



**Board of Trustees Meeting
November 13, 2018 6:00 pm (Tuesday Meeting)
Agenda**

- **Call to order**
- **Public participation**
- **Draft Audit Presentation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices - none**
 - Resolutions - none**
 - Personnel report**
 - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
 - Board treasurer**
 - UHLAN contract extension**
 - Long range capital plan**
 - Other new business**
- **Old business**
 - Bethlehem First Night**
 - Capital Projects/Long Range Plan**
 - Fire alarm & security project update**
 - HVAC Update**
 - BCN-TV/studio makerspace update**
 - Staff Development Day and luncheon (Friday December 7)**
 - Other old business**
- **Future business**
 - Background checks**
 - Plaza feasibility**
 - Policy updates/schedule**
 - Resource sharing**
 - Fines and Fees**
- **Public Participation**
- **Adjournment**
- **Executive session**

Next board meeting: December 10th, 2018 6:00pm

Next Friends of the Library board meeting: Dec 17th, 2018 6:30pm

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

PRESENT: Caroline Brancatella
Mark Kissinger
Mary Redmond
Lisa Scoons
Brian Sweeney

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Joyce Becker
Harmeet Narang

GUESTS: Tanya Choppy, Accounts Clerk
Catherine Stollar Peters, Head of Tech Services, Circulation
Tracey McShane, Personnel Administrator
Robert Khalife

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

PUBLIC PARTICPATION

Robert Khalife introduced himself to the board and said he was interested in the treasurer's position but wanted to attend a board meeting to see what they entailed.

MINUTES

Minutes of the 17 September 2018 board meeting were approved unanimously on a MOTION by M. Kissinger with a SECOND by B. Sweeney.

B. Sweeney asked for clarification on whether it was standard practice to abstain from voting on the minutes if a board member was not in attendance at the meeting. G. Kirkpatrick said that board members do vote on the minutes regardless of whether they were present.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 September 2018 (Manual Disbursements for September \$69,570.80; Cash Disbursements/Accounts Payable for October \$57,358.46; Trust & Agency Disbursements/Salaries for July \$187,715.95; CapProject Fund/Hand-Drawn Checks for September \$934.40; Total: \$315,579.61).

T. Choppy noted that the auditors have mostly finished their field work and are finalizing their reports, but they haven't brought up any major issues. The auditors are scheduled to attend the November meeting to go over their results with the board.

M. Redmond asked about the \$500 in gifts listed in the financial report. T. Choppy said that it was a yearly memorial gift from two daughters of Nancy Henderson in their mother's name to be used to purchase children's books. M. Redmond asked that future gifts listed in the financial report have some kind of notation indicating them as such.

The board asked about the Ian Bogle memorial play space, and G. Kirkpatrick said it would be ready to be dedicated in the spring, but he is still waiting to hear from the family regarding their choice of wording on the dedication plaque.

T. Choppy said the library has received nearly all of its tax revenue, with \$2.1 million and \$800,000 received within the past week.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for September 1-30, 2018.

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick asked the board to hold off on making any decisions to fill the technology assistant position.

PERSONNEL ACTION

On a MOTION by C. Brancatella with a SECOND by M. Kissinger the board unanimously approved holding the soon-to-be vacated technology assistant position pending further evaluation.

The board noted that they had received 12-14 resumes for the part-time treasurer position.

DIRECTOR'S REPORT

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

- The library is awaiting the official closeout of the HVAC project in order to get the last 10 percent of state construction grant money, as well as the contingency balance from DASNY.
- M. Kissinger asked about musical instruments in the Library of Things. C. Stollar Peters noted that the library currently loans keyboards, ukuleles and electronic drums, along with a number of instruments for children. She said that Albany Public Library is loaning out electric guitars. She also said she was interested in adding small mixing boards that can be hooked up to computers to process analog and digital sounds. M. Kissinger said that it sounds like a good idea.

- L. Scoons asked if the library had considered loaning in-demand software like Photoshop, etc. G. Kirkpatrick said that loaning the software itself comes with licensing problems, but it is likely the library will loan out laptops that have the software installed. These are already available to use in house and include Premiere Elements, Photoshop and podcasting software.
- G. Kirkpatrick said C. Stollar Peters had recently and unsuccessfully pursued some unreturned larger-ticket items through small claims court. He noted that the next step would have been to proceed to civil court and file a lien, or go through a credit agency, which the library is not interested in doing at this time. He noted that most Library of Things items are checked out and returned with no incident. The board said they were still comfortable with the level of risk they assume when loaning out those items, and they agreed that small claims court was a reasonable response to the unreturned items.
- The new ADA self-checkout location is very visible and getting a lot of use. The move has also opened up the full-service ADA desk, which was negatively impacted by the large self-checkout screen, which hindered face-to-face communication.
- G. Kirkpatrick praised the local author book fair coordinated by N. McDonough. He said it was a great way to efficiently serve the local author community. One audience member with macular degeneration was thrilled to meet audiobook narrator and keynote speaker George Guidall. L. Scoons asked if there was some way to coordinate the event with the one hosted by the Writers Institute. G. Kirkpatrick said that if the library knew of that date in time for scheduling purposes, they would.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board would be meeting the following day. She said that all 17 libraries granted construction money have accepted the funds. G. Kirkpatrick and the rest of the board thanked her for her work on the UHLS board.

NEW BUSINESS

BELLS Grant presentation

G. Kirkpatrick said that as part of an early literacy grant, the board is required to hear a 20-minute early literacy presentation. That presentation is scheduled for the December meeting.

EV charging port grant application

The library will apply for a grant through NYSERDA and National Grid that would cover the cost of installation for electric car chargers. The type of charging port installed would provide electricity for a fee. The charging stations would be the only ones in the Town of Bethlehem along the Delaware Avenue corridor. G. Kirkpatrick said the library doesn't need to make any immediate decisions about the chargers, but it made sense to throw the application out there to see what happens.

Staff Development Day and luncheon

G. Kirkpatrick noted that Staff Development Day training would be held Friday, Dec. 7, from 9-5. The morning would feature mandatory safety training and the State of the Library speech, followed by a communication presentation by Evelyn Neale from the Colonie library. The afternoon would include lunch and some breakout sessions. Trustees are invited to attend some or all of the training and lunch. M. Redmond said it is good opportunity to interact with the staff and in past years, the trustees' presence has been well-received.

M. Redmond said the trustees have traditionally purchased cupcakes for the event, and that she would be happy to coordinate the order again this year.

G. Kirkpatrick said that the cost of the luncheon is typically purchased and expensed, but he requested that the library just use one of the expense credit cards to make the purchase. The board agreed that it was a simpler and more transparent solution.

Other new business

G. Kirkpatrick told the board there was an incident in the library on Columbus Day involving a patron looking for some quiet work space and two tutors working with students. Heated words were exchanged and police were called, but it did not escalate beyond that. G. Kirkpatrick commended staff for their swift and appropriate action and noted the library tends to be noisier on vacation days. M. Redmond said there may be a need to review the tutoring in the library policy in the future to add wording about being courteous to others by keeping noise levels down. L. Scoons noted that there are some quiet spaces near the periodical section, but that this is not an academic library so expectations should match the reality of a public library. G. Kirkpatrick said the library is looking at adding additional electrical outlets to the large tables in periodicals to increase the quiet area work space available.

M. Redmond reminded board members that the Halloween parade will take place in the morning and afternoon of the 31st and that it is a fun day to drop in and take part in the fun.

OLD BUSINESS

Public information report policy

G. Kirkpatrick met with Cmdr. Adam Hornick of the Bethlehem Police Department and discussed how the police and the school district manage public notification about incidents at the schools. A. Hornick said that school notification is based on the requirement to provide information to students' families, not necessarily the public at large. The conversation was overall productive, and A. Hornick and G. Kirkpatrick were generally on the same page in the belief that it is important to get information to the public in a timely manner. G. Kirkpatrick now has direct contact information for A. Hornick so that there can be a higher level of coordination in any future public notification regarding the library and the police department.

Board treasurer

M. Redmond said the library has already received several resumes, and she would like to keep accepting them through Nov. 1. She suggested the board start narrowing down the resumes ASAP and scheduling interviews before the final deadline to get the process started. She said the interview team would likely be made up of her, G. Kirkpatrick, T. McShane and T. Choppy, along with 1 to 2 other board members, if interested. Interviews would likely take place the last week of October.

The board discussed background checks and decided that it was something they would like to pursue with the treasurer position. T. McShane was going to look into some of the options as far as what is checked and what the turnaround time would be. C. Brancatella said it would be good to mention that a job offer is contingent on the check and to decide what information would disqualify a candidate. She also asked whether a personal credit check would be part of the process and said there is a strong argument that it would be material.

M. Redmond said the committee of four would narrow down the candidate pool and iron out the wording for the background check with guidance from the library's lawyer and T. McShane. G. Kirkpatrick also reminded the board that the library has not yet received a final determination from civil service about whether the position does or does not fall under civil service's jurisdiction. C. Brancatella urged the library to keep records of the communication with civil service as the process moves forward to show that the library has worked to communicate and be in compliance.

M. Redmond said the interview committee would narrow down the list of finalists on Oct. 18. If a compelling resume arrives after that, it would still be considered.

Capital Projects/Long Range Plan

G. Kirkpatrick said the community survey is set to go out with the November/December Footnotes. It is step one in the long-range planning process. The responses, as well as those from the staff, will be collated for the board to review and to help identify the key issues to address.

Fire alarm and security update

The board discussed how they wanted to proceed with the fire alarm and security plans, as the contractor's estimate plus construction manager costs would put the project, as is, in the \$800,000 range as opposed to the original estimate of around \$250,000. G. Kirkpatrick said he received guidance from M/E that the library could drop some aspects of the original plan but not substantially modify it without going through SED approval again. The library could potentially break the project into different parts and bid them separately. M. Redmond asked if there was some way to get a review of the existing fire alarm system and see where it stands compared to current standards and codes, and see if there might be other options. She also said she is most concerned about the cost of the security system over any other part of the project and wondered if there were ways to trim it. G. Kirkpatrick noted that the library has not made a huge financial investment in the project yet, so board members were not locked into any decisions. He noted that the asbestos abatement in the hallway, which was part of the project scope, will have to be done at some time and is mandatory if they go ahead with the project. M. Redmond said the board was going to have to decide how to move forward. The board decided they would like to bring Beth from M/E in to further discuss the project at a special board meeting. G. Kirkpatrick would poll board members later to see which dates work best for them.

HVAC project update

There is nothing new to report. G. Kirkpatrick said he expects the project to be finalized by the end of the year.

BCN-TV/studio makerspace update

Nothing new to report.

Other old business

No other old business.

FUTURE BUSINESS

Background checks

No further discussion at this time.

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #4
10/31/2018**

CURRENT MONTHLY REVENUE

Real Property Taxes	2,839,066.30
PILOT	197,033.70
Sale of Equipment	0.00
Fines	1,534.10
Interest on Investment	111.12
Sale of Books	475.00
Gifts and Donations	25.00
Insurance Recovery	0.00
Photocopier	628.62
State Aid	2,503.70
Grants	0.00
Miscellaneous Income	75.00
Total	\$3,041,452.54

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #4
10/31/2018**

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	3,675,066.30	259,791.70	93.40%
PILOT	196,336.00	197,033.70	(697.70)	100.36%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	30,000.00	11,205.60	18,794.40	37.35%
Interest on Investment	5,000.00	842.65	4,157.35	16.85%
Sale of Books	6,000.00	1,541.50	4,458.50	25.69%
Gifts and Donations, Misc	1,000.00	525.00	475.00	52.50%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	7,000.00	2,588.10	4,411.90	36.97%
State Aid	23,000.00	25,036.70	(2,036.70)	108.86%
Miscellaneous Income	0.00	150.00	(150.00)	
Sub-Total	\$4,203,194.00	3,913,989.55	289,354.45	93.12%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,203,194.00			

OPERATING CASH SUMMARY

TD Checking Account:	3,490,075.76 *
TD Money Market:	1,626,007.26
TD Payroll Account:	0.00
Capital Project Fund:	262,959.23
TOTAL	5,379,042.25

*Includes Interest of \$111.12 credited on 10/15/18

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #4**

10/31/2018

MANUAL DISBURSEMENTS - OCTOBER	
HAND DRAWN CHECKS TD BANK	\$31,968.42
CASH DISBURSEMENTS - NOVEMBER	
ACCOUNTS PAYABLE TD BANK	\$93,675.67
TRUST & AGENCY DISBURSEMENTS - OCTOBER	
SALARIES - TD BANK	\$189,112.46
CAPITAL PROJECT FUND	
HAND DRAWN CHECKS - NOVEMBER	\$0.00
TOTAL	\$314,756.55

BETHLEHEM PUBLIC LIBRARY

BANK ACCOUNT RECONCILIATION SUMMARY

10/31/2018

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$723,936.48	\$3,044,578.62	\$278,439.34	\$3,490,075.76
TD Bank Payroll	\$0.00	\$127,374.95	\$127,374.95	\$0.00
TD Bank Money Market	\$1,626,007.26	\$0.00	\$0.00	\$1,626,007.26
Capital Project Fund	\$263,893.63	\$0.00	\$934.40	\$262,959.23
TOTAL:	\$2,613,837.37	\$3,171,953.57	\$406,748.69	\$5,379,042.25

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 15: MANUAL DISB (OCT 18) For Dates 10/1/2018 - 10/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37468	10/22/2018	2087	CITIBANK	190225	1,554.37
37469	10/22/2018	1570	NATIONAL GRID		3,783.39
37470	10/22/2018	2278	ROBERTS, KRISTEN	190240	35.00
37471	10/22/2018	1607	VERIZON BUSINESS FIOS	190002	122.77
37472	10/22/2018	1607	VERIZON BUSINESS FIOS	190002	201.98
37477	10/26/2018	1424	AFLAC NEW YORK		415.92
37478	10/26/2018	1009	**CONTINUED** AMAZON CREDIT PLAN		0.00
37479	10/26/2018	1009	AMAZON CREDIT PLAN	190261	1,292.39
37480	10/26/2018	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,289.76
37481	10/26/2018	720	MVP HEALTH PLAN, INC.		3,154.98
37482	10/26/2018	2061	UNITED HEALTHCARE INSURANCE CO		117.86

Number of Transactions: 11

Warrant Total: 31,968.42**Vendor Portion: 31,968.42****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 - 17: CASH DISB (NOV 18) For Dates 11/14/2018 - 11/14/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37483	11/14/2018	1531	A-J LAWN SPRINKLER CO., INC.	190218	160.00
37484	11/14/2018	1887	ACCOUNTS RECEIVABLE	190242	6,500.00
37485	11/14/2018	2275	ADIRONDACK ARCHITECTURAL HERITAGE	190126	150.00
37486	11/14/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR	190266	21.00
37487	11/14/2018	611	ALBANY TIMES UNION	190232	1,550.00
37488	11/14/2018	2242	ALPHA CARD SYSTEMS	190234	464.36
37489	11/14/2018	919	ALTAMONT ENTERPRISE	190233	39.00
37490	11/14/2018	61	AQUASCAPE DESIGNS LLC	190016	70.00
37491	11/14/2018	77	BAKER & TAYLOR , INC.	190259	24,137.67
37492	11/14/2018	1186	BAKER AND TAYLOR ENTERTAINMENT	190274	369.42
37493	11/14/2018	719	BETHLEHEM CENTRAL SCHOOL DIST	190231	169.81
37494	11/14/2018	1820	BONADIO & CO., LLP	190238	6,000.00
37495	11/14/2018	103	BRODART INC	190224	316.20
37496	11/14/2018	116	CAPITAL DISTRICT LIBRARY	190267	10.00
37497	11/14/2018	150	COMMERCIAL MAILING AND	190254	550.49
37498	11/14/2018	2111	COMMUNITY MEDIA GROUP	190246	71.75
37499	11/14/2018	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	190008	187.89
37500	11/14/2018	1240	DE LAGE LANDEN FINANCIAL SER	190010	440.00
37501	11/14/2018	1220	DEMCO, INC	190215	511.68
37502	11/14/2018	1991	EASTERN MANAGED PRINT NETWORK LLC	190230	80.99
37503	11/14/2018	195	EBSCO SUBSCRIPTION SRVS	190235	7,224.58
37504	11/14/2018	2215	ELM USA, INC	190270	137.20
37505	11/14/2018	117	FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	190221	501.00
37506	11/14/2018	1674	FINDAWAY	190228	617.39
37507	11/14/2018	1986	FIRSTLIGHT FIBER	190007	191.68
37508	11/14/2018	2272	GLOBAL EQUIPMENT COMPANY INC.	190217	992.00
37509	11/14/2018	787	GUILDERLAND PUBLIC LIBRARY	190226	22.98
37510	11/14/2018	2201	LANE PRESS OF ALBANY	190011	2,925.00
37511	11/14/2018	1024	**CONTINUED** MIDWEST TAPE		0.00
37512	11/14/2018	1024	MIDWEST TAPE	190263	4,850.26
37513	11/14/2018	1654	NORTH GREENBUSH PUBLIC LIBRARY	190268	5.00
37514	11/14/2018	2088	NYSID	190104	72.88
37515	11/14/2018	2121	NYSPSP	190103	16.56
37516	11/14/2018	1823	OVER DRIVE INC.	190255	23,783.16
37517	11/14/2018	450	PHILLIPS HARDWARE INC	190013	110.39
37518	11/14/2018	458	PITNEY BOWES INC	190012	460.41
37519	11/14/2018	1661	RCS COMMUNITY LIBRARY	190262	34.95
37520	11/14/2018	493	RECORDED BOOKS, LLC	190258	111.37
37521	11/14/2018	984	RESERVE ACCOUNT	190250	1,000.00
37522	11/14/2018	1355	SCHOLASTIC LIBRARY PUBLISHING	190223	2,049.00
37523	11/14/2018	2129	SOLUTIONS BY DESIGN, INC.	190119	1,628.60
37524	11/14/2018	2038	STAPLES BUSINESS ADVANTAGE	190220	263.95
37525	11/14/2018	2145	STAR ROOFING & RESTORATION	190145	2,495.00
37526	11/14/2018	2154	STERICYCLE, INC.	190260	45.28
37527	11/14/2018	2279	TIMES UNION	190244	624.00
37528	11/14/2018	632	UPPER HUDSON LIBRARY SYSTEM	190249	318.40

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 17: CASH DISB (NOV 18) For Dates 11/14/2018 - 11/14/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37529	11/14/2018	1968	VERIZON WIRELESS	190124	146.25
37530	11/14/2018	645	W W GRAINGER INC	190015	979.62
37531	11/14/2018	1884	W.B. MASON CO., INC.	190248	268.50

Number of Transactions: 49

Warrant Total: 93,675.67**Vendor Portion:** 93,675.67**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 - 14: TRUST & AGENCY (OCT 18) For Dates 10/1/2018 - 10/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37464	10/15/2018	712	CIVIL SERVICE EMPL ASSOC INC.		986.41
37465	10/15/2018	1679	METLIFE-TSA CONTRIBUTIONS		200.00
37466	10/15/2018	2003	NEW YORK STATE DEFERRED		3,032.72
37467	10/15/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
37473	10/30/2018	712	CIVIL SERVICE EMPL ASSOC INC.		986.41
37474	10/30/2018	1679	METLIFE-TSA CONTRIBUTIONS		100.00
37475	10/30/2018	2003	NEW YORK STATE DEFERRED		3,155.20
37476	10/30/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100303	10/15/2018	709	BPL SPECIAL PAYROLL ACCOUNT		62,669.70
100304	10/15/2018	710	NYS INCOME TAX BUREAU		3,628.23
100305	10/15/2018	1946	IRS - PAYROLL TAX PMT		20,958.67
100306	10/30/2018	709	BPL SPECIAL PAYROLL ACCOUNT		64,705.25
100307	10/30/2018	710	NYS INCOME TAX BUREAU		3,701.20
100308	10/30/2018	730	NYS EMPLOYEES RETIREMENT SYSTE		3,106.55
100309	10/30/2018	1946	IRS - PAYROLL TAX PMT		21,542.12

Number of Transactions: 15

Warrant Total: 189,112.46**Vendor Portion: 189,112.46****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 REPORT**

TD Bank - General Fund

For the month beginning 10-1-18 and ending 10-31-18

Balance on hand at the beginning of the month **\$723,936.48**

Receipts during the month

Interest	111.12	
Transfers from Money Maket Account TD Bank	0.00	
Fines	1,534.10	
Copier	628.62	
Miscellaneous (Abate)	3,126.08	
Book Sale	475.00	
PILOT	197,033.70	
School Taxes	2,839,066.30	
Gifts	25.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	2,503.70	
Miscellaneous Income	75.00	
Total Receipts		<u>\$3,044,578.62</u>
Total Receipts Including Balance		<u>\$3,768,515.10</u>

Disbursements During Month By Check

From Check #37468 to Check #37482	31,968.42	
Trust & Agency Payments (Payroll)	189,112.46	
From Check #37423 to Check #37463	57,358.46	
Transfers to Money Maket Account	0.00	
Adjustment	0.00	
Total amount of Disbursements		<u>\$278,439.34</u>
Balance on Hand at End of Month		<u>\$3,490,075.76</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	3,495,643.09
Amount of Outstanding Checks	5,567.33
Balance on Deposit	3,490,075.76

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
10/31/18

Check Number	Date	Amount
37434	10/10/2018	225.00
37439	10/10/2018	14.99
37441	10/10/2018	225.00
37461	10/10/2018	402.00
37462	10/10/2018	24.95
37477	10/26/2018	415.92
37482	10/26/2018	117.86
37473	10/30/2018	986.41
37475	10/30/2018	3,155.20

TOTAL		\$5,567.33
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**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 10-1-18 and ending 10-31-18

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

Receipts during the month

Transfer from Checking 10/14/18	62,669.70
Transfer from Checking 10/29/18	64,705.25

Total Receipts \$127,374.95

Total Receipts Including Balance \$127,374.95

Disbursements During Month By Check

10/15/18 - From Check #84955 to Check #85026	62,669.70
10/30/18 - From Check #85027 to Check #85098	64,705.25

Total Amount of Disbursements	<u>\$127,374.95</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
10/31/18

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
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**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 \$1,626,007.26

Receipts during the month

Transfer from General Fund 0.00

\$0.00
Total Receipts
Total Receipts Including Balance \$1,626,007.26

Disbursements During Month By Check

Transfers to General Fund 0.00
Transfers to Capital Projects Fund 0.00

\$0.00
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 10-1-18 and ending 10-31-18

Balance on hand at the beginning of the month \$263,893.63

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	\$263,893.63

Disbursements During Month By Check

From Check #1195 to Check #1195 934.40

Total Amount of Disbursements	<u>934.40</u>
Balance on Hand at End of Month	\$262,959.23

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	262,959.23
Amount of Outstanding Checks	0.00
Balance on Deposit	262,959.23

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

Plaza feasibility

No further discussion at this time.

Policy updates/schedule

No further discussion at this time.

Resource sharing

No further discussion at this time.

Fines and fees

No further discussion at this time.

PUBLIC PARTICIPATION

The board noted that they would be going into executive session, so they offered a public participation opportunity before that.

Robert Khalife said he had been subject to employment-related background checks in the past, and that it is frequently brought up during the interview, when the candidate is asked to give permission for a background check if the process is to move forward. He said that as a candidate, he never had an issue with the process, and the background checks didn't take long.

EXECUTIVE SESSION

On a MOTION by C. Brancatella with a SECOND by B. Sweeney the board adjourned to executive session at 8:01pm to discuss the employment performance of a specific individual.

On a MOTION by C. Brancatella with a SECOND by M. Kissinger, the board adjourned executive session at 8:33pm; no action was taken.

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board adjourned the regular meeting at 8:34pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president



4427533000280997901554370155437060



21132790 - 000178 - 0001 - 0003 - 26

Company Account Number
XXXX-XXXX-XX80-9979

Payment Date
10/31/2018

New Balance
\$1,554.37

Minimum Amount Due
\$1,554.37

Enter Amount Paid
1554.37



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

**T00000056

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
10/06/18

Payment Date
10/31/18

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$31,445	\$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	1,048.11	- 1,048.11		1,554.37		1,554.37
Advances						
Company Totals	1,048.11	- 1,048.11		1,554.37		1,554.37

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

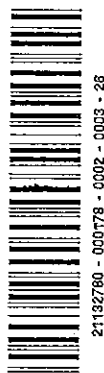
CARDMEMBER SUMMARY

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$1,300	Purchases			864.82		864.82
	Advances					
	TOTAL			864.82		864.82

PETERS, M CATHERINE XXXX-XXXX-XX82-7386	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$625	Purchases			104.96		104.96
	Advances					
	TOTAL			104.96		104.96

COFFEY, KEVIN J XXXX-XXXX-XX56-3708	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases			44.29		44.29
	Advances					
	TOTAL			44.29		44.29

DAYS IN BILLING PERIOD: 30	Purchases	Cash Advances	Payment Due:	1,554.37
Balance Subject	.00	.00	Amount Over Credit Limit:	.00
To Interest Charges	.0000%	.0000%	Amount Past Due:	.00
Periodic Rate	.00%	.00%	MINIMUM AMOUNT DUE:	1,554.37
ANNUAL PERCENTAGE RATE				



XXXX-XXXX-XX80-9979

Statement Date
10/06/18

CARDMEMBER SUMMARY

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases Advances TOTAL				540.30 540.30		540.30 540.30

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY

XXXX-XXXX-XX80-9979

Monthly Limit \$33,000		Cash Limit* \$00	Available Credit Line \$31,445	Available Cash Line** \$00
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
09-23	09-24	74046588267266000010231	PAYMENT - THANK YOU	1,048.11 PY

INDIVIDUAL CARDHOLDER ACTIVITY

KIRKPATRICK, GEOFFREY

XXXX-XXXX-XX82-7377

Monthly Limit \$1,300		Cash Limit* \$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
			Seminar Registration	
09-19	09-20	24492158262894454549791	PAYPAL ALLIANCEFOR 402-935-7733 CA	175.00
09-19	09-20	24492158262894454702366	PAYPAL ALLIANCEFOR 402-935-7733 CA	175.00
09-19	09-21	24164078263105121154311	STAPLES 00117051 800-3333330 NY	15.47
09-25	09-26	24492158268713477690396	RIDE WITH GPS 415-472-9809 OR	10.00
09-28	10-01	24692168271100484983000	LOWES #01784 GLENMONT NY	41.48
09-28	10-01	24427338271060000640941	HANNAFORD #8339 DELMAR NY	47.87
10-04	10-05	24492158277713997337436	TECHSOUP 415-633-9300 CA	400.00
TOTAL PURCHASES/ADVANCES/CREDITS				864.82

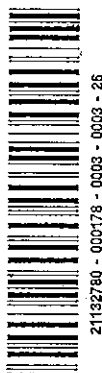
PETERS, M CATHERINE

XXXX-XXXX-XX82-7385

Monthly Limit \$625		Cash Limit* \$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
09-18	09-19	24164078261091008162506	TARGET 00012682 COLONIE NY	104.96
TOTAL PURCHASES/ADVANCES/CREDITS				104.96

Doll + accessories

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



XXXX-XXXX-XX80-9979

Statement Date
10/06/18

INDIVIDUAL CARDHOLDER ACTIVITY

COFFEY, KEVIN J						XXXX-XXXX-XX56-3708
Monthly Limit			Cash Limit*			
\$750			\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Custodial Supplies	Amount	
09-11	09-12	24692168254100018727320	LOWES #01784 GLENMONT NY	190209	26.95	
10-03	10-05	24138298277305001105265	PRICE CHOPPER #159 SLINGERLANDS NY	190245	17.34	
H2O Resurface machine					TOTAL PURCHASES/ADVANCES/CREDITS	44.29

MCDONOUGH, NATALIE						XXXX-XXXX-XX42-8387
Monthly Limit			Cash Limit*			
\$750			\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Program Supplies	Amount	
09-18	09-19	24427338261060000595360	HANNAFORD #8339 DELMAR NY	190209	73.85	
09-18	09-19	24247608261200308664369	FOUR CORNERS FRAME SHOP DELMAR NY	190209	150.00	
09-18	09-20	24071058262432530000025	I LOVE BOOKS DELMAR NY	190209	275.00	
09-21	09-24	24692168264100495862655	WALMART.COM 800-966-6546 AR	190209	41.45	
					TOTAL PURCHASES/ADVANCES/CREDITS	540.30

- Frames Photography awards
- Gift Certificates for prizes
- Program Supplies

November 12, 2018 - Board of Trustee Meeting											
Job Status Report											
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
<u>Action Requested</u>											
Library Page PT	13.85 hrs/wk		\$10.40/hour	M. Trotta	11/8/2018	Resignation					
Board Treasurer PT	TBD		TBD	N/A							
Library Assistant FT	35 hrs/wk		\$36,860/annual or per contract	S. Bhatti	11/1/2018	Resignation					
Librarian II FT	35 hrs/wk		\$60,004/annual or per contract	N. McDonough	11/23/2018	Resignation					
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hrs/wk		\$13.19/hr or per contract	R. Weatherby	2/27/2015	Resign	Hold				
Sr. Library Clerk	15 hrs/wk		\$15.75/hour or per contract	S. Taylor	7/12/2017	Promotion	Hold				
Technology Asst. FT	35 hrs/wk		\$32,574/annual or per contract	M. Giuffre	11/30/2018	Retirement	Hold				

Director's Report October 2018

Building and Grounds

The wall in the Studio Makerspace has been removed. As soon as trim work is complete, the rooms will be painted in preparation for the relaunch of the space.

We will be removing the speed bumps for the season as soon as an appreciable amount of snow is forecast. So far we have received a few complaints, but not very many. We have observed some patrons exiting the parking lot via the entrance or entering the parking lot via the exit in order to avoid them. We educate these patrons about proper use of the parking lot as the opportunity presents itself.

Public Service

As of this morning, we have received 365 completed library services surveys. Of those, 93 have been paper copies and the rest have been filled out online. The vast majority of those who have responded say they are frequent library users (daily, weekly, or monthly). The survey was boosted on social media and is featured prominently on our website homepage. In addition to appearing in the November/December edition of Footnotes and along with signage in our lobby and information desk, it has been promoted heavily in the weekly newspaper columns. The school district was able to include the information on their community announcements page, and the Bethlehem Chamber included the survey in their newsletter and on their website. The results continue to trickle in, but we are looking at doing another push by publishing the survey in The Spotlight as an advertisement to reach more non-library users.

New items have been added to the Library of Things, including a modular system that includes a synthesizer, sampler, drum machine, bass machine, and a mixer. We are also work on selecting a portable record player. Six Chromebooks are being moved. Currently, they circulate in the library only. They will join the other Chromebooks that can go home with patrons. This is a very popular service. Inside the library, Windows laptops are preferred.

Tori and Chris have been working on updating the Tech Room/Makerspace. New items will be added, such as laminating machines, button makers and a portable photo studio. More on this as the update to the space is concluded.

One of the self-checkout machines has been moved to its new home on one of the pillars near the circulation desk. This has worked out well, in its new location, it is handling about 20% of self-checkout transactions. Checkout Charlie, the standalone station in the Children's Place, continues to be the most popular with almost 50% of all self-checkout transactions.

So far, three staff members have visited all 36 library locations as part of the UHLS Library Expedition. Congratulations to Natalie, Cathy and Patti!

The library has been asked to sign on to an NSF grant being submitted by a professor from UAlbany. The grant focuses on informal teaching about personal digital archives and digital document management. It is currently in the application process but has the potential to impact library users across the state and country. Catherine is taking the lead on our participation in the grant.

Meetings and Miscellany

The Town will be unable to provide sidewalk clearing during the First Night celebration. It has been included as a discussion item on this month's agenda.

Healthcare rates came in with very reasonable increases for all of our plans. None of the plans have increases over 6% and some significantly lower. Surprisingly, the highest increases were observed in the high-deductible plans.

Evaluations for library staff were completed. The process went well; some departments are looking to change the formats of their forms. Some of the past changes are getting a bit stale and we have some opportunities for more meaningful information and conversations.

CE training provided for the staff

Armed intruder training – offered on two dates this month (11/16 and 11/24) so more staff could attend. From the comments I received, the staff very much appreciate the low-stress nature of our drill and are happy to have the refresher on emergency exits in the library. It also provides a good opportunity to discuss other types of emergencies including fires and weather/tornado response.

Individual/Small Group CE

Adult Services Advisory Committee – Gordon

Supercharged Storytimes – Mary

Inspiring Sensory Play – Mary

Making Space for Active Learning - Mary

Geoffrey Kirkpatrick, Library Director

Program and Outreach Report

September 2018

Highlights from our Library Programs

- The two Halloween parades were once again a huge success, with 324 kids and families between the two sessions, a slight increase over last year's numbers. This program is beloved by families and staff, with many people dressing in costume as they really wanted to be there to see the kids and hand out the "treats" to them. If there was a theme this year, it was fairy tales with many unicorns, both by kids and staff, and the evil queens and kings by staff. Kristen posted many, many pictures of the programs to our Facebook account.
- Natalie arranged for two shows from The Puppet People as part of the Ann Seegal Memorial Storytelling series, and she oversaw the morning session, while Mary looked after the afternoon session. There was a capacity crowd at the morning program, and we had to turn away about 15-20 people by the time that the program started. While the afternoon session was busy, it was not full and everyone who was turned away in the morning was offered the opportunity to come back for the 2pm show though it wasn't clear how many people took advantage of the opportunity.
- Hannah Black from Albany County Civil Service and Geoff led a program on "Landing a Civil Service Job" on October 23. There was a good-sized crowd for the program and people were very appreciative of all of the information and handouts that were given out at the program. It is a topic that is extremely complicated and Hannah and Geoff made it much easier for the participants to understand, with many specific questions from the audience members.
- René offered a Saturday session of his "Introduction to Facebook" program that continues to be very popular with a full-house for this hands-on program. He had many great questions and lots of enthusiasm. There was a lot of concern about online security, and he had built time to talk about this in the syllabus for the class.
- Natalie had two College of St. Rose professors in this month to discuss titles from the PBS Great American Read series, with Silvia Mejia, Associate Professor of Spanish discussing "The Brief Wondrous Life of Oscar Wao" and Brian Sweeney sharing Fitzgerald's background working on magazines prior to and after the publication of "The Great Gatsby".
- Michelle now has two adult volunteers, Ms. Leda and Ms. Carol, to help teach patrons the basics of knitting in her Knit One, Purl One program. Michelle is considering expanding the skills set offered to include crocheting as she is able to teach that; now that there are more hands to help overall with the knitting instruction.
- Jody offered a lecture program on the History of Chinese Shadow Theatre with a University of Albany professor, Fan Pen Chen. She gave a very interesting lecture and the audience had lots of questions at the end. A photo from the program is included at the end of this report.
- Natalie worked with the Center for Disability Services for another fun Morning Concert with music therapists Erin Lancraft and Ashley Cook from Expressive Journeys. The clients from the Center and the library patrons really enjoyed the concert and were able to sing along with many of popular songs.
- Cathy and Michelle coordinated the Costume Swap this year and they noted that it was great this year. Last year they took in more items, but many were straight donations and not swaps. The participants this year were definitely interested in finding a new costume to bring home- making it more of a swap than a donation event. As always, it would be great to have more larger costumes in the 10-12 age

group. There were 87 people who attended the swap, the largest number to date, and 104 costumes were taken in, 56 tickets were redeemed and 18 costumes were taken by families within tickets afterwards, including participants in the library's Music and Movement and Playtimes programs. Cathy was hoping that the leftover costumes could be used by the South End Children's Café for their clients.

- Mary had two craft programs this month, one for adults, No-Sew Fleece Blankets and the Keepsake Trick or Treat Bag for young children and their families. While there were fewer than registered who attended the adult program held on a Saturday, she had 37 for the children's program.
- Frank hosted the Coffee and Conversation program with author David Pietrusza who was talking about his latest presidential biography, "TR's Last War: Theodore Roosevelt, the Great War and a Journey of Triumph and Tragedy". Sehrish assisted with the refreshments.
- As is always the case with Richard Feldman's programs on Broadway musicals, there was a large crowd for Part V of his ten-part series as part of Coffee and Conversation. Everyone loved seeing so many Broadway performers in their heyday singing their best-known songs in television specials. Richard will be back in late May for Part VI.
- In response to a request from the Library Board, Michael offered a program on Making Sense of Streaming Music. The turnout for the program was quite good, and the people who came were the target audience as he was developing the program, with somewhat older adults who had a little experience, but not enough to navigate the various options for streaming music. One comment was made that the library should offer streaming music, and Michael explained that the library had looked in but had not yet found the plan that we felt was just the right fit for our patrons, and we intend to continue looking for the best product.
- Anne had been seeing a stable and regular turnout for her Tiny Tots sessions, which gives both Anne and the group a great opportunity to work on consistency and on learning songs and finger plays. She also had a good turnout for an Apple Storytime as part of her Time Out for Tales this month.
- Gordon offered an Adult Trivia night this month and had six teams participating in the program. The trivia nights continue to be a popular program with adults of all ages.
- Tori offered the first Adobe Premiere Elements 2018 training session for the public which was for teens. The program attracted a range of teens from Grade 6-11 and they were all excited to learn some basic video editing techniques. She went over how to import files to a project, how to add video clips to your movie timeline, how to save and render files and save as different formats, and a number of editing techniques including cutting video clips, adding titles, transitions between clips, effects, still photos, narration and music and editing a green screen background. They moved quickly to cover everything in the 45 minutes that the program was scheduled, and could have had a much longer program but the teens all were able to try each tool at least once. One teen spoke with Tori after the program about how she is taking a film class at the high school at the moment and is very interested in film and video, and was very happy to have learned some of the basics of Premiere Elements. All of the teens were excited to hear that the laptops they can check out for library user have Premiere Elements and would like to come in and use the software more.
- Frank offered two Chess Club on two dates this month and had a good turnout for both sessions each night for the two dates. He had some players who were new to chess this month, and Frank noted that the teen volunteers did a great job overseeing the game and working with new players.
- Cathy's Tai Chi for Health program began again this month and has come back strongly this fall. She is teaching a form that hasn't been taught at our library before and it is going very well. Cathy noted that there are familiar faces from previous years who are getting something new, and a lot of newer faces as

well. This year the program has changed from Thursday mornings to Tuesday afternoons and this has opened the program up to a different group of people.

- Anne offered a seasonal and ever-popular “Make a Great Pumpkin” program this month. She was able to teach six families how to decoupage and they then decorated their pumpkins with colorful tissue paper and die-cut construction paper shapes. The size of the group allowed Anne to work with each family as they came in. She also showed the “It’s a Great Pumpkin, Charlie Brown” video which is a still a crowd pleaser, 52 years after it was released.
- Frank led his bi-monthly book discussion on “The Leavers” by Lisa Ko.
- Michael offered a themed Listening Party on Halloween. There are a lot of great ideas for songs and Michael is already working on a variation for next year. Even though there is no registration for the program, several people let Michael know that they would not be able to attend, which shows how the members feel some ownership of the series.

School Outreach for October 2018

Anne

- Anne led a visit to the library by the Tri-Village Nursery School where they had an autumn story time, craft and tour of the Children’s Place. Anne noted that the teachers at this non-profit are a joy to work with and had their own children come through the library’s Storytimes as they grew up and so are very familiar with the library. Anne was very happy that the teachers seek to share the library with their students.
- Anne visited with the Elsmere students in Grades 1-5, with two classes for each grade. They worked on narrative skills, with each class creating a Spooky Story which Anne will print up for them. This was a lot of intensive work; as they spent most of each library class on the story elements, which Anne then typed up in narrative form and added Clip Art. Anne is looking into binding it together as a book of short stories so that they can add it to their school library.
- Anne worked with the Elsmere Intensive Skills classes for both the K-2 and Grades 3-5 students, where she read autumn and Halloween stories.
- Anne visited the two Elsmere Kindergarten classes for an autumn Storytime and craft.
- Anne visited the St. Thomas Grade 3 class and worked on their narrative skills by creating a Spooky Story which she will print and bind for their classroom.
- Anne visited with the St. Thomas Kindergarten and Grade 1 classes for an Autumn and Halloween Storytime and craft.

Cathy

- Cathy visited the Grade 3 students at Slingerlands. They looked at new library items and services and talked about what you can do with your library card.

Frank

- Frank brought the WiiU to “The Pit” for a program on Halloween.

Mary

- Mary, working with the High School librarians, offered the first session of the book club for this school year. She noted that it has been going well and the students are enjoying the books. The number of students is small, so Mary may tweak how many copies of the book that she orders for this program.

Michelle

- Michelle made her regular visit to the two classes at the Circle of Friends Preschool. She shared stories about Halloween and the autumn season.
- Michelle began her Afterschool Enrichment program at Hamagrael on fiber arts, beginning with needlepoint and finger knitting.
- Michelle made visits to the Hamagrael Grade 2 and Grade 3 classes and adapted a Spooky Stories program where she teaches the students all of the elements of a story broken down by characters, setting and plot. They also discussed how all stories possess a beginning, middle and end. Michelle then led the students on creating one collaborative Spooky story. She also entertained the students by reading Jan Thomas's book "Pumpkin Trouble" before passing out sheets of paper for the students to illustrate some aspect of the story that they created with her. At the end of that activity, Michelle collected the illustrations and later, back at the library, she created a keepsake for each child backed on orange construction paper, with their illustration and a typed copy of the story that they created together. Michelle will be returning these to the school librarian as soon as they are all completed.

Tori

- Tori has started the weekly visits to "The Pit" afterschool program at the Middle School sponsored by the Parks and Recreation Department. For the Wednesdays in October, the program is limited to Grade 6 students so that they get a chance to meet other new Middle Schoolers who may have attended different elementary schools. The new Grade 6 students have been excited to have the WiiU that Tori brings each week. There is a new Pit supervisor who is also an aide at the Middle School and it looks like he will bring a good change in terms of student behavior at the program.
- Tori had an introductory meeting to gauge interest in the Middle School Book Club. There was not a large turnout but it may have been influenced by other events as it turned out to be scarecrow building day during our meeting. Silvia, a librarian at the Middle School also heard from a couple of students that were interested but were unavailable during the first meeting. Tori and Silvia will have a few more meetings of the book club and see what happens with attendance.
- Tori had a large group come to her Scary Stories program at the Middle School on the day before Halloween, with 28 teens in attendance.

Community Outreach for October 2018

Cathy and Sehrish

- Cathy and Sehrish hosted the library's table at the Delmar Fire Department's Open House. It was a chilly, windy day in the open garage but they had a good time, talking to many people and promoting the library and the programs and services that we offer.

Michael

- Michael made his two monthly visits to the Kenwood Manor assisted living site for booktalks and he also brought weeded copies of Large Print books to share with them. At the Bethlehem Commons nursing home, he read two poems, "Autumn" by Philip Larkin and "My Autumn Leaves" by Bruce Weigle. Michael read about the origins of Halloween and traditions across the world, from the book "Halloween and the Day of the Dead Traditions around the World" from the library's collection. He also read from two R.L. Stine books as his birthday was this month.

Michelle

- Michelle offered a fire station Storytime and craft at the Elsmere Fire District station during fire prevention week again this year. It was another great collaboration between the two organizations and the response was very positive and a few patrons said that they couldn't wait to come back.

Natalie

- Natalie worked with Girl Scout Troop 1294 on October 19 to show them the green screen and iPad App. The girls were able to choose a background that they liked and had their photos taken and emailed to their leader through the iPad. The girls really enjoyed learning about the green screen and the difference between how it looks when you are standing in front of it, and how it looks through the App on the iPad.



Professor Fan Pen Chen with a Chinese Shadow Puppet.

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	Oct-18	Oct-17	% change	2017-18	F-Y-T-D
Programs	85	91	-6.6%	854	295
Program attendance	2,525	3,156	-20.0%	26,583	11,230
Outreach Programs	43	25	72.0%	304	57
Outreach Attendance	914	599	52.6%	8,919	1,568
Circulation	Oct-18	Oct-17	% change	2017-18	F-Y-T-D
Adult fiction	12,389	11,764	5.3%	143,450	53,198
Adult non-fiction	7,875	7,408	6.3%	94,927	32,294
Adult audio	4,119	4,432	-7.1%	52,342	16,840
Adult video	9,579	8,162	17.4%	106,685	37,554
Adult magazines	1,993	1,670	19.3%	19,756	7,656
Young adult fiction	1,438	1,413	1.8%	18,900	6,879
Young adult nonfiction	115	123	-6.5%	1,379	531
Young adult audiobooks	97	110	-11.6%	1,243	468
Young adult magazines	6	10	-40.0%	98	31
Children's fiction	12,575	13,672	-8.0%	144,538	49,941
Children's non-fiction	3,126	3,356	-6.9%	41,533	12,144
Children's audiobooks	605	501	20.8%	7,249	2,906
Children's video	1,611	1,292	24.7%	15,823	5,940
Children's magazines	36	36	0.0%	435	142
Electronic (games, ereaders)	527	473	11.4%	6,581	2,407
Total	56,091	54,422	3.1%	654,937	228,932
Interlibrary Loan	Oct-18	Oct-17	% change	2017-18	F-Y-T-D
Borrowed from others	7,238	7,863	-7.9%	86,973	29,179
Loaned to others	5,976	5,581	7.1%	67,687	23,526
Miscellaneous	Oct-18	Oct-17	% change	2017-18	F-Y-T-D
Visits to our home page	67,461	87,847	-23.2%	939,696	271,899
Public use of meeting rooms	51	45	13.3%	484	132
Public meeting attendance	832	531	56.7%	5,860	1,822
Staff use & library programs	99	109	-9.2%	1,355	380
Study room sessions	424	413	2.7%	4,935	1,623
Tech room use	15	15	0.0%	364	111
Door count	27,222	27,231	0.0%	325,408	106,965
Registered BPL borrowers	86	91	-5.5%	1,117	410
Computer signups	3,880	2,757	40.7%	37,496	11,988
Museum Pass use	145	97	49.5%	1,666	810
E-book use	5,604	4,306	30.1%	55,407	22,689
E-magazine use	1,232	970	27.0%	12,186	3,666
Equipment	480	334	43.7%	4,444	1,827
Wireless Use	13,716	8,735	57.0%	109,852	58,690

2018-19 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Oct. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,122,789	0	1,122,789	92,695	352,608	0	\$770,181	69%
Salaries-Clerical	987,451	0	987,451	77,412	290,962	0	\$696,489	71%
Salaries-Custodians	152,187	0	152,187	12,431	46,417	0	\$105,770	69%
Retirement	285,626	0	285,626	0	0	0	\$285,626	100%
SocSec/Medicare	173,483	0	173,483	13,533	53,480	0	\$120,003	69%
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	19,982	110,233	501	\$183,824	62%
Disability Ins.	1,400	0	1,400	0	1,266	0	\$134	10%

Materials

Adult books	171,000	29,435	200,435	10,224	45,814	18,073	\$136,547	68%
Audiobooks	33,000	931	33,931	1,826	5,322	2,473	\$26,135	77%
Ebooks	105,000	0	105,000	6,700	35,868	24,844	\$44,288	42%
Electronic Resources	28,000	0	28,000	2,520	2,930	3,110	\$21,960	78%
Periodicals	21,000	0	21,000	108	197	8,989	\$11,814	56%

YS Books	85,000	16,253	101,253	6,322	27,109	6,064	\$68,081	67%
YS Audiobooks	5,000	869	5,869	296	1,090	358	\$4,421	75%
YS Media	7,000	5,288	12,288	1,305	6,041	971	\$5,276	43%

Special Collections	10,500	1,582	12,082	280	1,176	0	\$10,907	90%
AS Media	58,000	7,805	65,805	3,240	10,371	2,884	\$52,550	80%

Operations

Copiers and supplies	15,000	0	15,000	776	3,673	5,991	\$5,335	36%
Office supplies	23,000	0	23,000	357	2,052	3,743	\$17,206	75%
Custodial supplies	17,000	0	17,000	464	2,224	4,986	\$9,790	58%
Postage	17,000	479	17,479	0	4,508	3,249	\$9,722	56%
Printing	30,000	79	30,079	0	6,176	13,965	\$9,937	33%
Van lease & oper.	1,500	0	1,500	0	178	422	\$900	60%
Gas and Electric	65,000	0	65,000	3,783	17,527	0	\$47,473	73%
Telecommunications	11,000	0	11,000	662	5,466	8,848	-\$3,314	-30%
Water	3,000	0	3,000	0	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	0	16,040	170	-\$12,210	-305%
Prof. Services	12,000	550	12,550	391	662	550	\$11,338	90%
Contract Services	37,500	0	37,500	70	1,392	3,556	\$32,552	87%
Insurance	29,000	0	29,000	0	25,995	0	\$3,006	10%
Travel/Conference	10,000	0	10,000	732	1,884	10	\$8,106	81%
Memberships	2,000	0	2,000	25	50	0	\$1,950	98%
Special Programs	20,000	2,244	22,244	1,993	9,700	650	\$11,894	53%
Furniture&Equipment	50,000	1,941	51,941	524	6,429	3,503	\$42,008	81%
IT Hardware & Software	42,000	4,721	46,721	1,745	16,624	1,674	\$28,423	61%
Bld&Grnd. Repair	40,000	162	40,162	5,990	13,432	7,831	\$18,899	47%
Furn/Equip Repair	2,000	0	2,000	137	488	137	\$1,375	69%
Miscellaneous	3,500	0	3,500	-555	-2,383	1,776	\$4,107	117%
Audit Service	13,000	0	13,000	0	0	12,500	\$500	4%
Accounting Service	13,000	0	13,000	0	13,068	682	-\$750	-6%
UHLAN fees	50,000	0	50,000	11,343	23,311	0	\$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	\$277,313	\$1,179,569	\$142,512	\$2,953,451	69%

2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Encumbrances	Subtotal	Oct 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	6,538	80,061	934	13,082	\$66,979
Unassigned	678,537	616,926	0	1,295,463	0	0	\$1,295,463
Board Designated Fund balance Subtotal	1,949,254	642,434	19,099	2,572,589	934	9,344	\$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	19,099	2,596,460	0	13,394	\$2,583,066

* 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

Monthly Gas and Electric Comparisons												
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
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
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$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
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10
8/10/2018	29	35	1	\$44.40	\$1.53	\$1.27	29	39,936	1,377	\$4,473.49	\$154.26	\$0.11
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09
9/11/2018	32	38	1	\$46.65	\$1.46	\$1.23	32	39,168	1,224	\$4,428.29	\$138.38	\$0.11
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09
10/11/2018	30	99	3	\$86.02	\$2.87	\$0.87	30	34,176	1,139	\$3,643.09	\$121.44	\$0.11

**BETHLEHEM PUBLIC LIBRARY****51463 ERS - 2019 Annual Invoice**

Payment of this invoice must be received by the Retirement System on or before February 1, 2019. If paying the prepay amount, payment must be received on or before December 15, 2018. Unpaid balances accrue interest at the rate of 7.0%. If you have questions, contact Tanya Callahan at 518-474-3140 or the Employer Billing Unit at 518-486-3921 or 518-408-4214.

**Payment Due
February 1, 2019**

**Prepayment Due
December 15,
2018**

Total Amount Due:**\$286,092****\$283,682****Contribution Details**

Tier	Plan ID	Options	Reported Salary	Rate	Regular Pension Contribution *	GTLI
1	75I	41J	\$24,480	21.6%	\$5,165	\$122
2	75I	41J	\$6,907	19.6%	\$1,319	\$35
3	A14	41J	\$136,995	15.8%	\$20,960	\$685
4	A15	41J	\$1,340,067	15.8%	\$205,030	\$6,700
5	A15	41J	\$111,487	13.0%	\$13,935	\$557
6	A15	41J1	\$233,576	9.3%	\$20,555	\$1,168
6	A15	41J2	\$96,224	9.3%	\$8,467	\$481
Sub Totals			\$1,949,736		\$275,431	\$9,748

* Regular Pension Bill without GTLI - Uses 3/31/2018 Salaries with Final Rates

2019 Regular Pension Contribution, Including GTLI**\$285,179****Invoice Details**

**Due February 1,
2019 Payments**

divide
by
factor

**Pre Pay December
15, 2018 Payments**

Adjustments

Prior Years Adjustment	\$913	1.008493 =	\$905
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Total Adjustments and Installments

	\$913		\$905
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2019 Regular Pension Contribution	\$285,179	1.008493 =	\$282,777
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Total Amount Due**\$286,092****\$283,682**

HVAC Renovation Report – As of 11/13/2018

Notes

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

Completed Tasks

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

Aug. 2017	Contractor's estimated provided by contractor associated with DASNY
Sep. 2017	DASNY authorization bill sent to Governor's office for approval
Sep. 2017	Submit NYS Library Construction Grant application to UHLS
Oct. 2017	Trustees vote on Project Management Agreement with DASNY
Nov. 2017	Bid documents are published
Nov. 2017	Pre-bid walkthrough meeting on 11/28 @ 10am
Dec. 2017	Bids received and opened
Dec. 2017	Bids reviewed
Dec. 2017	Apparent low bidder is notified, DASNY reviews bid for responsibility
Feb. 2018	Meeting with engineers, CM, contractor, and library to schedule the project
Feb. 2018	Storage pod rented and placed at 59 Borthwick
Feb. 2018	Upstairs carpet prices sought
Mar. 2018	Contractor selected (contract to be finalized early March)
Mar. 2018	Begin Contract administration - M/E Engineering
Mar. 2018	Garage cleaned out in preparation for contractor storage
Mar. 2018	Mezzanine and Studio cleared of staff, furniture, and equipment
Mar. 2018	Inside construction begins
Mar. 2018	Maintenance office cleared in anticipation of asbestos abatement of floor tile
Mar. 2018	Relocate staff to appropriate temporary spaces
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	\$1,452	\$105,510	Project No. suffixes .30,.40,.10
Contractor Estimate	\$4,125	\$0	\$4,125	Necessary for construction grant
Design Subtotal	\$111,083	\$1,452	\$109,635	

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	\$1,452	\$895,425	\$896,873


Project Grants

	Awarded	Adjustments	Received	Notes
NYS Library Construction Grant	\$289,467	\$260,5200	\$260,520	90% of grant funds distributed August 2018
Grant Subtotal	\$289,467	\$260,520	\$260,520	

THE PHILOSOPHY OF PHILANTHROPY

In a four-part series **grant-funded and sponsored by Humanities New York**, Dr. Erzsebet Fazekas will discuss the key issues behind charitable giving: motivation, the selection of recipients and causes, and the impact of giving.

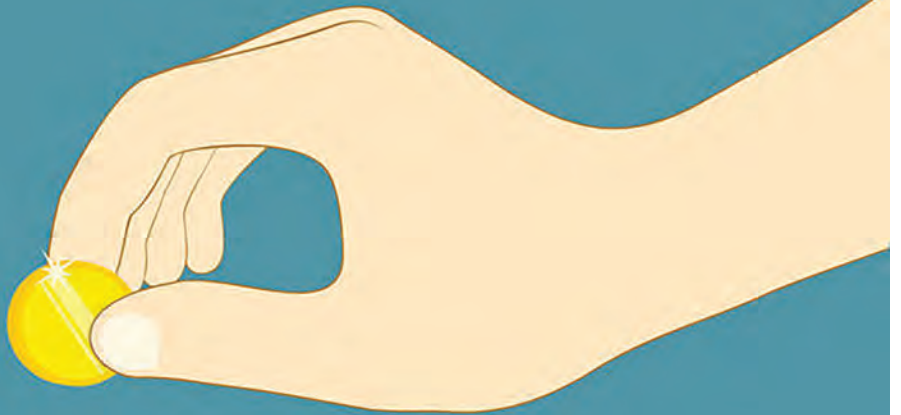
 **MONDAY NOVEMBER 12 • 7-8:30PM**
The Ethics of Giving and Taking

 **MONDAY NOVEMBER 19 • 7-8:30PM**
Why Give? Motivations and Impact

 **MONDAY NOVEMBER 26 • 7-8:30PM**
To Whom or For What to Give?

 **MONDAY DECEMBER 10 • 7-8:30PM**
What and How Much to Give

*Join us for one or more
of the programs.*



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LIBRARIES

Magazines and the making of Gatsby

Explore the vital role of popular magazines in the making of "The Great Gatsby" — its style, its text, its views on the intersection of love and money, and the arc of F. Scott Fitzgerald's career at 2 p.m. Sunday, Oct. 21, during a presentation by Dr. Brian Sweeney, associate professor of English at the College of Saint Rose and a Bethlehem library trustee.

A wildly popular author of magazine fiction in the 1920s, Fitzgerald made far more money from crowd-pleasing "slick" magazines like the Saturday Evening Post than he did from his novels, including his masterpiece, "The Great Gatsby." In his letters to other writers, Fitzgerald was dismissive of his commercial success, disparaging his magazine fiction as hack-work, tailored to the demands of philistine editors, but the reality is much more complicated.

This talk is part of Bethlehem library's PBS Great American Read programming. The Great American Read is an eight-part series on PBS that celebrates the power of reading through the prism of America's 100 best-loved novels. Watch the episodes and browse the top 100 list at www.pbs.org/the-great-american-read.

Halloween costume swap

There's still time to drop off your gently used costume(s) before our big swap this Friday, Oct. 19, from 5 to 7 p.m. We'll be accepting costumes in all sizes — from infant to adult — through Thursday, Oct. 18. Trade your old costume for a ticket to pick out one that's new-to-you on the day of the swap. You can drop off a costume even if you're not interested in choosing a new one.

Landing a civil service job

Are you aware of all the rewarding career opportunities available through the civil service process? No? You're not alone. Many of the vacancies in state government, school districts, towns, villages and even libraries are considered "competitive class" titles and filled through civil service lists, meaning you likely won't even get your foot in the door if your



name's not on one of those lists. Which naturally begs the question — how do you even get on a list in the first place?

On Tuesday, Oct. 23, from 7 to 8 p.m. the library will present an overview of how civil service works at the local, county and state level. It can be a confusing process, and Library Director Geoff Kirkpatrick and Hannah Black, senior personnel technician for Albany County Civil Service, will talk about the best ways to navigate this complicated maze.

Sign up online at www.bethlehempubliclibrary.org or call 518-439-9314 to register.

Survey says

Included in the November/December Footnotes, which mailed this week, is a community survey about Bethlehem library services. We encourage you to take the time to fill it out and return your answers to us before Nov. 30. An online version at www.bethlehempubliclibrary.org can be filled out and submitted electronically, and a large-print version can be picked up at the library Information Desk.

We want to know how you are using Bethlehem Public Library and what we provide that is of most value to you. As our trustees begin their long-range planning discussion, they are looking to balance the maintenance and upkeep needs of our 45-year-old building with the kinds of community-supported enhancements that will allow the library to grow with and be a reflection of the community we serve. Your input is key in helping the trustees and library staff make those decisions.

Take a library road trip

It's not too late to take part in the 2018 Upper Hudson Library Expedition. Individuals or teams are invited to visit as many UHLS locations as possible from now through the end of November. Expeditioners get to learn what makes each library in the Upper Hudson



State Assemblymember Pat Fahy stopped by Bethlehem Public Library Thursday, Oct. 12, to get her Library Expedition passport stamped and learn more about the growing Library of Things collection.

Kristen Roberts / Bethlehem Public Library

system unique as they work toward goal prizes. Maps are available at all of the libraries. Do you have what it takes to be a #Library36er? Details at uhls.org/expedition.

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 bethlehempubliclibrary.org.

Thursday, Oct. 18

Listening Parties: Halloween Special

Listen to spooky tunes and discuss what makes some music "scary," 7 p.m.

Friday, Oct. 19

Coffee and Conversation:
In an Immigrant's Shoes

A PBS Great American Read event!
Silvia Mejia, Associate Professor of

Spanish at the College of Saint Rose, will discuss how author Junto Diaz explores the kind of linguistic anxiety a recent immigrant might feel in the novel "The Brief Wondrous Life of Oscar Wao," 1 to 2 p.m. program; 2 to 3 p.m. coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

Tuesday, Oct. 23

Tai Chi for Health

Weekly class explores the Tai Chi for Energy form. No experience is needed, and all ages and abilities are welcome. Wear loose, comfortable clothes, 4 p.m. Participants will build on skills from week to week. Teens welcome!

Chess Club

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

— Kristen Roberts



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Bethlehem Public Library

Published by Kristen Roberts [?] · October 21 at 3:56 PM ·

Looking to land a civil service job? Get an overview of how civil service works at the local, county and state level. On Tuesday (October 23) at 7pm, 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. Sign up here: <https://bit.ly/2OetMSS>



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Shares

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On Post

0

On Shares

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4

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12

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1 Hide Post

0 Hide All Posts

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Bethlehem Public Library

Published by Kristen Roberts [?] · October 31 at 11:31 AM · 🌐

We know how to do Halloween here at the library! The first round of trick-or-treating was so much fun. We're doing it again from 2:15-2:45pm today (October 31).



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On Shares

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3

On Post

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Comments

0

On Post

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On Shares

3

Shares

3

On Post

0

On Shares

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IDENTITY THEFT PREVENTION



IDENTITY THEFT PREVENTION



IDENTITY THEFT PREVENTION



WEDNESDAY NOVEMBER 28
1-2:30PM

A representative from the Division of Consumer Protection of New York State will share strategies to prevent falling victim to identity theft.

Sign up online or call.

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NOVEMBER



CALENDAR

Friday, Nov. 2
COFFEE AND CONVERSATION: LOST RADIO ROUNDERS — SONGS OF OUR EMPIRE STATE
 Explore the state's great history by going whaling with "The Montaukers," fighting the Battle of Saratoga and taking a trip on the Erie Canal, 1-2 p.m. program; 2-3 p.m. coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

Friday, Nov. 2
NANOWRIMO WRITE-IN
 Join others in the challenge of writing a novel in one month during National Novel Writing Month, 5-8 p.m. Writing instruction not provided. Visit nanowrimo.org for details.

Sunday, Nov. 4
KNIT ONE PURL ONE
 If you're an experienced knitter, bring your current project. If you're a beginner, bring size 8 knitting needles; we'll provide yarn and get you started, 2-3 p.m. For adults, teens and kids age 9 and up.

Sunday, Nov. 4
THE EMPIRE STATE AND THE WAR OF EMPIRES
 A WWI 100th Anniversary event! History scholar and UAlbany Professor Richard Fogarty will discuss several aspects of the global war that New Yorkers joined in 1917, 2-4 p.m.

Monday, Nov. 5
ADOBE PREMIERE ELEMENTS 2018 TRAINING
 Learn how to edit videos, create titles, insert transitions, add special effects, adjust audio and more to create a professional looking video suitable for a variety of media, 10 a.m.-noon. Sign up online or call.

Monday, Nov. 5
FUN AND GAMES FOR GROWNUPS
 An adults-only gathering where you can play games and socialize, 6-8:30 p.m. Snacks served!

Monday, Nov. 5
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. Register for up to two sessions.

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

Thursday, Nov. 8
DAYBOOKS
 Discuss "The Sun Also Rises" by Ernest Hemingway, 1:30 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

Friday, Nov. 9
STORIES AND MORE: COLOR MAGIC
 Listen to stories about color, then make magic happen with milk, food coloring and a dab of dish soap, 10 a.m. For children up to age 6 with family.

Friday, Nov. 9
FRIDAY, CINEMA: 'GALLIPOLI' (PG, 111 MIN., PARAMOUNT PICTURES)
 A WWI 100th Anniversary event! Film series with titles suitable for adult audiences. Shown with Subtitling for the Deaf and Hard of Hearing when possible, 2:30 p.m.

Friday, Nov. 9
NANOWRIMO WRITE-IN
 Join others in the challenge of writing a novel in one month during National Novel Writing Month, 5-8 p.m. Writing instruction not provided. Visit nanowrimo.org for details.

Sunday, Nov. 11
A LITTLE SUNDAY, MUSIC: OVER THERE — SONGS OF WORLD WAR I - A WWI 100th Anniversary event! Linda Russell and her trio will explore the marching tunes, humorous ditties, love songs and wistful laments that were popular when the Great War raged in Europe a century ago, 2-3 p.m. Sponsored by Friends of Bethlehem Public Library. All ages welcome!

Monday, Nov. 12
DAYBOOKS
 Discuss "The Sun Also Rises" by Ernest Hemingway, 1:30 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

Monday, Nov. 12
LET'S CREATE: STOP MOTION SHORTS
 Work in teams to create one-of-a-kind stop motion shorts using Legos and iPads, 2-4 p.m. For ages 9 and up. Sign up online or call.

Monday, Nov. 12
PHILOSOPHY OF PHILANTHROPY: THE ETHICS OF GIVING AND TAKING-What are the costs and rewards of philanthropic giving? In a four-part series grant-funded and sponsored by Humanities New York, Dr. Erzsebet Fazekas will talk about the key issues behind charitable giving: motivation, the selection of recipients and worthy causes, and the impact of giving on the donors and society in general, 7-8:30 p.m. Join us for one or more of the programs in this series.

Tuesday, Nov. 13
TAI CHI FOR HEALTH
 Weekly class explores the Tai Chi for Energy form. No experience is needed, and all ages and abilities are welcome. Wear loose, comfortable clothes, 4 p.m. Participants will build on skills from week to week. Teens welcome.

Tuesday, Nov. 13
LIBRARY BOARD MEETS
 Meetings are open to the public, 6 p.m.

Tuesday, Nov. 13
CHESS CLUB - Sign up for one session per night and try your hand at chess with our teen volunteers, 5:30-6:30 OR 6:30-7:30 p.m. All experience levels welcome. For grades K-5.

Wednesday, Nov. 14
AFTERDINNER BOOKS
 Discuss "Stella Bain" by Anita Shreve, 7 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

Thursday, Nov. 15
AMERICAN RED CROSS BLOOD DRIVE - Call 1-800-RED-CROSS or go to www.redcrossblood.org for more information and to schedule an appointment, noon-6 p.m. Walk-ins welcome.

Thursday, Nov. 15
LISTENING PARTIES: CLAUDE DEBUSSY
 Listen to and discuss this influential composer who invented his own system of harmony and musical structure, 7 p.m.

Friday, Nov. 16
COFFEE AND CONVERSATION: ADIRONDACK ARCHITECTURE — GREAT CAMPS
 Steven Engelhart, executive director for Adirondack Architectural Heritage, will discuss the rustic style of the park's "Great Camps," 1-2 p.m. program; 2-3 p.m. coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

Friday, Nov. 16
NANOWRIMO WRITE-IN - Join others in the challenge of writing a novel in one month during National Novel Writing Month, 5-8 p.m. Writing instruction not provided. Visit nanowrimo.org for details.

Sunday, Nov. 18
SAMMY DOUGHBOY REMEMBERS
 A WWI 100th Anniversary event! Military curator at the New York State Museum Robert E. Mulligan Jr. will use images from the New York Times rotogravure section to highlight the sights, places and events of WWI as experienced by the soldiers from New York, 2-4 p.m.

Monday, Nov. 19
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. Register for up to two sessions.

Monday, Nov. 19
PHILOSOPHY OF PHILANTHROPY: WHY GIVE? MOTIVATIONS AND IMPACT
 What are the costs and rewards of philanthropic giving? In a four-part series grant-funded and sponsored by Humanities New York, Dr. Erzsebet

Fazekas will talk about the key issues behind charitable giving: motivation, the selection of recipients and worthy causes, and the impact of giving on the donors and society in general, 7-8:30 p.m. Join us for one or more of the programs in this series.

Tuesday, Nov. 20
TAI CHI FOR HEALTH
 Weekly class explores the Tai Chi for Energy form. No experience is needed, and all ages and abilities are welcome. Wear loose, comfortable clothes, 4 p.m. Participants will build on skills from week to week. Teens welcome!

Wednesday, Nov. 21
KBA: KIDS BUILDER ASSOCIATION
 Build your own fun with Legos, Snap Circuits, K'nex, blocks, origami and more, 10-11:30 a.m. For kids and families.

Thursday, Nov. 22
LIBRARY CLOSED FOR THANKSGIVING DAY

Friday, Nov. 23
PAINT AND WATCH - Paint a "super" picture and while your artwork dries, enjoy a screening of "The Incredibles 2" (PG, 118 min., Disney), 10 a.m.-12:30 p.m. For kids and families.

Friday, Nov. 23
GIANT WORD WINDER
 Stop by the Teen Area and find out how to play this larger-than-life cross between Boggle and a giant word search, 2-4 p.m. For kids and teens.

Sunday, Nov. 25
MAKE IT YOURSELF: CERAMIC TILE PAINTING
 Local artist Lydia Lynch will show you how to create unique ceramic tile artwork using the trendy medium of alcohol inks, 2:30-4 p.m. All supplies provided. Wear an old shirt or smock. Sign up online or call. Registration closes Saturday, Nov. 24, at 3 p.m.; minimum attendance required.

Monday, Nov. 26
ADOBE PREMIERE ELEMENTS 2018 TRAINING
 Learn how to edit videos, create titles, insert transitions, add special effects, adjust audio and more to create a professional looking video suitable for a variety of media, 2-4 p.m. Sign up online or call.

Monday, Nov. 26
AFTER-SCHOOL STEM: DIY BUTTER
 Make your own butter and taste-test it on some saltine crackers, 4-4:30 p.m. For grades K-5.

Monday, Nov. 26
PHILOSOPHY OF PHILANTHROPY: TO WHOM OR FOR WHAT TO GIVE?
 What are the costs and rewards of philanthropic giving? In a four-part series grant-funded and sponsored by Humanities New York, Dr. Erzsebet Fazekas will talk about the key issues behind charitable giving: motivation, the selection of recipients and worthy causes, and the impact of giving on the donors and society in general, 7-8:30 p.m. Join us for one or more of the programs in this series.

Tuesday, Nov. 27
AN INTRODUCTION TO ADVANCED DIRECTIVES
 Kim Bode, a staff attorney with the Legal Aid Society of Northeastern New York, will discuss health-care proxies, living wills, powers of attorney and more, 1-2 p.m. Co-sponsored by Bethlehem Senior Projects, Inc. Sign up online or call.

Tuesday, Nov. 27
TAI CHI FOR HEALTH
 Weekly class explores the Tai Chi for Energy form. No experience is needed, and all ages and abilities are welcome. Wear loose, comfortable clothes, 4 p.m. Participants will build on skills from week to week. Teens welcome!

Tuesday, Nov. 27
TRIVIA NIGHT FOR ADULTS
 Come alone or as a team and match wits with others as you compete for trivia supremacy, 7-8:30 p.m. Limit of 10 teams. Prizes donated by the Friends of Bethlehem Public Library.

Wednesday, Nov. 28
IDENTITY THEFT PREVENTION
 A representative from the Division of Consumer Protection of New York State will share strategies to prevent falling victim to identity theft, 1-2:30 p.m. Sign up online or call.

Thursday, Nov. 29
ADOBE PREMIERE ELEMENTS 2018 TRAINING
 Learn how to edit videos, create titles, insert transitions, add special effects, adjust audio and more to create a professional looking video suitable for a variety of media, 6:30-8:30 p.m. Sign up online or call.

Friday, Nov. 30
THE BETHLEHEM SENIOR CHORUS: SONGS OF HOME - The repertoire will explore the meaning of home, whether it be a dwelling, people, place or a spiritual connection, 1 p.m. Event takes place at Bethlehem Town Hall. Co-sponsored by Bethlehem Senior Projects, Inc.

Tuesday, Nov. 30
TAI CHI FOR HEALTH - Weekly class explores the Tai Chi for Energy form. No experience is needed, and all ages and abilities are welcome. Wear loose, comfortable clothes, 4 p.m. Participants will build on skills from week to week. Teens welcome!

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



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