



**Board of Trustees Meeting
December 11, 2017 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Plaza feasibility study presentation**
- **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**
 - BCN-TV**
 - Fire alarm & security project update**
 - HVAC project update**
 - UHLS contract**
 - Other old business**
- **Future business**
 - Board treasurer**
 - Policy updates/schedule**
 - Resource sharing**
- **Public Participation**
- **Adjournment**

Next board meeting: January 8, 2018 6:00pm

Next Friends of the Library board meeting: December 18, 2017 6:00pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday November 13, 2017

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, Accounts Clerk
Natalie McDonough, Manager, Programs and Community Outreach
Catherine Stollar Peters, Head of Tech Services, Circulation
Chris McGinty, Head of Public Services
Janice Irwin, BCN-TV Studio Manager
Alan Walther, The Bonadio Group
Carol Northrup
Andrew Reilly
Frank DeSorbo
Nathan Frank
Rabbi Nachman Simon
Ralph LeBarron
Trudy Quaif
Zachary Simpson
Richard Kilroe, library staff
Dennis Kariou
Nancy Benedict
Thomas Goodfellow
Keith Irish
Marc Gronich
Jared King

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

PUBLIC PARTICPATION

M. Redmond opened the public participation portion of the meeting with some prepared comments about what the board is trying to address with potential changes to BCN-TV. See comments as addendum.

The following people spoke:

- Frank DeSorbo: Read from a prepared statement, included as an addendum to these minutes. Said the board had set a negative tone with the discussion. Took issue with M. Redmond's comments as not being the board speaking with one voice.
- Andrew Reilly: Said he spoke with the town about viewership numbers for its board meetings, and was told about 122 people a month access the meetings. (Numbers reflect digital viewership, not cable access viewership.)
- Richard Kilroe: Asked why there is a problem to be addressed with the studio now if it has been budgeted up to this point. M. Redmond responded that it was a discussion that started when a part-time studio staffer resigned and the board decided to review the services being offered.
- Carol Northrup: Said she felt the proposals and decision were happening very suddenly. Asked if there would be a public referendum. M. Redmond responded that it is not a decision that would require a referendum but the board had been listening to feedback from the community.
- Trudy Quaif: Said the studio is a wonderful asset to the community and said it appears as though the studio is closed already. M. Redmond noted that in all of the proposals the board is reviewing, the studio remains open.
- Rabbi Nachman Simon: Said the station was a good resource, and it wasn't always wise to compare money versus services rendered. He said the channel is a way to reach homebound or computer illiterate community members.
- Jared King: Said he was hoping that whatever the decision, it would be a smooth transition and that public access is important. Blamed the town for not choosing to allot some of the franchise fees for use by the public access station. Had concerns about how digitized content is treated online.
- Dennis Kariou: Said that some people like the studio in the library more than the books and that he hopes the library goes in a good direction. Said public access gives the public the opportunity to expose dysfunctional government and tell the truth.
- Richard Kilroe: Said he was interested in hearing the studio manager thoughts. M. Redmond noted that J. Irwin was in attendance and had spoken up at previous meetings.

AUDITOR'S REPORT

Alan Walther of The Bonadio Group reviewed the draft report and required communications letter. The library has received an unmodified opinion — the highest level of assurance. The report noted no deficiencies and no noncompliance with regard to internal controls. The final report will be placed in the public record.

A. Walther thanked G. Kirkpatrick and T. Choppy for their help and collaboration with the audit.

MINUTES

Minutes of the 10 October 2017 board meeting was approved unanimously on a MOTION by M. Kissinger with a SECOND by C. Brancatella, with the correction noted below. J. Becker recused herself.

M. Redmond said that in the discussion under New Business regarding the DASNY project management agreement, the minutes should note that the \$94,000 cash transfer should be classified as a prepaid expense.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by H. Narang, the board unanimously approved the Financial Statement dated 31 October 2017 (Manual Disbursements for October \$41,718.21; Cash Disbursements/Accounts Payable for November \$63,846.14; Trust & Agency Disbursements/Salaries for October \$163,345.12; CapProject Fund/Hand-Drawn Checks for November \$3,552.60; Total: \$272,462.07).

H. Narang asked if the library was whole on property taxes. T. Choppy said 94 percent of the taxes have been received with the rest expected sometime in April.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for October 1-31, 2017.

MANUAL INVOICES

On a MOTION by B. Sweeney with a SECOND by M. Kissinger the board unanimously authorized payment of \$3,552 to M/E Engineering for fire alarm and security system design work.

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

On a MOTION by H. Narang with a SECOND by J. Becker, the board unanimously approved new hires for the following vacancies, pending Civil Service approval:

- Custodial worker, full-time, permanent, \$32,000/annual or per contract.
- Library page, part-time, permanent, 13.85 hours/week at \$9.70/hour or per contract.
- Library clerk, part-time, permanent, 15 hours/week at \$13.19/hour or per contract.

DIRECTOR'S REPORT

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

- The library is working quickly to fill the full-time custodial position left open by K. Coffey's promotion.
- The restructured Halloween trick-or-treating program was a hit, and many parents were glad the library was handing out non-edible treats.
- The library will hold a custom library card program in January featuring the new library card printer. Future programs may include library cards with a child's custom artwork, etc.
- The library will be testing its new phone-based translation service at Staff Development Day. This technology allows the library to provide services to more community members
- G. Kirkpatrick invited any interested board members to Staff Development Day.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS contract will be discussed later on the agenda. The UHS board is also continuing to evaluate and discuss the grant awarding process.

NEW BUSINESS

Public Library Association conference attendance

G. Kirkpatrick asked to send five staffers to the PLA conference in Philadelphia. There will be some travel savings because of the use of the library van.

On a MOTION by C. Brancatella with a SECOND by B. Sweeney, the board unanimously authorized the estimated \$6,298 in costs for five staffers to attend the PLA conference in March.

UHLS contract

The current contract is set to expire at the end of the calendar year. Upper Hudson is currently considering updating the contract, but will likely offer an extension of the current one with a minimal increase and no significant change while they continue to discuss how they would like to move forward.

Resource sharing discussion

B. Sweeney said he wanted to open a preliminary discussion that could be revisited in a couple of months about how libraries in the Upper Hudson system share items like DVDs and other resources. He said he was curious because he noticed some libraries would not share certain materials even though anyone with an Upper Hudson card could check those same materials out on site. He said he'd like to sit down with G. Kirkpatrick sometime to really try to understand the complexities of the process and the decisions in light of the UHLS contract discussions and decide what the library's own philosophy is and how to move forward with that. L. Scoons and M. Kissinger said they would also be interested in further exploring resource-sharing issues.

Other new business

The library received its invoice from the NYSLRS.

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board unanimously authorized payment of \$288,233 to the New York State and Local Retirement system, detailed in an invoice dated November 8, 2017.

OLD BUSINESS

BCN-TV

The board noted that they were looking at three separate proposals detailed in a chart in the board packet. The first would result in no change to the current service. The second would keep the current public access channel and scheduling and would put consumer-grade A/V equipment in the studio so people could self-produce their content, and the third option would use the channel for government

programming and still have an A/V studio set up for self-production. In all three options, the public retains the ability to make programs using the studio.

M. Kissinger said he strongly supported the middle option.

T. Quaif: Said the process of making shows is too complicated to train people how to do it. M. Kissinger said the library has trained people on the 3D printer in a similar way.

M. Redmond said that the resources that exist, even with the replacement of the second part-time person, are not sufficient to do all of the things people are looking for in a full-service studio. She said the library is looking at ways to simplify that process and make a viable plan going forward. H. Narang said that the board is evaluating the studio like it does all the services and resources at the library, and that two part-time positions are currently tied up producing content for a small number of people. He noted that, in terms of evaluating resources, if a book doesn't get checked out for six months, it goes on the sold shelf. He said that the library has heard from people who create shows at the library, but not the people who might be accessing through the channel. He added that not every service at the library needs to remain unchanged, and that in terms of the budget, the board needs to ask whether the library is getting enough from the current output of the studio space to justify the resources expended.

M. Redmond said there needs to be some type of training manual in place to transition to new hires.

J. Irwin: Said she created a training manual on her own 15 years ago, along with training shortcuts. Noted that there are user manuals for all of the equipment in the studio. She said she has tried to accommodate the taping of library programs.

H. Narang said that public access television has become less and less relevant over the years, and the library could have had this discussion two years ago. He said the major question is: What is the number of people you are reaching with the library's resources?

C. Brancatella said she realizes there are a lot of personal feelings involved, but it is the library's job to be forward thinking and decide what is the best service that provides the most value for the most people. She suggested it might be beneficial to revisit the decision in a year or so to see what is working.

G. Kirkpatrick clarified that viewership numbers for the public access station do not exist. It is data that is simply not collected by the cable companies.

F. DeSorbo: Said there would need to be a tech person to make sure equipment is working from user to user.

J. King: Said the financial resources should be available to the library, but the town has not provided the assets.

B. Sweeney addressed the comment from earlier about the board speaking with one voice, saying that he believes the individuals were elected to bring their voices to the mix. He also addressed the comments

that there were decisions made before the public discussion started. He said almost every word he has spoken about BCN-TV has been done in the public meetings and that the board has worked hard to be open and gather feedback, even moving to a larger room to accommodate additional people during the meetings. C. Brancatella said that the strongest evidence that the board has been listening to feedback is the fact that the proposals have changed.

The board reiterated that the PEG money from the town can only be used for capital expenses, not staffing/benefits. H. Narang said that regardless of the equipment costs, the current setup is not the most efficient use of two part-time employees.

T. Goodfellow: Said that he doesn't have cable, and BCN-TV is not broadcast on local stations so he does not have access to the same service.

M. Gronich: Said he has encountered some people who seem enthusiastic about a public/private venture for public access. Offered to help if there was interest. Said he may know of upcoming legislation that would make more funds available.

The board noted that in the absence of viewership stats, they have tried to get feedback through public surveys and notices in *The Spotlight* and on the public access channels themselves. Board members reviewed the three proposals again and discussed narrowing them down so they could flesh out the details and schedule a public forum.

J. Irwin: Said promises were made to the cable company at the time of the contract negotiations, and a needs assessment was conducted.

In response to a question by C. Brancatella, G. Kirkpatrick noted that the library does not have any contractual obligation with the cable companies. The library is not a party to the contract, and negotiations were between the town and the cable companies.

The board opted to present the second BCN-TV option to the public at a forum on Tuesday, December 5, from 6-8pm.

Fire alarm and security project update

The project design has been given SED approval and a building permit. M. Kissinger asked what effect the work will have on patrons, and G. Kirkpatrick said the asbestos abatement in the hallway would be the most disruptive part of the project, potentially blocking access for three days or more. The library is looking at some different ways to continue providing service during that time.

HVAC project update

The pre-bid walkthrough takes place Nov. 28 with five pre-vetted contractors, who will then have a couple of weeks to put their bids together. G. Kirkpatrick said the board would likely be selecting a contractor at the January meeting.

Board treasurer

The board noted that the treasurer discussion will take place at a future time.

Other old business

L. Scoons asked about the library's First Night participation. G. Kirkpatrick said there will be two performers in the community room with crafts and games in the board and storyhour rooms. K. Coffey has said he would be available if needed for snow removal help. The library is loaning its green screen for teens to use at Town Hall. The library will be a purchase point for the buttons.

The board discussed providing cupcakes for the staffers on staff development day.

PUBLIC PARTICIPATION

The following people spoke:

- A. Reilly: Had a question about how library loans are classified if an item from a non-sharing library is checked out from the library by a Bethlehem patron. Asked for information about the costs involved for the A/V makerspace proposal. M. Kissinger said the library had already provided some rough estimates at an earlier meeting but would start getting some harder numbers together. G. Kirkpatrick said some of the existing equipment will remain.
- R. Kilroe: Noted that, as an employee, this was the first meeting he has gone to, and he thanked the board for all they do.

On a MOTION by J. Becker with a SECOND by H. Narang, the board adjourned the regular meeting at 8:41pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

In considering the past performance and future direction of the Studio, the Board is looking to identify a service plan that best fits within a managed business model. While it is undeniable that the Studio provides unique, personalized programming service to the public, no ongoing organization can succeed without a balance between service and resources. In the case of the Library, the Board is faced with a number of operational challenges that have been neglected for some time in the Studio area.

1. Physical, as well as organizational, separation of the Studio function from the larger Library umbrella has created an isolated island of services. Constructive interaction between Studio and Library staff is minimal.
2. *Budgeted* staffing of 2 PT employees is insufficient to maintain the established BCN service platform. While the efforts of Studio staff are recognized and appreciated, it has become clear that the range of services desired cannot be effectively provided at the present staffing level.
3. For example, little or no training documentation is available to assist with transitioning new, or cross-training existing, staff into the Studio processes. This issue constitutes a serious shortfall for any ongoing business entity. Currently, the abrupt loss of a Studio staffer with critical studio knowledge would leave the library without the ability to provide any studio services.
4. With the present budgeted level of staffing, resources are not available to record and produce routine Library programs to share with the public.
5. Complex, professional grade equipment is utilized to provide highly specialized service to a proportionally small segment of district patrons.
6. Library IT staff are not always capable of providing necessary support service for the equipment.
7. Training users to be self-sufficient A/V producers ties in closely with the library's stated goals in the long range plan to "lead the community in the understanding and use of new information technologies."

The Board must consider adjusting the current imbalance between public expectations and existing resources. We hope to keep the channel open for public access in a model that includes stable staffing, that reasonably accommodates a defined level of service to the district community.

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Address to Library Board by Frank DeSorbo, Veteran Next Door show.

As a community board for a prominent service in the Town of Bethlehem, I will offer my impression and reactions to your issue of the BCN-TV confronting the community.

I am a resident of Delmar for 25 years and the other 45 years of Albany. My professional career consumed over 30 years working in central administration in the Albany Schools and the Catskill School District. I left the Albany Schools as the Payroll Supervisor of the district with over 1300 employees and went to work for almost 15 years as the Assistant Superintendent of Business in the Catskill School District. I served as the Acting Superintendent on two occasions and was the Clerk of the Board for 10 years. I have a close contact who served 10 years as the President of the Albany City School District Board of Education. With my experience and contacts with board members I will share my feelings and insights with your actions.

Your Board has presented an issue to the community that has created much controversy. When ever a board creates it own problems there are many unforeseen consequences and public upheaval. Your local newspaper has written about 4 articles about the issue of BCN-TV and how your plan on dropping it for a new mode of recording. Your meetings displays a lack of thought, planning and cooperation from key elements from the community. I have spoken to people and many are suspect of you motives and believe there is some other hidden agenda. From my experience with School budgets, you do not pass a budget and then proceed to take away services. I have yet to hear anything that you are trying to do that is beneficial for this budget year for our community.

When you put out oral presentation and lack visual aids, no written documentation for the public to support your efforts and no fiscal comparison, we lose faith people in our public servants. I've attended a few meetings and you do not use technology for speaking and most people can not hear your board converse. You have given oral presentations and no written document to indicate your plan. You have talked about cost saving and no fiscal information. You have changed the plan a few times. There is a saying about the 5 P's of any project, I like the positive version which is "Proper Planning Promotes Peak Performance". You style is the negative 5 P's "Poor Planning Prevents Peak Performance."

As I view the community reactions, crowded board meetings and community controversy, you created a military term of a "SNAFU – Situation Normal All Fouled Up." You should regroup, look forward to a community involved in the plan with detailed finance and community support and vote a proposition next spring with your budget.

If you elect to pursue your current path, I will follow your actions and know there will be different board members elected next year and probably your budget will be defeated. I will tell you in my 15 years of school budgets in Catskill, only one was defeated because a summer program they ran upset the community. If you think the public will only defeat a budget on tax increases you are wrong. In Catskill we revoted the same budget dollar amount but put different propositions individually. The only proposition defeated was the summer program.

There is time to find the path that the community can support. Thank You.

To the Library Board of Trustees,

I am not sure who wrote the Bethlehem Survey handout and on your website, but it was certainly someone who does not have a clue as to how to write a survey. I have written a number of surveys over the years and would have been laughed at had I written anything such as the one that was written like this one. Especially considering that it came out of a library where words are important.

A simple "google" of how to write a survey comes up with this in the search engine:

Before you write pages full of detailed questions, you'll need to remember to follow these tips to build effective survey questions:

1. *Use Simple, Direct Language. ...*
2. *Be Specific. ...*
3. *Break Down Big Ideas into Multiple Questions. ...*
4. *Avoid Leading Questions. ...*
5. *Ask One Thing per Question. ...*
6. *Use More Interval Questions.*

And this is before you even go into any of the websites. It would have been very easy to find had anyone been really interested in writing a valid survey.

Most surveys include a preamble as to what the survey is about. This was not included in yours.

Simple definitions about terms should be included. This was not in your survey

Items should be numbered so that the calibration of responses can be tabulated.

You should all be ashamed of putting out this "survey". It says nothing, means nothing and can gain no valid information.

You should all ask yourselves, exactly what were you trying to prove? What results were you trying to obtain. This looks blatantly skewed for some nefarious purpose

An interested citizen.

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #5
11/30/2017**

CURRENT MONTHLY REVENUE

| | |
|-------------------------|--------------------|
| Real Property Taxes | 90,549.00 |
| PILOT | 0.00 |
| Sale of Equipment | 0.00 |
| Fines | 5,277.87 |
| Interest on Investment* | 1,174.56 |
| Sale of Books | 556.85 |
| Gifts and Donations | 0.00 |
| Insurance Recovery | 0.00 |
| Photocopier | 576.10 |
| State Aid | 0.00 |
| Grants | 0.00 |
| Miscellaneous Income | 0.00 |
| Total | \$98,134.38 |

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #5
11/30/2017**

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 | 16,657.28 | 20,342.72 | 45.02% |
| Interest on Investment | 5,000.00 | 2,996.61 | 2,003.39 | 59.93% |
| Sale of Books | 6,000.00 | 2,364.86 | 3,635.14 | 39.41% |
| Gifts and Donations, Misc | 1,000.00 | 1,377.10 | (377.10) | 137.71% |
| Insurance Recovery | 0.00 | 0.00 | 0.00 | 0.00% |
| Photocopier | 6,500.00 | 3,116.44 | 3,383.56 | 47.95% |
| State Aid | 24,500.00 | 24,792.00 | (292.00) | 101.19% |
| Miscellaneous Income | 0.00 | 75.00 | (75.00) | |
| Sub-Total | \$4,100,652.00 | 3,930,928.29 | 169,798.71 | 95.86% |
| Appropriated Funds Balance | \$0.00 | | | |
| TOTAL | \$4,100,652.00 | | | |

OPERATING CASH SUMMARY

| | |
|-----------------------|---------------------|
| TD Checking Account: | 109,633.12 * |
| TD Money Market: | 4,406,007.26 |
| TD Comp Fund: | 0.00 |
| Capital Project Fund: | 563,574.81 |
| TOTAL | 5,079,215.19 |

*Includes Interest of \$1,174.56 credited on 11/15/17

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #5**

11/30/2017

| | |
|---|---------------------|
| MANUAL DISBURSEMENTS - NOVEMBER HAND DRAWN CHECKS TD BANK | \$319,559.85 |
| CASH DISBURSEMENTS - DECEMBER ACCOUNTS PAYABLE TD BANK | \$64,881.90 |
| TRUST & AGENCY DISBURSEMENTS - NOVEMBER SALARIES - TD BANK | \$165,059.61 |
| CAPITAL PROJECT FUND HAND DRAWN CHECKS - DECEMBER | \$4,150.90 |
| TOTAL | \$553,652.26 |

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 20: MANUAL DISB (NOV 17) For Dates 11/1/2017 - 11/30/2017



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|---------|------------|-----------|--------------------------------|-----------|--------------|
| 36576 | 11/03/2017 | 1833 | BLUESHIELD OF NORTHEASTERN NY | | 3,544.02 |
| 36632 | 11/16/2017 | 2087 | CITIBANK | 180290 | 214.41 |
| 36633 | 11/16/2017 | 1570 | NATIONAL GRID | | 4,006.78 |
| 36634 | 11/16/2017 | 730 | NYS EMPLOYEES RETIREMENT SYSTE | 180282 | 288,233.00 |
| 36635 | 11/22/2017 | 1424 | AFLAC NEW YORK | | 415.92 |
| 36636 | 11/22/2017 | 811 | ELIZABETH BOUCHARD | 180303 | 27.84 |
| 36637 | 11/22/2017 | 1831 | CDPHP UNIVERSAL BENEFITS, INC. | | 22,364.78 |
| 36638 | 11/22/2017 | 2234 | LLOYD, PATRICIA | 180304 | 15.68 |
| 36639 | 11/22/2017 | 2061 | UNITED HEALTHCARE INSURANCE CO | | 70.93 |
| 36645 | 11/27/2017 | 2009 | TANYA CHOPPY | 180328 | 666.49 |

Number of Transactions: 10

Warrant Total: 319,559.85

Vendor Portion: 319,559.85

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 - 23: CASH DISB (DEC 17) For Dates 12/12/2017 - 12/12/2017



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|---------|------------|-----------|--|-----------|--------------|
| 36646 | 12/12/2017 | 30 | ALBANY PUBLIC LIBRARY-MAIN BR | 180352 | 38.00 |
| 36647 | 12/12/2017 | 30 | ALBANY PUBLIC LIBRARY-MAIN BR | 180349 | 13.00 |
| 36648 | 12/12/2017 | 30 | ALBANY PUBLIC LIBRARY-MAIN BR | 180286 | 12.99 |
| 36649 | 12/12/2017 | 611 | ALBANY TIMES UNION | 180334 | 559.00 |
| 36650 | 12/12/2017 | 611 | ALBANY TIMES UNION | 180294 | 955.32 |
| 36651 | 12/12/2017 | 1009 | AMAZON CREDIT PLAN | 180281 | 3,226.35 |
| 36652 | 12/12/2017 | 61 | AQUASCAPE DESIGNS LLC | 180003 | 70.29 |
| 36653 | 12/12/2017 | 77 | BAKER & TAYLOR , INC. | 180338 | 18,086.18 |
| 36654 | 12/12/2017 | 1186 | BAKER AND TAYLOR ENTERTAINMENT | 180309 | 357.44 |
| 36655 | 12/12/2017 | 719 | BETHLEHEM CENTRAL SCHOOL DIST | 180332 | 195.64 |
| 36656 | 12/12/2017 | 2087 | CITIBANK | 180292 | 10.00 |
| 36657 | 12/12/2017 | 2078 | COUNTY WASTE & RECYCLING SERVICE, INC. | 180002 | 170.80 |
| 36658 | 12/12/2017 | 1240 | DE LAGE LANDEN FINANCIAL SER | 180001 | 440.00 |
| 36659 | 12/12/2017 | 1434 | DELL MARKETING L.P. | 180225 | 3,841.55 |
| 36660 | 12/12/2017 | 1220 | DEMCO, INC | 180041 | 1,781.41 |
| 36661 | 12/12/2017 | 1991 | EASTERN MANAGED PRINT NETWORK LLC | 180296 | 8.41 |
| 36662 | 12/12/2017 | 195 | EBSCO SUBSCRIPTION SRVS | 180346 | 15,510.86 |
| 36663 | 12/12/2017 | 1674 | FINDAWAY | 180300 | 307.44 |
| 36664 | 12/12/2017 | 1986 | FIRSTLIGHT FIBER | 180004 | 201.47 |
| 36665 | 12/12/2017 | 787 | GUILDERLAND PUBLIC LIBRARY | 180350 | 7.99 |
| 36666 | 12/12/2017 | 787 | GUILDERLAND PUBLIC LIBRARY | 180344 | 12.95 |
| 36667 | 12/12/2017 | 787 | GUILDERLAND PUBLIC LIBRARY | 180277 | 18.00 |
| 36668 | 12/12/2017 | 1896 | HP | 180280 | 466.20 |
| 36669 | 12/12/2017 | 2201 | LANE PRESS OF ALBANY | 180013 | 2,885.00 |
| 36670 | 12/12/2017 | 2192 | M & K GREENHOUSES, LLC | 180181 | 88.50 |
| 36671 | 12/12/2017 | 1024 | **CONTINUED** MIDWEST TAPE | | 0.00 |
| 36672 | 12/12/2017 | 1024 | MIDWEST TAPE | 180345 | 5,569.47 |
| 36673 | 12/12/2017 | 2121 | NATIONAL INDUSTRIES FOR THE BLIND | 180185 | 168.00 |
| 36674 | 12/12/2017 | 1654 | NORTH GREENBUSH PUBLIC LIBRARY | 180295 | 50.00 |
| 36675 | 12/12/2017 | 2148 | NORTHEAST PEST CONTROL | 180060 | 199.00 |
| 36676 | 12/12/2017 | 2088 | NYSID | 180023 | 268.48 |
| 36677 | 12/12/2017 | 2094 | ORIENTAL TRADING COMPANY, INC. | 180315 | 41.47 |
| 36678 | 12/12/2017 | 1823 | OVER DRIVE INC. | 180324 | 1,355.38 |
| 36679 | 12/12/2017 | 1542 | PUPPET PEOPLE | 180150 | 600.00 |
| 36680 | 12/12/2017 | 1661 | RCS COMMUNITY LIBRARY | 180351 | 15.99 |
| 36681 | 12/12/2017 | 505 | ROEMER WALLENS GOLD & MINEAUX | 180314 | 2,192.00 |
| 36682 | 12/12/2017 | 1951 | S & S WORLDWIDE | 180316 | 35.63 |
| 36683 | 12/12/2017 | 1767 | SCHOLASTIC, INC. | 180354 | 1,951.00 |
| 36684 | 12/12/2017 | 2092 | SENSOURCE, INC | 180333 | 900.00 |
| 36685 | 12/12/2017 | 2038 | STAPLES BUSINESS ADVANTAGE | 180042 | 81.96 |
| 36686 | 12/12/2017 | 1161 | TOWN OF BETHLEHEM | 180347 | 879.91 |
| 36687 | 12/12/2017 | 632 | UPPER HUDSON LIBRARY SYSTEM | 180329 | 55.00 |
| 36688 | 12/12/2017 | 1607 | VERIZON BUSINESS FIOS | 180012 | 127.77 |
| 36689 | 12/12/2017 | 1607 | VERIZON BUSINESS FIOS | 180012 | 126.98 |
| 36690 | 12/12/2017 | 1968 | VERIZON WIRELESS | 180011 | 40.01 |
| 36691 | 12/12/2017 | 645 | W W GRAINGER INC | 180322 | 743.06 |

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 23: CASH DISB (DEC 17) For Dates 12/12/2017 - 12/12/2017



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|-----------------------------------|------------|-----------|----------------|------------------------|------------------|
| 36692 | 12/12/2017 | 648 | WANT AD DIGEST | 180320 | 216.00 |
| Number of Transactions: 47 | | | | Warrant Total: | 64,881.90 |
| | | | | Vendor Portion: | 64,881.90 |

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 - 18: TRUST & AGENCY (NOV 17) For Dates 11/1/2017 - 11/30/2017



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|---------|------------|-----------|---------------------------------|-----------|--------------|
| 36571 | 11/03/2017 | 712 | CIVIL SERVICE EMPL ASSOC INC. | | 885.56 |
| 36572 | 11/03/2017 | 1679 | METLIFE-TSA CONTRIBUTIONS | | 350.00 |
| 36573 | 11/03/2017 | 2003 | NEW YORK STATE DEFERRED | | 2,130.59 |
| 36574 | 11/03/2017 | 710 | NYS INCOME TAX BUREAU | | 3,185.21 |
| 36575 | 11/03/2017 | 711 | SCHOOL SYSTEMS FED CREDIT UNION | | 170.00 |
| 36627 | 11/17/2017 | 712 | CIVIL SERVICE EMPL ASSOC INC. | | 885.56 |
| 36628 | 11/17/2017 | 1679 | METLIFE-TSA CONTRIBUTIONS | | 350.00 |
| 36629 | 11/17/2017 | 2003 | NEW YORK STATE DEFERRED | | 2,126.30 |
| 36630 | 11/17/2017 | 710 | NYS INCOME TAX BUREAU | | 3,185.32 |
| 36631 | 11/17/2017 | 711 | SCHOOL SYSTEMS FED CREDIT UNION | | 170.00 |
| 100239 | 11/03/2017 | 709 | BPL SPECIAL PAYROLL ACCOUNT | | 54,289.45 |
| 100240 | 11/03/2017 | 1946 | IRS - PAYROLL TAX PMT | | 19,635.65 |
| 100241 | 11/17/2017 | 709 | BPL SPECIAL PAYROLL ACCOUNT | | 55,729.77 |
| 100242 | 11/17/2017 | 730 | NYS EMPLOYEES RETIREMENT SYSTE | | 2,255.02 |
| 100243 | 11/17/2017 | 1946 | IRS - PAYROLL TAX PMT | | 19,711.18 |

Number of Transactions: 15

Warrant Total: 165,059.61

Vendor Portion: 165,059.61

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 - 4: CASH DISB (H FUND DEC 17) For Dates 12/1/2017 - 12/31/2017



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|----------------------------------|------------|-----------|-----------------------|------------------------|-----------------|
| 1179 | 12/12/2017 | 2080 | M/E ENGINEERING, P.C. | 170093 | 4,150.90 |
| Number of Transactions: 1 | | | | Warrant Total: | 4,150.90 |
| | | | | Vendor Portion: | 4,150.90 |

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
11/30/2017

| ACCOUNT | PREVIOUS BALANCE | RECEIPTS | DISBURSEMENTS | ENDING BALANCE |
|----------------------|-------------------------|---------------------|----------------------|-----------------------|
| TD Bank General Fund | \$506,984.16 | \$151,114.56 | \$548,465.60 | \$109,633.12 |
| TD Bank Payroll | \$0.00 | \$110,019.22 | \$110,019.22 | \$0.00 |
| TD Bank Money Market | \$4,456,007.26 | \$0.00 | \$50,000.00 | \$4,406,007.26 |
| Capital Project Fund | \$567,127.41 | \$0.00 | \$3,552.60 | \$563,574.81 |
| TOTAL: | \$5,530,118.83 | \$261,133.78 | \$712,037.42 | \$5,079,215.19 |

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund

For the month beginning 11-1-17 and ending 11-30-17

Balance on hand at the beginning of the month \$506,984.16

Receipts during the month

| | | |
|--|-----------|---------------------|
| Interest | 1,174.56 | |
| Transfers from Money Maket Account TD Bank | 50,000.00 | |
| Fines | 5,277.87 | |
| Copier | 576.10 | |
| Miscellaneous (Abate) | 2,980.18 | |
| Book Sale | 556.85 | |
| PILOT | 0.00 | |
| School Taxes | 90,549.00 | |
| Gifts | 0.00 | |
| Sale of Equipment | 0.00 | |
| Grants | 0.00 | |
| State/System Aid | 0.00 | |
| Miscellaneous Income | 0.00 | |
| Total Receipts | | <u>\$151,114.56</u> |
| Total Receipts Including Balance | | \$658,098.72 |

Disbursements During Month By Check

| | | |
|--|------------|---------------------|
| From Check #36576 to Check #36645 | 319,559.85 | |
| Trust & Agency Payments (Payroll) | 165,059.61 | |
| From Check #36577 to Check #36626 | 63,846.14 | |
| Transfers to Money Maket Account | 0.00 | |
| Returned Check | 0.00 | |
| Total amount of Disbursements | | <u>\$548,465.60</u> |
| Balance on Hand at End of Month | | \$109,633.12 |

Reconciliation With Bank Statement

| | |
|---|------------|
| Total Amount of Cash Balance on Deposit as shown by Bank Statement | 109,689.80 |
| Amount of Outstanding Checks | 56.68 |
| Balance on Deposit | 109,633.12 |

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
11/30/17

| Check Number | Date | Amount |
|---------------------|-------------|---------------|
| 36578 | 11/13/2017 | 10.00 |
| 36625 | 11/13/2017 | 15.00 |
| 36626 | 11/13/2017 | 16.00 |
| 36638 | 11/13/2017 | 15.68 |

TOTAL **\$56.68**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 11-1-17 and ending 11-30-17

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

Receipts during the month

| | |
|---------------------------------|-----------|
| Transfer from Checking 11/2/17 | 54,289.45 |
| Transfer from Checking 11/16/17 | 55,729.77 |

Total Receipts \$110,019.22

Total Receipts Including Balance \$110,019.22

Disbursements During Month By Check

| | |
|--|-----------|
| 11/3/17 - From Check #83262 to Check #83330 | 54,289.45 |
| 11/17/17 - From Check #83331 to Check #83399 | 55,729.77 |

| | |
|--|---------------------|
| Total Amount of Disbursements | <u>\$110,019.22</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 | 0.00 |
| Amount of Outstanding Checks | 0.00 |
| Balance on Deposit | \$0.00 |

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 11-1-17 and ending 11-30-17

Balance on hand at the beginning of the month \$4,456,007.26

Receipts during the month

Transfer from General Fund 0.00

Total Receipts \$0.00
Total Receipts Including Balance \$4,456,007.26

Disbursements During Month By Check

Transfers to General Fund 50,000.00
Transfers to Capital Projects Fund

Total Amount of Disbursements \$50,000.00
Balance on Hand at End of Month **\$4,406,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit
as shown by Bank Statement 4,406,007.26
Amount of Outstanding Checks 0.00
Balance on Deposit 4,406,007.26

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
TD Bank***

For the month beginning 11-1-17 and ending 11-30-17

Balance on hand at the beginning of the month \$567,127.41

Receipts during the month

Interest TD Bank
Transfer from Money Market Account
Donation

Total Receipts \$0.00
Total Receipts Including Balance \$567,127.41

Disbursements During Month By Check

From Check #1178 to Check #1178 3,552.60

Total Amount of Disbursements 3,552.60
Balance on Hand at End of Month **\$563,574.81**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit
as shown by Bank statement 567,127.41
Amount of Outstanding Checks 3,552.60
Balance on Deposit 563,574.81

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
Capital Project Fund
11/30/17**

| Check Number | Check Date | Amount |
|---------------------|-------------------|---------------|
| 1178 | 11/13/17 | \$3,552.60 |

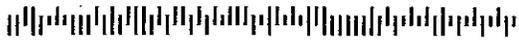
| | | |
|--------------|--|-------------------|
| TOTAL | | \$3,552.60 |
|--------------|--|-------------------|



4427533000280997900214410021441062

21133100 - 000055 - 0001 - 0002 - 26

| | | | | |
|---|----------------------------|-------------------------|--------------------------------|-----------------------------|
| Company Account Number XXXX-XXXX-XX80-9979 | Payment Date 12/01/2017 | New Balance \$214.41 | Minimum Amount Due \$214.41 | Enter Amount Paid 214.41 |
|---|----------------------------|-------------------------|--------------------------------|-----------------------------|



BETHLEHEM PUB LIBRARY **T0000141
 TANYA CHOPPY
 451 DELAWARE AVE
 DELMAR NY 12054-3042

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

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

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

CITIBANK CORPORATE CARD

Statement Date
11/06/17
 Payment Date
12/01/17

| | | | |
|---------------------------------|-----------------------------------|----------------------------|-----------------------------|
| Company Credit Line \$33,000 | Available Credit Line \$32,785 | Cash Advance Limit \$00 | Available Cash Line \$00 |
|---------------------------------|-----------------------------------|----------------------------|-----------------------------|

OK copy
 Cxk
 11/15/17

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 | 3,594.12 | - 3,594.12 | | 214.41 | | 214.41 |
| Advances | | | | | | |
| Company Totals | 3,594.12 | - 3,594.12 | | 214.41 | | 214.41 |

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

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

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

CARDMEMBER SUMMARY

| KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377 | Previous Balance | Payments | Credits | Purchases and Advances | Interest Charges | New Balance |
|--|------------------|----------|---------|------------------------|------------------|-------------|
| Monthly Limit: \$2,500 | | | | 132.35 | | 132.35 |
| Purchases | | | | | | |
| Advances | | | | | | |
| TOTAL | | | | 132.35 | | 132.35 |

| PETERS, M CATHERINE XXXX-XXXX-XX82-7385 | Previous Balance | Payments | Credits | Purchases and Advances | Interest Charges | New Balance |
|--|------------------|----------|---------|------------------------|------------------|-------------|
| Monthly Limit: \$625 | | | | 53.10 | | 53.10 |
| Purchases | | | | | | |
| Advances | | | | | | |
| TOTAL | | | | 53.10 | | 53.10 |

| COFFEY, KEVIN J XXXX-XXXX-XX56-3708 | Previous Balance | Payments | Credits | Purchases and Advances | Interest Charges | New Balance |
|--|------------------|----------|---------|------------------------|------------------|-------------|
| Monthly Limit: \$750 | | | | 28.96 | | 28.96 |
| Purchases | | | | | | |
| Advances | | | | | | |
| TOTAL | | | | 28.96 | | 28.96 |

| | | | | | |
|-----------------------------------|---|------------------|----------------------|---------------------------|--------|
| DAYS IN BILLING PERIOD: 31 | | | | | |
| Balance Subject | | <u>Purchases</u> | <u>Cash Advances</u> | Payment Due: | 214.41 |
| To Interest Charges | > | .00 | .00 | Amount Over Credit Limit: | .00 |
| Periodic Rate | > | .0000% | .0000% | Amount Past Due: | .00 |
| ANNUAL PERCENTAGE RATE | > | 0.00% | 0.00% | MINIMUM AMOUNT DUE: | 214.41 |

21133100 - 000095 - 0002 - 0002 - 26

XXXX-XXXX-XX80-9979

Statement Date
11/06/17

| COMPANY BOOKKEEPING DETAIL | | | | |
|----------------------------|-----------|-------------------------|-----------------------|-----------------------|
| BETHLEHEM PUB LIBRARY | | | | XXXX-XXXX-XX80-9979 |
| Monthly Limit | | Cash Limit* | Available Credit Line | Available Cash Line** |
| \$33,000 | | \$00 | \$32,785 | \$00 |
| Sale Date | Post Date | Reference Number | Type of Activity | Total Amount |
| 10-23 | 10-23 | 74046587296296030000073 | PAYMENT - THANK YOU | 182.99 PY |
| 10-23 | 10-23 | 74046587296296030000065 | PAYMENT - THANK YOU | 3,411.13 PY |

| INDIVIDUAL CARDHOLDER ACTIVITY | | | | |
|--------------------------------|-----------|-------------------------|--|---------------------|
| KIRKPATRICK, GEOFFREY | | | | XXXX-XXXX-XX82-7377 |
| Monthly Limit | | Cash Limit* | | |
| \$2,500 | | \$00 | | |
| Sale Date | Post Date | Reference Number | Type of Activity | Amount |
| 10-12 | 10-13 | 24204297285572577471543 | IT downloads | 39.00 |
| 10-20 | 10-23 | 24692167293100611324603 | 123RF.COM 866-6553733 IL 180235 | 68.95 |
| 10-31 | 11-01 | 24204297304375538461539 | VISTAPR VISTAPRINT.COM 866-8936743 MA 180261 | 24.40 |
| | | | FACEBK PMPFBEJJK2 650-5434800 CA 180290 | 132.35 |
| | | | TOTAL PURCHASES/ADVANCES/CREDITS | |

| PETERS, M CATHERINE | | | | XXXX-XXXX-XX82-7385 |
|---------------------|-----------|-------------------------|--|---------------------|
| Monthly Limit | | Cash Limit* | | |
| \$625 | | \$00 | | |
| Sale Date | Post Date | Reference Number | Type of Activity | Amount |
| 11-02 | 11-03 | 24692167306200805357487 | Facebook boosts | 53.10 |
| | | | Bad Kitty License | 53.10 |
| | | | AMERICAN LIBRARY ASSN 866-746-7252 IL 180261 | |
| | | | TOTAL PURCHASES/ADVANCES/CREDITS | |

| COFFEY, KEVIN J | | | | XXXX-XXXX-XX56-3708 |
|-----------------|-----------|-------------------------|---|---------------------|
| Monthly Limit | | Cash Limit* | | |
| \$750 | | \$00 | | |
| Sale Date | Post Date | Reference Number | Type of Activity | Amount |
| 10-25 | 10-26 | 24138297298305001142513 | Distilled Water | 11.88 |
| 10-30 | 10-31 | 24540457304291950392024 | PRICE CHOPPER #159 SLINGERLANDS NY 180261 | 17.08 |
| | | | CORNER GATEWAY 518-4610082 NY 180261 | 28.96 |
| | | | TOTAL PURCHASES/ADVANCES/CREDITS | |

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

| December 11, 2017 - Board of Trustee Meeting | | | | | | | | | | | |
|--|------------------------------|--------------------------|---------------------------------|--------------------|------------|-----------------|----------------------|--------|-------------|------------|--------------------------|
| Job Status Report | | | | | | | | | | | |
| | | | | | | | | | | | 29 |
| <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 | | | | |
| Custodial Worker FT | 35 hrs/wk | | \$32,001/annual or per contract | K. Coffey | 10/22/2017 | Promotion | 11/13/2017 | Filled | M. Poli | 12/18/2017 | Hire |
| Library Page | 13.85 hrs/wk | | \$9.70/hour | A. Ford | 11/3/2017 | Resignation | 11/13/2017 | | | | |
| Library Clerk PT | 15 hrs/wk | | \$13.19/hr or per contract | S. Hunter | 12/13/2017 | Resignation | 11/13/2017 | Filled | E. Sullivan | 12/14/2017 | Internal Schedule Change |
| <u>Action Requested</u> | | | | | | | | | | | |
| Library Clerk PT | 15 hrs/wk | | \$13.19/hr or per contract | E. Sullivan | 12/14/2017 | Schedule Change | | | | | |
| Library Clerk FT | 35 hrs/wk | | \$27,801/annual or per contract | A. Muto | 12/22/2017 | Resignation | | | | | |
| <u>Positions Held</u> | | | | | | | | | | | |
| Library Clerk - PT Perm. | 15 hrs/wk | | \$12.73/hr or per contract | R. Weatherby | 2/27/2015 | Resign | Hold | | | | |
| Television Production Assistant | 15 hrs/wk | | \$13.19/hr or per contract | D. Martin | 6/23/2017 | Resignation | 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 | | | | |

Director's Report December 2017

Building and Grounds

The pre-bid walkthrough was well attended by certified contractors. One addendum has been released. Bids are due to DASNY at the end of December and they will have the contractor selected by January. It is at that point that the timing for the project will begin to come in to focus. The bid documents state that the construction will be completed by the end of May. The lead time on the air handlers would be the only mitigating circumstance.

The board will not select the winning contractor; DASNY will make that determination after reviewing the bids. I plan to attend the bid opening in December.

Public Service

Additional shelves have been added to the Teen section. Audiobooks are being interfiled with the fiction titles; we will monitor the circulation of these items going forward.

The Scholastic Go! Database has been added to our digital offerings. We were able to get a good price on the subscription.

A Boy Scout is working with one of the Public Services librarians on a merit badge and will be assisting at one of the Time Out for Tales storytimes on Saturday.

Our BCSD intern has finished for the semester. She will be moving on to another location for more experience. As of now, we do not have an intern for the Spring semester but we look forward to working with the school district on the program in the future.

Two roll-out pianos are being added to the Library of Things. These are similar to the ones in the movie Big, for those of you that remember that. We had an opportunity to demo these at Staff Development Day, they were great fun.

We are signing a contract with Language Services Associates for over-the-phone interpretation services for patrons not fluent in English. The cost will be \$0.75 to \$0.81 per minute depending on the language. We intend to use the library cell phone for this purpose as soon as that contract is completed.

Plans for Bethlehem First Night are coming together. We are selling buttons at the circulation desk. So far there have been a few sold.

Meetings and Miscellany

Staff Development Day 2017 was a success. We learned about new initiatives at the library; Code Adam, telephonic interpretation and practiced safety skills, including a fire extinguisher demo, discussion of hazcom guidelines, harassment and bullying training, as well as a review of our workplace violence prevention program. The breakout sessions at the end of the day were popular with outside speakers from Bethlehem Senior Services, the Friends of the Library, and the Talking Book and Braille Library. Staff had an opportunity to preview the Library of Things, as well as the Oculus Rift, our latest technology offering. The cupcakes were all gone by the end of the day and were very much appreciated by the staff. Thank you.

Volunteers continue to scan additional items for our digital collections. They are then cataloged by the Technical Services librarian and uploaded to New York Heritage.

The UHLS mobile app is not working due to a required change in the communication infrastructure between the app and Sierra, our online circulation system. These changes should strengthen data security; there may have been a data breach at other library systems using these systems. A data breach is not suspected to have happened at our system. The changes are a precautionary measure to increase security.

A timeclock has been purchased. We will be testing this winter and spring to be ready for implementation at the start of the new fiscal year. In addition, we are writing new software in-house to track benefit leave requests, staff will be able to see a real-time, updated balance of their benefit leave requests. We are also looking at how to track the new flex holidays for part time nonbenefitted staff.

NYLA Conference reports are attached, I enjoy reading them; I think you will too.

Geoffrey Kirkpatrick, Library Director

November 2017

Library Programs

- One of the most popular programs this month was the first in a monthly series of lectures on Alexander Hamilton's role in writing The Federalist Papers. The attendees loved the program and the room was filled to almost capacity, on a Monday evening on late November. This series was arranged by librarian Kristen Majkut and will continue through March.
- As an outgrowth of our work with the Pride Center at last year's Staff Development Day, we were finally able to arrange a program for the public on the topic of "How to Support Your LGBTQ Friends and Family" that Natalie covered. There was a small audience for the program, but they were very grateful for the information and to have specific questions related to their personal experience with family members answered.
- Natalie organized the Learn about your Health Insurance Options programs held on November 3 and 8. Those who met with the New York State of Health designated navigators, in this case from CDPHP, met with people individually or as a family, to discuss the New York State health insurance options that are available to them. The attendees were very grateful for the opportunity to talk to someone in person about their options. Based on the response, we may repeat them next year for the programs that have year-round enrollment.
- Natalie oversaw the Coffee and Conversation program about Susan B. Anthony on Nov. 3 that had been rescheduled from this past spring, as the presenter had missed the time for the program. The audience members absolutely loved this program and asked Natalie to have Ms. Chapman back for other programs that she offers, such as one on Clara Barton. She will look into this for dates in the spring when the series continues.
- René led a computer class on merging address labels using Word with an Excel spreadsheet. The students were very attentive, had many good questions and seemed to benefit from learning about the topic. They really appreciated the offering. Only half of those who registered attended the program, but René believes in the value of the class, and will likely offer it again in the future.
- Michael had a great turnout for the first "A Little Sunday Music" of the year, with the Musicians of Ma'alwyck". The group has a loyal following, and many people came to the program due to their interest in the group. Michael noted that the group was fantastic, and the audience members raved about the program as they were leaving.
- Anne offered an Afterschool STEM: Ring and Pin Game program for Native American Heritage Month, bringing out a variety of games used to develop eye-hand coordination for the children to try out. Then the children made their own ring and pin games using wooden dowels, ring and yarn.
- Anne offered her weekly Tiny Tots program, with the earlier session continuing to have more attendees, but she is seeing a positive change as the fall session progresses. She also led the Tiny Out for Tales on one Saturday on a panda theme.
- Cathy had two great programs on a Sunday afternoon with Joe Bruchac. The talks were excellent. While the second crowd was much smaller, Joe did two completely different programs and the audiences were so pleased. The first group had more families and was a bit bigger and more active, while the second group held several discussions about native history and local tribes. His son Jesse, who is a well-known and talented speaker with a specialty in native languages, accompanied him.

- Gordon arranged our annual blood drive with the American Red Cross. The program was held from noon to 6pm on November 16. The organization is pleased that the library continues to act as a site for them, and Gordon has booked the program for the next three years during the same November timeframe.
- Frank continues with the popular Chess Club and he was able to offer two sessions each night for November in order to accommodate more children, and this seems to be working well.
- Mary has taken over as the lead presenter on the Monday Tiny Tots and Family Storytime programs, and has seen many regulars attending each week, especially with Tiny Tots, and a wider variety of people coming to the Family Storytime programs. The patrons are happy to see a return to a regular routine for the librarian overseeing the program.
- The Rubber Ducky Club is continuing with new children joining the program each month, and some parents/caregivers adding “learning moments” regularly, but we continue to see many children signed up for the program who have not logged any “learning moments” yet. Natalie has been working with Kristen to promote the series and the librarians have been talking up the program, and the fact that library staff can add to the log in bulk, rather than having to log each of the 1,000 “learning moments” individually, which is a big disincentive for the parents and caregivers. The existing Beanstack software was renewed for this year, but the user-unfriendly interface and reporting nature of the product may result in moving to a new tool after the first year of the Rubber Ducky Club is completed. To date, there are 299 children registered for the program and 15,370 “learning moments” have been logged.
- Gordon led the AfterDinner Books discussion group on News of the World by Paulette Jiles and had three new patrons for this historical fiction title. It was a great book for discussion and everyone who came enjoyed the book.
- Tori’s sewing programs this month including making a Reusable Drink Cup Sleeve. The patrons enjoyed working on this simple project, and are looking forward to making more at home. They also enjoyed learning a new skill, which was how to attach buttons using the sewing machine. Tori tries to select projects that introduce some sort of new skills for each “Sew it yourself” program and the patrons mentioned how much they appreciate that because they get to learn more about sewing and the machines at every program.
- Patti assisted with program coverage this month for Family Playtime on multiple dates and noted that there was a new family who expressed their delight at the fact that we hold the playtime, and how much there was for them to play with at the program.
- Michelle offered her monthly Knit One Purl One, with new and returning crafters each month. This month, she was able to help two patrons begin to knit, just in time for the holidays.
- Another craft program that Michelle offered was on making burlap coasters, incorporating embroidery. This attracted a small group, but a group happy to try their hand at basic embroidery skills, particularly the chain stitch.
- Patti and Natalie ended up covering the two movie and craft programs on the day after Thanksgiving. The movies, The Incredibles and Moana, were popular with the small group of attendees, while the interest in the craft projects varied between the two programs. It was a good chance to offer a craft project that helped to use up some of the craft supplies that we had in limited supply.
- Tori brought Adrian LaMarche back for a program for adults on skin care and makeup tips. The attendees loved her talk, as usual, and asked if we would be having her back. She always brings a wealth of information and useful tips and is a warm and friendly presenter.

School Outreach for November 2017

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Anne

- Anne had visit from the St. Thomas Kindergarteners and Grade 1 students during the Halloween trick-or-treat.
- Anne made visits to the Grade 2 and 3 classes at St. Thomas. She brought the ring and pin game STEM program, with a variety of games used to develop eye-hand coordination for the students to try out. Then each student made their own ring and pin game using wooden dowels, rings and yarn.
- Anne visited with the St. Thomas Kindergarten class and read “Twas the Night Before Thanksgiving” and the kids made “turkey hideouts” as a STEM activity. The Kindergarteners paired up to work on their sharing and communication skills as well as their basic engineering skills using a variety of materials.
- Anne visited the two Elsmere Kindergarten classes, where she read stories about gratitude and Thanksgiving, sang some turkey songs and did a number-match turkey craft.
- Anne worked with the Elsmere school librarian; requesting and reviewing approximately 50 picture books for the librarian’s mock Caldecott activity. Anne researched and created the bibliography, reviewed the books and sharing her findings with the school librarian.

Frank

- Frank led the WiiU gaming at The Pit on November 30. It wasn’t a large crowd, but the teens really enjoying playing with the games that the librarians bring to the program.

Tori

- Tori took part in the Middle School Book Club, where they were discussing Number the Stars by Lois Lowry. Attendance was much lower than last year, and she is hoping that having the Outreach and book titles listed in footnotes starting with the January newsletter will boost the attendance.
- Tori led two sessions with the WiiU at The Pit in the Middle School this month.
- Tori offered a program on TinkerCad at the Middle School. She set a limit of 20 students for this program because of the available space in the library. The group got an overview of designing in Tinkercad and followed along step-by-step to design a mug from scratch. The students were very enthusiastic about learning 3D design and many were interested in coming to the library for a 3D orientation and learning to use the library’s 3D printer.

Community Outreach for November 2017

Mary

- Mary led the Selkirk Firehouse Storytime on November 15 and had one group of regulars in attendance at the program.

Michael

- Michael made his monthly visits to Good Samaritan, with book talks about Kenwood Manor assisted living and a program on a Thanksgiving theme at Bethlehem Commons nursing facility. He read two short stories, one by O’ Henry, “The Purple Dress” and “The Case of the Missing Turkey Leg” by Judy Solomon. He also played “Autumn Leaves” by Coleman Hawkins, who birthday was celebrated this month.

Natalie

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- Natalie led the Selkirk Firehouse Storytime on November 29 and had stories and crafts on a cat theme, with songs to get the kids up and moving during the program.

Tori

- Tori led the Selkirk Firehouse Storytime on November 1 and did a color themed Storytime for a small group, with two families in attendance.

NYLA Conference Report
Nov. 9, 2017
Patti Lloyd

Keynote Address: The day began with an opening address to the conference at large by Dr. Camila Alire, titled *An Adventure in Inspiration: Advocacy with Soul*. Dr. Alire is Dean Emeritus at the University of New Mexico and Colorado State University. She is a past president of ALA who has co-authored several books on library management and leadership. She was also appointed by President Obama to serve on the National Council on the Humanities. She has won many awards, including being named one of the 100 most influential Hispanics in the US by Hispanic Business Magazine.

Dr. Alire's overall goal in her address was to encourage all of us to be advocates for the library. She indicated the little ways in which we can all do this, emphasizing that one doesn't have to contact a federal, state or even local representative to advocate. Library advocacy can exist in everyday conversations with friends and neighbors, at the grocery store or with library patrons. Even people who regularly use libraries may not know of all of the services we provide. Dr. Alire has a passion for finding and reaching out to underserved communities, as well, which in many cases include minorities. She pointed out that the overall population of New York State is well over 40% minorities, well on its way to being a fifty-fifty split in the not so distant future. Even small towns and suburban areas that are predominantly white have growing minority populations. Many of these people, however, are not using their local library on a regular basis, if at all. She encouraged us all to find different ways to reach out to these underserved populations.

For an introvert like me, Dr. Alire's message was inspirational and comforting. I was reminded of many ways in which I have already advocated for our library (and libraries in general), like in saying to someone, "Did you know you can check out museum passes at the library?" I also feel as though I can do more. By just "talking up" the library in natural conversation, I have the ability to increase usage and foster support. Library advocacy, while important, has often come across as a daunting task to me, but Dr. Alire helped me to realize that it does not have to be.

Session #1: "Tales of a Jailhouse Librarian"

Marybeth Zeman shared her experiences as a counselor and librarian in the Nassau County juvenile justice system. She has also written a book with the same title. She worked in a prison school serving incarcerated males aged 16 to 21. When she began working there, she was not hired as a librarian (even though she holds her degree), but she quickly learned that books became a tool for reaching the young men. There was no library in the jail at the time, so her "library" became an old donated book cart filled with donated and self-purchased books that she wheeled around to the inmates' rooms. Providing libraries to prisoners is not mandated in

NY State, but the benefits are innumerable. Prisoners who read are more apt to get their GEDs while in prison, have fewer behavioral issues while incarcerated and have lower rates of recidivism.

I chose this program simply because I was interested in what the speaker had experienced, and I found her story very powerful. Her stories of how much most of the prisoners truly valued her books were touching. They got on each other about returning the books late and sincerely apologized to Ms. Zeman whenever the books got taken away by the guards during “shake downs.” [A shake down is apparently a discipline measure in prison where the guards will go through the prisoners cells and throw away every personal item found, including letters from home and pictures of family members.] This program opened my eyes to the fact that every prison should have a library, staffed by a librarian, because as Marybeth Zeman proclaims, “books will set you free!”

Session #2: “I’m a Librarian, Ask Me Anything!”

Much like the title implies, this program featured a panel of four librarians who answered questions from the audience on a variety of topics. The speakers were Rebekkah Smith Aldrich of the Mid Hudson Library System, Christian Zabriskie, a branch administrator for the Yonkers Public Library, Mary Coon, the head of two branches of Albany Public Library, and Rachel Clarke of Syracuse University. The panel had a lot of good insight answering questions about everything from hiring tips, to the future of reference, to the challenges to grad students to complete their programs, to how to encourage respect in the work place. I appreciated the range of insight from the four librarians with different backgrounds. It was especially interesting to hear from Ms. Clarke with her University perspective. One question pertaining to what each person did or did not find helpful in his/her own library school experience made her defensive of library school in general. She waited for each of the other people on the panel to answer first, and then politely, but emphatically championed library school programs, proclaiming that they are what the student makes of them. Also, we don’t stop learning just because we graduate from school and to expect to learn in graduate school about every single thing you may need to know for the entirety of your career is simply unrealistic. Although I haven’t been to graduate school, personally, I found her statements applicable to everyone from high school graduates to PhD’s. We should all be seeking new knowledge daily, especially working in the library field. It is our job to find information and pass it on to the patrons we serve.

Session #3: “New Americans and U.S. Citizenship”

Janice Owen of US Citizenship and Immigration Services, Buffalo office, and Evanna DiSalvo from Maplewood Community Library in Rochester spoke on libraries roles in assisting immigrants and refugees on their paths to citizenship. The most surprising statistic I found was that the vast majority of legal permanent immigrants do not become citizens. Out of 8.8 million people living in this country who are eligible to become US citizens, only about 700,000 become naturalized each

year on average. Ms. Owen went over the eligibility requirements for a permanent resident to become a citizen. Then, she broke down the process, which includes filling out a 20 page application, known as the N400. This step is the hardest part generally because it is long and filled with “legalese” difficult for non-English speakers to understand. Ms. Owens cautioned us that library staff should never be giving legal advice, so while we may assist in finding the application and filling it out to a certain extent, we should be referring applicants back to USCIS for any content questions they might have. While almost everyone knows of and fears the citizenship test, that part is usually simple. The test includes 10 questions out of a list of a possible 100, and a person need only complete 6 out of 10 correctly to pass.

Ms. DiSalvo teaches citizenship classes at her library, so she spoke on how that is a very real way in which libraries can serve their immigrant community. 55% of people who have immigrated to the US in the last 15 years use their local library at least once a week. It is a population we serve, maybe without even realizing it, and we can do more to meet their needs. While actually hosting citizenship classes is one way a library can help, it can be a lot to take on. Other suggestions included a one-time informational session teaching people about what they need to do to become citizens. Also, each library is eligible to get a “citizen education resource kit” for free from USCIS. In this toolkit, there is information on the path to citizenship and practice tests. We could circulate the kit for anyone who may find it useful.

I cannot help but connect this program’s message with the keynote address by Dr. Alire. While Bethlehem does not have a large immigrant population like the local cities do, I am sure there are more than we realize. They are most likely an underserved community, and providing some tools and assistance for attaining citizenship seems like something we should definitely be doing.

In conclusion, I would like to thank the Board for approving my first trip to NYLA. It was a great day, in which I learned a lot and enjoyed the fellowship of my library community. I look forward to attending more such conferences in the future!

Thank you for allowing me to attend this year's NYLA conference in Saratoga. I always get great program and service ideas to implement from attending the workshops and networking with library personnel across the State.

Some highlights from the sessions I attended:

Youth Services Sustainability, Growing Our Own

This workshop introduced the basic concepts of sustainability to be explored and enacted by staff working with children and their families within a library setting. The workshop also focused on getting out into the community as a way to give back, such as through community clean up days and a day of service. The information given was good. However, I found there was not a lot of new information for me. Utilizing recycled materials for craft activities was discussed, I was looking for sustainability ideas and tips on things like children's incentives and prizes. I will continue to look for new ways to provide incentives to those children who need a little bit of encouragement to read that are better for sustainability.

Breaking Down Barriers by Rethinking Fines

How do you remove the barriers preventing community members from using the library services? Many libraries across the nation are switching to a fine free system.

When patrons reach or surpass a specific amount of overdue fines, library privileges are either completely shut off or are limited. The negative responses that this may cause keep some community members from completely using the library. In Syracuse, library patrons under the age of 18 are not charged overdue fines. By doing this, nearly 5,000 children whose cards have been "blocked" due to unpaid overdue fines were now able to borrow books. This allowed the library to support the children in their community. The library typically collected \$7,000 in fines from community children. This amount was an extremely small amount of their budget, which showed that it was well worth forgiving the money to provide full access to library materials and services to these children with overdue fees. Rochester Public Library system did a trial run before fully implementing no fines for children. Many libraries start with removing fines for children as the child needs to rely on the adult to return library materials. The libraries do charge the patron for items not returned after a specific time allotment.

Studies of some of these libraries that eliminated fines showed an increase in library use by children and their families. The purpose of a library is to provide services and materials to community members. It is not the responsibility of the library to teach people, especially children about the responsibility to return library materials. A library can consider implementing being fine free for library patron cards or per material collection, such as all children's materials will not accrue a fine. If a library is not sure if they should implement a fine free system, it is suggested to try it for a year and see the impact it has on getting people to utilize library services and materials along with the positive PR it will provide for the library.

Malcolm Hill Lecture: Lifetime Communities, a Place for Libraries

The library is a place for social engagement, personal fulfillment, and economic development in the community. The library provides a structure of engagement by proctoring happiness, making connections, and allowing people to make memories. When people come into the library, staff should engage with them to

make them stay longer and use the library more. Regular patrons come to the library because they like the library staff and have a need to feel like they are doing something there. These regular patrons are adding a value to the library. Library staff remembers them thus making their visit personal and showing that we care. Librarians should be engaging with the community within the library and out in the community. Librarians should know their community more than any other public service department. An actively engaged library knows what their community wants.

Leadership Level Up! PLS Membership Meeting

This session discussed the biggest leadership challenges that face libraries today by a panel of librarians across the State. The following were mentioned:

- Emerging leaders – How to get staff to the next step with training and being involved with committees and CE opportunities. This is in addition to providing in-house training and mentoring.
- Community engagement – While libraries look to increase relationships with people, especially keeping in mind diversity and inclusivity, libraries need to make sure they are providing diverse and inclusive staff. Library circulation is down across libraries but is that our main factor in measuring community engagement. Libraries are the only ones who care about circulation statistics. What is the community looking for or in need of? There is no longer the feeling of needing more things to show value. Sociological change is a big challenge when thinking of community engagement. People care more about experiences not things, the library can shape the community but the library needs to listen and have conversations with our community about what matters to them and make them engaged citizens. The library should focus on our assets and not the deficits. We should use this to empower the community to become more involved.
- Perception of a library – There are assumptions that libraries bring the community what they want. Libraries need to reexamine the perception of ourselves and how we are promoting ourselves. Are we engaging enough with the community to truly know what they want, need, or in knowing what they would be interested in before they are?
- Focus and Fear – Where should libraries spend their time and energy? Libraries need to look at what will move us forward and focus on that. Libraries should effect change in the community and empowering the community so we should look for different tasks to focus on. Why are we not focusing on dealing with things that need to be done? Are we not focusing on it because we are fearful? Libraries should put themselves out there to provide better services and access to materials. We are doing a disservice to ourselves and to our community if we don't put ourselves to try innovative ideas. Each time we try we get more successful as a community necessity so don't shun from trying something. Libraries should also have a cohesive strategy that all services and programs lead to.

One of the most beneficial parts of attending the conference is the opportunity to network with librarians, authors, vendors, and others associated to the field. There were many opportunities to do this at the conference. I always enjoy the opportunity to learn what other libraries are doing with their communities as well as sharing what services we offer.

While this is just a highlight of the great programs I took advantage of at the conference, the whole event was worthwhile. I acquired some great programming and service ideas to share with the staff and to hopefully implement in the near future.

Thank you for giving me this wonderful opportunity to attend. I truly appreciate it!

NYLA Annual Conference
Saratoga Springs, NY
November 2016
Geoffrey Kirkpatrick

I would like to thank the Board of Trustees for the opportunity to attend this year's NYLA conference both for myself and for so many of the library staff. I feel attendance at the conference has a great and direct impact on the provision of service at the library. I personally returned with at least three substantial changes that I would like to institute in the coming year.

Leadership and Management Academy

I was asked to present at a session of the NYLA Leadership and Management Academy on the topic of Civil Service in NYS Libraries. This all-day session focused on HR issues in libraries, and Civil Service was the final part of the day for the lucky participants. This talk always generates great questions, and it was a pleasure to participate in preparing future library leaders.

Sustainability Initiative

After my presentation, I met briefly with my co-creators on the NYLA Sustainability Initiative to discuss plans for the coming year.

Past-Presidents' Dinner

I attended the NYLA Past-Presidents' Dinner with some of my colleagues. This was a great opportunity to meet with the incoming vice president to discuss the organization and its history.

Keynote Address with Camila Alire

Camila Alire is Dean Emeritus at the University of New Mexico and Colorado State University. Her topic was An Adventure in Inspiration: Advocacy with Soul. Her speech was in support of the conference theme of Everyday Advocacy. She told her story of working diligently for equitable access for all patrons. In finding her passion for this service, she found herself compelled to advocate for libraries and the essential services they provide.

Legal Issues in Financial & Building Libraries

This session was presented by Bob Schofield and Ellen Bach from Whiteman, Osterman, Hanna. Different types of libraries face various legal challenges when trying to finance building projects. They detailed the challenges in public/private financing for public libraries, and the necessary steps in the procurement of property and the building permit process. Of particular interest was soil testing when purchasing property to ensure that the library is not buying an environmental problem.

Passports @ Your Library

This session focused on the steps in having your library certified as a passport acceptance facility. Some public libraries offer this service to their patrons as a more convenient place to renew or apply for a passport. Some libraries are able to realize quite a large amount of revenue. The library is frequently a more comfortable place to go to renew and apply for passports.

Q&A with Commissioner of Education MaryEllen Elia

This informative session featured a series of questions presented to the Commissioner by members of the library community. Answers tended to focus on the interaction of libraries and K-12 education and how libraries can provide curriculum support.

Break Down Barriers by Rethinking Fines

Easily the most meaningful session of the conference. Libraries from the Rochester Public Library and the Onondaga County Public library discussed the reasons they implemented fine-free policies. The libraries achieved the same goal through slightly different methods, either by making children's cards fine free or by making children's books fine free. Both libraries realized they were cutting off thousands of children from using the library through their fine policies and began the process of deciding how best to address this gap in service to the most vulnerable populations. Of particular note was the common comment by many patrons that the threat of incurring a fine was enough of a deterrent to prevent them from using the library, even when trying to complete schoolwork. The director of the Northern Onondaga Public Library, which is a suburban library outside Syracuse, also detailed their reasons for making kids cards fine free. This has clearly become one of the hot topics in social justice in libraries. More libraries across the country, state, and region are realizing that fines are preventing full utilization of their services and frequently cutting off those most in need of library services.

Soft Skills for Hard Times: Essential Business Strategies to Empower the Library Leader

Emily Clasper from the Suffolk Library Cooperative presented about the hardest area of leadership skills to develop, soft skills. How do you recognize your own strengths and weaknesses, and empower those in your organization to recognize and utilize their own skills to benefit the library and community. Emily is an excellent presenter and has thoroughly researched this area. I appreciated the focus on different types of soft skills and how to recognize individual strengths in these areas.

Build Your Digital Community Voice.

This program was presented by three librarians from the Brooklyn Public Library. The breadth of offerings at their library that serves 2.5 million people is staggering. They discussed practical hands-on advice about how to begin using audio recordings for library programs including local history projects and podcasts. I was happy with the practical advice including equipment recommendations. This will have direct impact on our services here.

Battledecks

I attended this after-hours program. Thankfully, this year I was neither participant nor judge. I did attend in a dinosaur costume, however, and helped the program raise more than \$1,000 for the NYLA Disaster Relief Fund.

Inaugural Dinner

It was my pleasure to attend this year's dinner and help welcome our own Tim Burke as the new President of NYLA. He will be great in the position, and I look forward to amazing things for NYLA this year.

2017 NYLA conference, Thursday November 9, 2017, Programs report

Thank you for the opportunity to have attended the 2017 NYLA conference. I am excited to share my learning experiences. I attended the following sessions: “Level up your productivity”, “New web literacy tools for learners”, and “New Americans and U.S. Citizenship.”

To start the day I attended the session “Level up your productivity” presented by Ron Kirsop of the Pioneer Library System. This session provided me with some reflection on how I organize my workflow and how I can optimize the process. Mr. Kirsop provided a five step framework for increasing productivity:

1. Capture – put things from your head down into concrete terms that can be evaluated, plan a time to do this “mind sweep” and keep it like an appointment with a colleague (Note: don’t try to keep too many things afloat in your brain for long, things inevitably slip.)
2. Clarify – code things to what they are, categorize tasks versus projects (Note: tasks make up a project.)
3. Organize – assign a due date for everything, add reference info to tasks, keep separate folders if need be, build in buffer times for competing priorities
4. Reflect – do a weekly review of achievements, upcoming challenges, and current task lists to complete projects to meet over-arching goals. Use both short-term and long-term goals to create a vision of what you want your life to look like.
5. Engage – use the Pomodoro technique that works for spurts of 25 minutes on tasks uninterrupted by distractions than gives 5 minutes to them (such as email)

Mr. Kirsop mentioned the antidote that eating the frog early in the morning is best and offered the insight that current organizational apps such as Trello, Asana, or Todoist are mere tools and will not achieve productivity by themselves. However, how one uses the tools, executes the habits and does the carrying out of doing things is the important “System” of productivity, which can be slightly different for everyone. In closing, I was surprised to hear that the best time for meetings according to the presenter is Tuesday afternoons regardless of topics or members. I am pleased to note that we have regular meetings in the Public Services Department during that time frame.

The second session of the day that I attended was “New web literacy tools for learners” presented by Matthew Kopel of the National Digital Inclusion Alliance and Davis Erin Anderson of the Metropolitan NY Library Council. This was an awesome introduction into the concept of micro-credentialing at the library level in concert with community support, namely organizations such as job readiness programs and business organizations such as local chamber of commerce. The presenters explained that the Institute of Museum and Library Services (IMLS) funded an initiative led by the Mozilla foundation to run a pilot project at 8 sites, launched in 2016, called “The web literacy for library staff pilot project.” While it was originally literally for library staff it brought about the idea of providing these programs to benefit patrons and their communities as well.

Here’s my take away upon learning about it through the presentation and speaking with the presenters afterwards. The idea would be that the library (being esteemed in the community as an authoritative site of learning) reaches out to business organizations locally

(probably the chamber of commerce) and establishes what job skills that they are interested in that the library could strengthen/ provide training on an useful level to employers seeking applicants from the community. In other words, what micro-credentialing/ certification could the library offer that would resonate with local employers as added value if local applicants included it on their applications for employment. It only works if local business organizations buy into the library's authority to teach these digital competencies. It would allow local businesses to estimate an applicant's proficiency in digital literacy skills and applicants to show prospective employers what they know. The great thing is that it doesn't have to be in depth like coursework at an institution of higher education, it is not meant to supplant that at all. It is more to award "badges" (the model that the pilot project used) give accreditation for things that the library is already doing numerous times over; educating patronage on these important increasingly everyday digital literacy skills.

The presenters offered the website: <https://www.openbadgeacademy.com/> for further information. However, after the session I discussed the idea of a library doing this without attaching to the established rigmarole and cost of the badge academy. The presenters were both very supportive and in fact even encouraged not going with the parent program as the idea can be reproduced without infringement and would be better sustained locally as things potentially are changing on the badge platform as international interest get involved.

The last session of the day that I attended was "New Americans and U.S. Citizenship" presented by Evanna M DiSalvo of Maplewood Community Library and Janice Owen of U.S. Citizenship and Immigration Services (USCIS). I felt that this was a timely topic for libraries to be better informed about that is why I chose this session to round out my day. The first message was "Do not give out legal advice" which is something that we as librarians definitely do not do. Furthermore this session informed the audience of what the U.S. Citizenship and Immigration Services general areas of function are: Citizenship, Family based immigration, Working in the US, Verifying an individual's legal right to work in the US (E-verify), Humanitarian programs, International adoptions, and Genealogy (which I did not specifically know already.) The USCIS presenter explained what is basically required in order to become a naturalized citizen and provided information about a free toolkit that can be procured for library's to circulate to patrons in order to prepare them for citizenship exams and answer many FAQs. The link for more information is <https://www.uscis.gov/citizenship/organizations/civics-and-citizenship-toolkit>. At this session I learned an amazing statistic that on average the US welcomes only about 700, 000 new citizens a year (through naturalization) out of potentially the 8.8 million immigrants in the US. I feel certain that libraries can do more to help this population. One of the potential things is to have a representative from USCIS present at the library, something I will be pursuing.

Overall, this conference was a benefit to me as an individual and I believe to me as member of Bethlehem Public Library staff; it has given me new ways to be more productive and ideas for new ways to meet patrons' needs.

Respectfully Submitted,
Michelle Waldenmaier (Public Services Librarian)

NYLA Fall Conference 2017

I attended a half-day CE on social media for libraries. I was pretty pleased with the speakers and the information. Both speakers are local to our area which is always helpful to know they serve a similar patron type and demographic. They focused on Facebook, with Twitter and Instagram as secondary platforms. I would have liked to hear a little more about some of the other platforms, but I did pick up some useful tips and information and plan to share them with Kristen and our web committee.

I attended the YSS Board Meeting in my position as the Web Liaison. This was my last meeting in that capacity although I have 1 year left as the YSS Liaison to the Communications Committee. I have been on this board for the last 4 years and am pleased that BPL was able to support me in participating to that extent.

I attended the Ann Gibson Scholarship mixer. It was a good opportunity to catch up with youth librarians from other parts of the state and they managed to raise some money for the scholarship.

I want to thank the library and Board of Trustees for sending me to the conference this year. I had a great time and managed to get some new ideas as well.

Respectfully submitted,

Catherine Brenner

Public Services Librarian

New York Library Association Conference 2017
Thursday November 9, 2017
Sessions Report
Anne Coletta

Thank you for allowing me to attend the NYLA conference; it was a valuable experience that gave me new ideas, reinforced good practices, and re-energized my professional outlook.

YSS Membership Meeting featuring Todd Strasser

After we reviewed last year's minutes and got through this year's agenda (mainly announcing officers and scholarship winners), we were fortunate enough to have author Todd Strasser talk to us about his life and career writing more than 140 middle grade and young adult books. He tied in his own childhood experiences (how memorable things are in an age of anxiety – his awareness of the Cuban Missile Crisis and the Cold War) with today's environment. I love how he talked about failure being essential to his development as a writer, and that failure is not embraced as part of a child's learning process any more.

I'm a Librarian, Ask me Anything!

Sponsors: NMES / LAMS, SCLA, SSL, YSS

Track: Core Knowledge & Career Development

Speakers: Rebecca Smith Aldritch, Mid-Hudson Library System; Christian Zabriskie, Yonkers Public Library; Mary Coons, Albany Public Library; Rachel Clarke, Syracuse University.

I loved this presentation and would encourage everyone to seek out these librarians any time they are speaking. It was great to hear questions answered from different viewpoints by librarians/administrators with different experiences and perspectives; but they all had a core message that upheld library values, which was invigorating. They talked about getting to know the cultures and environments of different libraries; walking the floor; the current state of reference; and the role of libraries in the community. I especially enjoyed hearing their perspectives as managers. They touched on everything from workplace bullying to "boutique service" to work-life balance. The books they suggested reading (prompted by an audience question) I think best reflects their viewpoints: The Happiness Project by Gretchen Rubin, Tribes by Seth Godin, and The U.S. Army Field Leadership Manual.

Hybrid Vigor in the Library

Sponsor: PLRT

Speakers: Dawn Jardine, Red Hook Public Library; Scott Jarzombek, Albany Public Library

I attended this presentation because of my concerns over the increased use of non-librarians in public libraries across the nation, and this helped me understand how and why "hybrid vigor" is important, and, in fact, reassured me that this is nothing new. All libraries make use of what librarians and non-

librarians on their staff bring with them to the job. Sewing expertise? Use it! Musician? Use it! They provided examples from the two ends of the public library spectrum: Dawn Jardine is the director of a very small rural library with a small budget; Scott Jarzombek, of course, is the Executive Director of the Albany Public Library. Both ends of this spectrum have seen a decrease in circulation and door count, while also experiencing an increase in program attendance. Circulation drop is accounted for by streaming services; patrons no longer borrow DVDs the way they used to. Patrons are coming into the library and staying for longer periods of time. The public library is becoming about the experience, about entertainment, about socialization, and about community. How will that change how we serve them? Hybrid Vigor means two main things:

- For the smaller libraries, a director might satisfy the requirements for a librarian by hiring a librarian for reference, while the director herself is a non-profit administrator. The front lines are still being serviced by a qualified librarian, while the administration is being handled by someone whose expertise is elsewhere.
- In larger libraries, programming can take advantage of the non-library skills each librarian and staff-member brings with them. Scott used the music production program as an example of how a musician on staff created a library program where kids can produce their own music. Volunteers, along with librarians with related skills, can help the library produce sewing programs, 3D printing programs, art programs, etc.

I see Bethlehem Public Library already doing this, and anticipate that we will continue using our outside interests, hobbies, and talents in this way. As I was hoping, the presentation somewhat alleviated my fears of librarians being replaced by IT consultants and social workers! I gained some insight into why libraries are reaching out beyond the library discipline, and how the role of libraries is changing and continues to change.

Respectfully submitted,
Anne Coletta
Public Services Librarian

NYLA Pre-Conference Continuing Education Workshop Report
Submitted by: Frank Somers

Thank you to the Board of Trustees and the library administration for the opportunity to attend this workshop.

Wednesday, November 8, 2017, 9:30am-12:30pm (3 hours)

“Faked Out?! Again?! A News Reader’s Guide to Surviving Fake News” presented by Nancy Roberts, Thomas Palmer, Elaine Salisbury all of the University at Albany

The presenters provided an overview of “Fake News” past and present and outlined strategies for identifying false reporting today. Past examples of “fake news” include Benjamin Franklin’s use of atrocity propaganda to help turn American colonists against British rule and the New York Journal’s publication of sensationalized news stories to help bring about the Spanish American War. Technological changes, however, have facilitated the creation and dissemination of “fake news” at a much faster rate than witnessed in the past.

Online digital media simultaneously decentralizes who can create “news” stories and increases the speed at which “news” stories spread, so the reading public gets more “fake news” at a faster rate than ever before. It is imperative that strategies to identify “fake news” are passed along to readers. One of the most important ways to identify “fake news” is to evaluate the sources cited. An excellent online resource put forth by the presenters is the Digital Resource Center - Center for News Literacy at Stony Brook University (<http://drc.centerfornewsliteracy.org/>). The Center has developed a methodical way of evaluating sources know by the acronym IMVA/IN where I stands for **Independent** sources are better than self-interested sources; M stands for **Multiple** sources are better than a single source; V stands for sources who **Verify** with evidence are better than sources who assert; A/I stands for **Authoritative / Informed** sources are better than uninformed sources; and N stands for **Named** sources are better than unnamed sources.

Overall, I thought the workshop was useful and will prove helpful in providing assistance to those seeking to weed out “fake news.”

New York Library Association Annual Conference 2017 November 8, Saratoga Springs

Instead of the usual Thursday-Saturday conference schedule, I chose to attend a CE Workshop on the Wednesday before the opening of the conference.

Faked Out?! A News Reader's Guide to Surviving "Fake News"

Three journalism professors from SUNY Albany gave presentations on the history of "fake news," and tips on how to spot it.

Nancy Roberts gave a slide presentation on Yellow Journalism, and propaganda from early US political scams up to the present. She displayed articles of German "news" articles from the 1930's that spread lies about the Jews, which ran in the most mainstream and popular newspapers of the time. Recent examples included the "birther" stories about Barack Obama, fabrications which continued for years.

Elaine Salisbury spoke of the importance of evaluating information, over simply finding information. She defined journalistic truth, how it changes with new evidence, detailing direct evidence vs. indirect, and the difference between verification and assertion. She finished by showing us four rather outrageous news stories and challenged us to figure out which one was actually true. *(Side note: I would wholeheartedly recommend we get Elaine to present this same talk to our staff, maybe for a future Staff Development Day.)*

Thomas Palmer came at the subject from a more hands on approach. As a former photo editor for the Times Union, he has developed an interest in exposing the graphics that are stolen and repurposed for fake news. This is his passion, and uncovering subterfuge keeps him up at night. He spoke in depth about the misuse of photographic material online, but he also gave us a printout of a fake news story, and challenged us to find the evidence of its deception.

All of the speakers at this workshop were well informed, and were excellent public speakers. Librarians are already used to evaluating sources of information, but the necessity of keeping up with this issue on behalf of the public we serve is very important, as the problem seems only to be increasing with time.

Michael V. Farley

I am very grateful to Geoff and the Board of Trustees for giving me this opportunity to learn from experts in the field and colleagues from across the state.

- Keynote Address Dr. Camila Alire – An Adventure in Inspiration: Advocacy with Soul

Dr. Alire's speech, which opened the conference, was given to a standing room only crowd and was very enlightening. She talked about serving your whole community, not just the people you think make up your community or those whom you see in the building. She gave examples from her own life of reaching out to people in your community, who may or may not use the library, listening to what their needs are, sharing what the library may be doing already to meet those needs and reviewing what else the library could be doing. She also talked about the changing ethnic make-up of New York State, and the opportunities that this brings to libraries to examine their programs and services and tailoring them to those throughout their community. I hadn't heard Dr. Alire speak previously, but she was a great presenter, and I only wish that there had been a handout for her PowerPoint slides.

- Podcasting without Breaking the Budget

This was an important program for me to attend, as we look towards a Makerspace at the library. The two library staffers from The Library Pros podcast, (<https://www.thelibrarypros.com/category/podcasts/>) Christopher DeCristofaro, librarian at the Sachem Library in Suffolk County, and Robert Johnson, Information Technologist at the Emma S. Clark Library in Setauket, Suffolk County presented a program on starting a podcast. They also provided an incredibly detailed list of equipment options that could be used for a podcast, for Apple and Android devices and laptop and desktop computers. They shared their contact information and I plan to contact them with specific questions starting a podcast or equipment training in the future.

- Trade Show

I spent some time at the exhibits at the Trade Show, focusing on my areas of the collection, meeting with staff members from National Learning Corporation who publish the Passbook series. At their booth, they had a list of upcoming civil service exams in New York State and study guides that they publish for those exams as well as a detailed list of their titles that are available as eBooks through Overdrive, with a note that more titles will be available in January, which will bring their eBook catalog to 2000 titles. I also stopped at the Janway booth, a company that custom prints promotional items that could be used for prizes for library programs. I also took information on the New York State of Health plans, which builds on programs on health insurance plans that we offered at the library this month.

- Empire State Luncheon

This program was a treat as it featured two authors. Rebecca Donnelly is a librarian whose debut young adult novel was released earlier this year and Kate White is the former editor of Cosmopolitan magazine and the author of works of non-fiction, and the Bailey Weggins mystery series. Both talks were very entertaining. A reissue of one of Kate's books is coming in the spring, which is somewhat of a "local" book as she is originally from Glens Falls.

- I STILL Don't Want to Talk About It

This is a program that I enjoy attending at every conference. Gerry Nichols, a library school professor, now with the Palmer Institute for Public Library Organization and Management, leads the panel discussion with directors and administrators from libraries across the State. They address personnel issues that have been submitted in advance, and also by those in attendance at the program. I learn a lot each year, and Gerry definitely "tells it like it is" in responding to the questions.

- Meeting about Selkirk Firehouse Storytimes

I was able to arrange to meet with the director of the RSC Community Library about the weekly Storytime at the Selkirk Firehouse on Glenmont Road near Glenmont Elementary. The attendance for the series has been mixed and we talked about ideas to promote the series and how best to make it work in the early part of 2018. It was a great opportunity to discuss the programming in detail, and we were later joined by Geoff and another library director for a wider discussion of community outreach, which was great to get a wider perspective on the topic, as well as some Bethlehem library history on it.

“Choose Your Own Adventure : Everyday Advocacy”
New York Library Association Annual Conference
Saratoga Springs, New York
November 9 - 10, 2017

This year’s NYLA conference was held locally again in downtown Saratoga Springs. I attended programs on Thursday and Friday, in between visiting the Trade Show.

Thursday, November 9

Keynote Address : “An Adventure in Inspiration : Advocacy with Soul”

Dr. Camila Alire, Dean Emeritus at the University of New Mexico and Colorado State University, was the guest speaker. Dr. Alire spoke about advocating for libraries and literacy, particularly for minorities. We are not seeing the equivalent of minority percentages using libraries. If we have a passion for what we do, we will know what to say on the spot, with a moment’s notice, in any situation.

“Books Behind Bars : Tales of a Jailhouse Librarian”

Marybeth Zeman, a retired librarian who now works at the Nassau County Jail, gave a very interesting presentation on serving the incarcerated population, particularly at-risk teens, as well as serving children with an incarcerated parent, and cooperation between public libraries and prison libraries. As one can imagine, this field of librarianship is isolating and a great challenge. There is a gap between graduate schools and serving jail populations. Jails are not mandated to have a library at all. Ms. Zeman cited the American Library Association’s policy on a prisoner’s right to read :

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/prisonersrightoread>

Ms. Zeman had kept a journal for years about her experiences serving this population, and ended up publishing them in a book called Tales of a Jailhouse Librarian : Challenging the Justice System One Book at a Time. The incarcerated are desperate to read. Studies have shown that when inmates have reading material, there is an increase in literacy, less fighting and less recidivism, as well as a desire for more education. A cemented belief in outreach services can result in people being transformed by books. Books transcend social barriers and can even change behavior.

Inmates pressure each other to return books on time. More than ever, an individual needs to read in jail, especially with the use of solitary confinement as a punishment. Ms. Zeman quoted Justice Thurgood Marshall, defender of the First Amendment, who wrote about the needs of a sense of identity and self-respect in prison, citing *Procunier v Martinez, 1974*.

When the Department of Corrections and Community Supervision collaborates with public libraries, the success of inmate reentry into society and their own self-respect and growth of human potential increases.

Ms. Zeman stated that in the Northeast, Massachusetts, New Hampshire and Rhode Island spend more money on corrections than on higher education. Books provide inmates with education and recreation, and librarians can even be a source for providing children's books on visiting days. She cited Prison Librarianship : Policy and Practice by Suzanna Conrad, copyright 2017, which describes partnerships between prisons and public libraries. Books are the only escape from an oppressive environment, and provide a sense of normalcy. Handouts were provided.

<http://www.talesofajailhouselibrarian.com/>

"New Web Literacy Tools for Learners"

Matthew Kopel from the National Digital Inclusion Alliance and Davis Erin Anderson of the Metropolitan New York Library Council presented this program on teaching web literacy to library patrons and staff using free tools led by the Mozilla Foundation, whose members believe that the Internet must always remain a global public resource that is open and accessible to all:

<https://www.mozilla.org/en-US/foundation/>

The lecture was a combination of power point presentation and an activity called "Search Party," which demonstrated how algorithms, indexing, and search work. There was also a discussion of "the deep web", web sources that are hidden and not indexed by ordinary means. "The surface web" is the portion that is indexed by standard search engines.

<https://medium.com/@daviserin/new-web-literacy-tools-for-learners-at-nyla-2017-6dde85bfcc99>

Also discussed was Open Badge Academy :

<https://www.openbadgeacademy.com/>

This source recognizes that learning happens everywhere, and people still struggle to pull together valuable learning in their professional lives that takes place outside of formal settings. This website addresses ways to help people capture and communicate all of their talents and use them to transition into new opportunities.

“Librarians Learning Online to Teach Online”

Anthony Bishop, Professor of Instruction at Manhattan Community College, Arden Kirkland and Mary-Carol Lindbloom from the South Central Regional Library Council presented this program on libraries of all types reaching a wider audience with online teaching as a means of increasing opportunities for learning. There was discussion about the SCRLC’s program, “Design 4 Learning,” developed with a grant to help library workers through participation in a three year online continuing education program :

<http://d4l.syr.edu/about/>

Web Junction, the learning place for libraries, was also mentioned :

<https://www.webjunction.org/>

What could YOU teach online?

<http://d4l.syr.edu/capstone-project-showcase/>

Friday, November 10

“RDA and You : Essential Basics to Understanding RDA”

Presented by Denise Garofalo, Technical Services Librarian at Mount Saint Mary College, this refresher class for catalogers on RDA (Resource Description Access) was excellent. For years catalog librarians have relied on AACR2 (Anglo American Cataloging Rules, second edition). When it came time to revise this source, there were a number of codes that needed to be updated. Work on the third edition began in 2004, and it was decided that AACR2 could not be morphed into the 21st century. RDA was born in 2005, and RDA codes came out of the AACR3 attempt. As of 2013, OCLC (Online Computer Library Center, formerly Ohio College Library Center) records (used for copy cataloging by Upper Hudson Library System member libraries and others) were officially required to have RDA fields.

When comparing RDA standards versus AACR2; content displays are a different, more flexible way of viewing bibliographic information, with the intention of making it easier for people looking for information. We do not know what will happen in the future. For now, RDA is more of a set of guidelines, keeping our users in mind. We want people to be able to find digital resources more easily. A lot of information is the same when cataloging under RDA. FRBR (Functional Requirements for Bibliographic Records) are core elements for finding, identifying, selecting and obtaining the resources we have.

The components are : work, expression, manifestation, and item. For the title Gone with the Wind, the author imagines, develops and creates a *work*. The *expression* is a fiction book in English. The *manifestations* are a book, edition(s), video (DVD, streaming), audio, etc. The *item* is the object we can hold and observe, which appears in our library catalog. Why care about RDA if you are not a catalog librarian? Library catalogs are online now, and materials are no longer mostly books. RDA can change to meet needs, focusing on user tasks. As this tool evolves, improvements will be needed. An even better display of resources will assist users in navigating and viewing materials and relationships within the records.

RDA is a change in how we think about what we do, via our online catalog. Conceptual changes demonstrate that RDA is not book centric. RDA records now have words spelled out; no more AACR2 abbreviations or latin (et al). This change in display regarding different data elements keeps users focused. Perhaps a field does not display in the patron access system? Do not delete the field; the data is there. A newer circulation system will be able to handle it. Ms. Garofalo discussed the rest of the field changes and additions in an RDA record, and provided a detailed handout.

http://www.academia.edu/35077368/RDA_and_You_Essential_Basics_to_Understanding_RDA

“New York State Battle of the Books”

A panel of speakers discussed the very popular program, *“Battle of the Books,”* and answered questions from audience members. The speakers were Liz Anastasi, Greenburgh Public Library, Kathy Galvin, Buffalo & Erie County Public Library, Derek Ivie, Suffolk Cooperative Library System, and Randall Enos, Ramapo Catskill Library System. Program details, getting started, what worked and what didn’t, and cost factors were discussed. Teams are coached by a youth services librarian, a local teacher or a volunteer, a decision that is made locally. The patrons range in age from 10 to 17, with the largest group consisting of 13 year olds. Handouts were provided.

<https://drive.google.com/drive/folders/0B-P2azJywhbxSVVCRnhVaGVHZGs>

“YSS Empire State Award Luncheon : James Howe, author”

James Howe was this year’s recipient for the 2017 Empire State Award for Excellence in Literature for Young People. Mr. Howe has authored best selling picture books, readers, juvenile fiction and young adult fiction, including Bunnacula and the Pinky and Rex series during his successful career. He was an excellent speaker, sharing photos of his childhood and stories of how his parents and first grade teacher encouraged reading.

“Preservation Crash Course for Libraries and Archives”

Arielle Hessler and F. Jason Torre from Stony Brook University gave this presentation about materials and techniques related to the preservation, conservation and restoration of historical collections in libraries and archives. Samples of Gaylord acid free boxes, mylar sleeves, tools and antique books were available to handle and ask questions about.

<http://library.stonybrook.edu/author/ahessler/>

I appreciated the opportunity to attend this conference.

Lisa Bouchard MLS, LMAC
Technical Services Librarian

| Library Collection | | | | 2016-17 | Current Total |
|------------------------------|--------|--------|----------|---------|---------------|
| Adult fiction | | | | 24,506 | 25,037 |
| Adult non-fiction | | | | 29,891 | 28,960 |
| Adult audio | | | | 7,327 | 7,449 |
| Adult video | | | | 6,311 | 6,633 |
| Young adult fiction | | | | 5,536 | 5,352 |
| Young adult nonfiction | | | | 450 | 495 |
| Young adult audiobooks | | | | 414 | 438 |
| Children's fiction | | | | 25,523 | 26,161 |
| Children's non-fiction | | | | 15,230 | 15,114 |
| Children's audiobooks | | | | 1,420 | 1,348 |
| Children's video | | | | 1,981 | 2,080 |
| OverDrive - UHLS Shared | | | | 52,057 | 58,465 |
| e-books (locally purchased) | | | | 1,456 | 1,456 |
| e-magazines | | | | 110 | 123 |
| Electronic (games, ereaders) | | | | 475 | 484 |
| Total | | | | 172,687 | 179,595 |
| Library Programs | Nov-17 | Nov-16 | % change | 2016-17 | F-Y-T-D |
| Programs | 81 | 92 | -12.0% | 783 | 396 |
| Program attendance | 2,053 | 2,079 | -1.3% | 22,326 | 14,696 |
| Outreach Programs | 15 | 16 | -6.3% | 332 | 67 |
| Outreach Attendance | 192 | 347 | -44.7% | 9,718 | 1,398 |
| Circulation | Nov-17 | Nov-16 | % change | 2016-17 | F-Y-T-D |
| Adult fiction | 11,209 | 11,248 | -0.3% | 146,643 | 62,363 |
| Adult non-fiction | 7,310 | 7,036 | 3.9% | 93,890 | 38,690 |
| Adult audio | 4,328 | 4,715 | -8.2% | 56,970 | 22,844 |
| Adult video | 8,685 | 9,484 | -8.4% | 111,944 | 44,068 |
| Adult magazines | 1,765 | 1,476 | 19.6% | 19,876 | 8,445 |
| Young adult fiction | 1,247 | 1,423 | -12.4% | 20,068 | 8,039 |
| Young adult nonfiction | 93 | 117 | -20.5% | 1,477 | 575 |
| Young adult audiobooks | 88 | 109 | -19.3% | 1,356 | 545 |
| Young adult magazines | 4 | 6 | -33.3% | 101 | 30 |
| Children's fiction | 11,877 | 12,547 | -5.3% | 149,348 | 66,706 |
| Children's non-fiction | 3,269 | 2,955 | 10.6% | 40,998 | 16,461 |
| Children's audiobooks | 545 | 524 | 4.0% | 7,399 | 3,337 |
| Children's video | 1,620 | 1,495 | 8.4% | 17,640 | 7,301 |
| Children's magazines | 39 | 27 | 44.4% | 527 | 232 |
| Electronic (games, ereaders) | 525 | 348 | 50.9% | 4,947 | 2,923 |
| Total | 52,604 | 53,508 | -1.7% | 673,181 | 282,558 |
| Interlibrary Loan | Nov-17 | Nov-16 | % change | 2016-17 | F-Y-T-D |
| Borrowed from others | 7,272 | 6,551 | 11.0% | 77,470 | 36,832 |
| Loaned to others | 5,799 | 5,705 | 1.6% | 64,966 | 28,647 |
| Miscellaneous | Nov-17 | Nov-16 | % change | 2016-17 | F-Y-T-D |
| Visits to our home page | 62,344 | n/a | n/a | 653,745 | 478,876 |
| Public use of meeting rooms | 51 | 44 | 15.9% | 497 | 178 |
| Public meeting attendance | 758 | 634 | 19.6% | 6,111 | 2,195 |
| Staff use & library programs | 103 | 110 | -6.4% | 1,149 | 475 |
| Study room sessions | 409 | 355 | 15.2% | 4,517 | 2,072 |
| Tech room use | 27 | 54 | -50.0% | 332 | 114 |
| Door count | 27,307 | 27,648 | -1.2% | 320,892 | 139,274 |
| Registered BPL borrowers | 70 | 60 | 16.7% | 1,054 | 479 |
| Computer signups | 3,273 | 3,263 | 0.3% | 41,015 | 16,061 |
| Museum Pass use | 129 | 79 | 63.3% | 1,327 | 764 |
| E-book use | 4,065 | 4,302 | -5.5% | 54,585 | 21,954 |
| E-magazine use | 1,072 | 839 | 27.8% | 11,406 | 4,812 |
| Equipment | 377 | 162 | 132.7% | 1,968 | 1,830 |
| Wireless Use | 7,384 | 6,651 | 11.0% | 84,156 | 47,113 |

2017-18 Budget Line Balances

| Account Name | Budget | Adjustments | Adj. Budget | Nov. Exp | Exp to date | Encumbered | Available | % Available |
|---------------------|-----------|-------------|-------------|----------|-------------|------------|-----------|-------------|
| Personnel | | | | | | | | |
| Salaries-Librarians | 1,102,117 | 0 | 1,102,117 | 80,318 | 399,041 | 0 | \$703,076 | 64% |
| Salaries-Clerical | 938,358 | 0 | 938,358 | 70,712 | 358,316 | 0 | \$580,042 | 62% |
| Salaries-Custodians | 162,602 | 0 | 162,602 | 8,828 | 63,170 | 0 | \$99,432 | 61% |
| Retirement | 293,132 | 0 | 293,132 | 288,233 | 288,233 | 0 | \$4,899 | 2% |
| SocSec/Medicare | 168,343 | 0 | 168,343 | 11,781 | 60,525 | 0 | \$107,818 | 64% |
| 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 | 18,311 | 103,996 | 0 | \$187,504 | 64% |
| Disability Ins. | 1,400 | 0 | 1,400 | 0 | 0 | 0 | \$1,400 | 100% |

Materials

| | | | | | | | | |
|----------------------|---------|--------|---------|--------|--------|--------|-----------|-----|
| Adult books | 171,000 | 26,506 | 197,506 | 13,030 | 51,100 | 13,712 | \$132,694 | 67% |
| Audiobooks | 36,000 | 9,010 | 45,010 | 1,581 | 11,352 | 1,585 | \$32,073 | 71% |
| Ebooks | 87,000 | 0 | 87,000 | 4,789 | 32,200 | 1,430 | \$53,370 | 61% |
| Electronic Resources | 32,000 | 0 | 32,000 | 1,020 | 6,090 | 1,951 | \$23,959 | 75% |
| Periodicals | 20,000 | 0 | 20,000 | 59 | 726 | 9,699 | \$9,575 | 48% |

| | | | | | | | | |
|---------------|--------|--------|---------|-------|--------|-------|----------|-----|
| YS Books | 85,000 | 23,068 | 108,068 | 8,245 | 35,976 | 4,472 | \$67,620 | 63% |
| YS Audiobooks | 8,000 | 956 | 8,956 | 564 | 2,417 | 595 | \$5,944 | 66% |
| YS Media | 10,000 | 257 | 10,257 | 102 | 986 | 12 | \$9,259 | 90% |

| | | | | | | | | |
|---------------------|--------|--------|--------|-------|--------|-------|----------|-----|
| Special Collections | 5,500 | 217 | 5,717 | 1,164 | 3,441 | 1,302 | \$974 | 17% |
| AS Media | 55,000 | 10,105 | 65,105 | 2,231 | 14,696 | 4,408 | \$46,001 | 71% |

Operations

| | | | | | | | | |
|------------------------|--------------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------|
| Copiers and supplies | 11,000 | 823 | 11,823 | 1,000 | 5,198 | 5,046 | \$1,579 | 13% |
| Office supplies | 29,000 | 129 | 29,129 | 561 | 2,226 | 1,737 | \$25,166 | 86% |
| Custodial supplies | 14,000 | 553 | 14,553 | 675 | 2,277 | 5,851 | \$6,425 | 44% |
| Postage | 17,000 | 525 | 17,525 | 1,545 | 7,195 | 2,586 | \$7,744 | 44% |
| Printing | 25,000 | 50 | 25,050 | 69 | 5,974 | 8,745 | \$10,331 | 41% |
| Van lease & oper. | 1,700 | 0 | 1,700 | 0 | 147 | 553 | \$1,000 | 59% |
| Gas and Electric | 65,000 | 0 | 65,000 | 4,007 | 24,670 | 0 | \$40,330 | 62% |
| Telecommunications | 11,000 | 1,700 | 12,700 | 434 | 4,627 | 5,778 | \$2,295 | 18% |
| Water | 3,000 | 0 | 3,000 | 0 | 883 | 0 | \$2,117 | 71% |
| Taxes-sewer&water | 3,500 | 0 | 3,500 | 0 | 0 | 0 | \$3,500 | 100% |
| Refund property taxes | 4,000 | 0 | 4,000 | 155 | 709 | 196 | \$3,095 | 77% |
| Prof. Services | 15,000 | 67,611 | 82,611 | 0 | 2,451 | 2,727 | \$77,433 | 94% |
| Contract Services | 37,500 | 193 | 37,693 | 7,423 | 13,807 | 10,606 | \$13,279 | 35% |
| Insurance | 29,000 | 0 | 29,000 | 0 | 27,738 | 0 | \$1,262 | 4% |
| Travel/Conference | 10,000 | 954 | 10,954 | 54 | 3,627 | 10 | \$7,317 | 67% |
| Memberships | 2,000 | 0 | 2,000 | 375 | 400 | 0 | \$1,600 | 80% |
| Special Programs | 20,000 | 1,187 | 21,187 | 237 | 8,412 | 1,102 | \$11,673 | 55% |
| Furniture&Equipment | 25,000 | 1,460 | 26,460 | 5,023 | 10,859 | 8,294 | \$7,307 | 28% |
| IT Hardware & Software | 42,000 | 4,281 | 46,281 | 2,867 | 14,970 | 7,795 | \$23,516 | 51% |
| Bld&Grnd. Repair | 40,000 | 50 | 40,050 | 3,872 | 8,713 | 4,475 | \$26,863 | 67% |
| Furn/Equip Repair | 2,000 | 4,652 | 6,652 | 173 | 5,647 | 200 | \$805 | 12% |
| Miscellaneous | 3,500 | 81 | 3,581 | -89 | 1,794 | 1,049 | \$737 | 21% |
| Audit Service | 13,500 | 0 | 13,500 | 6,500 | 6,500 | 0 | \$7,000 | 52% |
| Accounting Service | 13,000 | 0 | 13,000 | 0 | 12,793 | 207 | \$0 | 0% |
| UHLAN fees | 50,000 | 0 | 50,000 | 0 | 22,888 | 55 | \$27,057 | 54% |
| Capital Expenditures | 125,000 | 5,889 | 130,889 | 0 | 5,889 | 0 | \$125,000 | 96% |
| TOTAL | \$4,100,652 | \$160,255 | \$4,260,907 | \$545,848 | \$1,655,298 | \$106,179 | \$2,499,431 | 59% |

2017-18 Fund Balance Plus Capital Projects

| | Initial | Adjustments | Prev Years Expenses | Encumbrances | Subtotal | Nov | YTD Exp. | Available |
|---|------------------|-------------|------------------------|---------------|------------------|--------------|----------------|--------------------|
| Operating Fund Balance | 1,200,000 | 0 | 0 | 0 | 1,200,000 | 0 | 0 | \$1,200,000 |
| Fire Alarm (Board Designated) | 33,031 | 0 | 18,982 | 14,049 | 0 | 3,553 | 3,553 | -\$3,553 |
| HVAC (Board Designated) | 750,000 | 0 | 68,974 | 34,444 | 646,582 | 0 | 2,342 | \$644,240 |
| Unassigned | 878,195 | 0 | 2,000 | 0 | 876,195 | 0 | 206,650 | \$669,545 |
| Board Designated Fund balance Subtotal | 2,861,226 | 0 | 89,956 | 48,493 | 2,861,226 | 3,553 | 212,545 | \$2,648,681 |
| PEG/miscellaneous | 18,218 | 0 | 0 | 0 | 18,218 | 0 | 0 | \$18,218 |
| Total Fund Balance * | 2,879,444 | 0 | 89,956 | 48,493 | 2,879,444 | 3,553 | 212,545 | 2,666,899 |

* Initial Fund Balance 6/30/2017 (Unaudited)

| Monthly Gas and Electric Comparisons | | | | | | | | | | | | | |
|--------------------------------------|-----------|--------------|-------------|------------|--------------|----------------|----------|--------|-------------|------------|--------------|--------------|--|
| Date | # of days | Total Therms | Use per day | Cost | Cost per day | Cost per therm | # of day | kWh | Use per day | Cost | Cost per day | Cost per kWh | |
| 9/14/2015 | 33 | 609 | 18 | \$306.89 | \$9.30 | \$0.50 | 31 | 64,896 | 2,093 | \$6,243.19 | \$201.39 | \$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 | |
| 10/12/2015 | 28 | 819 | 29 | \$384.81 | \$13.74 | \$0.47 | 31 | 51,456 | 1,660 | \$4,313.54 | \$139.15 | \$0.08 | |
| 10/12/2016 | 30 | 509 | 17 | \$241.68 | \$8.06 | \$0.47 | 30 | 43,392 | 1,446 | \$3,623.83 | \$120.79 | \$0.08 | |
| 11/9/2015 | 28 | 876 | 31 | \$430.25 | \$15.37 | \$0.49 | 28 | 34,560 | 1,234 | \$3,232.69 | \$115.45 | \$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 | |
| 12/10/2015 | 31 | 1,419 | 46 | \$705.55 | \$22.76 | \$0.50 | 31 | 31,104 | 1,003 | \$2,538.03 | \$81.87 | \$0.08 | |
| 12/12/2016 | 33 | 1,576 | 48 | \$689.63 | \$20.90 | \$0.44 | 33 | 31,104 | 943 | \$2,776.58 | \$84.14 | \$0.09 | |
| 1/12/2016 | 33 | 1,909 | 58 | \$1,010.70 | \$30.63 | \$0.53 | 33 | 31,872 | 966 | \$2,785.27 | \$84.40 | \$0.09 | |
| 1/11/2017 | 30 | 2,269 | 76 | \$1,150.42 | \$38.35 | \$0.51 | 30 | 28,800 | 960 | \$3,405.58 | \$113.52 | \$0.12 | |
| 2/10/2016 | 29 | 2,101 | 72 | \$1,037.33 | \$35.77 | \$0.49 | 29 | 29,568 | 1,020 | \$2,734.71 | \$94.30 | \$0.09 | |
| 2/10/2017 | 30 | 2,118 | 71 | \$1,280.34 | \$42.68 | \$0.60 | 29 | 29,184 | 1,006 | \$2,866.03 | \$98.83 | \$0.10 | |
| 3/11/2016 | 30 | 2,159 | 72 | \$1,108.25 | \$36.94 | \$0.51 | 30 | 31,872 | 1,062 | \$3,066.87 | \$102.23 | \$0.10 | |
| 3/13/2017 | 31 | 2,015 | 65 | \$1,188.31 | \$38.33 | \$0.59 | 32 | 33,792 | 1,056 | \$2,837.83 | \$88.68 | \$0.08 | |
| 4/13/2016 | 33 | 1,471 | 45 | \$714.42 | \$21.65 | \$0.49 | 33 | 33,408 | 1,012 | \$2,895.69 | \$87.75 | \$0.09 | |
| 4/12/2017 | 30 | 1,862 | 62 | \$1,037.51 | \$34.58 | \$0.56 | 29 | 29,568 | 1,020 | \$3,267.38 | \$112.67 | \$0.11 | |
| 5/11/2016 | 28 | 800 | 29 | \$329.46 | \$11.77 | \$0.41 | 28 | 33,792 | 1,207 | \$2,830.29 | \$101.08 | \$0.08 | |
| 5/15/2017 | 33 | 937 | 28 | \$594.98 | \$18.03 | \$0.63 | 31 | 39,552 | 1,276 | \$3,990.92 | \$128.74 | \$0.10 | |
| 6/14/2016 | 34 | 610 | 18 | \$284.43 | \$8.37 | \$0.47 | 33 | 48,384 | 1,466 | \$4,094.74 | \$124.08 | \$0.08 | |
| 6/13/2017 | 29 | 607 | 21 | \$415.62 | \$14.33 | \$0.68 | 32 | 47,616 | 1,488 | \$4,489.56 | \$140.30 | \$0.09 | |
| 7/13/2016 | 29 | 385 | 13 | \$213.85 | \$7.37 | \$0.56 | 30 | 57,600 | 1,920 | \$5,788.02 | \$192.93 | \$0.10 | |
| 7/13/2017 | 30 | 604 | 20 | \$259.97 | \$8.67 | \$0.43 | 30 | 57,600 | 1,920 | \$5,198.19 | \$173.27 | \$0.09 | |
| 8/12/2016 | 30 | 425 | 14 | \$235.79 | \$7.86 | \$0.55 | 30 | 61,056 | 2,035 | \$5,778.77 | \$192.63 | \$0.09 | |
| 8/11/2017 | 29 | 476 | 16 | \$259.97 | \$8.96 | \$0.55 | 29 | 54,144 | 1,867 | \$5,302.17 | \$182.83 | \$0.10 | |
| 9/12/2016 | 31 | 430 | 14 | \$218.88 | \$7.06 | \$0.51 | 31 | 56,448 | 1,821 | \$5,005.22 | \$161.46 | \$0.09 | |
| 9/12/2017 | 32 | 538 | 17 | \$285.37 | \$8.92 | \$0.53 | 32 | 49,536 | 1,548 | \$4,285.62 | \$133.93 | \$0.09 | |
| 10/12/2016 | 30 | 509 | 17 | \$241.68 | \$8.06 | \$0.47 | 30 | 43,392 | 1,446 | \$3,623.83 | \$120.79 | \$0.08 | |
| 10/11/2017 | 29 | 577 | 20 | \$304.89 | \$10.51 | \$0.53 | 29 | 51,840 | 1,788 | \$4,526.94 | \$156.10 | \$0.09 | |
| 11/9/2016 | 28 | 878 | 31 | \$363.94 | \$13.00 | \$0.41 | 28 | 32,640 | 1,166 | \$2,913.35 | \$104.05 | \$0.09 | |
| 11/9/2017 | 29 | 780 | 27 | \$401.22 | \$13.84 | \$0.51 | 29 | 36,480 | 1,258 | \$3,526.99 | \$121.62 | \$0.10 | |

HVAC Renovation Report – As of 12/11/2017

Notes

The total planned cost of the HVAC project has been adjusted to accommodate the new contractor's estimate supplied to the library by Gilbane. The total will be further revised after the bid and selection processes have been completed.

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

Yet to be completed

Dec. 2017 Bids received and opened

Dec. 2017 Bids reviewed

Dec. 2017 Begin Contract administration - M/E Engineering

Jan. 2018 Contractor selected

Jan. 2018 Inside construction begins

Spring 2018 Outside construction begins

May 2018 Construction is complete

Design

| | Budget | Encumbered | Expensed | Notes |
|------------------------|------------------|-----------------|-----------------|---------------------------------|
| Design Subtotal | \$100,858 | \$30,319 | \$70,566 | Project No. suffixes .30,.40.10 |

Construction

| | Budget | Encumbered | Expensed | Notes |
|---------------------------------------|------------------|------------|------------|-----------------------|
| HVAC Renovation Estimate from Gilbane | \$617,755 | \$0 | \$0 | |
| HVAC Reno. Contingency | \$64,500 | \$0 | \$0 | |
| Construction Subtotal | \$682,255 | \$0 | \$0 | No executed contracts |

Construction Management/Project Management

| | Budget | Encumbered | Expensed | Notes |
|----------------------|-----------------|------------|-----------|--|
| Construction Manager | \$94,608 | \$0 | \$94,608* | Contract approved at October Board meeting |
| Contractor Estimate | \$4,125 | \$4,125 | \$0 | |

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

Totals

| | Total Project Budget | Encumbered | Expensed | Total Planned Cost |
|--------------|----------------------|-----------------|------------------|--------------------|
| Total | \$750,000 | \$34,444 | \$165,174 | \$881,846 |

2018 UHLAN Fee Chart

| prepared 11/02/17 | Service Fee | | Circulation Fee | | | Adjustments | | | UHLAN Fee | Previous fee comparison | | Libraries |
|-------------------|---------------------|------------------|------------------|------------------|-------------------|-----------------------------|--------------|----------------|--|-------------------------|-----------------------|-----------------|
| Libraries | Total Local Support | Service Fee | 2016 circulation | % of total circ. | (circ # x \$.055) | Service+Circ (not adjusted) | Adj. applied | Adj. \$ result | 2018 UHLAN Fee Service fee + Circ fee (adjusted) | 2017 UHLAN Fee | % Change Old to New** | Libraries |
| Albany | \$6,609,475 | \$ 10,000 | 911,149 | 22.92% | \$50,113 | \$60,113 | 1, 3 | -\$2,183 | \$57,930 | \$60,979 | -5.00% | Albany |
| Altamont | \$98,785 | \$ 1,750 | 31,137 | 0.78% | \$1,713 | \$3,463 | 1 | \$14 | \$3,477 | \$3,477 | 0.00% | Altamont |
| Berlin | \$10,350 | \$ 1,300 | 9,450 | 0.24% | \$520 | \$1,820 | 3 | -\$91 | \$1,729 | \$1,760 | -1.76% | Berlin |
| Berne | \$42,030 | \$ 1,300 | 18,641 | 0.47% | \$1,025 | \$2,325 | n/a | \$0 | \$2,325 | \$2,182 | 6.55% | Berne |
| Bethlehem | \$3,906,500 | \$ 8,500 | 670,393 | 16.87% | \$36,872 | \$45,372 | n/a | \$0 | \$45,372 | \$44,796 | 1.29% | Bethlehem |
| Brunswick | \$134,714 | \$ 2,000 | 38,407 | 0.97% | \$2,112 | \$4,112 | 1 | \$149 | \$4,261 | \$4,261 | 0.00% | Brunswick |
| Castleton | \$119,325 | \$ 2,000 | 23,185 | 0.58% | \$1,275 | \$3,275 | n/a | \$0 | \$3,275 | \$3,068 | 6.75% | Castleton |
| Cohoes | \$181,570 | \$ 2,000 | 37,936 | 0.95% | \$2,086 | \$4,086 | n/a | \$0 | \$4,086 | \$4,046 | 0.99% | Cohoes |
| East Greenbush | \$1,547,282 | \$ 5,000 | 404,136 | 10.17% | \$22,227 | \$27,227 | n/a | \$0 | \$27,227 | \$26,135 | 4.18% | East Greenbush |
| Grafton | \$31,600 | \$ 1,300 | 10,649 | 0.27% | \$586 | \$1,886 | 1 | \$522 | \$2,408 | \$2,408 | 0.00% | Grafton |
| Guilderland | \$3,531,819 | \$ 8,500 | 494,105 | 12.43% | \$27,176 | \$35,676 | 3 | -\$1,784 | \$33,892 | \$33,337 | 1.67% | Guilderland |
| Hoosick Falls | \$49,940 | \$ 1,300 | 22,557 | 0.57% | \$1,241 | \$2,541 | 1 | \$86 | \$2,627 | \$2,627 | 0.00% | Hoosick Falls |
| Menands | \$129,006 | \$ 2,000 | 27,727 | 0.70% | \$1,525 | \$3,525 | 3 | -\$176 | \$3,349 | \$3,295 | 1.63% | Menands |
| Nassau | \$108,870 | \$ 2,000 | 20,237 | 0.51% | \$1,113 | \$3,113 | 1 | \$102 | \$3,215 | \$3,215 | 0.00% | Nassau |
| North Greenbush | \$304,341 | \$ 2,000 | 100,435 | 2.53% | \$5,524 | \$7,524 | n/a | \$0 | \$7,524 | \$7,387 | 1.85% | North Greenbush |
| Petersburgh | \$58,137 | \$ 1,750 | 19,320 | 0.49% | \$1,063 | \$2,813 | 3 | -\$140 | \$2,672 | \$2,628 | 1.69% | Petersburgh |
| Poestenkill | \$64,984 | \$ 1,750 | 17,449 | 0.44% | \$960 | \$2,710 | 3 | -\$135 | \$2,575 | \$2,566 | 0.33% | Poestenkill |
| RCS | \$548,870 | \$ 5,000 | 63,930 | 1.61% | \$3,516 | \$8,516 | 2 | -\$2,245 | \$6,271 | \$5,453 | 15.00% | RCS |
| Rensselaer | \$97,695 | \$ 1,750 | 22,475 | 0.57% | \$1,236 | \$2,986 | 1,3 | \$560 | \$3,546 | \$3,733 | -5.00% | Rensselaer |
| Rensselaerville | \$47,296 | \$ 1,300 | 12,878 | 0.32% | \$708 | \$2,008 | 3 | -\$101 | \$1,908 | \$1,859 | 2.61% | Rensselaerville |
| Sand Lake | \$134,342 | \$ 2,000 | 38,380 | 0.97% | \$2,111 | \$4,111 | 1 | \$146 | \$4,257 | \$4,257 | 0.00% | Sand Lake |
| Schaghticoke | \$36,515 | \$ 1,300 | 8,841 | 0.22% | \$486 | \$1,786 | 1 | \$214 | \$2,000 | \$2,000 | 0.00% | Schaghticoke |
| Stephentown | \$47,722 | \$ 1,300 | 21,726 | 0.55% | \$1,195 | \$2,495 | n/a | \$0 | \$2,495 | \$2,393 | 4.26% | Stephentown |
| Troy | \$971,783 | \$ 5,000 | 166,946 | 4.20% | \$9,182 | \$14,182 | 1 | \$2,660 | \$16,842 | \$16,842 | 0.00% | Troy |
| Valley Falls | \$34,432 | \$ 1,300 | 8,563 | 0.22% | \$471 | \$1,771 | n/a | \$0 | \$1,771 | \$1,649 | 7.40% | Valley Falls |
| Voorheesville | \$1,115,716 | \$ 5,000 | 107,504 | 2.70% | \$5,913 | \$10,913 | 3 | -\$545 | \$10,367 | \$9,837 | 5.39% | Voorheesville |
| Watervliet | \$41,000 | \$ 1,300 | 20,556 | 0.52% | \$1,131 | \$2,431 | 1 | \$570 | \$3,001 | \$3,001 | 0.00% | Watervliet |
| Westerlo | \$76,234 | \$ 1,750 | 17,908 | 0.45% | \$985 | \$2,735 | n/a | \$0 | \$2,735 | \$2,632 | 3.91% | Westerlo |
| W.K. Sanford | \$2,523,044 | \$ 8,500 | 628,042 | 15.80% | \$34,542 | \$43,042 | n/a | \$0 | \$43,042 | \$42,827 | 0.50% | W.K. Sanford |
| Total | \$22,603,377 | \$ 89,950 | 3,974,662 | 100.00% | \$218,606 | \$308,556 | | | \$306,179 | \$304,650 | 0.50% | |

| | |
|---|----------|
| Service Fee - Budget tiers | |
| Local Support less total debt service (from latest NYS Annual Report) | |
| \$5,000,000 and over | \$10,000 |
| \$2,000,001 - \$5,000,000 | \$8,500 |
| \$500,001 - \$2 million | \$5,000 |
| \$100,001 - \$500,000 | \$2,000 |
| \$50,001 - \$100,000 | \$1,750 |
| up to \$50,000 | \$1,300 |

| | |
|---|--|
| Adjustments | |
| 1) Minimum fee decrease of 0% from previous year's fee (exception - net lender discount) | |
| 2) Maximum fee increase of 15% from previous year's fee | |
| 3) Net lender 5% discount on total fee AFTER ALL OTHER ADJUSTMENTS (info from latest NYS annual report) | |

**Average member library fee Increase = 1.87%

EXTENSION AGREEMENT FOR UPPER HUDSON LIBRARY ACCESS NETWORK (UHLAN) SERVICES 2018 ⁶⁶

The Upper Hudson Library System (hereinafter referred to as "UHLS") and the

(Library name)

(hereinafter referred to as the "Library") agree as follows:

The Library and UHLS will honor a one year extension of the 2015-2017 UHLAN Agreement to cover calendar year 2018 under all terms and conditions as outlined in that agreement, with the following exceptions:

- 1) A 2018 UHLAN Fee Chart will be created reflecting the current approved NYS Annual Report data for each member library. With the exception of the per circulation transaction charge [see 2) below] the elements included in the chart and the fee formulas will remain unchanged from the 2015-2017 UHLAN Agreement.
- 2) In section 9 A. (Charges and Payments) the **Circulation Fee** will be based on a per circulation transaction charge of **\$.055** for 2018.
- 3) All references to the Automated Services Committee in the 2015-17 Agreement will be ignored. The UHLS Board dissolved the Automated Services Committee in March 2016 on the recommendation of UHLS and the UHLS Directors Association. UHLS will consult with the member libraries via the various advisory councils and committees and the UHLS Directors Association as appropriate to the specific issue being discussed.

Agreement commencement date: January 1, 2018

Executed on (date): _____

For the (Library name): _____

By (name): _____

Title: _____

For the Upper Hudson Library System:

By (name): _____

Title: UHLS Board President

Young students honor vets

Doane Stuart School has invited veterans from Rensselaer and East Greenbush posts to celebrate Veterans Day with a parade by young students, songs, a wreath-laying and breakfast for the vets. 8:15 a.m. Friday. 199 Washington Ave., Rensselaer.



Adirondack stories

Author Joseph Bruchac of Greenfield Center, drawing on his Abenaki ancestry, tells tales of the Adirondacks and Native peoples of the Northeastern woodlands at two all-ages storytelling programs on Sunday at 1 and 3 p.m. at the Bethlehem Public Library, 51 Delaware Ave. 518-439-9314.

Chris Hedges talks in Troy

Peace activist Chris Hedges, who covered war and global terrorism for the New York Times, speaks Friday, Nov. 10 at the Sanctuary for Independent Media's benefit for WOOC 105.3 FM at 7 p.m. Gourmet vegan dinner with Hedges for \$105.3 at 5:30 p.m.

Need help?

For calendar: News and information services desk, 518-454-5420.

For stories and photos: City Desk, 518-454-5420

MOUZON HOUSE

Court backs restaurant

But Spa City still won't release emails on parking garage

By Wendy Liberatore

Saratoga Springs

A midlevel appeals court on Friday sided with the owners of the Mouzon seeking access to emails between the City Center and City Hall on a five-story parking garage that the restaurateurs believe would destroy their business.

The Appellate Division of state Supreme Court granted a motion by David and Dianne Pedinotti to dismiss the city's appeal of a judge's order in September to make unredacted emails available to the Mouzon House owners.

But the city on Monday continued to refuse to do that and filed another motion to request permission for an appeal.

"We have been trying to get the emails for two and a half years," Dianne Pedinotti said on Tuesday afternoon as she and her husband, their lawyer and supporters stood on the steps of City Hall. "We only have received redacted emails. There has to be something there that the city doesn't want to us to see."

The city's legal action Monday delays the Pedinottis from seeing correspondence between City Center Executive Director Mark Baker and members of the City Council. Baker retired as executive

director last year and is now running for mayor.

The Pedinottis' lawyer, Jonathon Tingley of Troy, said it's time for the city to abide by the court's ruling.

"Technically, there is a motion so the decision is pending," Tingley said. "But we need those emails."

The Pedinottis said the release of emails between Baker and mainly Commissioner of Finance Michele Madigan is urgent. They would like to see them before Election Day because Baker is a candidate to lead the city.

The community needs this information, Dianne Pedinotti said.

"When he was at the City Center, Mark Baker's agenda was to build a parking garage," she said. "How was he positioning himself to make this parking garage happen?"

Since 2015, the Pedinottis have been attempting to get unredacted emails regarding the concrete garage that would be built in front of their restaurant and tower over their solar panels, which would violate city's solar ordinance.

What they gleaned from unredacted portions of the emails was that Madigan, with Baker's prompting and support, spearheaded the movement to change the city's solar ordinance. That change would have allowed the parking garage to go forward.

Minutes from a January 2013 City Center Authority

board of directors meeting indicate that if the parking garage goes forward, Baker would receive a \$5,000 bonus for completion of the state environmental impact review process. He would receive another \$5,000 for the successful completion of the project.

The first time the Pedinottis requested the emails, through the Freedom of Information Law, City Attorney Vincent DeLeonardis argued that the emails should not be released because they are intra-agency correspondence and are exempt from public disclosure.

The Pedinottis took the case to court. In September, state Supreme Court Justice Robert Chauvin ruled the emails "do not fall within any statutory FOIL exemption."

"As such," he wrote, "the court orders the release of the redacted portions of the documents previously supplied."

On Tuesday, DeLeonardis said he could not comment on the city's latest motion, and a spokesman for Baker said he is not commenting further on ongoing litigation.

Mayor Joanne Yepsen does not agree with the city's stonewalling of the emails.

"I have always believed a fully transparent government is best," Yepsen said. "We should release anything that we possibly can legally. I believe in transparency, accountability and following the law."

YOUR BEST SHOT



Submitted photo

Gramercy Interns raise money for pet rescues

The Gramercy Interns raised almost \$1,000 at a recent Community Pet Adoption Event. Proceeds will be divided to benefit Kitten Angels and Peppertree Rescue. The event resulted in seven cats going to new homes, and a number of applications for dog adoptions. Shown here are Jessica Lyden and Brianna Ferrara.

Submit your photos. Scan this QR code to go directly to the gallery or use this URL: <http://timesunion.com/yourphotos/>



Jpeg images must be at least 2 MB.

Captions need names, hometowns and some explanation of what's pictured.

OQUENDO

▼ CONTINUED FROM C1

floor apartment were watching "The Walking Dead," a show about zombies, when they heard something heavy coming down the stairs. The prosecutor said the suitcase careened down the stairs, broke through a banister and smashed into the front door of their apartment.

Two of the residents opened the door and saw Oquendo running downstairs after the suitcase. They asked him if he was OK. Oquendo said, "No, no, no, it's fine. It's fine. It's fine," according to Botts.

"And he puts his body between them and that suitcase," Botts said. He said the residents saw Oquendo struggle with the suitcase and leave.

The 5-foot-1-inch, 135-pound Alkaramla, whose mother was once married to Oquendo, was found Dec. 30, 2015, on the Albany side of the Hudson. Oquendo was picked up in early December 2015.

He is charged with second-degree murder, concealment of a human body and criminal obstruction of breathing or blood circulation, a misdemeanor. He sat in a gray suit as attorneys on both sides of the case made their arguments.



Robert Gavin / Times Union

Johnny Oquendo, left, in court Tuesday with his lawyers.

sharp contrast to the opening of Assistant Public Defender William Roberts, who told the jury the victim was spotted "alive and well" by two witnesses later in the night Nov. 22, 2015, after the time prosecutors say his client committed the murder.

"If this is a search for the truth, we have failed," Roberts told the jury.

Roberts said Alkaramla used and sold cocaine and was involved in prostitution and the seedy underbelly of the Collar City. He said a witness saw the victim speaking to a man with a dog near the alleged crime scene. He said she was involved with a man who was her pimp.

Prosecutors matched semen found in Alkaramla to the defendant. Roberts acknowledged his client had a casual sexual relationship

with his stepdaughter. He called Oquendo "her lover."

"This case is not what it appears on its face to be," Roberts said.

Botts repeatedly referred to the suitcase as a "coffin" — and one that was captured by surveillance footage.

The prosecutor said video cameras at Russell Sage College and the John P. Taylor Apartments, among other places, caught the image of Oquendo carrying the suitcase between his apartment and the river Nov. 22, 2015. He said the cameras also captured Oquendo walking without it just 15 minutes later.

The first witnesses are expected to testify on Wednesday.

► rgavin@timesunion.com
518-434-2403 • @RobertGavinTU

LOOKING BACK

On this date in ...

1917: The young wife of Frank J. Herbert of South Pearl Street in Albany attempted to do what many a supportive spouse throughout the country was doing: wish her husband well as his draft number was called and he left for training camp, and find work to support herself. Both proved more difficult than she originally thought. That's why she appealed to the chairman of her husband's draft board, who then referred her to attorney Edward J. O'Connell. The latter man, working pro bono, was able to secure a military discharge for Herbert.

1967: Schenectady County Democrats, realizing tax cuts in an election year were probably the most important part of any political party's platform, passed a record county budget of \$16.5 million, but also cut the tax rate by \$1.01. A week ago, the City Council, also under Democratic

control, passed a record city budget but shaved the tax rate by 8.4 cents. The budget adopted came seven days before the 1967 election, which would have Schenectady residents choose their first board of representatives.

1992: President Bush refused to say whether he'd fire Iran-Contra prosecutor Lawrence Walsh after Election Day, but accused him of engaging in a witch hunt. Bush went on the attack against Walsh as Democrat Edmund S. Muskie, a member of the bipartisan panel that investigated the Iran-Contra affair, raised new questions about the president's role in the arms-for-hostage dealings.

► *Want to read more about the Capital Region's past? Have any memories or thoughts about how our history relates to today's events? See <http://blog.timesunion.com/history/>*

ICE RINK

▼ CONTINUED FROM C1

port is only worth \$2.655 million?" Conners asked. After listing several more concerns, he added, "Of course this deal doesn't make sense, unless you are the Airport Authority."

McCoy, in a note to county legislators, said that, "During this lease back period, we will work with the legislature intend to look at opportunities for moving the hockey facility to an alternate site and possibly expanding the scope

such as soccer and lacrosse.

"Notably, much of the existing infrastructure and fixtures in the hockey facility can be moved or repurposed to a future facility," he said.

The rink was built next to the airport when it was a smaller facility. Since then, the airport has expanded, and officials say they need the extra space to meet demand that they expect to grow by a third, to two million annual boardings, within the next few years.

Conners couldn't be reached for further comment.

Bethlehem Public Library

451 Delaware Ave., Delmar
(518) 439-9314
www.bethlehempubliclibrary.org

Library closed for staff training

Friday, Dec. 1

Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call (518) 439-9314 or visit bethlehempubliclibrary.org.

Topics in Microsoft Excel

Monday, Dec. 4

Take the next step and learn how to sort and filter data, merge an address list, and more, 10 a.m.-noon. Sign up online or call. Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call (518) 439-9314 or visitbethlehempubliclibrary.org.

Fun and Games for Grownups

Monday, Dec. 4

An adults-only gathering where you can play games, including chess, color and socialize, 6-8:30 p.m. Snacks served! Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call (518) 439-9314 or visitbethlehempubliclibrary.org.

Open Sewing

Monday, Dec. 4

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

Sew It Yourself: Reusable Coffee Cup Sleeve

Tuesday, Dec. 5

Bring a fat quarter or 1/4 yard of fabric to make a reusable coffee cup sleeve. Basic sewing machine knowledge recommended, 10 a.m.-noon. Sign up for one session.

AfterDinner Too

Tuesday, Dec. 5

Discuss "Norwegian By Night" by Derek B. Miller, 7 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

Origami Trees

Wednesday, Dec. 6

Learn how to create an elegant and easy origami evergreen tree, 1:15 p.m.

'80s Movie Trivia Night

Wednesday, Dec. 6

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

A Little Sunday Music: The Van Voris Trio

Sunday, Dec. 10

Concert featuring arrangements of well-known classics from the 17th-20th centuries with John Van Voris on flute,

Jodi Van Voris on violin and Laura Van Voris on cello, 2-3 p.m. Sponsored by Friends of Bethlehem Public Library. All ages welcome!

Morning Concert: Greg Nazarian Trio

Monday, Dec. 11

We're joining our friends from the Center for Disability Services for a morning of music from a talented trio consisting of a tenor saxophone, bass guitar and keyboard. Refreshments will be served, 10:30-11:15 a.m.

Daybooks

Monday, Dec. 11

Discuss "A Gentleman in Moscow" by Amor Towles, 1:30 p.m. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

Library board meets

Monday, Dec. 11

All meetings are open to the public, 6 p.m. Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call (518) 439-9314 or visit bethlehempubliclibrary.org.

Hamilton's Federalist Papers: No. 10 and 14

Monday, Dec. 18

Take part in a reading and discussion series focusing on several of the Federalist Papers penned by Alexander Hamilton. Additional dates in February and March, 7-8:30 p.m. This program is grant-funded and sponsored by Humanities New York.

Open Sewing

Monday, Dec. 18

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

Friends board meets

Monday, Dec. 18

Friends board meets. New members always welcome, 6:30 p.m. Bethlehem Public Library, 451 Delaware Ave., Delmar.

Twilight Qi Gong

Wednesday, Dec. 20

De-stress and enjoy the gentle movements and breathing exercises associated with qi gong. Wear loose and comfortable clothing and shoes, 7 p.m. All ages, abilities welcome. Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call (518) 439-9314 or visit bethlehempubliclibrary.org.

Library closed for Christmas holiday

Dec. 24-25

Bethlehem Public Library, 451 Delaware Ave., Delmar. For more information, call (518) 439-9314 or visit bethlehempubliclibrary.org.



Photo by Ric Chesser

A devious pair

"Screw your courage to the sticking place, and we will not fail," Chloe Ader, portraying Lady Macbeth, right, tells Ben Parker, portraying Macbeth, as they make plans to kill the King in Steamer No. 10 Theatre's version of the William Shakespeare play "Macbeth." The show is in its final weekend at the Albany theater: 7 p.m. on Saturday and 3 p.m. on Sunday. Tickets are \$15 for all. For more information, go to info@steamer10theatre.org.

SANTA'S MAGICAL EXPRESS

No Polar Express, No Problem.

Join Mrs. Claus, the elves and the Big Man himself for a 90-minute show and local bus ride on a quest to save Christmas!

Every Thurs, Fri, Sat and Sun | Nov 24 thru Dec 23

KIDS GO FREE One child goes free for every one paying adult to any 8pm show.

Proudly sponsored by and Christmas Gift Shop Saratoga Springs

Yankee Trails 518.286.2400 | santasmagicaexpress.com

All shows/rides start & depart from the Yankee Trails headquarters in Rensselaer. Deluxe motorcoach never leaves the Capital Region. Recommended for children ages 4+. All tours subject to availability. Not responsible for typos or misprints.

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WEEKEND EVENTS

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Train show is on schedule

If foul weather cancels your outdoor plans on Saturday, there is still time to check out the Albany Train Show at the Polish Community Center, located at 225 Washington Ave Ext., Albany.

The event begins at 9 a.m. with more than 100 vendor tables of trains and train-related items, a "train doctor" who will work on trains brought to the event, balloon animals, face-painting for kids and more. Tickets are \$5 for adults and free for kids.

For more information, go to <http://www.albanytrainshow.com> or call 518-852-7725.

— Staff report



Times Union archive

ARTS BRIEFS

Your chance to make a turkey from a potato is Saturday

SARATOGA SPRINGS — The Tang's annual Make-a-Turkey-Out-of-a-Potato Extravaganza is Saturday.

Children ages 5 and older, accompanied by their adult, can make holiday centerpieces out of potatoes, pipe-cleaners, feathers, and beads. The program at Skidmore College is 2 to 3:30 p.m. and is free.

Reservations required. Call 518-580-8080 and leave a message for Ginger Ertz, museum educator for K-12 and community programs, to reserve a spot.

Bethlehem library concert series presents Van Voris Trio Dec. 10

BETHLEHEM — The Bethlehem Public Library's winter concert series, A Little Sunday Music, returns to 451 Delaware Ave.

Since 2002, the series has entertained audiences with classical and early music to choral repertory, opera and 19th-century parlor music. The 2017-18 series opened on Nov. 12 with the Musicians of Ma'alwyck.

The Van Voris Trio will perform at 2 p.m. on Dec. 10. A concert featuring The Mendelssohn Club is Feb. 11. The season closes with The Broad Street Chamber Players on March 11. All concerts are free and start at 2 p.m. Sundays.

A Little Sunday Music is underwritten by Friends of Bethlehem Public Library. For information, call 518-439-9314.

HVCC schedules exhibits, events in next several weeks

TROY — These exhibits and events are scheduled at Hudson Valley Community College, 80 Vandenberg Ave.

■ "Pride of Our Nation ... Pride of Our College," Troy Savings Bank Charitable Foundation Atrium, Marvin Library Learning Commons. The annual exhibition of photographs, documents, medals and memorabilia related to veterans and active service personnel with a connection to the college. Through Dec. 7.

■ "Barbara Owen — Vivid Forms: Cut Paper and Installations," Teaching

Gallery, Administration Building. Wall installations composed entirely of hand-painted and cut paper. A trained sculptor who has been painting for several years, Owen presents cut paper works that blur the line between painting and sculpture. Through Dec. 2.

■ Country Folk Art Craft Show, 10 a.m. to 5 p.m. Saturday, 10 a.m. to 4 p.m. Sunday. McDonough Sports Complex. Unique handcrafted items and gourmet delights. For more information, go to <http://www.countryfolkart.com>.

For details, go to http://www.hvcc.edu/news_events/calendar.html.

Albany Institute of History & Art presents decorations, activities

ALBANY — The Albany Institute of History & Art will be decorated and ready for "Home for the Holidays" on Thanksgiving weekend.

The free admission weekend, Nov. 24-25, kicks off the holidays with decorations and family activities.

Events include: Photographs with Santa (noon to 4 p.m. Friday to Sunday), decorated trees and mantelpieces, miniature dioramas by Joan Steiner and craft-making.

Albany Pine Bush sets workshop for Karner Kids Film Festival

ALBANY — Kids ages 10 to 17 can create short films about the Albany Pine Bush at a workshop on Dec. 28 and 29 for the upcoming Karner Kids Film Festival.

Films can feature wildlife, plants, history, personal experiences, or other Pine Bush-inspired themes. Kids will be able to enter their films into the Karner Kids Film Festival this summer for a chance to see their production on the big screen.

The workshop will be held in the Discovery Center, 195 New Karner Road, and will cover techniques to help kids produce their Pine Bush film. All children must be accompanied by an adult.

Registration is required. For information, go to <https://www.albanypinebush.org/events/calendar.cfm>.

— Jennifer Patterson

COMMUNITY BRIEFS

Guilderland board selects Simpson

GUILDERLAND — The Guilderland Board of Education appointed Allan Simpson on Tuesday to fill a board seat previously held by Christopher McManus, who recently resigned.

The appointment will be until May 15, 2018.

Six community mem-

featuring artists Skeeter Creek, Bronte Roman, Flame and others.

Tickets for the Taste event and the concert are \$25, each event on its own is \$15. See Liveaid.eventbrite.com for details.

Jeff Smith to enter race for sheriff

FONDA — Undersheriff Jeff Smith will announce his candid-

PARADE

▼ CONTINUED FROM D1

Schenectady," is a tribute to General Electric's 125th anniversary.

The celebration "will be better and brighter than ever," said McCarthy.

GE is a primary sponsor of the parade, one of the biggest nighttime promenades in the Northeast. The event, which attracts tens of thousands of people to downtown, features floats, dancers, bands and

COMMUNITY

A library lover's story

At Bethlehem library, we see a lot of familiar faces on a daily basis. One of them is longtime library-goer Hazel Beebe, 93, who lives at Atria Delmar Place right next door to us.

Many afternoons, Hazel strolls over from the Atria to check out what's going on, browse the books or just for a change of scenery. The library is like a second home to her. She said it gives her a sense of independence, and she always feels welcome here.

"It's my place to get out," she said, adding that it's her goal to get over at least once a day. "And if I want to come back more times, that's fine. I can walk over; I'm my own boss."

Hazel sat down with us recently to talk about why the library is so important to her.

"In the third grade, I



discovered the library, and it has been my love ever since," she said.

Hazel said she's long been a big fan of mysteries and has started reading more biographies and nonfiction recently.

Her daughter, Barb, said the library has meant life and liberty for her mother, who moved into the assisted living facility and spent a year-and-a-half of rehab to get her back on her feet. She said Hazel's goal of making the daily trek to the library has helped her to survive and move forward.

"It's everything to my mother. It's the world," said Barb. "She's thankful every day that she's able to be there and access the library."

Make some noise

Set your inner musician loose with help from the latest additions to our Library of Things. You can now check out ukuleles, electronic keyboards and xylophones for 28 days at a time. All of the instruments come with a carrying case and user guide and require little, if any, setup. Is singing more your thing? Don't forget that we also have portable karaoke machines that can be checked out for a week at a time, so get ready to make some noise in the comfort of your own home!

Library of Things items are purchased with support from the Friends of Bethlehem Public Library.

Make your first impression count

Craft a resume that will catch the eye of a potential employer with Cypress Resume. This new

online service, offered for free to library patrons, can be accessed at www.bethlehempubliibrary.org. From the home page, click on the "Research" tab and look for the Cypress Resume link alphabetically.

Holiday hours

The library will close at 5 p.m. Wednesday, Nov. 22, and remain closed Thursday, Nov. 23, for the Thanksgiving holiday. The library will be open 9 a.m.-5 p.m. on Friday, Nov. 24.

Upcoming events

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



Hazel Beebe, 93, spends many afternoons at the library. A resident of neighboring Atria, she says the daily trips to the library give her a sense of independence.

— Kristen Roberts

Photo by Kristen Roberts

Sportsmart this Saturday

DELMAR — Boy Scout Troop 75 is to hold its annual Sportsmart fundraiser at the Bethlehem Central High School on Saturday, Nov. 18, at 8:30 a.m.

Sportsmart is a bargain sale of all types of sporting goods, with an emphasis on winter sporting goods and equipment. There are also plenty of other goods for sale, such as soccer cleats, golf clubs and bags, clothing, bikes, lacrosse and baseball gear.

From 8:30 to 11:00 a.m. the community can bring items in to sell or donate. At 1 p.m., the doors open to the general public to purchase items until 4 p.m.

The concept of Sportsmart is simple. Sellers can set a price, and if the item sells, receive two-thirds of the sales price (the Troop receives the other one-third). You may also donate items for sale.

Sportsmart will also hold a silent auction and raffle for a number

of great items/packages. The public is welcome to bid at our silent auction as well. Additionally, as a community service organization, Troop 75 will ask everyone who comes to Sportsmart for a minimum \$1.00 dollar donation to Hurricane Relief Efforts.

For more information, visit Sportsmart's Facebook page at www.facebook.com/sportsmarttroop75 or e-mail Sportsmart's co-chair, Peter Lauricella, at peter.lauricella@wilsonelser.com.

No senior transportation

DELMAR — Bethlehem Senior Services announced there will be no senior transportation during the week of Thanksgiving.

There is no senior transportation from Monday, Nov. 20 to Friday, Nov. 24.

Lunch at Smokey Bones

DELMAR — Seniors are invited to join Bethlehem Senior Services

for a lunch at Smokey Bones Far and Fire Grill Restaurant on Tuesday, Nov. 28.

For more information, call (518) 439-4955, ext. 1176.

Flu shots

DELMAR — Bethlehem Senior Services would like to remind you that now is the time to get your flu shot.

Flu shots are available at your local pharmacy, from your physician or at the Albany County Health Dept., (518) 447-4589.

Skin Care and Makeup Clinic

DELMAR — Cosmetologist Adrian LaMarche will discuss skin care and makeup tips for adults at the Bethlehem Public Library on Sunday, Nov. 19, from 2:30 to 4 p.m.

Sign up online or call.

For more information, call the Bethlehem Public Library at (518) 439-9314 or visit bethlehempubliibrary.org.

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Winter 2017 Break

Bethlehem Public Library
451 Delaware Ave.

December 26-31

• **Creation Station:**
Snowflake Fun

December 26

• **Vacation Cinema: 'Cars 3'**
Lightning McQueen is back
(Disney, 102 minutes, G), 10am.
For kids and families.

December 27

• **The Puppet People Present:**
Puppet Pandemonium
Two zany variety shows starring
more than a dozen puppets, 2pm
and 6pm. *For kids and families;*
doors open 15 minutes prior to each
show.

December 28

• **Everlasting Snowman**
Make a winter friend out of Play-
Doh, 10am. *For kids and families.*
• **Let's Create: Stop Motion Shorts***
Work in teams to create
film shorts using Legos
and iPads, 2-4 pm. *For*
ages 9 and up.

See other →
side for more

* registration
required



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Winter 2017 Break

CONTINUED ...



December 28 (cont.)

• Vacation Cinema: 'Captain Underpants: The First Epic Movie'

Based on the popular books
(20th Century Fox, 89 minutes,
PG), 6:30pm. *For kids and families.*

December 29

• Star Wars Trivia*

Test your Star Wars savvy. May the
Force be with you, 10-11:15am.
*All ages. Prizes donated by the
Friends of the Library.*

• Make it from Scratch (Jr.)*

An introduction to Scratch Jr., a
coding program for beginners,
sessions at 10-11:30am and
1-2:30pm. *For ages 5 and up and
a caregiver. Sign up is limited;
register children only.*

• Giant Word Winder

A larger-than-life cross between
Scrabble and Tic Tac Toe, 2-3pm.
For grades K-5.

* registration
required

NOTE: In the event of inclement
weather, the library's telephone
system will provide information
on a closing or delayed opening.
Please call ahead.

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STAR WARS

TRIVIA

Friday December 29

10am

Test your Star Wars savvy!

Prizes from the Friends!



No spoilers!

All ages team up!

Bethlehem Public Library

451 Delaware Avenue, Delmar

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439-9314 • www.bethlehempubliclibrary.org



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ORIGAMI TREES

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WEDNESDAY DECEMBER 6 • 1:15PM

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Learn how to create an elegant and easy origami evergreen tree.

Learn how to create an elegant and easy origami evergreen tree.

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