



**Board of Trustees Meeting
April 9th, 2018 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices**
 - Resolutions - none**
 - Personnel report**
 - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
 - Other new business**
- **Old business**
 - Plaza feasibility review**
 - Fire alarm & security project update**
 - HVAC project update**
 - BCN-TV update**
 - Anti-nepotism policy**
 - Other old business**
- **Future business**
 - Director evaluation**
 - Board treasurer**
 - Policy updates/schedule**
 - Resource sharing**
 - Fines and Fees**
 - Board committees**
 - Long range plan**
 - Capital projects**
- **Public Participation**
- **Adjournment**

Next board meeting: May 14, 2018 6:00pm

Next Friends of the Library board meeting: April 16, 2018 6:30pm

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

PRESENT: Mark Kissinger
Harmeet Narang
Mary Redmond
Lisa Scoons
Brian Sweeney

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Joyce Becker
Caroline Brancatella

GUESTS: Tanya Choppy, Accounts Clerk
Natalie McDonough, Manager, Programs and Community Outreach
Tracey McShane, Personnel Administrator
Nancy Benedict

President M. Redmond called the meeting to order at 6:09pm.

PUBLIC PARTICIPATION

There was no public participation

MINUTES

Minutes of the 12 February 2018 board meeting were approved unanimously on a MOTION by H. Narang with a SECOND by M. Kissinger, with minor correction noted below.

M. Redmond pointed out there was a minor typo in the description of self-checkout implementation on Page 5.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 12 March 2018 (Manual Disbursements for February \$63,653.03; Cash Disbursements/Accounts Payable for March \$39,572.30; Trust & Agency Disbursements/Salaries for January \$164,655.83; CapProject Fund/Hand-Drawn Checks for January \$3,652.40; Total: \$271,533.56).

M. Redmond asked if the library could expect a surplus at the end of the fiscal year, barring any unexpected costs. G. Kirkpatrick said it was likely.

M. Kissinger noted the \$5,000 payment to Dave's Glass, which was for a new door to the Delaware Avenue entrance.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for February 1-28, 2018.

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

There are no personnel actions requested at this time.

L. Scoons asked about the part-time librarian position that has been open since July. G. Kirkpatrick said that there wasn't a civil service list at the time as they were transitioning to a new test. There is now a list, but the Friday evening hours make the position harder to fill.

DIRECTOR'S REPORT

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

- G. Kirkpatrick commended staffers in the areas affected by construction for being so accommodating and flexible. He praised the work the maintenance department has done clearing things out and storing the furniture and equipment. He said that the Borthwick house has provided the library with storage options that minimize the impact on public areas.
- The library hopes to find a new job coach volunteer because, although not a common service, it has been very appreciated when needed. The job coach typically offers one-on-one resume help and assistance with applications that goes beyond the basic help provided at the reference desk. Many past volunteers have found the position a good way to give back to their community.
- There is a new trend with museum passes to offer discounts instead of free passes. The library has traditionally shied away from those options, but many of them are to places that are in demand, so it may have to be revisited at some point.
- M. Redmond asked for an overview of the concerns a patron had recently after being unable to attend a Puppet People program due to room capacity issues. B. Sweeney said that he understands that those things can be unavoidable at times.
- H. Narang asked if the pop-up library card program is mobile and could be set up at the pool or other places. G. Kirkpatrick said the whole thing was mobile as long as there was internet access and electricity. The program does take three staffers to run.
- C. Stollar Peters is looking into using automated information from the schools to give every Bethlehem Central student a library card. The data exists, but the logistics involve sorting out privacy and other issues.
- In addition to the new GoPros and American Girl doll, the library now has analog-to-digital converters to borrow from the Library of Things. G. Kirkpatrick would like to use the old GoPro cameras to create a VR tour of the library.
- The partnership with NYS DEC to add Wi-Fi at Fiver Rivers is a first between the state and a public library.
- Many staffers received Department of Labor training regarding prevailing wage. There is a lot of regulation involved, and it is better to be up on all of the intricacies.

- M. Redmond said she would like to include the Sustainable Library Certification Program in the future business line of the agenda for additional discussion.
- N. McDonough touted the success of Froggy's visit during Take Your Child to the Library Day and during school outreach.
- M. Redmond asked if there was any feedback regarding icing issues on the plaza. G. Kirkpatrick noted that there had been some falls, and feedback from someone who opposed closing the brick walkway on the berm, which is steep in places. Currently, barriers and signage are set up on both ends of the walkway, but the board said the library should consider professional signs and more permanent barriers there until the overall drainage and icing issues can be addressed.
 - The board discussed the plaza feasibility study from GPI that they heard in late 2017 and where the project fit in the order of capital improvement priorities.
- Wi-Fi use is still up at the town park, even in the winter months.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons noted the board approved the remaining construction grant award to the Berne library and are now revisiting the guidelines to provide more guidance for applicants.

NEW BUSINESS

Nepotism policy

The board reviewed a draft for a nepotism policy. Previously, the information had been a part of the staff handbook, but it had not been a policy. M. Kissinger asked how the policy would apply if all three reachable candidates were related to someone at the library. G. Kirkpatrick said that Civil Service law would take precedence. M. Kissinger said that Civil Service already provides protection in hiring practices. H. Narang said that if the intent was to keep someone from a position of authority from influencing hiring, then the wording should be changed to reflect that rather than it being a blanket policy. B. Sweeney noted that in academia, spousal hiring happens all the time and does not seem unusual. He said he could imagine some type of policy that would cover those in a position of power. The board opted not to vote on the policy as written and asked to see another draft that creates a reasonable differentiation between those to whom it would apply.

Music interest meeting

B. Sweeney and M. Kissinger agreed to meet March 14 at the library to begin a discussion about music services.

Overdrive Advantage/resource sharing

G. Kirkpatrick revisited the Overdrive Advantage discussion and said Upper Hudson is currently drafting an MOU that would allow libraries in the system to take part. Overdrive Advantage lets libraries purchase additional copies of e-books that would go to satisfy that library's patron holds first before being released to the entire Upper Hudson system. Libraries would still have to fulfill their commitment to purchasing e-books for the entire system. The hope is that the new service would help Bethlehem tackle the long wait times patrons are seeing for e-books and e-audio. H. Narang asked how new e-books were advertised. K. Roberts said Upper Hudson puts together some e-collections that are pushed out through the library's social media, but most new e-books

already have waitlists. G. Kirkpatrick said he was reluctant to do too much to promote materials that aren't available. The board discussed the higher costs involved with e-materials versus print materials and the reason for the discrepancy.

Auditor 2017-18

T. Choppy said that with the expiration of the current contract with the library's auditors Bonadio Group, the firm has proposed continuing service for \$12,875 in 2018-19 and \$13,000 for the following year. The board noted that they were interested in doing an RFP every three years for auditing services, but it may be too soon to get that in place for the next fiscal year. They recognized that it may take some time to get qualified candidates to respond to the request so they opted to continue with Bonadio for another year and commit to getting an RFP in place for the August agenda.

Other new business

T. McShane noted that some staffers will be participating in the Workforce Challenge on May 17. G. Kirkpatrick asked if the board would be willing to grant those people an hour of leave time as in years past so they could get downtown in time for the start.

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board unanimously agreed to grant the staffers representing Bethlehem library at the Workforce Challenge an hour of leave for early dismissal on the day of the event.

OLD BUSINESS

Fire alarm and security update

On hold pending current project.

HVAC project update

Clough Harbor recently did an independent air quality test of a material from the mezzanine ceiling and found that it was not asbestos. The engineers are working 6am-2pm, which gives them a number of hours to work before the start of business. The communication with Wilkins has been good, and so far, the project has had little impact on the public. Once the upstairs duct work is complete, cable will need to be rerun, carpeting installed and walls painted.

Mezzanine carpet

The board reviewed a quote from a state contract vendor with an understanding of prevailing wage requirements. The carpeting would be put down in tiles.

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board unanimously approved a proposal from Landmark Flooring Concepts to install carpeting on the upstairs floor for a total cost of \$11,324.15

BCN-TV – Spectrum quote

The board reviewed a quote from Spectrum for the cost of moving the BCN-TV dropline from the studio to the IT department. G. Kirkpatrick said that costs would be covered by PEG money the library already has. He noted that Verizon is doing the same service at no cost.

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board unanimously agreed to pay Spectrum \$5,395 to move the dropline for BCN-TV to the IT department.

Self-checkout update

H. Narang asked about the feedback from the downstate library that is already using Tech Logic self-checkout. G. Kirkpatrick reported that they were pleased with the system and use it in a way that is fully integrated with RFID and an automatic sorter. Representatives from the company were able to meet C. Stollar Peters and Sylvia Taylor to answer questions.

Time clock/time sheet update

The library has just run the first payroll using the new time clock and the pages as a test. The information was also recorded on traditional timecards as a backup. Users can sign in with a fingerprint or a code. Implementation for most staff will be in April with it well in place by the new fiscal year in July. Multiple notices will be sent to staff as a reminder of the twice-monthly payroll, beginning three months prior to July.

Other old business

The board reviewed the list of pending capital projects they have discussed in the past and talked about how they were going to prioritize and fund those projects. Among the items on the list: fire and safety updates (already received SED approval); drainage and icing on the plaza; demolition of 59 Borthwick Ave. property; asbestos abatement and roof drainage; relocation of public service desk; and electrical capacity issues.

H. Narang noted the interconnectedness of many of the issues, and said he wanted to make sure in the decision that they consider that so they don't risk spending money on a project that will be torn out or obsolete in the future. M. Redmond said that once the HVAC project was complete, surplus funds would likely only cover one more of the health and safety projects on the list. The board agreed that the plaza icing issue needs to be addressed soon. M. Kissinger asked if a change to the entrance pattern at the library could address the issue as well, since the new parking lot layout presents the garage area as a natural entrance. The board agreed that they wanted to address building issues in a complete way, rather than doing the little fixes that would only shift the problem to a future date. They talked about how bigger building projects require a 5-year plan to present that vision to the community. M. Redmond said there are a lot of unknowns in how the bonding process works that would need to be better understood. The board planned to review that plaza feasibility study again before scheduling another meeting with Craig Tripp from GPI and be ready to discuss in April and May.

Trustees talked about how to get public input from a representative population when they are ready to talk about bigger picture building aspirations. G. Kirkpatrick said that Upper Hudson has a process in place to run focus groups.

FUTURE BUSINESS

Director evaluation

H. Narang and C. Brancatella are in the process of finalizing an evaluation form and will have a draft to board members before the April meeting. H. Narang said trustees would have a couple of weeks to fill out the form and can email it back or bring in a hard copy.

Board retreat

B. Sweeney asked where a board retreat would fit in with capital planning discussions. M. Kissinger said the board should hold off until after the election before planning one.

Board treasurer

No discussion at this time.

Policy updates/schedule

The board will review a revised nepotism policy in April.

Resource sharing

No additional discussion at this time.

Fines and fees

G. Kirkpatrick said this will continue to be a big topic among all Upper Hudson libraries in the coming year. H. Narang asked about fundraising by the Friends as a way to generate more revenue for capital projects. L. Scoons asked if they had looked into estate giving. The board agreed that a meeting with the Friends should take place in the next couple of months.

Board committees

No discussion at this time.

PUBLIC PARTICIPATION

The following people spoke:

- Nancy Benedict asked if there was any discussion about BCN-TV before she arrived.

On a MOTION by H. Narang with a SECOND by L. Scoons, the board adjourned the regular meeting at 8:30pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #9
3/31/2018**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	2,256.41
Interest on Investment	390.40
Sale of Books	543.25
Gifts and Donations	150.00
Insurance Recovery	0.00
Photocopier	804.80
State Aid	0.00
Grants	0.00
Miscellaneous Income	75.00
Total	\$4,219.86

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #9
3/31/2018**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2017-2018

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,828,270.00	3,688,982.35	139,287.65	96.36%
PILOT	192,382.00	190,566.65	1,815.35	99.06%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	37,000.00	27,553.38	9,446.62	74.47%
Interest on Investment	5,000.00	6,181.48	(1,181.48)	123.63%
Sale of Books	6,000.00	4,235.11	1,764.89	70.59%
Gifts and Donations, Misc	1,000.00	1,957.10	(957.10)	195.71%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,500.00	5,650.37	849.63	86.93%
State Aid	24,500.00	24,792.00	(292.00)	101.19%
Miscellaneous Income	0.00	175.00	(175.00)	
Sub-Total	\$4,100,652.00	3,950,093.44	150,733.56	96.33%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,100,652.00			

OPERATING CASH SUMMARY

TD Checking Account:	19,998.16 *
TD Money Market:	3,196,007.26
TD Comp Fund:	0.00
Capital Project Fund:	11,943.41
TOTAL	3,227,948.83

*Includes Interest of \$390.40 credited on 3/15/18

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #9**

3/31/2018

MANUAL DISBURSEMENTS - MARCH HAND DRAWN CHECKS TD BANK	\$40,548.04
CASH DISBURSEMENTS - APRIL ACCOUNTS PAYABLE TD BANK	\$61,343.41
TRUST & AGENCY DISBURSEMENTS - MARCH SALARIES - TD BANK	\$163,962.41
CAPITAL PROJECT FUND HAND DRAWN CHECKS - APRIL	\$1,868.80
TOTAL	\$267,722.66

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 36: MANUAL DISB (MAR 18) For Dates 3/1/2018 - 3/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36917	03/07/2018	1833	BLUESHIELD OF NORTHEASTERN NY		2,105.43
36918	03/07/2018	1918	HANCOCK SHAKER VILLAGE	180525	250.00
36919	03/07/2018	2171	HISTORIC CHERRY HILL	180528	25.00
36920	03/07/2018	2212	IROQUOIS INDIAN MUSEUM	180526	35.00
36921	03/07/2018	2156	SUNY POLY CMOST	180530	120.00
36922	03/07/2018	1161	TOWN OF BETHLEHEM	180560	592.38
36923	03/07/2018	1954	USS SLATER DE 766	180527	100.00
36924	03/07/2018	1607	VERIZON BUSINESS FIOS	180012	201.98
36925	03/07/2018	2210	VERMONT INSTITUTE OF NATURAL SCIENCE	180529	150.00
36926	03/09/2018	2083	PETERS, CATHERINE	180552	111.18
36927	03/13/2018	2166	BERKSHIRE BOTANICAL GARDEN	180568	120.00
36928	03/13/2018	2167	BINGHAMTON ZOO AT ROSS PARK	180567	65.00
36929	03/13/2018	2168	CRAILO STATE HISTORIC SITE	180570	25.00
36930	03/13/2018	2169	EMPIRE STATE AEROSCIENCES MUSEUM	180571	50.00
36931	03/13/2018	2109	ERIC CARLE MUSEUM OF PICTURE BOOK ART	180569	125.00
36937	03/22/2018	1424	AFLAC NEW YORK		415.92
36938	03/22/2018	116	CAPITAL DISTRICT LIBRARY	180600	25.00
36939	03/22/2018	1831	CDPHP UNIVERSAL BENEFITS, INC.		16,940.81
36940	03/22/2018	1604	CHUBB & SON	180596	755.00
36941	03/22/2018	2087	CITIBANK	180549	3,975.33
36942	03/22/2018	2108	INTREPID SEA, AIR & SPACE MUSEUM	180583	500.00
36943	03/22/2018	720	MVP HEALTH PLAN, INC.		3,154.98
36944	03/22/2018	1570	NATIONAL GRID		3,905.99
36945	03/22/2018	2172	NATIONAL MUSEUM OF RACING AND HALL OF FAME	180582	100.00
36946	03/22/2018	2061	UNITED HEALTHCARE INSURANCE CO		106.33
36947	03/22/2018	1581	UNITED STATES POSTAL SERVICE	180590	1,188.77
36948	03/22/2018	2087	CITIBANK	180589	256.25
36949	03/28/2018	116	CAPITAL DISTRICT LIBRARY	180606	30.00
36950	03/28/2018	1831	CDPHP UNIVERSAL BENEFITS, INC.		4,718.40
36951	03/28/2018	1570	NATIONAL GRID		144.54
36952	03/28/2018	1607	VERIZON BUSINESS FIOS	180012	126.98
36953	03/28/2018	1607	VERIZON BUSINESS FIOS	180012	127.77

Number of Transactions: 32

Warrant Total: 40,548.04

Vendor Portion: 40,548.04

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 - 39: CASH DISB - APR 18 For Dates 4/10/2018 - 4/10/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36959	04/10/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR	180607	17.00
36960	04/10/2018	1009	AMAZON CREDIT PLAN	180531	2,668.02
36961	04/10/2018	61	AQUASCAPE DESIGNS LLC	180003	73.99
36962	04/10/2018	77	BAKER & TAYLOR , INC.	180599	9,640.40
36963	04/10/2018	1186	BAKER AND TAYLOR ENTERTAINMENT	180536	99.09
36964	04/10/2018	90	BETHLEHEM CENTRAL HIGH SCHOOL	180593	54.00
36965	04/10/2018	103	BRODART INC	180343	141.74
36966	04/10/2018	827	PHYLLIS CHAMBERS		402.00
36967	04/10/2018	1154	CRISAFULLI BROTHERS	180557	325.00
36968	04/10/2018	1240	DE LAGE LANDEN FINANCIAL SER	180001	440.00
36969	04/10/2018	1220	DEMCO, INC	180546	413.52
36970	04/10/2018	1463	EAST GREENBUSH COMM LIBRARY	180559	17.99
36971	04/10/2018	1991	EASTERN MANAGED PRINT NETWORK LLC	180555	375.78
36972	04/10/2018	195	EBSCO SUBSCRIPTION SRVS	180578	2,200.00
36973	04/10/2018	2215	ELM USA, INC	180547	190.50
36974	04/10/2018	117	FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	180597	501.00
36975	04/10/2018	1674	FINDAWAY	180604	686.11
36976	04/10/2018	1986	FIRSTLIGHT FIBER	180004	192.01
36977	04/10/2018	1965	PATRICIA GEROU		402.00
36978	04/10/2018	787	GUILDERLAND PUBLIC LIBRARY	180574	35.00
36979	04/10/2018	745	MARY HARTMAN		402.00
36980	04/10/2018	277	INFOGROUP	180586	313.00
36981	04/10/2018	308	JAMES KRANENDONK	180553	100.00
36982	04/10/2018	310	JANWAY COMPANY	180514	1,406.78
36983	04/10/2018	316	JOHNSON CONTROLS INC	180610	561.90
36984	04/10/2018	1155	LAKESHORE LEARNING MATERIALS	180592	89.98
36985	04/10/2018	2201	LANE PRESS OF ALBANY	180550	3,010.00
36986	04/10/2018	1024	MIDWEST TAPE	180577	3,991.62
36987	04/10/2018	380	MORNINGSTAR	180563	145.00
36988	04/10/2018	1172	ANNE B MOSHER		402.00
36989	04/10/2018	809	NANCY PIERI		402.00
36990	04/10/2018	2121	NATIONAL INDUSTRIES FOR THE BLIND	180256	59.88
36991	04/10/2018	412	NORTHEAST INFORMATN SYST	180595	2,962.72
36992	04/10/2018	2088	NYSID	180544	117.50
36993	04/10/2018	1823	OVER DRIVE INC.	180601	8,248.15
36994	04/10/2018	2054	PANGBURN LANDSCAPING	180368	1,450.00
36995	04/10/2018	450	PHILLIPS HARDWARE INC	180006	69.84
36996	04/10/2018	1210	PROQUEST LLC	180585	2,590.00
36997	04/10/2018	1834	PURCHASE POWER - RESERVE ACCOUNT	180543	1,500.00
36998	04/10/2018	505	ROEMER WALLENS GOLD & MINEAUX	180609	1,622.00
36999	04/10/2018	1951	S & S WORLDWIDE	180483	7.99
37000	04/10/2018	2038	STAPLES BUSINESS ADVANTAGE	180298	155.33
37001	04/10/2018	2056	SUPERIOR PRESS	180581	206.49
37002	04/10/2018	632	UPPER HUDSON LIBRARY SYSTEM	180558	11,425.50
37003	04/10/2018	1968	VERIZON WIRELESS	180011	40.01
37004	04/10/2018	645	WW GRAINGER INC	180556	771.57

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 39: CASH DISB - APR 18 For Dates 4/10/2018 - 4/10/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37005	04/10/2018	2015	WATERVLIET PUBLIC LIBRARY	180572	15.00
37006	04/10/2018	1707	AUDREY WATSON		402.00

Number of Transactions: 48

Warrant Total: 61,343.41
Vendor Portion: 61,343.41

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 - 34: TRUST & AGENCY (MAR 18) For Dates 3/1/2018 - 3/31/2018

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36870	03/09/2018	712	CIVIL SERVICE EMPL ASSOC INC.		915.05
36871	03/09/2018	1679	METLIFE-TSA CONTRIBUTIONS		350.00
36872	03/09/2018	2003	NEW YORK STATE DEFERRED		2,762.49
36873	03/09/2018	710	NYS INCOME TAX BUREAU		3,124.12
36874	03/09/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
36932	03/23/2018	712	CIVIL SERVICE EMPL ASSOC INC.		915.05
36933	03/23/2018	1679	METLIFE-TSA CONTRIBUTIONS		350.00
36934	03/23/2018	2003	NEW YORK STATE DEFERRED		2,517.38
36935	03/23/2018	710	NYS INCOME TAX BUREAU		3,093.88
36936	03/23/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100261	03/09/2018	709	BPL SPECIAL PAYROLL ACCOUNT		56,057.75
100262	03/09/2018	1946	IRS - PAYROLL TAX PMT		18,262.77
100263	03/23/2018	709	BPL SPECIAL PAYROLL ACCOUNT		55,135.79
100264	03/23/2018	1946	IRS - PAYROLL TAX PMT		17,931.94
100265	03/23/2018	730	NYS EMPLOYEES RETIREMENT SYSTE		2,206.19

Number of Transactions: 15

Warrant Total: 163,962.41

Vendor Portion: 163,962.41

Certification of Warrant

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

 Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 7: MANUAL DISB - H FUND (APR 18) For Dates 4/1/2018 - 4/30/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1185	04/10/2018	2080	M/E ENGINEERING, P.C.	160929	1,868.80
Number of Transactions: 1				Warrant Total:	1,868.80
				Vendor Portion:	1,868.80

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION SUMMARY
3/31/2018

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$20,783.26	\$243,297.65	\$244,082.75	\$19,998.16
TD Bank Payroll	\$0.00	\$111,193.54	\$111,193.54	\$0.00
TD Bank Money Market	\$3,421,007.26	\$0.00	\$225,000.00	\$3,196,007.26
Capital Project Fund	\$11,943.41	\$0.00	\$0.00	\$11,943.41
TOTAL:	\$3,453,733.93	\$354,491.19	\$580,276.29	\$3,227,948.83

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund

For the month beginning 3-1-18 and ending 3-31-18

Balance on hand at the beginning of the month \$20,783.26

Receipts during the month

Interest	390.40	
Transfers from Money Maket Account TD Bank	225,000.00	
Fines	2,256.41	
Copier	804.80	
Miscellaneous (Abate)	14,077.79	
Book Sale	543.25	
PILOT	0.00	
School Taxes	0.00	
Gifts	150.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	75.00	
Total Receipts		<u>\$243,297.65</u>
Total Receipts Including Balance		\$264,080.91

Disbursements During Month By Check

From Check #36917 to Check #36953	40,548.04	
Trust & Agency Payments (Payroll)	163,962.41	
From Check #36875 to Check #36916	39,572.30	
Transfers to Money Maket Account	0.00	
Returned Check	0.00	
Total amount of Disbursements		<u>\$244,082.75</u>
Balance on Hand at End of Month		\$19,998.16

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit		
as shown by Bank Statement	38,164.80	
Amount of Outstanding Checks	18,166.64	
Balance on Deposit	19,998.16	

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
3/31/18

Check Number	Date	Amount
36825	2/13/2018	1,450.00 Called Vendor deposited 4/2/18
36830	2/13/2018	70.00 Lost. Replacement issued 4/4/18
36880	3/13/2018	65.00
36887	3/13/2018	4,995.00
36893	3/13/2018	17.95
36895	3/13/2018	90.00
36905	3/13/2018	1,450.00
36915	3/13/2018	15.99
36929	3/13/2018	25.00
36944	3/22/2018	3,905.99
36947	3/22/2018	1,188.77
36949	3/28/2018	30.00
36950	3/28/2018	4,718.40
36951	3/28/2018	144.54

TOTAL **\$18,166.64**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 3-1-18 and ending 3-31-18

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

Receipts during the month

Transfer from Checking 3/8/18	56,057.75
Transfer from Checking 3/22/18	55,135.79

Total Receipts \$111,193.54

Total Receipts Including Balance \$111,193.54

Disbursements During Month By Check

3/9/18 - From Check #83886 to Check #83955	56,057.75
3/23/18 - From Check #83956 to Check #84022	55,135.79

Total Amount of Disbursements	<u>\$111,193.54</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	1,782.27
Amount of Outstanding Checks	1,782.27
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
3/31/18

Check Number	Date	Amount
83967	3/23/2018	1,446.10
84005	3/23/2018	336.17

TOTAL		1,782.27
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**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 3-1-18 and ending 3-31-18

Balance on hand at the beginning of the month \$3,421,007.26

Receipts during the month

Transfer from General Fund 0.00

Total Receipts \$0.00
Total Receipts Including Balance \$3,421,007.26

Disbursements During Month By Check

Transfers to General Fund 225,000.00
Transfers to Capital Projects Fund 0.00

Total Amount of Disbursements \$225,000.00
Balance on Hand at End of Month **\$3,196,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit
as shown by Bank Statement 3,196,007.26
Amount of Outstanding Checks 0.00
Balance on Deposit 3,196,007.26

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 3-1-18 and ending 3-31-18

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

Receipts during the month

	Interest TD Bank	
	Transfer from Money Maket Account	0.00

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

Disbursements During Month By Check

	From Check # to Check #	0.00
--	-------------------------	------

	Total Amount of Disbursements	<u>0.00</u>
	Balance on Hand at End of Month	\$11,943.41

Reconciliation With Bank Statement

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

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

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

Secretary

Business Manager



4427533000280997904231580423158067



Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	03/31/2018	\$4,231.58	\$4,231.58	4231.58



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

**T00R0052

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

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$28,768	\$00	\$00

OK 5/3/18
 GAC
 3/20/18

Statement Date
03/06/18

Payment Date
03/31/18

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

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

COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	119.09	- 119.09	- 11.75	4,243.33		4,231.58
Advances						
Company Totals TOTAL	119.09	- 119.09	- 11.75	4,243.33		4,231.58

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.

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

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

MCGINTY,CHRISTINE XXXX-XXXX-XX82-7336	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				238.85		238.85
Advances						
Monthly Limit: \$500 TOTAL				238.85		238.85

KIRKPATRICK,GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases			- 11.75	544.58		532.83
Advances						
Monthly Limit: \$2,500 TOTAL			- 11.75	544.58		532.83

PETERS,M CATHERINE XXXX-XXXX-XX82-7386	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				2,949.50		2,949.50
Advances						
Monthly Limit: \$4,000 TOTAL				2,949.50		2,949.50

DAYS IN BILLING PERIOD: 28		Purchases	Cash Advances	Payment Due:	4,231.58
Balance Subject				Amount Over Credit Limit:	.00
To Interest Charges	>	.00	.00	Amount Past Due:	.00
Periodic Rate	>	0.000%	0.000%	MINIMUM AMOUNT DUE:	4,231.58
ANNUAL PERCENTAGE RATE	>	0.00%	0.00%		

21190650 - 000187 - 0002 - 0003 - 26

XXXX-XXXX-XX80-9979

Statement Date
03/06/18

CARDMEMBER SUMMARY

COFFEY, KEVIN J XXXX-XXXX-3708	<i>Previous Balance</i>	<i>Payments</i>	<i>Credits</i>	<i>Purchases and Advances</i>	<i>Interest Charges</i>	<i>New Balance</i>
				278.78		278.78
Monthly Limit: \$750	<i>Purchases Advances TOTAL</i>			278.78		278.78

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387	<i>Previous Balance</i>	<i>Payments</i>	<i>Credits</i>	<i>Purchases and Advances</i>	<i>Interest Charges</i>	<i>New Balance</i>
				231.62		231.62
Monthly Limit: \$500	<i>Purchases Advances TOTAL</i>			231.62		231.62

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY				XXXX-XXXX-XX80-9979	
<i>Monthly Limit</i> \$33,000		<i>Cash Limit*</i> \$00		<i>Available Credit Line</i> \$28,768	
<i>Available Cash Line**</i> \$00					
<i>Sale Date</i>	<i>Post Date</i>	<i>Reference Number</i>	<i>Type of Activity</i>	<i>Total Amount</i>	
02-19	02-19	74046588050050000022276	PAYMENT - THANK YOU	119.09 PY	

INDIVIDUAL CARDHOLDER ACTIVITY

MCGINTY, CHRISTINE				XXXX-XXXX-XX82-7336	
<i>Monthly Limit</i> \$500		<i>Cash Limit*</i> \$00			
<i>Sale Date</i>	<i>Post Date</i>	<i>Reference Number</i>	<i>Type of Activity</i>	<i>Amount</i>	
03-02	03-05	24610438061004053076776	PC AMERICAN GIRL 800-845-0005 WI 180532 TOTAL PURCHASES/ADVANCES/CREDITS	238.85* 238.85	

KIRKPATRICK, GEOFFREY				XXXX-XXXX-XX82-7377	
<i>Monthly Limit</i> \$2,500		<i>Cash Limit*</i> \$00			
<i>Sale Date</i>	<i>Post Date</i>	<i>Reference Number</i>	<i>Type of Activity</i>	<i>Amount</i>	
02-13	02-14	24692168044100492427301	VISTAPR VISTAPRINT.COM 866-8936743 MA 180492	16.98*	
02-13	02-14	24692168044100539683379	BBC AMERICA SHOP 800-898-4921 NY 180500	69.95*	
02-26	02-27	24692168057100056614074	VISTAPR VISTAPRINT.COM 866-8936743 MA 180521	158.65*	
02-26	02-27	24692168057100099436915	PAY ICONTIMESYSTEMSINC 971-249-1700 NY 180521	299.00*	

A Business Cards
BBC DVDs
A Posters + 2asels
A Time Clock Support + Contract

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

21130850 - 000187 - 0003 - 0003 - 26

XXXX-XXXX-XX80-9979

Statement Date
03/06/18

INDIVIDUAL CARDHOLDER ACTIVITY

02-27	02-28	74692168058100487375661	VISTAPR VISTAPRINT.COM 866-8936743 MA	11.75	CR
				532.83	

PETERS, M CATHERINE XXXX-XXXX-XX82-7385

		Monthly Limit \$4,000	Cash Limit* \$00	WiFi Hotspots donated by	
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
02-16	02-19	24492158047894025064876	PAYPAL MOBLEBEACON 402-935-7733 RI	2,949.50	
				2,949.50	

COFFEY, KEVIN J XXXX-XXXX-XX56-3708

		Monthly Limit \$750	Cash Limit* \$00	Program Supplies	
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
02-12	02-14	24610438044010176661958	THE HOME DEPOT #1262 ALBANY NY	10.78 *	
02-12	02-14	24013398044003068901672	PODS ALBANY 800-7767637 NY	268.00 *	
				278.78 *	

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387

		Monthly Limit \$500	Cash Limit* \$00	Program Supplies	
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
02-13	02-14	24427338044060000909243	HANNAFORD #8396 NISKAYUNA NY	31.62 *	
02-28	03-02	24071058060432530000078	I LOVE BOOKS DELMAR NY	200.00 *	
				231.62 *	

Trivia Prizes Sponsored by the Friends

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

April 9, 2018 - Board of Trustee Meeting											
Job Status Report											26
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Librarian 1 PT	11.66 hrs/wk		\$25.93/hr or per contract	N. Doroski	7/12/2017	Resignation	7/10/2017				
Library Clerk PT	15 hrs/wk		\$13.19/hr or per contract	J. Rutherford	1/7/2018	Schedule Change	2/12/2018	Filled	A. Ford	4/2/2018	Hire
<u>Action Requested</u>											
Library Assistant FT	35 hrs/wk		\$36,137/ annual or per contract	Potential New Position/ Combined Tel. Prod. Asst. & Studio Mngr. PT hours							
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hrs/wk		\$13.19/hr or per contract	R. Weatherby	2/27/2015	Resign	Hold				
Sr. Library Clerk	15 hrs/wk		\$15.75/hour or per contract	S. Taylor	7/12/2017	Promotion	Hold				
Board Treasurer	TBD		TBD	N/A	N/A	New	New-Hold 10/10/17				
Television Production Assistant	15 hrs/wk		\$13.19/hr or per contract	D. Martin	6/23/2017	Resignation	Hold 1/8/18-Prev. apprvd. to fill 12/11/2017			Potential for Tel. Prod. Asst. to be combined with Studio Mngr. PT to create Library Assistant FT; see above under Action Requested	
Studio Manager PT	25 hrs/wk		\$23,775/ annual or per contract	J. Irwin	1/3/2018	Retirement	1/8/2018			Potential for Tel. Prod. Asst. to be combined with Studio Mngr. PT to create Library Assistant FT; see above under Action Requested	

Director's Report April 2018

Building and Grounds

The asbestos abatement of the Maintenance office floor has been completed. The contractors were very professional and helpful throughout the process. Independent air quality testing returned with clear results so the project was concluded swiftly.

After a new floor and a fresh coat of paint the staff will be able to return to their work area. This will be the first part of the HVAC project to be substantially complete. Thanks to the maintenance staff for all their hard work.

Public Service

Volunteers coordinated by Frank from the Public Services Department continue to make great progress scanning local history materials. Recent additions include indexing marriage and obituary announcements found in the Albany County Post.

Tori conducted a 3D orientation for a reporter and photographer from the Times Union. The information she provided was included in a recent article on 3D printing in libraries.

Michael arranged for the bi-annual Staff & Trustees art exhibit in the hallway. Many participants contributed a variety of visual media including quilts, photographs, paintings, and embroidery. This was the fourth Staff & Trustees show, and this year we had enough art to use both hallways. Many thanks to the contributors:

- Dan F.
- Natalie M.
- René M.
- Maggie O.
- Edra N.
- Mary P. (Friends of the Library Secretary)
- Kristen R.
- Tori R.
- Michelle W.

Recent additions to the wifi hotspot collection by the Friends of the Library has brought the wait time down substantially. There are 16 requests on 20 available hotspots. Ten hotspots are available on a first-come, first-served basis.

UHLS is implementing an eCommerce module that will allow payment of library fines and lost materials using our website via PayPal. More information about this new service will be made available as we know it.

Thus far we have been able to keep the impact of the HVAC project on the public to a minimum. This will not be able to continue indefinitely. The Board Room will have to be closed for approximately three weeks. When we are sure of the timing, we will work with the community groups booked into the room to find other meeting spaces either in the library or in other community venues, if available.

At some point this Spring the will have to close for approximately two to three days. There are some thoughts that this might be able to be coordinated with the Memorial Day

weekend, which would be ideal from our perspective. We will get the information out to the board and public as soon as we have any firm dates.

Meetings and Miscellany

Several staff members met with Mark Kissinger and Brian Sweeney to discuss our music collections and options for offering digital music collections to our patrons. The discussion focused on our space in the digital music ecosystem and whether there was need for us to provide a service given the availability of free streaming music services.

Four staff members attended the Public Library Association conference in Philadelphia. Our reports are attached.

Circulation Services is piloting online video training for staff using Microsoft 365. This will make it much easier for our evening and weekend staff members to receive necessary training.

Geoffrey Kirkpatrick, Library Director

Program and Outreach Report March 2018

Highlights from our Library Programs

- It has been a challenge for Storytimes this month, as the location has changed from the Storyhour Room due to the HVAC construction project and the placement of many of the Public Services Department staff in that space. Storytimes have been held in the Community Room, the Board Room and in the corner just inside Children's Place. In some cases, the Children's Place has been preferable to the Board Room, as there are toys in the Children's Place, and there is not the distraction of the SMART Board. Additionally, the parents and caregivers can move with the children into the main part of the library, and it often attracts more participants to the program, who might not have thought to attend the program otherwise. The librarians have been very flexible with their programs and accommodating of the needs of the construction company to work throughout the building. A photo of one of the Storytimes from the Board Room is included at the end of this report.
- Frank arranged a program on Creating Documents in Google Drive with Sarah McFadden, the Digital Literacy Educator for Cornell Cooperative Extension of Rensselaer County which provided an overview of creating, sharing and exporting documents in Google Drive and the benefits and uses of cloud storage. The presenter was very knowledgeable and her presentation was well received. The attendees were an enthusiastic group with lots of questions. *[Adult Literacy Grant workshop provided by UHLS.]*
- Kristen wrapped up her lecture series on Hamilton's The Federalist Papers. The series, sponsored by Humanities New York, was extremely well received and had 168 attendees over the course of the four dates. The last few programs were filmed for cablecast on BCN-TV.
- Tori put together a mystery from the Breakout EDU website called Spy School. It was a team building mystery having to do with breaking various types of codes. The kids who attended were mostly about 10 years old. A number of them did a BreakoutEDU at school with Tori either at Elsmere or Slingerlands in the past few weeks. They were excited to try a new mystery and all said that this mystery was harder than the one that they did at school, but not too hard. Everyone had a lot of fun breaking into the boxes. A picture of the fastest team (who solved the mystery with 10 minutes to spare) is included at the end of the report.
- Jody led her first program, with Irish music on March 21 featuring Tim O'Shea and Drank the Gold Duo. There was a fantastic response to this program and the attendees were effusive with their compliments on how much they enjoyed the performance and queued up to meet and chat with the musicians. The room was almost completely full, including the performers and their sound system.
- Frank's Chess Club continues to have a good turnout, though the second session of the night has declined a bit this past month.
- Mary worked with two professors, Mariya Zheleva and Petko Bogdanov from UAlbany who offered to do some programs on "technology that connects", for teens. The response to the program was unfortunately not great, but we will be looking for ways to tweak the ideas for future programs with the presenters.
- Kristen brought in former Congressman and recent author, Chris Gibson, for a program on March 3. He is an enthusiastic and energetic speaker and spoke about his book and his thoughts on what work needs to be done for the country. The audience enjoyed the program very much, and he sold out of the copies of the books that he brought. Arrangements had previously been made to have additional copies of the book available at I Love Books, and Chris was going to meet attendees at the bookstore and sign the copies that they purchased at the store.
- René offered an Introduction to Facebook training, and had a full program with an additional attendee, whom he was able to accommodate. There was a lot of interest in the program and great questions from the students, especially since Facebook's security has been in the news so much lately. Having the library's iPads for this program, is a great help, and it worked out well as the lack of a program in the Community Room at the same time meant that there wasn't as much competition for the wireless bandwidth.
- Natalie coordinated the Saratoga Opera to Go: The Ugly Duckling program on March 12. This was a great program, which was co-sponsored by the Center for Disability Services. It featured actors who sang and who were chosen by

Saratoga Opera to do this specific production in a limited run. The library was lucky to get this show, and everyone in the audience loved it and many of those who attended had questions for the actors about the show, the audition process and their work in opera and musical theatre. Natalie would definitely have this organization back in the future.

- Anne offered a STEM for preschoolers/Rubber Ducky program called Measure Up! The preschoolers explored the concept of measurement by measuring their height with cardboard bricks, a pile of apples (printed, not real!) and a piece of string. The kids also measured the width of the Community Room with their “me-sized” pieces of string and with their footsteps. The caregivers were given talking points about these including: talking about why the room is a different number of footsteps wide for different people. It was great for families to be able to work at their own pace as they went from station to station, and the kids could spend more time at the activities that most interested them. The children finished off with an “inch worm” craft. Anne was lucky enough to have a retired engineer there with his grandchildren and they talked about measuring the Harvard Bridge in “Smoots”.
- Michelle led the weekly Music and Movement programs for three dates this month where the children worked on patterns with rhythm, clapping and stomping, exploring a very basic instrument (their voices) by contrasting the song Frère Jacques speaking normally, speaking loudly speaking softly and singing normally, as well as working on patterns with rhythm sticks.
- Gordon led the After Dinner Books discussion on Ian McEwan’s *Nutshell* and had a lively discussion about a book with an unusual narrator (an unborn fetus) for a story. The book is a riff on Shakespeare’s “Hamlet”.
- Michelle had a very large group of new knitters combining older patrons and younger ones, with 8 new knitters of the total of 20. She is considering advertising for knitting volunteers to assist her at this monthly program.
- Anne had two very popular movies this month, with *Murder on the Orient Express*, which drew the library’s biggest crowd for an adult movie program, which was an excellent choice due to the number of holds on the DVD in the catalog. She also showed the children’s movie, *Ferdinand* during a day off from school, which also had a good size audience.
- There was a huge turnout for Natalie’s DayBooks program on March 12 where they were discussing the novel *The Other Einstein* by Marie Benedict about Albert Einstein’s first wife, Mileva. The group was split on their feelings about the book and the characters, but the discussion itself was very animated and thoughtful. Many of those in attendance wanted to read more about the real-life Mileva after the program. The group had returned to the Board Room for this program, as the Storyhour Room is being used for as a staff office during the HVAC project.
- Mary offered a fun Butterfly Storytime, which promoted the Rubber Ducky Club and increased the branding of that early literacy program. The children in attendance enjoyed the stories and the chance to make a craft at a storytime. With a smaller crowd, each child was able to make multiple butterflies for the craft, rather than just one, and they really enjoyed that part of the program.

School Outreach for March 2018

Anne

- Anne met with two Elsmere Kindergarten classes and led a spring storytime in which they explored robins’ nests and eggs, as well as eggs from other creatures. They talked about springtime and then the Kindergarteners worked with their Grade 5 buddies to make a 3D flower craft.
- Anne had a record-breaking 48 kids for the St. Thomas Aftercare program at the school. The kids had to build a freestanding tower of our pipe cleaners (chenille stems), however, they were interrupted three times with different directions to reflect the challenges engineers face (for example, for 5 minutes they had to build one-handed to reflect resource shortages). This made the building challenge a bit more nuanced than the previous ones.

Cathy

- Cathy brought the Ozobots to one of the Grade 2 classes at Slingerlands. She had also visited them in December during their library class and some of the students were so excited about the Ozobots that Cathy brought them back

for a more-in depth look at the programming. They had a great time. There are photos of the thank you card that Cathy received at the end of this report.

Frank

- Frank covered The Pit at the March 15 session, and had 8 attendees, with whom he promoted the library.

Mary

- Mary staffed the library's table at the Slingerlands Summer Camp Fair on March 20. She had a lot of people who came through and took calendars and copies of footnotes and asked questions about some of the programs that the library might offer in the summer. They liked the list of activities for the School Break Week that was listed on the tri-fold board and on the bookmarks. Mary made sure to talk about the Summer Reading Program in general and specifically the kick-off party on June 21.
- Mary visited with all of Kindergarten through Grade 4 classes, and one Grade 4/5 class at Glenmont Elementary in just over a week. She talked about the new and different things that the library has to check out, as well as the programs that are coming up during the School Break Week.
- Mary worked with the librarian for the High School Book Club, with three sessions at the school. The programs attracted many of the same students for each session, and chose the book for the next meeting, *One of Us is Lying* by Karen M. McManus.

Michelle

- Michelle led her Elsmere Afterschool Enrichment with three sessions this month where the students worked on fiber arts, specifically needlepoint for two sessions and an introduction to knitting.

Tori

- Tori covered The Pit for four dates this month, where many kids are still interested in playing Super Smash Bros on the WiiU.
- Tori worked with the school librarian at the Middle School on March 6, where they discussed *When You Reach Me* by Rebecca Stead and *March: Book 1* by John Lewis.
- Tori prepared a BreakoutEDU, for the Grade 5 classes at Elsmere Elementary. It was called Journey to a New World which was about explorers searching for a northwest passage. The students in both classes enjoyed the game, working on cracking the codes and getting the locked box open in time. She also gave Jaimee, the school librarian, an overview of the BreakoutEDU website because she is interested in obtaining a kit and facilitating some games herself in the school library. Jaimee said that watching it in action and going through the website together was very helpful to her to thoroughly understand how she can go about using BreakoutEDU at school.
- Tori prepared a BreakoutEDU, for the Grade 5 classes at Slingerlands Elementary, called Where in the World which was about ecosystems. The students have been studying ecosystems in science this year, which is why the school librarian, Laura Naumovitz, chose that topic. Like at Elsmere, all of the classes enjoyed playing the game and there was competition between classes to open the box with the most time remaining on the clock. One class claimed that it was the best library class ever. A number of the students noted that their knowledge of ecosystems helped them with some of the clues. Many students were excited about the possibility of attending another Breakout EDU on March 30 at the library, and some had already signed up. A number of photos from some of the Slingerlands classes are included at the end of the report.
- Tori brought the Ozobots to Glenmont for the Grade 5 classes. They really enjoyed learning how to program the Ozobots using markers and paper. They were excited to hear that Ozobots can be checked out at the library and many plan to do so soon.
- Michael had a good group for his Listening Party and a really fun program. They listened to pop songs, and jazz arrangements inspired by J.S. Bach, so they were able to listen to rock, pop, jazz and classical genres in one session, all tied together with a celebration of Bach's 333rd birthday.

Michael and Jody

- Jody led the book discussion at Kenwood Manor, and the residents were very responsive and engaged with the presentation. Jody asked for requests from the group, and they passed on a couple.
- Michael led the program at Bethlehem Commons, and Jody accompanied him to the program to observe. As British physicist Stephen Hawking had died that day, Michael was able to tie in an overview of his life with the birthday of Albert Einstein. Michael also spoke about the American opera singer, Renee Fleming for Women's History month. He also tried to make the point that these talented geniuses came from humble beginnings and overcame personal struggles to become successful. Beginning next month, Jody and Michael will be alternating who will be offering these important outreach visits.

Tori's BreakoutEDU program (at the library)

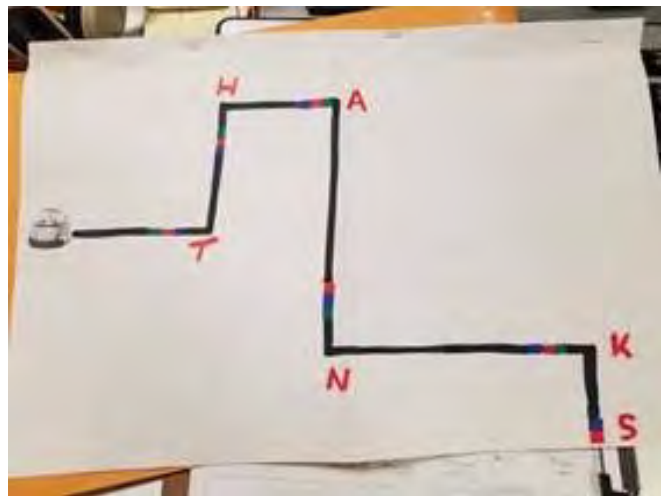
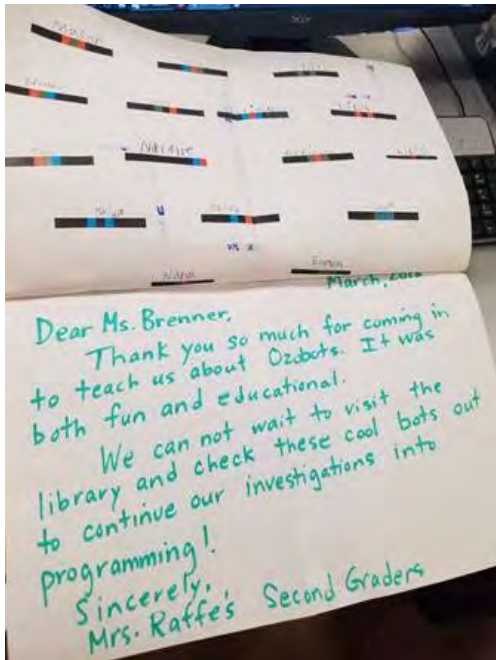


Tori's Slingerlands outreach





Cathy's Slingerlands visit Ozobots Thank You card



Storytime in the Board Room



Library Collection				2016-17	Current Total
Adult fiction				24,506	24,962
Adult non-fiction				29,891	28,824
Adult audio				7,327	7,335
Adult video				6,311	7,160
Young adult fiction				5,536	5,401
Young adult nonfiction				450	473
Young adult audiobooks				414	317
Children's fiction				25,523	26,538
Children's non-fiction				15,230	15,310
Children's audiobooks				1,420	1,362
Children's video				1,981	2,085
OverDrive - UHLS Shared				52,057	57,438
e-books (locally purchased)				1,456	1,456
e-magazines				110	124
Electronic (games, ereaders)				475	469
Total				172,687	179,254
Library Programs	Mar-18	Mar-17	% change	2016-17	F-Y-T-D
Programs	71	79	-10.1%	783	676
Program attendance	1,945	1,789	8.7%	22,326	21,884
Outreach Programs	43	37	16.2%	332	165
Outreach Attendance	762	627	21.5%	9,718	3,325
Circulation	Mar-18	Mar-17	% change	2016-17	F-Y-T-D
Adult fiction	11,981	12,619	-5.1%	146,643	107,548
Adult non-fiction	8,702	8,799	-1.1%	93,890	70,649
Adult audio	4,546	5,094	-10.8%	56,970	39,649
Adult video	9,591	10,235	-6.3%	111,944	80,142
Adult magazines	1,946	1,902	2.3%	19,876	15,648
Young adult fiction	1,648	1,607	2.6%	20,068	13,909
Young adult nonfiction	147	128	14.8%	1,477	990
Young adult audiobooks	105	109	-3.3%	1,356	934
Young adult magazines	8	3	166.7%	101	75
Children's fiction	12,008	13,040	-7.9%	149,348	111,184
Children's non-fiction	4,071	4,133	-1.5%	40,998	30,703
Children's audiobooks	606	589	3.0%	7,399	5,478
Children's video	1,285	1,499	-14.3%	17,640	12,397
Children's magazines	21	46	-54.3%	527	336
Electronic (games, ereaders)	567	434	30.6%	4,947	4,966
Total	57,233	60,237	-5.0%	673,181	494,605
Interlibrary Loan	Mar-18	Mar-17	% change	2016-17	F-Y-T-D
Borrowed from others	7,960	7,958	0.0%	77,470	66,283
Loaned to others	6,026	6,771	-11.0%	64,966	51,484
Miscellaneous	Mar-18	Mar-17	% change	2016-17	F-Y-T-D
Visits to our home page	67,256	76,772	-12.4%	653,745	748,114
Public use of meeting rooms	54	64	-15.6%	497	394
Public meeting attendance	605	674	-10.2%	6,111	4,580
Staff use & library programs	146	98	49.0%	1,149	896
Study room sessions	408	485	-15.9%	4,517	3,633
Tech room use	46	26	76.9%	332	239
Door count	28,707	30,311	-5.3%	320,892	242,580
Registered BPL borrowers	82	85	-3.5%	1,054	802
Computer signups	3,396	3,502	-3.0%	41,015	28,348
Museum Pass use	124	104	19.2%	1,327	1,224
E-book use	5,031	4,555	10.5%	54,585	40,669
E-magazine use	1,229	1,191	3.2%	11,406	9,555
Equipment	400	321	24.6%	1,968	3,193
Wireless Use	7,447	6,452	15.4%	84,156	75,966

2017-18 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	March Exp	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,102,117	0	1,102,117	81,290	775,644	0	\$326,473	30%
Salaries-Clerical	938,358	0	938,358	66,648	676,592	0	\$261,766	28%
Salaries-Custodians	162,602	0	162,602	11,068	111,323	0	\$51,279	32%
Retirement	293,132	0	293,132	0	288,233	0	\$4,899	2%
SocSec/Medicare	168,343	0	168,343	11,735	115,553	0	\$52,790	31%
Worker's Comp.	22,000	0	22,000	0	22,640	0	-\$640	-3%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	291,500	0	291,500	18,998	208,631	501	\$82,368	28%
Disability Ins.	1,400	0	1,400	0	0	0	\$1,400	100%

Materials

Adult books	171,000	26,506	197,506	8,742	90,874	7,098	\$99,534	50%
Audiobooks	36,000	9,010	45,010	3,010	20,099	2,283	\$22,629	50%
Ebooks	87,000	0	87,000	1,139	62,024	8,323	\$16,653	19%
Electronic Resources	32,000	0	32,000	-1,891	18,445	7,190	\$6,365	20%
Periodicals	20,000	0	20,000	60	21,459	145	-\$1,604	-8%
YS Books	85,000	23,068	108,068	5,226	52,026	3,037	\$53,005	49%
YS Audiobooks	8,000	956	8,956	0	3,299	221	\$5,435	61%
YS Media	10,000	257	10,257	357	1,944	104	\$8,210	80%
Special Collections	5,500	217	5,717	2,426	7,256	2,434	-\$3,973	-69%
AS Media	55,000	10,105	65,105	5,014	30,348	3,844	\$30,913	47%

Operations

Copiers and supplies	11,000	823	11,823	746	9,032	3,297	-\$507	-4%
Office supplies	29,000	129	29,129	569	5,125	1,528	\$22,477	77%
Custodial supplies	14,000	553	14,553	506	4,232	4,241	\$6,080	42%
Postage	17,000	525	17,525	1,736	12,309	2,450	\$2,765	16%
Printing	25,000	50	25,050	0	11,953	6,365	\$6,732	27%
Van lease & oper.	1,700	0	1,700	0	208	592	\$900	53%
Gas and Electric	65,000	0	65,000	4,401	47,313	0	\$17,687	27%
Telecommunications	11,000	1,700	12,700	658	7,613	2,792	\$2,295	18%
Water	3,000	0	3,000	592	2,355	0	\$645	21%
Taxes-sewer&water	3,500	0	3,500	0	4,622	0	-\$1,122	-32%
Refund property taxes	4,000	0	4,000	0	1,080	0	\$2,920	73%
Prof. Services	15,000	67,611	82,611	0	8,502	1,622	\$72,487	88%
Contract Services	37,500	193	37,693	2,350	24,166	9,702	\$3,825	10%
Insurance	29,000	0	29,000	-5,085	22,653	0	\$6,347	22%
Travel/Conference	10,000	954	10,954	55	6,268	333	\$4,353	40%
Memberships	2,000	0	2,000	111	1,221	0	\$779	39%
Special Programs	20,000	1,187	21,187	690	11,189	2,598	\$7,399	35%
Furniture&Equipment	25,000	1,460	26,460	1,484	21,090	2,726	\$2,644	10%
IT Hardware & Software	42,000	4,281	46,281	1,827	27,106	1,067	\$18,108	39%
Bld&Grnd. Repair	40,000	50	40,050	5,996	16,263	6,453	\$17,334	43%
Furn/Equip Repair	2,000	4,652	6,652	240	6,182	291	\$179	3%
Miscellaneous	3,500	81	3,581	-402	992	1,220	\$1,368	38%
Audit Service	13,500	0	13,500	0	12,500	0	\$1,000	7%
Accounting Service	13,000	0	13,000	0	12,793	207	\$0	0%
UHLAN fees	50,000	0	50,000	291	35,603	11,343	\$3,054	6%
Capital Expenditures	125,000	5,889	130,889	0	5,889	16,591	\$108,409	83%
TOTAL	\$4,100,652	\$160,255	\$4,260,907	\$230,586	\$2,824,650	\$110,597	\$1,325,660	31%

2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Encumbrances	July Exp.	Mar. exp	YTD Exp.	Available
Operating Fund Balance	1,200,000	0	0	0		0	\$1,200,000
Fire Alarm (Board Designat	14,049	0	10,161	0		3,888	\$0
HVAC (Board Designated)	585,668	314,332	808,335	0		14,849	\$76,817
Unassigned	528,675	-514,082	0			6,900	\$7,693
59 Borthwick	0	199,750		199,750		199,750	\$0
Board Designated Fund balance Subtotal	2,328,392	0	818,496	199,750		225,386	\$1,284,510
PEG/miscellaneous	18,218	0	5,395	0		0	\$12,823
Total Fund Balance *	2,346,610	0	823,891	199,750		225,386	\$1,297,333

note 1

* Initial Fund Balance 6/30/2017

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

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

Catherine Brenner- PLA Conference report, March 2018

Thank you so much for sending me to attend the PLA 2018: Imagine the Possibilities conference. This was my first national conference and it was an exciting and eye-opening experience. I truly appreciate this opportunity to widen my scope and meet librarians from all over the country.

Due to Geoff's driving and the library van's excellent tires, we arrived in time to hear Sally Yates speak. I thought she was an interesting choice for the opening remarks. Throughout her career, and most especially in the last couple of years she was faced with having to make hard choices. She seemed to be saying that if you make the best decision you can, with the best information you have available then you can be comfortable that it was a good decision. I find that message resonates in a library, where we want to ensure that everyone in our community has access to the best information possible.

Each morning began with a Big Ideas speaker who would set the tone for the day and try to inspire us.

On Thursday, Elizabeth Gilbert (*Eat, Pray, Love*) spoke about how to focus your attention and relax. This is an interesting concept because public libraries often fall into the role of trying to be everything for everyone, but resources are finite, and it isn't possible to ever accomplish it. Taking her idea that people should start to think about what is truly important and "shine the spotlight" of their attention in that place makes me think about how we look at our community to determine in which places we can have the most impact or see the most need and focus our resources there.

On Friday, Steve Pemberton spoke about diversity. Steve says that everyone has a place in a talk about diversity- it is not reserved for any specific group. One of the most powerful images he shared is of a person being like an iceberg. Above the water line rest the characteristics that are most commonly used to divide groups of people: age, race, sex etc. But below the water line are all the facets that create a whole person- and these are the traits that we need to look for to find true commonality.

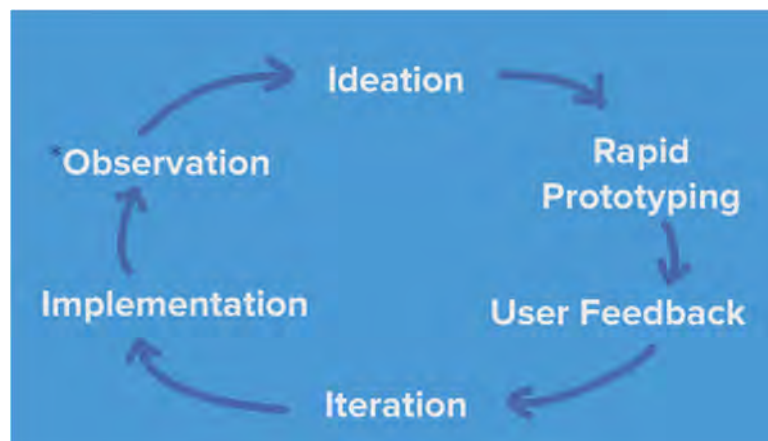
On Saturday, Tim Wu spoke about information, net neutrality and the commodification of attention. While there was a lot of depth in Tim's talk I really appreciated that he took a long view of current events. We're currently facing problems with our online access to information and who controls the information that we see. Tim seemed to feel that as time passes it would get better and become a stronger system. Over the years libraries have used print materials to provide information, but access to print materials have always been hindered by what was deemed possible to publish or sell. IE- a librarian might see a need for a book about robots, but if no author or publisher felt the need to create the book, it wasn't possible to obtain. The proliferation of information online has begun to bridge the gap between information that people want and information that someone wants you to have by creating a more peer-to-peer ability to share information. This is threatened by a lack of open access and will make our jobs much harder. Tim Wu gives me hope that it will get better.

I tried to choose a wide variety of topics for my session choices. I got some great ideas, some inspiring thoughts, and a few instances where I can see our library is ahead of the curve. Here's a few session highlights.

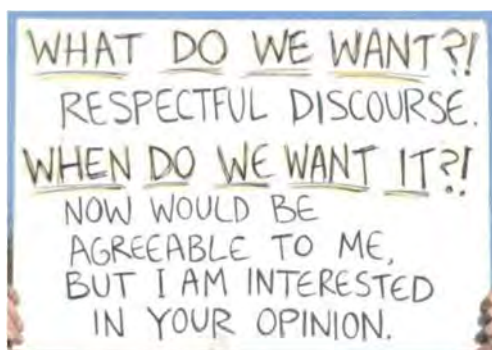
Talking is Teaching- this session focused on a collaboration of the San Francisco libraries with the Clinton Foundation's Too Small to Fail program. Too Small to Fail works with many kinds of businesses and institutions to promote early literacy skills across the country. One of their most successful endeavors has been to place posters in laundromats and supermarkets to remind families to engage with their children. Their "creative" are great pieces that can be incorporated into many kinds of publicity or decoration. The SF libraries dove into the partnership and put a large amount of resources into re-branding their early literacy outreach into the community and have been seeing it pay off. I was unfamiliar with Talking is Teaching so I'm really pleased to have been introduced. I can see our librarians really enjoying exploring the site and we might even be able to see some ways to incorporate it into what we are already doing. And we definitely should consider some signage in the bathroom 😊



Using Human Centered Design to Empower Library Staff to Identify, Test and Implement Service Improvements- this session was intended to introduce us to the process of HCD and show how it can have a large impact with a minimal amount of resources. I am very interested in this process because I loved the examples of how the different libraries were able to identify areas that could use improvement and the process to find creative solutions. For example- one library identified that parents had a hard time coming in to pick up holds because getting their children in and out of the car quickly is not easy. They brainstormed ideas that were huge like installing a drive-thru or providing a concierge service to smaller solutions like creating a special parking spot that was "15 minute- hold pick-up only." I HUGELY sympathize with this problem because our parking lot is so far from the check-out desk. I really loved the idea that they could attempt to fix this with some service changes and it wasn't just a construction issue.



Libraries Aren't Neutral: Programs and Resources for the Political Climate: this is a huge topic and during some of the small group discussions you could really see that libraries all over the country deal with being neutral (or not neutral) in different ways. The whole concept of "neutral" was just someone getting fancy with semantics so I won't talk about that. The part of the session that was really interesting was the different presenters talking about how they handle holding programs on touchy or difficult topics. They highly recommended that staff undergo some facilitator training such as the ALA's LTC models. They also highly recommended having two staff people in the room in case a situation does need to be diffused or staff need some support. What really spoke to me during this session was the need in the community for an information resource that can help everyone make the best decisions they can.



Beyond the Turnstile- this session was about finding new and different ways to assess programs and services beyond a basic user count. For example- impact is not just how many people attended a program, but how many people would come back for another or post on social media or be inspired to explore the topic further. I'm really interested in this topic, but it seems to be in it's early stages. The speakers were discussing some research that is being done, but when they showcased their own uses I did not see a huge diversion from how we are currently assessing our services. I feel like this is an area to watch in the next few years.

Transforming Digital Learning at Calgary Public Library- the most interesting thing about this session was that the speakers create lessons and program models for other staff to implement with patrons instead of each person creating and implementing their own. Their program models were nothing out of the ordinary for tech learning, but I really like the learning aids they talk about for helping users. They create online FAQs and finding aids for their digital resources. While I don't think they are fancy, they can help if a staff person is unfamiliar with a database or if a patron is trying to work it through at home alone. <https://calgarylibrary.ca/faq/online-resources/>

MakMo- MakerMobile- LA country libraries have invested in a fleet of maker mobiles instead of building a central or series of maker spaces in their libraries. They are using very similar technology to what we already have here, and they spent a lot of time talking about choosing and designing the van. I honestly kind of feel that we are on par with where we could/should be in this area. I do have some thoughts about the fact that in many cases when you use the maker equipment there isn't time to complete an entire project or possibly not a result that the participants can take home. Since I'm not

sure where we would go with a maker mobile nor is the weather in Albany really welcoming for using it all year, I mostly attended to see what kind of equipment they use and how they engage with the public.

Spark Talks: in this session speakers have 5 minutes to tell you about something that they have done or think you might find interesting. It's a fun session and a great way to hear about a lot of ideas at once. I was thinking it might be fun to have something like this for library staff- many staff members have thoughts on the "right" way to do something, from shelving books to filling displays or even answering the phone. I think it would be fun and informative to let people have a chance to share their take on the "right" way to do something.

I want to say once again how much I appreciate the opportunity to attend this conference. I'm still thinking about everything I heard and the people I met and really feel inspired to imagine new possibilities here at BPL.

PLA Conference Report 2018

Submitted by Geoff Kirkpatrick

Thank you for the opportunity to attend the Public Library Association conference this year. This is a national conference focused exclusively on public libraries, this means that the sessions and vendors are very likely to be appropriate for our library.

In spite of the weather forecast we were able to make good time to Philadelphia. The library van handled the small amount of slushy snow with ease.

We were able to see the conference opening session featuring Sally Yates. She had an inspiring story about her challenges to maintain her personal and professional integrity. She linked her journey to public libraries and our commitment to providing free and unfettered access to information and to provide a truly public space.

Assessing and Aligning Service Philosophy, Service Delivery, and Service Points

This session outlined the physical changes necessary to accompany a drastic change in service philosophy for the Chapel Hill, NC Public Library. They pledged to provide friendly, helpful, responsive service wherever, whenever, and why ever it's needed. They realized that the service pledge wasn't enough, they needed to design their space and furniture to support this core mission. Their old desk was eerily similar to our Information Desk. They redesigned it to encourage work side-by-side rather than across the desk. They also engaged their IT department to ensure that staff-side access to their system was available at every computer in the library. This necessitated ensuring that their public computers were good enough to be able to log in quickly to the software, even the catalog machines. Many of the service challenges turned out not to be people or personality driven, but driven instead by procedures and policies that forced unfriendly, unhelpful interactions on the public. This session has made me think differently about resource allocation and what is necessary for positive customer service.

Public Libraries as Partners in the Open Data Movement

This was another session by the Chapel Hill Public Library. As a municipal library they worked closely with the town government to ensure that government data was made available through an open architecture method. The commitment by the town government was to ensure that all departments have at least some dataset maintained yearly on the library's website. Their department of public works included a geo-located list of all the fire hydrants in the town, as an example. This is the type of extensible data that public libraries can help foster and are used in lots of unanticipated ways. Our library has made some real steps towards open data, but we need to be thinking about HOW that data is presented, not just that it's presented to the public.

Lost in the Library? Never Again with User Centered Design

This session focused on the process for using User Experience (UX) testing and design to ensure positive customer service experiences for patrons. The speakers each detailed their stories of using UX to create intuitive wayfinding, user and staff focused design, and how to use strategically located staff trained to approach customers with ease. Much of the positive experience were created with good customer service training. Wayfinding is a difficult task, but basically boils down to simplifying everything and making signs twice as large as you think they should be!

The Future is Now: virtual, augmented, and mixed reality in Public Libraries

Librarians from the Baltimore County and Carrol County library systems demonstrated their use of augmented reality to enhance library service. They had handouts of postcards that when scanned with the proper phone app would pop up a 3D representation of historical landmarks. They can show what the buildings looked like in the past as well as provide a narration about the area. None of this requires disturbing the buildings or sites in any way because the enhancements are digital. The libraries are also working on having locally created VR tours and other enhanced content for their libraries. For now, they are using outside vendors to create the content designed by library staff. In the future the tools will advance to allow the library staff to directly create this content. This session made me think differently about our Oculus Rift and how it might be used to enhance library service. These libraries are also recommending having travelling kits for outreach programs in nursing homes. They did recommend actually using a less immersive technology for people new to virtual reality. A fully immersive experience can be overwhelming for some children and older adults.

Innovative Approaches to Circulating WiFi Hotspots

My biggest take-away from this session is that we have a well-designed lending program at our library and we definitely avoided some of the pitfalls that other libraries have experienced in circulating hotspots. I thank Catherine for helping put us on the right path. I am pleased at how common these devices have become in public libraries in the past two years. Most patrons are using them for similar reasons to those expressed in our survey. I did learn about a grant program from Mobile Beacon that might allow us to offer reduced price hotspots to those of our patrons under 200% of the poverty level. I will explore the possibility of this more and report back to the board in the future.

Great Expectations: customer service and the future of libraries

This session was good but not as good as some of the others I experienced. The Maricopa County library is a perpetually excellent library. They detailed their process that developed their service philosophy which they named Great Expectations. Their goal was to delight and surprise their users with excellent service above their usual expectations. Again they focused on training and removing barriers to positive outcomes for their users.

The final session I attended was the Big Ideas presentation by Tim Wu. The father of the concept of Net Neutrality, Tim detailed his experiences with trying to get people to understand the concepts involved and act in their own best interested. This session occurred just after the announcement of the Facebook Cambridge Analytica fiasco. He had lots of timely comments about how this shared data was being used against people, just as he had said it would be. The fact that many people are sharing so much exposes them and by extension, everyone to manipulation. He reiterated that if the service is free, the user is the product. People need to be aware of the consequences of this. He detailed how this was similar to the free or nearly free newspapers of the early 1800s where publishers discovered that they could make more money selling ads than selling papers. These situations, where eyeball-time is the only product included in the company's business plan, is ALWAYS a race to the bottom as far as the quality of the content is concerned. The only way to drive more eyeball time is to have content that is ever more salacious. This continues until the product becomes so over-the-top that people stop looking. Again, public libraries have a role to play in ensuring fair and impartial access to quality information for people. We need to ensure that our own internet access is neutral so we can have at least some assurance that our users are getting the information they want in the way they want it.

I would like to thank the Board and Geoff for giving me the opportunity to attend the PLA conference in Philadelphia. The theme Imagine the Possibilities, provided opportunities to reflect upon the amazing potential our library and others across the country, have in positively impacting our communities. I walked away with many ideas that need further exploration.

Here is a brief highlight of the sessions I attended:

Opening Session

We were able to make it in time to hear the Opening Session speaker Sally Yates, the Former U.S. Deputy Attorney General at the U.S. Department of Justice. She discussed some of the current situations going on in the United States. Her dedication and determination to providing public service and justice to all in our country cannot be overlooked. She mentioned the importance of libraries during times of need. The importance of providing resources to facts in an age of "fake news", providing open access, and being a welcoming space for all is crucial. I thoroughly enjoyed listening to her.

Assessing and Aligning Service Philosophy, Service Delivery, and Service Points

This session highlighted Chapel Hill Public Library's (NC) adoption of a service pledge, which states "*You are our top priority. Whenever, wherever, and whenever you choose to visit us, every moment should shine. We are friendly, helpful, responsive, and engaged. We are focused on meeting your needs and committed to making every visit delightful.*"

However, embracing this pledge was easy to state but involved quite a bit of work to implement. The speakers from Chapel Hill discussed the struggles and successes in their ongoing effort to provide this level of customer service. The library looked at everything from staff nametags, changing policies, coaching people in the moment, providing clear expectations to staff and holding them accountable, providing self-checkout, and innovative methods to connect with patrons.

Our library is pro-active in trying to provide excellent customer service, engage with our community, and provide a welcoming space. This session helped to reaffirm that we are doing things right as well as giving some new ideas to approaching this level of customer service. I liked their idea of changing the OPAC computers (computers for the public to access our catalog) into one stop access stations so that anyone could utilize them for the Internet and/or catalog along with staff being able to access the staff side of our ILS system. Having the ability for staff to access Sierra and other necessary service tools throughout the library, would allow for a smaller service desk area and provide a higher level of service. Another idea was to have all incoming phone calls answered 95% of the time by a real person and a smaller amount by an automation system. People want to immediately reach a live person answering the phone and not having to go through a menu of options to select from.

Success on a Massive Scale: Library Cards for All Students

I was extremely interested in attending this session. A discussion had been had numerous times amongst our Library Administration about strengthening our partnership with the school district so that every student would receive a library card with the purpose of assisting with student success.

It can be challenging to get the interest of school administrators on board, especially with FERPA (Family Educational Rights and Privacy Act) being a concern. In order to achieve an initiative to providing all students with a library card thus fostering educational success, the library and the school district should agree to a memorandum of understanding. The MOU defines the relationship with the school district and would allow for a deeper understanding of what is involved, such as the type of access the library card will provide and the choice for parents or legal guardian to opt-in or out of the initiative.

There are three levels of library cards that can be offered:

1. Full service card – access to all resources with no limit on the number of items checked out.
2. Limited use card – the library determines which types of resources the students can access, such as students have access to online resources and a limited number of items that can be checked out at a time
3. Internet only card - access is provided only to online resources. Students cannot check out books and other physical materials with the card. The student will have the opportunity to upgrade to a full access library card at the library with a parent/guardian present

Many libraries participating in an initiative like this have found that the most successful and hardest method is to have the schools provide the student IDs and connected information with the libraries so that they can directly import it into their automated library system. Using student IDs usually involve quite a few issues that need to be worked out, especially sharing of private information as protected by FERPA. Another option is to use the traditional paper library card application forms. Both of these selections will be time consuming for library staff in assigning a library card.

Some things to take into consideration:

- Would it be more beneficial to use the student ID or a library barcode on the card and library record? How are library barcodes currently being used with e-resources such as databases and how patrons authenticate to online resources?
- How to handle the transfer of data?
- How to handle duplicate cards / library records?
- Providing teachers with a list of their students and library card numbers?
- Use existing fine policy or create a unique fine policy for these scholar cards? Being fine free for kids will make providing these cards much easier.
- Any other policies that would need updating that would hinder the initiative?
- Establish a catchy name, new physical card, and marketing/branding for the initiative.
- How to distribute the card to students?

Advice from the Oakland Public Library is to expect the unexpected; rely on common goals for student success. Also, plan on 12-18 months to work something out with the school district.

For more information: Plpinfo.org/student-success provides a 90 page toolkit with sample MOUs and opt-in/opt-out forms.

Library Fandom: Collaborative Collections, Programs, and Spaces

Fandom is an obsession with something but is now considered more mainstream pop culture. Libraries should be looking to use pop culture to enrich services, which will potentially reach out to new audiences. This session discussed marketing, collections, displays, and programs for all ages. Libraries should be looking into what is popular in our community by evaluating circulation statistics, asking people in our community, and seeking input through surveys. While this session provided some creative signage, I was looking more for creative ways to utilize some of our physical space. Unfortunately one of the speakers was not able to attend the conference so perhaps she would have expanded more on this topic. Overall it was a good session and gave me the opportunity to network with librarians from across the country to discuss what all of our libraries were offering to the community on pop culture.

The Path to U.S. Citizenship Can Start at Public Libraries

This session discussed innovative ways of providing service and a welcoming space to immigrants. I received a better understanding of how public libraries are being used by immigrants and how their needs are being met. The Institute of Museum and Library Services has partnered with the U.S. Citizenship and Immigration Services since 2013 to bring federal resources to libraries serving the immigrant population. Libraries have hosted English conversation and literacy programs, bi-lingual early literacy programs, citizenship ceremonies, and by providing citizenship corners throughout the community with valuable citizenship educational resources.

Coach Your Team to Greatness

This session presented by the Director and Branch Manager of the Anoka County Library in Blaine MN, provided information and tips on coaching staff to achieve library goals and to help the staff member grow professionally and in some cases personally. This library provided supervisor training on how to adapt and utilize a coaching model when working with staff. Tips that were provided were:

- Include ten minutes for training at every meeting by selecting issues and provide training methods on how to handle them.
- Send 3 questions to staff to reflect upon before a scheduled meeting to discuss.
- Ask open ended questions, such as what's our shared responsibility, what did you learn, what would you do differently, etc. Managers especially should be coached to using these types of open ended questions.
- Hold informal coaching sessions with staff on a regular basis.
- Provide ongoing conversation to improve communication and understanding of the library's expectations.
- Start with the Board approved Strategic plan and align goals to this.

Great Expectations: Customer Service and the Future of Libraries

The speakers for this session were from the Maricopa County Library District in Arizona. They provide their staff with a list of trainable, coachable, observable behaviors. These behaviors are all part of their great Expectations Customer Service philosophy:

- Make everyone feel welcome
- Anticipate customer needs
- Radiate confidence
- Inspire curiosity
- Creatively solve problems
- Own the moment
- Personalize the experience
- Act with integrity

The library should provide internal and external customers with an exceptional personalized and consistent service experience. For example, during checkout, staff should do a quick scan of the patron's record to see if anything needs to be updated, to provide reminders of items about to be due soon, and so forth.

Library staff should adopt a customer service method that Disney uses, known as the HEAT method.

- Hear the patron out.
- Empathize
- Apologize
- Thank them for their time to get to a resolution.

Spark Talks

This session provided a variety of speakers, who had five minutes to present or "spark ideas" on innovative services, programs, time management or staff support. There were two ideas that caught my attention the most.

The first was a simple idea of applying a few simple practices for e-mail management. It is easy to get inundated with e-mail. I always welcome any tips to be more organized, get through the messages quicker, and to delete unnecessary messages quickly and efficiently.

The other idea is one that I would like to see used at our next Staff Development Day. Using the TV show Shark Tank as a model for inspiring staff to propose new and innovative ideas for consideration to carry out at the library. Multiple teams would meet months prior to the main presentation of their idea with a mentor to provide some suggestion and some guidance. On the day of the main event, staff would make their presentation and a panel of "sharks" would decide which ideas to buy into and implement. This would be a great way to engage with the staff as well as having them feel inspired to provide creative ideas to enhance our services, programming or physical space.

This multi-day national conference always provides a variety of great ideas to explore on library services, programming, community collaboration, administrative topics and engaging with our community. Again, I would like to thank the Board and Geoff for this learning opportunity. I truly appreciate it!



Catherine Stollar Peters
March 27, 2018

Thank you for the opportunity to attend PLA 2018 in Philadelphia, PA. The conference theme this year was “Imagine the Possibilities” and that’s exactly what we did. Conference attendance enabled me to step out of the daily routines of the library and imagine what our library future could be in coming months, years, and decades. Dedicating three days to hearing about other practitioners and researchers in the field, as well as big picture plenary speakers provided fodder for our administrative conversations about the path we see for the library in our community.

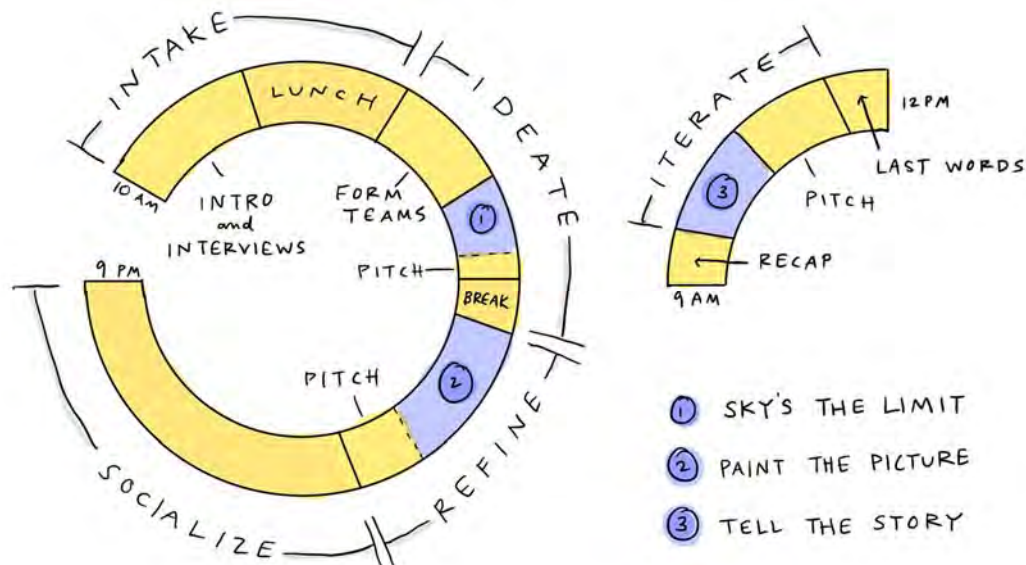
Mostly, the conference session I attended focused on methods of community engagement and opening communication channels by the library with the broader community. The following are highlights from the conference I’d like to share.

1) Seattle Public Library staff discussed their Equity Lens Framework for programming. This framework considers the content, budget, and community involvement for all library programming and services. The library initiatives are part of a larger Race and Social Justice Initiative in Seattle. The library mandates implicit bias training as well as race and social justice training for all staff based on city of Seattle training and the Governmental Alliance on Race and Equity (with resources found here: <https://www.racialequityalliance.org/tools-resources/>). A new report will be published on Advancing Equity in Public Libraries later this year from the Governmental Alliance on Race and Equity (GARE). Results of their work include:

- remapping route of bookmobile to move to areas with higher rates of free lunch and childcare subsidies from areas with lower percentages of public assistance;
- creating the Equity Lens Framework to determine participation, content, budget and community involvement for public programs: including procurement decisions and vendor selections based on communities participating in library programs.

2) University of Washington Information School highlighted work on Cultural Competence and Community-Driven Learning workshops lead by their Practitioner in Residence and a PhD student. The workshops followed a custom created model by one of their PhD students, Beck Tench (tench@uw.edu). I would strongly recommend hiring her as a workshop facilitator for any Bethlehem Public Library community workshops. Her model is attached and supports grand visionary thinking harnessed into actionable takeaways at the end of the workshop. This session was instrumental in my realization that

big library changes (such as elimination of fines and changes in library card policy) would be well served to include community dialog in a Community-Driven Learning Workshop.



3) Two sessions were devoted to public libraries working with school districts as part of a ConnectedED challenge to issue library cards to students in the entire school district. Initiatives from many libraries in the state of California (including San Francisco, Oakland, San Rafael, State Library of California, and Pacific Library Partnership and NorthNet Library system). A toolkit and further information on the Student Success Initiative can be found here: <http://www.plpinfo.org/student-success>. Through this initiative, 355,856 card have been issued since inception.

4) Chapel Hill Public Library staff discussed their work establishing an open data portal for the town of Chapel Hill <https://www.chapelhillopendata.org/page/home1/>. The initiative was led by the Town Manager and the library quickly sought to house and manage the open data portal. The portal allows transparency for residents of the town and abroad as well as data that can be reused and extract to create mashups providing a better understanding of life in Chapel Hill. The portal also provides a decrease in staff work answering specific informational requests because the data is already publicly available. The open data portal also serves as an opportunity for users who are interested in learning about coding or building programming skills to work with local computer programmers who get together to analyze and use the data in citizen hacking groups.

Search Chapel Hill's datasets...

Welcome to Chapel Hill Open Data
The purpose of this site is to increase government transparency by facilitating public access to local government information. With this web-based service, anyone in the community or around the world can access an ever-growing catalog of datasets from Town of Chapel Hill departments. Users can create graphs, charts, and maps based on the datasets, as well as download data, interact with it, and reuse it. We will be continually adding datasets. We invite you to participate in the evolution of the catalog by suggesting a dataset and by sharing how you are using the site. We want to hear from you.

GIS and Analytics
The Town of Chapel Hill maintains a large catalog of GIS data which helps support the efforts of Town staff. This information is collected, maintained, and analyzed by multiple departments including Planning & Sustainability, Public Works, Public Safety, Parks & Recreation and others. Visit the GIS site.

Most recently updated

- Bus Stops
Modified 7 months ago
- Open Data Analytics
Modified 9 months ago
- Parks and Recreation Facilities
Modified 9 months ago
- Parks of Chapel Hill
Modified 9 months ago
- Zoning Districts
Modified 9 months ago

Most popular downloads

- Police Incident Reports Written
158 downloads
- AllParcels
157 downloads
- Neighborhoods
143 downloads
- Streets
135 downloads
- Zoning Districts
97 downloads

Themes with most datasets

- Spatial planning, Town planning, Buildings, Equipment, Housing
Used by 16 datasets
- Justice, Safety, Police, Crime
Used by 13 datasets
- Culture, Heritage
Used by 7 datasets
- Administration, Government, Public finances, Citizenship
Used by 6 datasets
- Sports, Leisure
Used by 5 datasets

5) I also attended a session supporting agile methods for project management in the library from Whistler Public Library. Agile programming and project management supports rapid prototyping and quick sprints for swift investigation and response. Most of this session was about Scrum boards showing staff projects in queue and projects in process. This was accomplished using a lot of sticky notes—sticky notes everywhere all day long. As a thought piece, agile project management in the library could be useful (especially as our planning process is often long and laborious, and usually mandated by some entity.) This slide was not, used in the presentation, but I think it captures the essence of agile project management.



6) We were able to see Tim Wu speak on net neutrality on the final day of the conference. His presentation emphasized the initial purpose of the internet was to allow all information stores to connect with each other and now the commodity being sold is your attention (as a basis for the advertising as a business). Networking is vital for communication and should be free from corporate influence. He also spoke about the need for municipal broadband supported by local towns. And potential concerns for targeted advertising “to get in the way of being what you want to be and walking away from yourself.” Many examples of not-for-profit or municipal broadband exist in New York including Axxess Ontario in Ontario County. Bethlehem Public Library is contributing to the extension of internet access through loaning wi-fi hotspots and pushing wi-fi routers to locations in the community. How else can the library support internet access for our users outside the walls of the library?

7) One spark session/lightening round of talks suggested using a Shark Tank model for gathering staff ideas. This could be completed during staff development day with board members as the Sharks. Who’s going to be Mr. Wonderful?

8) I also saw author Daniel H. Pink author of *When* during a luncheon. His main takeaway: always schedule appointments or trips to the hospital in the morning (the chance of medical errors are more common in the afternoon, once example being an 8% increase in anesthesia mistakes) and schedule administrative meetings in the afternoon to give most people the chance to use their creative energies in the morning. I also saw Jacqueline Woodson speak about her work during a luncheon. She emphasized the role of mirrors and windows/portals in literature for people, and especially children, to see themselves and to learn about the experiences of others. She was also just announced as the winner of the Astrid Lindgren Memorial Award!

APPENDIX C.

Opinions of Probable Construction Costs

Description	Quantity	Unit	Unit Price	Total Cost
SITE PREP / EROSION AND SEDIMENT CONTROL				
Tree Protection Fencing	4	EA	\$50.00	\$200.00
DEMOLITION AND REMOVALS				
Remove Pavers (palletize for re-use/deliver to owner)	225	SF	\$2.50	\$562.50
EARTHWORK				
Import and Place Topsoil	6	CY	\$40.00	\$240.00
Excavate Fill, Dispose off site	24	CY	\$20.00	\$480.00
SITE IMPROVEMENTS				
Paver Edging	60	LF	\$25.00	\$1,500.00
Re-set pavers (including sand setting bed, fabric, and subbase)	150	SF	\$6.25	\$937.50
Metal Handrail at stairs	42	LF	\$60.00	\$2,520.00
Reinforced Concrete Stairs	3	EA	\$1,750.00	\$5,250.00
LANDSCAPING				
Seed Disturbed Areas	450	SF	\$0.16	\$72.00
Straw Mulch Seeded Areas	450	SF	\$0.35	\$157.50
TOTAL SITE COST ESTIMATE				\$11,720
GENERAL CONDITIONS AND ADMINISTRATION				
Design Contingency	20%			\$2,343.90
TOTAL PROJECT COSTS				\$14,063.40

AREA 4.1 - 4.2

Description	Quantity	Unit	Unit Price	Total Cost
SITE PREP / EROSION AND SEDIMENT CONTROL				
Inlet Protection	1	EA	\$150.00	\$150.00
Tree Protection Fencing	1	EA	\$50.00	\$50.00
Silt Fence	0	LF	\$2.25	\$0.00
Temporary Chainlink Construction Fence	400	LF	\$2.50	\$1,000.00
DEMOLITION AND REMOVALS				
Asphalt Pavement Removal (Walkway)	600	SF	\$2.00	\$1,200.00
Asphalt Pavement Removal (Parking Lot)	4500	SF	\$2.00	\$9,000.00
Sawcut Asphalt Pavement	210	LF	\$3.00	\$630.00
Concrete Sidewalk Removal (perimeter bands)	400	SF	\$2.00	\$800.00
Concrete Curb Removal	88	LF	\$5.00	\$440.00
Sawcut Concrete (curbs and bands)	15	LF	\$5.00	\$75.00
Signage Removal	12	EA	\$75.00	\$900.00
Remove Pavers (palletize for re-use)	514	SF	\$2.50	\$1,285.00
EARTHWORK				
Import and Place Topsoil	8	CY	\$40.00	\$320.00
Excavate Fill, Dispose off site (trench drain)	54	CY	\$20.00	\$1,080.00
SITE IMPROVEMENTS				
Paver Edging	30	LF	\$25.00	\$750.00
Re-set pavers (including sand setting bed, fabric, and subbase)	514	SF	\$6.25	\$3,212.50
Decorative colored paver banding	400	SF	\$12.00	\$4,800.00
Adjust Catch Basin Frame and Grate	1	EA	\$400.00	\$400.00
Trench Drain with grate	160	LF	\$150.00	\$24,000.00
Fittings and Bends (for trench drain)	1	LS	\$500.00	\$500.00
Core existing CB for trench drain pipe penetrations	2	EA	\$150.00	\$300.00
CIP 6" Concrete Curb	88	LF	\$35.00	\$3,080.00
Concrete Walkway (4" conc.; 6" Type 2 subbase)	600	SF	\$12.00	\$7,200.00
Asphalt Pvmnt (1.5" top; 2.5" binder; assumes average of 4" supplementation of Type 2 subbase)	4500	SF	\$2.50	\$11,250.00
Parking Space Striping (Standard)	3	EA	\$25.00	\$75.00
Parking Space Striping (Handicap)	12	EA	\$150.00	\$1,800.00
Handicap Parking Signage	11	EA	\$250.00	\$2,750.00
LANDSCAPING				
Seed Disturbed Areas	350	SF	\$0.16	\$56.00
Straw Mulch Seeded Areas	350	SF	\$0.35	\$122.50
TOTAL SITE COST ESTIMATE				\$77,026
GENERAL CONDITIONS AND ADMINISTRATION				
Design Contingency	20%			\$15,405.20
TOTAL PROJECT COSTS				\$92,431.20

AREA 4.3 - 4.4

Description	Quantity	Unit	Unit Price	Total Cost
SITE PREP / EROSION AND SEDIMENT CONTROL				
Inlet Protection	3	EA	\$150.00	\$450.00
Tree Protection Fencing	3	EA	\$150.00	\$450.00
Silt Fence	100	LF	\$2.25	\$225.00
Temporary Chainlink Construction Fence	400	LF	\$2.50	\$1,000.00
DEMOLITION AND REMOVALS				
Asphalt Pavement Removal	88	SF	\$2.00	\$176.00
Sawcut Asphalt Pavement	48	LF	\$3.00	\$144.00
Remove Bench and salvage for reinstallation	5	EA	\$100.00	\$500.00
Concrete Sidewalk Removal (Perimeter Bands and Bench Pads)	950	SF	\$2.00	\$1,900.00
Concrete Curb Removal	40	LF	\$5.00	\$200.00
Remove Pavers (palletize for re-use)	2200	SF	\$2.50	\$5,500.00
EARTHWORK				
Strip, Screen and Stockpile Topsoil	45	CY	\$12.00	\$540.00
Place Topsoil from Stockpile	45	CY	\$6.00	\$270.00
General Grading and Earthwork	1	LS	\$5,000.00	\$5,000.00
Excavate Fill, Dispose off site	60	CY	\$20.00	\$1,200.00
SITE IMPROVEMENTS				
Paver Edging	160	LF	\$25.00	\$4,000.00
Re-set pavers (including sand setting bed, fabric, and subbase)	2200	SF	\$6.25	\$13,750.00
Decorative colored paver banding	700	SF	\$12.00	\$8,400.00
Adjust Catch Basin Frame and Grate	2	EA	\$400.00	\$800.00
Slot Drain (west side of walkway)	80	LF	\$50.00	\$4,000.00
Fitting and bends (for slot drain)	1	LS	\$500.00	\$500.00
6" HDPE Storm Pipe (from slot drain to new DMH))	30	LF	\$20.00	\$600.00
New 4' Dia. Drainage Manhole with frame and grate	1	EA	\$3,500.00	\$3,500.00
CIP 6" Concrete Curb	40	LF	\$35.00	\$1,400.00
Re-install Benches	5	EA	\$250.00	\$1,250.00
Concrete Walkway for Bench Pads and Bldng Entry Area (4" conc.; 6" Type 2 subbase)	240	SF	\$12.00	\$2,880.00
Asphalt Pvmnt (1.5" top; 3" binder; 12" Type 2 subbase)	88	SF	\$2.75	\$242.00
LANDSCAPING				
See Disturbed Areas	3000	SF	\$0.16	\$480.00
Straw Mulch Seeded Areas	3000	SF	\$0.35	\$1,050.00
TOTAL SITE COST ESTIMATE				\$59,507
GENERAL CONDITIONS AND ADMINISTRATION				
Design Contingency	20%			\$11,901.40
TOTAL PROJECT COSTS				\$71,408.40

AREA 4.5

Description	Quantity	Unit	Unit Price	Total Cost
SITE PREP / EROSION AND SEDIMENT CONTROL				
Tree Protection Fencing	1	EA	\$150.00	\$150.00
Temporary Chainlink Construction Fence	200	LF	\$2.50	\$500.00
DEMOLITION AND REMOVALS				
Concrete Sidewalk Removal (Perimeter Bands and Shelter Pad)	525	SF	\$2.50	\$1,312.50
Remove Pavers (palletize for re-use)	710	SF	\$2.50	\$1,775.00
EARTHWORK				
General Grading and Earthwork	1	LS	\$2,500.00	\$2,500.00
SITE IMPROVEMENTS				
Concrete Walkway for Bench Pads and Bldng Entry Area (4" conc.; 6" Type 2 subbase)	90	SF	\$12.00	\$1,080.00
Paver Edging	47	LF	\$25.00	\$1,175.00
Re-set pavers (including sand setting bed, fabric, and subbase)	710	SF	\$6.25	\$4,437.50
Decorative colored paver banding	435	SF	\$12.00	\$5,220.00
LANDSCAPING				
Seed Disturbed Areas	150	SF	\$0.16	\$24.00
Straw Mulch Seeded Areas	150	SF	\$0.35	\$52.50
TOTAL SITE COST ESTIMATE				\$18,077
GENERAL CONDITIONS AND ADMINISTRATION				
Design Contingency	20%			\$3,615.30
TOTAL PROJECT COSTS				\$21,691.80

Description	Quantity	Unit	Unit Price	Total Cost
DEMOLITION AND REMOVALS				
Remove Foundation Plantings for excavation and pipe connection to Building Mechanical Room	1	LS	\$250.00	\$250.00
EARTHWORK				
Additional box-out for system (2.5" added depth)	3582	SF	\$0.11	\$394.02
Strip and stockpile topsoil	20	CY	\$8.00	\$160.00
Trenching and Excavation for manhole and pipe connection to building	1	LS	\$1,000.00	\$1,000.00
SITE IMPROVEMENTS				
Valve box for manifold system distribution	1	EA	\$1,000.00	\$1,000.00
Additional Depth Sand Setting Bed (1.5" increase) to accommodate system piping	3582	SF	\$0.20	\$716.40
1" rigid insullation board (under sand setting bed)	3582	SF	\$1.00	\$3,582.00
Building Foundation penetration and sealing	1	LS	\$500.00	\$500.00
Lawn restoration for manhole & trenched areas / restore foundation plantings and mulch	1	LS	\$500.00	\$500.00
SNOWMELT SYSTEM				
Full System (Boiler, piping, connections, etc.)	1	LS	\$72,000.00	\$72,000.00
TOTAL COST ESTIMATE				\$80,102
GENERAL CONDITIONS AND ADMINISTRATION				
Design Contingency	20%			\$16,020.48
TOTAL PROJECT COSTS				\$96,122.90

Description	Quantity	Unit	Unit Price	Total Cost
DEMOLITION AND REMOVALS				
Remove Foundation Plantings for excavation and pipe connection to Building Mechanical Room	1	LS	\$250.00	\$250.00
EARTHWORK				
Additional box-out for system (2.5" added depth)	5773	SF	\$0.11	\$635.03
Strip and stockpile topsoil	20	CY	\$8.00	\$160.00
Trenching and Excavation for manhole and pipe connection to building	1	LS	\$1,000.00	\$1,000.00
SITE IMPROVEMENTS				
Valve box for manifold system distribution	1	EA	\$1,000.00	\$1,000.00
Additional Depth Sand Setting Bed (1.5" increase) to accommodate system piping	5773	SF	\$0.20	\$1,154.60
1" rigid insullation board (under sand setting bed)	5773	SF	\$1.00	\$5,773.00
Building Foundation penetration and sealing	1	LS	\$500.00	\$500.00
Lawn restoration for manhole & trenched areas / restore foundation plantings and mulch	1	LS	\$500.00	\$500.00
SNOWMELT SYSTEM				
Full System (Boiler, piping, connections, etc.)	1	LS	\$134,000.00	\$134,000.00
TOTAL COST ESTIMATE				\$144,973
GENERAL CONDITIONS AND ADMINISTRATION				
Design Contingency	20%			\$28,994.53
TOTAL PROJECT COSTS				\$173,967.16

HVAC Renovation Report – As of 4/9/2018

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

In progress

Apr. 2018 Maintenance staff return to maintenance office

Yet to be completed

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

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

Apr. 2018 Outside construction begins

May 2018 Construction is complete

Expenses

Design

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

Construction/Construction Management

	Budget	Encumbered	Expensed	Notes
Construction Management	\$94,000	\$0	\$94,000*	Contract approved at October Board meeting
HVAC Renovation Bid	\$625,000	\$0	\$625,000*	Wilkins Mechanical is the apparent low bidder
HVAC Reno. Contingency	\$63,790	\$0	\$63,790*	
Asbestos monitoring	\$3,000	\$0	\$3,000*	
Construction Subtotal	\$785,790	\$0	\$785,790*	No executed contracts

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

Totals

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

Project Grants

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



Added 4/10/18



HVAC Replacements

451 Delaware Ave,
Delmar, NY 12054

Project No. 3428009999

Monthly Report
April 6, 2018

Prepared by:

Daniel C. Coughlin

Project Manager | Upstate Construction

DASNY | We Finance, Build and Deliver.

DASNY

BPL - HVAC Replacements

Project Directory	1
Executive Summary	2
Meeting Minutes - Job Progress Meeting 01	3
Project Financial Status Report (PSR)	6
DASNY Fee Status Report (CARRs)	7
Checks by Project Report	8

DASNY

BPL - HVAC Replacements

Owner:

Bethlehem Public Library
451 Delaware Ave
Delmar, NY 12054

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

Construction Manager:

DASNY
515 Broadway
Albany, New York 12207

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

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

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

Design Professional:

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

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

Contractor:

Wilkins Mechanical Inc.
6923 Herman Rd
Syracuse, NY 13209

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

DASNY

BPL - HVAC Replacements

March 2018

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

During the month of March Wilkins Mechanical mobilized and started working on-site. Work has begun in the mechanical room with new hydronic piping, unit heater work and installation of new floor mounted pump. In the mezzanine, the existing ceiling and light fixtures have been removed and new ceiling grid and LED light fixtures are being installed. The maintenance shop flooring has been abated and new flooring tiles have been installed.

In April, construction will continue with installation of new piping and equipment in the mechanical room and new ducts, VAVs, diffusers and exhaust fans throughout the Library. A new variable refrigerant flow (VRF) heat pump system and a new ductless split system air conditioner will be installed. Building Automation System controls wiring and equipment will be installed throughout the Library.

Wilkins Mechanical advised that the roof top units shipping date has been delayed by the manufacturer and is now anticipated for May 21. This will extend the project until mid/late June. As the Library will be closed Sat/Sun/Mon for the Memorial Day holiday, the project team is evaluating potentially performing the roof drain fitting abatement work and roof top unit rigging work then to save the Library from a separate multi-day closure. The project team will continue to monitor and discuss with the Library.

Albany, NY 12207
Phone: 518 257 3312
Cell: 518 588 3197

PROJECT TITLE: BPL-HVAC Upgrades
PROJECT NUMBER: 342800
LOCATION: Bethlehem Public Library

MEETING DATE: 04/04/2018
SUBJECT: Job Progress Meeting

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y	JB0	Jim Burnard	Wilkins Mechanical Inc.
Y	KL0	Kevin Leubner	Wilkins Mechanical Inc.
Y	CM0	Christine McGinty	Bethlehem Public Library
Y	CSP	Catherine Stollar Peters	Bethlehem Public Library
Y	KC0	Kevin Coffey	Bethlehem Public Library
Y	MR0	Mary Redmond	Bethlehem Public Library
Y	AD0	Anthony DeCicco	DASNY - Construction Division
Y	DC3	Daniel Coughlin	DASNY - Construction Division
Y	RB2	Richard Buckey	DASNY - Construction Division

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
A0-00000	SAFETY	OLD			
A0-00101	No accidents or safety issues to date. Contractors working well with Library. Contractors reminded to wear proper PPE.	CLO			
B0-00000	SCHEDULE	OLD			
B0-00101	Work completed to date: -HVAC/Plumbing: Began in mechanical room with new hydronic piping, unit heater work, received and installed new floor mounted pump. -Electrical: Have ran multiple circuits around the building, prep work for new lights in mezzanine. -Asbestos Abatement/GC: Existing Maint. shop floor abated and new VFT installed. Mezzanine ceiling was demo'd and new grid has been started. -Controls: BMS controls contractor started on 4/3.	CLO			
B0-00102	Work next 2 weeks: HVAC/Plumbing: Working on installing new control valves in mezzanine. Will be off-site until next week awaiting delivery of equipment. Electrical: Off-site until approx. 4/23, awaiting delivery of equipment. GC: Will complete new ceiling in mezzanine. Controls: Will continue new controls work.	CLO			
B0-00104	Contractor advised that the Roof top units shipping date is delayed and is now anticipated for May 21. The	NEW			

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

MEETING DATE: 04/04/2018
SUBJECT: Job Progress Meeting

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
	earliest install date may be around Memorial Day weekend. Library is closed Sat/Sun/Mon for holiday so it may make sense to do the shutdown work then to save the Library from a separate closure. Will continue to monitor.				
B0-00105	The Roof Top Units delayed delivery will extend the project until mid/late June. A revised schedule will be provided by the Contractor.	CLO			
C0-00000	SUBMITTALS	OLD			
C0-00101	Submittal process is nearly complete. There are four submittals that have been returned for revisions. Wilkins is working to provide requested information and re-submit in timely manner.	NEW			
C0-00102	The Firestone roofing submittals were returned by M/E Engineering as not reviewed and for DASNY to determine approval and warranty compliance. Submittals have been submitted to DASNY PDQA for review.	NEW			
D0-00000	RFIs	OLD			
D0-00101	As of meeting there is one open RFI in M/E Engineering's court. RFI #5 Access Doors Support Members. M/E Engineering reports they are following up with their GC subconsultant for response.	NEW			
E0-00000	CHANGES AND REQUESTS	OLD			
E0-00101	CM 08 - Heating Valves - Program Change The Library requested the existing heating isolation valves be replaced, during the shut down and drainage of the heating system. Wilkins has provided their proposal for DASNY review.	NEW			
E0-00102	CM 09 - RTU Breakers - Design Error In order to comply with the RTU manufacturer's MOC value, the Electrician will need to replace the design's existing circuit breakers with 110A/3P circuit breakers. Wilkins is working on their proposal.	NEW			
E0-00103	CM 11 - Boiler - Program Change The Library requested a review of replacing the existing boiler breeching and boiler condition/life span. Wilkins is working on their proposal for replacing boiler breeching only. New boiler option will be evaluated as well.	NEW			

Albany, NY 12207
Phone: 518 257 3312
Fax:

PROJECT TITLE: BPL-HVAC Upgrades
PROJECT NUMBER: 342800
LOCATION: Bethlehem Library

MEETING DATE: 04/04/2018
SUBJECT: Job Progress Meeting

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
E0-00104	CM 12 - Temperature Sensor & CO Monitor - Program The client has requested the heating control sensors on the lines to the mezzanine to be provided and installed. The client requested a CO detection device be installed, per the new fire/mechanical code requirements. Wilkins is working on their proposal.	NEW			
F0-00000	NEW BUSINESS	OLD			
F0-00101	Library is planning to wax the new maintenance shop flooring. Wilkins to turnover product information to Kevin after meeting. DASNY to issue certificate of beneficial occupancy for flooring now that install is complete.	NEW			
F0-00102	Library is planning to install new CAT 6 cable and drops in mezzanine before new ceiling is completed.	NEW			
F0-00103	Reviewed existing issue that the ductwork and VAV#8 are directly over the architectural ceiling cloud in the Child Play Area. Library would like to have them moved for access. Wilkins will send RFI with photos to DASNY.	NEW			
F0-00104	Discussed replacing existing boiler breeching or replacing existing boiler with new direct vented high efficiency boiler. Pricing for both options will be developed so it can be evaluated by DASNY & Library.	NEW			
F0-00105	Library to alert public of closure and to make no books due during time period. 28 days notice from project team requested.	CLO			

Prepared by: DASNY - Construction Division

Signed: 
Daniel Coughlin

Dated: 04/05/2018

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

Project Status Report

Internal (Financial Program)

72

Report Date: 04/06/2018
Current Through: 04/05/2018

Current Budget	Con/PO# ----- Orig Funding	Contractor (Trade)	Current Funding	Original Encumbrance	Executed Changes	Current Encumbrance	Change %	Pending Encumbrance	Anticipated Costs	Invoiced to Date	Paid to Date	Open Contract ----- Funding Remaining	Projected Total Cost	Under / (Over) Funding Amount	
3428009999 BPL-HVAC Upgrades															
Financial Program: Ed & Nonprofit Organizations															
Design Phase Manager:		Coughlin, Daniel C						Design Start:			Design Finish:				
Construction Phase Manager:		Coughlin, Daniel C						Construction Start::			Construction Finish:				
								Closeout Start:			Closeout Finish				
							3/1/18 (A)		6/30/18 (P)						
							7/15/18 (P)		11/30/18 (P)						
<hr/>															
4	Construction Consultants														
	197832-OT	CHA Consulting, Inc. (Asbestos Consultant)		\$9,972	\$0	\$9,972	0 %	\$0	\$0	\$0	\$0	\$9,972	\$9,972		
Sub Total 4	\$0			\$9,972	\$0	\$9,972	0 %	\$0	\$0	\$0	\$0	\$0	\$9,972	\$0	
<hr/>															
5	Construction Contracts														
	202575-OS	Wilkins Mechanical Inc. (Heating)		\$625,000	\$0	\$625,000	0 %	\$0	\$10,610	\$53,762	\$0	\$571,238	\$635,610		
Sub Total 5	\$580,000			\$625,000	\$0	\$625,000	0 %	\$0	\$10,610	\$53,762	\$0	\$45,000	\$635,610	\$34,390	
<hr/>															
6	Other Project Costs														
	120297-OH	NYS Department of Labor		\$0	\$625	\$625	0 %	\$0	\$11	\$625	\$0	\$0	\$636		
	201309-O2	KJCKD Inc dba Camelot Print & Copy		\$589	\$94	\$683	16 %	\$0	\$0	\$683	\$683	\$0	\$683		
Sub Total 6	\$0			\$589	\$719	\$1,308	122 %	\$0	\$11	\$1,319	\$683	\$0	\$1,319	\$0	
<hr/>															
8	Contingency														
				\$0	\$0	\$0	0 %	\$0	\$0	\$0	\$0	\$0	\$0		
Sub Total 8	\$58,000			\$0	\$0	\$0	0 %	\$0	\$0	\$0	\$0	\$10,498	\$0	\$10,498	
<hr/>															
9	DASNY Labor														
	0-AL	DASNY Labor - Funded		\$94,000	\$31,467	\$31,467	0 %	\$0	\$62,533	\$0	\$0	\$31,467	\$94,000		
Sub Total 9	\$94,000			\$94,000	\$31,467	\$31,467	0 %	\$0	\$62,533	\$0	\$0	\$62,533	\$94,000	\$0	
<hr/>															
\$785,790	\$732,000			\$785,790	\$32,186	\$667,747	5 %	\$0	\$73,154	\$55,070	\$683	\$118,043	\$740,901	\$44,889	

03/31/2018 Submittals are ongoing. Construction began on-site March 7th. Mezzanine ceiling demo is complete. Maintenance shop VFT abatement is complete.

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

Project Code/Name	Activity Code/Name	Hours	Dollars
342800	BPL-HVAC Upgrades		
	0000 ADMINISTRATION	9.75	\$1,237.66
	0038 ACCOUNTS RECEIVABLE	1.50	\$163.82
	0100 TRAVEL	3.00	\$512.09
	0244 REPORTING	11.00	\$1,367.07
	0275 MONTHLY PROJECT REPORT	1.00	\$140.12
	0406 WORK AUTHORIZATIONS	3.25	\$259.72
	0537 MEETINGS	3.00	\$540.45
	2000 DESIGN ADMINISTRATION	1.50	\$335.75
	2002 DESIGN REVIEW	16.50	\$2,887.39
	3000 CONTRACTOR PROCUREMENT	32.25	\$5,068.38
	3001 CONSTRUCTION CONTRACT AWARD	2.00	\$272.96
	3002 DOCUMENT REVIEW - PRE-BID	2.00	\$344.26
	3004 TRADE PAYMENT REVIEW	0.50	\$70.06
	3005 UCQ REVIEW	2.00	\$290.04
	4000 CONSTRUCTION ADMINISTRATION	119.00	\$16,645.05
	4001 CONSTRUCTION PHASE MANAGEMENT	7.50	\$1,331.94
	Total: 342800 BPL-HVAC Upgrades	215.75	\$31,466.76
		215.75	\$31,466.76

Dormitory Authority State of New York
 Checks by Project Report
 Life to Date - April 6, 2018

Project Number : 3428009999 BPL-HVAC Upgrades

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



DASNY

Proposal No. 00001
Estimate No. 00008

515 Broadway
Albany, NY 12207

Phone: 3157333644
Fax:

TITLE: Existing Heating Valves
PROJECT: BPL-HVAC Upgrades
TO: Wilkins Mechanical Inc.
Attn: Robert Wilkins
6923 Herman Road
Syracuse, NY 13209
Phone: 315-638-2400

Fax:

DATE: 3/1/2018
JOB: 3428009999
CONTRACT NO: 202575

DESCRIPTION OF PROPOSAL

Provide a cost proposal for the removal and replacement of the existing heating isolation valves. Review the locations and quantity with the Bethlehem Library Supervisor of Buildings and Grounds, Kevin Coffey.

By: 

Anthony DeCicco

Date: 3/1/18

RFP / f_rfp_no_cost

CONTRACTOR'S CHANGE ORDER PROPOSAL

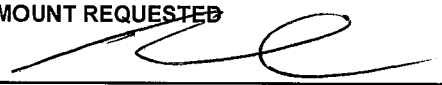
Contractor Name: Wilkins Mechanical, Inc. Date: 03/14/18
 Address: 6923 Herman Road
Syracuse, NY 13209
 Telephone No.: (315) 638-2400

Allowance
 Change Order

SECTION A: CONTRACTOR WORK	DASNY REVISIONS	
1. Total Contractor Labor (from Labor Worksheet)	\$1,877.28	
2. Total Contractor Material (from Material Worksheet)	\$1,022.25	
3. Total Contractor Equipment (from Equipment Expense Proposal)	\$48.99	
4. Total Non-Specified Unit Price Costs (from Unit Price Worksheet)	\$1,346.08	
5. SUBTOTAL (total lines 1 through 4)	\$4,294.60	
6. Premium Portion of Overtime (from Labor Worksheet)	\$0.00	
7. Contractor's Markup Combined Overhead and Profit (20% of line 5)	\$858.92	
8. CONTRACTOR TOTAL (Total lines 5, 6 and 7)	\$5,153.52	

SECTION B: SUBCONTRACTOR WORK	(From Subcontractor's Proposal - Use a separate form for each Sub)	
9. Names of Subcontractors:	Base Cost Only (Line D3)	20% Markup (Line D4)
A. _____		
B. _____		
C. _____		
D. _____		
10. TOTAL SUBCONTRACTORS' PROPOSALS	\$0.00	\$0.00
11. Contractor's Markup on Subs' Cost (per DASNY General Conditions):		
11a. 10% of first \$10,000 of line 10 (\$1,000 maximum)	\$0.00	
11b. 5% of next \$90,000 of line 10 (\$4,500 maximum)	\$0.00	
11c. 3% of sum in excess of \$100,000 of line 10	\$0.00	
12. Subcontractors' Premium Portion of Overtime	\$0.00	
13. SUBCONTRACTOR TOTAL	\$0.00	

SECTION C: TOTAL CONTRACTED UNIT PRICE COSTS (from Unit Price Worksheet)	14.	\$0.00
--	-----	--------

SECTION D: CONTRACTOR'S REQUESTED TOTAL	Round Totals to Nearest Dollar
15. AMOUNT REQUESTED (Total lines 8, 13, and 14.)	\$5,154.00
Signature of Contractor's Authorized Representative: <u></u>	Date: <u>3/14/18</u>
Print Name: <u>Robert J. Wilkins</u>	Print name of Contact Person (if different): _____
Print Title: <u>2nd Vice President</u>	Phone No. (if different from above): _____

SECTION E: CONSTRUCTION MANAGER'S REVIEW

I have reviewed the labor hours, material quantities and equipment and

no exceptions are taken to the Proposal.

see comments noted on proposal or below: _____

By: _____ Date: _____ Phone No.: _____

Construction Manager

Line	Amount	Line	Amount	Line	Amount

CHANGE ORDER LABOR WORKSHEET

Contractor Name: Wilkins Mechanical, Inc. Date: 03/14/18
 Address: 6923 Herman Road
Syracuse, NY 13209
 Telephone No.: (315) 638-2400

STRAIGHT TIME LABOR AND PREMIUM PORTION OF OVERTIME (PPO)

Work Description	Trade	Straight Time Hours	Straight Time Rate	Overtime Hours	Overtime Rate	Straight Time Cost	PPO Cost	DASNY USE ONLY
Install Extra Valves	Plumber	16.00	\$78.22			\$1,251.52	\$0.00	
Insulate Piping at Valves	Plumber	8.00	\$78.22			\$625.76	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
SUBTOTALS						\$1,877.28	\$0.00	
SUBTOTALS (FROM CONTINUATION WORKSHEET)						\$0.00	\$0.00	77
TOTAL LABOR						\$1,877.28		

UNIT PRICE WORKSHEET

Contractor Name: Wilkins Mechanical, Inc.
Address: 6923 Herman Road
Syracuse, NY 13209
Telephone Number: (315) 638-2400

Page Number: 1 of 1 Date: 03/14/18

FOR UNIT PRICES SPECIFIED IN THE CONTRACT DOCUMENTS

Spec. Section	Description	Quantity	Unit	Unit Cost	Total Cost
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
A. TOTAL CONTRACT UNIT PRICE COSTS					
\$0.00					

For Contractor Work or Subcontractor Work carry forward to Contractor's Proposal, Section C.

FOR UNIT PRICES NOT SPECIFIED IN THE CONTRACT DOCUMENTS

Spec. Section	Description	Quantity	Unit	Material Unit Cost	Material Cost	Unit Price Method		Hourly Labor Rate Method			Total Cost	
						Labor Unit Cost	Labor Cost	Hours Per Unit	Total Hours	Labor Rate		Labor Cost
	Field Layout	1	EA		\$0.00	\$0.00	16.00	16.00	\$84.13	\$1,346.08	\$1,346.08	
					\$0.00	\$0.00		0.00		\$0.00	\$0.00	
					\$0.00	\$0.00		0.00		\$0.00	\$0.00	
					\$0.00	\$0.00		0.00		\$0.00	\$0.00	
					\$0.00	\$0.00		0.00		\$0.00	\$0.00	
					\$0.00	\$0.00		0.00		\$0.00	\$0.00	
					\$0.00	\$0.00		0.00		\$0.00	\$0.00	
					\$0.00	\$0.00		0.00		\$0.00	\$0.00	
					\$0.00	\$0.00		0.00		\$0.00	\$0.00	
					\$0.00	\$0.00		0.00		\$0.00	\$0.00	
B. TOTAL NON-CONTRACT UNIT PRICE COSTS												
\$0.00												

For Contractor Work, carry forward to Contractor's Proposal, Line 4; for Subcontractor Work, carry forward to Subcontractor's Proposal, Line 3.

ST: # 78.22⁸¹

OT: # 100.04

LABOR RATE WORKSHEET

Contractor Name: <u>Wilkins Mechanical, Inc.</u>		Date: <u>03/08/18</u>
Address: <u>6923 Herman Road</u>		DASNY Project No.: <u>3428009999</u>
<u>Syracuse, NY 13209</u>		Project Name: <u>BPL-HVAC Upgrades</u>
Telephone Number: <u>(315) 638-2400</u>		County: <u>Albany</u>

LABOR RATE BREAKDOWN (Use a separate worksheet for each trade and classification)		Trade/Classification: <u>Plumber</u>	
Check One Box Only: Union Shop: <input type="checkbox"/> Local: _____			
Open Shop: <input checked="" type="checkbox"/>			
Effective Dates for Wage Rates: From: <u>5/1/2017</u> To: <u>4/30/2018</u>		REGULAR BASE RATE	PREMIUM TIME (only when directed)

A. BASE RATE PER HOUR			<u>\$40.54</u>	-\$60.81	
BENEFITS (check all taxable benefits that apply)	Taxable Benefits	% per hour	20.27		
	Vacation and Holiday	No			\$0.00
	Health and Welfare	No			\$0.00
	Pension	No			\$0.00
	Annuity	No			\$0.00
	Education / Apprentice Training	No			\$0.00
	Supplemental Unemployment	No			\$0.00
	Security Fund	No			\$0.00
		No			\$0.00
		No			\$0.00
(Identify Taxable Benefits)	Yes	\$25.59	Der hr. worked		
B. TOTAL BENEFITS PER HOUR			<u>\$25.59</u>	-\$25.59	
PAYROLL TAXES AND INSURANCE			7.65%		
FICA		6.2000%			
Medicare		1.4500%			
Federal Unemployment					
State Unemployment					
Disability		0.2500%			
Workers' Compensation Liability	Code: <u>5183</u>	10.3800%			
C. TOTAL TAXES AND INSURANCE PER HOUR			1.55		
<input type="checkbox"/> All benefits are paid directly to Employee. <input checked="" type="checkbox"/> Only benefits identified above are Taxable.			<u>\$66.13</u> X <u>0.1828</u> % =	<u>\$12.09</u>	<u>\$13.69</u>
D. TOTAL LABOR RATE			<u>\$78.22</u>	-\$100.09	
E. CONTRACTOR'S CERTIFICATION			21.02		
I certify that the labor rates, insurance enumerations, labor fringe enumerations and expenses are correct and in accordance with actual and true cost incurred.					
Signature of Authorized Representative _____			Sworn before me this _____ day		
Print Name _____			of _____, 20 _____.		
Print Title _____			Notary Public _____		

Reviewed By

JMB 03/08/18
PROJECT CONTROLS
DASNY

LABOR RATE WORKSHEET

Contractor Name: <u>Wilkins Mechanical, Inc.</u>		Date: <u>03/08/18</u>
Address: <u>6923 Herman Road</u>		DASNY Project No.: <u>3428009999</u>
<u>Syracuse, NY 13209</u>		Project Name: <u>BPL-HVAC Upgrades</u>
Telephone Number: <u>(315) 638-2400</u>		County: <u>Albany</u>

LABOR RATE BREAKDOWN (Use a separate worksheet for each trade and classification)		Trade/Classification: <u>Foreman Plumber</u>	
Check One Box Only: Union Shop: <input type="checkbox"/> Local: _____			
Open Shop: <input checked="" type="checkbox"/>			
Effective Dates for Wage Rates: From: <u>5/1/2017</u> To: <u>4/30/2018</u>		REGULAR BASE RATE	PREMIUM TIME (only when directed)

A. BASE RATE PER HOUR		\$45.54	\$68.31
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BENEFITS (check all taxable benefits that apply)	Taxable Benefits	% per hour	\$ per hour	
Vacation and Holiday	No		\$0.00	
Health and Welfare	No		\$0.00	
Pension	No		\$0.00	
Annuity	No		\$0.00	
Education / Apprentice Training	No		\$0.00	
Supplemental Unemployment	No		\$0.00	
Security Fund	No		\$0.00	
_____	No		\$0.00	
_____	No		\$0.00	
(Identify Taxable Benefits)	Yes		\$25.59	

B. TOTAL BENEFITS PER HOUR		\$25.59	\$25.59
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PAYROLL TAXES AND INSURANCE		
FICA		6.2000%
Medicare		1.4500%
Federal Unemployment		
State Unemployment		
Disability		0.2500%
Workers' Compensation	Code: <u>5183</u>	10.3800%
Liability		

C. TOTAL TAXES AND INSURANCE PER HOUR			
<input type="radio"/> All benefits are paid directly to Employee. <input checked="" type="radio"/> Only benefits identified above are Taxable.		<u>\$71.13</u> X <u>0.1828</u> % =	\$13.00 \$14.80

D. TOTAL LABOR RATE		(A + B + C) =	\$84.13	\$108.70
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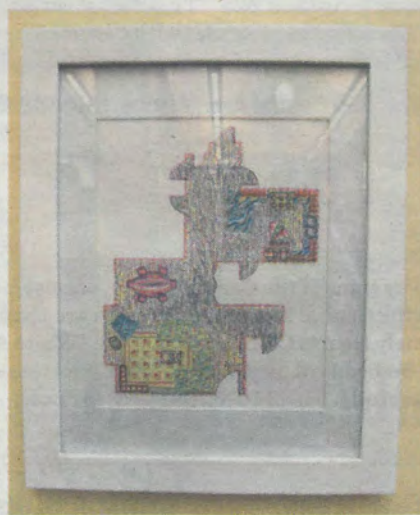
E. CONTRACTOR'S CERTIFICATION	
I certify that the labor rates, insurance enumerations, labor fringe enumerations and expenses are correct and in accordance with actual and true cost incurred.	
_____ Signature of Authorized Representative	Sworn before me this _____ day
_____	of _____, 20_____.
_____	_____ Notary Public

PREVIEW

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ART AMONG THE PAGES



COMEDY: Madigan's home remedy./12 | **STAGE:** Watson's many guises./13 | **FILM:** "Flower" not easy to pick./15

COVER STORY

WORTH A THOUSAND WORDS

Libraries find visual art displays add another way to connect

A painting titled "Mouse and Flowers" by Michelle Waldenmaier is displayed at Bethlehem Public Library.



Photos by Lori Van Buren / Times Union



"Schooling Fish" by Rene Molineaux is displayed at Bethlehem Public Library.

By Steve Barnes

Along a brick wall at the Bethlehem Public Library, above black easy chairs where patrons read and cafe tables where others work on laptops, hangs a series of artworks.

A figure skater stretches her leg over her head in a mixed-media piece by Rene Molineaux. Next to it, in a work also by Molineaux, fish cut from sheet metal swim within a frame. Elsewhere, small quilts adorn walls, as do canvases washed with rectilinear blocks of bright watercolors.

This week, dozens of pieces by Guiderland elementary students take over the town library's Helderberg Room, which hosts monthly exhibits throughout the year. (High schoolers' work follows later this spring.) More quilts and other fabric pieces are on view through the end of this week in the Pine Hills branch of the Albany Public Library, which for the past five years has held biannual art exhibits, each lasting a few months, that are put together by a professional curator. The next in the Art at APL series, as it's called, is due in May and will showcase photography.

"Libraries these days are more than just libraries," says Jessica Cone, who is the exhibitions coordinator and curator of Art at APL. "They're activity centers for their neighborhoods. This is another way we can engage with our community."

Says Mark Curiale, public information officer at Guiderland Public Library and supervisor of the exhibits program, "When the elementary schools' show is here, the walls get transformed into a riot of color." After that, he says, "With the high schoolers, you can see who the next professional graphic designers are going to be. The talent is very impressive."

Many Capital Region public libraries have some manner of art exhibits. Some are formal, like Art at APL, with a dedicated curator, a separate line in the library budget, show themes and regular calls for entries. Others, more casual, are managed by an existing staffer and feature works shown collectively as part of a local organization that requested wall space, including the Albany Artists Group, photo buffs and quilters.

"It's extremely popular with community groups," says Geoffrey Kirkpatrick,



Above, Raquel Esquivas' "Life I", left, and Natalie Baxter's "People Will Think You're Making a Trump Flag, VII" are displayed at the Pine Hills branch of the Albany Public Library.

director of the Bethlehem library. "We have requests for space going out two to three years." The library makes its display areas available for use but does not curate the shows; that's done by the groups that bring in the work, including schools, the Bethlehem Art Association and even a group of library staffers who like to show their creations. Exhibition space was included in the original design of the library, which opened in 1972, according to Kirkpatrick.

In Saratoga Springs, the public library's art shows are part of the Art in Public Places program of Saratoga Arts, the local arts council and arts center. It oversees exhibits in eight locations, including libraries, the arts center, the Saratoga train station and a credit union. The Schenectady County Public Library's main branch, downtown, has occasional one-off exhibits, but its most regular art shows, up for two months at a time, grace



the walls of the community room in the Niskayuna branch.

None of the libraries pays the artists who exhibit, nor is there a charge to show; some of the works shown are for sale, but that becomes a private matter between artist and potential customer, library representatives say, and no library takes a commission if a piece is sold.

From an artist's perspective, libraries offer another place to exhibit their



Holly McKenna, president of the Albany Public Library Foundation, left, and exhibit curator Jessica Cone stand in front of a piece of art titled "In Flux" by Christine Snyder at the library's Pine Hills branch in Albany.



An untitled piece of art by Christine Snyder is displayed at the Pine Hills branch of the Albany Public Library.



Paul Buckowski / Times Union

Guilderland Central School District elementary school art teacher Trisha Ziggrosser hangs art made by her students at the Guilderland Public Library.

“It’s extremely popular with community groups. We have requests for space going out two to three years.”

Geoffrey Kirkpatrick,
director of the Bethlehem library

work and an audience far larger than at any commercial gallery. The Guilderland library, for instance, had more than 17,000 visitors in January, according to Curiale.

“I love to see art in places where one can just happen upon it — at the end of a row of bookcases, around a corner and, particu-

Library Director Geoffrey Kirkpatrick stands in front of artwork displayed at the Bethlehem Public Library.

larly, in a library, where one doesn’t necessarily go to look at art,” says Barbara Todd, a fabric artist and faculty member at Emma Willard School in Troy who has quilts in the current Art at APL show, “Interwoven.”

She has had work chosen for the program twice. By being included in a curated show with varied contributors, Todd says, “I get to discover other artists whose work I may have never seen before. I make artistic and intellectual connections that broaden my mind.”

Being in a library show has some considerations and drawbacks, among them time

and expense to frame work, make labels and accompanying text, conversations with the curator, installation, taking the show down afterward and more. Todd, originally from Canada, says her native country has an artists organization that compensates artists who are in shows, a fee Todd estimates would be about \$500 for the equivalent of Art at APL, for which she gets nothing unless a work sells.

“I think people like (art in libraries), value it, but they are just not aware of the cost of high-quality exhibitions,” says Todd. “I believe so strongly that people

think that art just happens. It takes a lot of money, time, hard work and talent.”

She’s still happy to be part of such public shows, which offer the opportunity for feedback from audiences who likely would not be in a commercial art gallery. “One young boy said of my quilts ‘Dad, I think these are about something,’” says Todd. “That pleased me!”

► sbarnes@timesunion.com • 518-454-5489 • blog.timesunion.com/tablehopping • [@Tablehopping](https://www.facebook.com/Tablehopping) • [facebook.com/SteveBarnesFoodCritic](https://www.facebook.com/SteveBarnesFoodCritic)

CAPITAL REGION

TIMES UNION | Timesunion.com | Saturday, March 31, 2018

WATERVLIED ARSENAL

Army Secretary impressed

Esper says Army will lean heavily on arsenal to build new weapons

By Larry Rulison

Watervliet

The Watervliet Arsenal will play a critical role as the Army pursues long-range missile-firing cannons and other futuristic weapons to counter increasingly aggressive Russian and Chinese militaries, the Secretary of the Army said during a visit Friday. Mark Esper, the Secretary of

the Army, toured the arsenal along with the senior military leaders from the Army Materiel Command, which oversees the sprawling cannon-making facility.

Esper's visit — which included a talk with U.S. Rep. Paul Tonko — came just a week after President Donald Trump signed off on the biggest defense spending package in more than a decade — \$1.4 trillion over two years.

The Watervliet Arsenal, founded in 1813, is also undergoing a \$42 million expansion and looking to hire hundreds of

additional civilian workers as it tackles a backlog of orders that will force it to double its production over the next four years.

Esper said the Army will lean heavily on the arsenal to help build the new weapons systems the Army is requesting so it can fight "high-intensity" battles anywhere in the world at any time.

"I had a fantastic visit today, experiencing the unique capabilities of this installation and having a chance to see a really dedicated and skilled workforce

Please see **SECRETARY D4** ▶



Lori Van Buren / Times Union

Mark T. Esper, the Secretary of the Army, left, and Rep. Paul Tonko talk to the press after taking a tour of the Watervliet Arsenal on Friday in Watervliet.

PUBLIC LIBRARY



Photos by Paul Buckowski / Times Union

Tori Russo, a public services librarian demonstrates how to use the 3-D printer at the Bethlehem Public Library, on Wednesday in Delmar. Librarian Tori Russo believes 3-D printers may soon be as common in homes as laptops.

Patrons explore free 3-D printer

Bethlehem Library offers chance to learn the basics of new tech

By Lynda J. Edwards

Bethlehem

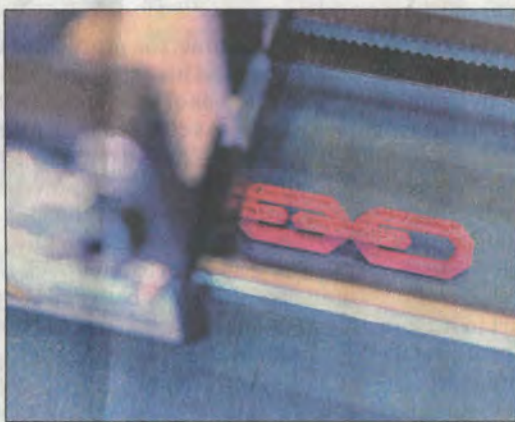
Kids using the Bethlehem Public Library's 3-D printer have learned to make endless Minecraft characters, model railroad props, flower bracelets and even a medical device that NASA astronauts could carry on their first 3-year mission to Mars in 2030.

Bethlehem Central High School student Brianna Balzan

designed the device resembling a green plastic snowman that stimulates blood circulation in zero gravity. Balzan entered NASA's Mars Medical Challenge, and was one of a handful of finalists chosen from among 750 nationwide entries last year.

"She learned some things about 3-D printers here," Bethlehem Public librarian Tori Russo said proudly. "We'll teach people how to use 3-D printers, help during the process. It's all free."

Russo believes 3-D printers may soon be as common in homes as laptops. And library



director Geoffrey Kirkpatrick is determined to bridge Bethlehem's digital divide for those who can't afford advanced tech

of any kind.

"Some families here can't afford to have computers at

Please see **PRINTER D4** ▶

A 3-D printer lays down layers of plastic as several links of a chain are created at the Bethlehem Public Library on Wednesday in Delmar.

Albany funding comes close

\$12 million comes close to what city says it needs

By Amanda Fries

Albany

The city will get just shy of its original \$12.5 million request in additional state aid with the last-minute infusion of \$12 million in the state budget to help close a gap in its 2018 budget.

While \$3 million had already been designed to Albany through Aid to Localities in the proposed \$168 billion state budget, Friday night movement on a revenue bill helped bring Albany's additional funding just \$500,000 shy of what was originally asked.

Albany officials said despite this slight shortfall, the city hopes to avoid any significant cuts.

Albany Mayor Kathy Sheehan recognized the challenging budget state lawmakers had to overcome, and was thankful that \$12 million was included. "We're very appreciative we have a governor that recognized that this is funding the city of Albany needs," she said Friday night. "We'll look to adjust to that. This is something that we know now we have to manage to do."

City officials previously expressed concern over an Assembly proposal that would total only \$9.8 million — \$2.7 million less than needed to balance the \$176.4 million spending plan — saying city services would have to be cut.



SHEEHAN

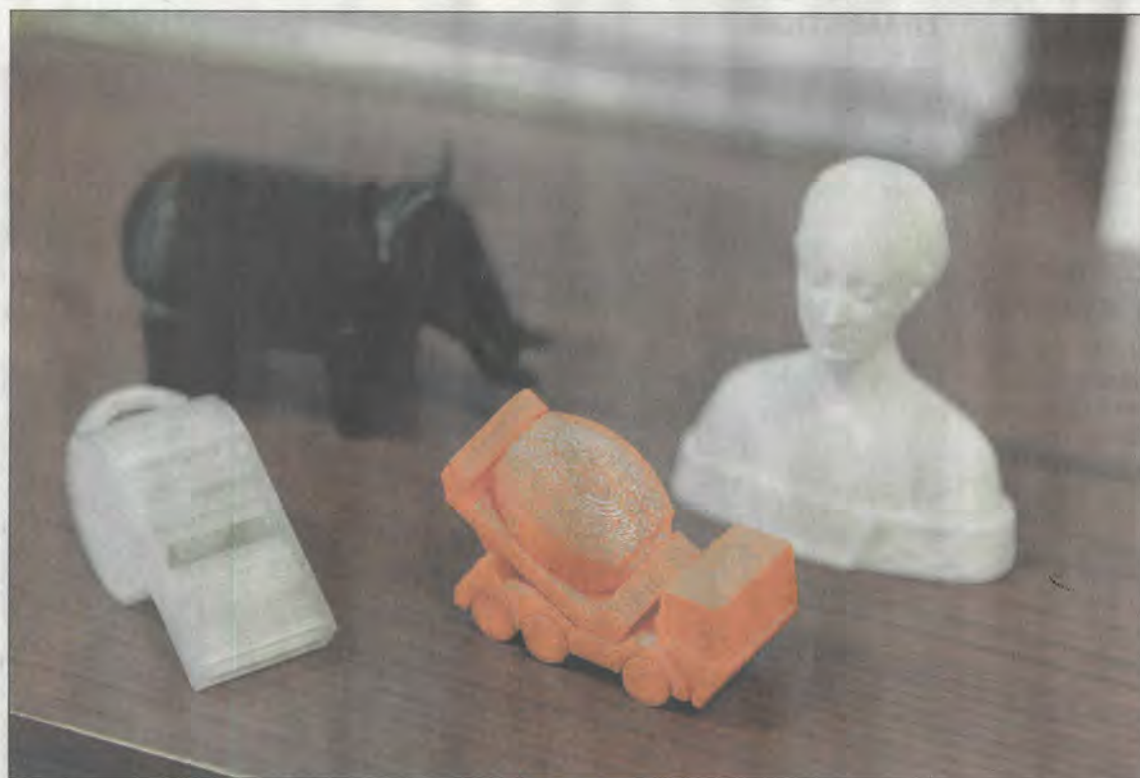
CULTURAL CELEBRATION

Monday's Dyngus party promises dancing, great food

Best Lent celebration

net and a chance for would-be

Dyngus Day



Photos by Paul Buckowski / Times Union

A view of several different items which were created using a 3-D printer at the Bethlehem Public Library, seen here on Wednesday in Delmar. Patrons can use the machine for work or recreation.

PRINTER

▼ CONTINUED FROM D1

home," he said. "This is a chance for everyone to use and learn a 21st century technology free. As 3-D printers drop in price, I think more workers will be expected to have the skills to operate them."

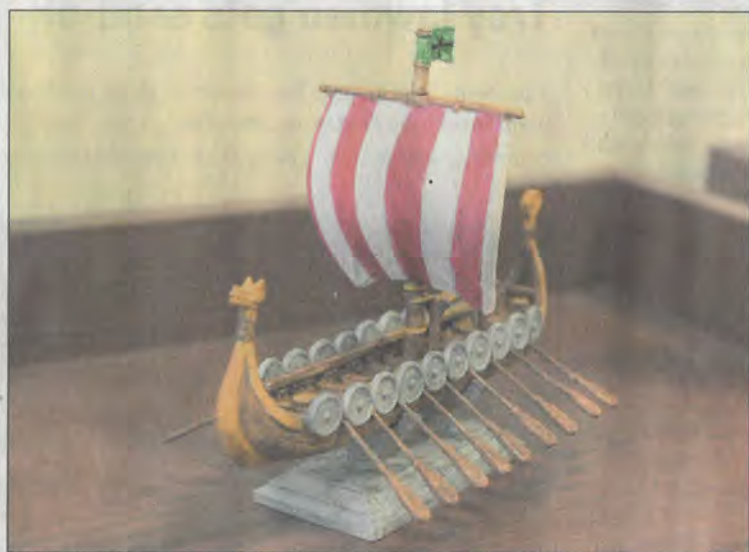
The only 3-D printing fee area public libraries charge is for spools of the feather-light, plant-based biodegradable plastic threads the printers use to create objects. Bethlehem charges 10 cents per gram, for example. (A gram is .035 of an ounce). To print a Viking ship that's about six inches long, lined with silver shields and sporting unfurled sails costs less than \$2. Users can choose from an array of colors including black, gold, aqua, purple, pink and green.

When library patrons sit down in front of Bethlehem's Maker Bot 3-D printer, they may want to make action figures, muscle cars, fantasy universes or inventions. But to start, they usually make baubles. They first must learn how to communicate with a 3-D printer. It's not a Star Trek-style replicator, that can be ordered to make a fudge sundae from thin air. For example, a teen who wants to make a sculpture of his girlfriend, needs to explain to the 3-D printer what a face is and how it is attached to a head.

"Think of the head and face as different planes in which the ears and eyes must be located correctly and how to explain that to the printer," Voorheesville Public Library's Debbie Sternklar said.

If the printer misunderstands the instructions, the eyes, nose and ears will all be squished onto one side of the face like a Picasso painting in 3-D.

The librarians recommend online tutorials from the Tinker-



A view of Viking ship which was created using a 3-D printer at the Bethlehem Public Library, seen here on Wednesday in Delmar. For this ship; individual pieces were printed and then put together. The cost isn't prohibitive but the process may take hours.

cad app or Cubify software that teach how to design an object so the 3-D printer comprehends it. Tinkercad and Cubify create files containing the instructions for the printer.

Sternklar used Cubify to teach teenagers how to sculpt 3-D selfies.

"I used our hand-held scanner and a swiveling desk chair to scan one of our teens," Sternklar said, adding that she then showed them how to load the scan into a file. "I taught the teens how to load an file into the Cubify software that would create a print file that would work on our Cube printer."

The teenager is now immortalized in neon green plastic. The main obstacle was the print time — more than two hours.

Albany Public Library's Nolan Doroski sees some adult patrons using 3-D printers for business. One man who makes customized golf clubs 3-D prints details of prototypes.

"There are easier, faster ways to manufacture objects but the 3-D printer is useful for special-

ized designs," Doroski said. "A young man 3-D printed pieces for a chess set he designed that were so unusual and elegant, he now sells them."

"Most of the interest in our 3-D printer comes from teenagers and young patrons; the Boy Scouts used them to print out toys," said RCS Community Library assistant Michelle Conte in Ravena.

A musician checked out Conte's GoPro camera and designed and 3-D printed a new light filter for the camera.

He attached the GoPro to his drum set to capture the music from a unique vantage point. Older patrons are getting comfortable with 3-D printing to make cookie cutters, trophies and Christmas ornaments.

To inspire their imaginations, Conte displays an impressive sample: King Tut's 3-D printed tomb, a desktop pyramid with tunnels and burial sites carved into it.

► lyedwards@timesunion.com = 518-454-5403

OBITUARY

Novelist Anita Shreve dies at 71

By Hillel Italie
Associated Press

New York

Anita Shreve, the best-selling novelist who explored how women responded to crises past and present in her native New England in favorites such as "The Pilot's Wife," "Testimony" and "The Weight of Water," has died. She was 71.

Publisher Alfred A. Knopf said Shreve, who had been battling cancer, died Thursday at her home in New Hampshire. Shreve had announced her illness last year on Facebook, writing that a "medical emergency" would prevent her from touring for what became her last novel, "The Stars Are Fire."

Knopf editor Jordan Pavlin said in a statement Friday that Shreve's "writing has touched the lives of millions of readers around the world, and she did some of her most elegant, rich, and unforgettable work in the last years of her life." Fellow writers, from Jodi Picoult to Terry McMillan, also offered



SHREVE

tributes. Sue Monk Kidd tweeted that Shreve was "an amazing writer who offered unparalleled generosity to other writers, including me." Shreve's novels sold millions of copies, especially after Oprah Winfrey chose "The Pilot's Wife" for her book club in 1999. Shreve was also a favorite source for Hollywood. "The Pilot's Wife," "Resistance" and "The Weight of Water" all were adapted into movies. Her literary honors included an O. Henry Prize for the story "Past the Island, Drifting" and being a finalist for England's Orange Prize for "The Weight of Water." Shreve wrote 19 novels in all, and preferred to work in longhand.

"The creative impulse, the thing that gets deep inside me, goes from the brain to the fingertips," she told The Writer magazine. "When you're writing by hand, even when you're not consciously thinking about it, you're constructing sentences in the best way possible. And I still get the thrill of the clean pad of notepaper and the pencil all sharpened."

Born in Dedham, Mass., and a graduate of Tufts University, she began writing fiction while a high school teacher in Reading, Mass., and worked for a time as a journalist in Kenya. As teenager, she had loved Eugene O'Neill's "Long Day's Journey Into Night" and aspired to "the romantic angst of a tragic writer." Around the same time, she spent a snowy afternoon reading Edith Wharton's spare and bitter "Ethan Frome" and would cite it as a lasting influence.

"The universe within Wharton's enduring tale is snowbound and isolated, just as frozen and stark as the world outside my window that day," Shreve wrote in Winfrey's magazine "O" in 2004. "Never before had I experienced reality and fiction merging so powerfully. I have said often that this book was the beginning of my life as a novelist."

She wrote of women haunted or traumatized. In "The Pilot's Wife," a woman contends not just with grief after her husband dies in a plane crash but also suspicions about the tragedy itself. "The Weight of Water" is partially based on the deaths of two women off the New Hampshire



Barnes, Rita

GLENNVILLE — Rita Barnes (nee: Lolik), 87, went home to the Lord on Wednesday, March 28, 2018.

Born in Schenectady, she was the daughter of the late Anthony and Cecilia (Sally Kowalczyk) Lolik. Rita graduated from Scotia Glenville High School and worked at the Wallace Co. in Schenectady as a sales associate.

Rita married James C. Barnes Sr. on September 5, 1948. They raised a family in Glenville, where they were members of Centre Glenville UM Church. Rita enjoyed her flower gardening and spending time with her grandchildren. Rita loved dogs too. She worked over 30 years at Golden Ridge Kennels through several owners and helped deliver untold numbers of puppies.

She was predeceased by her beloved James Sr.; and her brother, Edwin Lolik.

Survivors include her sons, Jay (Amanda) Barnes, Brian (Sharon) Barnes and James (Sherry) Barnes Jr.; her brother, David Lolik and sisters, Cynthia Lolik and Sally Uliano. Rita leaves behind her cherished grandchildren, Thomas Barnes, Thomas McNamara, Jason, Brandi and Austin Barnes; several nieces and nephews.

Relatives and friends are cordially invited to call on Monday, April 2, from 10 - 11:45 a.m. at Glenville Funeral Home, 9 Glenridge Rd., Glenville. Funeral services will begin at 12 p.m. with Reverend Eric Kerwath officiating. Graveside committal services in Evergreen Memorial Park in Colonie followed by a reception at Jay's home at 1507 S. Shore Road, Hadley.

Memorial contributions if desired may be made to Alzheimer's Disease Research.

Online condolences may be expressed at glenvillefuneralhome.com.

GLENNVILLE FUNERAL HOME
9 Glenridge Road
Glenville, NY 12302
(518) 399-1630

Celebrate a life.

To place a memorial, call (518) 454-5000 or 5085

TIMES UNION

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Remembrance Graphics

The Times Union offers a remembrance option for obituaries. Tastefully placed in the first paragraph of the obituary or in a memorial, these symbols honor a commitment to service and add a personal touch.

For more information, call your funeral director or 454-5085.

MILITARY SERVICE

SECRETARY

▼ CONTINUED FROM D1

doing what they do best, which is build long-range cannons, tubes and other pieces of equipment that are so critical for the U.S. Army and our nation's defense," Esper said during a press conference following his tour. "I'm very impressed today with what I saw."

Esper's visit to the arsenal is the second visit in recent months by a high-ranking Army official. The Arsenal hosted four-star Army General Curtis Scaparrotto December

The arsenal, which is also home to the Army's Benet Labs, has been designing and testing several new types of cannon tubes, including a long-range gun cannon, in anticipation of weapons of the future.

that's always an encouraging bit of news."

One of Esper's biggest initiatives is creating what will be known as the Futures Command, a new four-star general-led command that will help drive modernization of the Army and its equipment. He said he desires

"Watervliet plays a critical role because we will be looking to the arsenal to provide the tubes, the cannons if you will, to improve the readiness of the current fleet and help us envision the future and get to where we need to be in terms of long-range precision fires," Esper said.

In the Army, long-range precision fires are surface-to-surface missile systems that can hit targets hundreds of miles away.

Esper said the Army has been watching both Russia and China vastly improve their military capabilities in recent years, in some cases outpacing what the

LIBRARIES

Gibson to discuss 'Rally Point' March 3

Can divided Americans, even those from the same political party, find a way to come together in a time of crisis? Chris Gibson, a former Army colonel and Republican congressman who served from 2011 to 2017, thinks so. He outlines his vision for America in the book "Rally Point: Five Tasks to Unite the Country and Revitalize the American Dream," which he will discuss at the library Saturday, March 3, from 2:30 to 4 p.m.

Gibson, a lifelong resident of Kinderhook from a working-class background, rose from private to colonel in the U.S. Army before running for Congress in 2010. "Rally Point" is his analysis of the current political environment and a conservative roadmap to moving beyond a nation divided.

Gibson's talk will take place in the Community Room and is free and open to everyone. A book signing will take place afterward.

Make your move

It's easy to find yourself at a career crossroads. Maybe the job you always wanted doesn't feel like the right fit anymore. Perhaps you took some time off to care for family and find yourself behind on the latest workplace skills. If that sounds like you, come to the library Tuesday, Feb. 27, at 7 p.m. for "Navigating Career Transitions," and learn how to best leverage your skills if you are considering a career change or re-entering the workforce. Job coach Patricia Sibilia will share strategies to help you network and gain confidence for your next career move.



Get ready for your close-up

It's far too late for you to end up on the Oscars stage this year, but it's never too soon to dream, and we've got everything you need to start making some movie magic! Recently added to the Library of Things is a trio of handheld HD camcorders that are lightweight and easy to use. Files are also a snap to share. The camcorders are available on the Library of Things shelf behind the Information Desk and can be checked out for seven days at a time.

We also have made it easier for you to turn that raw footage, or video and stills from your phone or other media sources, into a multimedia presentation using Premiere Elements. We recently installed the user-friendly software on eight of the public laptops available to borrow inside the library with no time limits. Premiere Elements is an intuitive video editing program that provides step-by-step guides for simple tasks or preformatted themed video options, like weddings, travel and more, to give your home movies a polished look. It's easy to take your cinematography skills to the next level at the library.

New station listings online

You can easily find out what is on and coming up on BCN-TV, Bethlehem's public access channel, with a new dynamic guide on the library's website. The listings are

continually updated and project the schedule a week out. Find the new weekly BCN-TV guide online at www.bethlehempubliclibrary.org/webapps/tvschedule.asp.

Other upcoming events

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Friday, Feb. 23

Vacation Cinema: Despicable Me 3

Gru meets his long-lost, charming and more successful brother who wants to team up for a heist (PG, 90 min., Universal Pictures), 10 a.m. For kids and families.

Breakout Room

Use your puzzle-solving skills to break the code and open the locked box before time is up. If you like "escape rooms," then you'll enjoy this, 2:30 p.m. Sign up online or call.

Sunday, Feb. 25

Sunday Cinema: The Glass Castle (PG-13, 127 min., Lionsgate)

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, Feb. 26

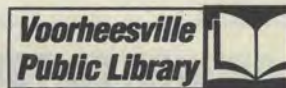
Morning Concert: The Expressions

We're joining our friends from the Center for Disability Services for a morning of music with a group ready to entertain with their interpretation of Beatlemania, 10:30-11:15 a.m. Refreshments will be served.

— Kristen Roberts

Journey with Cinderella to the Wild West

Children in grades K to 5 and their families are invited as



Robert Rogers Puppet Company will entertain us with an evening of fairytale enchantment. The hour-long show starts at 6:30 p.m. on Wednesday, Feb. 21. To register for any of the following programs, call (518) 165-2791.

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Family Literacy Program

Barbara Lukas from WMHT will offer a fun and educational family literacy program for children ages 4 to grade 3 and families on Saturday, Feb. 24, from 10:30 a.m. to noon. The group will read and discuss "The Day Jimmy's Boa Ate the Wash" by Trinka Hakes Noble. Each child will make a snake and get a copy of the book to take home.

Magic of the Slow Cooker

Did you know your slow cooker can be used to make bread? Join us at 6:30 p.m. on Wednesday, Feb. 28 as we learn about the benefits of slow cooking, safe usage, selection and cleaning tips. We will share and sample recipes and learn how to adjust recipes for use in a slow cooker.

AARP Defensive Driving

There is a \$20 fee for AARP members (card must be shown) and \$25 for non-members for this six-hour defensive driving course. Payment is due at 9:30 a.m. on Saturday, March 3, when class begins. Everyone must bring their driver's license. There will be a 30 minute bring-your-own lunch break. Snow date is Saturday, March 10. Space is very limited, so please register early.

— Lynn Kohler

LEGALS
purpose of the LLC is to engage in any lawful act or activity. The office of the LLC is to be located in Albany County. The Secretary of State is designated as the agent of the LLC upon whom process against the LLC may be served. The address to which the Secretary of State shall mail a copy of any process against the LLC is c/o 302 Washington Avenue Extension, Albany, New York 12203. D-174121

NOTICE OF LLC FORMATION
VALUATOR, LLC. Arts. of Org. filed with the SSNY on 01/04/18. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 380 92nd Street, Apartment C-6, Brooklyn, NY 11209. Purpose: Any lawful purpose. D-173523

LEGALS
NOTICE OF FORMATION OF LIMITED LIABILITY COMPANY
VANALSTYNE AND ROUSSEAU LLC
Articles of Organization were filed with the Secretary of State of New York (SSNY) on December 4, 2017. Office location: County of Albany, State of New York. SSNY has been designated as agent of the LLC upon whom process against it may be served. SSNY shall mail a copy of process to the LLC, 74 Shinnecock Hills Drive, Albany, NY 12205 For any lawful purpose. D-175277

NOTICE OF FORMATION OF VARDEN PROPERTIES LLC.
Articles of Org. filed with NY Secy of State (SSNY) on 9/22/2017. Office located in Albany County. SSNY designated as Agent upon whom process may be served. SSNY shall mail process to Anthony Zeppetelli,

LEGALS
80 Third Avenue, Albany, NY 12202. Purpose is any lawful activity. D-176583

Vault Custom Risk Solutions, LLC
Formed In - Delaware
Notice of Qualification - LLC was filed with the SSNY on 1-31-2018. Office: Albany County. SSNY designated as agent of LLC whom process against may be served. The P.O. address which SSNY shall mail any process against the LLC served upon him: Daniel Zharkovsky, Manager, 200 2nd Avenue S., St. Petersburg, FL 33701 Purpose: Any lawful purpose. D-176796

NOTICE OF LLC FORMATION
VYSE LLC. Arts. of Org. filed with the SSNY on 01/04/18. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of

LEGALS
process to the LLC, 12 Morley Court, Albertson, NY 11507. Purpose: Any lawful purpose. D-173524

NOTICE OF LLC FORMATION
WAGONER FINANCIAL SERVICES, LLC. Filed Art. Of Org. on 10/06/2017. Office location: Albany County. SSNY designated as agent for process and shall mail to: Wagoner Financial Services, LLC, 243 Maple Avenue, Selkirk, NY 12158 D-176619

WATERS WOODS NY LLC
Articles of Org. filed NY Sec. of State (SSNY) 1/31/2018. Office in Albany Co. SSNY design. agent of LLC whom process may be served. SSNY shall mail process to 2422 Harmony Mills Loft, Cohoes, NY 12047. Purpose: Any lawful purpose. D-175805

LEGALS
NOTICE OF LLC FORMATION
WEBLEN GROUP, LLC. Arts. of Org. filed with the SSNY on 01/02/18. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, c/o Edward B. Safran, Esq., 88 Pine Street, 7th Floor, Wall Street Plaza, New York, NY 10005. Purpose: Any lawful purpose. D-173641

Notice of Formation of WILDWOOD DEVELOPMENT LLC, Arts of Org. filed with NY Secy of State (SSNY) on December 18, 2017. Office location: Albany County. SSNY is designated as agent of LLC upon whom process against it may be served. SSNY shall mail process to the LLC, 520 Livingston Avenue, Albany, NY 12206. Purpose: any lawful activity. D-174645

LEGALS
NOTICE OF LLC FORMATION
WINE BAR 71 WORTH, LLC. Arts. of Org. filed with the SSNY on 12/05/17. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, c/o Jill Richard, 77 Worth Street, #2F, New York, NY 10013. Purpose: Any lawful purpose. D-175490

NOTICE OF LLC FORMATION
WONDERSHIFT LLC. Arts. of Org. filed with the SSNY on 01/17/18. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 455 Central Park West, Unit 20L, New York, NY 10025. Purpose: Any lawful purpose. D-175866

LEGALS
Woodlawn Ryefield Holdings, LLC
Articles of Org. filed NY Sec. of State (SSNY) 1/24/2018. Office in Albany Co. SSNY design. agent of LLC whom process may be served. SSNY shall mail process to Sean P. Brady, 1218 236th St., Bronx, NY 10470. Purpose: Any lawful purpose. D-175175

NOTICE OF LLC FORMATION
WW FAMILY PROPERTIES, LLC. Arts. of Org. filed with the SSNY on 01/24/18. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 406 West 45th Street, Apartment PHA, New York, NY 10036. Purpose: Any lawful purpose. D-175282

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NOTICE OF LLC FORMATION
YEN24K LLC. Arts. of Org. filed with the SSNY on 01/25/18. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 110 Mercer Street, 3B, New York, NY 10012. Purpose: Any lawful purpose. D-175409

YM TRANSPORT LLC
Articles of Org. filed NY Sec. of State (SSNY) 2/1/2018. Office in Albany Co. SSNY design. agent of LLC whom process may be served. SSNY shall mail process to 576 3rd Ave., Brooklyn, NY 11215, which is also the principal business location. Purpose: Any lawful purpose. D-175929

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PREVIEW

AREA LIBRARIES
OFFER EXHIBIT-
SPACE OPTIONS
FOR ARTISTS./10



ART AMONG THE PAGES



COMEDY: Madigan's home remedy./12 | **STAGE:** Watson's many guises./13 | **FILM:** "Flower" not easy to pick./15



Holly McKenna, president of the Albany Public Library Foundation, left, and exhibit curator Jessica Cone stand in front of a piece of art titled "In Flux" by Christine Snyder at the library's Pine Hills branch in Albany.



An untitled piece of art by Christine Snyder is displayed at the Pine Hills branch of the Albany Public Library.



Library Director Geoffrey Kirkpatrick stands in front of artwork displayed at the Bethlehem Public Library.

“It’s extremely popular with community groups. We have requests for space going out two to three years.”

Geoffrey Kirkpatrick,
director of the Bethlehem library

work and an audience far larger than at any commercial gallery. The Guilderland library, for instance, had more than 17,000 visitors in January, according to Curiale.

“I love to see art in places where one can just happen upon it — at the end of a row of bookcases, around a corner and, particu-

larly, in a library, where one doesn’t necessarily go to look at art,” says Barbara Todd, a fabric artist and faculty member at Emma Willard School in Troy who has quilts in the current Art at APL show, “Interwoven.”

She has had work chosen for the program twice. By being included in a curated show with varied contributors, Todd says, “I get to discover other artists whose work I may have never seen before. I make artistic and intellectual connections that broaden my mind.”

Being in a library show has some considerations and drawbacks, among them time



Paul Buckowski / Times Union

Guilderland Central School District elementary school art teacher Trisha Zigrosser hangs art made by her students at the Guilderland Public Library.

and expense to frame work, make labels and accompanying text, conversations with the curator, installation, taking the show down afterward and more. Todd, originally from Canada, says her native country has an artists organization that compensates artists who are in shows, a fee Todd estimates would be about \$500 for the equivalent of Art at APL, for which she gets nothing unless a work sells.

“I think people like (art in libraries), value it, but they are just not aware of the cost of high-quality exhibitions,” says Todd. “I believe so strongly that people

think that art just happens. It takes a lot of money, time, hard work and talent.”

She’s still happy to be part of such public shows, which offer the opportunity for feedback from audiences who likely would not be in a commercial art gallery. “One young boy said of my quilts ‘Dad, I think these are about something,’” says Todd. “That pleased me!”

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COVER STORY

WORTH A THOUSAND WORDS

Libraries find visual art displays add another way to connect

A painting titled "Mouse and Flowers" by Michelle Waldenmaier is displayed at Bethlehem Public Library.



Photos by Lori Van Buren / Times Union



"Schooling Fish" by Rene Molineaux is displayed at Bethlehem Public Library.

By Steve Barnes

Along a brick wall at the Bethlehem Public Library, above black easy chairs where patrons read and cafe tables where others work on laptops, hangs a series of artworks.

A figure skater stretches her leg over her head in a mixed-media piece by Rene Molineaux. Next to it, in a work also by Molineaux, fish cut from sheet metal swim within a frame. Elsewhere, small quilts adorn walls, as do canvases washed with rectilinear blocks of bright watercolors.

This week, dozens of pieces by Guilderland elementary students take over the town library's Helderberg Room, which hosts monthly exhibits throughout the year. (High schoolers' work follows later this spring.) More quilts and other fabric pieces are on view through the end of this week in the Pine Hills branch of the Albany Public Library, which for the past five years has held biannual art exhibits, each lasting a few months, that are put together by a professional curator. The next in the Art at APL series, as it's called, is due in May and will showcase photography.

"Libraries these days are more than just libraries," says Jessica Cone, who is the exhibitions coordinator and curator of Art at APL. "They're activity centers for their neighborhoods. This is another way we can engage with our community."

Says Mark Curiale, public information officer at Guilderland Public Library and supervisor of the exhibits program, "When the elementary schools' show is here, the walls get transformed into a riot of color." After that, he says, "With the high schoolers, you can see who the next professional graphic designers are going to be. The talent is very impressive."

Many Capital Region public libraries have some manner of art exhibits. Some are formal, like Art at APL, with a dedicated curator, a separate line in the library budget, show themes and regular calls for entries. Others, more casual, are managed by an existing staffer and feature works shown collectively as part of a local organization that requested wall space, including the Albany Artists Group, photo buffs and quilters.

"It's extremely popular with community groups," says Geoffrey Kirkpatrick,



Above, Raquel Esquivas' "Life I", left, and Natalie Baxter's "People Will Think You're Making a Trump Flag, VII" are displayed at the Pine Hills branch of the Albany Public Library.

director of the Bethlehem library. "We have requests for space going out two to three years." The library makes its display areas available for use but does not curate the shows; that's done by the groups that bring in the work, including schools, the Bethlehem Art Association and even a group of library staffers who like to show their creations. Exhibition space was included in the original design of the library, which opened in 1972, according to Kirkpatrick.

In Saratoga Springs, the public library's art shows are part of the Art in Public Places program of Saratoga Arts, the local arts council and arts center. It oversees exhibits in eight locations, including libraries, the arts center, the Saratoga train station and a credit union. The Schenectady County Public Library's main branch, downtown, has occasional one-off exhibits, but its most regular art shows, up for two months at a time, grace



the walls of the community room in the Niskayuna branch.

None of the libraries pays the artists who exhibit, nor is there a charge to show; some of the works shown are for sale, but that becomes a private matter between artist and potential customer, library representatives say, and no library takes a commission if a piece is sold.

From an artist's perspective, libraries offer another place to exhibit their

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

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



Photo: John Carl D'Avella, Albany Times Union



IMAGE 1 OF 32

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



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

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

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

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

Library card holders in Schenectady County have access through the Schenectady County Public Library.

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

Museum participation may vary.

We invite you to the grand opening of our newest branches and *Ribbon Cutting Ceremony!*

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LIBRARIES

Gibson to discuss 'Rally Point' March 3

Can divided Americans, even those from the same political party, find a way to come together in a time of crisis? Chris Gibson, a former Army colonel and Republican congressman who served from 2011 to 2017, thinks so. He outlines his vision for America in the book "Rally Point: Five Tasks to Unite the Country and Revitalize the American Dream," which he will discuss at the library Saturday, March 3, from 2:30 to 4 p.m.

Gibson, a lifelong resident of Kinderhook from a working-class background, rose from private to colonel in the U.S. Army before running for Congress in 2010. "Rally Point" is his analysis of the current political environment and a conservative roadmap to moving beyond a nation divided.

Gibson's talk will take place in the Community Room and is free and open to everyone. A book signing will take place afterward.

Make your move

It's easy to find yourself at a career crossroads. Maybe the job you always wanted doesn't feel like the right fit anymore. Perhaps you took some time off to care for family and find yourself behind on the latest workplace skills. If that sounds like you, come to the library Tuesday, Feb. 27, at 7 p.m. for "Navigating Career Transitions," and learn how to best leverage your skills if you are considering a career change or re-entering the workforce. Job coach Patricia Sibilia will share strategies to help you network and gain confidence for your next career move.



Get ready for your close-up

It's far too late for you to end up on the Oscars stage this year, but it's never too soon to dream, and we've got everything you need to start making some movie magic! Recently added to the Library of Things is a trio of handheld HD camcorders that are lightweight and easy to use. Files are also a snap to share. The camcorders are available on the Library of Things shelf behind the Information Desk and can be checked out for seven days at a time.

We also have made it easier for you to turn that raw footage, or video and stills from your phone or other media sources, into a multimedia presentation using Premiere Elements. We recently installed the user-friendly software on eight of the public laptops available to borrow inside the library with no time limits. Premiere Elements is an intuitive video editing program that provides step-by-step guides for simple tasks or preformatted themed video options, like weddings, travel and more, to give your home movies a polished look. It's easy to take your cinematography skills to the next level at the library.

New station listings online

You can easily find out what is on and coming up on BCN-TV, Bethlehem's public access channel, with a new dynamic guide on the library's website. The listings are

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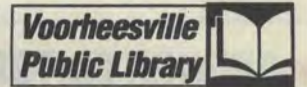
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LEGALS

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VALUATOR, LLC. Arts. of Org. filed with the SSNY on 01/04/18. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 380 92nd Street, Apartment C-6, Brooklyn, NY 11209. Purpose: Any lawful purpose. D-173523

LEGALS

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80 Third Avenue, Albany, NY 12202. Purpose is any lawful activity. D-176583

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VYSE LLC. Arts. of Org. filed with the SSNY on 01/04/18. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of

LEGALS

process to the LLC, 12 Morley Court, Albertson, NY 11507. Purpose: Any lawful purpose. D-173524

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Notice of Formation of WILDWOOD DEVELOPMENT LLC, Arts of Org. filed with NY Secy of State (SSNY) on December 18, 2017. Office location: Albany County. SSNY is designated as agent of LLC upon whom process against it may be served. SSNY shall mail process to the LLC, 520 Livingston Avenue, Albany, NY 12206. Purpose: any lawful activity. D-174645

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To place your Legal Notice: Call 439-4949



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EARTH DAY STORY WALK



FRIDAY APRIL 20 • 10AM

Enjoy an outdoor story walk **at the Swift Preserve**
(near **Bethlehem High School**) with our friends from
the **Mohawk Hudson Land Conservancy**.

For preschoolers and their caregivers.

Sign up here: mohawkhudson.org/events

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the **Mohawk Hudson Land Conservancy**.

For preschoolers and their caregivers.

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