	66%
Custodial supplies	14,000	0	14,000	453	4,385	4,176	\$5,439	39%
Postage	17,000	480	17,480	0	12,729	2,490	\$2,260	13%
Printing	25,000	0	25,000	2,030	10,772	0	\$14,228	57%
Van lease & oper.	1,700	0	1,700	583	803	511	\$386	23%
Gas and Electric	80,000	0	80,000	4,305	44,883	0	\$35,117	44%
Telecommunications	11,000	0	11,000	921	6,619	1,801	\$2,580	23%
Water	3,000	0	3,000	0	3,154	0	-\$154	-5%
Taxes-sewer&water	3,500	0	3,500	0	3,200	0	\$300	9%
Refund property taxes	4,000	0	4,000	0	2,204	0	\$1,796	45%
Prof. Services	20,000	71,596	91,596	621	6,583	67,983	\$17,030	19%
Contract Services	37,500	239	37,739	4,821	28,633	7,677	\$1,429	4%
Insurance	29,000	0	29,000	-2,309	25,023	0	\$3,977	14%
Travel/Conference	10,000	0	10,000	0	1,978	0	\$8,022	80%
Memberships	2,000	0	2,000	0	1,670	0	\$331	17%
Special Programs	17,500	1,799	19,299	814	12,762	7,398	-\$861	-4%
Furniture&Equipment	29,000	1,565	30,565	2,592	13,474	5,050	\$12,041	39%
IT Hardware & Software	42,000	17,517	59,517	825	54,029	739	\$4,749	8%
Bld&Grnd. Repair	40,000	0	40,000	1,991	24,501	3,034	\$12,465	31%
Furn/Equip Repair	2,000	0	2,000	175	722	171	\$1,107	55%
Miscellaneous	3,500	105	3,605	695	4,201	601	-\$1,197	-33%
Audit Service	13,500	0	13,500	0	12,500	0	\$1,000	7%
Accounting Service	13,000	0	13,000	0	12,436	564	\$0	0%
UHLAN fees	50,000	0	50,000	11,199	45,718	0	\$4,282	9%
Capital Expenditures	125,000	0	125,000	0	16,508	1,119	\$107,373	86%
<b>TOTAL</b>	<b>\$4,030,857</b>	<b>\$171,809</b>	<b>\$4,202,666</b>	<b>\$252,083</b>	<b>\$3,186,203</b>	<b>\$144,682</b>	<b>\$871,780</b>	<b>21%</b>

Operating Fund Balance	1,200,000							
Fire Alarm (Board Designated)	33,031	0	33,031	0	9,081	23,950	23,950	
HVAC (Board Designated)	750,000			0				
Unassigned	220,343			0				
<b>Board Designated Fund balance Subtotal</b>	<b>2,203,374</b>	<b>649,244</b>	<b>2,852,618</b>	<b>0</b>	<b>79,061</b>	<b>62,983</b>	<b>\$2,710,574</b>	<b>95%</b>
Board Restricted (Capital)	649,244	-649,244	0	0	0	0	\$0	0%
PEG/miscellaneous	18,218	0	18,218	0	0	0	\$18,218	100%
<b>Total Fund Balance *</b>	<b>2,870,836</b>	<b>0</b>	<b>2,870,836</b>	<b>0</b>	<b>79,061</b>	<b>62,983</b>	<b>2,728,792</b>	<b>95%</b>

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

Monthly Gas and Electric Comparisons												
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
3/12/2015	29	2,515	87	\$1,301.90	\$44.89	\$0.52	29	33,024	1,139	\$6,285.01	\$216.72	\$0.19
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
4/14/2015	33	1,862	56	\$990.60	\$30.02	\$0.53	33	33,792	1,024	\$3,184.06	\$96.49	\$0.09
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
5/13/2015	29	633	22	\$352.65	\$12.16	\$0.56	28	39,168	1,399	\$2,882.50	\$102.95	\$0.07
5/11/2016	28	800	29	\$329.46	\$11.77	\$0.41	28	33,792	1,207	\$2,830.29	\$101.08	\$0.08
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

## Program and Outreach Report April 2017

### Highlights from our Library Programs

- Michelle, with assistance from Patti, led a wildly successful program, Llamas Live, with Teri Conroy and her family and friends who helped with crowd control and llama control. While Michelle hosted the program, Patti was able to assist by standing by the door and managing the traffic into the room, keeping at the Community Room capacity of 90, while explaining that once everyone starting lining up to touch and take picture with the llamas, they would file out the other door, leaving space in the room for others to enter. Once the parents realized that they could come back in a few minutes with their kids to seem the llamas, everyone was satisfied and were quite patient and understanding. The llamas did great, with 176 keen people watching them and petting them over the course of the program.
- The library hosted the first Coffee & Conversation program of the year, with Richard Feldman bringing in a huge crowd for the second program in his series: To Life! about Broadway musicals. Richard is retired teacher from the Bethlehem schools and his passion and knowledge of this topic is obvious. We have the third part scheduled for the fall. Natalie and Cassie led the first two programs, and Cassie is now overseeing the series, including the Shakespeare in the Garden program with Cathie Gifford from Cornell Cooperative Extension on April 28. It was a gorgeous day, and those who attended the program, including a group trip arranged by Bethlehem Senior Services, really enjoyed the program and the extensive handout that Cathie had prepared for the program.
- Natalie led an all ages Harry Potter trivia program that was extremely popular, and included a group of boys who were competing against their moms, which was great. The winners were featured on the library's Facebook page, along with the prizes which were gift certificates to I Love Books courtesy of the Friends of the Library.
- Frank led the LittleBits Build Workshop where he presented a third introductory electronics workshop to children in grades 1-4. He utilized LittleBits (electronic building blocks that snap together with magnets to construct simple circuits) to introduce the concepts of power, electrical current, circuits, inputs & outputs. The children were engaged in four short builds to familiarize them with how LittleBits work. They then constructed a flashlight using the template provided. Frank instructed participants how to customize their flashlights any way they wanted using available bits and wrapped up the workshop with the children sharing their flashlight design, what they learned & what they thought was cool. They also tested how well the flashlights worked with the lights off. It was a fun afternoon and several parents commented on how much they enjoyed the program.
- Frank arranged the True Wilderness: The Adirondack Mountains and the Trans Adirondack Route program with presenter Erik Schlimmer. Schlimmer is the author and creator of the Trans Adirondack Route (a 235-mile primitive pathway that crosses the entire Park), offered a multimedia presentation showcasing 100 of his best images from extensive four-season



exploration of the Adirondack Park. The presenter did a nice job and the program was very well-received by the audience. It is possible that the gorgeous weather on the day of his presentation impacted attendance (especially since it was overcast and rainy almost the entire week prior).

- The first kids and families “Green Screen” program was a great success. The photos that Cathy and the participants took were great and the turn-out for even better than anticipated. Cathy hopes to do the program again this fall. Several of the photos were posted to Facebook if anyone would like to take a look at them. A similar program was held for teens as well.
- One of the patrons who regularly attends the Open Sewing program, completed a project that she has been working on for the last month and a half at the program. She let Tori know that she was very happy to have had the opportunity to get help from the volunteers in following a sewing pattern for the first time. She was excited to complete her project, which was a padded cover for her new home sewing machine.
- Tori arranged the Project Runway Fashion Show where students modeled the outfits that they had created. The twist for this year was the recycled element of the projects, as the Fashion Show was going to take place on Earth Day. Everyone who attended the Show was impressed by the work that the teens did and enjoyed the show, especially with Patti acting as official photographer during the teens’ walks down the runway. They also enjoyed having the “reception” afterwards with snacks and the time to chat with everyone.
- With the spring weather finally arriving, the attendance at Tiny Tots has decreased slightly which happens as the weather improves. Anne started off the month working on songs, and finished up the month working on books about eggs, chickens and ducks, to help promote the egg/chicken programs and the Rubber Ducky Club.
- Anne had a great attendance for the Sunday Cinema: *The Light Between Oceans*, and was pleasantly surprised to get a sizable crowd on the first really beautiful day of spring. The number of people in the program was comparable to the number in the rest of the library. The film was well-received and Anne overheard several of the ladies discussing it and comparing it to the book.
- Anne had an amazing turnout for the Vacation Week showing of *Moana*, with 72 attendees. The kids loved the movie and the chance to go to Hawaii without leaving town.
- Gordon hosted Sarah McFadden for a UHLS grant-sponsored presentation on Free Resources for Job Seekers. While the turnout was small, everyone stayed for the whole program, had positive things to say and appreciated the program as well as the additional ones being offered on Resume Writing, Job Searching, etc.
- Kim offered a series of poetry related to National Poetry Month and had a writing contest for all age groups, and had almost 50 entries by the end of the month. Prizes, courtesy of the Friends of the Library, will be awarded in 5 categories.

## **Community Outreach for April 2017**

### Maureen

- Maureen staffed a table at the YMCA Healthy Kids Day and had a great response from patrons, particularly to the Ozobots and Virtual Reality headsets which she brought from the Library of Things collection. People were amazed that they could check them out from the library. One patron remarked that the new Rubber Ducky Club was a great program to have for the younger kids.

### Michael

- Due to a scheduling change at Good Sam, Michael made two visits to the facilities this month, starting with Kenwood Manor Independent Living on April 5 and Bethlehem Commons Nursing Home on April 12. At the first visit, Michael had a new gentleman come and note that Michael's presentation was excellent and he would recommend to other residents that they should not miss the talks. At the second program, Michael concentrated on reading poems, and the poems were about the month of April (National Poetry Month). He also spoke a bit about April Fool's Day and played a few songs about April. Our library school intern, Jessica Bechard, accompanied Michael on his visit to Bethlehem Commons.

## **School Outreach for April 2017**

### Cathy

- The Kindergarten Fair was held at Eagle this year. There was a very large turnout; both of familiar library patrons and families new to the area. Cathy heard many positive comments from parents who said that the library goes above and beyond, always. There was a large interest in the Storytime flyers and museum passes, as well as the new Rubber Ducky Club.
- The Slingerlands Grade 1 students came to the library for a field trip. They got cards, checked out books, and had a tour and presentation. It was a fantastic day, especially for their first time through as a class. Cathy scheduled it for the week before spring break so the children could be encouraged to attend programs and use the library during break week and they did come back.
- Cathy visited the Slingerlands Kindergarteners and it was her introductory visit to this group. She talked about the library and all of the great things that are offered here. She especially promoted the Hatch programming, which is similar to something that had been offered by the school in the past, but is not currently available there.

### Kim

- Kim took part in the discussion at the High School Book Club. They read the first ¼ of the book for the first meeting and the next ¼ for the second meeting this month. The students

asked to structure the book club this way, to give everyone time to get the book read in time for each program. There is a really great group of kids and it was a great discussion. Two teens asked about joining, so it appears that word is starting to get out about it at the school. The teens who are in the book club now are sophomores and are asking about doing it again next year.

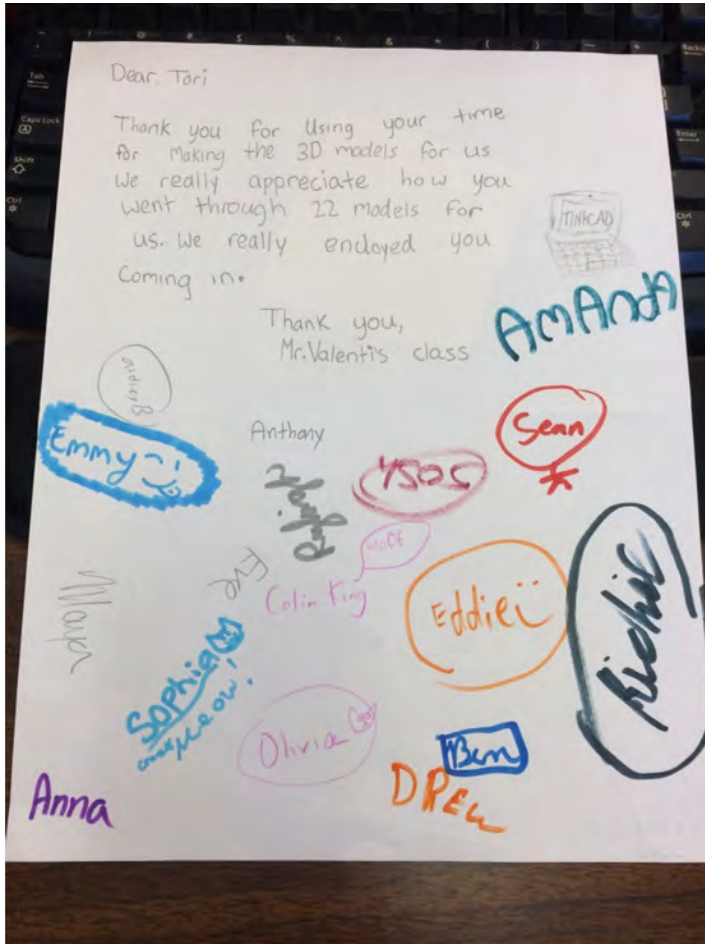
- Kim completed the last two dates of the Afterschool Enrichment at Glenmont on American Sign Language. The students have been enjoying learning the new signs at the program.
- Kim, accompanied by one of our library school interns, Alex Muto, staffed the library booth at the High School Career Fair. They talked to about 100 people, and many teens were interested in volunteering at the library this summer, and a few were quite interested in librarianship as a possible career choice. They brought the 3D printer with them, which was a great conversation piece, and drew more people to the table. It was a great opportunity for Kim and Alex to tell more students that there is a 3D Printer at the library for their use, after an orientation.

#### Michelle

- Michelle made her visit to Circle of Friends for two classes on April 11 and shared books about animals that live in the ocean.
- Michelle wrapped up her Elsmere Afterschool Enrichment on fiber arts this month with onea session on knitting and another on finger knitting.

#### Tori

- Tori visited the The Pit for three dates in April, excluding School Vacation Week. The program generally wraps up in May, and it is possible that it may stay open specifically on Tuesdays as there is a larger attendance on that day, mainly as Tori is bringing the WiiU to the school on Tuesdays.
- Tori participated in the Middle School Book Club where Ben Michaelson's *Petey* was discussed. The middle school is having him as their author visit next month. The students all agreed that *Petey* was well-done and very sad. They are looking forward to the next and final title for this year, *The Girl who Drank the Moon*, by Kelly Barnhill, which was this year's Newbery winner. One of the Grade 8 students mentioned how sad she was that next month will be her last book club meeting, because she has loved it so much. She said that this book club was so much fun and she has read so many good books that she wouldn't have picked up otherwise.
- Tori assisted Cathy with the Grade 1 Slingerlands field trip. Tori gave tours to the kids while Cathy did her presentation in the Community Room. The tours covered what and where everything is in the Children's Place.
- Tori received another thank you note from the other Elsmere class that she had visited with the 3D printer, which is included below.



Padded sewing cover made by one of our patrons during the Open Sewing sessions.







COMMUNITY

Bethlehem Library to present 2017-18 budget proposal May 8

By SPOTLIGHT NEWSROOM news@spotlightnews.com

On March 13, the Bethlehem Public Library Board of Trustees unanimously approved a budget to put before voters on Tuesday, May 16. A public presentation of the \$4 million proposed budget — which, after an expected \$272,382 in revenue, includes a tax levy of \$3,828,270 (for an increase of 2.07 percent, or \$77,713) — will take place at the library on Monday, May 8, at 6 p.m.

On seat on the library board, carrying a five-year term, will also be on the May 16 ballot. The public will have a chance to meet the candidates on April 26, between 6 and 7 p.m. in the library's community room.

Voting on both budget and board will take place between 7 a.m. and 9 p.m. on May 16 at Bethlehem Central High School.

From the Bethlehem Public Library Board of Trustees (May/June 2017 newsletter):

"Creating a Sustainable Future"

BETHLEHEM PUBLIC LIBRARY is a true reflection of our community. As needs change and evolve, we remain adaptable and ready to meet them while maintaining a strong and viable core

collection. This year's budget strikes an important balance: devoting sufficient funds to the high-quality materials patrons expect, as well as offering new services. All of this we are doing with an eye to sustainability.

WE UNDERSTAND THAT, at its very heart, a library is about literacy — from preschool storytimes that promote early literacy to tech help for adults to reinforce digital literacy. Our budget reflects our

dedication to supporting literacy in all its forms. Robust funding for books for all ages is complemented by additional resources for electronic materials, which continue to see increasing demand.

IN OUR EFFORT to provide everyone equal access to information, we have made more than a dozen laptops available to borrow daily, without time limits, for use at the library. We have also begun circulating mobile wifi hotspots for those who need

their internet-to-go. Partnerships with the town have allowed us to expand our wifi presence at the Elm Avenue Park complex, and we continue to pursue additional opportunities to provide wifi in other parts of the town.

THE COMMUNITY has been very receptive to our growing "library of things," with the Friends providing much of the funding for the telescopes, GoPro cameras, karaoke machines and more that make up this collection. We've also seen significant support for large, all-ages community events like library mini-golf, and our 2017-18 budget provides funding to continue these types of activities.

WITH OUR HVAC UPGRADE project well under way, we are making important strides toward reducing our carbon footprint. We will see additional efficiencies through the conversion to LED lighting in the mezzanine. Our commitment to sustainability means future projects will be reviewed with the most environmentally friendly options in mind.

THIS YEAR'S BUDGET allows us to remain an institution that reflects the needs of its community in a sustainable way. On the ballot this year is a library levy 2.07% higher than last year, within the limit specified by New York State."



Bethlehem Public Library

Photo submitted

Please join us for the

# 32<sup>ND</sup> ANNUAL Awards Dinner

**BETHLEHEM**  
Chamber of Commerce

## Friday, April 28, 2017

Colonie Golf & Country Club  
141 Maple Road, Route 85A, Voorheesville

**60 YEARS**  
1957 - 2017

*The following members of our community will be honored this year...*

<b>Pamela Clark Robbins</b> Policy Research Associates <i>Business Person of the Year</i>	<b>Jeffrey &amp; Mark Bryant</b> Bryant Asset Protection <i>Lifetime Achievement</i>
<b>Tracie Killar</b> South End Children's Cafe <i>Citizen of the Year</i>	<b>Andrew S. Taylor</b> <i>Youth Award</i>

**5:00 PM ..... Networking**  
**6:30 PM ..... Dinner**  
**7:30 PM ..... Awards**

**\$70 per person**

Join the Bethlehem Chamber of Commerce for the 32nd Annual Awards Dinner. Network with over 200 business colleagues while we honor this year's award recipients.

RSVP online at [www.bethlehemchamber.com](http://www.bethlehemchamber.com), via email to [info@bethlehemchamber.com](mailto:info@bethlehemchamber.com) or by phone at 439-0512

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FRIDAY JULY 15 & SATURDAY JULY 16  
SARATOGA PERFORMING ARTS CENTER

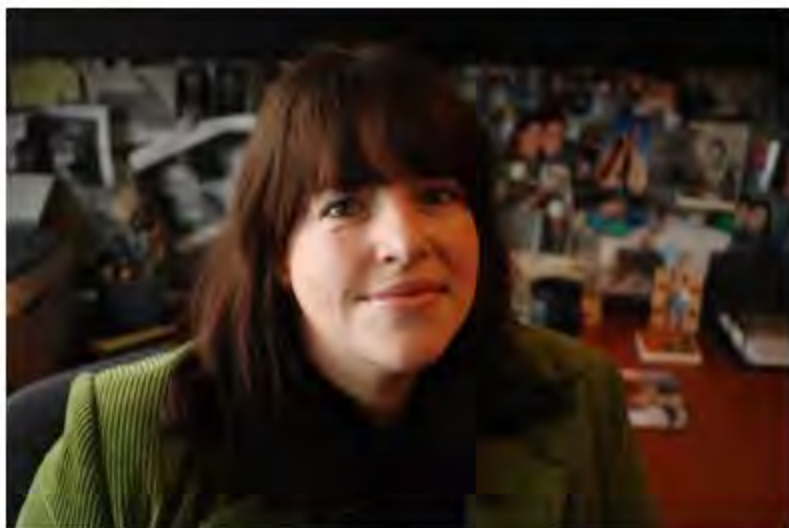
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## "Theories of Laughter" at Bethlehem Public Library

posted Apr 11, 2017



From the jobs-we-didn't-know-existed file: comedy scientist.

That's one of the ways [Skidmore professor Beck Krefting](#) describes herself on [Twitter](#). And she'll be talking about her work [this Friday, April 14 at the Bethlehem Public Library](#):

Why do we laugh? What makes something funny? Skidmore professor Beck Krefting presents "Theories of Laughter" ... [the program] will examine the history, theory and function of laughter using contemporary comedy as a backdrop. With examples from the likes of Hari Kondabolu, Maria Bamford, Chris Rock, Wanda Sykes, Louis CK, and others, Krefting will talk about dominant styles of comedy, such as shock humor, self-deprecating humor and contemporary comedic trends.

Here's a [clip of Krefting speaking at Skidmore's 2013 commencement](#). (It's a funny speech.)

Her talk starts Friday at 1 pm. It's free, and part of the library's Coffee and Conversation series.

photo via [Beck Krefting website](#)

• [say something!](#) • tags: [arts and sciences](#), [stuff to do](#)





## Bethlehem Public Library

Published by Kristen Roberts [?] · April 26 at 9:55am · 🌐

41

We are excited to be teaming up with our enthusiastic G3 team of students in the UAlbany MBA program to identify applicable sustainable practices at the library! #earthdayeveryday #UAlbany #goinggreenglobally #UAlbanyG3



816 people reached

Boost Post

👍 Like    💬 Comment    ➦ Share



👍❤️ Barbara J Madonna, Meghan Elizabeth and 12 others

Chronological ▾



**Barry Van Steele** Awesome idea using the great resources we have available around here..a real win-win!

Like · Reply · Message · 🇺🇸 1 · April 26 at 7:35pm



Bethlehem Public Library added 9 new photos.

Published by Kristen Roberts [?] · April 18 at 12:21pm · 🌐

42

Llama day at the library is the best kind of day! Thank you, Teri Conroy of Wunsapana Farms! Share your llama pics from today #bpillamas



1,890 people reached

Boost Post

👍 Like    💬 Comment    ➦ Share



👍❤️ 26

Chronological ▾



## Bethlehem Public Library

Published by Kristen Roberts [?] · May 2 at 4:26pm · 🌐

43

May is National Bike Month! Let us be your first stop next time you ride. We've got a Dero bicycle service station that is available 24/7 at our parking lot entrance.

**BECAUSE YOU'RE  
READY TO RIDE,  
BUT YOUR BIKE  
NEEDS SOME  
MAINTENANCE.**



599 people reached

[Boost Post](#)



Like



Comment



Share



talk • read • write • sing • play



Early literacy program for babies, toddlers & preschoolers, and their families.

**Sign up today!**

To register online, go to:  
[bethlehempubliibrary.beanstack.org](http://bethlehempubliibrary.beanstack.org)

**Bethlehem Public Library**  
451 Delaware Avenue • Delmar  
439-9314 • [www.bpkids.org](http://www.bpkids.org)

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# Kids

activities for **PRESCHOOLERS** — May 2017  
Bethlehem Public Library



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>NEW!</b> Ask a librarian about Rubber Ducky Club for early literacy! 	<b>1</b> <b>Tiny Sign</b> 9:30am <b>Family Sign</b> 10:30am	<b>2</b> <b>Tiny Tots</b> 9:30am & 10:30am	<b>3</b> <b>Family Storytime</b> • 9:30am <b>Family Playtime</b> • 10am	<b>4</b> <b>Family Storytime</b> • 9:30am <b>Just for Me</b> • 2pm	 <b>5</b> <b>Rubber Ducky Club Kickoff Party</b> • 10am	<b>6</b> <b>Time Out for Tales</b> 11am
<b>Creation Station — Downy Chick Finger Puppet</b>						
<b>7</b> <b>Hatch: Inside the Egg</b> 2:15pm <b>Creation Station</b> <i>cont.</i>	<b>8</b> <b>Tiny Sign</b> 9:30am <b>Family Sign</b> 10:30am	<b>9</b> <b>Tiny Tots</b> 9:30am & 10:30am	<b>10</b> <b>Family Storytime</b> • 9:30am <b>Family Playtime</b> • 10am	<b>11</b> <b>Family Storytime</b> • 9:30am <b>Just for Me</b> • 2pm <b>Legos Club</b> • 4pm	<b>12</b> <b>Music &amp; Movement</b> • 10am <b>Music &amp; Movement</b> • 10am	<b>13</b> <b>Time Out for Tales</b> 11am
<b>Creation Station — Healthy Kids Week!</b>						
<b>14</b> <b>Creation Station</b> <i>cont.</i>	<b>15</b> <b>Tiny Sign</b> 9:30am <b>Family Sign</b> 10:30am	<b>16</b> <b>Tiny Tots</b> 9:30am & 10:30am	 <b>17</b> <b>Bubble Show!</b> 10am and 7pm	<b>18</b>	<b>19</b> <b>Storywalk at the Park</b> 10am	<b>20</b> <b>Time Out for Tales</b> 11am
	<b>21</b>		<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b> <b>Storywalk at the Park</b> 10am	<b>27</b> <b>Library closed</b> Memorial Day Weekend	<b>28</b> <b>Library closed</b> Memorial Day Weekend	<b>29</b> <b>Library closed</b> Memorial Day Weekend	<b>30</b>		<b>31</b>

# May





**Incubation Station**  
Drop by the Children's Place and check on the progress of our eggs!

Go online or see the May/June footnotes for program descriptions.

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



**Key to age ranges (unless otherwise noted):**  
 ages 3-6  
 up to age 35 months  
 up to age 6  
 kids and families

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						46	
				1	2 Storywalk at the Park 10am	3 Time Out for Tales 11am	
4	5 Lego Club • 4pm			6	7 Fancy Nancy Tea Party* 10am	8	9 Storywalk at the Park 10am
		Creation Station — Duck Pond					
11 Creation Station cont.	12	13	14	15	16 Storywalk at the Park 10am	17 Time Out for Tales 11am	
18	19  Ducks in Trucks* 10am Summer Reading signup begins!	20	21 Summer Reading Kickoff: Balloon Extravaganza! 2pm	22	23 Storywalk at the Park 10am Summer Cinema: 'Sing' rated PG • 2:30pm	24 Time Out for Tales 11am	
25 	26	27	28 	29	30 Storywalk at the Park 10am Summer Cinema: 'Finding Dory' rated PG • 2:30pm		

**Summer Reading bookmark contest**  
Entry forms at [bplkids.org](http://bplkids.org)  
or at the library beginning June 19.

Key to age ranges (unless otherwise noted):

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

Go online or see the May/June footnotes for program descriptions.

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# Family <sup>47</sup> Bubble Show!

Wednesday May 17  
10am and 7pm



*It's time for some Bubble Trouble with an interactive bubble extravaganza with Jeff Boyer, whose shows combine comedy, science and fun!*

**for kids and families**



439-9314 • [www.bpkids.org](http://www.bpkids.org) • [www.bethlehempubliibrary.org](http://www.bethlehempubliibrary.org)



# Adirondack Baroque Consort

Sunday May 21 · 2-3pm

**Five Composers  
of the Hudson Valley**

A musical experience featuring rare instruments, such as the rauschpfeife, hurdy-gurdy, harpischord and more.



Bethlehem Public Library  
451 Delaware Avenue • Delmar



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