



Board of Trustees Meeting
May 14th, 2018 6:00 pm
Agenda

- **Call to order**
- **Budget Presentation**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices
 - Resolutions - none
 - Personnel report
 - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
 - Social media policy
 - Streaming music service
 - Microfilm reader
 - GASB 75
 - Memorial Day parade
 - Minigolf at the library – Sunday July 8th
 - Community survey
 - Memorial space - paving
 - Other new business
- **Old business**
 - Plaza feasibility
 - Fire alarm & security project update
 - HVAC project update
 - Boiler field report
 - BCN-TV update
 - Anti-nepotism policy
 - Other old business

- **Future business**
 - Director evaluation**
 - Board treasurer**
 - Policy updates/schedule**
 - Resource sharing**
 - Fines and Fees**
 - Board committees**
 - Long range plan**
 - Capital projects**

- **Public Participation**

- **Adjournment**

Next board meeting: June 11, 2018 6:00pm

Next Friends of the Library board meeting: June 18, 2018 6:30pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
 BETHLEHEM PUBLIC LIBRARY **DRAFT**
 Monday April 9, 2018

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

Geoffrey Kirkpatrick, director
 Kristen Roberts, recording secretary

EXCUSED: Mark Kissinger

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

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

PUBLIC PARTICPATION

There was no public participation

MINUTES

Minutes of the 12 March 2018 board meeting were approved unanimously on a MOTION by B. Sweeney with a SECOND by L. Scoons. J. Becker recused herself from the vote. K. Roberts noted that the months listed in the financial report vote were incorrect and will be fixed on the final draft.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by H. Narang, the board unanimously approved the Financial Statement dated 31 March 2018 (Manual Disbursements for March \$40,548.04; Cash Disbursements/Accounts Payable for April \$61,343.41; Trust & Agency Disbursements/Salaries for March \$163,962.41; CapProject Fund/Hand-Drawn Checks for April \$1,868.80; Total: \$267,722.66).

G. Kirkpatrick said the Wi-Fi hotspots sponsored by the Friends were ordered last month with the expense reflected in the current financial report. He said the Friends donated the devices and service for one year, but they intend to continue sponsoring the service.

H. Narang asked to what extent state budget decisions could affect the library. G. Kirkpatrick said that the amount received from state funds is relatively small, and the biggest effect would be on the community's perception of acceptable tax load.

BANK ACCOUNT RECONCILIATION REPORT

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

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

The board heard a proposal to combine the part-time positions of studio manager and television production assistant into a full-time library assistant position, based on how the library envisions providing assistance in the studio. G. Kirkpatrick said the position would be considered budget neutral and would allow the public services depart the flexibility to offer service and training in the studio during most business hours. The position is not intended to provide full-time help in the studio but rather free up others to help by spreading the work among multiple staffers.

The board agreed to continue the personnel discussion at a later date.

DIRECTOR'S REPORT

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

- The asbestos abatement in the maintenance office is the first major part of the HVAC project to be completed. The trucks and signs were very visible so there were some questions from the public, but most were easily answered with additional information. Clough Harbour conducted air quality testing through the process, and it passed with flying colors.
- A Times Union article highlighted the free gallery spaces inside libraries. Bethlehem's space is unique in that it is in the hallways so the exhibit is not closed off when meeting rooms are in use. The reporter was surprised to hear that exhibit space is booked 2-3 years out.
- Board members asked if those groups that booked the board room are being kept apprised of the fact that it may be closed to public use for a time. G. Kirkpatrick said M. Guiffre has been working hard to communicate with all of the groups that might be affected. J. Becker noted that there was construction going on at Town Hall, so backup rooms in town may also be affected.
- B. Sweeney asked when the board might be ready to hear a report on the discussions about Freegal, a streaming music service the board and staffers have been looking into. G. Kirkpatrick said next month might be a good time to talk about the costs and benefits of the service. G. Noble currently has a price quote. Guilderland and Albany libraries used offered Freegal in the past, but it was a different model that did not include a streaming service.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board continues to work on state grant application rules to streamline the process. G. Kirkpatrick noted that the state allocated an extra \$10 million for library construction in the most recent budget.

NEW BUSINESS

Other new business

No other new business was discussed.

OLD BUSINESS

Plaza feasibility review

M. Redmond said that among upcoming capital projects, everyone on the board is in agreement that something needs to be done to remedy the icing on the plaza. The board reviewed the feasibility study presented by GPI last fall that outlined a series of fixes, with the most expensive all-inclusive solution costing around \$450,000. The estimate provided by GPI broke things down into smaller subsections that board members discussed and prioritized.

The board agreed that fixing the walkway on the center island berm was a low priority, and they talked about whether the walkway or the height of the berm were even necessary. At this time, the library simply closes the walkway when it is unsafe.

To address drainage issues with the handicapped parking spaces and accessible walkway, GPI proposes regrading and the addition of a trench drain. The striped loading zones could be combined to create additional parking spaces. J. Becker suggested the addition of some concrete planters as a barrier to prevent vehicles from straying onto the plaza.

The biggest area of concern is the main entrance pedestrian walkway, which would require regrading the slope to provide proper drainage. A fourth zone deals with the bus shelter and book drop walkway, which has been less of a concern with icing. A part of the study also includes the addition of a heated snowmelt system under some or all of the walkway.

M. Redmond suggested the library speak with someone at DASNY about their snowmelt system and get an idea of what the long-term maintenance costs would be. G. Kirkpatrick said Atria also had a snowmelt system, and he would reach out to them report back by the next meeting. B. Sweeney and H. Narang asked for estimates that would include replacing the pavers with asphalt or concrete. The board said they would like to get some more numbers and a better idea of what they want to do with the plaza before inviting GPI back to discuss the design further. M. Redmond suggested that garden volunteer Ann VanDervort be invited to share any landscaping ideas regarding the plaza.

Fire alarm and security update

G. Kirkpatrick said he would like to get a contractor's estimate for the project so that it will be ready for a NYS construction grant application. He noted that most contractors do the work for free.

HVAC project update

The minutes from a recent project meeting will be included in the April board packet as part of the official record. At the meeting, the timing of the next asbestos abatement was discussed, with the plan that it would take place around the Memorial Day weekend for minimal disruption. The rigging of

the large rooftop units will take place at another time that will likely result in the library having to close for a day. It is still expected to be only a total of 2 days that the library will have to close for HVAC construction.

The library's aging boiler has some major issues with the exhaust pipe, and DASNY is working with M/E to see what costs would be involved in replacing the pipes or just replacing the boiler altogether. The board noted that there are some unassigned contingency funds left, and DASNY has said that the rest of the project seems to be on budget so those monies may be available for the project. H. Narang said he would be interested in seeing in the actual costs and the efficiency difference between the current boiler and a new one.

C. McGinty noted that workers are going to use scaffolding to support the architectural structures suspended from the ceiling in the Children's Place when they do work on the VAV box there. They are also planning to move the VAV box closer to the edge of the structure for easier access in the future.

A change order for the removal and replacement of existing heating isolation valves was submitted by Wilkins for board approval.

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously approved a change order in the amount of \$5,154 for project 3428009999 to remove and replace existing heating isolation valves.

BCN-TV update

The Verizon channel is up and running, but the Spectrum channel is down for a couple more days while the library waits for technicians to reconnect the cable that was installed earlier in the day. All of the broadcasting equipment has been moved to the IT department.

G. Kirkpatrick said outside producers are starting to submit their shows via Dropbox, which streamlines the process. IT hopes to eventually have every program submitted electronically. A PSA form has been created to allow IT to cut and paste the information easily from the form to a broadcast template. The channel has been operational this whole time without a gap in service. Once the HVAC work in the studio space is complete, the library will begin outfitting the space with a one-touch filming system and other equipment. J. Becker asked if the library would reach out to former producers to help them get up to speed. G. Kirkpatrick said that N. McDonough is already working with outside groups and will reach out when the equipment is ready to go. N. McDonough has also been working to get some of the library's own content available on the station and online, including the Hamilton programs and Chris Gibson's talk. G. Kirkpatrick said that the board may need to discuss in the future how to allocate broadcast time slots.

Anti-nepotism policy

G. Kirkpatrick asked the board to further define what the library means by "nepotism" in regard to the policy. C. Brancatella suggested policy wording that indicates the library reserves the right to consider conflicts related to familial relations because it is inclusive enough to give the library some flexibility with respect to hiring. The library attorney has advised that if there is a nepotism policy, the information needs to be included on the application. C. Brancatella said that while it may not be an issue at the library, it is on the radar of the public. She said if the library does choose someone with a familial tie to another employee, that administrators should document why the hiring overcomes the presumption of nepotism.

G. Kirkpatrick said a revised draft of the nepotism policy, as well as a social media policy will be available for the board to review before the next meeting.

Other old business

Trustees were made aware that there is a picture circulating on social media of two youths in the Children's Department playing a first-person shooter game on the computer. This game is not loaded on the computer but was accessed through a browser. The comments that accompanied the picture were suggesting that such activity should not be allowed on library computers. C. Brancatella said it is very much a first-amendment issue and the library is not in the business of regulating content. The library has a very clear Internet use policy that says parents are responsible for monitoring their child's behavior on library computers. C. McGinty said that every time someone uses a library computer they must agree to the policy.

FUTURE BUSINESS

Director evaluation

C. Brancatella and H. Narang will be compiling the information from the evaluation form sent out to the trustees to have it available by the next meeting. H. Narang asked if it was possible to do another staff survey similar to the one last year.

Board treasurer

M. Redmond said she has been looking at the trustee guidelines in the NYLA handbook and would like to see a chart of all the accounting and financial tasks at the library to get an idea of what the job description would be and how a board treasurer position could create a separation of tasks.

Policy updates/schedule

As noted above, the board will have a revised nepotism policy and social media policy to review before the May meeting.

Resource sharing

No additional discussion at this time.

Fines and fees

C. Brancatella said that in her discussions with the public, she was surprised to find that people were lukewarm about going fine free. The board discussed what level of fines would change behavior and if there would not be an incentive to return materials if there weren't any fines. The board also talked about whether a voluntary "guilt jar" would be just as effective since many people want to pay their fines. G. Kirkpatrick said this is a discussion that is ongoing in the library world, and the board can expect to hear more about it.

Board committees

No discussion at this time.

Long-range plan

The previous long-range plan goes through the end of the year so the board will need to discuss a new one. M. Redmond said it ties in with prioritizing capital projects large and small.

Capital projects

No additional discussion.

PUBLIC PARTICIPATION

The following person spoke:

- Dennis Karios: Said he was glad to hear that the BCN-TV studio would reopen soon and asked for some clarification on why the cable company moved the channel to a higher number.

On a MOTION by J. Becker with a SECOND by H. Narang, the board adjourned the regular meeting at 8:21pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #10
4/30/2018**

CURRENT MONTHLY REVENUE

Real Property Taxes	139,173.35
PILOT	0.00
Sale of Equipment	0.00
Fines	2,071.21
Interest on Investment	286.87
Sale of Books	334.00
Gifts and Donations	0.00
Insurance Recovery	0.00
Photocopier	861.67
State Aid	0.00
Grants	0.00
Miscellaneous Income	25.00
Total	\$142,752.10

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #10
4/30/2018**

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	3,828,155.70	114.30	100.00%
PILOT	192,382.00	190,566.65	1,815.35	99.06%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	37,000.00	29,624.59	7,375.41	80.07%
Interest on Investment	5,000.00	6,468.35	(1,468.35)	129.37%
Sale of Books	6,000.00	4,569.11	1,430.89	76.15%
Gifts and Donations, Misc	1,000.00	1,957.10	(957.10)	195.71%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,500.00	6,512.04	(12.04)	100.19%
State Aid	24,500.00	24,792.00	(292.00)	101.19%
Miscellaneous Income	0.00	200.00	(200.00)	
Sub-Total	\$4,100,652.00	4,092,845.54	8,006.46	99.81%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,100,652.00			

OPERATING CASH SUMMARY

TD Checking Account:	77,580.11 *
TD Money Market:	3,021,007.26
TD Comp Fund:	0.00
Capital Project Fund:	10,074.61
TOTAL	3,108,661.98

*Includes Interest of \$286.87 credited on 4/15/18

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #10**

4/30/2018

MANUAL DISBURSEMENTS - APRIL	
HAND DRAWN CHECKS TD BANK	\$38,170.32
CASH DISBURSEMENTS - MAY	
ACCOUNTS PAYABLE TD BANK	\$59,895.68
TRUST & AGENCY DISBURSEMENTS - APRIL	
SALARIES - TD BANK	\$163,816.25
CAPITAL PROJECT FUND	
HAND DRAWN CHECKS - APRIL	\$7,263.80
TOTAL	\$269,146.05

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 40: MANUAL DISB (APR 18) For Dates 4/1/2018 - 4/30/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36830	04/04/2018	487	**VOID** RAVENA NEWS HERLAD	180423	-70.00
37007	04/04/2018	487	RAVENA NEWS HERALD	180423	70.00
37008	04/06/2018	1833	BLUESHIELD OF NORTHEASTERN NY		6,211.02
37009	04/06/2018	2087	CITIBANK	180579	333.00
37010	04/06/2018	2174	GREENE COUNTY HISTORICAL SOCIETY	180625	25.00
37011	04/13/2018	1607	VERIZON BUSINESS FIOS	180012	201.98
37012	04/13/2018	2137	WEX BANK	180008	81.25
37018	04/19/2018	2087	CITIBANK	180641	1,441.00
37019	04/19/2018	1570	NATIONAL GRID		3,376.38
37020	04/19/2018	1607	VERIZON BUSINESS FIOS	180659	272.76
37021	04/27/2018	1424	AFLAC NEW YORK		415.92
37022	04/27/2018	1831	CDPHP UNIVERSAL BENEFITS, INC.		22,527.06
37023	04/27/2018	720	MVP HEALTH PLAN, INC.		3,154.98
37024	04/27/2018	2061	UNITED HEALTHCARE INSURANCE CO		129.97

Number of Transactions: 14

Warrant Total: 38,170.32**Vendor Portion: 38,170.32****Certification of Warrant**

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

Date_____
Signature_____
Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 44: CASH DISB (MAY 18) For Dates 5/15/2018 - 5/15/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37039	05/15/2018	1963	3N DOCUMENT DESTRUCTION	180658	80.00
37040	05/15/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR	180704	162.19
37041	05/15/2018	2242	ALPHA CARD SYSTEMS	180622	526.70
37042	05/15/2018	1935	ALTAMONT FREE LIBRARY	180653	13.99
37043	05/15/2018	1009	AMAZON CREDIT PLAN	180616	981.68
37044	05/15/2018	61	AQUASCAPE DESIGNS LLC	180003	65.00
37045	05/15/2018	77	**CONTINUED** BAKER & TAYLOR , INC.		0.00
37046	05/15/2018	77	BAKER & TAYLOR , INC.	180673	29,318.34
37047	05/15/2018	1186	BAKER AND TAYLOR ENTERTAINMENT	180614	262.60
37048	05/15/2018	103	BRODART INC	180343	102.90
37049	05/15/2018	697	CAPITAL REGION BOCES	180000	161.00
37050	05/15/2018	150	COMMERCIAL MAILING AND	180677	549.96
37051	05/15/2018	1137	CORNELL COOPERATIVE EXTENSION	180705	40.00
37052	05/15/2018	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	180002	375.78
37053	05/15/2018	1154	CRISAFULLI BROTHERS	180692	385.00
37054	05/15/2018	1240	DE LAGE LANDEN FINANCIAL SER	180001	440.00
37055	05/15/2018	1220	DEMCO, INC	180503	748.69
37056	05/15/2018	1463	EAST GREENBUSH COMM LIBRARY	180657	29.90
37057	05/15/2018	1991	EASTERN MANAGED PRINT NETWORK LLC	180630	46.97
37058	05/15/2018	2215	ELM USA, INC	180624	172.20
37059	05/15/2018	1674	FINDAWAY	180633	669.27
37060	05/15/2018	1986	FIRSTLIGHT FIBER	180004	187.23
37061	05/15/2018	2252	FREY, ANNE	180629	75.00
37062	05/15/2018	787	**CONTINUED** GUILDERLAND PUBLIC LIBRARY		0.00
37063	05/15/2018	787	GUILDERLAND PUBLIC LIBRARY	180708	199.77
37064	05/15/2018	316	JOHNSON CONTROLS INC	180005	4,288.13
37065	05/15/2018	2201	LANE PRESS OF ALBANY	180550	3,010.00
37066	05/15/2018	2042	LIBRARY MINI GOLF	180667	1,247.50
37067	05/15/2018	2256	MACK, EILEEN C. EGAN	180684	150.00
37068	05/15/2018	2048	MAKERBOT INDUSTRIES	180621	46.18
37069	05/15/2018	1024	**CONTINUED** MIDWEST TAPE		0.00
37070	05/15/2018	1024	MIDWEST TAPE	180670	9,118.51
37071	05/15/2018	380	MORNINGSTAR	180618	1,223.00
37072	05/15/2018	2121	NATIONAL INDUSTRIES FOR THE BLIND	180256	26.87
37073	05/15/2018	2148	NORTHEAST PEST CONTROL	180060	199.00
37074	05/15/2018	2088	NYSID	180623	309.57
37075	05/15/2018	2255	OAKES, ARTHUR C.	180678	150.00
37076	05/15/2018	2094	ORIENTAL TRADING COMPANY, INC.	180660	387.96
37077	05/15/2018	1823	OVER DRIVE INC.	180707	1,244.92
37078	05/15/2018	450	PHILLIPS HARDWARE INC	180006	17.98
37079	05/15/2018	458	PITNEY BOWES INC	180007	460.41
37080	05/15/2018	505	ROEMER WALLENS GOLD & MINEAUX	180694	480.41
37081	05/15/2018	1951	S & S WORLDWIDE	180637	58.81
37082	05/15/2018	2038	STAPLES BUSINESS ADVANTAGE	180298	198.88
37083	05/15/2018	2154	STERICYCLE, INC.	180613	90.56
37084	05/15/2018	2056	SUPERIOR PRESS	180654	342.44

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 44: CASH DISB (MAY 18) For Dates 5/15/2018 - 5/15/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37085	05/15/2018	1774	TELEVEND SERVICES, INC.	180638	51.07
37086	05/15/2018	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	180690	39.99
37087	05/15/2018	632	UPPER HUDSON LIBRARY SYSTEM	180650	900.00
37088	05/15/2018	1968	VERIZON WIRELESS	180011	80.02
37089	05/15/2018	645	W W GRAINGER INC	180009	130.30
37090	05/15/2018	1593	WILLIAM K. SANFORD LIBRARY	180628	49.00

Number of Transactions: 52

Warrant Total: 59,895.68

Vendor Portion: 59,895.68

Certification of Warrant

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

_____	_____	_____
Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 38: TRUST & AGENCY (APR 18) For Dates 4/1/2018 - 4/30/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36954	04/06/2018	712	CIVIL SERVICE EMPL ASSOC INC.		923.77
36955	04/06/2018	1679	METLIFE-TSA CONTRIBUTIONS		350.00
36956	04/06/2018	2003	NEW YORK STATE DEFERRED		2,862.18
36957	04/06/2018	710	NYS INCOME TAX BUREAU		3,142.46
36958	04/06/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
37013	04/20/2018	712	CIVIL SERVICE EMPL ASSOC INC.		937.56
37014	04/20/2018	1679	METLIFE-TSA CONTRIBUTIONS		350.00
37015	04/20/2018	2003	NEW YORK STATE DEFERRED		2,552.12
37016	04/20/2018	710	NYS INCOME TAX BUREAU		3,106.20
37017	04/20/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100263	04/06/2018	709	BPL SPECIAL PAYROLL ACCOUNT		55,770.23
100264	04/06/2018	1946	IRS - PAYROLL TAX PMT		18,236.63
100265	04/20/2018	709	BPL SPECIAL PAYROLL ACCOUNT		54,785.51
100266	04/20/2018	730	NYS EMPLOYEES RETIREMENT SYSTE		2,379.90
100267	04/20/2018	1946	IRS - PAYROLL TAX PMT		18,079.69

Number of Transactions: 15

Warrant Total: 163,816.25**Vendor Portion: 163,816.25****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 - 8: MANUAL DISB (H) - MAY 18 For Dates 5/1/2018 - 5/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1186	05/15/2018	2251	SPECTRUM	180565	5,395.00
1187	05/15/2018	2080	M/E ENGINEERING, P.C.	160927	1,868.80
Number of Transactions: 2				Warrant Total:	7,263.80
				Vendor Portion:	7,263.80

Certification of Warrant

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

_____	_____	_____
Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION SUMMARY

4/30/2018

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$19,998.16	\$320,911.93	\$263,329.98	\$77,580.11
TD Bank Payroll	\$0.00	\$110,555.74	\$110,555.74	\$0.00
TD Bank Money Market	\$3,196,007.26	\$0.00	\$175,000.00	\$3,021,007.26
Capital Project Fund	\$11,943.41	\$0.00	\$1,868.80	\$10,074.61
TOTAL:	\$3,227,948.83	\$431,467.67	\$550,754.52	\$3,108,661.98

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

18

TD Bank - General Fund

For the month beginning 4-1-18 and ending 4-30-18

Balance on hand at the beginning of the month **\$19,998.16**

Receipts during the month

Interest	286.87	
Transfers from Money Maket Account TD Bank	175,000.00	
Fines	2,071.21	
Copier	861.67	
Miscellaneous (Abate)	3,159.83	
Book Sale	334.00	
PILOT	0.00	
School Taxes	139,173.35	
Gifts	0.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	25.00	
Total Receipts		<u>\$320,911.93</u>
Total Receipts Including Balance		<u>\$340,910.09</u>

Disbursements During Month By Check

From Check #37007 to Check #37024	38,170.32	
Trust & Agency Payments (Payroll)	163,816.25	
From Check #36959 to Check #37006	61,343.41	
Transfers to Money Maket Account	0.00	
Returned Check	0.00	
Total amount of Disbursements		<u>\$263,329.98</u>
Balance on Hand at End of Month		<u>\$77,580.11</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	107,026.94
Amount of Outstanding Checks	29,446.83
Balance on Deposit	77,580.11

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

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

Secretary

Business Manager

BETHLEHEM PUBLIC LIBRARY
Outstanding Checks - TD Bank
General Fund
4/30/18

Check Number	Date	Amount
36996	4/10/2018	402.00
36977	4/10/2018	402.00
36978	4/10/2018	35.00
37021	4/27/2018	415.92
37022	4/27/2018	22,527.06
37023	4/27/2018	3,154.98
37024	4/27/2018	129.97
100266	4/27/2018	2,379.90

TOTAL		\$29,446.83
--------------	--	--------------------

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 4-1-18 and ending 4-30-18

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

Receipts during the month

Transfer from Checking 4/5/18	55,718.79
Transfer from Checking 4/19/18	54,836.95

Total Receipts	<u>\$110,555.74</u>
----------------	---------------------

Total Receipts Including Balance	\$110,555.74
----------------------------------	--------------

Disbursements During Month By Check

4/6/18 - From Check #84023 to Check #84092	55,718.79
4/20/18 - From Check #84093 to Check #84162	54,836.95

Total Amount of Disbursements	<u>\$110,555.74</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	162.98
Amount of Outstanding Checks	162.98
Balance on Deposit	\$0.00

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

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

Secretary

Business Manager

BETHLEHEM PUBLIC LIBRARY
Outstanding Checks
TD Bank Payroll Fund
4/30/18

Check Number	Date	Amount
84145	4/20/2018	162.98

TOTAL		162.98
--------------	--	--------

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 4-1-18 and ending 4-30-18

Balance on hand at the beginning of the month \$3,196,007.26

Receipts during the month

Transfer from General Fund 0.00

\$0.00
Total Receipts
Total Receipts Including Balance \$3,196,007.26

Disbursements During Month By Check

Transfers to General Fund 175,000.00
Transfers to Capital Projects Fund 0.00

\$175,000.00
Total Amount of Disbursements
Balance on Hand at End of Month **\$3,021,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit
as shown by Bank Statement 3,021,007.26
Amount of Outstanding Checks 0.00
Balance on Deposit 3,021,007.26

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 4-1-18 and ending 4-30-18

Balance on hand at the beginning of the month \$11,943.41

Receipts during the month

	Interest TD Bank	
Transfer from Money Maket Account	0.00	

	Total Receipts	<u>\$0.00</u>
Total Receipts Including Balance		\$11,943.41

Disbursements During Month By Check

From Check #1185 to Check #1185	1,868.80
---------------------------------	----------

	Total Amount of Disbursements	<u>1,868.80</u>
Balance on Hand at End of Month		\$10,074.61

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	10,074.61
Amount of Outstanding Checks	0.00
Balance on Deposit	10,074.61

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



4427533000280997901441000144100068

Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	05/01/2018	\$1,441.00	\$1,441.00	1441.00



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

**T0000059

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

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CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$31,559	\$00	\$00

Statement Date
04/06/18

Payment Date
05/01/18

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	4,231.58	- 4,231.58		1,441.00		1,441.00
Advances						
Company Totals TOTAL	4,231.58	- 4,231.58		1,441.00		1,441.00

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CARDMEMBER SUMMARY

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				700.00		700.00
Advances						
Monthly Limit: \$2,500				700.00		700.00
TOTAL						

COFFEY, KEVIN J XXXX-XXXX-XX56-3708	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				623.94		623.94
Advances						
Monthly Limit: \$750				623.94		623.94
TOTAL						

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				117.06		117.06
Advances						
Monthly Limit: \$500				117.06		117.06
TOTAL						

DAYS IN BILLING PERIOD: 31	Purchases	Cash Advances	Payment Due:	1,441.00
Balance Subject To Interest Charges	.00	.00	Amount Over Credit Limit:	.00
Periodic Rate	.0000%	.0000%	Amount Past Due:	.00
ANNUAL PERCENTAGE RATE	0.00%	0.00%	MINIMUM AMOUNT DUE:	1,441.00



XXXX-XXXX-XX80-9979

Statement Date
04/06/18

21130960 - 000172 - 0002 - 0003 - 28

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY

XXXX-XXXX-XX80-9979

Monthly Limit
\$33,000Cash Limit*
\$00Available Credit Line
\$31,559Available Cash Line**
\$00

Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
03-26	03-27	74046588086085030000205	PAYMENT - THANK YOU	256.25 PY
03-26	03-27	74046588086085030000197	PAYMENT - THANK YOU	3,975.33 PY

INDIVIDUAL CARDHOLDER ACTIVITY

KIRKPATRICK, GEOFFREY

XXXX-XXXX-XX82-7377

Monthly Limit
\$2,500Cash Limit*
\$00

Sale Date	Post Date	Reference Number	Type of Activity	Amount
04-05	04-06	24692168095100860023789	DROPBOX GM21KR3QL87H DROPBOX.COM CA	700.00 ✓
			TOTAL PURCHASES/ADVANCES/CREDITS	700.00

COFFEY, KEVIN J

XXXX-XXXX-XX56-3708

Monthly Limit
\$750Cash Limit*
\$00

Sale Date	Post Date	Reference Number	Type of Activity	Amount
03-06	03-08	24138298066305001106128	PRICE CHOPPER #159 SLINGERLANDS NY	14.85
03-14	03-15	24210738074837000030137	VIOC AE6204 DELMAR NY	99.82
03-13	03-15	24013398073003104789473	PODS ALBANY 800-7767637 NY	199.00
03-27	03-29	24138298087305000877484	PRICE CHOPPER #159 SLINGERLANDS NY	23.28
03-28	03-30	24610438088010180115937	THE HOME DEPOT #1262 ALBANY NY	4.84
04-02	04-03	24431068092981000010558	SHERWIN WILLIAMS 705389 DELMAR NY	282.15
			TOTAL PURCHASES/ADVANCES/CREDITS	623.94

MCDONOUGH, NATALIE

XXXX-XXXX-XX42-8387

Monthly Limit
\$500Cash Limit*
\$00

Sale Date	Post Date	Reference Number	Type of Activity	Amount
03-08	03-09	24427338067060000320500	HANNAFORD #8339 DELMAR NY	45.76



XXXX-XXXX-XX80-9979

Statement Date
04/06/18

21130960 - 000172 - 0002 - 0003 - 28

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY

XXXX-XXXX-XX80-9979

Monthly Limit	Cash Limit*	Available Credit Line	Available Cash Line**
\$33,000	\$00	\$31,559	\$00

Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
03-26	03-27	74046588086085030000205	PAYMENT - THANK YOU	256.25 PY
03-26	03-27	74046588086085030000197	PAYMENT - THANK YOU	3,975.33 PY

INDIVIDUAL CARDHOLDER ACTIVITY

KIRKPATRICK, GEOFFREY

XXXX-XXXX-XX82-7377

Monthly Limit	Cash Limit*
\$2,500	\$00

Sale Date	Post Date	Reference Number	Type of Activity	Amount
04-05	04-06	24692168095100860023789	DROPBOX GM21KR3QL87H DROPBOX.COM CA	700.00 ✓
			TOTAL PURCHASES/ADVANCES/CREDITS	700.00

COFFEY, KEVIN J

XXXX-XXXX-XX56-3708

Monthly Limit	Cash Limit*
\$750	\$00

Sale Date	Post Date	Reference Number	Type of Activity	Amount
03-06	03-08	24138298066305001106128	PRICE CHOPPER #159 SLINGERLANDS NY	14.85
03-14	03-15	24210738074837000030137	VIOC AE6204 DELMAR NY	99.82
03-13	03-15	24013398073003104789473	PODS ALBANY 800-7767637 NY	199.00
03-27	03-29	24138298087305000877484	PRICE CHOPPER #159 SLINGERLANDS NY	23.28
03-28	03-30	24610438088010180115937	THE HOME DEPOT #1262 ALBANY NY	4.84
04-02	04-03	24431068092981000010558	SHERWIN WILLIAMS 705389 DELMAR NY	282.15
			TOTAL PURCHASES/ADVANCES/CREDITS	623.94

MCDONOUGH, NATALIE

XXXX-XXXX-XX42-8387

Monthly Limit	Cash Limit*
\$500	\$00

Sale Date	Post Date	Reference Number	Type of Activity	Amount
03-08	03-09	24427338067060000320500	HANNAFORD #8339 DELMAR NY	45.76



27

4404658000607786000333000033300228

Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX07-7860	04/16/2018	\$333.00	\$333.00	333.00



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

**T0001614

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

Statement Date
03/22/18

Payment Date
04/16/18

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$50,000	\$49,667	\$50,000	\$49,667

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
				333.00		333.00
Company Totals				333.00		333.00

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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

MCDONOUGH, NATALIE XXXX-XXXX-XX19-3055	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
				333.00		333.00
Monthly Limit: \$5,000				333.00		333.00

INDIVIDUAL CARDHOLDER ACTIVITY

MCDONOUGH, NATALIE				XXXX-XXXX-XX19-3055		
Monthly Limit \$5,000		Cash Limit* \$00				
Sale Date	Post Date	Reference Number	Type of Activity	Amount		
02-26	02-28	24792628058823251526154	AMTRAK .COM 0570645555527 WASHINGTON DC DEPARTURE: 05-29-18	180521	123.00	
03-12	03-13	24492158071894985970210	ALB 2V J NYP BOOKEXPOREGISTERED 800-840-5614 CT	180579	210.00	

DAYS IN BILLING PERIOD: 28		Purchases	Cash Advances	Payment Due:	333.00
Balance Subject	>	.00	.00	Amount Over Credit Limit:	.00
To Interest Charges	>	.0000%	.0000%	Amount Past Due:	.00
Periodic Rate	>	0.00%	0.00%	MINIMUM AMOUNT DUE:	333.00



XXXX-XXXX-XX07-7860

Statement Date
03/22/18

INDIVIDUAL CARDHOLDER ACTIVITY

TOTAL PURCHASES/ADVANCES/CREDITS	333.00
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[illegible]

Director's Report May 2018

Building and Grounds

The HVAC project continues towards completion. There is no air conditioning in the building until the new rooftop units can be installed. That is scheduled to happen over Memorial Day weekend. The units are then scheduled to be started up by a factory representative on the Tuesday following Memorial Day. This will leave the building with no airflow over the holiday, which is not ideal but the maintenance staff will work to open the building that morning to get the air flowing once again.

We have a proposal to pour cement under one of the eaves for the memorial reading space outside the children's room. Because the area is also a fire exit regular textured concrete is the recommended surface. This will decrease the tripping hazard for the area while making the space very usable as an outside reading nook. We have been working with the family and our garden volunteers to come up with a good design for the space. We hope to have it up and running this summer.

Public Service

Members from the Circulation and Public Services departments attended an outreach event at Bethlehem High School. Six library cards were issued or updated, 4 cards had fines waived, and one student renewed a book during the event. Ozobots from the library of things were brought along and the students seemed very interested in learning about the coding robots.

Public Services staff members continue to explore how best to train the public to use Adobe Premiere in anticipation of the opening of the Studio Makerspace. Final equipment lists are being reviewed and the equipment will be ordered shortly. The Studio Makerspace and the Board Room continue to be offline during the HVAC renovation. When the major project is completed, the space will be refreshed and reconfigured. The equipment will be installed, tested and a pilot project will commence to test operational policies and procedures.

The BCN-TV channels are fully operational. Outside show producers are being moved to electronic submission for their programs. This is working well for our partners at the local school districts and many of the non-government producers as well. We anticipate moving all producers to electronic submission in the near future. Nonprofit groups that submit Public Service Announcements that air on the channel's Community Bulletin Board are being informed of our intention to move to electronic submission only. The submission form can be seen here: <http://www.bethlehempubliclibrary.org/services/bethlehem-community-network-television-bcn-tv/psa-form/> The form allows the staff to copy and paste the information directly without the need to retype, saving a lot of work and time.

In response to an article in the Times Union last month we had extra requests for 3D orientations. In addition, the Oculus Rift was added to the Tech Room and the first members of the public were able to use it outside of a special event.

We had another Bad Kitty custom library card event in the library on April 25. The event attracted 51 attendees; 31 photos were taken and cards printed, and 22 new library cards were registered during the event.

A new teen volunteer has been added to the local history digitization project. There are three volunteers currently working on digitizing the Tri-Village Directory.

A new library school intern was interviewed. She will be working with Michelle W. as her staff mentor. She is working on some Summer Reading Program events for the programming part of her internship. The main deliverable of her internship will be to reorganize the department wiki to make it more functional and efficient.

Chris McGinty is conducting a formal assessment of the Public Services department. She is evaluating all tasks and functions of the department. The goal will be to review procedures as they relate to board policy, set a vision plan for the department and eliminate ineffective and unnecessary tasks. Staffers have been included as key members of this assessment. The addition of the Studio Makerspace and other new services such as significantly increased programming and a desire for more meaningful outreach to the community triggered a need to look closely at the tasks of the department.

We are waiting for a service from our circulation software vendor to enable our self-service checkout. Recent movement on this front leads us to believe that the implementation process should begin soon.

Meetings and Miscellany

We hosted our third annual Meet the Candidates forum at the library. All three trustee candidates attended and discussed their vision for the library. I appreciate the candidates coming and sharing their thoughts with the public. The recorded videos are available on the BCN-TV channel and the library's website. The videos and other budget/vote information have mentioned on our Facebook account as well.

Detective Whiteley from the Bethlehem Police Department helped the library conduct its first lockdown drill. I appreciate his willingness to work with us to help establish a solid training program for the staff. Our goal is to have similar drills conducted quarterly.

A holds audit was completed in partnership with III (our circulation software vendor) and UHLS. There will be some behind-the-scenes changes that should improve the hold process.

Catherine will be working with the Brunswick library to evaluate the impact of their recent elimination of fines for all patrons. She will be examining the effect on average loan period, as well as other impacts to the circulation process.

We did an audit of the DVD collection to look at loss rate after the removal of the security cases. The loss rate continues at a very low level of about 1.5%.

Staff from the Technical Services department attended the GovBuy Procurement conference in Albany. They attended sessions on procurement manuals and FOIA and talked with preferred-source vendors. There is a large push at the state level to ensure sustainability in procurement.

The UHLS annual celebration will take place on Tuesday June 19. This event will once again feature a showcase of local libraries.

Michele G. and I did some microphone training for a local community group that uses our meeting rooms. They report that the sound system is working much better for them now.

Program and Outreach Report April 2018

Highlights from our Library Programs

- Michelle arranged a program on Immigration 101 with the United States Citizenship and Immigration Services Department. The program had a strong turnout considering the topic's narrow appeal and the competing beautiful weather that day. The presenter was able to stay after the presentation for an additional 40 minutes to answer the numerous and enthusiastic questions posed by those in attendance. The presenter also provided the library with some citizenship vocabulary cards, to add to the circulating citizenship kit.
- Mary had a great turnout for her April Showers Bring Flowers program for families, which included episodes of Magic School Bus and a fun craft. She had more attendees than those who had registered but she had prepared additional crafts and had enough to accommodate everyone in attendance.
- René had a full Introduction to Facebook class, and was even able to accommodate one person who stopped by for the class, having read about it just that morning in the Times Union, in "Today's Events".
- Natalie oversaw the first two Coffee and Conversation programs of the season, with assistance from Jody Shlomo, who introduced the second program. The first was a reenactment of the life of "The voice of the Adirondacks". Jeanne Robert Foster, as portrayed by Eileen Egan Mack. The patrons really enjoyed his program and are very happy that the series has been brought back this spring. The second was the continuation of Richard Feldman's series To Life! on Broadway musicals. His programs always bring out a crowd, and they love his programs.
- Gordon offered a specialized Game of Thrones trivia, and had a small but enthusiastic group who enjoyed competing against each other. Gordon had two raffles, including a donated Game of Thrones Risk board game and a doorstep (HODOR). Every attendee also received a GOT bookmark made on the library's 3D printer, as was the doorstep. Those in attendance hadn't been to the library's trivia nights and were excited that the library offered this type of program and would definitely come back for more. This trivia night reached those in their mid-to-late 20's, which is a group that is not always easy for libraries to reach.
- Mary continues to have good turnouts for her Monday Storytimes, and notes that the consistency of having the programs in the Children's Place (during the HVAC work) has helped people know where to find the program, and stay for it.
- Natalie led the DayBooks book discussion on Wally Lamb's *I'll Take You There*. It was an interesting discussion and many of those who listened to the book on CD enjoyed it more than those who read the book. She is hoping to bring the audiobook narrator to the library for a program in conjunction with the Local Author Book Fair this fall.
- Tori arranged a fun teen craft program, where they were able to create adorable cactus gardens with rocks and paint. The teens got very creative with the designs of both the cacti and the pots. Everyone left very happy with their craft. Tori is very grateful to the maintenance staff who spent considerable time, at multiple locations, to find rocks that could be painted for the program.
- Anne led a spring break "Eggy Storytime". It was inspired by Caldecott winner Dan Santat's picture book, *After the Fall*. She read books about Humpty Dumpty and about eggs, and the

children made their own egg shakers to shake to the music and dancing. Anne used the Overdrive version of the picture books, which allowed everyone throughout the large room to be able to see the pictures as Anne read the stories. It is a great example of current technology being used to support traditional library practices.

- Michelle led a teen program making Paracord keychains, where each person was able to make multiple keychains with different patterns and techniques.
- Mary offered a Rubber Ducky Club themed Motor Skills Playtime, incorporating both fine and gross motor skills. One of the stations had paper plates with numbers written on them that matched the dots around the edge, and clothespins. The children put the same number of clothespins on the plate to match the number written on the plate. Mary received quite a few compliments on that and it helped the children learn the shape of the number as well as allow them to count the number of dots so that they could match them.
- Anne led a Rubber Ducky Club themed Sensory Play. She made 8 sensory bins and re-used some sensory activities from previous programs. The sensory bins were the most popular, and Anne used dishpans for those bins, which limited the bins to one child at a time, but having the program in the Community Room meant that there was plenty of space for the children to play and explore.
- Cathy hosted the World Tai Chi and Qi Gong Day with the Asian Arts Group LLC. The weather cooperated, but the rain the previous day meant that the program ended up being held inside. There was a nice turnout and a lot of positive response from the community. One woman told Cathy that this is the best library and they really appreciate how much effort we put into bringing interesting experiences to the community. One attendee said that she was a volunteer at the Honest Weight Food Co-op and planned to write an article for their newsletter about the event. There are photos at the end of this report.
- Frank led his After Dinner Too book group about *Whiskey and Charlie* by Annabel Smith and had an excellent discussion, with a very well received book.
- Frank continues with twice a month sessions of Chess Club. While the attendance remains steady, several of the volunteers have finished their “Participation in Government” volunteer hour requirements and are no longer volunteering, so Frank is filling in due to the lack of volunteers. The program takes a hiatus for the summer.
- Mary led a Rubber Duck Club branded Earth Day Storytime in the Board Room. While the program included stories and a craft, the Board Room was so warm that most people only stayed for a short period. With the HVAC project, some of the programs have not only had to change rooms, but deal with temperature extremes as well. Everyone is looking forward to the completion of the new HVAC work and the more efficient cooling systems this summer.
- Frank very nicely covered the Coffee and Conversation: “Enterprising Waters: New York’s Erie Canal” with Brad Utter, senior historian and curator at the New York State Museum. Brad provided an overview of the museum’s new exhibit highlighting the Canal. He was very knowledgeable about the topic and his presentation was well received, and the attendees had a lot of questions after the program.

School Outreach for April 2018

Anne

- A previous visit by Anne to St. Thomas Kindergarten class was published in the school's newsletter, and a photo of this is included at the end of this report.
- Anne visited two Kindergarten classes at Elsmere and shared ecology-themed books to celebrate Earth Day and Arbor Day. They sang Ben Harper's "With My Own Two Hands" and they traced their hands onto paper and decorated it with things that they could do to be kind to the earth and to others.

Cathy

- Cathy visited the St. Thomas Aftercare program and they worked on creating walls from blocks, cups, cardboard and pool noodles in irregular shapes. The children had a lot of fun and it is a great STEM activity devised by Anne.

Frank

- Frank covered the program at "The Pit" on two dates this month. There continues to be a good turnout for these programs that should be wrapping up for the year in May.

Mary

- Mary made a visit to the High School and checked out copies of the next book for the book club co-sponsored by the library and the school. She was able to use the Sierra web application rather than the desktop one, and made use of the Verizon MiFi, both of which worked very well.

Mary, Chris O'Brien and Natalie

- Mary, Chris O'Brien from Circulation Services and Natalie, made the annual visit to the Bethlehem High School, promoted library programs and services and demonstrated the Ozobots. The Ozobots very popular and Natalie noted that a student came in to check out the Ozobots after the event. Chris had students come up to get new library cards, update their cards, check on fines, which were waived at the event, and renew a book.

Michelle

- Michelle made her regular visit to Circle of Friends and shared books, songs and a felt board about farm animals.
- Michelle wrapped up her Elsmere Afterschool Enrichment on April 11 and April 18, finishing working on their knitting and learning how to cast off a project.

Tori

- Tori went to the Middle School for the book club meeting to discuss Nancy Farmer's *The Ear, the Eye and the Arm*, a Newbery Honor book. It was unfortunate that no students attended the program. The May book is *The Inquisitor's Tale* by Adam Gidwitz and he will be visiting the school next month.
- Tori brought the WiiU to "The Pit" on April 12, where the teens played Super Smash Bros.
- Tori and Hamagrael librarian, Pam Held collaborated on a 3D printing project to kick off the use of Hamagrael's new 3D printer in the school library. For both of the Grade 5 classes, they gave a brief

overview of 3D printing, did a demo of the school's 3D printer, discussed 3D design, and showed the kids how to use Cookie Caster to design a custom cookie cutter. The kids were very successful with designing their cutters and were excited to have them printed. They were also excited to know that they can do an orientation at our library and use the 3D printer anytime.

Community Outreach for April 2018

Cathy

- Cathy staffed the library table at the YMCA Healthy Kids Day. It was a great day and a lot of fun. Cathy had not attended previously, but thought that they may have been fewer booths than in previous years. The event has sometimes been held on the last Saturday in April, but was held on April 21 this year. Cathy was able to talk to almost all families in attendance, and handed out bags with bookmarks, rulers and stickers as well as programming flyers. For the table display, she brought some Legos and asked participants to help create something cool as they stopped by. Kristen Roberts kindly put the display board together for the event and made additional flyers. There are some photos of the event at the end of this report.

Michael

- Michael made his monthly visits to Kenwood Manor and Bethlehem Commons. He book talked quite a few of the titles that he brought over to Kenwood Manor. At Bethlehem Commons, he spoke about April being National Poetry Month, read a poem by Langston Hughes called "April Rain Song", played the song "I Think it's Going to Rain Today" by Randy Newman and read the lyrics as a poem before playing it. The date of the program was the 48th anniversary of the Apollo 13 crisis, so Michael read from "Apollo 13: Space Emergency" by Michael D. Cole. He ended by playing "Singin' in the Rain", and he talked a little bit about the song and the movie.

Michelle

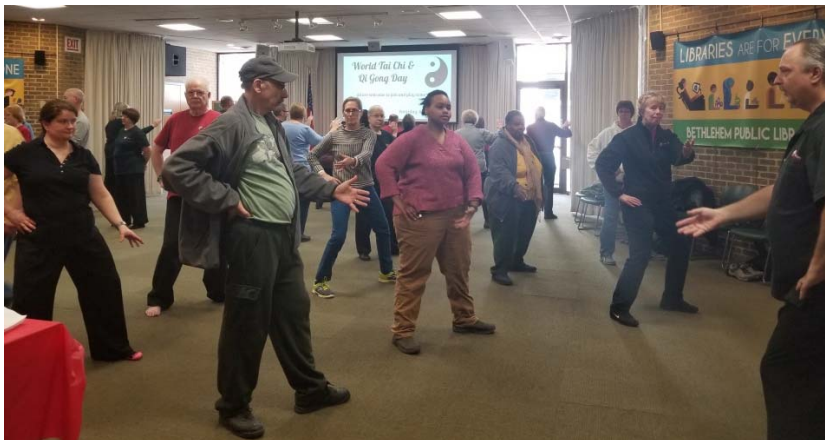
- Michelle led an Earth Day themed Storytime in cooperation with the Mohawk-Hudson Land Conservancy, at the Swift Preserve, across from the Bethlehem High School. The colder weather of the month continued, but it was a nice program and Michelle was able to promote upcoming programs and enjoyed the support of the staff from the Land Conservancy. Photos from the event are included at the end of this report, as well as photos that were posted on their Instagram and Facebook accounts, along with a posting on their blog about the event.
- Michelle represented the library at the district-wide Kindergarten 101 program at Slingerlands on April 26. She spent some time explaining about how the Rubber Ducky Club works and how the library staff can log multiple learning moments for them at one time. The parents and caregivers were encouraged by this information. Michelle was able to do some Readers' Advisory on books for beginning readers.

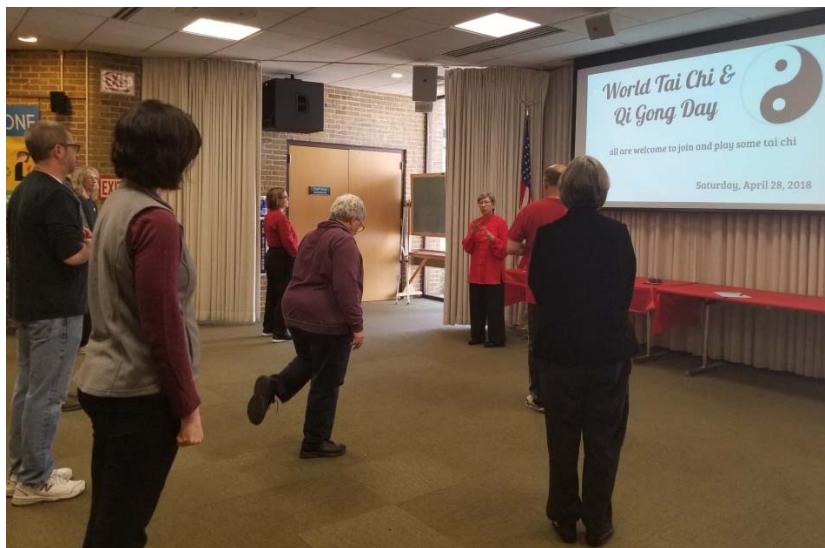
From St. Thomas School's winter newsletter



A visit from the Bethlehem Public Library

World Tai Chi and Qi Gong Day at the library





Earth Day Story Walk with the Mohawk Hudson Land Conservancy



Earth Day Story Walk with the Bethlehem Public Library and MHLC

Thanks to everyone who joined us for today's Earth Day Story Walk!

We walked along the trails and boardwalks of [Swift Preserve](#) talking about Earth Day, listening to the birds in the wetlands, and picking up any litter we found. The walk warmed us up in the chilly spring air.

The sun came out for our outdoor story time with Ms. Michelle from the Bethlehem Public Library! Ms. Michelle read us several terrific and colorful books all about Earth Day, and we even sang a couple of songs about ways to save the Earth.

Thank you to the Bethlehem Public Library for choosing such wonderful stories to share with our audience at the preserve. Happy Earth Day!



G.O.A.T. 2018 Teen Services Meetup
 April 26, 2018
 East Greenbush Community Library
 Sponsored by UHLS, MVLS, and SALS
 Tori Russo

I attended this first “interstate” teen meetup sponsored by UHLS, MVLS, and SALS. There were teen librarians from around NY and a handful from Massachusetts, Connecticut, and New Jersey. The sessions were structured as discussion sessions rather than formal presentations and it was nice to be able to have an informal discussion on a wide variety of topics. It was also great to have librarians from a wider geographic area than usual UHLS sponsored workshops to hear some new and different ideas.

Session 1: Attracting Teens/TAG Building and Success

Participants had a number of suggestions for attracting teens and running TAG or TAB groups. Some included renaming to include the word “leader” in the group name, holding meetings at the schools, surveying to find the right timing, offering community service hours, requiring applications, meeting frequently, and keeping meetings highly structured.

Session 2: Tech Program/Maker Labs

Participants discussed tech tools and programs that have and haven’t worked for them. One interesting suggestion was a vinyl cutter for use in the tech room. Many librarians have also been impressed by the ease of use and the fun factor of the Ozobots, like I have been here. It was also nice to hear that other librarians have also had terrible experiences with the 3Doodler pen.

Session 3: “Just Fiction: Race, Culture, and Power in Kid/YA Books” Skype presentation by author Mitali Perkins

This was a fantastic talk about “getting under the water line” of a book’s story to pay attention to the ways in which a book can shape readers’ views of “the other.” Ms. Perkins presented a list of questions to ask yourself when considering a book’s non-white characters to think about whether the author is reinforcing stereotypes or tropes about non-white races, ethnicities, and cultures.

Session 4: Programming

For this session we split into two groups based on library size, so I discussed teen programming with other librarians from larger libraries. Topics included LGBTQ clubs, teen lock-ins, programming that include nerf or water guns and shooting in the current culture regarding guns, writing programs, cooking programs, tech programs, and age ranges for teen programming.

Session 5: Marketing

This session focused primarily on digital marketing to teens and their parents. Topics included library social media for teens, using the Remind app to be able to text programming info, and using video announcements at schools when possible. We also discussed in person promotion and the importance of getting teens to buy in and spread the word themselves.

Library Collection				2016-17	Current Total
Adult fiction				24,506	25,274
Adult non-fiction				29,891	29,100
Adult audio				7,327	7,278
Adult video				6,311	7,410
Young adult fiction				5,536	5,401
Young adult nonfiction				450	484
Young adult audiobooks				414	317
Children's fiction				25,523	26,840
Children's non-fiction				15,230	15,309
Children's audiobooks				1,420	1,356
Children's video				1,981	2,087
OverDrive - UHLS Shared				52,057	57,784
e-books (locally purchased)				1,456	1,456
e-magazines				110	113
Electronic (games, ereaders)				475	468
Total				172,687	180,677
Library Programs	Apr-18	Apr-17	% change	2016-17	F-Y-T-D
Programs	74	91	-18.7%	783	750
Program attendance	2016	2026	-0.5%	22,326	23,900
Outreach Programs	19	22	-13.6%	332	184
Outreach Attendance	715	531	34.7%	9,718	4,040
Circulation	Apr-18	Apr-17	% change	2016-17	F-Y-T-D
Adult fiction	11,442	11,472	-0.3%	146,643	118,990
Adult non-fiction	8,117	8,297	-2.2%	93,890	78,766
Adult audio	4,264	4,766	-10.5%	56,970	43,913
Adult video	9,310	8,888	4.8%	111,944	89,452
Adult magazines	1,738	1,802	-3.6%	19,876	17,386
Young adult fiction	1,557	1,521	2.4%	20,068	15,465
Young adult nonfiction	124	114	8.8%	1,477	1,114
Young adult audiobooks	85	102	-16.0%	1,356	1,019
Young adult magazines	5	2	150.0%	101	80
Children's fiction	11,516	11,814	-2.5%	149,348	122,701
Children's non-fiction	3,839	3,860	-0.5%	40,998	34,542
Children's audiobooks	566	655	-13.7%	7,399	6,043
Children's video	1,233	1,528	-19.3%	17,640	13,630
Children's magazines	30	50	-40.0%	527	366
Electronic (games, ereaders)	508	437	16.2%	4,947	5,474
Total	54,335	55,307	-1.8%	673,181	548,940
Interlibrary Loan	Apr-18	Apr-17	% change	2016-17	F-Y-T-D
Borrowed from others	7,052	6,874	2.6%	77,470	73,335
Loaned to others	5,232	5,902	-11.4%	64,966	56,716
Miscellaneous	Apr-18	Apr-17	% change	2016-17	F-Y-T-D
Visits to our home page	65,075	69,840	-6.8%	653,745	813,189
Public use of meeting rooms	35	47	-25.5%	497	429
Public meeting attendance	443	524	-15.5%	6,111	5,023
Staff use & library programs	169	113	49.6%	1,149	1,065
Study room sessions	417	425	-1.9%	4,517	4,050
Tech room use	64	32	100.0%	332	303
Door count	28,051	26,630	5.3%	320,892	270,631
Registered BPL borrowers	113	89	27.0%	1,054	915
Computer signups	3,276	3,441	-4.8%	41,015	31,624
Museum Pass use	137	133	3.0%	1,327	1,361
E-book use	4,440	4,292	3.4%	54,585	45,109
E-magazine use	1,053	1,146	-8.1%	11,406	10,608
Equipment	401	306	31.0%	1,968	3,594
Wireless Use	8,163	5,434	50.2%	84,156	84,129

2017-18 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Apr. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,102,117	0	1,102,117	81,056	856,700	0	\$245,417	22%
Salaries-Clerical	938,358	0	938,358	67,616	744,208	0	\$194,150	21%
Salaries-Custodians	162,602	0	162,602	10,872	122,195	0	\$40,407	25%
Retirement	293,132	0	293,132	0	288,233	0	\$4,899	2%
SocSec/Medicare	168,343	0	168,343	11,735	127,288	0	\$41,055	24%
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	26,366	234,997	0	\$56,503	19%
Disability Ins.	1,400	0	1,400	0	0	0	\$1,400	100%

Materials

Adult books	171,000	26,506	197,506	7,098	97,971	19,766	\$79,768	40%
Audiobooks	36,000	9,010	45,010	1,121	21,219	3,382	\$20,409	45%
Ebooks	87,000	0	87,000	8,248	70,272	1,171	\$15,557	18%
Electronic Resources	32,000	0	32,000	4,790	23,235	4,718	\$4,047	13%
Periodicals	20,000	0	20,000	145	21,604	147	-\$1,752	-9%

YS Books	85,000	23,068	108,068	2,977	55,003	8,517	\$44,547	41%
YS Audiobooks	8,000	956	8,956	221	3,521	687	\$4,748	53%
YS Media	10,000	257	10,257	88	2,031	128	\$8,098	79%

Special Collections	5,500	217	5,717	2,183	9,439	345	-\$4,067	-71%
AS Media	55,000	10,105	65,105	3,479	33,827	6,110	\$25,169	39%

Operations

Copiers and supplies	11,000	823	11,823	909	9,941	3,235	-\$1,354	-11%
Office supplies	29,000	129	29,129	578	5,703	2,751	\$20,675	71%
Custodial supplies	14,000	553	14,553	565	4,798	4,007	\$5,747	39%
Postage	17,000	525	17,525	1,500	13,809	1,489	\$2,226	13%
Printing	25,000	50	25,050	3,010	14,963	3,355	\$6,732	27%
Van lease & oper.	1,700	0	1,700	181	389	510	\$802	47%
Gas and Electric	65,000	0	65,000	3,376	50,689	0	\$14,311	22%
Telecommunications	11,000	1,700	12,700	707	8,320	2,685	\$1,695	13%
Water	3,000	0	3,000	0	2,355	0	\$645	21%
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	1,622	10,124	480	\$72,006	87%
Contract Services	37,500	193	37,693	4,487	28,652	5,306	\$3,734	10%
Insurance	29,000	0	29,000	0	22,653	0	\$6,347	22%
Travel/Conference	10,000	954	10,954	333	6,601	3,320	\$1,033	9%
Memberships	2,000	0	2,000	0	1,221	0	\$779	39%
Special Programs	20,000	1,187	21,187	1,826	13,015	5,341	\$2,830	13%
Furniture&Equipment	25,000	1,460	26,460	685	21,775	10,061	-\$5,376	-20%
IT Hardware & Software	42,000	4,281	46,281	89	27,195	3,903	\$15,183	33%
Bld&Grnd. Repair	40,000	50	40,050	1,341	17,604	6,096	\$16,351	41%
Furn/Equip Repair	2,000	4,652	6,652	291	6,473	172	\$7	0%
Miscellaneous	3,500	81	3,581	-95	897	860	\$1,823	51%
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	11,343	46,946	900	\$2,154	4%
Capital Expenditures	125,000	5,889	130,889	0	5,889	27,320	\$97,680	75%
TOTAL	\$4,100,652	\$160,255	\$4,260,907	\$260,743	\$3,085,392	\$126,970	\$1,048,545	25%

2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Encumbrances	July Exp.	Apr. exp	YTD Exp.	Available	
Operating Fund Balance	1,200,000	0	0	0	0	0	\$1,200,000	
Fire Alarm (Board Designated)	14,049	0	9,626	0	535	4,422	\$0	
HVAC (Board Designated)	585,668	314,332	807,001	0	1,334	16,183	\$76,817	
Unassigned	528,675	-514,082	0	0	0	6,900	\$7,693	note 1
59 Borthwick	0	199,750		199,750	0	199,750	\$0	
Board Designated Fund balance Subtotal	2,328,392	0	816,627	199,750	1,869	227,255	\$1,284,510	
PEG/miscellaneous	18,218	0	5,395	0	0	0	\$12,823	
Total Fund Balance *	2,346,610	0	822,022	199,750	1,869	227,255	\$1,297,333	

* 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 days	kWh	Use per day	Cost	Cost per day	Cost per kWh	
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	
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	
3/13/2018	33	1,833	56	\$1,238.17	\$37.52	\$0.68	32	30,336	948	\$2,672.72	\$83.52	\$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	
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09	

BETHLEHEM PUBLIC LIBRARY

SOCIAL MEDIA POLICY

Policy adopted November 8, 2010

Revised May 14, 2018

~~Social media are media that use web-based technologies for social interaction. Facebook, MySpace, Twitter, and YouTube are examples of social media. Other forms include Internet forums, weblogs, wikis, and podcasts.~~

~~Postings to the library's social media accounts~~

~~Bethlehem Public Library sponsors social media sites as a way for patrons to share opinions about library related subjects. Postings may be reviewed prior to publishing. The library will not publish:~~

- ~~• Potentially libelous comments~~
- ~~• Obscene or racist comments~~
- ~~• Derogatory or inflammatory comments about an individual's sex, race, age, disability, religion, or national origin~~
- ~~• Personal attacks, insults, or threatening language~~
- ~~• Private, personal information offered without express consent~~
- ~~• Comments unrelated to the topic of discussion~~
- ~~• Hyperlinks to material not directly related to the discussion~~
- ~~• Material known to be plagiarized~~
- ~~• Commercial promotions or spam~~
- ~~• Comments pertaining to organized political activities~~

Bethlehem Public Library uses carefully chosen social media platforms to provide a forum to facilitate the sharing of ideas, opinions and information about library-related subjects, issues and events, including those co-sponsored with other organizations. The library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited public forum for discussing library services, programs, events, and materials. Posts and comments are moderated by designated library staff, and the library reserves the right, within its sole discretion, not to post and to remove submissions or comments that are unlawful or violate this policy.

By utilizing and/or posting on the library's social media sites, users agree to comply with this policy.

See the library's Privacy Policy for information about what the library does with information gathered through social media.

Rules for commenting and posting

- Comments that contain illegal, abusive, vulgar, offensive, threatening or harassing language, personal attacks of any kind, or offensive terms that target specific individuals or groups are prohibited. Individuals are fully responsible for libelous or defamatory comments.

- Comments and posts should be related to the issue or topic discussed.
- Duplicate posts from the same individual will be removed.
- Solicitation for donations, memberships, or services requiring a fee for any non-library purpose is not allowed.
- Spam and commercial content will be removed. Links to sites that are not related to the discussion are viewed as spam and will result in the comment being removed.
- Individuals should not post anything that they do not have the right to post. The library follows a notice and takedown procedure for complaints of copyright violation under the Digital Millennium Copyright Act.
- The library is not responsible for patron-generated comments/content. A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by Bethlehem Public Library.
- As with any library resource, parents and guardians are responsible for supervising their children's use of the library's social media sites.

Violations of this policy

Postings that the library in its sole discretion, deems unpermitted under this policy, may be removed in whole or in part by the library immediately upon discovery without prior notice. The library reserves the right to block users who have posted in violation of this policy on more than one occasion. Users may appeal this decision in writing to the Board of Trustees at trustees@bethpl.org.

Reporting violations

Users may report violations of the library's social media site's policies to the library by contacting the administrators of Bethlehem Public Library's social media sites by emailing information@bethpl.org.

Administering library social media

- Social media accounts representing the library are only created by Bethlehem Public Library staff through approval from the director. Names of pages or accounts should not be changed and should clearly represent Bethlehem Public Library.
- All content is reviewed and is subject to being edited or deleted.
- Where possible, social media pages should link to Bethlehem Public Library's official website and this social media policy.

OPEB					
Other Post-Employment Benefits (OPEB) refers to the benefits, other than pensions, that a state or local government employee receives as part of his or her retirement benefits. Typically retiree medical insurance is the most significant OPEB offering. The OPEB standards are designed to improve the information reported on OPEB for decision-making and accountability purposes, comparability across governments and transparency. 45					
GASB 75					
In June 2015, the Government Account Standards Board (GASB) issued a new statement, #75, replacing #45. Statement #75 addresses accounting and financial reporting for postemployment benefits other than pensions addresses accounting and financial reporting by government employers. GASB #75 is designed to improve the usefulness of information about OPEB in the general purpose external financial reports for making decisions and assessing accountability. With GASB 75, there will be significant changes to the way in which benefits are measured and reported on financial statements. In addition, the new statement also requires more extensive disclosures and required supplementary information including reporting the effects of changes in assumptions on the net OPEB liability.					
By making OPEB liability readily apparent, the GASB enables users of governmental financial statements to have access to information that provides a more comprehensive, easily understandable snapshot of a government's financial position at a given moment in time of what we've promised and the actual associated costs.					
Requirement					
Full Valuation every two years where census and plan information is collected instead of the previous 3-year window. The interim year (Disclosure Report) will need a smaller update where assumptions like the discount rate, mortality and a few others will likely need to be updated. If any plan changes or amendments are made, this would also need to be reflected in the interim years but only if they are material/significant.					
Quotes					
	<u>BPAS (Syracuse, NY)</u>	<u>Jefferson Solutions (Clifton Park, NY)</u>	<u>Clarity in Numbers (Chicago, IL)</u>		
FY 17/18	Yes	Yes	Yes		
Cost	\$6,500	\$2,850	\$3,400		
Interim Year (18/19)	\$1,000	*interim year is included in the cost	\$2,000		

HVAC Renovation Report – As of 5/14/2018

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
Mar. 2018	Carpet selected and approved by the board
Mar. 2018	Demolition of old studio HVAC equipment
Mar. 2018	Asbestos abatement in maintenance office completed

Apr. 2018 Maintenance staff return to maintenance office

May 2018 Lights, ceiling grid on mezzanine installed

In progress

May 2018 Painting completed on Mezzanine

May 2018 HVAC completed in Studio

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

May 2018 IT staff moved to temporary office in the Tech Room. Tech Room is unavailable to the public. (Likely through May 16th)

Yet to be completed

May 2018 IT office HVAC installed

May 2018 IT staff return to office

May 2018 Carpet installed on Mezzanine

May 2018 Air handlers installed by crane (likely May 25th) Library is closed

May 2018 Asbestos abatement of ceiling drain (likely May 24th to May 26th) Library is closed anyway

May 2018 Factory startup or air handlers (likely Tuesday May 29th) Library is likely to be open

May 2018 Construction is substantially complete

Expenses

Design

	Budget	Encumbered	Expensed	Notes
Design	\$100,858	\$20,605	\$80,280	Project No. suffixes .30,.40,.10
Contractor Estimate	\$4,125	\$0	\$4,125	Necessary for construction grant
Design Subtotal	\$104,983	\$20,605	\$84,405	

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	\$20,605	\$870,195	\$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
May 8, 2018**

Prepared by:

Daniel C. Coughlin

Project Manager | Upstate Construction

DASNY | We Finance, Build and Deliver.

DASNY

BPL - HVAC Replacements

Project Directory	1
Executive Summary	2
Project Financial Status Report (PSR)	3
DASNY Fee Status Report (CARRs)	4
Checks by Project Report	5

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
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TMcgrath@dasny.org

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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****April 2018**

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

During the month of April, work has continued throughout the building. Electrical/transformer work continued in the mechanical room. The VAVs on the 2nd floor mezzanine are complete. Ductwork, piping and controls were wrapped up by Monday 4/30. Installation of new acoustical ceiling and light fixtures were completed in the mezzanine. New controls and wiring work continued throughout the building for the HVAC VAVs and equipment. Abatement of roof vapor barrier was completed to allow for new plumbing vent penetrations and equipment curbs. CHA advised us that they were unable to provide staffing for project monitoring during the Saturday of Memorial Day Weekend. As a result, we are in the process of closing out CHA's work authorization and have issued a new work authorization to PSI for the remaining abatement project monitoring and testing lab work.

During the month of May, it is anticipated that the VRF heat pump system, ductless split system air conditioner and packaged rooftop units will be installed. Wilkins Mechanical has informed us that the Roof top units shipping date has been moved up a week and is now anticipated for Wednesday 5/16. We have requested that the Library close on Thursday 5/24 and Friday 5/25 and extend their planned closure during the Sat/Sun/Mon of Memorial Day weekend. The plan is for the inside abatement work and roof top unit rigging & startup work to be completed that Thursday, Friday and Saturday which will allow the Library to open normally on Tuesday 5/29. The project team is continuing to monitor and discuss this plan with the Library and a project meeting will be held on Thursday 5/17 for further discussion and coordination of this critical project work.

Project Status Report
Internal (Financial Program)

Report Date: 05/08/2018
Current Through: 05/07/2018

Current Budget	Con/PO# ----- Orig Funding	Contractor (Trade)	Current Funding	Original Encumbrance	Executed Changes	Current Encumbrance	Change %	Pending Encumbrance	Anticipated Costs	Invoiced to Date	Paid to Date	Open Contract ----- Funding Remaining	Projected Total Cost	Under / (Over) Funding Amount
<div><div>3428009999</div><div>BPL-HVAC Upgrades</div><div>Design Phase Manager: Coughlin, Daniel C</div><div>Construction Phase Manager: Coughlin, Daniel C</div></div> <div>Financial Program: Ed & Nonprofit Organizations</div> <div>Design Start: Construction Start: 3/1/18 (A) Closeout Start: 7/16/18 (P)</div> <div>Design Finish: Construction Finish: 6/29/18 (P) Closeout Finish: 10/15/18 (P)</div>														
4	Construction Consultants													
	197832-OT	CHA Consulting, Inc. (Asbestos Consultant)		\$9,972	\$0	\$9,972	0 %	\$0	\$0	\$0	\$0	\$9,972	\$9,972	
	197887-OT	Professional Service Industries, Inc.		\$0	\$0	\$0	0 %	\$0	\$4,492	\$0	\$0	\$0	\$4,492	
Sub Total 4	4	\$0	\$14,472	\$9,972	\$0	\$9,972	0 %	\$0	\$4,492	\$0	\$0	\$4,500	\$14,464	\$8
5	Construction Contracts													
	202575-OS	Wilkins Mechanical Inc. (Heating)		\$625,000	\$4,451	\$629,451	1 %	\$7,110	\$21,705	\$246,568	\$51,074	\$389,993	\$658,266	
Sub Total 5	5	\$580,000	\$669,750	\$625,000	\$4,451	\$629,451	1 %	\$7,110	\$21,705	\$246,568	\$51,074	\$33,189	\$658,266	\$11,484
6	Other Project Costs													
	120297-OH	NYS Department of Labor		\$0	\$629	\$629	0 %	\$7	\$22	\$625	\$625	\$12	\$658	
	201309-O2	KJCKD Inc dba Camelot Print & Copy		\$589	\$94	\$683	16 %	\$0	\$0	\$683	\$683	\$0	\$683	
Sub Total 6	6	\$0	\$2,308	\$589	\$723	\$1,313	123 %	\$7	\$22	\$1,308	\$1,308	\$988	\$1,342	\$967
8	Contingency													
				\$0	\$0	\$0	0 %	\$0	\$0	\$0	\$0	\$0	\$0	
Sub Total 8	8	\$58,000	\$5,259	\$0	\$0	\$0	0 %	\$0	\$0	\$0	\$0	\$5,259	\$0	\$5,259
9	DASNY Labor													
	0-AL	DASNY Labor - Funded	\$94,000	\$0	\$38,656	\$38,656	0 %	\$0	\$55,344	\$0	\$0	\$38,656	\$94,000	
Sub Total 9	9	\$94,000	\$94,000	\$0	\$38,656	\$38,656	0 %	\$0	\$55,344	\$0	\$0	\$55,344	\$94,000	\$0
\$785,790	\$732,000		\$785,790	\$635,562	\$43,831	\$679,392	7 %	\$7,117	\$81,563	\$247,876	\$52,382	\$106,398	\$768,072	\$17,718

Project Code/Name	Activity Code/Name	Hours	Dollars
342800	BPL-HVAC Upgrades		
	0000 ADMINISTRATION	9.75	\$1,270.23
	0038 ACCOUNTS RECEIVABLE	1.50	\$168.14
	0100 TRAVEL	21.00	\$3,025.34
	0244 REPORTING	11.00	\$1,403.04
	0275 MONTHLY PROJECT REPORT	1.00	\$143.81
	0360 TECHNICAL SUPPORT	4.00	\$458.47
	0406 WORK AUTHORIZATIONS	6.50	\$711.23
	0537 MEETINGS	3.00	\$554.68
	2000 DESIGN ADMINISTRATION	1.50	\$344.59
	2002 DESIGN REVIEW	16.50	\$2,963.38
	3000 CONTRACTOR PROCUREMENT	32.75	\$5,482.58
	3001 CONSTRUCTION CONTRACT AWARD	2.25	\$370.86
	3002 DOCUMENT REVIEW - PRE-BID	2.00	\$353.32
	3004 TRADE PAYMENT REVIEW	3.00	\$1,011.29
	3005 UCQ REVIEW	2.00	\$297.67
	4000 CONSTRUCTION ADMINISTRATION	155.25	\$21,858.03
	4001 CONSTRUCTION PHASE MANAGEMENT	16.50	\$2,745.11
	4004 CHANGE ORDER PROCESSING	2.50	\$211.15
	Total: 342800 BPL-HVAC Upgrades	292.00	\$43,372.90
		292.00	\$43,372.90

Dormitory Authority State of New York
Checks by Project Report
Life to Date - May 8, 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
120297 OH	DOL Fee Holding Contract	672900	4/16/2018	NYS Department of Labor	\$ 625.00
202575 OS	Payment Application #1	673242	4/30/2018	Wilkins Mechanical Inc.	\$ 51,074.06

Total Amount Paid for Project Number : 3428009999

<u>\$ 52,382.38</u>



May 8, 2018

BETHLEHEM PUBLIC LIBRARY
BOILER/VENTING REPLACEMENT
M/E Reference: 133154.70

BETHLEHEM PUBLIC LIBRARY
451 Delaware Avenue
Delmar, NY 12054

Attention: Mr. Geoffrey Kirkpatrick

Dear Mr. Kirkpatrick:

This is a summary of my site visit on May 2, 2018, as well as a code review regarding the existing cast iron boiler and venting for the library. We were investigating the boiler venting due to the HVAC project contractor's concern about ceiling tiles adjacent to the vent that were melting. Neither the boiler nor venting are part of the current HVAC project.

The existing Weil McLain gas-fired cast iron boiler is a Category 1 appliance in accordance with the manufacturer. The existing exhaust venting appears to be single wall galvanized steel which penetrates the roof and then transitions to Duravent with a roof cap and guide wire supports. There does not appear to be a thimble at the roof penetration, but there was roof material removed and insulation used to fill the gap, approximately 4". In accordance with the 2015 International Fuel Gas Code, single wall venting is acceptable for a Category 1 appliance. Clearance to combustibles for single wall metal pipe is 6".

The existing ceiling tiles that were adjacent to the vent had been removed prior to my site visit. Since the tiles were closer than 6" to the vent, removing them and keeping them a minimum of 6" away from the vent is required to meet code.

Where the vent penetrates the roof, the code requires either a thimble to provide required clearance to combustibles or the removal of combustible roof material to obtain the required clearance to combustibles, 6" for single wall venting. This void can then be filled with non-combustible material. It is noted that the roof construction has tested positive for hazardous material. It is noted that the current installation has only approximately 4" of clearance to possible roof combustibles.

The boiler and venting are believed to be over 20 years old. There has not been any operational issues with the boiler venting or any known issues with the vent penetration through the roof, other than the issue with the ceiling tiles that were adjacent to the vent.

Mr. Geoffrey Kirkpatrick
M/E Reference: 133154.70
May 8, 2018
Page 2


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Since neither the boiler nor the venting are part of the current HVAC Replacement project, they were not investigated for any code issues.

Due to the findings of the roof penetration clearance combustibles, the library should include this scope of work in a future project.

Sincerely,

M/E ENGINEERING, P.C.

A handwritten signature in black ink, appearing to read "Beth Ann Bilger". The signature is fluid and cursive, with the first name "Beth" being more prominent.

Beth Ann Bilger
Project Manager

BAB:smc
P:\2013\13-3100\133154-70\Letters\133154-70-LTR-Kirkpatrick-BAB-180508.docx

BETHLEHEM PUBLIC LIBRARY**NEPOTISM POLICY DRAFT**

Policy adopted by the Board of Trustees May 14, 2018

Bethlehem Public Library is committed to a policy of employment based on qualifications and merit and follows Albany County Civil Service Regulations. In order to maintain a system of fairness and consistent treatment to employees and potential employees as well as to avoid actual or perceived conflict of interest, the library may consider familial relationships with regard to matters of personnel administration.

TECHNOLOGY

Donors bring tech to Bethlehem Library

Krakower-Storch fund paid for 3D pens and virtual reality headset

By Lynda J. Edwards

Bethlehem

When attorney Joe Storch took paternity leave to care for newborn son Ethan it was a snowy outside and claustrophobic inside his house. Storch wrapped Ethan up warmly and escaped to Bethlehem Public Library. And he discovered the 3D printer's rumbling noise and glowing light had a calming impact on Ethan.

"I went crazy there making little plastic trinkets like heart shaped boxes," Storch said. "I also thought about how useful the 3D printer might be for students and small businesses. It was so great that someone who might not be able to afford to buy a 3D printer could at least use it in the library."

He and wife Naomi decided to add Bethlehem Public Library to the list of charitable causes they support by founding the Krakower-Storch Family Technology Fund in 2015. They named it in honor of their parents and grandparents. Storch's maternal grandparents are Holocaust survivors who, like the Krakowers (Naomi's family) often volunteered for charitable work.

Each year since, the library has used the fund to buy \$1,000 worth of 21st century technology for patrons to use and embrace.

Storch suggested the first \$1,000 purchase from the fund: a dozen 3D pens which extrude thin streams of plastic the pen-user can shape before it hardens. But that was the last suggestion the couple made for how to spend their money.

"We want the library staff to feel free to buy the technology they think is important

for people to know and enjoy," Naomi Storch said.

Storch figures the fund can offer the library \$11,000 to spend over six years.

Bethlehem Public Library's proposed 2018-19 fiscal year is \$4.2 million. The tax levy portion of the budget is up 2.78 percent over last year and within the state-mandated spending cap. Two board of trustees full-term, 5-year seats and one partial-term seat with a 3-year term are also on the ballot.

Current trustees Caroline Brancatella, Mark Kissinger and Harmeet Narang are on the ballot. Bethlehem school district residents vote on the budget 7 a.m. to 9 p.m. May 15 at the High School.

The multi-million dollar budget does not dwarf the impact of the fund, according to library director Geoffrey Kirkpatrick. He believes the fund helps staff feel more free to be early adopters of technology whose

ultimate importance may only be revealed in the future. Public information specialist Kristen Roberts agrees; she's been busy teaching patrons to use the most recent purchase using the fund.

"In December we bought virtual reality headgear with hand controls and it's been a huge hit," library public information specialist Kristen Roberts said who said the library also had the simpler VR goggles minus hand controls.

She hosted the library's first virtual reality demo on Bethlehem's New Year's Eve celebration.

"I was amazed by the big crowd that showed up on such a bitterly cold night," Roberts said. "We loaded Google Earth into the headgear and everyone wanted to zoom in on their home. Then they got a little more confident and zoomed into Venice and Beijing."

The staff is still exploring games and apps and ways in

which virtual reality can be used. There is a rule that a library patron using the virtual reality head gear with hand controls must be accompanied by a friend. Sometimes the virtual world feels so real it can affect sense of balance — and a friend can steady the VR user. Other times, VR users forget they have highly wired technology in their hands.

One woman was using an Australian virtual reality landscape when she flung her hand controls clattering across the room.

She had been trying to throw a virtual reality boomerang and forgot all about her hand controls.

They fell to the floor unharmed.

"We were able to buy really sturdy hand controls with the fund," Roberts said.

► lyedwards@timesunion.com
518-454-5403

Notable Dissertations

Turning student research into everyday practice

by Kathy Rosa

Whether they address literacy, library design, open access, or another equally important topic, dissertations advance knowledge of the LIS field, spur interest in further research, and fuel the design of LIS learning experiences. Their authors use both qualitative and quantitative approaches, conduct interviews and surveys, analyze photos and floor plans, observe library activity, and interpret historical documents, all in the name of informing best practices. Presented here are eight dissertations to inspire the work of school, public, special, and academic librarians.

How were these dissertations selected? Each year I locate and read the many wonderful LIS dissertations out there via university digital archives and online databases. I select dissertations that have practical implications for libraries. Next I look for a variety of methodologies, including quantitative, qualitative, and mixed-methods approaches. Those most relevant to current issues and with measurable recommendations for change are chosen for this article.

The authors and their topics are:

JASON KELLY ALSTON (PhD, University of South Carolina, Columbia) explored the experiences of past and current participants in library diversity residencies.

ANNA CARELLO (EdD, University of Pennsylvania, Philadelphia) studied how library design affects

multiple literacy skills in early childhood.

ASHLEY CROSS (EdD, Pepperdine University, Malibu, California) examined makerspaces in the K-12 school setting.

AMANDA NICHOLS HESS (PhD, Oakland University, Rochester, Michigan) studied the role of academic librarians as teachers.

M. CATHERINE PETERS (PhD, State University of New York at Albany) looked at the phenomena of personal digital archiving through the lens of critical realism.

SARA QUAGLIAROLI (EdD, Johnson and Wales University, Providence, Rhode Island) researched the influence of library leadership on the transformation of academic library spaces.

KRISTEN M. SCHUSTER (PhD, University of Missouri, Columbia) explored the experiences of 15 Midwestern communities that built public libraries funded by Andrew Carnegie.

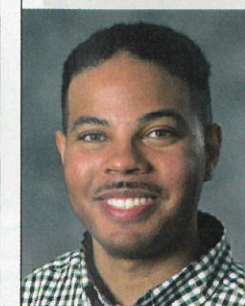
AHMET M. TMAVA (PhD, University of North Texas, Denton) examined faculty attitudes toward open access institutional repositories. [AL](#)



KATHY ROSA is director of ALA's Library and Research Center.

Causes of Satisfaction and Dissatisfaction for Diversity Resident Librarians: A Mixed-Methods Study Using Herzberg's Motivation-Hygiene Theory

SUMMARY: Alston studied the experiences of librarians who participated in a residency librarian work program—a program designed to give recent graduates real work experience with the goal of recruiting and retaining diversity in the library pro-



Jason Kelly Alston

PhD, University of South Carolina

profession. Most diversity residencies are hosted by academic libraries, although OCLC and Los Angeles Public Library also host such residencies. Alston used surveys and in-depth interviews to gather data about recent and past participants in diversity programs. While many residents reported positive work experiences, some challenges emerged. Among the causes of dissatisfaction for the residents were lack of acceptance in the workplace by other staff, lack of

guidance from management, and lack of meaningful work. Mentors, a key to resident satisfaction, were not always provided.

RECOMMENDATIONS: Managers of residency programs may increase residents' satisfaction by formalizing the following recommendations: Other staff need to be made aware of who the residents are and what the purpose of the program is; staff and residents should be given a chance to get to know each other; diversity residents need to know who will provide guidance, such as supervisors or administrators assigned to the project; the people providing guidance should have time to devote to the residents; meaningful and challenging work should be offered; and residents should have support from assigned mentors.

DISSERTATION: bit.ly/2prfgJP

The Impact of School Library Design on the Development of Multiple Literacy Skills in Early Childhood Students

SUMMARY: The ubiquity of electronic devices has called into question the traditional relationship of libraries to print resources. This qualitative research study sought to



Anna Carello

EdD, University of Pennsylvania

understand, by examining the role of the library in four separate schools, how young students use libraries to develop digital, informational, tactile, and print literacy. In doing so, Carello explores the question of how libraries should change and grow in response to the digital age.

RECOMMENDATIONS: School administrators

facing budget cuts often contemplate closing their school's library; however, such action has dire implications, as Carello points out. Students rely on libraries and the books therein for glimpses into other life experiences, which in turn have strong implications for identity formation and the development of personal agency. Carello also recommends that school officials familiarize themselves with their school libraries in order to understand their effect on the school's learning culture; that the definition of literacy include the concept of reading for pleasure; that school librarians and teachers maintain strong lines of communication; and that library media specialists consider putting portable digital tools into the hands of students rather than relying on, for example, a bank of computers that cannot be moved.

DISSERTATION:
bit.ly/2GclzuB

Tinkering in K-12: An Exploratory Mixed-Methods Study of Makerspaces in Schools as an Application of Constructivist Learning

SUMMARY: Makerspaces are more popular than ever. Makerspaces can empower students to invent, prototype, and tinker with low-cost technology tools such as micro-circuits and fabrication tools such as 3D printers.



Ashley Cross

EdD, Pepperdine University

While they have been studied in other settings such as museums, libraries, and after-school programs, little research has been conducted within the K-12 school day. This exploratory mixed-methods study examined school and participant demographics and makerspace setups, as well as intersections of technology, content, and pedagogy. Cross conducted interviews with selected participants based on diversity of teacher gender, professional background, and school environment. To better understand

K-12 makerspace implementation, the study uses a constructivist approach to examine seven characteristics of makerspaces: setting, computational thinking, participant structures, teacher training, gender and racial issues, assessment, and sustainability.

RECOMMENDATIONS: Makerspaces have the potential to enhance learning with constructivist pedagogies.

To make their makerspaces successful, classrooms or schools need space allocated for makerspace equipment, supplies, and student work. Librarians are more likely to have makerspace instruction and experience. Professional development for teachers in makerspaces may encourage their development. As with STEM, female teachers and students may be reluctant adopters, and learning experiences designed to encourage adoption could be helpful. The expense of equipment and supplies can be daunting. Yet many makerspaces are begun with inexpensive supplies.

DISSERTATION:
bit.ly/2prXe9D

From Information Experts to Expert Educators? Academic Librarians' Experiences with Perspective Transformation and Their Teaching Identities

SUMMARY: Nichols Hess explores the ways in which academic librarians see teaching as a part of their professional identity. Adults yearn to understand and make meaning of experience; without opportunities to do so, they may be



Amanda Nichols Hess

PhD, Oakland University

unable to experience transformative change. Nichols Hess demonstrates that academic librarians often view themselves as teachers, performing learning tasks in the library and in other campus settings. The transformation into librarian and educator needs the support of library leaders and administration as well as interactions with peers and other faculty. An academic librarian's identity

may also be influenced by work responsibilities, age, graduation dates, and time spent teaching.

RECOMMENDATIONS: Academic librarians can actively pursue opportunities for growth as teachers. Professional workshops and conferences provide both library and pedagogy sessions. Professional development sessions also provide librarians with opportunities to build relationships. Work peers can share professional growth, while supervisors can support and encourage professional development through funding and schedules, and journaling can help process personal and professional growth. Giving back—that is, presenting or publishing about the transformation into librarian as educator—will reinforce professional growth. LIS educators can be mindful of the pedagogical needs of prospective academic librarians.

DISSERTATION:
bit.ly/2FOOPbk

Personal Digital Archiving in Public Libraries: A Critical Realist Approach

SUMMARY: It is commonplace for people to save digital photos, recordings, videos, and documents, thus creating personal digital archives. Often people rely on the devices, resources, and training offered



M. Catherine Peters

PhD, State University of New York at Albany

at public libraries to complete these tasks. Peters looks at personal digital archiving in public libraries through two case studies. Factors such as internet use policies, acceptable use policies, and how they shape technology access were also considered. She found that while public libraries purport to serve everyone, restrictions apply, based on accepted social and behavioral norms. Structures such as fines, filters, payment for visitor passes, requirements for library cards, library printing, software and reservation software, and time limits can serve as barriers. In addition, mastering privacy functions is a challenge.

RECOMMENDATIONS: Policy restrictions apply to users who may not have steady access to internet-enabled devices or desktop computers for completing personal information management.

Librarians and other decision makers need to be aware of how policies and procedures limit access and determine how to change policies and procedures to empower personal digital archiving. Information sessions that demonstrate ways to retrieve, edit, and save personal files and documents in different software will aid users who must employ different workstations. Privacy is both a policy issue and a space issue. The library can design space with privacy in mind for the personal digital archivist.

DISSERTATION:
bit.ly/2FNAIbE

EVENTS FOR GRADE 6 AND UP AT BETHLEHEM PUBLIC LIBRARY



NYS summer reading program 2018
bookmark contest • signup begins June 18 • prizes
more in the library or online at www.bplteens.org



MAY



▶ BASIC BIKE MAINTENANCE, 6:30-7:30PM

A representative from Steiner Sports will provide some basic maintenance tips. **Meet on the Green. Rain location: Community Room.**



▶ KNIT ONE, PURL ONE, 2-3PM

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



▶ TWEEN FUSE BEADS, 3:45-4:45PM

Get to know fifth-graders from other schools, make some crafts and meet your teen librarian, Tori. Snacks will be served! **For grade 5. Sign up.**

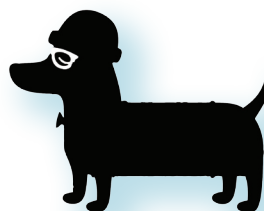
PROJECT RUNWAY: DRESS YOUR PET

It's not too late to be part of this year's Project Runway challenge at the library. Use your sewing and craft skills to create an outfit for your pet or favorite stuffed animal! **Sign up to participate in Fashion Show; attendance not required at all events.**

FRIDAY MAY 11, 4-4:45PM • DUCT TAPE ACCESSORIES

MONDAY MAY 14, 7-8PM • LAST-MINUTE HELP

**SUNDAY MAY 20, 2-3PM
FASHION SHOW ON THE GREEN!**



JUNE



▶ MAKE IT YOURSELF: TERRARIUMS, 2PM

Aissa Terry from Brookside Nursery will demonstrate how to create a unique succulent terrarium. Bring your own container, 4-6 inches wide and 4-6 inches deep. All other materials, including plants, will be provided. **Register by 3pm June 1; minimum attendance required.**



▶ SUPER SMASH AFTERNOON, 3:45-4:45PM

Join your friends for an afternoon of Super Smash Bros. on the WiiU. Snacks will be served! Grade 5-12. **Drop in anytime.**



▶ KNIT ONE, PURL ONE, 2-3PM

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

BCMS OUTREACH

There's still some time left for BCMS students to hang out after school with the library at the middle school.

On **Thursdays in May**, we're hosting **WiiU gaming at The Pit**, and on **Tuesday May 8**, join us in the middle school's Library Media Center for the **BCMS Book Club** — title to be decided.



STUDY HALL @ THE LIBRARY

Group-study space for exam prep in May and June. Schedule will be available in the library and online at www.bplteens.org. See flyer for times and activities.

BE A SUMMER VOLUNTEER!

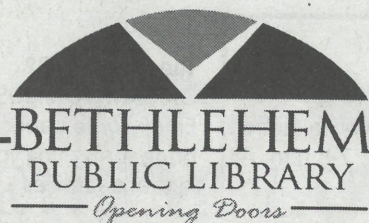
We're looking for volunteers who will be in grade 6-12 in September to help with our summer reading program. Our teens staff the summer reading desk, assist with online submissions, read to children, review books, and help with programs and activities. **Applications are available beginning May 1** online at www.bplteens.org and in the library. They will be accepted until 9pm June 4 or until all positions are filled. **Volunteers must attend an orientation session.**

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

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



MAY



CALENDAR

65

MAY FLOWERS

Drop by the Children's Place to learn how to make a paper flower bouquet to celebrate Spring or give to Mom, 3:45-4:30 p.m. For grades K and up.

Wednesday, May 2

MEET THE CANDIDATES

Learn more about the candidates for the library's board of trustees in an informal setting, 6 p.m.

Thursday, May 3

TAI CHI FOR HEALTH

This weekly tai chi class will explore the tai chi for diabetes form and build skills from week to week, 10:30 a.m. All ages and abilities are welcome. Wear loose, comfortable clothing and shoes.

Friday, May 4

COFFEE AND CONVERSATION: WILDFLOWERS — FACES, FACTS AND FOLKLORE- A conversation with Cornell Cooperative Extension Master Gardener Pam Taft, 1-2 p.m. program; 2-3 p.m. coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

Sunday, May 6

WRITERS AND FRIENDS: AN AFTERNOON WITH SUE HALPERN

The author of the new release "Summer Hours at the Robbers Library" and many other popular novels will discuss her work, 2-3 p.m. Book sales by Friends of Bethlehem Public Library.

Monday, May 7

OPEN SEWING

Sewing machines will be available for independent projects, 6-8 p.m. Bring your own supplies. Volunteers may be on hand to assist you. Sign up required.

Monday, May 7

TRIVIA NIGHT FOR ADULTS

Come alone or as a team and match wits with others, 7-8:15 p.m. Limit of 10 teams. Prizes donated by the Friends of Bethlehem Public Library.

Tuesday, May 8

LEGO FREE BUILD

We've got the Legos — lots and lots of them — you bring the building skills, 4 p.m. For kids and families.

Tuesday, May 8

CHESS CLUB

Sign up for one session per night and try your hand at chess with our teen volunteers, 5:30-6:30 p.m. OR 6:30-7:30 p.m. All experience levels welcome. For grades K-5.

Tuesday, May 8

UNDERSTANDING ALZHEIMER'S: THE BASICS

An overview of what you need to know about memory loss and the difference between age-related memory loss and Alzheimer's and other forms of dementia, 6-7 p.m. Co-sponsored by Alzheimer's Association, Northeastern New York.

Wednesday, May 9

AFTERDINNER BOOKS

Discuss "Before the Fall" by Noah Hawley, 7 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

Thursday, May 10

TAI CHI FOR HEALTH

This weekly tai chi class will explore the tai chi for diabetes form and build skills from week to week, 10:30 a.m. All ages and abilities are welcome. Wear loose, comfortable clothing and shoes.

Thursday, May 10

BASIC BIKE MAINTENANCE

A representative from Steiner Sports will help us get ready for bike weather with some basic maintenance tips like fixing a flat tire, 6:30-7:30 p.m. Meet outside on the Green.

Friday, May 11

COFFEE AND CONVERSATION: BEEKEEPING

Learn more about beekeeping with Anne Frey from the Southern Adirondack Beekeepers Association, 1-2 p.m. program; 2-3 p.m. coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

Friday, May 11

PROJECT RUNWAY: DRESS YOUR PET — DUCT TAPE ACCESSORIES

Learn how to create duct tape accessories for your pet or favorite stuffed animal to take part in the May 20 Pet Fashion show, 4-4:45 p.m. All ages welcome.

Monday, May 14

DAYBOOKS

Discuss "Age of Innocence" by Edith Wharton, 1:30 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

Monday, May 14

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!

Monday, May 14

LIBRARY BOARD MEETS

All are welcome, 6 p.m. Meeting begins with 2018 budget presentation.

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COLUMBIA COUNTY Artisanal Beverage Tour

Friday, June 8th, 2018

\$130 PER PERSON

12:30 pm - Departing from the Chamber Office located at 1 North Front Street, Hudson
5:30 pm - Returning to Chamber Office

TASTING LOCATIONS:
Olde York Farm Distillery & Coopers, Claverack
Hudson-Chatham Winery, Ghent
Chatham Brewery, Chatham

For more information and tickets call (518) 828-4417 or visit columbiachamber-ny.com

Columbia County Tourism EVENT ATLAS

Columbia County Chamber of Commerce

The Columbia County Chamber of Commerce in partnership with Columbia County Tourism and Event Atlas present the inaugural Columbia County Artisanal Beverage Tour!

A&E

Bethlehem Public Library

451 Delaware Avenue, Delmar
518.439.9314; bethlehempublibrary.org

May 2 • 6pm

Meet the Candidates: Learn more about the candidates for the library's board of trustees in an informal setting.

May 3, 10, 17 • 10:30am

Tai Chi for Health: Class will explore the tai chi for diabetes form and build skills from week to week. All ages and abilities are welcome. Wear loose, comfortable clothing and shoes.

May 4 • 1pm

Coffee and Conversation: Wildflowers — Faces, Facts and Folklore: A conversation with Cornell Cooperative Extension Master Gardener Pam Taft, 1-2pm program; 2-3pm, coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

May 6 • 2-3pm

Writers and Friends: An Afternoon with Sue Halpern: The author of the new release *Summer Hours at the Robbers Library* and many other popular novels will discuss her work. Book sales by Friends of Bethlehem Public Library.

May 7 • 6-8pm

Open Sewing: Sewing machines will be available for independent projects. Bring your own supplies. Volunteers may be on hand to assist you. Sign up required.

May 7 • 7-8:15pm

Trivia Night for Adults: Come alone or as a team and match wits with others. Limit of 10 teams. Prizes donated by the Friends of Bethlehem Public Library.

May 8 • 6-7pm

Understanding Alzheimer's - The Basics: An overview of what you need to know about memory loss and the difference between age-related memory loss and Alzheimer's and other forms of dementia. Co-sponsored by Alzheimer's Association, Northeastern New York.

May 9 • 7pm

AfterDinner Books: Discuss *Before the Fall* by Noah Hawley. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

May 10 • 6:30-7:30pm

Basic Bike Maintenance: A representative from Steiner Sports will help us get ready for bike weather with some basic maintenance tips like fixing a flat tire. Meet outside on the Green.

May 11 • 1pm

Coffee and Conversation: Learn more about beekeeping with Anne Frey from the Southern Adirondack Beekeepers Association, 1-2pm program; 2-3pm coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

May 11 • 4-4:45pm

Project Runway: Dress Your Pet — Duct Tape Accessories: Learn how to create duct tape accessories for your pet or favorite stuffed animal to take part in the May 20 Pet Fashion show. All ages welcome.

May 14 • 1:30pm

Daybooks: Discuss *Age of Innocence* by Edith Wharton. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

May 14 • 6-8:30pm

Fun and Games for Grownups: An adults-only gathering where you can play games, including chess, color and socialize. Snacks served.

May 14 • 6pm

Library board meeting: All are welcome. Meeting begins with 2018 budget presentation.

May 14 • 7-8pm

Project Runway: Dress Your Pet — Last-Minute Help: Get last-minute help with projects for your pet or favorite stuffed animal to take part in the May 20 Pet Fashion show. All ages welcome.

May 15 • 6-7pm

Understanding Alzheimer's—Communication Strategies: Learn how to understand the verbal and behavioral messages of someone with Alzheimer's and identify strategies that may help you connect and communicate. Co-sponsored by Alzheimer's Association, Northeastern New York.

May 15

Budget/Trustee Vote: Polls are open 7am-9pm. at Bethlehem Central High School.

May 17 • 7pm

Listening Parties—Miles Davis: Talk about how the many moods of Miles embodied such different stylistic approaches to jazz.

May 18 • 2-5pm

Seniors Prom - A Royal Wedding: Older adults are invited to dress up and enjoy an enchanting afternoon at Town Hall with music and refreshments. Green screen portraits will put you in Buckingham Palace. To register or volunteer, call 518.439.4955, ext. 1176. Co-sponsored by Bethlehem Senior Projects, Inc.

May 19 • 2:30-4:30pm

Open Sewing: Sewing machines will be available for independent projects. Bring your own supplies. Volunteers may be on hand to assist you. Sign up required.

May 20 • 2-3pm

Knit One Purl One: If you're an experienced knitter, bring your current project. If you're a beginner, bring size 8 knitting needles no longer than 10 inches; we'll provide yarn and get you started. For adults, teens and kids age 9 and up.

A&E

May 20 • 2-3pm

Project Runway: Pet Fashion Show: Share your pet-friendly styles at a fashion show on the Green for pets and stuffed animals. To participate, sign up online or call. All ages welcome.

May 22 • 5:30-6:30pm or 6:30-7:30pm

Chess Club: Sign up for one session per night and try your hand at chess with our teen volunteers. All experience levels welcome. For grades K-5.

May 22 • 6-7pm

Understanding Alzheimer's — Dementia Conversations: Workshop to assist families with difficult conversations related to dementia. Co-sponsored by Alzheimer's Association, Northeastern New York.

May 26-28

Library closed for Memorial Day weekend

COLUMBIA COUNTY

June 8-9

Flower Show: Garden Club of Kinderhook, Playground Floral Fantasies, Celebrating Childhood Memories. Friday, June 8 from 3-7pm and Saturday, June 9 from 12-4pm. Martin H. Glynn Town Hall, 3211 Church Street, Valatie. Free admission

FULTON COUNTY

May 5, May 19, June 9

5K Triple Crown: Series of three 5K races, set on the weekends of the Triple Crown horse racing series. May 5 - Glove Cities Rotary Run for the Roses, Partner's Pub, 21 South William Street, Johnstown; May 19 - Johnson Jog: Johnson Hall State Historic Site, 139 Hall Avenue, Johnstown; June 9 - Lexington 5K. For race registration, visit zippyreg.com?event=1066.

May 12 • 4:30-6:30pm

From Bloomers to Boomers: Women's Empowerment Through Fashion: Fulton County Historical Society & Museum, 237 Kingsboro Avenue, Gloversville. History of women's fashion, 1850s-1920s. Fashion show featuring vintage pieces specially curated by Jessica Henry McClements, owner of McLemon's Boutique. Kjirsten Gustavson will lead an interactive presentation. Tea, sandwiches, and cookies. Free; space limited. Reservations required - <http://bit.ly/2F2blYf>

May 18 • 5-7pm

Ice Cream Social: Fulton County Historical Society & Museum, 237 Kingsboro Avenue, Gloversville. Benefits museum. \$5. More information: 518.725.2203.

May 19 • 7-9pm

Baby Boomer Comedy Show: Clean Comedy for People Born Before Seatbelts, Safety Helmets and Facebook, Glove Performing Arts Center, 42 North Main Street, Gloversville. Presented by the United Way of Fulton County — 90 minutes clean stand-up comedy focusing on work, family, do-it-yourself projects, and many other topics by professional comedians Kent Rader and Jan McInnis. 518.725.9817

May 31 • 5:30-7:30pm

Reading & Discussion Program for Adults - "Votes for Women": Johnstown Public Library, 38 South Market Street, Johnstown. Discussion of African American Women in the Struggle for the Vote 1850-1920 by Rosalyn Terborg-Penn. To Sign up, contact Jo-Ann Clear, Project Director, at 518.774.7838 or jaclear@nycap.rr.com

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