



**Board of Trustees Meeting
March 12, 2018 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices
 - Resolutions - none
 - Personnel report
 - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
 - Nepotism Policy
 - Music interest meeting
 - Overdrive Advantage/resource sharing
 - Auditor 2017-18
 - Other new business
- **Old business**
 - Fire alarm & security – on hold pending current project
 - HVAC project update
 - Mezzanine carpet
 - BCN-TV – Spectrum quote
 - Self-check update
 - Time clock/time sheet update
 - Other old business
- **Future business**
 - Director evaluation
 - Board retreat
 - Board treasurer
 - Policy updates/schedule
 - Resource sharing
 - Fines and Fees
 - Board committees
- **Public Participation**
- **Adjournment**

Next board meeting: April 9, 2018 6:00pm

Next Friends of the Library board meeting: April 16, 2018 7:00pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday February 12, 2018

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, Accounts Clerk
Natalie McDonough, Manager, Programs and Community Outreach
Catherine Stollar Peters, Head of Tech Services, Circulation
Chris McGinty, Head of Public Services
Tracey McShane, Personnel Administrator
Betty Albright
Dennis Kariious
Nancy Benedict

President M. Redmond called the meeting to order at 6:02pm.

PUBLIC PARTICPATION

There was no public participation at this time.

MINUTES

Minutes of the 8 January 2018 board meeting was approved unanimously on a MOTION by M. Kissinger with a SECOND by B. Sweeney.

M. Redmond asked the minutes to reflect that the money transferred to DASNY was not a payment but an advance to cover the construction costs as they occur.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 January 2018 (Manual Disbursements for January \$29,634.73; Cash Disbursements/Accounts Payable for February \$89,279.35; Trust & Agency Disbursements/Salaries for January \$164,767.85; CapProject Fund/Hand-Drawn Checks for January \$692,703.10; Total: \$976,385.03).

In response to a question from the board, T. Choppy said that the \$25 in the “Misc. Income” line was for proctoring fees for a non-resident.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for January 1-31, 2018.

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, with H. Narang abstaining, the board approved new hires for the following vacancies, pending Civil Service approval:

- Library clerk, part-time, permanent, 15 hours/week at \$13.19/hour or per contract.

G. Kirkpatrick noted that the open position resulted from an internal schedule change.

DIRECTOR’S REPORT

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

- Staff members continue to clean and prepare for HVAC construction that will displace all of the work spaces on the mezzanine. Everyone wants to be ready, as there will not be a lot of lead time once the construction firm is ready to get started.
- Librarian Michael Farley is doing a write up of his testing of the online music database Freegal.
- The board discussed the GoChip Beam technology and whether it would be a useful way to deliver video to patrons in the way that meets their needs. The technology does not require internet access to use.
- The board was impressed that half of the Bad Kitty custom cards were new registrations.
- The recording of the next Federalist Papers program will be posted on the website and will be a test of some of the library’s new A/V equipment.
- G. Kirkpatrick noted that Overdrive Advantage Plus allows the library to fulfill patron holds of digital materials in the much the same way as physical holds. The board discussed some of the challenges with the ways publishers license copies of e Books.
- M. Kissinger asked if there was any need to continue with the wi-fi hotspot surveys and suggested that there was enough data to discontinue it at this time.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the State Education Department had come up with additional money to be handed out as construction grants, so the services committee met to decide on the allocation of about \$17,600 with a portion going to needed roof repairs at the Berne Library. The UHLS will vote on it Wednesday.

NEW BUSINESS

2018 DRAFT budget

The board discussed the draft budget and noted the following items:

- The 2.05% increasing in salaries and benefits reflects the negotiated contract increases in addition to decreasing retirement costs. The support staff line saw increases from the shift to an additional library assistant instead of part-time librarian.
- The materials line saw an increase overall with decreases in the audiobooks lines reflecting a greater move to e-audio. There were also savings in the database/electronic resources line but no decrease of items offered because of careful negotiating by G. Noble for these resources.
- The change in the office supplies line reflects a move away from a bunch of individual printers to more central printing with toners included in the service contracts. This move was suggested by the G3 process the previous year. An increase of \$25,000 in the equipment and furniture line reflects plans in the coming year to change the position and use of the public information desks.
- H. Narang asked if there were any areas that the library would like to trim, and G. Kirkpatrick said he would love to see if there were some ways to share services, like snow removal or health insurance.
- Operating costs for the Borthwick building are included in the budget. The structure is used for offsite records storage.
- The budget includes an expected decrease in income from fines as automatic renewal is put into place.
- The levy ask on the budget is within the tax cap, a percentage that reflects higher inflation this year and an increase in property values.
- The board agreed that it was a good idea to ask for close to the limit so they could stay on top of smaller projects as they arise.

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board unanimously approved the 2018-19 draft budget as written for public presentation. The budget proposes a levy of \$3,934,858, an increase of 2.78% or \$106,588.

2018 NYS annual report

The board reviewed the New York State annual report numbers. G. Kirkpatrick said it can be hard to use those numbers as comparisons to other libraries because of the different ways of reporting them. He noted that Bethlehem tries to remain internally consistent and accurate.

C. McGinty noted that the public service hours on Page 60 were transposed.

On a MOTION by B. Sweeney and a SECOND by C. Brancatella, the board unanimously voted to accept the information in the annual state report as accurate for filing with the noted correction on the service hours line.

Mileage reimbursement policy

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board unanimously approved the Mileage and Reimbursement presented as a draft.

Mezzanine carpet

The library is hoping to replace the carpet in the mezzanine, which was original to the building, while the space is cleared out for HVAC construction. G. Kirkpatrick has received quotes from two vendors and is waiting to get a third. Early numbers indicate the project would cost between \$12,000 to \$14,000. M. Redmond asked if there were any padding options that would still allow for the movement of shelving carts.

Other new business

G. Kirkpatrick asked for approval to send N. McDonough to the Book Expo in New York City. In past years, G. Noble and C. McGinty have attended, and advance copies of books received there have been used as adult summer reading giveaways.

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved sending N. McDonough to Book Expo

OLD BUSINESS

Fire alarm and security update

The product remains shovel ready. The board agreed to start prioritizing upcoming projects like fire alarm and security and the plaza to figure out how to allocate their resources. M. Redmond said it doesn't make sense to move forward with any until the final HVAC costs are in but they should start the discussion in March or April about their priorities. H. Narang asked how far they could move forward in the plaza process before spending the money. G. Kirkpatrick said that the board could narrow down the options from GPI and then get an estimate for design work.

HVAC project update

A report from DASNY will be included in the board packet until the project is complete. The work may displace some of the public groups using the meeting rooms but staff is working hard to minimize the impact on them and let them know in advance that it is a possibility. The hope is to have a preliminary schedule of the construction that can be posted publicly so patrons are aware of when potential disruptions might occur.

BCN-TV update

G. Kirkpatrick reported that scheduling and programming is months ahead of where he thought it would be at this time and the channel is fully operational with some major improvements, including a schedule that automatically populates online and a more efficient way to schedule PSAs, which come in via online form. IT has now moved into the phase where they are assessing how much time these tasks are going to require.

Time Warner has stopped by to look at moving the scheduling equipment out of the studio space.

The goal is to eventually move all channel submissions to dropbox, which is currently being tested.

The library has been looking into a "one-button studio" that allows users to plug in a flash drive, press a button and record a show or presentation that is ready to go with minimal editing. It also could be marketed to school as help with speech prep. The system is already in place at Penn State, and price

lists detail what is needed. The library already has some of the equipment – curtains, lights, etc. PEG money could be used to purchase the rest. The front part of the studio will be available for editing, and the library's 15 laptops currently have Premiere Elements installed for video editing, which was chosen because it is user friendly. Library staff are currently working up to trainer level so they can get some of the local BCN-TV producers up to speed. B. Sweeney asked if there would be an option for multiple camera angles in a single shot. G. Kirkpatrick said that zoom and pan can be done on the high definition shot during the editing process.

M. Redmond said that if library staff decides to move forward with the one-button studio or some other direction, they should purchase the equipment and submit it for PEG funds but not be held up waiting for that money to be released. M. Redmond also asked if the older shows on BCN-TV could include some kind of marker that indicates when they were recorded to prevent confusion.

The board also took some time to discuss what they learned through the studio discussions leading up to their vote to make changes. B. Sweeney said he thought the board approached the issue in a consultative way and the evidence of that was how the concept evolved based on feedback from the public. M. Redmond said that there were contentious moments during the discussion, but arriving at the decision in that way let the message sink in and created more positive feedback by the final meeting. C. Brancatella said that if the board knew going into the discussion where the critique would come from, then it would be helpful to identify where the support would be, so the messages could be counterweighted. She said she felt a real turn in public opinion when numbers and bar graphs were available, and there could have been more of that messaging from the outset. The board discussed whether press coverage hurt or helped the message. L. Scoons said the message could have been about the process and the timeline. H. Narang asked if it would have been helpful to shorten the process. The board considered that it would be helpful to proactively manage the fear of the older patrons who did not see the change as positive. M. Kissinger suggested that up front marketing could have helped and that there should have been an effort to more strongly counter misinformation. Overall, board members said they were pleased that the decision was made with the input and needs of the public in mind.

Self checkout proposal

C. Stollar Peters put together a fact sheet about the self checkout proposal, including costs and talking points, which was handed out to the board. She noted that Guilderland library is also looking at a similar proposal, and she has been in contact with them. She noted that the intent of implantation was to enhance service. J. Becker asked that one of the stations be ADA-compliant. H. Narang said he saw it as an investment with future savings, and it would make sense to get the savings curve going. B. Sweeney asked what line the funding would come from. G. Kirkpatrick said it would be the capital expenditures line. B. Sweeney says that he is comfortable with the idea that self checkout frees up existing staff to focus on other tasks, but he is less comfortable with the idea that it could take away from personal interaction. G. Kirkpatrick said that the initial implementation is intended to increase service, not replace face-to-face interaction.

On a MOTION by H. Narang and a SECOND by M. Kissinger, the board voted unanimously to move ahead with the first phase of self checkout implementation with the addition of two combo stations and one standalone kiosk at the cost of \$22,778 with an additional warranty year for a total of \$25,778.

Other old business

M. Redmond said she would like to add the discussion of the electronic timeclock to next month's agenda.

FUTURE BUSINESS

Director evaluation

H. Narang and C. Brancatella said they would touch base regarding this.

Board treasurer

Not discussed at this time.

Policy updates/schedule

G. Kirkpatrick said there was an ant-nepotism policy in the works that may be ready to go before the next meeting. If it needs to be discussed further, and updated social media policy may also be ready for review.

Resource sharing

Not discussed at this time.

Fines and fees

Not discussed at this time.

Board committees

Not discussed at this time.

Other future business

L. Scoons requested that the board discuss a retreat at a future time.

PUBLIC PARTICIPATION

The following people spoke:

- Betty Albright: A former employee who retired in July, B. Albright said she loved the library and being able to really take part in the programming. She noted that clerical staff are on the front lines and their tasks should not be described as mundane as they are always ready for any kind of interaction with the public. She said she expects staffers and patrons to be excited about self checkout implementation.
- Dennis Karius: Reiterated comments from previous meetings promoting the public access station.
- Nancy Benedict: Said summer might have been a bad time to roll out the studio discussion because people have other things to do.

On a MOTION by H. Narang with a SECOND by J. Becker, the board adjourned the regular meeting at 8:39pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #8
2/28/2018**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	4,943.77
Interest on Investment	853.21
Sale of Books	429.00
Gifts and Donations	230.00
Insurance Recovery	0.00
Photocopier	703.27
State Aid	0.00
Grants	0.00
Miscellaneous Income	0.00
Total	\$7,159.25

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #8
2/28/2018**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2017-2018

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,828,270.00	3,688,982.35	139,287.65	96.36%
PILOT	192,382.00	190,566.65	1,815.35	99.06%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	37,000.00	25,296.97	11,703.03	68.37%
Interest on Investment	5,000.00	5,791.08	(791.08)	115.82%
Sale of Books	6,000.00	3,691.86	2,308.14	61.53%
Gifts and Donations, Misc	1,000.00	1,807.10	(807.10)	180.71%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,500.00	4,845.57	1,654.43	74.55%
State Aid	24,500.00	24,792.00	(292.00)	101.19%
Miscellaneous Income	0.00	100.00	(100.00)	
Sub-Total	\$4,100,652.00	3,945,873.58	154,878.42	96.23%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,100,652.00			

OPERATING CASH SUMMARY

TD Checking Account:	20,783.26 *
TD Money Market:	3,421,007.26
TD Comp Fund:	0.00
Capital Project Fund:	11,943.41
TOTAL	3,453,733.93

*Includes Interest of \$853.21 credited on 2/15/18

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #8**

2/28/2018

MANUAL DISBURSEMENTS - FEBRUARY	
HAND DRAWN CHECKS TD BANK	\$63,653.03
CASH DISBURSEMENTS - MARCH	
ACCOUNTS PAYABLE TD BANK	\$39,572.30
TRUST & AGENCY DISBURSEMENTS - FEBRUARY	
SALARIES - TD BANK	\$164,655.83
CAPITAL PROJECT FUND	
HAND DRAWN CHECKS - FEBRUARY	\$3,652.40
TOTAL	\$271,533.56

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 32: MANUAL DISB (FEB 18) For Dates 2/1/2018 - 2/28/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36845	02/13/2018	1424	AFLAC NEW YORK		415.92
36846	02/13/2018	1833	BLUESHIELD OF NORTHEASTERN NY		5,509.21
36847	02/13/2018	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,109.99
36848	02/13/2018	2087	CITIBANK	180430	680.00
36849	02/13/2018	720	MVP HEALTH PLAN, INC.		3,680.81
36850	02/13/2018	2061	UNITED HEALTHCARE INSURANCE CO		138.71
36851	02/14/2018	2087	CITIBANK	180499	119.09
36852	02/14/2018	1914	MICROKNOWLEDGE	180464	1,600.00
36853	02/14/2018	2207	SPRINGFIELD MUSEUMS	180474	300.00
36854	02/14/2018	1607	VERIZON BUSINESS FIOS	180012	201.98
36855	02/14/2018	1607	VERIZON BUSINESS FIOS	180012	126.98
36856	02/14/2018	1607	VERIZON BUSINESS FIOS	180012	127.77
36857	02/14/2018	2137	WEX BANK	180008	28.59
36863	02/21/2018	1570	NATIONAL GRID		5,419.87
36864	02/28/2018	1424	AFLAC NEW YORK		415.92
36865	02/28/2018	1831	CDPHP UNIVERSAL BENEFITS, INC.		23,273.29
36866	02/28/2018	720	MVP HEALTH PLAN, INC.		3,154.98
36867	02/28/2018	2061	UNITED HEALTHCARE INSURANCE CO		95.17
36868	02/28/2018	1607	VERIZON BUSINESS FIOS	180012	126.98
36869	02/28/2018	1607	VERIZON BUSINESS FIOS	180012	127.77

Number of Transactions: 20

Warrant Total: 63,653.03

Vendor Portion: 63,653.03

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 - 35: CASH DISB (MAR 18) For Dates 3/13/2018 - 3/13/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36875	03/13/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR	180510	11.24
36876	03/13/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR	180501	12.99
36877	03/13/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR	180494	8.99
36878	03/13/2018	1009	**CONTINUED** AMAZON CREDIT PLAN		0.00
36879	03/13/2018	1009	AMAZON CREDIT PLAN	180480	2,347.86
36880	03/13/2018	61	AQUASCAPE DESIGNS LLC	180003	65.00
36881	03/13/2018	77	BAKER & TAYLOR , INC.	180518	13,897.62
36882	03/13/2018	1186	BAKER AND TAYLOR ENTERTAINMENT	180507	171.62
36883	03/13/2018	84	BAY STATE ELEVATOR CO.	180463	475.00
36884	03/13/2018	2248	BREAKOUT INC.	180506	60.00
36885	03/13/2018	150	COMMERCIAL MAILING AND	180520	547.43
36886	03/13/2018	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	180002	358.69
36887	03/13/2018	176	DAVE'S GLASS INC.	180395	4,995.00
36888	03/13/2018	1240	DE LAGE LANDEN FINANCIAL SER	180001	440.00
36889	03/13/2018	1220	DEMCO, INC	180369	940.52
36890	03/13/2018	1466	DURACLEAN BY HESTER, INC.	180488	240.00
36891	03/13/2018	1991	EASTERN MANAGED PRINT NETWORK LLC	180493	52.52
36892	03/13/2018	1986	FIRSTLIGHT FIBER	180004	201.14
36893	03/13/2018	787	GUILDERLAND PUBLIC LIBRARY	180511	17.95
36894	03/13/2018	1576	JAEGER & FLYNN ASSOCIATES, INC	180496	350.00
36895	03/13/2018	2076	JANINE MURPHY	180417	90.00
36896	03/13/2018	2246	LANGUAGE SERVICES ASSOCIATES, INC.	180370	6.75
36897	03/13/2018	1024	**CONTINUED** MIDWEST TAPE		0.00
36898	03/13/2018	1024	MIDWEST TAPE	180534	8,083.32
36899	03/13/2018	377	MOORE FIRE EXTINGUISHER	180509	270.50
36900	03/13/2018	2121	NATIONAL INDUSTRIES FOR THE BLIND	180256	31.83
36901	03/13/2018	2148	NORTHEAST PEST CONTROL	180060	199.00
36902	03/13/2018	2088	NYSID	180133	357.61
36903	03/13/2018	2094	ORIENTAL TRADING COMPANY, INC.	180482	96.92
36904	03/13/2018	1823	OVER DRIVE INC.	180524	1,138.84
36905	03/13/2018	2054	PANGBURN LANDSCAPING	180368	1,450.00
36906	03/13/2018	450	PHILLIPS HARDWARE INC	180006	40.98
36907	03/13/2018	1902	PRINTERON CORPORATION	180498	595.00
36908	03/13/2018	1661	RCS COMMUNITY LIBRARY	180519	7.00
36909	03/13/2018	1951	S & S WORLDWIDE	180483	78.43
36910	03/13/2018	597	SPOTLIGHT NEWS	180522	60.00
36911	03/13/2018	1550	STANLEY ACCESS TECH	180505	507.16
36912	03/13/2018	2038	STAPLES BUSINESS ADVANTAGE	180298	285.50
36913	03/13/2018	632	UPPER HUDSON LIBRARY SYSTEM	180497	291.06
36914	03/13/2018	645	W W GRAINGER INC	180009	297.84
36915	03/13/2018	1593	WILLIAM K. SANFORD LIBRARY	180495	15.99
36916	03/13/2018	2249	MASSAD, MARGARET	180533	475.00

Number of Transactions: 42

Warrant Total: 39,572.30

Vendor Portion: 39,572.30

Certification of Warrant

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 35: CASH DISB (MAR 18) For Dates 3/13/2018 - 3/13/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
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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 - 31: TRUST & AGENCY (FEB 18) For Dates 2/1/2018 - 2/28/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36785	02/09/2018	712	CIVIL SERVICE EMPL ASSOC INC.		915.05
36786	02/09/2018	1679	METLIFE-TSA CONTRIBUTIONS		350.00
36787	02/09/2018	2003	NEW YORK STATE DEFERRED		2,634.58
36788	02/09/2018	710	NYS INCOME TAX BUREAU		3,137.22
36789	02/09/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
36858	02/23/2018	712	CIVIL SERVICE EMPL ASSOC INC.		905.04
36859	02/23/2018	1679	METLIFE-TSA CONTRIBUTIONS		350.00
36860	02/23/2018	2003	NEW YORK STATE DEFERRED		2,424.57
36861	02/23/2018	710	NYS INCOME TAX BUREAU		3,136.71
36862	02/23/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100256	02/09/2018	709	BPL SPECIAL PAYROLL ACCOUNT		56,376.49
100257	02/09/2018	1946	IRS - PAYROLL TAX PMT		18,135.47
100258	02/23/2018	709	BPL SPECIAL PAYROLL ACCOUNT		55,705.41
100259	02/23/2018	730	NYS EMPLOYEES RETIREMENT SYSTE		2,162.12
100260	02/23/2018	1946	IRS - PAYROLL TAX PMT		18,083.17

Number of Transactions: 15

Warrant Total: 164,655.83

Vendor Portion: 164,655.83

Certification of Warrant

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

_____	_____	_____
Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 6: MANUAL DISB H FUND (FEB 18) For Dates 2/1/2018 - 2/28/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1184	02/20/2018	2080	M/E ENGINEERING, P.C.	160929	3,652.40
Number of Transactions: 1				Warrant Total:	3,652.40
				Vendor Portion:	3,652.40

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

2/28/2018

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$13,457.87	\$324,928.60	\$317,603.21	\$20,783.26
TD Bank Payroll	\$0.00	\$112,081.90	\$112,081.90	\$0.00
TD Bank Money Market	\$373,607.26	\$0.00	\$315,000.00	\$58,607.26
Capital Project Fund	\$15,595.81	\$0.00	\$3,652.40	\$11,943.41
TOTAL:	\$402,660.94	\$437,010.50	\$748,337.51	\$91,333.93

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

17

TD Bank - General Fund

For the month beginning 2-1-18 and ending 2-28-18

Balance on hand at the beginning of the month **\$13,457.87**

Receipts during the month

Interest	853.21	
Transfers from Money Market Account TD Bank	315,000.00	
Fines	4,943.77	
Copier	703.27	
Miscellaneous (Abate)	2,769.35	
Book Sale	429.00	
PILOT	0.00	
School Taxes	0.00	
Gifts	230.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	0.00	
Total Receipts		<u>\$324,928.60</u>
Total Receipts Including Balance		<u>\$338,386.47</u>

Disbursements During Month By Check

From Check #36845 to Check #36869	63,653.03	
Trust & Agency Payments (Payroll)	164,655.83	
From Check #36790 to Check #36844	89,279.35	
Transfers to Money Market Account	0.00	
Returned Check	15.00	
Total amount of Disbursements		<u>\$317,603.21</u>
Balance on Hand at End of Month		<u>\$20,783.26</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	57,971.78
Amount of Outstanding Checks	37,188.52
Balance on Deposit	20,783.26

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
Outstanding Checks - TD Bank
General Fund
2/28/18

Check Number	Date	Amount
36740	1/9/2018	325.00 Notified vendor
36793	2/13/2018	86.98
36812	2/13/2018	5.00
36825	2/13/2018	1,450.00
36830	2/13/2018	70.00
36833	2/13/2018	17.99
36834	2/13/2018	170.00
36844	2/13/2018	25.00
36863	2/21/2018	5,419.87
36860	2/23/2018	2,424.57
36864	2/28/2018	415.92
36865	2/28/2018	23,273.29
36866	2/28/2018	3,154.98
36867	2/28/2018	95.17
36868	2/28/2018	126.98
36869	2/28/2018	127.77

TOTAL		\$37,188.52
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**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 2-1-18 and ending 2-28-18

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

Receipts during the month

Transfer from Checking 2/8/18	56,376.49
Transfer from Checking 2/22/18	55,705.41

Total Receipts	<u>\$112,081.90</u>
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Total Receipts Including Balance	\$112,081.90
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Disbursements During Month By Check

2/9/18 - From Check #83751 to Check #83818	56,376.49
2/23/18 - From Check #83819 to Check #83885	55,705.41

Total Amount of Disbursements	<u>\$112,081.90</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	2,286.00
Amount of Outstanding Checks	2,286.00
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
Outstanding Checks
TD Bank Payroll Fund
2/28/18

Check Number	Date	Amount	
83564	12/29/2017	1.11	Waiting to hear from employee
83801	2/9/2018	291.14	
83830	2/23/2018	1,446.10	
83838	2/23/2018	2.85	
83866	2/23/2018	253.66	
83868	2/23/2018	291.14	

TOTAL		2,286.00	
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**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 2-1-18 and ending 2-28-18

Balance on hand at the beginning of the month \$3,736,007.26

Receipts during the month

Transfer from General Fund 0.00

\$0.00
Total Receipts
Total Receipts Including Balance \$3,736,007.26

Disbursements During Month By Check

Transfers to General Fund 315,000.00
Transfers to Capital Projects Fund 0.00

\$315,000.00
Total Amount of Disbursements
Balance on Hand at End of Month **\$3,421,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit
as shown by Bank Statement 3,421,007.26
Amount of Outstanding Checks 0.00
Balance on Deposit 3,421,007.26

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

***Capital Project Fund Account (HVAC, Technology & Misc.)
TD Bank***

For the month beginning 2-1-18 and ending 2-28-18

Balance on hand at the beginning of the month \$15,595.81

Receipts during the month

Interest TD Bank	
Transfer from Money Market Account	0.00

Total Receipts	<u>\$0.00</u>
Total Receipts Including Balance	\$15,595.81

Disbursements During Month By Check

From Check #1184 to Check #1184	3,652.40
---------------------------------	----------

Total Amount of Disbursements	<u>3,652.40</u>
Balance on Hand at End of Month	\$11,943.41

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	11,943.41
Amount of Outstanding Checks	0.00
Balance on Deposit	11,943.41

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



23

4427533000280997900119090011909066

Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	03/03/2018	\$119.09	\$119.09	119.09



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

**T0000158

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

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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	\$32,880	\$00	\$00

Statement Date
02/06/18

Payment Date
03/03/18

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	224.87	- 224.87		119.09		119.09
Advances						
Company Totals TOTAL	224.87	- 224.87		119.09		119.09

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Your total finance charge paid for 2017 was \$0.00.

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CARDMEMBER SUMMARY

COFFEY, KEVIN J XXXX-XXXX-XX56-3708	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				14.85		14.85
Monthly Limit: \$750				14.85		14.85
Advances						
TOTAL						

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				104.24		104.24
Monthly Limit: \$500				104.24		104.24
Advances						
TOTAL						

DAYS IN BILLING PERIOD: 31			
Balance Subject		Purchases	Cash Advances
To Interest Charges	>	.00	.00
Periodic Rate	>	.0000%	.0000%
ANNUAL PERCENTAGE RATE	>	0.00%	0.00%
		Payment Due:	119.09
		Amount Over Credit Limit:	.00
		Amount Past Due:	.00
		MINIMUM AMOUNT DUE:	119.09



XXXX-XXXX-XX80-9979

Statement Date
02/06/18

COMPANY BOOKKEEPING DETAIL				
BETHLEHEM PUB LIBRARY			XXXX-XXXX-XX80-9979	
Monthly Limit		Cash Limit*	Available Credit Line	Available Cash Line**
\$33,000		\$00	\$32,880	\$00
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
01-24	01-25	74046588025024000031373	PAYMENT - THANK YOU	224.87 PY

INDIVIDUAL CARDHOLDER ACTIVITY				
COFFEY, KEVIN J			XXXX-XXXX-XX56-3708	
Monthly Limit		Cash Limit*		
\$750		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
01-29	01-31	24138298030305001221383	PRICE CHOPPER #159 SLINGERLANDS NY	14.85
			TOTAL PURCHASES/ADVANCES/CREDITS	14.85

MCDONOUGH, NATALIE			XXXX-XXXX-XX42-8387	
Monthly Limit		Cash Limit*		
\$500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
01-11	01-12	24427338011060000546820	HANNAFORD #8339 DELMAR NY	93.45
01-31	02-01	24692168032100261810277	MICHAELS STORES 9955 ALBANY NY	10.79
			TOTAL PURCHASES/ADVANCES/CREDITS	104.24

Program Supplies



4404658000607786000680000068000221



Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX07-7860	02/16/2018	\$680.00	\$680.00	680.00



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

**T0000996

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

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CITIBANK CORPORATE CARD

Statement Date
01/22/18

Payment Date
02/16/18

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$50,000	\$49,320	\$50,000	\$49,320

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 PUBL LIBRARY XXXX-XXXX-XX07-7860	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	668.23	- 668.23		680.00		680.00
Advances						
Company Totals TOTAL	668.23	- 668.23		680.00		680.00

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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

PETERS, M CATHERINE XXXX-XXXX-XX13-5544	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				400.00		400.00
Monthly Limit: \$625				400.00		400.00
Advances						
TOTAL						

MCGINTY, CHRISTINE XXXX-XXXX-XX13-5598	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				280.00		280.00
Monthly Limit: \$500				280.00		280.00
Advances						
TOTAL						

DAYS IN BILLING PERIOD: 31	Purchases	Cash Advances	Payment Due:	680.00
Balance Subject	.00	.00	Amount Over Credit Limit:	.00
To Interest Charges	.0000%	.0000%	Amount Past Due:	.00
Periodic Rate	.00%	.00%	MINIMUM AMOUNT DUE:	680.00
ANNUAL PERCENTAGE RATE				



XXXX-XXXX-XX07-7860

Statement Date
01/22/18

COMPANY BOOKKEEPING DETAIL				
BETHLEHEM PUBL LIBRARY			XXXX-XXXX-XX07-7860	
Monthly Limit		Cash Limit*	Available Credit Line	Available Cash Line**
\$50,000		\$50,000	\$49,320	\$49,320
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
01-11	01-11	74046588011011000050400	PAYMENT - THANK YOU	668.23 PY

INDIVIDUAL CARDHOLDER ACTIVITY				
PETERS, M CATHERINE			XXXX-XXXX-XX13-5544	
Monthly Limit		Cash Limit*		
\$625		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
01-11	01-15	24202988012030026628706	PLA 800-310-7554 MD 180472	400.00
TOTAL PURCHASES/ADVANCES/CREDITS				400.00

MCGINTY, CHRISTINE			XXXX-XXXX-XX13-5593	
Monthly Limit		Cash Limit*		
\$500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
01-08	01-10	24202988009030023659097	PLA 800-310-7554 MD 180430	280.00
TOTAL PURCHASES/ADVANCES/CREDITS				280.00

→ C. Brenner Registration

March 12, 2018 - 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
Librarian 1 PT	11.66 hrs/wk		\$25.93/hr or per contract	N. Doroski	7/12/2017	Resignation	7/10/2017				
Library Clerk PT	11.66 hrs/wk		\$13.19/hr or per contract	C. O'Brien	1/7/2018	Schedule Change	1/8/2018	Filled	J. Difibaugh	2/22/2018	Hire
Library Clerk PT	15 hrs/wk		\$13.19/hr or per contract	J. Rutherford	1/7/2018	Schedule Change	2/12/2018				
<u>Action Requested</u>											
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hrs/wk		\$13.19/hr or per contract	R. Weatherby	2/27/2015	Resign	Hold				
Sr. Library Clerk	15 hrs/wk		\$15.75/hour or per contract	S. Taylor	7/12/2017	Promotion	Hold				
Board Treasurer	TBD		TBD	N/A	N/A	New	New-Hold 10/10/17				
Television Production Assistant	15 hrs/wk		\$13.19/hr or per contract	D. Martin	6/23/2017	Resignation	Hold 1/8/18-Prev. apprvd. to fill 12/11/2017				
Studio Manager PT	25 hrs/wk		\$23,775/annual or per contract	J. Irwin	1/3/2018	Retirement	1/8/2018				

Director's Report March 2018

Building and Grounds

The past month has been dominated by preparation for the start of construction for the HVAC project. Our contractor started officially on Wednesday, March 7. The Mezzanine has been cleared of all staff and furniture. It has been a good opportunity to examine what we have and evaluate whether we need to keep it. Construction will start in the Studio Makerspace, which will progress to other parts of the library over the next two months.

Asbestos work notices were placed on all public and staff entrances. We have information about this and other aspects of the project on our website. I have had a few questions about the nature of the abatement work so far. We will continue to ensure that the public has accurate information about our project.

Public Service

Ten new Wi-Fi hotspots funded by the Friends of the Library have been added to the collection. The Friends agreed to pay for service through May 2019, so the service contracts will expire on the same day as the rest of the hotspots already in the collection. These hotspots circulated very quickly after they were released.

The library's volunteer job coach announced that she will be moving out of the area and will not be able to continue with us. We will be seeking a new job coach volunteer; this service continues to be important to our users.

Museum passes are being renewed. We will be keeping all current passes and looking to expand our offerings in this collection.

There were many unhappy patrons unable to get into the Puppet People program during February break. We typically try to schedule two back-to-back programs when we know they are going to be popular, but that was not an option this year. We will continue to try to find ways to accommodate more patrons for programs like this.

We held another pop-up library card registration/personalized library card program on Feb. 23 during the break. We printed 26 library cards with several new accounts set up.

Analog-to-digital video converters have been added to the Library of Things. These allow a user to connect a VCR or camcorder to a computer so that video can be converted to a digital format for preservation or upload.

We ordered the 2018 American Girl of the Year: Luciana Vega for circulation. Luciana is aspiring to be an astronaut, and she comes with a spacesuit. I look forward to reading about the adventures she has with our youngest patrons.

Six new GoPro 5s have been ordered to replace our aging GoPros. They have been popular since they were first added and the newer models have a lot of great new features that our patrons will enjoy. We had begun to hear that the resolution on the older cameras was not as good as patrons had come to expect from other sources, like their cell phones.

Natalie has been assigned as the liaison for all materials published by local authors. Look for new guidelines to be added to our collection development policy that will be presented to the board in the future. This will clarify the process for including local materials in the collection.

Nine programs were cancelled this month due to closings or delays.

Meetings and Miscellany

We have been working closely with Verizon to add Wi-Fi at Five Rivers. We are excited to be partnering with NYS DEC on this project. We are currently waiting for a pipe underneath a ditch to unfreeze so that new cable can be run from the closest telephone pole. We hope to have this new service up and running this spring. The staff at Five Rivers has been a real pleasure to work with.

Catherine and Sylvia travelled to the Haverstraw Kings Daughters public library to view an installation of self-checkout similar to what we will be installing here. We have ordered our new machines and anticipate an implementation date of April or May. We will be using our own existing computers, so the prices were lower than initially quoted. The invoice was for about \$16,500. We are looking forward to getting this new service launched.

Our auditors have given us guidance on how to book the NYS Construction Grant money, which was awarded in the current fiscal year but will actually be received in the next year. They indicate we should book the grant as a receivable on June 30, given that the project is completed by then.

Several staff members attended Department of Labor training this month. This helped clarify the process to ensure that our contractors are paying prevailing wage to their employees.

I continue to work as one of the co-creators on the NYLA Sustainability Committee. The committee is beginning to garner some national attention. At some point, I would be interested in discussing having our library participate in the Sustainable Library Certification Program, which I helped design.

Geoffrey Kirkpatrick, Library Director

Program and Outreach Report

March 2018

30

Highlights from library programs

- There was a great turnout for Froggy's Luau. Mary was a great frog and she and Cathy had a lot of fun with the families. I think the difference in having this event in the winter meant that people were staying longer. At a previous character event in 2016, most families stopped in, took a photo and did not stay long. In this case, there was a packed house for almost the entire 90 minutes.
- Kristen Majkut offered part 3 of 4 of the Federalist Papers co-sponsored by Humanities New York and was able to film the program with two of the new digital cameras, providing two angles for review, which we are planning to use to test the Premiere Elements software and cablecast on BCN-TV.
- Cathy's "Think pink in 3D" went very well. There were some technical difficulties, but thanks to Patrick and Geoff, they were able to get everything working so it went smoothly. The participants said they had a great time. With a few of the registrants not coming to the program, Cathy was able to take everyone on the waiting list. There were a few parents who stayed so they could have the 3D orientation and have their families come back to print.
- Tori offered an adult program to learn the Tinkercad 3D design software on Feb. 12. Everyone attending this program was very interested in learning the basics of Tinkercad and enjoyed designing a mug and seeing a demo of the Makerbot. All of the patrons stated that the program was helpful in getting an idea of the process of 3D design. One patron has previously attended a 3D orientation and many others were interesting in doing so after the program. Another patron asked if there would be a follow-up program to learn more advanced 3D design skills. Tori offered the option of making an appointment with our Tech Room volunteer, Marc Edgar, who can assist with more advanced designs.
- Natalie had a great group, a huge crowd of 25, for her DayBooks discussion on *Nothing to Envy: Ordinary Lives in North Korea* by (journalist) Barbara Demick. She has had to move the discussion to the Storyhour Room regularly in order to comply with the fire code capacity of the Board Room. This will be a challenge during the renovation as the discussion reverts to the Board Room while Public Services Department staff members are stationed in the Storyhour Room.
- Frank offered a program on "Navigating Career Transitions" on Feb. 27 with our outgoing job coach volunteer, Patricia. She put on an excellent career program focused on the ins and outs of making a career change or re-entering the job market after a long absence. Patricia presented a lot of useful information, which was well received by the attendees. She stayed for an additional 30 minutes answering specific questions from the audience members.
- René offered a program on using your new iPad this month, following a session in January. The classes were well attended; the adults appreciated the seminar and noted that they had learned a lot in the class. René was able to display from his iPad onto the SMART Board in the Board Room, which made it much easier to explain what he was discussing in his presentation. René also met with one student separately who was not able to make the class that had been rescheduled, as a one-on-one tech help appointment.
- Anne offered an Animals A-Z Activity stations program that attracted quite a few families on a dull dreary winter day to practice their animal imitations and try some animal-inspired yoga poses.
- Anne had a surprisingly large turnout for her Sunday Cinema to see *The Glass Castle*, based on the Jeannette Walls book on the last day of the Winter Olympics.

- Frank had two sessions of Chess Club, with a total attendance of 35 kids and teen volunteers. This program continues to draw large and loyal numbers of attendees.
- Michelle celebrated Mardi Gras with a program for kids and families, who had a great time playing games, making crafts and enjoying treats for a lively celebration. The kids seemed to enjoy most competing in the stationary long jump against each other, with some pretending it was an Olympic event. They were also very happy to find out that they could keep their bead necklaces to take home.
- Mary continues to offer her weekly Storytimes and cover Time Out for Tales on her weekend. There were fewer of her Monday Storytimes this month due to the ice delay and the President's Day holiday.
- Gordon offered his annual "Trivia: Bethlehem Library Goes to the Movies" and had 25 patrons for the program on a snowy winter night. The trivia focus was anything to do with the movies/film industry. He incorporated sound tracks into his trivia for the first time, which was a big hit and challenging for the patrons at the same time. Due to the way that he constructed the final question, every team had a chance to win, with the second place team winning in the end.
- Michael had a very enthusiastic crowd for a performance from members of The Mendelssohn Club for A Little Sunday Music on Feb. 11 co-sponsored by the Friends of the Library. The final concert of the series will be held on March 11.
- During the break week, Tori offered a Breakout EDU program on Feb. 23 for teens. They enjoyed the puzzles which were snow themed, and all said that they would like to return for the next program in March.
- For the regular Morning Concert co-sponsored with the Center for Disability Services on Feb. 26, there was a huge crowd, nearly filling the room to hear from "The Expressions", a group made up of staff and clients of the Center. This has been a great partnership, with financial (and refreshment) support from them. We are looking forward to the upcoming program on March 12, with Saratoga Opera-To-Go presenting The Ugly Duckling.

School Outreach for February 2018

Anne

- Anne made a visit to the St. Thomas Aftercare class on Feb. 9 and led a STEM Challenge: Spaghetti and Marshmallow Towers, which has been a popular program here at the library as well. Anne added a few more elements to the challenge: to add pieces of string to add stability to the structures and more regular-sized marshmallows to give them stronger joints. Rather than bringing a measuring tape or yardstick, Anne brought pictures of other spaghetti and marshmallow creations to inspire them to build something that reflected their personalities rather than just trying to build the tallest tower.
- Anne visited with the two Elsmere Kindergarten classes and gave a Valentine's Day Storytime with books, rhymes and songs.

Cathy

- Cathy visited with the last two Grade 3 classes at Slingerlands that had been postponed due to weather, where she talked about the library of things and the break week events that were forthcoming. She saw a lot of students stop by the library during the break week, so the visits had been successful.
- Cathy finished the enrichment at Slingerlands with two final sessions. They were very happy to have another technology-based program. Cathy does need to take fewer students than for a craft or Lego based program due to the limited number of iPads. She would be able to take more children if we could purchase

more of the same iPads. Cathy would like to continue in this direction, for both the STEM element and the smaller amount of prep work, equipment needs as well as the interest of the students. 32

Frank

- Frank took the WiiU video games to The Pit for the Feb. 8 program and had a good turnout of students on the day after the snowstorm.

Michelle

- Michelle and Froggy (Patti) made a visit to the Grade 1 classes at Hamagrael on Feb. 1. She shared two Froggy books by Jonathan London and then brought out Froggy to greet the kids. Michelle also talked about Froggy's Luau that would be taking place at the library on Feb. 3.
- Michelle and Froggy (Patti) made visit to the Kindergarten and Grade 1 classes at Eagle on Feb. 2. She shared two Froggy books by Jonathan London and then brought out Froggy to greet the kids. Michelle also talked about Froggy's Luau that would be taking place at the library on Feb. 3. All of the kids were able to give Froggy a "High Five" on their way out of the library. There is a photo of Michelle and Froggy (Patti) from her visit at the end of this report.
- Michelle finished up her Afterschool Enrichment at Eagle on Feb. 14; wrapping up with learning how to cast off with knitting and letting the students finish a couple of needlepoint projects from an earlier session.
- Michelle visited with two classes at Circle of Friends on February 15, and shared books and songs on vehicles and transportation. She brought one of the board book sets to share and it was a big hit for the kids to follow along while she read to them.
- Michelle began her Afterschool Enrichment at Elsmere on Feb. 28 where the students began working on friendship bracelets.

Tori

- Tori took the WiiU video games to The Pit for two sessions prior to the school vacation week and both Tori and Frank have seen a consistent attendance for these programs each week.
- Tori took part in the Middle School Book Club meeting on Feb. 6 where they discussed *George* by Alex Gino, the story of a ten-year old in the process of coming out as transgender. The book was very highly reviewed by the Grade 6 student attending the program. Next month they will be discussing two books, *When You Reach Me* by Rebecca Stead and *March: Book 1* by Rep. John Lewis.

Community Outreach for February 2018

Michael and Jody

- Michael and Jody made the monthly visit to Assisted Living location at Good Sam. The second visit to the Bethlehem Commons nursing home facility did not take place. For the second time in three months, the location had booked a second event at the same time, but did not contact the library to let Michael know in advance. Apparently, there has been a change in staff, which may explain why the notification has slipped through the cracks. Michael or Jody will be in contact with them in advance to confirm the program going forward.



Library Collection				2016-17	Current Total
Adult fiction				24,506	25,050
Adult non-fiction				29,891	28,624
Adult audio				7,327	7,347
Adult video				6,311	6,962
Young adult fiction				5,536	5,389
Young adult nonfiction				450	458
Young adult audiobooks				414	310
Children's fiction				25,523	26,320
Children's non-fiction				15,230	15,132
Children's audiobooks				1,420	1,367
Children's video				1,981	2,081
OverDrive - UHLS Shared				52,057	56,819
e-books (locally purchased)				1,456	1,456
e-magazines				110	124
Electronic (games, ereaders)				475	470
Total				172,687	177,909
Library Programs	Feb-18	Feb-17	% change	2016-17	F-Y-T-D
Programs	67	68	-1.5%	783	605
Program attendance	1,946	1,607	21.1%	22,326	19,939
Outreach Programs	20	38	-47.4%	332	122
Outreach Attendance	418	635	-34.2%	9,718	2,563
Circulation	Feb-18	Feb-17	% change	2016-17	F-Y-T-D
Adult fiction	10,892	10,805	0.8%	146,643	95,568
Adult non-fiction	7,854	7,407	6.0%	93,890	61,947
Adult audio	4,028	4,557	-11.6%	56,970	35,102
Adult video	8,597	9,346	-8.0%	111,944	70,551
Adult magazines	1,712	1,689	1.4%	19,876	13,702
Young adult fiction	1,452	1,410	3.0%	20,068	12,260
Young adult nonfiction	105	113	-7.1%	1,477	843
Young adult audiobooks	82	109	-25.1%	1,356	829
Young adult magazines	13	2	550.0%	101	67
Children's fiction	10,799	11,399	-5.3%	149,348	99,176
Children's non-fiction	3,524	3,804	-7.4%	40,998	26,632
Children's audiobooks	561	551	1.9%	7,399	4,871
Children's video	1,154	1,424	-19.0%	17,640	11,112
Children's magazines	18	34	-47.1%	527	315
Electronic (games, ereaders)	480	374	28.3%	4,947	4,399
Total	51,271	53,024	-3.3%	673,181	437,372
Interlibrary Loan	Feb-18	Feb-17	% change	2016-17	F-Y-T-D
Borrowed from others	6,867	6,871	-0.1%	77,470	58,323
Loaned to others	5,418	5,752	-5.8%	64,966	45,458
Miscellaneous	Feb-18	Feb-17	% change	2016-17	F-Y-T-D
Visits to our home page	67,235	62,056	8.3%	653,745	680,858
Public use of meeting rooms	57	58	-1.7%	497	340
Public meeting attendance	634	887	-28.5%	6,111	3,975
Staff use & library programs	80	91	-12.1%	1,149	750
Study room sessions	309	363	-14.9%	4,517	3,225
Tech room use	26	33	-21.2%	332	193
Door count	24,574	25,825	-4.8%	320,892	213,873
Registered BPL borrowers	99	63	57.1%	1,054	720
Computer signups	2,899	2,867	1.1%	41,015	24,952
Museum Pass use	132	99	33.3%	1,327	1,100
E-book use	4,557	4,161	9.5%	54,585	35,638
E-magazine use	1,150	1,103	4.3%	11,406	8,326
Equipment	286	191	49.7%	1,968	2,793
Wireless Use	6,943	6,357	9.2%	84,156	68,519

2017-18 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Feb. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,102,117	0	1,102,117	81,671	694,354	0	\$407,763	37%
Salaries-Clerical	938,358	0	938,358	67,043	609,945	0	\$328,413	35%
Salaries-Custodians	162,602	0	162,602	10,974	100,255	0	\$62,347	38%
Retirement	293,132	0	293,132	0	288,233	0	\$4,899	2%
SocSec/Medicare	168,343	0	168,343	11,517	103,817	0	\$64,526	38%
Worker's Comp.	22,000	0	22,000	0	22,640	0	-\$640	-3%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	291,500	0	291,500	41,689	189,633	0	\$101,867	35%
Disability Ins.	1,400	0	1,400	0	0	0	\$1,400	100%

Materials

Adult books	171,000	26,506	197,506	13,317	82,132	10,047	\$105,327	53%
Audiobooks	36,000	9,010	45,010	3,452	17,089	3,117	\$24,805	55%
Ebooks	87,000	0	87,000	19,325	60,885	1,214	\$24,901	29%
Electronic Resources	32,000	0	32,000	4,556	20,336	2,460	\$9,204	29%
Periodicals	20,000	0	20,000	190.24	21,399	60	-\$1,459	-7%

YS Books	85,000	23,068	108,068	5,393	46,800	5,286	\$55,982	52%
YS Audiobooks	8,000	956	8,956	115	3,299	0	\$5,656	63%
YS Media	10,000	257	10,257	435	1,587	346	\$8,325	81%

Special Collections	5,500	217	5,717	258	4,830	6,442	-\$5,555	-97%
AS Media	55,000	10,105	65,105	4,249	25,334	4,417	\$35,354	54%

Operations

Copiers and supplies	11,000	823	11,823	1,300	8,286	3,668	-\$131	-1%
Office supplies	29,000	129	29,129	1,448	4,556	1,250	\$23,323	80%
Custodial supplies	14,000	553	14,553	721	3,727	4,614	\$6,212	43%
Postage	17,000	525	17,525	460	10,573	1,498	\$5,454	31%
Printing	25,000	50	25,050	2,995	11,953	2,865	\$10,232	41%
Van lease & oper.	1,700	0	1,700	29	208	492	\$1,000	59%
Gas and Electric	65,000	0	65,000	5,420	42,912	350	\$21,738	33%
Telecommunications	11,000	1,700	12,700	944	6,955	3,450	\$2,295	18%
Water	3,000	0	3,000	0	1,763	0	\$1,237	41%
Taxes-sewer&water	3,500	0	3,500	0	4,622	0	-\$1,122	-32%
Refund property taxes	4,000	0	4,000	0	1,080	0	\$2,920	73%
Prof. Services	15,000	67,611	82,611	3,325	8,502	0	\$74,109	90%
Contract Services	37,500	193	37,693	5,769	21,816	9,089	\$6,788	18%
Insurance	29,000	0	29,000	0	27,738	0	\$1,262	4%
Travel/Conference	10,000	954	10,954	2,000	6,213	123	\$4,618	42%
Memberships	2,000	0	2,000	280	1,110	0	\$890	45%
Special Programs	20,000	1,187	21,187	1,035	10,499	1,861	\$8,827	42%
Furniture&Equipment	25,000	1,460	26,460	4,026	19,606	3,808	\$3,046	12%
IT Hardware & Software	42,000	4,281	46,281	2,541	25,279	2,075	\$18,927	41%
Bld&Grnd. Repair	40,000	50	40,050	1,136	10,267	11,562	\$18,221	45%
Furn/Equip Repair	2,000	4,652	6,652	295	5,942	240	\$470	7%
Miscellaneous	3,500	81	3,581	-367	1,395	233	\$1,953	55%
Audit Service	13,500	0	13,500	0	12,500	0	\$1,000	7%
Accounting Service	13,000	0	13,000	0	12,793	207	\$0	0%
UHLAN fees	50,000	0	50,000	12,040	35,311	291	\$14,397	29%
Capital Expenditures	125,000	5,889	130,889	0	5,889	0	\$125,000	96%
TOTAL	\$4,100,652	\$160,255	\$4,260,907	\$309,581	\$2,594,064	\$81,063	\$1,585,780	37%

2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Encumbrances	Subtotal	Jan. exp	Feb. exp	YTD Exp.	Available	
Operating Fund Balance	1,200,000	0	0	1,200,000	0	0	0	\$1,200,000	
Fire Alarm (Board Designat	14,049	0	10,161	14,049	0	0	3,888	\$0	
HVAC (Board Designated)	585,668	314,332	808,335	900,000	913	3,652	14,849	\$76,817	
Unassigned	528,675	-514,082	0	14,593	0	0	6,900	\$7,693	note 1
59 Borthwick	0	199,750		199,750	0	0	199,750	\$0	
Board Designated Fund balance Subtotal	2,328,392	0	818,496	2,328,392	913	3,652	225,386	\$1,284,510	
PEG/miscellaneous	18,218	0	0	18,218	0	0	0	\$18,218	
Total Fund Balance *	2,346,610	0	818,496	2,346,610	913	3,652	225,386	\$1,302,728	

* Initial Fund Balance 6/30/2017

note 1: NYS library construction grant for \$289,467 to be received in the 2018-19 fiscal year

Monthly Gas and Electric Comparisons												
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
1/12/2016	33	1,909	58	\$1,010.70	\$30.63	\$0.53	33	31,872	966	\$2,785.27	\$84.40	\$0.09
1/11/2017	30	2,269	76	\$1,150.42	\$38.35	\$0.51	30	28,800	960	\$3,405.58	\$113.52	\$0.12
2/10/2016	29	2,101	72	\$1,037.33	\$35.77	\$0.49	29	29,568	1,020	\$2,734.71	\$94.30	\$0.09
2/10/2017	30	2,118	71	\$1,280.34	\$42.68	\$0.60	29	29,184	1,006	\$2,866.03	\$98.83	\$0.10
3/11/2016	30	2,159	72	\$1,108.25	\$36.94	\$0.51	30	31,872	1,062	\$3,066.87	\$102.23	\$0.10
3/13/2017	31	2,015	65	\$1,188.31	\$38.33	\$0.59	32	33,792	1,056	\$2,837.83	\$88.68	\$0.08
4/13/2016	33	1,471	45	\$714.42	\$21.65	\$0.49	33	33,408	1,012	\$2,895.69	\$87.75	\$0.09
4/12/2017	30	1,862	62	\$1,037.51	\$34.58	\$0.56	29	29,568	1,020	\$3,267.38	\$112.67	\$0.11
5/11/2016	28	800	29	\$329.46	\$11.77	\$0.41	28	33,792	1,207	\$2,830.29	\$101.08	\$0.08
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10
6/14/2016	34	610	18	\$284.43	\$8.37	\$0.47	33	48,384	1,466	\$4,094.74	\$124.08	\$0.08
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09
7/13/2016	29	385	13	\$213.85	\$7.37	\$0.56	30	57,600	1,920	\$5,788.02	\$192.93	\$0.10
7/13/2017	30	604	20	\$259.97	\$8.67	\$0.43	30	57,600	1,920	\$5,198.19	\$173.27	\$0.09
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$192.63	\$0.09
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10
9/12/2016	31	430	14	\$218.88	\$7.06	\$0.51	31	56,448	1,821	\$5,005.22	\$161.46	\$0.09
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09
10/12/2016	30	509	17	\$241.68	\$8.06	\$0.47	30	43,392	1,446	\$3,623.83	\$120.79	\$0.08
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09
11/9/2016	28	878	31	\$363.94	\$13.00	\$0.41	28	32,640	1,166	\$2,913.35	\$104.05	\$0.09
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10
12/12/2016	33	1,576	48	\$689.63	\$20.90	\$0.44	33	31,104	943	\$2,776.58	\$84.14	\$0.09
12/12/2017	33	1,606	49	\$798.17	\$24.19	\$0.50	33	29,184	884	\$2,618.16	\$79.34	\$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
1/11/2018	30	2,964	99	\$1,474.51	\$49.15	\$0.50	30	30,336	1,011	\$3,501.04	\$116.70	\$0.12
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
2/9/2018	29	2,380	82	\$1,388.85	\$47.89	\$0.58	29	28,800	993	\$3,871.09	\$133.49	\$0.13

BETHLEHEM PUBLIC LIBRARY**NEPOTISM POLICY DRAFT**

Policy adopted by the Board of Trustees March 12, 2018

The library does not accept applications from immediate family members of library staff, or from the current library trustees or their immediate family members. “Immediate family” means spouse, child, step-child, parent, step-parent, mother-in-law, father-in-law, sibling, step-sibling, grandparent or grandchild of the employee or trustee.

This policy shall not take precedence over NYS Civil Service Law or other applicable state or federal regulations.

HVAC Renovation Report – As of 3/13/2018

Notes

The total planned cost of the HVAC project has been adjusted to accommodate the new apparent low bidder. The bid was less than \$8,000 over the construction estimate from last summer, so project costs will remain stable.

Completed Tasks

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

Aug. 2017	Contractor's estimated provided by contractor associated with DASNY
Sep. 2017	DASNY authorization bill sent to Governor's office for approval
Sep. 2017	Submit NYS Library Construction Grant application to UHLS
Oct. 2017	Trustees vote on Project Management Agreement with DASNY
Nov. 2017	Bid documents are published
Nov. 2017	Pre-bid walkthrough meeting on 11/28 @ 10am
Dec. 2017	Bids received and opened
Dec. 2017	Bids reviewed
Dec. 2017	Apparent low bidder is notified, DASNY reviews bid for responsibility
Feb. 2018	Meeting with engineers, CM, contractor, and library to schedule the project
Feb. 2018	Storage pod rented and placed at 59 Borthwick
Feb. 2018	Upstairs carpet prices sought
Mar. 2018	Contractor selected (contract to be finalized early March)
Mar. 2018	Begin Contract administration - M/E Engineering
Mar. 2018	Garage cleaned out in preparation for contractor storage
Mar. 2018	Mezzanine and Studio cleared of staff, furniture, and equipment
Mar. 2018	Inside construction begins
Mar. 2018	Maintenance office cleared in anticipation of asbestos abatement of floor tile
Mar. 2018	Relocate staff to appropriate temporary spaces
In progress	
Mar. 2018	Carpet selected and approved by the board
Mar. 2018	Demolition of old studio HVAC equipment

Yet to be completed

Apr. 2018 Phone and internet cable reinstalled in Mezzanine by library staff before ceiling is completed.

Apr. 2018 Carpet installed in Mezzanine before moving furniture and equipment back.

Apr. 2018 Outside construction begins

May 2018 Construction is complete

Expenses

Design

	Budget	Encumbered	Expensed	Notes
Design	\$100,858	\$21,939	\$78,946	Project No. suffixes .30,.40,.10
Contractor Estimate	\$4,125	\$0	\$4,125	Necessary for construction grant
Design Subtotal	\$104,983	\$21,939	\$83,071	

Construction/Construction Management

	Budget	Encumbered	Expensed	Notes
Construction Management	\$94,000	\$0	\$94,000*	Contract approved at October Board meeting
HVAC Renovation Bid	\$625,000	\$0	\$625,000*	Wilkins Mechanical is the apparent low bidder
HVAC Reno. Contingency	\$63,790	\$0	\$63,790*	

Asbestos monitoring	\$3,000	\$0	\$3,000*	
Construction Subtotal	\$785,790	\$0	\$785,790*	No executed contracts

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

Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$900,000	\$21,939	\$868,861	\$890,773

Project Grants

	Awarded	Adjustments	Received	Notes
NYS Library Construction Grant	\$289,467	\$0	\$0	Awarded by UHLS under review by DLD
Grant Subtotal	\$289,467	\$0	\$0	



HVAC Replacements

451 Delaware Ave,
Delmar, NY 12054

Project No. 3428009999

**Monthly Report
March 1, 2018**

Prepared by:

Daniel C. Coughlin

Project Manager | Upstate Construction

DASNY | We Finance, Build and Deliver.



DASNY

BPL - HVAC Replacements

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DASNY

BPL - HVAC Replacements

Owner:

Bethlehem Public Library
451 Delaware Ave
Delmar, NY 12054

Geoffrey Kirkpatrick
Director
518-439-9314 ext 3022
Geoff@bethpl.org

Construction Manager:

DASNY
515 Broadway
Albany, New York 12207

Timothy P. McGrath
Director, Upstate Construction
518-257-3198
TMcgrath@dasny.org

Daniel C. Coughlin
Project Manager, Upstate Construction
518-257-3312
DCoughli@dasny.org

Anthony DeCicco Jr.
Senior Field Representative,
Upstate Construction
315-952-3392
ADeCicco@dasny.org

Design Professional:

M/E Engineering, P.C.
433 State Street, Suite 410
Schenectady, New York 12305

Beth A. Bilger
Senior Designer
518-533-2171
babilger@meengineering.com

Contractor:

Wilkins Mechanical Inc.
6923 Herman Rd
Syracuse, NY 13209

Robert J. Wilkins
2nd Vice President
(315) 638-2400
info@wilkinsmechanical.net

DASNY**BPL - HVAC Replacements****February 2018**

The Bethlehem Public Library HVAC Replacements Project is currently in the Pre-Construction Phase.

During the month of February Wilkins Mechanical began sending in their submittals to M/E Engineering. All major equipment submittals have been sent in for review. Turnaround of reviewed submittals has been great so far.

DASNY initiated a work authorization with CHA under their DASNY statewide term contract for Asbestos & Environmental Consulting Services. CHA will be DASNY's asbestos abatement consultant for the project and will oversee the work activities for compliance in accordance with New York State Department of Labor (NYSDOL) Industrial Code Rule 56.

A Construction kick-off meeting was held at the Library with the project team on Thursday, February 22nd to discuss project start, schedule, sequencing and site logistics. Meeting minutes are attached.

The Contract between DASNY and Wilkins Mechanical is in place. We are anticipating the Contractor will begin mobilizing the week of March 5th thus starting the Construction Phase.

Albany, NY 12207
Phone: 518 257 3312
Fax:
PROJECT TITLE: BPL-HVAC Upgrades
PROJECT NUMBER: 342800
LOCATION: BPL, Delmar, NY

MEETING DATE: 02/22/2018
SUBJECT: Construction Kick-off Meeting

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y	KL0	Kevin Leubner	Wilkins Mechanical Inc.
Y	RW0	Robert Wilkins	Wilkins Mechanical Inc.
Y	PW0	Peter J. Weiss	M/E Engineering, P.C.
Y	JM0	James Morey	CHA Consulting
Y	JR0	John Roche	CHA Consulting
Y	CM0	Christine McGinty	Bethlehem Public Library
Y	CSP	Catherine Stollar Peters	Bethlehem Public Library
Y	GK0	Geoffrey Kirkpatrick	Bethlehem Public Library
Y	KC0	Kevin Coffey	Bethlehem Public Library
Y	MR0	Mary Redmond	Bethlehem Public Library
Y	SP0	Sergio Proietti	Atlantic Contracting
Y	AD0	Anthony DeCicco	DASNY - Construction Division
Y	DC3	Daniel Coughlin	DASNY - Construction Division
Y	TM1	Timothy McGrath	DASNY - Construction Division

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
A0-00000	INTRODUCTION	NEW			
A0-00001	Attendees introduced themselves and their role in the project.	NEW			
B0-00000	SAFETY	NEW			
B0-00001	NYS requires all persons on public work projects to have completed OSHA 10 training. Send copies of all OSHA cards to Anthony/Dan (DASNY) before commencing work on-site.	NEW			
C0-00000	SUBMITTALS	NEW			
C0-00001	Submittals are underway. Turnaround time has been great so far. All major equipment submittals have been sent to M/E Engineering for their review. Approximately 40% complete at this time. The site specific safety plan and pre-abatement submittals have not yet been submitted. Wilkins to submit within next day.	NEW			
D0-00000	SCHEDULE	NEW			
D0-00001	Wilkins initial project schedule was shared with meeting attendees (attached). Wilkins is planning to start work on-site on Monday March 5 and will start with building maintenance room flooring abatement and mezzanine ceiling demo.	NEW			
D0-00002	BPL has begun relocating office equipment, furniture etc from mezzanine and building maintenance room in anticipation of the project and will have these areas ready before March 5. Mezzanine staff will be relocated to the Board Room during the project.	NEW			

PROJECT TITLE: BPL-HVAC Upgrades
PROJECT NUMBER: 342800
LOCATION: BPL, Delmar, NY

MEETING DATE: 02/22/2018
SUBJECT: Construction Kick-off Meeting

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
D0-00003	<p>Abatement for the building maintenance flooring and scope on roof may be performed during normal hours. Abatement of the mudded fitting above drop ceiling in main Library area will require 24 hour closure of Library. It was discussed that mid-week day would be ideal for Library closure. Wilkins indicated that this task could be coordinated to be performed in the same day as the rooftop unit rigging so that the Library would only be closed for the one day as planned.</p> <p>Abatement Contractor: Atlantic Contracting Abatement Monitor: CHA Companies.</p> <p>The required asbestos abatement notification will be posted at all building entrances.</p>	NEW			
D0-00004	Rooftop unit lead time is 5-6 weeks. Wilkins is planning to receive the units at their shop in Syracuse and bring out to the Library themselves for control of delivery to Library.	NEW			
D0-00005	Working hours were discussed. The Library's hours of operation are 9-9 M-F, 10-5 Saturday, 12-5 Sunday. Kevin Coffey is on-site at 545, Wilkins indicated they are planning to be on-site at 6:30 to start work. Wilkins will coordinate with Anthony & Kevin.	NEW			
D0-00006	Server room working hours are limited to 545 to 830 am.	NEW			
E0-00000	POINTS OF CONTACT	NEW			
E0-00001	<p>DASNY will develop a project team directory and issue to the project team.</p> <p>Geoff Kirkpatrick is the Library Director. Christine McGinty and Catherine Stollar Peters are routinely in charge of the Library in Geoff's absence. Kevin Coffey is the primary contact about building access and existing conditions. He will be the daily contact for site managers here in the building.</p>	NEW			
F0-00000	LIBRARY/CONSTRUCTION COORDINATION	NEW			
F0-00001	The Library has many events and meetings scheduled daily. The Library has been informing the general public and staff that the project will begin soon and that there may be some disruptions in room/area availability to accommodate construction.	NEW			

Albany, NY 12207
Phone: 518 257 3312
Fax:
PROJECT TITLE: BPL-HVAC Upgrades
PROJECT NUMBER: 342800
LOCATION: BPL, Delmar, NY

MEETING DATE: 02/22/2018
SUBJECT: Construction Kick-off Meeting

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
G0-00000	HOT WORK PERMITS	NEW			
G0-00001	DASNY will provide hot work permit template to Wilkins. Wilkins will complete a hot work permit and provide to DASNY/Library each time hot work is to occur.	NEW			
H0-00000	STAGING OF EQUIPMENT & MATERIALS	NEW			
H0-00001	The Library has provided the garage area for Contractor use.	NEW			
I0-00000	DEMO DEBRIS & DUMPSTER LOCATIONS	NEW			
I0-00001	Abatement dumpster to be placed in driveway of Library owned house next door. Wilkins construction dumpster to be placed outside garage.	NEW			
J0-00000	CONTRACTOR PARKING	NEW			
J0-00001	Contractors are to park in lot farthest from building to leave closer spots to Library patrons.	NEW			
K0-00000	CRITICAL DATES/MILESTONES	NEW			
K0-00001	The date of substantial completion is May 31. Wilkins anticipates completing the project by early to mid May.	NEW			
L0-00000	NEW BUSINESS	NEW			
L0-00001	Wilkins requested roof warranty, manufacturer and installer information from the Library.	NEW			
	Post Meeting Note: The information has been provided to Wilkins.				
L0-00002	The Library mentioned that there are CAT6 lines above the mezzanine ceiling they will plan to remove after ceiling demo and re-install prior to new ceiling completion. Will coordinate with project.	NEW			
L0-00003	The Library asked when noisiest activities would occur. Wilkins said they will make efforts to perform loud activities such as drilling/coring, etc in early AM if possible.	NEW			
L0-00004	The Library is interested in having old existing gate valves replaced with new ball valves by the Contractor and will provide count and locations. DASNY will issue a request for proposal and DASNY and Library will review proposal. If approved, DASNY will issue a Notice to Proceed to Wilkins. No change order work is to occur without authorization by DASNY.	NEW			



DASNY - Construction Division
515 Broadway

Albany, NY 12207
Phone: 518 257 3312
Fax:

MEETING MINUTES
50No. 00001

PROJECT TITLE: BPL-HVAC Upgrades
PROJECT NUMBER: 342800
LOCATION: BPL, Delmar, NY

MEETING DATE: 02/22/2018
SUBJECT: Construction Kick-off Meeting

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
LO-00005	Post Meeting Note: After the meeting, the project team reviewed the layout of new split system HP-1A in TV Studio room 118A. Wilkins is proposing to place the new unit on the west wall instead of above south wall windows as shown on plans and to route condensate drain line so it terminates at existing wall penetration in SE corner of TV Studio room 118. M/E/DASNY agree with this plan in the field, Wilkins to send an RFI for record.	NEW			
M0-00000	CLOSING	NEW			
M0-00001	Job progress meetings will be held as needed. The first job progress meeting is TBD but will be held 1-2 weeks after start of construction.	NEW			

Prepared by: DASNY - Construction Division

Signed:


Daniel Coughlin

Dated: 02/28/2018

The above represents the items as discussed. If anyone has any changes please contact this office within 48 hours.

Project Status Report
Internal (Financial Program)

Report Date: 03/01/2018
Current Through: 02/28/2018

51

Current Budget	Con/PO#	Contractor (Trade)	Current Funding	Original Encumbrance	Executed Changes	Current Encumbrance	Change %	Pending Encumbrance	Anticipated Costs	Invoiced to Date	Paid to Date	Open Contract	Projected Total Cost	Under / (Over) Funding Amount
	-----											-----		
	Orig Funding											Funding Remaining		
3428009999 BPL-HVAC Upgrades Financial Program: Ed & Nonprofit Organizations														
Design Phase Manager:		Coughlin, Daniel C							Design Start:	10/23/17 (A)	Design Finish:		10/23/17 (A)	
Construction Phase Manager:		Coughlin, Daniel C							Construction Start::	3/5/18 (P)	Construction Finish:		5/31/18 (P)	
									Closeout Start:	7/30/18 (P)	Closeout Finish:		3/21/19 (P)	
4	Construction Consultants													
	7-CX	CHA Project Monitoring		\$0	\$0	\$0	0 %	\$0	\$9,972	\$0	\$0	\$0	\$9,972	
Sub Total 4	\$0		\$9,972	\$0	\$0	\$0	0 %	\$0	\$9,972	\$0	\$0	\$9,972	\$9,972	\$0
5	Construction Contracts													
	202575-OS	Wilkins Mechanical		\$0	\$0	\$0	0 %	\$625,000	\$0	\$0	\$0	\$0	\$625,000	
Sub Total 5	\$580,000		\$670,000	\$0	\$0	\$0	0 %	\$625,000	\$0	\$0	\$0	\$45,000	\$625,000	\$45,000
6	Other Project Costs													
	120297-OH	NYS Department of Labor		\$0	\$0	\$0	0 %	\$625	\$0	\$0	\$0	\$0	\$625	
	201309-O2	KJCKD Inc dba Camelot Print & Copy		\$589	\$94	\$683	16 %	\$0	\$0	\$683	\$683	\$0	\$683	
Sub Total 6	\$0		\$1,308	\$589	\$94	\$683	16 %	\$625	\$0	\$683	\$683	\$0	\$1,308	\$0
8	Contingency													
				\$0	\$0	\$0	0 %	\$0	\$0	\$0	\$0	\$0	\$0	
Sub Total 8	\$58,000		\$10,510	\$0	\$0	\$0	0 %	\$0	\$0	\$0	\$0	\$10,510	\$0	\$10,510
9	DASNY Labor													
	0-AL	DASNY Labor - Funded	\$94,000	\$0	\$26,316	\$26,316	0 %	\$0	\$67,684	\$0	\$0	\$26,316	\$94,000	
Sub Total 9	\$94,000		\$94,000	\$0	\$26,316	\$26,316	0 %	\$0	\$67,684	\$0	\$0	\$67,684	\$94,000	\$0
\$785,790	\$732,000		\$785,790	\$589	\$26,410	\$26,999	4,481 %	\$625,625	\$77,657	\$683	\$683	\$758,791	\$730,281	\$55,509
02/28/2018 Submittals are underway. Construction Kickoff meeting was held on 2/22. Contract awarded. Construction to begin week of March 5th.														

SORTED BY: Project Code, Activity Code PROJECT: ('342800 '), YEAR(S): 2017-2018

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Project Code/Name		Activity Code/Name	Hours	Dollars
342800	BPL-HVAC Upgrades			
	0000	ADMINISTRATION	9.75	\$1,237.66
	0038	ACCOUNTS RECEIVABLE	1.50	\$163.82
	0100	TRAVEL	3.00	\$512.09
	0244	REPORTING	11.00	\$1,367.07
	0406	WORK AUTHORIZATIONS	0.50	\$38.96
	0537	MEETINGS	3.00	\$540.45
	2000	DESIGN ADMINISTRATION	1.50	\$335.75
	2002	DESIGN REVIEW	16.50	\$2,887.39
	3000	CONTRACTOR PROCUREMENT	24.25	\$3,714.57
	3002	DOCUMENT REVIEW - PRE-BID	2.00	\$344.26
	4000	CONSTRUCTION ADMINISTRATION	108.50	\$15,173.80
Total: 342800 BPL-HVAC Upgrades			181.50	\$26,315.82
			181.50	\$26,315.82

Dormitory Authority State of New York
Checks by Project Report
Life to Date - March 1, 2018

Project Number : 3428009999 BPL-HVAC Upgrades

P.O / CONTRACT TYP	DOC DESCRIPTION	CHECK NO.	CHECK DATE	PAYEE	AMOUNT OF INVOICE IN CHECK
-----	---	-----	-----	-----	-----
201309 O2		671040	12/28/2017	KJCKD Inc dba Camelot Print &	589.32
201309 O2		671322	1/18/2018	KJCKD Inc dba Camelot Print &	63.02
201309 O2		671851	2/15/2018	KJCKD Inc dba Camelot Print &	30.98
Total Amount Paid for Project Number : 3428009999					683.32



TO: Bethlehem Library
451 Delaware Ave,
Delmar, NY 12054

Date 2/15/2018
Attn: Lisa Thomas

PROPOSAL
Bethlehem Public Library (Upstairs)

Mohawk Group – NYS Contract #PC67775 (Landmark Flooring Concepts, Inc. servicing dealer)

- Supply 296 sy of Mohawk Group Bigelow carpet tile style "First One Up" (color #7343 Endless) @ \$24.67 / sy. **Price = \$ 7,302.32**
- Supply 3 – 4 gallon containers of Mohawk Enpress PSA @ \$97.41 / container. **Price = \$ 292.23**
- Labor to rip up 296 sy existing Broadloom carpet @ \$2.70 / sy. **Price = \$ 799.20**
- Labor to Install 296 sy of Carpet tile @ \$7.40 / sy. **Price = \$ 2,190.40**
- Supply and Install 240 lf of 4" Vinyl Cove Base @ \$1.85 / lf. **Price = \$ 444.00**
- Disposal of 296 sy of carpet @ \$1.00 / sy. **Price = \$ 296.00**

Total Price = \$11,324.15

Please note: If Landmark Flooring Concepts, Inc. is to provide furniture moving – Work will be charged at 296 sy @ \$2.24 / sy for Light furniture moving rate On NYS contract #PC67775

Add price to above = \$ 663.04

Note: Prices above exclude tax. Please add 8% to prices above if they apply

Prevailing Wage Rates Apply

Our insurance carriers for Worker's Compensation and General Liability will not provide a waiver of subrogation without an additional change.

Our General Liability insurance carrier issues a form CG2010 (10/01). If you need anything additional to this form, there will be an additional fee.

Proposed by:

Michael Crosby

Accepted

**Michael Crosby
Landmark Flooring Concepts, Inc.**



SERVICE AGREEMENT

This Service Agreement, including all Service Orders entered into hereunder and the Commercial Terms of Service available at www.charter.com, are incorporated herein by this reference, (collectively the "Service Agreement"), executed and effective upon the date of the signature set forth below (the "Effective Date"), is between customer identified below ("Customer") and Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the service(s) hereunder ("Spectrum").

Spectrum Information

Spectrum	Contact: Julie Eldredge
Street: 20 Century Hill Dr	Phone: 518-640-8572
City: Latham	Facsimile:
State: NY	
Zip Code: 12110	

Customer Information

Customer Name (Exact Legal Name): Bethlehem Public Library			Federal Tax ID:	
Billing Address: 451 Delaware Ave	Suite:	City: Delmar	State: NY	Zip Code: 12054
Billing Contact Name: Tanya Choppy		Phone: (518) 439-9314	Email: tanya@bethpl.org	
Authorized Contact Name: Geoffrey Kirkpatrick		Phone: (518) 439-9314	Email: director@bethpl.org	

Additional Terms

BY EXECUTING THIS SERVICE AGREEMENT WHERE INDICATED BELOW, CUSTOMER ACKNOWLEDGES THAT (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY ALL SUCH TERMS AND CONDITIONS, INCLUDING THE ARBITRATION SECTION THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE DISPUTES RELATING TO THE SERVICE AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

(Authorized Customer Signature)

(Date Signed)

(Printed Name)

(Title)



Customer Service Order

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Account Executive: Julie Eldredge

Phone: 518-640-8572 ext:

Cell Phone:

Fax:

Email: julie.eldredge@charter.com

Order # 10240819

Customer Information: Customer Code		
Business Name	Bethlehem Public Library	Customer Type:
Federal Tax ID	Tax Exempt Status	Tax Exempt Certificate #
Billing Address		Account Number
Attention To:		
451 Delaware Ave Delmar NY 12054		
Billing Contact	Billing Contact Phone	Billing Contact Email Address
Tanya Choppy	(518) 439-9314	tanya@bethpl.org
Authorized Contact	Authorized Contact Phone	Authorized Contact Email Address
Geoffrey Kirkpatrick	(518) 439-9314	director@bethpl.org
Technical Contact	Technical Contact Phone	Technical Contact Email Address
John Love	(518) 439-9314	john@bethpl.org


Internet and TV Services Order Information For 451 Delaware Ave Delmar NY 12054
Service Type

Video

One Time fees At 451 Delaware Ave , Delmar NY 12054

Description	Quantity	Sales Price	Total
Construction Fee	1	\$5,395.00	\$5,395.00
Total			\$5,395.00

*Prices do not include taxes and fees.

**Special Terms****Electronic Signature Disclosure**

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

Authorized Signature for Customer

Printed Name and Title

Date Signed

HVAC project updates

The planned upgrade to the building's aging heating and cooling system is in full swing. As construction progresses, we will try to provide you with the most up-to-date information here.

The long-awaited HVAC improvements will increase comfort and efficiency throughout the library and are the result of a multi-year planning process. The construction is partially funded by a \$289,467 New York State Library Construction Grant through the Upper Hudson Library System. The additional funding will allow the library to continue making necessary capital improvements to the building while minimizing the impact on taxpayers.



Thank you for your understanding as we do our best to minimize disruptions during this time.

2/27/2018: Asbestos abatement will take place in select locations as part of this project. All work and air monitoring will be done in accordance with federal and state regulations with an effort to minimize disruption of normal building activities. [Click here to read the official notice \(pdf\).](#)

2/22/2018: Library staff are currently relocating their workspaces to the Storyhour Room in preparation for the internal phase of the HVAC project, which is expected to begin **March 5** and last approximately 8 weeks.

As a result:

- Storytimes may take place in the community or board room, or inside the Children's Place.
- Some meeting rooms may not be available for limited times during the project.
- Construction noise may be audible during business hours.



The maintenance office is cleared out and ready for the removal of the blue floor tiles.



The storyhour room has been converted into a temporary workroom for the librarians.



IT staffers remove old wiring from the upstairs mezzanine to prepare for the HVAC work.

LIBRARIES

BPL Sunday: Broad Street Chamber Players

Bethlehem Public Library's winter concert series "A Little Sunday Music" closes its 2017-18 season Sunday, March 11, at 2 p.m. with a performance of works by the Broad Street Chamber Players: flutist Elizabeth Chinery, cellist Jay Shulman, and pianist David Smith.

Chinery has been performing and teaching in the Capital District for more than 25 years, and has performed with the Schenectady Symphony Orchestra and the Berkshire Lyric Theater Orchestra, and the Albany Symphony. She has studied flute, theory and composition with various renowned classical and jazz flutists.

Shulman has performed with the Long Island Philharmonic and the River Ensemble. He has made recordings with the Bronx Arts Ensemble and plays on the soundtrack of the PBS documentary "Josef and Anni Albers." He has produced CD reissues of the Stuyvesant String Quartet and the music of his late father, composer and cellist Alan Shulman.

Smith holds degrees from Harvard and Yale, and was a conducting fellow at the Aspen Music Festival and Aspen Music School in Colorado. He continues to be active as a pianist, organist, harpsichordist, conductor and teacher in



upstate New York.

A Little Sunday Music is supported by Friends of Bethlehem Public Library, and the concert is free and open to the public.

Opera for all

On Monday, March 12, from 10:30-11:30 a.m. we will be joining our friends from the Center for Disability Services for Opera Saratoga, "Opera to Go: The Ugly Duckling," a whimsical retelling of Hans Christian Andersen's beloved tale with a focus on diversity and tolerance, featuring an original score by composer Andrew Duncan. Enjoy the show, which is free and open to everyone, and meet some new friends. Refreshments will be served.

Tech Talk for Teens

Have you ever wondered how your favorite social media sites seem to know what you are most likely to click and comment on? On Friday, March 9, from 4-5 p.m. teens are invited to find out how social media and our "smart" devices use data and algorithms to better interact with us during SUNY Albany Professor Petko Bogdanov's "Tech Talk for Teens: Everyday Algorithms."

For grades 6-12. Sign up online at www.bethlehempubliclibrary.org or call (518) 439-9314.

Construction updates online

The planned upgrade to the building's aging heating and cooling system has begun. We expect some minor disruptions during the project, but we are doing our best to minimize their impact's construction progresses, we will keep you informed through a dedicated construction page on our website (www.bethlehempubliclibrary.org/hvac-project-updates), in-house postings and through social media.

Board candidate information

Nominating petition forms and informational packets are available for candidates interested in serving on the Bethlehem Public Library Board of Trustees.

There are three seats on the 2018 ballot. Two, currently held by incumbents Harmeet Narang and Mark Kissinger, come with five-year terms. The third seat, currently held by Caroline Brancatella, has a partial term of three years. All three trustees are seeking re-election.

The election and budget vote will be held on Tuesday, May 15, from 7



It was Beatlemania at the library Monday, Feb. 26, with an all-ages concert by The Expressions, co-hosted by the Center for Disability Services. The next event with our CFDS friends takes place Monday, March 12, and features Opera Saratoga's rendition of "The Ugly Duckling."

Photo by Natalie McDonough

a.m.-9 p.m. at Bethlehem Central High School.

More events

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

Friday, March 9 Rubber Ducky Club:

Measure Up
An early STEM experience exploring the concept of measurement for children up to age 6 with family, 10-10:30 a.m.

Friday Cinema: Murder on the Orient Express (PG-13, 114 min., 20th Century Fox)

Film series with titles suitable for adult audiences, 2:30 p.m. Shown with Subtitling for the Deaf and Hard of Hearing when possible.

Monday, March 12 Daybooks

Discuss "The Other Einstein," by Marie Benedict, 1:30 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

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!

Wed., March 14 AfterDinner Books

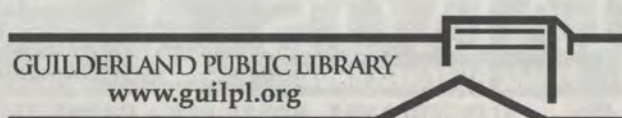
Discuss "Nutshell" by Ian McEwan, 7 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

— Kristen Roberts

Become a Guilderland Public Library Trustee

If you want to have a voice in how the Guilderland Public Library serves your community, here's your chance: Consider running for one of the two seats on the Board of Trustees that will be up for election on Tuesday, May 15.

Incumbents and new candidates may run for a permanent Board seat by following the steps outlined below. The May 15 election for Library Trustees is concurrent with votes on the Library Budget, School



District Budget, and election of members of the School Board.

To start the process of running for the Library Board, stop by the Library and pick up an information packet. When you pick up the packet, you must provide your name, address, and phone number; this information is required by the School

District. Note: Completed nomination packets must be filed with the Clerk of the Guilderland Central School District on or before Monday, April 16, 2018.

Your packet includes a memo from the Director, the Library Bylaws, and a document titled *On Being a Board Member*, which outlines the responsibilities

and opportunities the position entails. There is also a two-page biographical information sheet, which must be filled out and returned. This information is used in the Library's publicity pertaining to the election. Everyone picking up a packet is encouraged to read all the information completely.

If you have questions on this, please call Library Director Tim Wiles at (518) 4567-2400, ext. 113, or the School District

Clerk at (518) 456-6200.

FLOSS Computer Club

Teens and tweens, if you're curious about the guts of a computer, then come to the FLOSS Computer Club starting on Monday, March 12, at 6:30 pm. In this four-session class, you'll take computers apart to learn about what's inside, and put them back together to get them working. Then, there's the coolest part: We FLOSS!

(which means downloading some Free/Libre Open Source Software), and learn how that works.

The remaining three classes are all on Mondays at 6:30 p.m.: March 19, 26, and April 2. Space is limited, so please register now by going to guilderlandlibrary.org and clicking on March 12 on the calendar. Or you can register by calling (518) 456-2400, ext. 4. The program is for grades 7-12; you must attend all four sessions.

— Mark Curiale

Local museums you can visit for free, using a library card

By Emily Masters Updated 10:37 am, Thursday, March 8, 2018



Photo: John Carl O'Connell, Albany Times Union

IMAGE 1 OF 32

Residents of the Capital Region counties who have with library cards have access to free passes to many of the region's best museums. [Click through the slideshow for a sampling of museums you can visit.](#)



Winter making you stir crazy? Need something new to do but strapped for cash? Want to explore your neighborhood and region?

Here's a great way to get out for less: Library cards give you access to free passes to up to 24 Capital Region museums. Just visit the library to pick up a pass.

For all the rules and details for residents of Albany and Rensselaer counties, visit or your library's website — including albanypubliclibrary.org, the Bethlehem Library and the Guilderland Library.

[Click through the slideshow for the full list of museums you can visit.](#)

Library card holders in Schenectady County have access through the [Schenectady County Public Library](#).

Similar passes are available in Saratoga County at the Clifton Park Halfmoon Library, and the [Saratoga Springs Public Library](#), among others.

Museum participation may vary.



FROM THE WEB

Sponsored Links



Man Hears Noises in His Yard, Takes A Peek And Gasps At Discovery

Mutuality



Amazing Deals On Products You Love.

ExpHatter

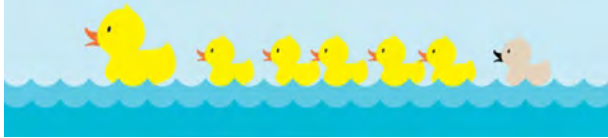


Wolf's Reaction After Seeing This Couple Walking Their Dog Is Incredible

ITV.com



OPERA TO GO: THE UGLY DUCKLING



MONDAY MARCH 12 • 10:30-11:30AM

Opera Saratoga's production is a whimsical retelling of Hans Christian Andersen's beloved tale, with an original score by composer Andrew Duncan. Co-sponsored by the Center for Disability Services. Refreshments will be served.

BETHLEHEM PUBLIC LIBRARY

451 DELAWARE AVE., DELMAR



518-439-9314 • www.bethlehempubliclibrary.org

OPERA TO GO: THE UGLY DUCKLING



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BETHLEHEM PUBLIC LIBRARY

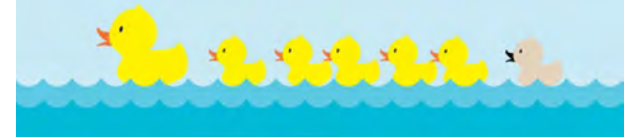
451 DELAWARE AVE., DELMAR



518-439-9314 • www.bethlehempubliclibrary.org

OPERA TO GO: THE UGLY DUCKLING

62



MONDAY MARCH 12 • 10:30-11:30AM

Opera Saratoga's production is a whimsical retelling of Hans Christian Andersen's beloved tale, with an original score by composer Andrew Duncan. Co-sponsored by the Center for Disability Services. Refreshments will be served.

BETHLEHEM PUBLIC LIBRARY

451 DELAWARE AVE., DELMAR



518-439-9314 • www.bethlehempubliclibrary.org



Make It Yourself: Button Tree

WEDNESDAY MARCH 7 • 6:30-8PM

Relax and get creative with a charming button tree craft.



Make It Yourself: Button Tree

WEDNESDAY MARCH 7 • 6:30-8PM

Relax and get creative with a charming button tree craft.



Make It Yourself: Button Tree

WEDNESDAY MARCH 7 • 6:30-8PM

Relax and get creative with a charming button tree craft.

Make It Yourself: Button Tree Tote

THURSDAY APRIL 26 • 1-2:30PM

Add some personality to a plain tote
with a unique and colorful button tree.

Sign up online or call.

BETHLEHEM PUBLIC LIBRARY

451 DELAWARE AVE., DELMAR



518-439-9314 • www.bethlehempubliclibrary.org

Make It Yourself: Button Tree Tote

THURSDAY APRIL 26 • 1-2:30PM

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BETHLEHEM PUBLIC LIBRARY

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Make It Yourself: Button Tree Tote

THURSDAY APRIL 26 • 1-2:30PM

Add some personality to a plain tote
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BETHLEHEM PUBLIC LIBRARY

451 DELAWARE AVE., DELMAR



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