



Board of Trustees Meeting
October 9, 2018 6:00 pm (Tuesday Meeting)
Agenda

- **Call to order**
 - **Public participation**
 - **Approval of previous meeting minutes**
 - **Financial report**
 - Manual invoices - none
 - Resolutions - none
 - Personnel report
 - Personnel actions
 - **Director's report**
 - **UHLS report**
 - **New business**
 - BELLS Grant presentation (December)
 - EV charging port grant application
 - Staff Development Day and luncheon (Friday December 7)
 - Other new business
 - **Old business**
 - Public information policy - report
 - Board treasurer**
 - Capital Projects/Long Range Plan
 - Fire alarm & security project update**
 - HVAC Update
 - BCN-TV/studio makerspace update
 - Other old business
 - **Future business**
 - Background checks
 - Plaza feasibility
 - Policy updates/schedule
 - Resource sharing
 - Fines and Fees
 - **Public Participation**
 - **Adjournment**
- Next board meeting: November 13th, 2018 6:00pm (Tuesday Meeting)**
Next Friends of the Library board meeting: October 15, 2018 6:30pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday September 17, 2018

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Brian Sweeney

GUESTS: Tanya Choppy, Accounts Clerk
Chris McGinty, Head of Public Services
Tracey McShane, Personnel Administrator
Catherine Stollar Peters, Head of Tech Services, Circulation
Craig Tripp, landscape architect with GPI
Jared King

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

PUBLIC PARTICIPATION

There was no public participation

PLAZA PRESENTATION/DISCUSSION

Craig Tripp, senior landscape architect from GPI, returned to discuss the plaza drainage options presented in a survey he prepared last fall. He told the board that his goal for the evening was to answer any questions and help narrow down the direction they were hoping to go with any plaza improvements. The board had earlier notified him that they were not interested in pursuing the snowmelt option. He said there is an area where the walkway was pitched in such a way that it creates a valley and ponds up during times of precipitation. He also said that the pitch near some of the handicapped spots exceeds 5 percent, and restriping could add additional parking areas. The berm area has a walkway that, while it doesn't fall under ADA guidelines, is very steep from a life-safety and snow removal standpoint. The original proposal recommended the installation of steps to the berm walkway, but board members had been discussing other options, including leveling the berm entirely. J. Becker noted that the berm issue could be broken out as a separate project. G. Kirkpatrick said the library closed the berm walkways during the past winter and plans to do so in the future to avoid any potential hazards.

The board discussed the cost estimates for the different plaza areas discussed in the GPI proposal, which included the berm, handicapped parking and accessible walkway, main entry pedestrian way, and the bus shelter and book drop area.

H. Narang asked about the significance of the bus shelter/book drop area, and C. Tripp said it was mainly about finding an aesthetic stopping point so the plaza doesn't look like a half-finished project. M. Redmond noted that if the board decides to tackle the area around the accessible spaces, which was the costliest proposal of the four, they will have to address all of the pitch and drainage issues to be in ADA compliance. H. Narang asked if there were other landscape options that would help the library get the most use out of the plaza green spaces if they were already going in and making changes. G. Kirkpatrick said people do use the area by the bike racks and chess table, and the library has seen heavy use of the new ADA-compliant picnic table. The board asked C. Tripp what GPI's role would be once they decided the direction they wanted to go in. He said GPI would provide a proposal that outlines in detail what needs to be done from concept through project design and construction. He said the project would likely have to be submitted for SED review, which would add 12-18 months to the timeline. He and G. Kirkpatrick said that the board would be looking at a 2021 or later construction date. H. Narang asked to see some options for getting rid of the berm and to use concrete instead of replacing the walkway pavers. The board agreed to get a list to C. Tripp with their plaza priorities so he could prepare a proposal in line with what they are looking for. C. Tripp concluded his presentation at 6:39pm.

MINUTES

Minutes of the 13 August 2018 board meeting were approved unanimously on a MOTION by M. Kissinger with a SECOND by C. Brancatella with the corrections noted below.

M. Redmond noted a typo on the third page and asked that the minutes reflect the board's discussion that First Night participation was contingent on the town providing snow removal that night, if needed.

She said she would also like to remove her name from the Building Committee, which would be discussed later in the agenda.

FINANCIAL REPORT

On a MOTION by J. Becker with a SECOND by H. Narang, the board unanimously approved the Financial Statement dated 31 August 2018 (Manual Disbursements for August \$48,190.71; Cash Disbursements/Accounts Payable for September \$78,248.07; Trust & Agency Disbursements/Salaries for July \$186,556.38; CapProject Fund/Hand-Drawn Checks for September \$3,737.60; Total: \$316,732.76).

G. Kirkpatrick told the board that the library has received a check for 90 percent of the New York State construction grant awarded last year.

BANK ACCOUNT RECONCILIATION REPORT

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

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

There were no personnel actions requested at this time.

DIRECTOR'S REPORT

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

- Cement has been poured for the Ian Bogle memorial space off the Children's Space. The textured concrete was recommended as the safest option for a fire exit.
- People have really embraced the UHLS library expedition, and BPL has already printed out three gold cards for people who have visited all 36.
- C. Stollar Peters is looking at relocating the self-checkout kiosk currently at the ADA circulation desk to the pillar near the Express shelf. Staff has found that dedicating the low desk to self-checkout has impeded interaction with some customers. The new self-checkout location would also be ADA-compliant.
- Crime victim prevention training set up by C. McGinty provided some valuable insight into how library staff can navigate and provide support through the process of reporting a crime. G. Kirkpatrick said the presenter was very good, and he recommended her program to other libraries in the area.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said board members had been notified of the amount Upper Hudson was planning to award BPL in construction grant money. She said the committee had many discussions about how to allocated the money, and while the library got the lowest percentage of funding, most people on the UHLS board were happy with the final decision.

NEW BUSINESS

Library smoking law update

G. Kirkpatrick said there is a bill on the governor's desk that will most likely pass prohibiting smoking within 100 feet of library property. He said the library would put up signs to alert people of the restrictions, but staffers would not be responsible for enforcing them. Whether this covers e-cigarettes or smoking in cars is unclear.

Insurance comparison report

G. Kirkpatrick provided the board with the report from the library's insurance broker. The carrier Utica National is one of the only ones that focus on the peculiarities of library coverage. M. Redmond noted that the quoted price came in under what it was last year. Chubb did provide a quote for just cyber coverage. The board discussed what that might entail but had several questions about what it was actually insuring against and what a claim would look like. With a cost of \$3,000-\$4,000, board members were skeptical about its necessity since BPL does not collect very much identifying information, and patrons' confidential data is stored with the library system in Albany. G. Kirkpatrick also noted that the library broker said the employment liability coverage through the library's D&O is the best out there and should be retained. The board also talked about crisis expense coverage and decided it does not meet the library's needs.

On a MOTION by H. Narang with a SECOND L. Scoons, the board unanimously voted to accept the insurance premium as proposed by Amsure in the amount of \$25,995.

Director evaluation process/form

M. Redmond said the board should redo the evaluation form for next year to make the process easier. G. Kirkpatrick reminded the board that staff at the library can use Wordpress to create a form for free with any list of questions and have the responses drop directly into the trustees email. C. Brancatella, L. Scoons and M. Kissinger all volunteered to work up some suggestions for the new form to get the process started.

Other new business

Nothing at this time.

OLD BUSINESS

Board treasurer

T. McShane had put together a draft of the treasurer job posting for the board to review. She provided a price quote from the Times Union with different advertising options. M. Redmond asked if it was possible to drastically shorten the post and direct potential applicants to the library website for a full version. T. McShane said it would reduce the cost, but she wasn't sure if the new cost would cover posting the ad on Monster and Indeed. The board was also worried about the decreased visibility of a smaller ad and opted to go with the 1/8-page ad for two weeks in the TU. T. McShane noted that, while it is expensive, advertising in the TU tends to bring in the candidates the library is looking for. G. Kirkpatrick said he and T. McShane are still in the process of having the position declared civil service exempt, but the final decision has yet to be made.

The board agreed to run the advertisement the week of September 23 and 30, with a month for people to get their materials in. The anticipated start date would be January.

M. Redmond said that the personnel report for next month should include a line that advertising for the treasurer's position has begun.

Board committees

The board reviewed some of the committee proposals from the August meeting and further refined them to include the following people:

- Finance committee: M. Redmond and board treasurer
- Policy committee: C. Brancatella, M. Kissinger, L. Scoons
- Building committee: H. Narang
- Collections committee: B. Sweeney, M. Kissinger, H. Narang
- Personnel committee: C. Brancatella and M. Kissinger (current)
- Nominations committee: As needed

C. Brancatella asked if G. Kirkpatrick had gotten any information about school district policy on reporting abuse and interacting with law enforcement. He said he hadn't because the response of the school district seems to be mostly dictated by mandatory reporting guidelines. M. Redmond said that maybe they were looking more for a procedure or protocol, which she said the Bethlehem PD indicated there was. G. Kirkpatrick said the incident in July put the library in new territory, and a lot of other libraries are looking to Bethlehem to see how they should handle a similar incident, should it come up.

Capital Projects/Long Range Plan

The board agreed that developing a new long-range plan before 2019 would not be feasible. They said that extending it another year would allow them to get a new treasurer in place and collect data from an upcoming community survey.

On a MOTION by J. Becker and a SECOND by M. Kissinger, the board voted unanimously to extend the current long-range plan through the end of 2019.

Fire alarm and security update

The board noted the two parts of the project include the electrical component, which is the lion's share of the Gilbane estimate, and the asbestos abatement, which would be done by a general contractor specializing in asbestos abatement. Board members said the approximately \$100,000 in miscellaneous costs seemed high.

G. Kirkpatrick shared some of the history regarding capital projects at the library. He said that a \$12.5 million bond for infrastructure and overall upgrades went down 3-to-1 in 2003-04. The board at the time came out with a new bond proposal of \$1.3 million, which covered cosmetic upgrades like new furniture and carpeting in the public space. However, building system upgrades, like HVAC, electrical, plumbing, etc. were deferred. What the current board is now dealing with are all of the facility projects that had been put on hold over the years but now have to be dealt with.

The board discussed whether all of the components of the fire alarm and security system need to be a part of the overall project, and if they were to hold off on one or more aspects, would they have to go through SED approval again. M. Redmond suggested G. Kirkpatrick talk to Tim McGrath at DASNY to see if he has dealt with a similar situation. The board agreed to talk in detail at the next meeting about how the project design and costs break down.

The board discussed the process for bonding and whether that would be a viable option for upcoming projects. M. Redmond said bonding seemed more appropriate for larger scale projects.

HVAC project update

An estimator from Crisafulli told G. Kirkpatrick that the library's boiler is not in danger of catastrophic failure. If something were to go wrong, the parts to fix it are easily accessible and affordable.

H. Narang asked where the conversation with Johnson Controls was at regarding the faulty HVAC units. There is a proposal for extended service to the system, and DASNY is currently reviewing it. Kevin Coffey has been collecting all of the documentation about the unit failures and repairs. M. Redmond said the library would be following up with attorneys well-versed in contract negotiation and litigation to see what the options were.

Community survey

A community survey about library services will be part of a four-page Friends supplement to the November/December Footnotes. The annual appeal will also be part of the issue. In addition to Footnotes, the survey will be available in-house and online. The hope is to get some responses from light library users and non-users. M. Redmond said there should also be an in-house large display. The board opted to accept responses through November 30.

BCN-TV/studio makerspace update

G. Kirkpatrick said all of the components are at the library, but studio construction needs to be completed. Representatives from other libraries will tour the studio in October. Bethlehem is pioneering the one-button recording technology locally, and other libraries are interested in learning more.

Other old business

Nothing at this time.

FUTURE BUSINESS

Background checks

No further discussion.

Plaza feasibility

No further discussion.

Policy updates/schedule

A list of policies and when they were last updated was provided in the board packet. The board said it would be a good way to help them figure out which ones need to be reviewed and in what order.

Resource sharing

Was not discussed at this time.

Fines and fees

G. Kirkpatrick noted the Brunswick Library recently went fine free. Albany Public Library is also reviewing whether it would be feasible for them. L. Scoons said that the UHLS e-commerce option would be available in October, allowing patrons to pay their fines online.

EXECUTIVE SESSION

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board adjourned to executive session at 8:32pm to discuss the employment performance of a specific individual.

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board adjourned executive session at 8:52pm; no action was taken.

PUBLIC PARTICIPATION

A patron approached the board during executive session and was asked to come back in a few minutes. Upon leaving executive session, the board waited for the patron to come back, and G. Kirkpatrick searched for him in the library, but he did not return.

On a MOTION by J. Becker with a SECOND by H. Narang, the board adjourned the regular meeting at 8:57pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #3
9/30/2018**

CURRENT MONTHLY REVENUE

Real Property Taxes	836,000.00
PILOT	0.00
Sale of Equipment	0.00
Fines	1,464.79
Interest on Investment	108.03
Sale of Books	273.25
Gifts and Donations	500.00
Insurance Recovery	0.00
Photocopier	602.51
State Aid	0.00
Grants	0.00
Miscellaneous Income	75.00
Total	\$839,023.58

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #3
9/30/2018**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2018-2019

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,934,858.00	836,000.00	3,098,858.00	21.25%
PILOT	196,336.00	0.00	196,336.00	0.00%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	30,000.00	9,671.50	20,328.50	32.24%
Interest on Investment	5,000.00	731.53	4,268.47	14.63%
Sale of Books	6,000.00	1,066.50	4,933.50	17.78%
Gifts and Donations, Misc	1,000.00	500.00	500.00	50.00%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	7,000.00	1,959.48	5,040.52	27.99%
State Aid	23,000.00	22,533.00	467.00	97.97%
Miscellaneous Income	0.00	75.00	(75.00)	
Sub-Total	\$4,203,194.00	872,537.01	3,330,731.99	20.76%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,203,194.00			

OPERATING CASH SUMMARY

TD Checking Account:	723,936.48 *
TD Money Market:	1,626,007.26
TD Payroll Account:	0.00
Capital Project Fund:	263,893.63
TOTAL	2,613,837.37

*Includes Interest of \$108.03 credited on 9/14/18

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #3
9/30/2018**

MANUAL DISBURSEMENTS - SEPTEMBER	
HAND DRAWN CHECKS TD BANK	\$69,570.80
CASH DISBURSEMENTS - OCTOBER	
ACCOUNTS PAYABLE TD BANK	\$57,358.46
TRUST & AGENCY DISBURSEMENTS - SEPTEMBER	
SALARIES - TD BANK	\$187,715.95
CAPITAL PROJECT FUND	
HAND DRAWN CHECKS - OCTOBER	\$934.40
TOTAL	\$315,579.61

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 9: MANUAL DISB - SEPT 18 For Dates 9/1/2018 - 9/30/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37194	09/06/2018	2263	**VOID** 4 J'S FARM	180784	-350.00
37344	09/06/2018	2263	JODI PASINELLO	180784	350.00
37399	09/12/2018	1018	ALBANY INSTITUTE HISTORY & ART	190132	200.00
37400	09/12/2018	1161	TOWN OF BETHLEHEM	190141	1,337.34
37401	09/12/2018	1607	VERIZON BUSINESS FIOS	190002	201.98
37402	09/12/2018	2137	WEX BANK	190006	67.61
37403	09/14/2018	2070	THE CORPORATION OF YADDO	190189	120.00
37404	09/20/2018	1009	**CONTINUED** AMAZON CREDIT PLAN		0.00
37405	09/20/2018	1009	AMAZON CREDIT PLAN	190196	2,444.47
37406	09/20/2018	2087	CITIBANK	190191	1,048.11
37407	09/20/2018	2101	MCDONOUGH, NATALIE	190193	30.00
37408	09/20/2018	1581	UNITED STATES POSTAL SERVICE	190185	1,193.82
37409	09/20/2018	2011	UTICA NATIONAL INSURANCE GROUP	190177	25,994.50
37410	09/20/2018	1607	VERIZON BUSINESS FIOS	190002	122.77
37415	09/25/2018	1424	AFLAC NEW YORK		415.92
37416	09/25/2018	1831	CDPHP UNIVERSAL BENEFITS, INC.		22,124.12
37417	09/25/2018	720	MVP HEALTH PLAN, INC.		3,154.98
37418	09/25/2018	1570	NATIONAL GRID		4,525.61
37419	09/25/2018	2061	UNITED HEALTHCARE INSURANCE CO		123.80
37420	09/28/2018	1833	BLUESHIELD OF NORTHEASTERN NY		6,211.02
37421	09/28/2018	1607	VERIZON BUSINESS FIOS	190002	126.98
37422	09/28/2018	1607	VERIZON BUSINESS FIOS	190002	127.77

Number of Transactions: 22

Warrant Total: 69,570.80

Vendor Portion: 69,570.80

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

Check Warrant Report For A - 12: CASH DISB (OCT 18) For Dates 10/10/2018 - 10/10/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37423	10/10/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR	190179	15.00
37424	10/10/2018	61	AQUASCAPE DESIGNS LLC	190016	70.00
37425	10/10/2018	1841	ARVILLA E. DIVER MEMORIAL LIB	190210	13.95
37426	10/10/2018	77	BAKER & TAYLOR, INC.	190211	16,524.65
37427	10/10/2018	1186	BAKER AND TAYLOR ENTERTAINMENT	190174	34.99
37428	10/10/2018	937	CENGAGE LEARNING INC.	190170	2,520.00
37429	10/10/2018	827	PHYLLIS CHAMBERS		402.00
37430	10/10/2018	1240	DE LAGE LANDEN FINANCIAL SER	190010	440.00
37431	10/10/2018	990	DEMCO SOFTWARE	190182	785.40
37432	10/10/2018	1220	DEMCO, INC	190045	734.84
37433	10/10/2018	1463	EAST GREENBUSH COMM LIBRARY	190207	7.99
37434	10/10/2018	1741	MICHAEL ECK	190200	225.00
37435	10/10/2018	2215	ELM USA, INC	190163	137.20
37436	10/10/2018	1674	FINDAWAY	180850	1,211.11
37437	10/10/2018	1986	FIRSTLIGHT FIBER	190007	191.67
37438	10/10/2018	1965	PATRICIA GEROU		402.00
37439	10/10/2018	787	GUILDERLAND PUBLIC LIBRARY	190178	14.99
37440	10/10/2018	745	MARY HARTMAN		402.00
37441	10/10/2018	1691	TOM LINDSAY	190201	225.00
37442	10/10/2018	2181	MARINELLO CONSTRUCTION COMPANY INC.	190192	5,990.00
37443	10/10/2018	1024	**CONTINUED** MIDWEST TAPE		0.00
37444	10/10/2018	1024	MIDWEST TAPE	190214	5,210.20
37445	10/10/2018	1172	ANNE B MOSHER		402.00
37446	10/10/2018	809	NANCY PIERI		402.00
37447	10/10/2018	404	NEW YORK LIBRARY ASSOC	190147	372.00
37448	10/10/2018	2088	NYSID	190104	121.64
37449	10/10/2018	2121	NYSPSP	190050	344.28
37450	10/10/2018	2094	ORIENTAL TRADING COMPANY, INC.	190197	48.56
37451	10/10/2018	1823	OVER DRIVE INC.	190205	6,692.98
37452	10/10/2018	1492	PENGUIN RANDOM HOUSE LLC	190155	30.00
37453	10/10/2018	1542	PUPPET PEOPLE	190181	450.00
37454	10/10/2018	493	RECORDED BOOKS, LLC	190156	181.34
37455	10/10/2018	505	ROEMER WALLENS GOLD & MINEAUX	190199	391.00
37456	10/10/2018	2038	STAPLES BUSINESS ADVANTAGE	190083	48.06
37457	10/10/2018	2056	SUPERIOR PRESS	190190	137.51
37458	10/10/2018	632	UPPER HUDSON LIBRARY SYSTEM	190208	11,343.00
37459	10/10/2018	1968	VERIZON WIRELESS	190014	145.87
37460	10/10/2018	645	W W GRAINGER INC	190015	256.28
37461	10/10/2018	1707	AUDREY WATSON		402.00
37462	10/10/2018	1716	WESTERLO PUBLIC LIBRARY	190180	24.95
37463	10/10/2018	1593	WILLIAM K. SANFORD LIBRARY	190184	7.00

Number of Transactions: 41

Warrant Total: 57,358.46

Vendor Portion: 57,358.46

Certification of Warrant

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 12: CASH DISB (OCT 18) For Dates 10/10/2018 - 10/10/2018



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

_____	_____	_____
Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 10: TRUST & AGENCY (SEPT 18) For Dates 9/1/2018 - 9/30/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37345	09/14/2018	712	CIVIL SERVICE EMPL ASSOC INC.		971.47
37346	09/14/2018	1679	METLIFE-TSA CONTRIBUTIONS		200.00
37347	09/14/2018	2003	NEW YORK STATE DEFERRED		2,887.38
37348	09/14/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
37411	09/28/2018	712	CIVIL SERVICE EMPL ASSOC INC.		986.41
37412	09/28/2018	1679	METLIFE-TSA CONTRIBUTIONS		200.00
37413	09/28/2018	2003	NEW YORK STATE DEFERRED		3,268.04
37414	09/28/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100296	09/14/2018	709	BPL SPECIAL PAYROLL ACCOUNT		61,811.04
100297	09/14/2018	710	NYS INCOME TAX BUREAU		3,593.36
100298	09/14/2018	1946	IRS - PAYROLL TAX PMT		20,777.96
100299	09/28/2018	709	BPL SPECIAL PAYROLL ACCOUNT		64,431.11
100300	09/28/2018	710	NYS INCOME TAX BUREAU		3,696.62
100301	09/28/2018	730	NYS EMPLOYEES RETIREMENT SYSTE		3,018.89
100302	09/28/2018	1946	IRS - PAYROLL TAX PMT		21,533.67

Number of Transactions: 15

Warrant Total: 187,715.95

Vendor Portion: 187,715.95

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
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BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 4: MANUAL DISB H FUND (OCT 18) For Dates 10/1/2018 - 10/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1195	10/10/2018	2080	M/E ENGINEERING, P.C.	170967	934.40
Number of Transactions: 1				Warrant Total:	934.40
				Vendor Portion:	934.40

Certification of Warrant

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

_____	_____	_____
Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION SUMMARY

9/30/2018

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$18,029.34	\$1,041,441.96	\$335,534.82	\$723,936.48
TD Bank Payroll	\$0.00	\$126,242.15	\$126,242.15	\$0.00
TD Bank Money Market	\$1,826,007.26	\$0.00	\$200,000.00	\$1,626,007.26
Capital Project Fund	\$267,631.23	\$0.00	\$3,737.60	\$263,893.63
TOTAL:	\$2,111,667.83	\$1,167,684.11	\$665,514.57	\$2,613,837.37

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

17

TD Bank - General Fund

For the month beginning 9-1-18 and ending 9-30-18

Balance on hand at the beginning of the month \$18,029.34

Receipts during the month

Interest	108.03	
Transfers from Money Maket Account TD Bank	200,000.00	
Fines	1,464.79	
Copier	602.51	
Miscellaneous (Abate)	2,418.38	
Book Sale	273.25	
PILOT	0.00	
School Taxes	836,000.00	
Gifts	500.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	75.00	
Total Receipts		<u>\$1,041,441.96</u>
Total Receipts Including Balance		\$1,059,471.30

Disbursements During Month By Check

From Check #37344 to Check #37422	69,570.80	
Trust & Agency Payments (Payroll)	187,715.95	
From Check #37349 to Check #37398	78,248.07	
Transfers to Money Maket Account	0.00	
Adjustment	0.00	
Total amount of Disbursements		<u>\$335,534.82</u>
Balance on Hand at End of Month		\$723,936.48

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	770,725.18
Amount of Outstanding Checks	46,788.70
Balance on Deposit	723,936.48

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
9/30/18

Check Number	Date	Amount
37221	7/10/2018	50.00 Performer has
37349	9/18/2018	20.00
37351	9/18/2018	229.00
37368	9/18/2018	200.00
37370	9/18/2018	2,841.25
37381	9/18/2018	10.29
37385	9/18/2018	850.00
37390	9/18/2018	62.79
37392	9/18/2018	16.00
37398	9/18/2018	16.99
37408	9/20/2018	1,193.82
37415	9/25/2018	415.92
37416	9/25/2018	22,124.12
37418	9/25/2018	4,525.61
37419	9/25/2018	123.80
37411	9/28/2018	986.41
37412	9/28/2018	200.00
37413	9/28/2018	3,268.04
37414	9/28/2018	170.00
37420	9/28/2018	6,211.02
37421	9/28/2018	126.98
37422	9/28/2018	127.77
100301	9/28/2018	3,018.89

TOTAL		\$46,788.70
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**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 9-1-18 and ending 9-30-18

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

Receipts during the month

Transfer from Checking 9/11/18	61,811.04
Transfer from Checking 9/25/18	64,431.11

Total Receipts	<u>\$126,242.15</u>
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Total Receipts Including Balance	\$126,242.15
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Disbursements During Month By Check

9/14/18 - From Check #84808 to Check #84881	61,811.04
9/28/18 - From Check #84882 to Check #84954	64,431.11

Total Amount of Disbursements	<u>\$126,242.15</u>
Balance on Hand at End of Month	\$0.00

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by bank statement	2,987.83
Amount of Outstanding Checks	2,987.83
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
9/30/18

Check Number	Date	Amount
84896	9/28/2018	749.33
84898	9/28/2018	1,539.28
84909	9/28/2018	288.67
84938	9/28/2018	410.55
TOTAL		2,987.83

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 9-1-18 and ending 9-30-18

Balance on hand at the beginning of the month \$1,826,007.26

Receipts during the month

Transfer from General Fund 0.00

\$0.00
Total Receipts
Total Receipts Including Balance \$1,826,007.26

Disbursements During Month By Check

Transfers to General Fund 200,000.00
Transfers to Capital Projects Fund 0.00

\$200,000.00
Total Amount of Disbursements
Balance on Hand at End of Month **\$1,626,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit
as shown by Bank Statement 1,626,007.26
Amount of Outstanding Checks 0.00
Balance on Deposit 1,626,007.26

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 9-1-18 and ending 9-30-18

Balance on hand at the beginning of the month \$267,631.23

Receipts during the month

Technology Fund Donation	0.00	
Transfer from Money Market Account	0.00	
PEG Reimbursement	0.00	
Construction Grant	0.00	
	Total Receipts	<u>\$0.00</u>
	Total Receipts Including Balance	\$267,631.23

Disbursements During Month By Check

From Check #1194 to Check #1194 3,737.60

Total Amount of Disbursements	<u>3,737.60</u>
Balance on Hand at End of Month	\$263,893.63

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	263,893.63
Amount of Outstanding Checks	0.00
Balance on Deposit	263,893.63

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

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

Secretary

Business Manager



4427533000280997901048110104811062



21132490 - 000167 - 0001 - 0003 - 28

Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	10/01/2018	\$1,048.11	\$1,048.11	1048.11



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

**T0000057

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

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

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

CITIBANK CORPORATE CARD

Statement Date
09/06/18

Payment Date
10/01/18

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$31,951	\$00	\$00

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

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

COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	4,280.65	- 4,280.65	- 0.45	1,048.56		1,048.11
Advances						
Company Totals TOTAL	4,280.65	- 4,280.65	- 0.45	1,048.56		1,048.11

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

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

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

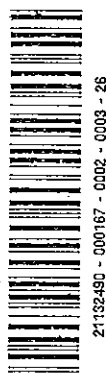
CARDMEMBER SUMMARY

MCSHANE, TRACEY XXXX-XXXX-XX82-7369	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$200				200.00		200.00
Purchases						
Advances						
TOTAL				200.00		200.00

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$1,300				62.55		62.55
Purchases						
Advances						
TOTAL				62.55		62.55

PETERS, M CATHERINE XXXX-XXXX-XX82-7385	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$625			- 0.45	754.47		754.02
Purchases						
Advances						
TOTAL			- 0.45	754.47		754.02

DAYS IN BILLING PERIOD: 31	Purchases	Cash Advances	Payment Due:	1,048.11
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:	1,048.11
ANNUAL PERCENTAGE RATE				



XXXX-XXXX-XX80-9979

Statement Date
09/06/18

CARDMEMBER SUMMARY

COFFEY, KEVIN J XXXX-XXXX-XX56-3708	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases Advances TOTAL			31.54		31.54
				31.54		31.54

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY

XXXX-XXXX-XX80-9979

		Monthly Limit \$33,000	Cash Limit* \$00	Available Credit Line \$31,951	Available Cash Line** \$00
Sale Date	Post Date	Reference Number	Type of Activity		Total Amount
09-02	09-03	74046588246245000050187	PAYMENT - THANK YOU		4,280.65 PY

INDIVIDUAL CARDHOLDER ACTIVITY

MC SHANE, TRACEY

XXXX-XXXX-XX82-7369

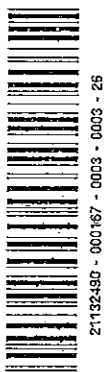
Monthly Limit			Cash Limit*	
\$200			\$00	
Sale Date	Post Date	Reference Number	Type of Activity	Amount
08-06	08-07	24492158219637562317831	BOND, SCHOENECK & KING WWW.BSK.COM NY	200.00
			TOTAL PURCHASES/ADVANCES/CREDITS	200.00

KIRKPATRICK, GEOFFREY

XXXX-XXXX-XX82-7377

Monthly Limit			Cash Limit*	
\$1,300			\$00	
Sale Date	Post Date	Reference Number	Type of Activity	Amount
08-08	08-09	24692168220100531893006	VISTAPR VISTAPRINT.COM 866-8936743 MA	62.55
			TOTAL PURCHASES/ADVANCES/CREDITS	62.55

Program Posters



XXXX-XXXX-XX80-9979

Statement Date
09/06/18

INDIVIDUAL CARDHOLDER ACTIVITY

PETERS, M CATHERINE				XXXX-XXXX-XX82-7385	
Monthly Limit		Cash Limit*			
\$625		\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
08-16	08-17	24906418228059126468714	Water Bottles	530.05	
08-22	08-23	24755418234262340460364	WWW.VISTAPRINT.COM 666-8593406 MA 190129	0.45	
08-29	08-30	24435658241200460000404	COEYMAN CT DARDANI FEE KNOXVILLE TN	223.97	
08-27	08-31	74755418242162395173224	TECHSMITH CORPORATION 800-517-3001 MI	0.15 CR	
COEYMAN CT DARDANI FEE KNOXVILLE TN 190129				754.02	
TOTAL PURCHASES/ADVANCES/CREDITS					

COFFEY, KEVIN J				XXXX-XXXX-XX56-3708	
Monthly Limit		Cash Limit*			
\$750		\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
08-08	08-09	24540458221136940586185	Software	15.77	
08-20	08-21	24540458233234920669232	CORNER GATEWAY 518-4610082 NY 190129	15.77	
CORNER GATEWAY 518-4610082 NY 190129				31.54	
TOTAL PURCHASES/ADVANCES/CREDITS					

October 9, 2018 - Board of Trustee Meeting											
Job Status Report											
Previously Approved to Fill											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Action Requested											
Technology Assistant FT	35 hrs/wk		\$32,574/ annual or per contract	M. Giuffre	10/30/2018	Retirement					
Positions Held											
Library Clerk - PT Perm.	15 hrs/wk		\$13.19/hr or per contract	R. Weatherby	2/27/2015	Resign	Hold				
Sr. Library Clerk	15 hrs/wk		\$15.75/hour or per contract	S. Taylor	7/12/2017	Promotion	Hold				
Board Treasurer	TBD		TBD	N/A	N/A	New	New-Hold 10/10/17				

Director's Report October 2018

Building and Grounds

Staff from Wilkins returned for what they hope is the last time this month. They labeled equipment according to the specifications in our original construction documents. A minor issue with the boiler control wiring was fixed, and things seem to be working well.

We continued to see significant decreases in electricity usage though energy costs increased last month so there wasn't a significant savings cost-wise other than the expense we would have had with no changes.

Public Service

The library was contacted by an author of one of the teen books reviewed during our Summer Reading Program by our teen volunteers. J. H. Diehl, author of "Tiny Infinities" told Tori how much she enjoyed reading the review and offered to send a copy of the book to the reviewer, along with a package of bookmarks for the library to distribute.

One-on-one genealogy help sessions continue to be very popular. Frank provided seven sessions last month, each one lasting an hour. Each session requires extensive preparation ahead of time. This is a valuable service, but each session requires a significant time commitment.

We added Bluetooth-enabled speakers to the Library of Things. We also added AUX cables for checkout, which will allow our patrons to hook up Playaways to their cars or other external speakers. We're still testing our trail cameras and hope to circulate them shortly. These cameras will support citizen science initiatives micro-documenting wildlife in the area. The kits we have reference classroom programs, which have incorporated similar camera-traps into lessons about mapping, ecology and animal behavior. We continue to work out a way for us to post interesting pictures of the local wildlife to our website.

The circulation staff has embraced the recent physical consolidation of the Library of Things by enthusiastically putting together themed displays on a table near the CD collection. Their originality and creativity should make for some interesting displays in the future. The displays include Library of Things items, as well as books, movies, music and other library items centered on the theme. This month's display: Back to the '80s!

The online payment system through the Encore catalog is almost ready. Any user with more than \$1.01 in fines will be able to pay them online using PayPal or a credit card. We are creating bookmarks for users describing this relatively simple process.

The ADA-compliant self-checkout machine was moved to the pillar near the circulation desk. Once again, more than 11% of total checkouts were performed through the self-check system.

Attendance was light for the community bicycle event on September 29. I think the connections with the other community groups, the schools, and town government were particularly valuable. We learned a lot about what the public might want in future years and the necessity of connecting any similar event to a larger community gathering.

Meetings and Miscellany

I met with Commander Hornick from the Bethlehem Police Department. We had a very productive conversation about how the police department and the school handle press releases. We also discussed how things would work with other local businesses and nonprofits. I think we have a very workable framework moving forward. The connection with Commander Hornick will be good for the library in the future.

On October 2 we hosted a tour for librarians from Mongolia visiting the US to learn about public libraries. The tour participants were very excited to see our makerspaces, Children's Place, and Library of Things collection. They had some great questions about cataloging practices for both books and DVDs.

CE training provided for the staff

Crime

Individual/Small Group CE

From Tots to Teens: STE(A)M-powered ideas for programming – Michelle W.
More than Crafts: implementing learning activities and experiences in your storytimes – Michelle W.

NoveList Reader's Advisory webinar – Mary D., Tori R., Gordon N.

Ancestry.com workshop @ UHLS – Jody S., Sehrish B.

Homelessness self-paced webinar – Jody S.

Introduction to Dewey, Introduction to Subject Headings – Sehrish B.

UHLS Adult Program Swap – Tori R.

UHLS Youth Services Advisory Council – Natalie M.

Geoffrey Kirkpatrick, Library Director

Highlights from our Library Programs

- Natalie ran another very successful Local Author Book Fair, highlighted with keynote speaker George Guidall, an award-winning audiobook narrator. The response from the patrons in attendance and the authors who took part was incredibly positive, and the authors in particular were grateful for the opportunity to promote their books, sell a few copies and make some good contacts with fellow authors. She had several questions from the authors about when the next event would be held.
- The Rubber Ducky Club has been relaunched this fall, with software developed by John Love, which will simplify the process for parents and caregivers. Rather than having to create a username and password, tracking will be done by staff at the Children's Place Information Desk. As a result, statistics will be tracked for a new program beginning this month. The numbers will be initially be smaller than in the past, but we expect the statistics to increase quickly. The response has been very positive, with a great program in September to showcase the new RDC. Cathy worked with Michelle, Patti and Sehrish on the public event to the relaunch and Patti noted that most of the families who signed up for the Club at the program were new to the program. The parents and caregivers were excited about the program and the kids were pretty happy to get to pick a rubber duck to take home. This is a change in the program, giving out a duck at sign-up, which is a great encouragement for the children to register for the Rubber Ducky Club.
- As part of Natalie's PBS Great American Read series, Professor Eurie Dahn from the College of St. Rose came to talk about the novel **Their Eyes were Watching God**. The audience loved her talk and her knowledge of the book and the author. Almost everyone in attendance had read the book before the program. Natalie is grateful to Brian Sweeney for the contacts with the professors at St. Rose who will be leading lectures on three of these PBS titles.
- Cathy led the Llama Llama Storytime, assisted by Patti, which we were able to offer with the use of a costumed character from UHLS, which Michelle graciously agreed to wear. It was one of the last days before school started, and although it was added at the last minute, it was a very successful event in the Children's Place. It was also a great way to promote the UHLS Library Expedition that started on September 1 and runs until November 30. The Expedition itself has been going well, and Chris O'Brien from Circulation has been working with Cathy on the special VIP Library Cards and several of them have been sent out in the first month, including one for a staff member here at Bethlehem.
- Anne offered a family book discussion on **Charlotte's Web**, tied to the PBS Great American Read series. It was a small group but Anne was happy with the results because the 10 copies of the book that she ordered all went out multiple times while they were on display for the program and our regular copies all went out multiple times, too. Anne heard a lot of comments, especially from parents about the book. She plans to schedule more of these types of programs during school vacation weeks.
- This month, there was a reception for the public and the entrants of the Bethlehem 225th anniversary photography contest overseen by Tori, with the winners being announced at the reception. A few of the entrants attended the event with their family members, along with one patron who just stopped by because he knew an entrant. The patrons enjoyed the refreshments, and stated how they enjoyed the contest, even those who didn't win a prize, and inquired as to whether we would do this again next year. Everyone was especially impressed with the number of youth entrants and the quality of their photos. Paul Buckowski, the Times Union photographer who covers the Bethlehem area, and is a former resident, generously donated his time to select the winning photographs and the Friends of the

library generously sponsored the cost of the prizes, which were gift certificates to the Four Corners Frame Shop for the adult winners, and gift certificates to I Love Books for the youth winners.

- Michelle continues with her citizen preparedness programs, offering one again this month. The event went well and she received several compliments from some of our regular patrons who attended, as well as a couple of those from the Greater Capital District, for bringing this important information session to our community. All those in attendance were excited about the “Go” backpacks filled with preparedness supplies that each participant received at the conclusion of the event. The program was co-sponsored by the New York National Guard, Division of Homeland Security, Office of Emergency Management and Office of Fire Prevention and Control.
- Jody oversaw many of the Coffee and Conversation programs this month, on the topics of Yaddo, a musical program from The Delmariners and downsizing your home. This ongoing series, co-sponsored by Bethlehem Senior Services, is very popular with attendees.
- Mary oversaw the first of the Coffee and Conversation programs on Proctor: A Man, His Theatre, Our Heritage. Marilyn Sassi, a volunteer at Proctor’s Theatre, gave a great talk, with many unique photographs and information about the man and the theatre. The audience really enjoyed the program and many commented how much they enjoyed the topic and how it was presented. There were even a few ladies who said that they were volunteers at the theatre and now had a whole new view and appreciation for the theatre. A reporter from The Spotlight came to the program and wrote a nice article about it which ran in the September 12 issue of the paper.
- Frank brought back the Chess Club for this school year, and had 16 attendees on the first night. The sessions were not completely full but the games were lively and Frank assisted with a few games himself.
- René started out the new school year with a class for adults, an Introduction to Facebook, which included many students who were trying to decide whether or not to open a Facebook account. As Facebook makes changes to the security settings, it is crucial to stay on top of these changes in the syllabus for this class.
- Anne began her ever popular Tiny Tots series, and is experimenting with a new format, incorporating a welcome time and a goodbye time, instead of reserving the last 10 minutes for play with toys. So far, it has been working well, as there is less fuss over the toys and less mess to pick up afterwards. The 9:30 group continues to be the larger of the two groups. Mary is currently retaining the playtime in her Tiny Tots, so she and Anne will continue to review the program to see what trends, if any, develop.
- Michelle began a new Sensory Playtime, which will be taking place before her Family Playtime on Wednesday mornings. She has had good response from families to the program and is targeting the program for children up to age three and a half and their families.
- Starting this month, Natalie has added a second day for monthly DayBooks book discussion to meet interest in the program, without exceeding the fire code capacity of the boardroom and to make the experience more interactive for all participants. The response has been very good, with 13 attendees at the new Thursday session and 18 at the traditional Monday afternoon session. The attendees really enjoy the program and she appreciates their response to the new format. This month’s book was **Their Eyes Were Watching God** by Zora Neale Hurston.
- The Trivia Night for Adults returned to the monthly schedule this month, and there was a great attendance, with many returning players and a few new teams this month. Natalie is grateful to the Friends of the Library, as we are able to offer \$10 gift certificates from I Love Books to each member of the winning team thanks to their support of the program.

- Tori has been working on editing the teen volunteers' filmed book reviews, which will first be posted individually on Tumblr, and later edited together for cablecast on BCN-TV. She has spent a great deal of time getting the footage ready using Adobe Premiere Elements 2018, in advance of her program on the software for teens this month.

School Outreach for September 2018

Cathy

- Cathy attended the first Slingerlands PTO meeting this month and spoke about the new and interesting things that are going on at the library.

Mary

- Mary went to the High School to check out books in advance of the first meeting of the Book Club. The book is **Nine** by Zach Hines, and several of the students who picked up the book stayed after to talk to Mary afterwards.

Community Outreach for September 2018

Jody

- Jody made the monthly visits to the two Good Samaritan locations, with a book talk at the Kenwood Assisted Living building and a program "Celebrating September birthdays- born on September 12" with music from Jennifer Hudson and Kelsea Ballerini and Maurice Chevalier singing "I Remember it well" from the movie Gigi, along with a story about Jesse Owens who was also born on that day.

Michelle

- Michelle staffed the library's table at the Five Rivers Fall Festival on September 15. She was able to interact with many of our loyal patrons as well as invite new people to our library. Due to the wide-ranging geographical footprint of the attendees to this event, people from all parts of Albany County, Michelle was able to really get a sense of how special our library is, by the comments that people made about our program offerings and diversified Library of Things. She thanks Kristen was the signage, which was spot on, and Patti for the assistance in preparing the craft. Michelle was invited to attend this annual event next year as well.

Fred Pryor Seminar on "Safety and Security Begins at the Front Desk"
9/14/18

Sylvia Taylor

Thank you for allowing me to go to this seminar. The course objectives that motivated me to request to go to the seminar were as follows:

1. Identify and eliminate gaps in the security of the front desk area
2. Design and implement an emergency action plan
3. Handle emergencies with confidence
4. Respond quickly to bomb threats, theft, fire, natural disasters, and medical emergencies
5. Defuse escalating tempers and regain control of explosive situations

The speaker, Victor McGodman was very knowledgeable and entertaining. He provided the proper examples of violence in the workplace and how to de-escalate and prepare. "If you are not secured you are not safe". Safety is defined as preparing for the unexpected while security is to prepare for the expected. According to the National Institute for Occupational Safety and Health (NIOSH), approximately one million people are assaulted while at work or on duty each year. This indicates that on average, 20 workers are murdered and 18,000 are assaulted weekly while at work. The causes of workplace violence can be summed up as lack of background checks, stress (no one is precluded from being violent), lack of EAPs, denial and apathy it will happen where you are, disgruntled customers, former employees, personal issues, court related issues, increasingly violent society and terror related.

1. Identify the threat level. Workplace violence can strike anytime and it does not matter how small or large we are. There was survey on a company's vulnerability. I am happy to say that most did not apply to us. For instance, if you ask our employees the following question, do you feel unsafe, is the work unsafe, have we downsized, is morale down or do we have potentially violent—almost all would answer in the safe areas. However, the vulnerabilities that we might have are that we work with the public, we work with money and valuable items, we are a service industry, we have had incidents of violence, including verbal assault, within the last 12 months, and sometimes an employee works in an isolated area. So in our work environment, the front desks are the gatekeeper, greeters, information resources and most importantly the safety/security threat identifiers and the first line of defense.
2. I am not sure as to what state our emergency action plan is.
3. The course provided refresher for prioritizing as well as a no-nonsense approach to front desk and lobby operations.
4. Included in the workbook are checklists for Delivery check-in, observation checklist, ATF bomb threat worksheet, and a detailed incident report.
5. The course shared deescalating techniques as well as helpful hints on how to alert others to an impending emergency.

This seminar was focused on businesses that have restricted access. Most agencies there were in attendance were schools and health offices. However, with that said, the valuable parts of the course were insight to de-escalation techniques, checklists and identification of red flags.

Library Collection				2017-18	Current Total
Adult fiction				25,650	26,559
Adult non-fiction				29,279	29,044
Adult audio				7,387	7,418
Adult video				7,462	7,695
Young adult fiction				5,493	5,207
Young adult nonfiction				498	506
Young adult audiobooks				322	333
Children's fiction				26,831	26,942
Children's non-fiction				15,094	15,134
Children's audiobooks				1,380	1,493
Children's video				2,130	2,017
OverDrive - UHLS Shared				59,361	62,712
e-magazines				113	113
Electronic (games, ereaders)				467	463
Total				181,467	185,636
Library Programs	Sep-18	Sep-17	% change	2017-18	F-Y-T-D
Programs	65	73	-11.0%	854	210
Program attendance	1,724	2,481	-30.5%	26,583	8,705
Outreach Programs	5	8	-37.5%	304	14
Outreach Attendance	255	281	-9.3%	8,919	654
Circulation	Sep-18	Sep-17	% change	2017-18	F-Y-T-D
Adult fiction	11,862	11,776	0.7%	143,450	40,809
Adult non-fiction	7,231	7,196	0.5%	94,927	24,420
Adult audio	3,905	4,237	-7.8%	52,342	12,721
Adult video	8,504	8,237	3.2%	106,685	27,975
Adult magazines	1,760	1,575	11.7%	19,756	5,663
Young adult fiction	1,291	1,286	0.4%	18,900	5,441
Young adult nonfiction	115	110	4.5%	1,379	416
Young adult audiobooks	110	97	13.3%	1,243	371
Young adult magazines	5	6	-16.7%	98	25
Children's fiction	10,954	12,294	-10.9%	144,538	37,366
Children's non-fiction	2,491	2,938	-15.2%	41,533	9,018
Children's audiobooks	557	625	-10.9%	7,249	2,301
Children's video	1,157	1,250	-7.4%	15,823	4,329
Children's magazines	43	37	16.2%	435	106
Electronic (games, ereaders)	474	508	-6.7%	6,581	1,880
Total	50,459	52,172	-3.3%	654,937	172,841
Interlibrary Loan	Sep-18	Sep-17	% change	2017-18	F-Y-T-D
Borrowed from others	6,492	6,957	-6.7%	86,973	21,941
Loaned to others	5,507	5,373	2.5%	67,687	17,550
Miscellaneous	Sep-18	Sep-17	% change	2017-18	F-Y-T-D
Visits to our home page	66,783	61,377	8.8%	939,696	204,438
Public use of meeting rooms	35	37	-5.4%	484	81
Public meeting attendance	454	419	8.4%	5,860	990
Staff use & library programs	87	90	-3.3%	1,355	281
Study room sessions	360	354	1.7%	4,935	1,199
Tech room use	18	13	38.5%	364	96
Door count	23,421	24,899	-5.9%	325,408	79,743
Registered BPL borrowers	86	94	-8.5%	1,117	324
Computer signups	2,658	2,946	-9.8%	37,496	8,108
Museum Pass use	138	97	42.3%	1,666	665
E-book use	5,327	4,182	27.4%	55,407	17,085
E-magazine use		914	-100.0%	12,186	2,434
Equipment	400	310	29.0%	4,444	1,347
Wireless Use	13,248	8,854	49.6%	109,852	44,974

2018-19 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Sept. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,122,789	0	1,122,789	91,954	259,913	0	\$862,876	77%
Salaries-Clerical	987,451	0	987,451	77,689	213,550	0	\$773,901	78%
Salaries-Custodians	152,187	0	152,187	12,109	33,335	0	\$118,852	78%
Retirement	285,626	0	285,626	0	0	0	\$285,626	100%
SocSec/Medicare	173,483	0	173,483	13,434	39,947	0	\$133,536	77%
Worker's Comp.	23,000	0	23,000	0	18,851	0	\$4,149	18%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	294,558	0	294,558	21,338	90,251	0	\$204,307	69%
Disability Ins.	1,400	0	1,400	0	1,266	0	\$134	10%

Materials

Adult books	171,000	29,435	200,435	15,414	35,590	10,217	\$154,627	77%
Audiobooks	33,000	931	33,931	2,565	3,496	1,856	\$28,579	84%
Ebooks	105,000	0	105,000	8,236	29,168	7,761	\$68,071	65%
Electronic Resources	28,000	0	28,000	410	410	2,520	\$25,070	90%
Periodicals	21,000	0	21,000	70	89	108	\$20,803	99%

YS Books	85,000	16,253	101,253	9,449	20,787	6,322	\$74,145	73%
YS Audiobooks	5,000	869	5,869	75	794	296	\$4,779	81%
YS Media	7,000	5,288	12,288	222	4,735	1,704	\$5,848	48%

Special Collections	10,500	1,582	12,082	623	896	0	\$11,187	93%
AS Media	58,000	7,805	65,805	3,828	7,130	3,260	\$55,414	84%

Operations

Copiers and supplies	15,000	0	15,000	1,372	2,897	4,918	\$7,185	48%
Office supplies	23,000	0	23,000	1,118	1,695	1,121	\$20,184	88%
Custodial supplies	17,000	0	17,000	990	1,760	5,391	\$9,848	58%
Postage	17,000	479	17,479	1,769	4,508	1,698	\$11,272	64%
Printing	30,000	79	30,079	3,088	6,176	13,965	\$9,937	33%
Van lease & oper.	1,500	0	1,500	68	178	422	\$900	60%
Gas and Electric	65,000	0	65,000	4,526	13,743	0	\$51,257	79%
Telecommunications	11,000	0	11,000	1,007	4,803	9,511	-\$3,314	-30%
Water	3,000	0	3,000	1,337	1,337	0	\$1,663	55%
Taxes-sewer&water	3,700	0	3,700	0	0	0	\$3,700	100%
Refund property taxes	4,000	0	4,000	15,683	16,040	0	-\$12,040	-301%
Prof. Services	12,000	550	12,550	0	271	941	\$11,338	90%
Contract Services	37,500	0	37,500	581	1,322	3,580	\$32,598	87%
Insurance	29,000	0	29,000	25,995	25,995	0	\$3,006	10%
Travel/Conference	10,000	0	10,000	977	1,152	722	\$8,126	81%
Memberships	2,000	0	2,000	0	25	0	\$1,975	99%
Special Programs	20,000	2,244	22,244	2,779	7,708	2,183	\$12,354	56%
Furniture&Equipment	50,000	1,941	51,941	1,409	5,906	3,527	\$42,508	82%
IT Hardware & Software	42,000	4,721	46,721	9,472	14,879	2,994	\$28,849	62%
Bld&Grnd. Repair	40,000	162	40,162	2,063	7,442	12,640	\$20,080	50%
Furn/Equip Repair	2,000	0	2,000	0	351	137	\$1,512	76%
Miscellaneous	3,500	0	3,500	-793	-1,828	171	\$5,157	147%
Audit Service	13,000	0	13,000	0	0	0	\$13,000	100%
Accounting Service	13,000	0	13,000	0	13,068	682	-\$750	-6%
UHLAN fees	50,000	0	50,000	543	11,968	11,343	\$26,689	53%
Capital Expenditures	125,000	0	125,000	0	0	0	\$125,000	100%
TOTAL	\$4,203,194	\$72,339	\$4,275,533	\$331,399	\$901,605	\$109,992	\$3,263,935	76%

2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Encumbrances	Subtotal	Sep exp.	YTD Exp.	Available
Operating Fund Balance	1,200,000	0	0	1,200,000	0	0	\$1,200,000
Fire Alarm (Board Designated)	0	9,626	12,561	-2,935	0	0	-\$2,935
HVAC (Board Designated)	70,717	15,882	7,472	79,127	3,738	12,147	\$66,980
Unassigned	678,537	616,926	0	1,295,463	0	0	\$1,295,463
Board Designated Fund balance Subtotal	1,949,254	642,434	20,033	2,571,655	0	8,410	\$2,563,246
PEG/miscellaneous	2,561	21,310	0	23,871	0	5,557	\$18,314
Total Fund Balance *	1,951,815	663,744	20,033	2,595,526	3,738	13,394	\$2,582,132

* Initial Fund Balance 6/30/2018 (unaudited)

note: All numbers are unaudited

Initial surplus from
2017-18 fiscal year
(unaudited)
\$356,328+\$260,520
NYS construction
grant+\$78.40 from
liquidation of backflow
PO

\$28,947 yet to be
received from NYS
Construction Grant

Anticipated Board Projects

Schedule for Fall 2018

- August
 - ~~Treasurer's position – consensus for job description, hours, how to fill~~
- September
 - ~~Report from insurance comparison~~
 - ~~Treasurer's position – cont.~~
 - ~~Presentation by GPI about plaza design~~
- October
 - Treasurer's position – cont.
 - Fire Alarm and Security project decisions – UHLS determinations will be announced
 - If project is moving forward Construction Manager selection
- November
 - Auditor's presentation
- December
 - Auditor RFP
 - ~~Long range plan completed or current plan renewed - completed~~
 - Bells Grant Presentation by M. Fellows from UHLS
- Spring 2019
 - Set date for Long Range Plan tasks

MEMORANDUM

TO: **BETHLEHEM PUBLIC LIBRARY**

ATTN: Geoffrey Kirkpatrick, Director

FROM: Beth Ann Bilger

DATE: September 27, 2018

SUBJECT: **BETHLEHEM PUBLIC LIBRARY**
PROGRAMMING FIRE ALARM/SECURITY - SCOPE SUMMARY
M/E Reference: 133154.50

M/E Engineering was engaged by the Bethlehem Public Library to examine the existing fire alarm and building access systems, meet with library representatives to discuss the library's needs and desires for upgrading the fire alarm system and providing a security system.

M/E Engineering met with Geoff Kirkpatrick on January 15, 2016 to discuss the existing systems and the needs of the library. The existing building fire alarm system consists of a zoned system with limited smoke detectors, notification devices and pull stations. There is no an existing access control or security system serving the building. Final construction documents were issued to the library on February 23, 2017, and the hazardous material drawing on October 20, 2017.

The existing Johnson Fire Alarm System is proposed to be upgraded to an addressable system with full coverage initiation and notification devices which include smoke detectors, horn/strobes and pull stations. The proposed system would be non-proprietary to allow for competitive bidding.

The proposed access control system would consist of card access at the staff entrance, mezzanine offices and interior offices. The intrusion detection system would include door contacts on all exterior doors and fire windows along with motion detectors at various locations. Cameras are proposed at three (3) exterior doors, rear employee entrance, west entrance and south entrance, along with limited parking lot coverage. A security control panel is proposed to be located in the Audio/Visual Workroom and would be monitored by the library's IT staff. Please refer to Drawings E-001 through E-301.

The existing entry/corridor ceiling will be removed and replaced as shown on Drawings A-101 and A-102. Suspended 2x2 ceiling tile and gypsum wall board soffits will be provided.

There would be asbestos abatement associated with the spray-on acoustic ceiling removal areas as shown on Drawing H-101. The area is approximately two thousand six hundred (2,600) square feet.

Please review and do not hesitate to contact us with any questions.

BAB:kac

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HVAC Renovation Report – As of 10/9/2018

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
May 2018	Painting completed on Mezzanine
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 16 th)
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 25 th) Library is closed
May 2018	Asbestos abatement of ceiling drain (likely May 24 th to May 26 th) Library is closed anyway
May 2018	Factory startup or air handlers (likely Tuesday May 29 th) Library is likely to be open
May 2018	Construction is substantially complete
July 2018	HVAC completed in Studio
July 2018	System is calibrated and balanced

Yet to be completed

Fall 2018	Punch list items and sign off
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Expenses

Design

	Budget	Encumbered	Expensed	Notes
Design	\$106,958	\$2,386	\$104,576	Project No. suffixes .30,.40,.10
Contractor Estimate	\$4,125	\$0	\$4,125	Necessary for construction grant
Design Subtotal	\$111,083	\$2,386	\$108,701	

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 low responsible bidder
HVAC Reno. Contingency	\$63,790	\$0	\$63,790*	
Asbestos monitoring	\$3,000	\$0	\$3,000*	
Construction Subtotal	\$785,790	\$0	\$785,790*	

*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	\$2,386	\$894,491	\$896,873

Project Grants

	Awarded	Adjustments	Received	Notes
NYS Library Construction Grant	\$289,467	\$260,520	\$260,520	90% of grant funds distributed August 2018
Grant Subtotal	\$289,467	\$260,520	\$260,520	



LANDING A CIVIL SERVICE JOB

TUESDAY OCTOBER 23 • 7-8PM

Get an overview of how civil service works at the local, county and state level.

Library Director Geoff Kirkpatrick and Hannah Black,
senior personnel technician for Albany County Civil Service,
will talk about the best ways to navigate the civil service maze.

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LIBRARIES

Picture perfect reception

If you haven't yet checked out the entries in our Picturing Bethlehem photography contest celebrating the town's 225th anniversary, then now's the time. The photographs are on display in the library's lobby and feature a diverse look at the people and places that make up the Town of Bethlehem.

On Friday, Sept. 21, from 7 to 7:45 p.m., we'll be holding a special reception for all contest participants where we'll announce the winners in each age category and award the prizes paid for by the Friends of the Library. Refreshments will be served.

The photographs will remain on display through the end of the month.

Learn how to avoid scams

On Wednesday, Sept. 26, from 1 to 2:30 p.m., representatives from Better Business Bureau of Upstate New York and AT&T will be at the library to talk about how to recognize and avoid scams that prey on seniors, as well as provide tips for safely navigating the internet. Attendees will be encouraged to log the scams they encounter on the BBB's "Scam Tracker." Sign up online at www.bethlehempublib.org or call 518-439-9314 to register.

Get ready to roll

Got any plans on Saturday, Sept. 29? Then come to the library and we'll explore the Town of Bethlehem together as we celebrate our community on a "slow roll," or leisurely paced bicycle tour.

We'll be starting the day at 9 a.m. with a relaxed 10-mile ride showcasing the town's green spaces and areas of cultural



and educational significance. The tour is co-sponsored by the Bethlehem Bicycle and Pedestrian Committee and New York Bicycling Coalition and is open to everyone, although riders should be comfortable navigating roadways. Bathrooms and drinking fountains will be accessible in the library lobby.

We slow things down even more with an all-ages-and-abilities ride at 11 a.m. This tour will meander over to the Rail Trail and back, wrapping up with some refreshments and crafts.

Both rides begin and end at Bethlehem Public Library and include a bicycle safety education component.

Support local lit

Albany County is home to many established authors, as well as those who have yet to be discovered. On Sunday, Sept. 30, we celebrate our area's writers with a Local Author Book Fair, headlined by award-winning audiobook narrator George Guidall, whose keynote address kicks off the event at 1 p.m.

Guidall, an acclaimed and prolific narrator, has lent his voice to classics like "Crime and Punishment," "The Iliad," "Don Quixote" and more. In addition to his award-winning work as an audiobook narrator, Guidall has enjoyed a career in theater, including starring roles on Broadway. He will talk about the process of turning a written art form into a spoken one.

The book fair, featuring works for sale, follows from 2 to 4 p.m.

Other upcoming events

All events are free and take place at Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call 518-439-9314 or visit bethlehempublib.org.

Friday, Sept. 21

Coffee and Conversation:
Musical America
with the Delmariners

The Delmariners will perform a musical tour of America—from the whaling ports of the East to the historic railroads heading west, 1-2 p.m. program; 2-3 p.m. coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

Sunday, Sept. 23

Sunday Cinema:
'Finding Your Feet'
(PG-13, 111 min.,
Columbia Pictures)

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

Monday, Sept. 24

Trivia Night for Adults

Come alone or as a team and match wits with others, 7-8:30 p.m. Limit of 10 teams. Prizes donated by the Friends of Bethlehem Public Library.

— Kristen Roberts



A pair of hopeful 36ers

Bethlehem library staffers Patti Lloyd, left, and Cathy Brenner, right, AKA Team Sprinkle, head out after work on Thursday, Sept. 13, on a Library Expedition. The goal of the Expedition is for participants to visit as many of the 36 libraries in the Upper Hudson Library System as possible from September through November. Expeditioners get to explore new libraries and earn goal prizes along the way. For more information, visit www.bethlehempublib.org.

Photo courtesy library staff

Howard Nolan to sign new memoir

DELMAR — Celebrate the publication of Howard Nolan's memoir, "Politics and Ponies," during a book signing and wine tasting at Upstate Wine and Spirits on Thursday, September 20, from 4 to 7 p.m.

Copies of the book will be available to purchase during the event. Nolan will be on hand for the book signing.

Upstate Wine and Spirits is located in Delaware Plaza at 180 Delaware Ave., in Delmar. Admission to the event is free.

For more information, please call 518-429-7636.



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COMMUNITY

Learning about Yaddo Gardens

Looking into the Saratoga Springs retreat, its history and significance to the arts

By **DIEGO CAGARA**

cagarad@spotlightnews.com

BETHLEHEM — Locals got to learn more about the Yaddo Gardens, an artist community up in Saratoga Springs, and its historical origins during the Friday, Sept. 14, installment of the Coffee and Conversation series at the Bethlehem Public Library.

Lesley LeDuc, a docent and a member of the Board of Directors at Yaddo, spoke about how it is a recognized place where artists, filmmakers, poets, musicians and writers can apply to stay for a period of time to escape their everyday surroundings and work on their crafts. Its renowned resident artist program is divided into five categories: Literature, Visual Art, Music Composition, Performance, and Film & Video. For more information, visit <https://www.yaddo.org/apply/guidelines/>.

This "artist colony" is located just off exit 14 on Interstate 87. While the area is accessible to the public, the property remains privately owned.

LeDuc introduced the prominent Trask family, the patriarch of whom was financier and philanthropist Spencer Trask (1844-1909) a graduate of Princeton University who founded his own law firm. He and his wife, Katrina (1853-1922) a fellow philanthropist and author, had several children, all of whom died prematurely.

Together, they bought this 400-acre estate back in 1881 and moved into the currently-standing house in 1893, after the original burned down in 1891. It became an artist colony around 1926, according to LeDuc.

"There's 55 rooms in this 45,000-square foot estate, 20 bedrooms, 11 bathrooms and I think if I remember correctly, there's 16 fireplaces," LeDuc said, chuckling. "When we do public tours of the area, someone always asks me about the number of fireplaces."

Tours of the Yaddo Gardens are offered every summer and fall. The estate, which serves as the site for "25 to 35 weddings every year," according to LeDuc, is also notably populated with multicolored gardens, fountains, marble and a pergola.

In addition to presenting numerous historical photographs of the family, the estate and its gardens, LeDuc also displayed postcards that featured the estate in the early 20th century. She also shared about how the property's overall aesthetic features, including its statues and fountains, began to deteriorate over the years, particularly during the 1970s and 1980s, and how there



Presenter Lesley LeDuc, above, spoke about the gardens' entrance gate, which bears the letters ST/KT. It stands for Spencer Trask and Katrina Trask, a prominent Saratoga couple in the late 19th and early 20th centuries, who owned the Yaddo estate at the time.

Diego Cagara / Spotlight News

has been an effort to restore them ever since.

"We clean the marble statues with toothbrushes once or sometimes twice every year," she explained. "They're all marble so they're very porous and we have to be very careful."

The pergola, the so-called dominant feature of the gardens, consists of 38 ionic columns and is about the length of a football field. It is a popular location for weddings at the estate.

The pergola also had to be restored as it was made out of terra cotta which deteriorates "from the inside out ... and the columns were all taken down." While some columns were still capable of being reused after restoration, others had to be replaced completely.

"We were all afraid of when the columns were taken down," she said. "And the restoration cost almost \$500,000. But eventually, they were all put up again and they just look like they came back, looking better than ever."

An audience member later asked how the name "Yaddo" came about. LeDuc said that while there have been at least six untrue "fanciful" versions of where the name came originated from, it actually came from Christina, the Trasks' young daughter who once mispronounced the word "shadow."

For more information about the estate, visit <https://www.yaddo.org/>.

Each week, the Coffee and Conversation series features a visiting speaker who comes to discuss either their professional or personal expertise about a work of art or a local landmark for about an hour. The series, co-sponsored by Bethlehem Senior Projects, Inc., takes place at the Bethlehem Public Library weekly on Friday afternoons beginning at 1 p.m.

The next Coffee and Conversations event will take place on Friday, Sept. 21. For more information about this week's and other upcoming topics, visit <http://www.bethlehempubliclibrary.org/programs/adult/coffee-and-conversation/>.

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activities for **PRE-SCHOOLERS** — October 2018

Bethlehem Public Library

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 Costume Swap Drop-off October 1-18 Bring in a gently used costume and get a ticket to pick one out on Oct. 19.	1 Tiny Tots 9:30am Family Storytime 10:30am	2 Tiny Tots 9:30am & 10:30am	3 Sensory Playtime • 9:30am Family Playtime 10:15am	4 Music & Movement • 9:30am Quiet Time • 10:15am	5 Keepsake Trick-or-Treat Bag* 10am (18 months and older)	6 Time Out for Tales 11am
Creation Station — Scampering Skeleton						
7	8 Puppet People: The Three Little Pigs 10am or 2pm No school today Creation Station <small>cont.</small>	9 Tiny Tots 9:30am & 10:30am	10 Sensory Playtime 9:30am Family Playtime 10:15am	11 Music & Movement 9:30am Quiet Time 10:15am	12 Fire Prevention Storytime 10:30am <i>(at Elsmere Fire Station)</i>	13 Time Out for Tales 11am
14 	15 Tiny Tots 9:30am Family Storytime 10:30am	16 Tiny Tots 9:30am & 10:30am	17 Sensory Playtime 9:30am Family Playtime 10:15am	18 Music & Movement 9:30am Quiet Time 10:15am	19 Costume Swap 5-7pm 	20 Time Out for Tales 11am
21	22 Tiny Tots 9:30am Family Storytime 10:30am	23 Tiny Tots 9:30am & 10:30am	24 Sensory Playtime 9:30am Family Playtime 10:15am	25 Music & Movement • 9:30am Quiet Time • 10:15am Make a Great Pumpkin 6:30-7:30pm	26 	27 Time Out for Tales 11am
28	29 Tiny Tots 9:30am Family Storytime 10:30am	30 Tiny Tots 9:30am & 10:30am	31 Trick or Treat at the Library 10:15-10:45am or 2:15-2:45pm	 October <small>*program requires signup</small>		



Go online or see the September/October footnotes for program descriptions.

www.bethlehempubliclibrary.org • www.bplkids.org • 518-439-9314

Key to age ranges (unless otherwise noted):

 ages 3-6

 up to age 35 months

 up to age 6

 kids and families

Published	Post	Type	Targeting	Reach 	Engagement	Promote
10/04/2018 10:23 AM	 At Coffee and Conversation tomorrow (Oct. 5) the energetic and entertaining			453 	9 5 	 47Boost Post
10/03/2018 3:20 PM	 Get in the Halloween spirit at the library! Listen to a spooky story, then			983 	68 30 	 Boost Post
10/02/2018 5:04 PM	 We had a great time this afternoon visiting with a group of librarians from			1.2K 	248 105 	 Boost Post
10/02/2018 12:27 PM	 Did you know you have access to an almost limitless selection of music			507 	17 7 	 Boost Post
10/01/2018 3:31 PM	 Cold weather's on the way. Time to hibernate under a nice cozy blanket!			912 	75 21 	 Boost Post
10/01/2018 10:14 AM	 Many thanks to everyone who joined us this Saturday for our "slow roll" to			636 	62 22 	 Boost Post
09/30/2018 1:11 PM	 It's almost costume swap time! Beginning tomorrow (October 1), you			2K 	110 84 	 Boost Post
09/29/2018 1:00 PM	 Bethlehem patrons and staff are avid expeditioners! Pick up a map at the			526 	11 8 	 Boost Post
09/28/2018 3:43 PM	 Enjoy this collection of celebrity memoirs! http://bit.ly/2ORjk0Q			381 	1 0 	 Boost Post
09/27/2018 3:20 PM	 Let's ride! Fingers crossed we'll have nice weather this Saturday			413 	6 5 	 Boost Post
09/26/2018 8:08 PM	 Celebrate and support area writers this Sunday (Septmeber 30) at our			604 	25 11 	 Boost Post
09/26/2018 4:30 PM	 Read and discuss E.B. White's classic story "Charlotte's Web" as a family			463 	9 5 	 Boost Post
09/26/2018 9:45 AM	 A well-loved home can get a little cluttered over the years. A			904 	48 20 	 Boost Post



Bethlehem Public Library

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Published by Kristen Roberts [?] · October 2 at 5:04 PM · 🌐

We had a great time this afternoon visiting with a group of librarians from Mongolia who are touring U.S. libraries through a program organized by the International Center of the Capital Region.



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1,189

People Reached

105

Engagements

248

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