



**Board of Trustees Meeting  
June 10, 2019 6:00 pm  
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
  - Treasurer's update**
  - Resolutions**
  - Personnel report**
  - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
  - Nominating committee**
  - Chart of financial responsibilities**
  - Library minigolf – Sunday July 14th**
  - Other new business**
- **Old business**
  - UHLS annual celebration**
  - Memorial patio dedication – June 29th**
  - Long range capital plan proposal**
  - HVAC Update**
  - Plaza drainage**
  - Other old business**
- **Future business**
  - Background checks**
  - Plaza feasibility**
  - Policy updates/schedule**
  - Resource sharing**
  - Fines and Fees**
- **Public Participation**
- **Adjournment**
  - Next board meeting: July 8th, 2019 6:00pm**
  - Next Friends of the Library meeting: June 17th, 2019 6:30pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING  
 BETHLEHEM PUBLIC LIBRARY **DRAFT**  
 Monday May 13, 2019

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

Geoffrey Kirkpatrick, director  
 Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, Accounts Clerk  
 Catherine Stollar Peters, Head of Tech Services, Circulation  
 Marc Gronich, trustee candidate  
 Jeremy Johannesen, president, Friends of Bethlehem Public Library  
 Jared King  
 Miguel Samonte, library employee  
 Regina Bryde-Kalet, trustee candidate

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

#### BUDGET PRESENTATION

G. Kirkpatrick explained some of the factors that went into the 2019-20 budget. He noted that a budget chart is in the May/June Footnotes and on the library's website, while a more detailed breakdown is also available online in the March 2019 board packet.

He said that salaries and benefits represent about three-quarters of the budget, but there are some expected decreases in state retirement costs to offset negotiated salary increases.

He said the materials line reflects a decrease in children's audiobooks, as that format is no longer in high demand, and an increase in spending on eBooks and Library of Things materials, including museum passes.

The budget also reflects a slight expected increase in operations as the library switches auditors and braces for another expected round of real property tax refunds.

The budget, minus an expected revenue of \$281,162 leaves a levy of \$4.06 million – an increase of 3.31 percent over the previous year. G. Kirkpatrick explained that the number comes in under the New York State property tax cap, which is based on real property values, tax base growth and other factors as calculated by the Office of the New York State Comptroller.

## PUBLIC PARTICPATION

M. Gronich said he was unclear how the tax levy increase was calculated and would like a more detailed explanation. He asked the board to consider videotaping the meetings and broadcasting them. He also said he would like to know more about the number of library employees, their titles and their expected salary increases.

J. Johannesen thanked the members of the board who helped out at the Friends Book Bash in April. He said they raised just under \$1,000, and they have plans to do it again in April 2020. He praised the board and the library for the service they provide to the community, as well as their transparency.

J. King said he would like to know what the trustees' long-term vision for the library is.

## MINUTES

Minutes of the 11 March 2019 board meeting were approved unanimously as amended on a MOTION by M. Kissinger with a SECOND by J. Becker.

K. Roberts noted she had corrected the wording regarding the First Night discussion to reflect that the board's decision to forgo the event was just for this year.

## FINANCIAL REPORT

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board unanimously approved the Financial Statement dated 30 April 2019 (Manual Disbursements for April \$45,078.32; Cash Disbursements/Accounts Payable for May \$71,283.98; Trust & Agency Disbursements/Salaries for April \$189,536.10; CapProject Fund/Hand-Drawn Checks for May \$0; Total: \$305,898.40).

## TREASURER'S UPDATE

R. Khalife said he reviewed the details of the financial report and that the biggest item this month was the receipt of the balance from the property taxes. He said spending for the year looks to be coming in under budget.

## BANK ACCOUNT RECONCILIATION REPORT

The board noted the Bank Reconciliations for April 1-30, 2019.

## MANUAL INVOICES

None

## RESOLUTIONS

None

## PERSONNEL REPORT

G. Kirkpatrick mentioned that the report just indicated titles that had been filled, and there were no new actions requested.

## PERSONNEL ACTION

No action requested.

## DIRECTOR'S REPORT

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

- M. Redmond said the board wanted to recognize and commend the work of Kevin Coffey and the maintenance department in addressing the drainage issues on the plaza. She encouraged the rest of the board to take a short tour of the fixes, when weather permits. The board is hopeful the work will help alleviate some of the icing issues in the winter.
- The library will be planting some of the Seed Library tomatoes in the raised beds at the Borthwick house in order to harvest the seeds for the following year. It is important to avoid cross-pollination to maintain the purity of the seeds so, in the future, the library may be looking for a few dedicated volunteers to continue the seed lines.
- The Pop-Up Library will allow patrons to check out materials, get a library card or update their card information – all out and about in the community. M. Kissinger asked if there was a process where a community event could request the Pop-Up Library.
- The G3 students at UAlbany will be presenting their reports, which the board will have access to. G. Kirkpatrick said some of the suggestions could be very timely with the board in the process of creating a long-range plan.
- The video piece filmed by Wildwood will be available for the library to broadcast on BCN-TV.
- B. Sweeney asked when the library's last civil service program was offered. G. Kirkpatrick said it was in the fall, but it might be time to schedule another as part of ongoing training. He said he and T. McShane do a lot of one-on-one civil service coaching.

The board noted that the energy use stats reflect increases nearly double the previous year during the heating period, likely reflecting the heating issues in the community rooms. Some energy efficiencies may have been seen by the system tweaks made in the previous month, but they have had little effect on overall comfort of the areas. Energy use during last year's cooling period did see decreases. The board noted they would be discussing this issue further when they looked at the maintenance contract later on in the agenda.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board has been selecting award winners and preparing for the annual celebration in June. She said that they would be looking at construction grants shortly, but the UHLS board was hoping the legislature would put more money in the construction budget as it saw heavy cuts this year. G. Kirkpatrick said the library would not be submitting a construction grant application this year.

## NEW BUSINESS

### *Nominating committee*

A nominating committee would be selecting the president, vice president and secretary for the coming fiscal year. B. Sweeney, L. Scoons and C. Brancatella volunteered to serve as the committee.

### *Audit firm selection*

R. Khalife recapped the selection process, noting that six firms were invited to bid, and of those six, the finance committee narrowed it down to three solid proposals. They eventually selected Marvin and Company, based on their references and experience with the Guilderland and Saratoga libraries.

R. Khalife said that following the board vote, he would be getting in touch with the firms he has been in communication with.



On a MOTION by H. Narang with a SECOND by B. Sweeney, the board voted unanimously to accept the \$15,075 per year bid from Marvin and Company for auditing services for the next two years.

*Scanning proposal*

In her role as records manager, C. Stollar Peter has assessed the scale and scope of records that need to be removed from the boiler room, and she reached out to NYSID for a proposal to digitize them. The digitized records would be easily accessible and searchable. At issue are the payroll records, which need to be kept in perpetuity, and the fiscal records, which need to be kept for six years. The \$10,748 scanning service would represent a one-time cost as the library now produces these documents digitally.

C. Stollar Peters also investigated off-site storage at a minimum cost of \$1,200 per year, not including the cost to access the files when needed.

C. Brancatella asked how often the library needed to access the files, and T. Choppy said it averages about 6 times a year.

B. Sweeney asked where the digitized files would be stored. G. Kirkpatrick said a copy would remain in-house, with additional copies stored at Upper Hudson and on the cloud.

M. Kissinger said the scanning quote amounted to a lot of money for the service, and he was not comfortable with the costs.

On a MOTION by H. Narang with a SECOND by C. Brancatella the board voted to approve the \$10,748 proposal from NYSID for record scanning services for the library's fiscal and payroll records, with M. Kissinger opposed.

*UHLS annual celebration*

G. Kirkpatrick reminded the trustees that the dinner was June 12 and to let him know if they were interested in attending.

*Studio Makerspace ceiling proposal*

The library received a bid to install an acoustical ceiling in the studio makerspace to cut down on ambient HVAC noise and provide LED light. The costs would be covered by PEG funds. G. Kirkpatrick said the library would get an assurance from the town that they will cover the costs before entering into a contract for the work.

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board voted unanimously to approve the \$9,468 bid from Dake Construction to install an acoustical ceiling in the studio, contingent on the town reimbursing the costs with PEG money.

*Contract attorney discussion*

M. Redmond noted that at C. Brancatella's suggestion, the library had attorney Madeline Kauffman of Nolan Heller Kauffman review the proposed HVAC maintenance contract. She suggested the library consider adding more board-sanctioned attorneys to the official authorization list and asked how they might go about selecting them. C. Brancatella noted that experience and word of mouth are often critical factors.

The board agreed that there is a need to easily and quickly reach out to a lawyer for contract review, including the upcoming one with Butler Rowland and Mays for planning and design services.

They suggested that they include additional pre-approved attorneys with a broader range of specialties to the authorization list they approve at the beginning of the fiscal year, and they agreed it would be prudent to add Nolan Heller Kauffman to the existing list, effective immediately.

On a MOTION by B. Sweeney and a SECOND by J. Becker, the board unanimously agreed to add Nolan Heller Kauffman to the authorizations for the remainder of the 2018-19 fiscal year.

*Budget vote and trustee election – Tuesday, May 21*

The vote will take place at the high school from 7 a.m.-9 p.m.

*Other new business*

None

OLD BUSINESS

*Long range capital plan proposal*

G. Kirkpatrick had sent along the board comments about the proposal that were brought up at the previous meeting and said that P. Mays was generally responsive to timeline and deliverable requests, but was looking further into the board suggestions regarding the indemnification clause. The revised proposal was not ready for review, but G. Kirkpatrick said that he should be able to get it to the board with plenty of time to look at it before the June meeting. M. Redmond said that the board is moving forward with the long-range plan, but they don't want to rush through important steps. G. Kirkpatrick said that he, C. McGinty and C. Stollar Peters were working on the long-range service plan.

*HVAC update*

The board prepared to review the maintenance contract proposal from Trane. G. Kirkpatrick said the library was currently without one, and while the system is still new, it is time to start with scheduled maintenance to protect the library's investment.

M. Redmond said she believed the next step would be to sit down with M/E Engineering to talk about the areas of the design that are not meeting the library's expectations and what steps are needed to address them.

C. Brancatella suggested creating a record by drafting a reservation of rights letter before the warranty expires noting the issues with the system the library has identified and sending it to the involved parties.

M. Redmond noted that the maintenance contract should be addressed separately from the issue with the engineering design. The quote from Trane is for service of the controls and the hardware.

The board agreed to enter into a maintenance contract with Trane. They also asked G. Kirkpatrick to move forward with setting up a meeting ASAP with M/E to discuss the design issues with the system. H. Narang asked to sit in on that meeting.

On a MOTION by C. Brancatella with a SECOND by M. Kissinger, the board voted unanimously to accept the three-year maintenance contract proposal from Trane in the amount of approximately \$17,500/year.

*Other old business*

None at this time.

## FUTURE BUSINESS

*Background checks*

No further discussion at this time.

*Plaza feasibility*

Discussed earlier.

*Policy updates/schedule*

No further discussion at this time.

*Resource sharing*

No further discussion at this time.

*Fines and fees*

No further discussion at this time.

## PUBLIC PARTICIPATION

There was no public participation

M. Gronich thanked K. Roberts for putting up the video of the Meet the Candidates event. He asked to speak with someone further about the budget. G. Kirkpatrick said he would be available to discuss it with him.

M. Samonte told the board he works as a library page and thanked them for looking into the temperature issue as it was something he noticed over the winter.

J. Becker asked if there was some kind of signage that could be added to the library's Delaware Avenue sign to indicate that the parking lot is off Borthwick. She said she has noticed many people confused by their GPS directing them to the Delaware Avenue entrance.

## ADJOURNMENT

On a MOTION by J. Becker with a SECOND by B. Sweeney, the board adjourned the regular meeting at 8:10pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #11  
5/31/2019**

**CURRENT MONTHLY REVENUE**

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	5,369.77
Interest on Investment	2,123.75
Sale of Books	494.95
Gifts and Donations	200.00
Insurance Recovery	0.00
Photocopier	770.01
State Aid	0.00
Grants	0.00
Miscellaneous Income	150.00
<b>Total</b>	<b>\$9,108.48</b>

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #11  
5/31/2019**

**REPORT OF ESTIMATED AND ACTUAL YTD REVENUES**

FISCAL YEAR 2018-2019

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,934,858.00	3,932,475.26	2,382.74	99.94%
PILOT	196,336.00	197,033.70	(697.70)	100.36%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	30,000.00	33,720.60	(3,720.60)	112.40%
Interest on Investment	5,000.00	15,538.09	(10,538.09)	310.76%
Sale of Books	6,000.00	4,864.28	1,135.72	81.07%
Gifts and Donations, Misc	1,000.00	1,250.00	(250.00)	125.00%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	7,000.00	7,929.78	(929.78)	113.28%
State Aid	23,000.00	25,036.70	(2,036.70)	108.86%
Grants	0.00	25,000.00	(25,000.00)	
Miscellaneous Income	0.00	575.00	(575.00)	
Sub-Total	\$4,203,194.00	4,243,423.41	(40,229.41)	100.96%
Appropriated Funds Balance	\$0.00			
<b>TOTAL</b>	<b>\$4,203,194.00</b>			

**OPERATING CASH SUMMARY**

TD Checking Account:	1,484,068.52 *
TD Money Market:	1,626,007.26
TD Payroll Account:	0.00
Capital Project Fund:	261,836.08
<b>TOTAL</b>	<b>3,371,911.86</b>

\*Includes Interest of \$2,123.75 credited on 5/15/19

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #11**

**5/31/2019**

MANUAL DISBURSEMENTS - MAY HAND DRAWN CHECKS TD BANK	\$39,486.53
CASH DISBURSEMENTS - JUNE ACCOUNTS PAYABLE TD BANK	\$55,272.39
TRUST & AGENCY DISBURSEMENTS - MAY SALARIES - TD BANK	\$188,786.21
CAPITAL PROJECT FUND HAND DRAWN CHECKS - JUNE	\$0.00
<b>TOTAL</b>	<b>\$283,545.13</b>

**BETHLEHEM PUBLIC LIBRARY**

Check Warrant Report For A - 40: MANUAL DISB (MAY 19) For Dates 5/1/2019 - 5/31/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37895	05/15/2019	2298	**VOID** MCGRATH, WILLIAM	190540	-350.00
37998	05/09/2019	116	CAPITAL DISTRICT LIBRARY	190685	30.00
37999	05/16/2019	1424	AFLAC NEW YORK		415.92
38000	05/16/2019	2087	**CONTINUED** CITIBANK		0.00
38001	05/16/2019	2087	CITIBANK	190703	2,510.49
38002	05/16/2019	1607	VERIZON BUSINESS FIOS	190002	201.98
38003	05/16/2019	1607	VERIZON BUSINESS FIOS	190692	202.76
38004	05/16/2019	2137	WEX BANK	190006	45.93
38005	05/16/2019	1541	ANN VANDERVORT	190702	57.23
38010	05/24/2019	720	MVP HEALTH PLAN, INC.		5,562.80
38011	05/24/2019	1570	NATIONAL GRID		3,611.16
38012	05/24/2019	2061	UNITED HEALTHCARE INSURANCE CO		95.17
38013	05/24/2019	1607	VERIZON BUSINESS FIOS	190002	122.77
38014	05/24/2019	1607	VERIZON BUSINESS FIOS	190002	126.98
38015	05/24/2019	1607	VERIZON BUSINESS FIOS	190002	127.77
38016	05/24/2019	1831	CDPHP UNIVERSAL BENEFITS, INC.		19,297.03
38017	05/31/2019	1833	BLUESHIELD OF NORTHEASTERN NY		6,147.32
38018	05/31/2019	1224	GEOFFREY KIRKPATRICK	190738	33.00
38019	05/31/2019	1581	UNITED STATES POSTAL SERVICE	190742	1,248.22

Number of Transactions: 19

**Warrant Total: 39,486.53**  
**Vendor Portion: 39,486.53**

**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 - 45: CASH DISB (JUN 19) For Dates 6/11/2019 - 6/11/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38020	06/11/2019	1963	3N DOCUMENT DESTRUCTION	190691	50.00
38021	06/11/2019	1531	A-J LAWN SPRINKLER CO., INC.	190708	214.00
38022	06/11/2019	1256	ACCUCUT, LLC	190683	204.00
38023	06/11/2019	1630	AFSCO FENCE SUPPLY CO INC	190724	4,000.00
38024	06/11/2019	30	ALBANY PUBLIC LIBRARY-MAIN BR	190741	11.00
38025	06/11/2019	1009	AMAZON CREDIT PLAN	190728	2,854.45
38026	06/11/2019	1984	ANDY MORSE	190695	1,200.00
38027	06/11/2019	61	AQUASCAPE DESIGNS LLC	190016	87.96
38028	06/11/2019	77	BAKER & TAYLOR , INC.	190720	16,997.82
38029	06/11/2019	1186	BAKER AND TAYLOR ENTERTAINMENT	190686	68.83
38030	06/11/2019	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	190008	238.58
38031	06/11/2019	169	CURTIS LUMBER CO INC	190689	17.67
38032	06/11/2019	1854	DARYL BALDWIN	190545	450.00
38033	06/11/2019	1220	DEMCO, INC	190265	2,397.24
38034	06/11/2019	1463	EAST GREENBUSH COMM LIBRARY	190699	36.93
38035	06/11/2019	1991	EASTERN MANAGED PRINT NETWORK LLC	190712	211.72
38036	06/11/2019	1986	FIRSTLIGHT FIBER	190007	185.28
38037	06/11/2019	2309	HOPERICH, WILLIAM T.	190732	400.00
38038	06/11/2019	1576	JAEGER & FLYNN ASSOCIATES, INC	190747	50.00
38039	06/11/2019	1997	MICHELLE MARTINEZ	190731	400.00
38040	06/11/2019	1024	**CONTINUED** MIDWEST TAPE		0.00
38041	06/11/2019	1024	MIDWEST TAPE	190679	3,600.95
38042	06/11/2019	1563	PRISCILLA MILLER	190746	15.10
38043	06/11/2019	380	MORNINGSTAR	190674	1,682.00
38044	06/11/2019	1328	MOVIE LICENSING USA	190709	303.10
38045	06/11/2019	2161	MUSEUM OF INNOVATION & SCIENCE	190693	500.00
38046	06/11/2019	2130	MUSEUM OF INNOVATION & SCIENCE	190711	150.00
38047	06/11/2019	404	NEW YORK LIBRARY ASSOC	190696	25.00
38048	06/11/2019	2310	NYS OPRHP - CRAILO	190751	30.00
38049	06/11/2019	2088	NYSID	190471	235.89
38050	06/11/2019	2121	NYSPSP	190678	162.56
38051	06/11/2019	2094	ORIENTAL TRADING COMPANY, INC.	190662	364.85
38052	06/11/2019	1823	OVER DRIVE INC.	190716	10,059.08
38053	06/11/2019	450	PHILLIPS HARDWARE INC	190013	86.76
38054	06/11/2019	2306	POWELL, NOREEN M.	190694	250.00
38055	06/11/2019	493	RECORDED BOOKS, LLC	190718	51.37
38056	06/11/2019	505	ROEMER WALLENS GOLD & MINEAUX	190589	909.20
38057	06/11/2019	1951	S & S WORLDWIDE INC.	190675	1,061.33
38058	06/11/2019	2129	SOLUTIONS BY DESIGN, INC.	190659	1,711.96
38059	06/11/2019	2038	STAPLES BUSINESS ADVANTAGE	190623	1,928.94
38060	06/11/2019	1774	TELEVEND SERVICES, INC.	190666	57.69
38061	06/11/2019	1161	TOWN OF BETHLEHEM	190752	634.78
38062	06/11/2019	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	190705	90.00
38063	06/11/2019	632	UPPER HUDSON LIBRARY SYSTEM	190697	382.50
38064	06/11/2019	1541	ANN VANDERVORT	190745	177.50
38065	06/11/2019	1968	VERIZON WIRELESS	190124	146.17



# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 45: CASH DISB (JUN 19) For Dates 6/11/2019 - 6/11/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38066	06/11/2019	645	W W GRAINGER INC	190015	311.26
38067	06/11/2019	2182	W.M. BIERS INC.	190707	268.92
<b>Number of Transactions: 48</b>				<b>Warrant Total:</b>	<b>55,272.39</b>
				<b>Vendor Portion:</b>	<b>55,272.39</b>

### 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 - 43: TRUST & AGENCY (MAY 19) For Dates 5/1/2019 - 5/31/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37994	05/15/2019	712	CIVIL SERVICE EMPL ASSOC INC.		1,028.87
37995	05/15/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
37996	05/15/2019	2003	NEW YORK STATE DEFERRED		2,275.92
37997	05/15/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
38006	05/30/2019	712	CIVIL SERVICE EMPL ASSOC INC.		1,028.87
38007	05/30/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38008	05/30/2019	2003	NEW YORK STATE DEFERRED		2,389.52
38009	05/30/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100352	05/15/2019	709	BPL SPECIAL PAYROLL ACCOUNT		62,565.86
100353	05/15/2019	710	NYS INCOME TAX BUREAU		3,487.85
100354	05/15/2019	1946	IRS - PAYROLL TAX PMT		20,732.88
100355	05/30/2019	709	BPL SPECIAL PAYROLL ACCOUNT		66,070.08
100356	05/30/2019	710	NYS INCOME TAX BUREAU		3,643.96
100357	05/30/2019	730	NYS EMPLOYEES RETIREMENT SYSTE		3,071.95
100358	05/30/2019	1946	IRS - PAYROLL TAX PMT		21,950.45

**Number of Transactions: 15**

**Warrant Total: 188,786.21**  
**Vendor Portion: 188,786.21**

**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**

5/31/2019

<b>ACCOUNT</b>	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>ENDING BALANCE</b>
TD Bank General Fund	\$1,770,933.42	\$12,490.98	\$299,355.88	\$1,484,068.52
TD Bank Payroll	\$0.00	\$128,635.94	\$128,635.94	\$0.00
TD Bank Money Market	\$1,626,007.26	\$0.00	\$0.00	\$1,626,007.26
Capital Project Fund	\$261,836.08	\$0.00	\$0.00	\$261,836.08
<b>TOTAL:</b>	<b>\$3,658,776.76</b>	<b>\$141,126.92</b>	<b>\$427,991.82</b>	<b>\$3,371,911.86</b>

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

16

***TD Bank - General Fund***

For the month beginning 5-1-19 and ending 5-31-19

**Balance on hand at the beginning of the month** \$1,770,933.42

**Receipts during the month**

Interest	2,123.75	
Transfers from Money Maket Account TD Bank	0.00	
Fines	5,369.77	
Copier	770.01	
Miscellaneous (Abate)	3,382.50	
Book Sale	494.95	
PILOT	0.00	
School Taxes	0.00	
Gifts	200.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	150.00	
<b>Total Receipts</b>		<u>\$12,490.98</u>
<b>Total Receipts Including Balance</b>		<b>\$1,783,424.40</b>

**Disbursements During Month By Check**

From Check #37895 to Check #38019	39,486.53	
Trust & Agency Payments (Payroll)	188,786.21	
From Check #37942 to Check #37993	71,083.14	
Transfers to Money Maket Account	0.00	
Adjustment	0.00	
<b>Total amount of Disbursements</b>		<u>\$299,355.88</u>
<b>Balance on Hand at End of Month</b>		<b>\$1,484,068.52</b>

**Reconciliation With Bank Statement**

Total Amount of Cash Balance on Deposit as shown by Bank Statement	1,495,905.40
Amount of Outstanding Checks	11,836.88
Balance on Deposit	1,484,068.52

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**  
**5/31/19**

<b>Check Number</b>	<b>Date</b>	<b>Amount</b>
37795	3/12/2019	75.00 Performer has check, not made to bank
37927	4/17/2019	25.00 Museum Pass, irregular office hours
37955	5/14/2019	200.00
37964	5/14/2019	5.00
37983	5/14/2019	425.00
37985	5/14/2019	10.00
37992	5/14/2019	12.95
38006	5/30/2019	1,028.87
38007	5/30/2019	100.00
38008	5/30/2019	2,389.52
38009	5/30/2019	170.00
38017	5/31/2019	6,147.32
38019	5/31/2019	1,248.22

**TOTAL** **\$11,836.88**

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - Payroll Account***

**For the month beginning 5-1-19 and ending 5-31-19**

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

Receipts during the month

Transfer from Checking 5/15/19	62,565.86
Transfer from Checking 5/30/19	66,070.08

Total Receipts \$128,635.94

Total Receipts Including Balance \$128,635.94

**Disbursements During Month By Check**

5/15/19 - From Check #85942 to Check #86014	62,565.86
5/30/19 - From Check #86014 to Check #86087	66,070.08

<b>Total Amount of Disbursements</b>	<u>\$128,635.94</u>
<b>Balance on Hand at End of Month</b>	<b>\$0.00</b>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by bank statement	3,025.19
Amount of Outstanding Checks	3,025.19
Balance on Deposit	\$0.00

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

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Business Manager

**BETHLEHEM PUBLIC LIBRARY**  
**Outstanding Checks**  
**TD Bank Payroll Fund**  
**5/31/19**

<b>Check Number</b>	<b>Date</b>	<b>Amount</b>
86030	5/30/2019	1,586.97
86040	5/30/2019	141.33
86042	5/30/2019	405.11
86045	5/30/2019	643.36
86067	5/30/2019	248.42

TOTAL		3,025.19
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**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - Money Market Account***

**For the month beginning 5-1-19 and ending 5-31-19**

**Balance on hand at the beginning of the month** \$1,626,007.26

**Receipts during the month**

Transfer from General Fund 0.00

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

**Disbursements During Month By Check**

Transfers to General Fund 0.00  
Transfers to Capital Projects Fund 0.00

Total Amount of Disbursements \$0.00  
**Balance on Hand at End of Month** **\$1,626,007.26**

Reconciliation With Bank Statement

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

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

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Business Manager



**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***Capital Project Fund Account (HVAC, Technology & Misc.)  
TD Bank***

For the month beginning 5-1-19 and ending 5-31-19

Balance on hand at the beginning of the month \$261,836.08

Receipts during the month

Technology Fund Donation	0.00	
Transfer from Money Market Account	0.00	
PEG Reimbursement	0.00	
Construction Grant	0.00	
	Total Receipts	<u>\$0.00</u>
	Total Receipts Including Balance	\$261,836.08

Disbursements During Month By Check

From Check # to Check #

	Total Amount of Disbursements	<u>0.00</u>
	Balance on Hand at End of Month	<b>\$261,836.08</b>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	261,836.08
Amount of Outstanding Checks	0.00
Balance on Deposit	261,836.08

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



22

4427533000280997902510490251049063



Company Account Number XXXX-XXXX-XX80-9979	Payment Date 05/31/2019	New Balance \$2,510.49	Minimum Amount Due \$2,510.49	Enter Amount Paid 2510.49
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BETHLEHEM PUB LIBRARY      \*\*T0000052  
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

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$30,489	\$00	\$00

For customer service call or write 1-800-248-4553 P.O. Box 6125 Sioux Falls, SD 57117  
Send payments to: Citibank P.O. Box 78025 Phoenix, AZ 85062-8025

Statement Date  
05/06/19

Payment Date  
05/31/19

OK to pay  
GIC  
5/14/19

### COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases Advances	1,714.22	- 1,714.22	- 48.59	2,559.08		2,510.49
Company Totals	TOTAL 1,714.22	- 1,714.22	- 48.59	2,559.08		2,510.49

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](http://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](http://www.citimanager.com/mobile)

### CARDMEMBER SUMMARY

Member Name	Account Number	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
MCGINTY, CHRISTINE	XXXX-XXXX-XX82-7336			- 25.91	242.51		216.60
Monthly Limit: \$500	Purchases Advances TOTAL			- 25.91	242.51		216.60
KIRKPATRICK, GEOFFREY	XXXX-XXXX-XX82-7377			- 11.09	1,525.40		1,514.31
Monthly Limit: \$1,300	Purchases Advances TOTAL			- 11.09	1,525.40		1,514.31
PETERS, M CATHERINE	XXXX-XXXX-XX82-7386			- 11.59	69.70		58.11
Monthly Limit: \$625	Purchases Advances TOTAL			- 11.59	69.70		58.11

<b>DAYS IN BILLING PERIOD:</b> 30				
Balance Subject To Interest Charges	>>	<u>Purchases</u>	<u>Cash Advances</u>	Payment Due: 2,510.49
Periodic Rate	>>	.0000%	.0000%	Amount Over Credit Limit: .00
ANNUAL PERCENTAGE RATE	>>	0.00%	0.00%	Amount Past Due: .00
				MINIMUM AMOUNT DUE: 2,510.49



XXXX-XXXX-XX80-9979

Statement Date  
05/06/19

**CARDMEMBER SUMMARY**

COFFEY, KEVIN J XXXX-XXXX-XX56-3708		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases Advances TOTAL				643.22		643.22
					643.22		643.22

BRENNER, CATHERINE XXXX-XXXX-XX81-3574		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases Advances TOTAL				78.25		78.25
					78.25		78.25

**COMPANY BOOKKEEPING DETAIL**

BETHLEHEM PUB LIBRARY		XXXX-XXXX-XX80-9979			
Monthly Limit	Cash Limit*	Available Credit Line	Available Cash Line**		
\$33,000	\$00	\$30,489	\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount	
04-22	04-23	74046589113112000012666	PAYMENT - THANK YOU	1,714.22 PY	

**INDIVIDUAL CARDHOLDER ACTIVITY**

MCGINTY, CHRISTINE		XXXX-XXXX-XX82-7336			
Monthly Limit	Cash Limit*				
\$500	\$00				
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
04-06	04-08	24692169097100756689483	MICHAELS STORES 1336 RENSSELAER NY	242.51	
05-01	05-03	74688079122017033594891	HUDSON VALLEY SEED LIB 845-204-8769 NY	25.91 CR	
			TOTAL PURCHASES/ADVANCES/CREDITS	216.60	

KIRKPATRICK, GEOFFREY		XXXX-XXXX-XX82-7377			
Monthly Limit	Cash Limit*				
\$1,300	\$00				
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
04-05	04-08	24688079097017032312325	HUDSON VALLEY SEED LIB 845-204-8769 NY	149.55	
04-05	04-08	24906419095071016128567	DROPBOX 5SVXTMLFHPTV 888-4468396 CA	700.00	
04-12	04-15	24039649103206371100015	RETURNCENTER.COM 508-247-9200 MA	563.00	

▲ Annual Subscription  
 ▲ Final Copier Payment

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



XXXX-XXXX-XX80-9979

Statement Date  
05/06/19

*★ Foam Poster Boards*  
**INDIVIDUAL CARDHOLDER ACTIVITY**

04-17	04-18	24692169107100904801004	VISTAPR VISTAPRINT.COM 866-8936743 MA <b>190671</b>	87.85
04-30	05-01	24204299120000177133722	FACEBK SUQ56L2KK2 650-5434800 CA <b>190671</b>	25.00
05-01	05-03	74688079122017033594875	HUDSON VALLEY SEED LIB 845-204-8769 NY	11.09 CR
TOTAL PURCHASES/ADVANCES/CREDITS				1,514.31

*★ T-B Boost*  
**PETERS, M CATHERINE**

XXXX-XXXX-XX82-7385

Monthly Limit		Cash Limit*		
\$625		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
05-01	05-02	24204299121000178913840	123RF.COM 866-6553733 IL <b>190703</b>	69.70
05-01	05-03	74688079122017033594917	HUDSON VALLEY SEED LIB 845-204-8769 NY	2.19 CR
05-01	05-03	74688079122017033594909	HUDSON VALLEY SEED LIB 845-204-8769 NY	9.40 CR
TOTAL PURCHASES/ADVANCES/CREDITS				58.11

**COFFEY, KEVIN J**

XXXX-XXXX-XX56-3708

Monthly Limit		Cash Limit*		
\$750		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
04-08	04-09	24431069099400294000243	ROBINSON HDWE & GARDEN SLINGERLANDS NY <b>190634</b>	89.97
04-08	04-09	24210739099837000030417	VIOC AE6204 DELMAR NY <b>190634</b>	97.98
04-08	04-09	24692169098100669903939	LOWES #01784 GLENMONT NY <b>190637</b>	138.36
04-10	04-11	24692169100100771869412	LOWES #01784 GLENMONT NY <b>&gt; 190671</b>	83.07
04-16	04-17	24692169106100390958376	LOWES #01784 GLENMONT NY	109.38
05-01	05-02	24692169121100136016605	LOWES #01784 GLENMONT NY <b>190703</b>	124.46
TOTAL PURCHASES/ADVANCES/CREDITS				643.22

*★ Oil change*  
*★ Planters, Drainage, Grass Seed*  
**BRENNER, CATHERINE**

XXXX-XXXX-XX81-3574

Monthly Limit		Cash Limit*		
\$750		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
04-17	04-18	24138299108305003556849	PRICE CHOPPER #159 SLINGERLANDS NY <b>190671</b>	32.25
04-26	04-29	24226389117400008009380	WAL-MART #3583 GLENMONT NY <b>190703</b>	28.10
05-02	05-03	24427339122060000603096	HANNAFORD #8339 DELMAR NY	17.90
TOTAL PURCHASES/ADVANCES/CREDITS				78.25

*★ Program Supplies*

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

## 2018-19 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	May Exp.	Exp to date	Encumbered	Available	% Available
<b>Personnel</b>								
Salaries-Librarians	1,122,789	0	1,122,789	91,431	996,520	0	\$126,269	11%
Salaries-Clerical	987,451	0	987,451	78,137	822,060	0	\$165,391	17%
Salaries-Custodians	152,187	0	152,187	12,137	133,284	0	\$18,903	12%
Retirement	285,626	0	285,626	0	283,682	0	\$1,944	1%
SocSec/Medicare	173,483	0	173,483	13,462	147,078	0	\$26,405	15%
Worker's Comp.	23,000	0	23,000	0	12,907	0	\$10,093	44%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	294,558	0	294,558	22,264	288,838	50	\$5,671	2%
Disability Ins.	1,400	0	1,400	0	1,266	0	\$134	10%

**Materials**

Adult books	171,000	29,435	200,435	10,619	130,159	23,900	\$46,376	23%
Audiobooks	33,000	931	33,931	2,320	18,838	2,174	\$12,919	38%
Ebooks	105,000	0	105,000	16,699	124,060	11,219	-\$30,279	-29%
Electronic Resources	28,000	0	28,000	0	19,286	2,777	\$5,937	21%
Periodicals	21,000	0	21,000	191	19,996	112	\$892	4%

YS Books	85,000	16,253	101,253	5,418	61,182	4,335	\$35,736	35%
YS Audiobooks	5,000	869	5,869	697	3,711	806	\$1,352	23%
YS Media	7,000	5,288	12,288	588	9,510	443	\$2,335	19%

Special Collections	10,500	1,582	12,082	1,049	12,018	1,144	-\$1,080	-9%
AS Media	58,000	7,805	65,805	2,275	32,943	2,341	\$30,520	46%

**Operations**

Copiers and supplies	15,000	0	15,000	1,801	11,427	3,565	\$8	0%
Office supplies	23,000	0	23,000	2,121	8,237	1,568	\$13,194	57%
Custodial supplies	17,000	0	17,000	1,281	9,501	966	\$6,533	38%
Postage	17,000	479	17,479	2,285	15,189	317	\$1,972	11%
Printing	30,000	79	30,079	3,343	19,578	2,382	\$8,118	27%
Van lease & oper.	1,500	0	1,500	177	522	209	\$769	51%
Gas and Electric	65,000	0	65,000	3,611	50,310	0	\$14,690	23%
Telecommunications	11,000	0	11,000	1,114	12,344	2,370	-\$3,714	-34%
Water	3,000	0	3,000	0	3,094	0	-\$94	-3%
Taxes-sewer&water	3,700	0	3,700	0	3,114	0	\$586	16%
Refund property taxes	4,000	0	4,000	0	17,914	0	-\$13,914	-348%
Prof. Services	12,000	550	12,550	1,193	5,546	909	\$6,095	49%
Contract Services	37,500	0	37,500	764	19,251	28,960	-\$10,710	-29%
Insurance	29,000	0	29,000	0	24,157	0	\$4,843	17%
Travel/Conference	10,000	0	10,000	30	5,432	0	\$4,568	46%
Memberships	2,000	0	2,000	0	569	25	\$1,406	70%
Special Programs	20,000	2,244	22,244	1,859	17,775	6,473	-\$2,004	-9%
Furniture&Equipment	50,000	1,941	51,941	968	32,841	8,460	\$10,640	20%
IT Hardware & Software	42,000	4,721	46,721	1,926	34,656	5,322	\$6,743	14%
Bld&Grnd. Repair	40,000	162	40,162	3,091	31,447	11,387	-\$2,672	-7%
Furn/Equip Repair	2,000	0	2,000	654	1,522	100	\$378	19%
Miscellaneous	3,500	0	3,500	-504	-2,468	1,169	\$4,799	137%
Audit Service	13,000	0	13,000	0	19,375	0	-\$6,375	-49%
Accounting Service	13,000	0	13,000	162	14,094	520	-\$1,614	-12%
UHLAN fees	50,000	0	50,000	11,859	48,413	383	\$1,205	2%
Capital Expenditures	125,000	0	125,000	0	6,740	9,468	\$108,793	87%
<b>TOTAL</b>	<b>\$4,203,194</b>	<b>\$72,339</b>	<b>\$4,275,533</b>	<b>\$295,023</b>	<b>\$3,527,919</b>	<b>\$133,853</b>	<b>\$613,760</b>	<b>14%</b>

**RESOLUTION**

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZES AN OPERATING TRANSFER OF \$199,750, FROM THE A FUND TO THE H FUND, RELATING TO THE PURCHASE OF 59 BORTHWICK AVENUE. SEE JULY 10, 2017 BOARD RESOLUTION.

ACTION OF THE BOARD: \_\_\_\_\_

MOTION PRESENTED BY: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

DATED: \_\_\_\_\_

## RESOLUTION

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZES THE TRANSFER OF \$5,453.20, FROM THE H FUND (CAPITAL PROJECTS ACCOUNT #3642) TO THE A FUND MONEY MARKET ACCOUNT (#3808), WHICH REPRESENTS MONIES RECEIVED FROM THE TOWN OF BETHLEHEM FOR THE PEG EXPENDITURES.

ACTION OF THE BOARD: \_\_\_\_\_

MOTION PRESENTED BY: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

DATED: \_\_\_\_\_



## RESOLUTION

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZES THE TRANSFER OF \$14,050, FROM THE H FUND (CAPITAL PROJECTS ACCOUNT #3642) TO THE A FUND MONEY MARKET ACCOUNT (#3808), WHICH REPRESENTS MONIES RECEIVED FOR THE STORCH TECHNOLOGY FUND.

ACTION OF THE BOARD: \_\_\_\_\_

MOTION PRESENTED BY: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

DATED: \_\_\_\_\_



June 10, 2019 - 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
Custodial Worker PT	10 hrs/wk		\$15.45/hour or per contract	L. Luykx	5/17/2019	Resignation	4/8/2019				
<u>Action Requested</u>											
Library Page PT	13.85 hrs/wk		\$11.10/hour	D. Fitzsimmons	6/30/2019	Resignation					
Library Assistant FT	35 hrs/wk		\$36,860/annual or per contract	L. Gao	7/17/2019	Separation					
<u>Positions Held</u>											

## **Director's Report June 2019**

### **Building and Grounds**

I continue to receive complaints from the public about the temperatures in the Community Room. We have ordered a sign to inform the patrons that we are aware of the temperature issues and are working on a solution.

The gardens look great. Our garden volunteers have done a great job planting and weeding the beds in preparation for the summer.

The Delaware Ave. library sign has been rehabbed. The bricks were decaying. A new cap has been added which should prevent future deterioration. The brick swoops on the building are also being repaired.

The memorial patio is now furnished. The dedication will take place Saturday, June 29.

### **Public Service**

During the month of May, 75 patrons checked out 225 seed packets from the Seed Library. So far this year, 367 patrons have checked out about 1,600 seed packets.

### **Program Highlights**

Mary, Michelle and Patti collaborated with the town and Senior Services to present the 2nd annual Seniors Prom. This year's theme was a sock hop, and a great time was had by all. Channel 10 and the Times Union both popped in for a little local press.

Staff from Public Services and Technical Services collaborated to present the Shark Tank idea for the Pet Adoption Day. Lisa B., Jane, Karin, Tori and Lisa T worked to make this program a huge success! We had over 250 patrons come through, and a number of pet adoptions were in the beginning stages by the end of the program. We had three dog rescues and two cat rescues participate: Peppertree Rescue, Good Shepherd K9 Rescue, German Shepherd Rescue of NY, Operation Snip and Kat's Purrfect Pals. All of the participating rescues enjoyed the event and would like to come back if we do it again. Maryellen from Peppertree emailed, "Thank you and all the staff for the great event on Saturday! We met so many nice people and at least one dog got a home."

The Mark Twain Coffee and Conversation program that was filmed is scheduled to be aired on BCN-TV in June.

Michael collaborated with the executive director of the Egg Performing Arts Center to provide the Pete Seeger Birthday Centennial program to the community. The program offered at the library coincided with one being held at The Egg, which supported their "New York Living Legacy" series. Eighty-nine people attended this wonderful program that explored the music of folk singer Seeger. This program featured author Jesse Jarnow, who discussed his book "Wasn't That a Time: The Weavers, the Blacklist, and the Battle for the American Soul" highlighted with visual slides. In addition to this, Richie Stearns and Rosie Newton enhanced the program by providing live music. Michael reported that for weeks following the program, several participants stopped to say how much they enjoyed it.

## Outreach

There was a great turnout for Bethlehem's Memorial Day Parade. We handed out packets of Shasta daisies in honor of our new Seed Library. We also gave away the remainder of the color changing rulers. For the first time since the library's centennial in 2013 we pulled a float. We had fun constructing it and plan to have one each year from now on.

Tori visited BCMS to promote summer reading and volunteering. In the effort to try something new this year, Tori spent two days at the middle school during the lunch hours talking to students and handing out materials. She generated a lot of excitement and handed out tons of flyers and incentives speaking to over 350 students. She felt this method was more impactful and fun for both the students and our staff. Photos are attached.

Kate and Michelle C. hosted a table at the Walk and Roll Event. It was our second year attending and the event was a lot of fun. They signed folks up for library cards, promoted collections and services and offered some items for check out. Photo attached.

Tori visited the Pit twice this month.

Mary co-presented the BCHS book club.

Jody visited Good Sam and did music and readings for Mother's Day.

Jody visited Kenwood Manor and provided book talks.

Jody visited the Atria for the first book talk they requested – they read a Man Called Ove. The turnout was small, but they were pleased with the event.

Kate visited the Slingerlands kindergarteners during their library class. She talked about library services, programs, library of things items and shared some Jan Thomas books.

Anne visited the St. Thomas kindergarten to promote summer reading and share a story.

Anne visited by the St. Thomas 3rd graders to promote summer reading and share some stories.

Tori visited the Elsmere 5th graders to start her summer reading visits. She is doing her 5th grade visits a little later this year so the majority will happen in June- not May like in previous years.

Tori co-presented the BCMS book club.

Tori visited the BCMS media center after school to do a button making program.

Michael and Mary attended the Senior Services Health Fair. This was our second year attending this event. The turn-out for our table has been small, but we're pleased to be included. We promote library events and services- the museum pass program was especially interesting to the participants.

Frank visited the Bethlehem Children's School to talk about summer reading.

Kate visited the Slingerlands 3rd graders to talk about summer reading.

## Meetings and Miscellany

I met briefly with Michelle Walsh the new trustee-elect for a brief orientation. I always enjoy discussing the library with interested people. I am excited to work with her.

I continue my work on the UHLS e-content advisory council. Several libraries are considering adding different platforms to increase the amount of downloadable/streaming content for their patrons. We are looking at other platforms and services as well.

### **Individual/Small Group continuing education for staff**

Jody viewed Enhancing Your Summer Programming with Out of This World Family Programs webinar and The Library's New Place in a Digital World-LJ/iii webinar. Michelle watched the archived ALSC webinar Math Counts: Using Math in Early Literacy Programming.

Cathy and Kate attended the Adult Programpalooza at Crandall Library (Glens Falls) sponsored by UHLS, SALS, and MVLS. Reports are attached.

Cathy viewed the archived PBS Library Engagement webinar.

Chris attended BookExpo in NYC. Report is attached.

Frank attended the UHLS YSAC meeting, which focused on serving deaf patrons, early literacy, and a brief discussion on background checks for performers/volunteers/staff.

Geoffrey Kirkpatrick, Library Director











Adult Programpalooza May 8, 2019

Catherine Brenner

This full-day workshop took place at the Crandall Public Library which combined speakers with discussion sessions.

**Nitty Gritty** by Jamie Hermann (Princeton, NJ)

Jamie gave an overview of some adult programming basics- which were not new to us. I did like some of her ideas about collaborative planning, program assessments and having an internal program policy were very good. Libraries like ours that do a large amount of programming can sometimes run into problems about what kinds of programs should be happening and how to address public program proposals. She also shared her evaluation forms, which were extremely in depth. I can see value in trying to gather some of that information in a more central place, but the amount of time it would likely take a staffer to fill out all 6-7 pages, seems excessive. Our recently created goals and objectives provides a similar structure to her concept of creating an annual plan, but I think it would be beneficial for us to explore the annual plan as well. I also really enjoyed her thoughts on tagging her programs to identify areas in which the library has too many or not enough. I'm going to include that idea in my plans as I work up a rubric for our departmental program assesment.

**Capture and Keep Em: Millenials-** Mallory Arents, (Darien CT)

Mallory spoke about her library's success with programming for the 20-30's non-parents library patrons. Many libraries struggle with attracting this age group and Mallory has been working on creative solutions to the problem. I found her talk very interesting- but it appears to me that the only way for their library to find success is to program outside of the regular library programming model. That's not necessarily a bad thing, but it would require a major adjustment to how we manage some things here at BPL. Some main take-aways from her talk—she believes that MeetUp is the best way to advertise and engage and does not include these kinds of programs in any of the library's traditional publicity. They do the majority of these programs either after-hours or off-site. This allows greater freedom throughout the library and makes a separate "adult" atmosphere that is not easy to achieve when families are also using the library. The majority of actual events they offer are not groundbreaking (movies, book clubs, trivia), but how they brand and market them are very different. I did like her idea about doing adult field trips- especially to places that the library has museum passes for. That's an idea definitely worth exploring. It was an interesting session, and might lead to some more discussions with our programming team here at BPL.

**Outreach and Underserved Populations-** group discussion topic

Several libraries shared some ideas about projects for underserved populations- most of which revolved around food. Some libraries participate in the lunch programs, others participate in programs for rural food deserts. I tried to ask about outreach locations in underserved areas, but most of the ideas centered around children and school outreach, which is not the ideas I really needed.

**Marketing-** group discussion topic

This discussion got dominated by some librarians who are not comfortable with social media and were looking for ways to pass the responsibility onto teens or other volunteers. There were a few tips raised by folks that might be worth thinking about. In terms of getting more active engagement on social media some people suggested asking questions. Others talked about the 70/30 rule in which 70% of the time you are engaging and sharing, and 30% of the time you are advertising and informing. To me, in terms of social media most libraries struggle with engagement. Liking and commenting on posts that are unrelated to the library feels like a sticky situation because it is an official library voice and it seems hard to be unbiased. On the other hand, the world is continuing in this direction and library's can't afford to be left behind.

**Connecting with your Community-** Erica H.- (Red Hook, NY)

Erica took us on a journey with how she used community engagement to generate interest in her town's library thereby allowing them to rebuild and create a more modern library community. Stories like this are a great reminder that nothing is impossible if the community gets behind it.



BookExpo report  
Submitted by Christine McGinty

Thank you Geoff and the Board for giving me this opportunity to attend BookExpo in New York City.

I was fortunate enough to once again receive a complimentary VIP badge to attend BookExpo, which allowed me to meet with publishers and authors about library programs, book discussion groups and to learn about new and forthcoming books.

Some highlights:

- An Evening with Justice Sonia Sotomayor

Supreme Court Justice Sonia Sotomayor discussed her life and experiences that led her to write her new children's book *Just Ask: Be Different, Be Brave, Be You* (Penguin Young Readers, 9/2019). Illustrator Rafael López was present to ask questions to Justice Sotomayor as she walked around the room greeting attendees. Living with Type 1 diabetes and having personal connections to children with different abilities, she felt it was important to write this book so that people could understand the importance of acknowledging and celebrating different abilities in children and people of all ages. This was a wonderful and inspiring special event.

- Library Reads Adult Author Lunch

The Library Reads Adult Author Lunch promoted debut or mid-list authors. It was an interesting panel and I was not familiar with some of these authors or their work prior to the event (Philippa Gregory, Blake Crouch, Maaza Mengiste, Elizabeth Strout, Sara and Tegan Quin). Actor Tom Selleck was unable to attend the luncheon so author Kevin Wilson stepped in to discuss his upcoming book *Nothing to See Here*.

- Book Group Speed Dating (Book Club Titles for Fall/Winter 2019)

This 8<sup>th</sup> annual event at BEA allows editors and publishing company marketing staff to booktalk some of their most exciting books for the fall and winter, with copies of advance reader copies (ARCs) of the books available for the taking. This event included 22 publishing companies. While there

was not time to hear all of the publisher presentations, we were given a detailed list of the featured titles. This list and the ARCs that I grabbed will be made available to the librarians who conduct our book discussion groups.

- Trade Show

The trade show floor is always exciting to explore, meeting new representatives from the publishing companies, meeting authors and illustrators, and being introduced to new and soon to be released titles.

While I didn't bring back nearly as many books and other items as in the past, those I did bring back are some really nice advanced reader copies and final print titles. These books will be offered up for the Adult Summer Reading Program raffle baskets. Those titles not chosen as prizes, will be available to staff to read in order to decide on purchasing and to provide recommendations to patrons.

Many of the titles I received were available to me as a downloadable title through Netgalley, an online service connecting book publishers with librarians and book reviewers with digital advance reading copies. I took advantage of this service so that the physical books I brought back could be shared with others, while giving myself the chance to enjoy some of these great titles and authors.

Thank you again for giving me this opportunity to attend.

Adult Programpalooza May 8, 2019

Kate Lambert

The first presenter was Jamie Hermann from Princeton Public Library. She had some good thoughts on providing curated programming for adults. She believes libraries should use programming to strengthen their brand as a trusted source of information by setting goals and objectives, providing balanced and varied programming, and providing high quality programming and trusted presenters. She talked about avoiding competing programs (for example her library does not do yoga because there are plenty of yoga studios in town) and emphasizing programs that the community has particular interest in (in Princeton that means a lot of physics programs and programs about Albert Einstein). This was all good information, but not anything that was particularly new or revelatory.

What I did find valuable about Jamie's presentation was her description of how she and her team plan programming in advance and how organized they are. They look at each month for the next calendar year and figure out a theme and one or two large programs for each month. They knew a year ago that "summer of '69" was going to be a theme for this summer and that they were going to have an event for the 50<sup>th</sup> anniversary of the moon landing. Her team uses shared spreadsheets to delegate tasks and make sure everything gets done within a given time frame for each event. They also keep information on programs and presenters in a shared database, so everyone has access to all of the information on each program. This all seemed like a very organized and efficient way of doing things. Having everything planned in advance can be helpful when people approach the library with program proposals. If the person would fit into an event that is already in the planning process, the library can invite them to participate in that event (If someone wants to demonstrate how to groom a dog, invite them to your pet fair). If the library is not interested in the proposal, they can say "we have all of our themes set for the next year and your program does not fit, but we can keep your program on file for the future." They also are flexible enough to add programs at the last minute if something big comes up.

The second presenter was Mallory Ardents from the Darien Library. The topic of her presentation was programming for millennials. Millennials are the nation's largest generation. In a 2014 Pew Research study, 53% of millennials said that they had used the library in the past 12 months. That is more than any other generation. However, we are not seeing them in our library programs. Mallory stated that by talking to her millennial population she learned that millennials are looking for a place to make friends, things to do outside of the happy hour/bar scene, and free events. She has created a very successful program series called "Adult Day Camp," which meets at 7pm on week nights or on weekend afternoons. She was able to grow this successful series by marketing to millennials differently than the library markets to other target demographics. Millennials are not interested in phrases like "lifelong learning" and they are not checking the library website or seeing library events on Facebook. Instead, Mallory created events on meetup.com, used millennial friendly language, and came up with fun events designed to allow adults to socialize, have fun, and make friends. Since Mallory did not advertise these programs anywhere else, they did truly end up attracting only millennials. Some of these events

included Nerf capture the flag, tie dye like a boss, plant print-making, bad art night, adult field trips to museums, speed friend-shipping, open mic night, board game battle royal, and awful movie night. Mallory stated that a lot of these millennials were amazed that the library offered such cool events, even though libraries have been providing similar programming for a long time.

The afternoon was dedicated to unconferences. I attended a group on Self-Directed Programs and then a Program Idea Swap. There were a couple ideas from each group that I found notable. Many of the ideas shared about self-directed programs involved poetry month. Patrons can write a short poem on a paper leaf and hang it on a poet-tree. One librarian printed poems on small scrolls for poem-in-your-pocket day and left them in baskets at the desk. One librarian leaves sidewalk chalk outside and allows patrons to use it at any time. Some libraries have passive scavenger hunts, where patrons can get a list from the desk and find the items on it either throughout the library or the town, take pictures of the items, and then bring back the completed list and pictures for a small prize. One library had patrons print the pictures and displayed them. One library did a sports bracket style competition where patrons could vote for their favorite books out of the top thirty circulating books in the past year. Each week the bracket advanced and patrons could vote again. Someone did five word memoirs and displayed them, kind of similarly to the poet-tree. At the Program Idea Swap we spent a lot of time talking about food related programs. One idea that I found interesting was a cook book club. Similarly to a book club, one cook book is selected and a copy is kept at the desk. Members come in, select a recipe from the book, make a copy, and then bring that dish to the meeting. You can do different themed cook books. Many libraries do some sort of stargazing night, and MiSci will bring telescopes and do a stargazing program for \$150 an hour. Some libraries worked with local reenactors and had historical line dance/contra dance programs. A few libraries have done vision board programs, and someone suggested a grandparent/grandchild scrapbooking program. Swap programs were also popular – clothing swap, recipe swap, and puzzle swaps were mentioned. Along similar lines, some libraries hosted upcycling programs, for example one library had a program where patrons made no-sew infinity scarves out of old t-shirts.

Before we left Erica Freudenberger spoke about her work as Director of the Red Hook Library. Red Hook is a small town and when Erica took over she had a small budget and small programming spaces. She improved her programming by having people who lived in the town come in and give talks on anything they had expertise in, as well as by partnering to do programs with other community organizations, such as the farmers market. She asked patrons what their values were, and discovered that the people of Red Hook valued diversity, so she offered a lot of programs by partnering with different local cultural organizations. She created enough perceived value within the community that she was able to canvass the town and successfully get the town to vote for a significant budget increase.

Library Collection				2017-18	Current Total
Adult fiction				25,650	26,244
Adult non-fiction				29,279	29,309
Adult audio				7,387	7,234
Adult video				7,462	8,128
Young adult fiction				5,493	5,607
Young adult nonfiction				498	527
Young adult audiobooks				322	360
Children's fiction				26,831	25,220
Children's non-fiction				15,094	15,066
Children's audiobooks				1,380	1,455
Children's video				2,130	1,963
OverDrive - UHLS Shared				59,361	68,546
e-magazines				113	107
Electronic (games, ereaders)				467	480
Total				181,467	190,246
Library Programs	May-19	May-18	% change	2017-18	F-Y-T-D
Programs	52	58	-10.3%	854	794
Program attendance	1,433	1,380	3.8%	26,583	23,338
Outreach Programs	26	35	-25.7%	304	190
Outreach Attendance	3,674	3,035	21.1%	8,919	7,336
Circulation	May-19	May-18	% change	2017-18	F-Y-T-D
Adult fiction	11,833	11,647	1.6%	143,450	136,907
Adult non-fiction	8,160	7,955	2.6%	94,927	88,873
Adult audio	4,056	4,136	-1.9%	52,342	45,622
Adult video	8,317	8,340	-0.3%	106,685	101,808
Adult magazines	1,827	1,578	15.8%	19,756	20,876
Young adult fiction	1,606	1,470	9.2%	18,900	17,636
Young adult nonfiction	95	132	-28.0%	1,379	1,365
Young adult audiobooks	104	111	-6.1%	1,243	1,214
Young adult magazines	10	6	66.7%	98	60
Children's fiction	10,371	9,472	9.5%	144,538	125,705
Children's non-fiction	3,366	3,626	-7.2%	41,533	35,755
Children's audiobooks	621	484	28.3%	7,249	7,000
Children's video	752	963	-21.9%	15,823	14,137
Children's magazines	24	25	-4.0%	435	334
Electronic (games, ereaders)	616	478	28.9%	6,581	6,385
Total	51,757	50,423	2.6%	654,937	603,676
Interlibrary Loan	May-19	May-18	% change	2017-18	F-Y-T-D
Borrowed from others	7,032	6,995	0.5%	86,973	79,234
Loaned to others	5,270	5,560	-5.2%	67,687	62,443
Miscellaneous	May-19	May-18	% change	2017-18	F-Y-T-D
Visits to our home page	83,765	54,580	53.5%	939,696	766,932
Public use of meeting rooms	3	23	-87.0%	484	402
Public meeting attendance	663	400	65.8%	5,860	6,415
Staff use & library programs	97	189	-48.7%	1,355	925
Study room sessions	502	446	12.6%	4,935	4,767
Tech room use	14	14	0.0%	364	291
Door count	24,672	27,257	-9.5%	325,408	284,739
Registered BPL borrowers	89	59	50.8%	1,117	909
Computer signups	3,246	2,787	16.5%	37,496	31,501
Museum Pass use	168	125	34.4%	1,666	1,688
E-book use	6,255	5,069	23.4%	55,407	64,591
E-magazine use	1,188	1,578	-24.7%	12,186	12,415
Equipment	475	391	21.5%	4,444	4,957
Wireless Use	11,192	6,883	62.6%	109,852	158,526

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
4/12/2017	30	1,862	62	\$1,037.51	\$34.58	\$0.56	29	29,568	1,020	\$3,267.38	\$112.67	\$0.11
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10
7/13/2017	30	604	20	\$259.97	\$8.67	\$0.43	30	57,600	1,920	\$5,198.19	\$173.27	\$0.09
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10
8/10/2018	29	35	1	\$44.40	\$1.53	\$1.27	29	39,936	1,377	\$4,473.49	\$154.26	\$0.11
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09
9/11/2018	32	38	1	\$46.65	\$1.46	\$1.23	32	39,168	1,224	\$4,428.29	\$138.38	\$0.11
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09
10/11/2018	30	99	3	\$86.02	\$2.87	\$0.87	30	34,176	1,139	\$3,643.09	\$121.44	\$0.11
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10
11/8/2018	28	1,420	51	\$754.30	\$26.94	\$0.53	28	27,264	974	\$2,432.22	\$86.87	\$0.09
12/12/2017	33	1,606	49	\$798.17	\$24.19	\$0.50	33	29,184	884	\$2,618.16	\$79.34	\$0.09
12/11/2018	33	3,661	111	\$1,993.69	\$60.41	\$0.54	33	31,872	966	\$3,051.82	\$92.48	\$0.10
1/11/2018	30	2,964	99	\$1,474.51	\$49.15	\$0.50	30	30,336	1,011	\$3,501.04	\$116.70	\$0.12
1/11/2019	31	3,801	123	\$2,727.32	\$87.98	\$0.72	31	31,872	1,028	\$2,832.86	\$91.38	\$0.09
2/9/2018	29	2,380	82	\$1,388.85	\$47.89	\$0.58	29	28,800	993	\$3,871.09	\$133.49	\$0.13
2/11/2019	31	4,947	160	\$2,863.48	\$92.37	\$0.58	31	33,408	1,078	\$3,451.77	\$111.35	\$0.10
3/13/2018	33	1,833	56	\$1,238.17	\$37.52	\$0.68	32	30,336	948	\$2,672.72	\$83.52	\$0.09
3/12/2019	29	3,562	123	\$1,746.64	\$60.23	\$0.49	29	29,952	1,033	\$2,687.90	\$92.69	\$0.09
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09
4/10/2019	29	2,054	71	\$1,102.54	\$38.02	\$0.54	29	30,336	1,046	\$2,629.48	\$90.67	\$0.09
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10
5/13/2019	33	1,161	35	\$607.54	\$18.41	\$0.52	33	34,944	1,059	\$2,915.97	\$88.36	\$0.08

**Bethlehem Public Lbrly - Svc**  
451 DELAWARE AVE DELMAR  
NY 12054  
Gas service  
Account: 7590094104

Zoom: [3m](#) [6m](#) [YTD](#)

[Previous months](#)

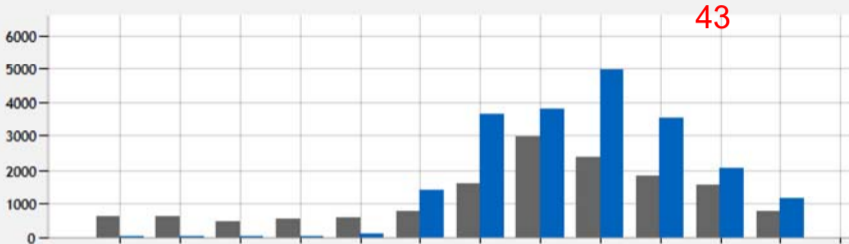
[Next months](#)

Show estimated meter reading

## Gas

### Monthly gas usage (therms)

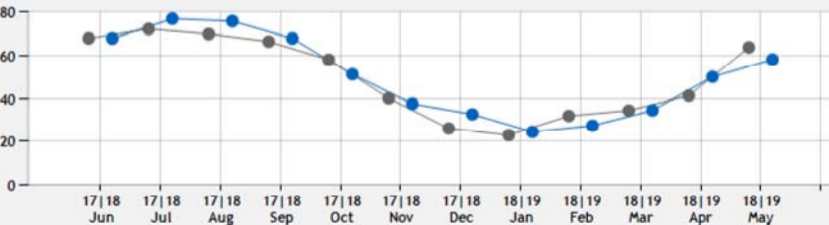
Current year  
Previous year



## Temperature

### Average outside temperature (°F)

Current year  
Previous year



Zoom: 3m 6m YTD

[Previous months](#)

[Next months](#)

**Bethlehem Public Library**  
451 DELAWARE AVE DELMAR  
NY 12054  
Electricity service  
**Account:** 2530093104

Show estimated meter reading



## Electricity

Monthly electricity usage (kWh)

Current year

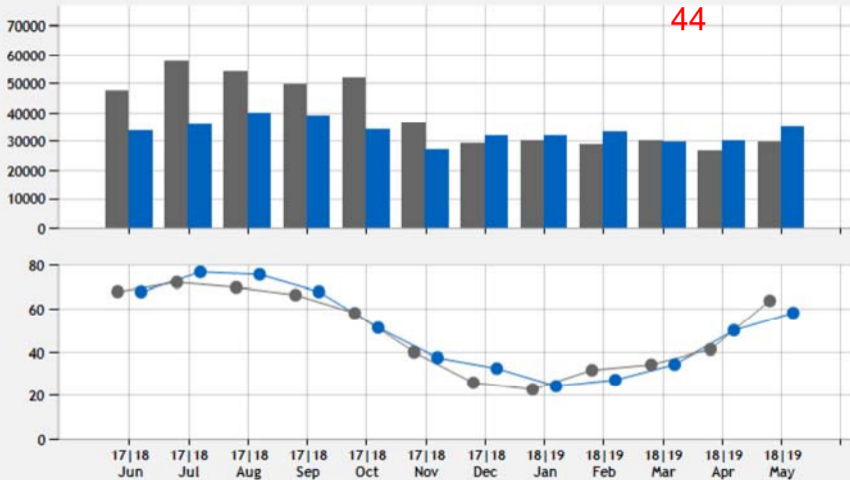
Previous year

## Temperature

Average outside temperature (°F)

Current year

Previous year





# Allocation of Library Financial Responsibilities

## Proposed

Category	Task	Currently Performed By	Treasurer	Director	Business Manager	Board of Trustees	HR Admin	Staff	T/S Staff	Backup	Notes
Vendor	Requesting New Vendor	Staff						Requesting New Vendor			
Vendor	New Vendor Form/Approval of Vendor	Director		New Vendor Form/Approval of						Assistant Directors	
Vendor	Adding new Vendor to Financial System	Business Manager			Adding new Vendor to Financial System						
Vendor	Verification of Vendor information		Verification of Vendor information including Tax ID number								
Procurement	Requests items for purchase	Staff						Requests items for purchase			
Procurement	Researches items and potential vendors/verifies prices	Technical Services Staff							Researches items and potential vendors/verifies prices		
Procurement	Approves Purchase requests/verifies purchasing policy	Director		Approves Purchase requests/verifies purchasing policy						Assistant Directors	
Procurement	Creates Purchase Order	Technical Services Staff/Business Manager			Creates Purchase Order				Creates Purchase Order		
Procurement	Signs Purchase Order	Director		Signs Purchase Order						Assistant Directors	
Procurement	Verifies items satisfactory arrival approves packing slip	Staff/Technical Services							Verifies items satisfactory arrival approves packing slip		
Accounts Payable	Adds approved invoice to bill schedule	Business Manager			Adds approved invoice to bill schedule						
Accounts Payable	Prints checks	Business Manager			Prints checks						
Accounts Payable	Signs checks	Electronic Signature/Business Manager	Signs checks							Director	Business Manager is an authorized signatory on the account but does not sign accounts payable checks
Monthly Board Reports	Prepares check warrant for approval	Business Manager			Prepares check warrant for approval					Treasurer	
Monthly Board Reports	Audits claims to ensure compliance with library policy	Board Fiscal Officer/Board of Trustees	Audits claims to ensure compliance with library policy								
Monthly Board Reports	Approves Claims in formal vote	Board of Trustees				Approves Claims in formal vote					

# Allocation of Library Financial Responsibilities

## Proposed

Category	Task	Currently Performed By	Treasurer	Director	Business Manager	Board of Trustees	HR Admin	Staff	T/S Staff	Backup	Notes
Monthly Board Reports	Approves expenses in formal vote	<i>Board of Trustees</i>				Approves expenses in formal vote					
Monthly Board Reports	Prepares reports from financial software	<i>Business Manager</i>			Prepares reports from financial software					Treasurer	Treasurer backup
Monthly Board Reports	Prepares monthly financial reports for the board	<i>Business Manager/Director</i>	Prepares monthly financial reports for the board		Prepares monthly financial reports for the board					Treasurer and Business Manager	Shared duty of the Treasurer and Business Manager
New Employees	Requesting new employee	<i>HR Manager</i>					Requesting new employee				
New Employees	Selection of Candidate	<i>Director</i>		Selection of Candidate							
New Employees	Hiring of Candidate	<i>Board of Trustees</i>				Hiring of Candidate					
New Employees	New employee memo (includes salary/wage info)	<i>Director</i>					New employee memo (includes salary/wage info)				
New Employees	Entry of New employee into the financial system	<i>Business Manager</i>			Entry of New employee into the financial					HR Manager	
New Employees	Entry of salary information for new employee	<i>HR Manager</i>					Entry of salary information for new employee			Business Manager	
New Employees	Verification of Financial System settings for new employee	<i>Director</i>	Verification of Financial System settings for new employee (including new employee memo, SSN)								
Payroll	Entry of timeclock information	<i>Staff</i>						Entry of timeclock information			
Payroll	Verification of timeclock data and shifts	<i>Supervisors</i>						Supervisors review timeclock data and shifts. Create reports sent to Business Manager each payroll			
Payroll	Preparation of Payroll	<i>Business Manager</i>			Preparation of Payroll					Treasurer	

# Allocation of Library Financial Responsibilities

## Proposed

Category	Task	Currently Performed By	Treasurer	Director	Business Manager	Board of Trustees	HR Admin	Staff	T/S Staff	Backup	Notes
Payroll	Print paychecks and paystubs	Business Manager			Print paychecks and paystubs					Treasurer	
Payroll	Upload ACH payroll file to bank	Business Manager			Upload ACH payroll file to bank					Treasurer	
Payroll	Sign Paychecks	Electronic Signature/Business Manager	Sign Paychecks							Director first, Business Manager when Treasurer and Director are not available	Treasurer, Director, and Business Manager are the three authorized signatories
Payroll	Authorize Payroll ACH file for submission to bank	Director		Authorize Payroll ACH file for submission to bank						Assistant Directors	
Payroll	Electronic submission of NYS Retirement	Business Manager			Electronic submission of NYS Retirement					Treasurer	
Payroll	New Verification process of NYS Retirement				Verifies/uploads ERS contribution					Treasurer	
Payroll	Electronic submission of State and Federal Payroll Taxes	Business Manager			Electronic submission of State and Federal					Treasurer	
Payroll	Review Payroll	Director	Review Payroll	Review Payroll						Backup unnecessary - not time critical	Add task : currently completed by Treasurer each payroll cycle
Tax Filings	Preparation of Quarterly Tax Filings	Business Manager			Preparation and submission of Quarterly Tax Filings					Treasurer	Prepared and submitted by Business Manager
Tax Filings	Review of Quarterly tax filings	Business Manager	Review of Quarterly tax filings								Reviewed by Treasurer
Cash	Verifies register till amount each morning								Verifies register till amount each morning	Three Tech Services members back up each other	Existing task- added to matrix
Cash	Recieves payments from the	Staff						Recieves payments		Staff members are	
Cash	Counts cash register totals and prepares set ups for register				Counts cash register totals and prepares set ups for register					Admin Clerk	
Cash	Completes daily deposit totals	Business Manager			Completes daily deposit totals					Admin Clerk	
Cash	Verifies Deposit that was created by Business Manager	Designated Staff Alternate (Tech Services)							Verifies Deposit that was created by Business Manager	Admin Clerk	Clarification of Role of T/S Staff and Director

# Allocation of Library Financial Responsibilities

## Proposed

Category	Task	Currently Performed By	Treasurer	Director	Business Manager	Board of Trustees	HR Admin	Staff	T/S Staff	Backup	Notes
Cash	Takes Deposit to the bank	<i>Armored Courier</i>						Takes Deposit to the bank (Courier)			
Credit Card Reciepts	Receives payments from the public	<i>Staff</i>						Processes payments from the public			
Credit Card Reciepts	Verifies credit card payments against register total	<i>Business Manager</i>			Verifies credit card reciepts against register total						
Credit Card Reciepts	Audit quarterly credit card payment reports	<i>Business Manager</i>			Audit quarterly credit card payment reports						
Bank Statements	Opens and reviews bank statements	<i>Director</i>	Opens and reviews bank statements							Not Time sensitive - no backup necessary	
Bank Statements	Reviews bank statements with Business Manager Monthly	<i>Director</i>	Reviews bank statements with Business Manager Monthly							Not Time sensitive - no backup necessary	
Bank Statements	Initial and Date bank statements after review	<i>Director</i>	Initial and Date bank statements after review							Not Time sensitive - no backup necessary	
Bank Statements	Prepare bank reconciliation	<i>Business Manager</i>			Prepare bank reconciliation					Treasurer	
Bank Statements	Review bank reconciliation/verify bank statements and sign	<i>Director</i>	Review bank reconciliation/verify bank statements and sign							Director - if Treasurer is completing bank reconciliation	
Credit Card Payments	Open and review credit card statements	<i>Business Manager</i>			Open and review credit card statements						
Credit Card Payments	Review credit card purchases for compliance with library policy	<i>Director</i>	Part of the regular claims audit/Purchase Order process								
Credit Card Payments	Approve Credit Card Bill	<i>Director</i>		Approve Credit Card Bill						Assistant Directors	
Budget	Prepare draft budget for board review	<i>Director</i>		Prepare draft budget for board review							
Budget	Reviews budget in detail		Reviews budget in detail			Reviews budget in details (Finance Committee)					
Budget	Compile anticipated personnel costs for draft budget	<i>Human Resources Manager</i>					Compile anticipated personnel costs for draft budget				

# Allocation of Library Financial Responsibilities

## Proposed

Category	Task	Currently Performed By	Treasurer	Director	Business Manager	Board of Trustees	HR Admin	Staff	T/S Staff	Backup	Notes
Budget	Prepare budget requests for the next fiscal year	<i>Supervisors/Department Heads</i>						Prepare budget requests - Assistant Directors, Supervisors, and appropriate staff			
Budget	Work with School District Staff for budget presentation schedule	<i>Director and Business Manager</i>		Work with School District Staff for budget							
Budget	Present budget to the public	<i>Board Fiscal Office/Director</i>		Present budget to the public							
Budget	Advise board fiscal impacts of draft budget and board amendments	<i>Board Fiscal Officer</i>	Advise board fiscal impacts of draft budget and board amendments								
Budget	Analyze financial statements and advise board on fiscal policy	<i>Director/Board Fiscal Officer/Business Manager</i>	Analyze financial statements and advise board on fiscal policy								
Budget	Votes whether to approve budget to be sent for public vote					Votes whether to approve budget to be sent for public vote					
Yearly Audit	Work with board to prepare RFP for auditors	<i>Business Manger/Director</i>	Work with board to prepare RFP for auditors								
Yearly Audit	auditor selection committee	<i>Director and Business Manager and finance committee membes</i>	Participate on auditor selection committee	Participate on auditor selection committee	Participate on auditor selection committee						Finanace Committee members and other Board of Trustees members may participate
Yearly Audit	Retrieve requested documents for audit	<i>Business Manager and Human Resources Manager</i>			Retrieve requested documents for audit		Retrieve requested documents for audit			Treasurer	
Yearly Audit	Work with auditors to ensure proper separation of fiscal duties	<i>Director</i>	Work with auditors to ensure proper separation of fiscal duties	Work with auditors to ensure proper separation of fiscal duties	Work with auditors to ensure proper separation of fiscal duties						
Yearly Audit	Advise board on yearly audit	<i>Director/Board Fiscal Officer</i>	Advise board on yearly audit								
Yearly Audit	Provide financial accounting advice to staff and board	<i>Auditor</i>	Provide financial accounting advice to staff and board								
Yearly Audit	Respond to auditor about audit findings	<i>Director and Business Manager</i>	Respond to auditor about audit findings							Director	
Yearly Audit	Selects Auditor	<i>Board</i>				Selects Auditor based on recommendation from Finance Committee					
Yearly Audit	Vote to approve audit	<i>Board</i>				Votes whether to accept audit					
					5						

# Allocation of Library Financial Responsibilities

## Proposed

Category	Task	Currently Performed By	Treasurer	Director	Business Manager	Board of Trustees	HR Admin	Staff	T/S Staff	Backup	Notes
Yearly Audit	Review draft audit before presentation to board		Review draft audit before presentation to board	Review draft audit before presentation to board	Review draft audit before presentation to board	Review draft audit before presentation to board (Finance Committee)					
Yearly Audit	Draft audit available to board before presentation					Draft audit available for review before presentation					
Banking	Prepare RFP for banking services	<i>Business Manager</i>	Prepare RFP for banking services								
Banking	Participate in banking selection process	<i>Director and Business Manager</i>	Participate in banking selection process	Participate in banking selection process	Participate in banking selection process						Board Financial Committee may participate in banking selection process
Banking	Signature authority on bank accounts	<i>Director and Business Manager</i>	Signature authority on bank accounts	Signature authority on bank accounts	Signature authority on bank accounts					Three staff members each back the others	
Banking	Recommends changes to banking and investment policies	<i>new task</i>	Recommends changes to banking and investment policies								
Banking	Approves Banking and Investment policies yearly					Approves Banking and Investment policies yearly (at July meeting)					Board of Trustees reaffirm or modify Banking and Investment Policy at least annually
School District	Work with School District on Financial Issues	<i>Director and Business Manager</i>	Work with School District on Financial Issues	Work with School District on Financial Issues	Work with School District on Financial Issues						
School District	Provide advice to board on impacts of school district actions	<i>Director</i>	Provide advice to board on impacts of school district actions	Provide advice to board on impacts of school district actions							
School District	Provide advice on issues like PILOT impacts on long range budget	<i>Director</i>	Provide advice on issues like PILOT impacts on long range budget	Provide advice to board on impacts of school district actions							
Town	Semi annual review of PEG spending, reported to Trustees		Semi annual review of PEG spending, reported to Trustees								
Interfund Transfers	Authorizing transfers between A-fund and H-fund					Authorizes interfund transfers. Pre-authorizes all H-fund disbursements					

May 03, 2019

Mr. Geoffrey Kirkpatrick, Director  
Bethlehem Public Library  
451 Delaware Avenue  
Delmar, New York 12054

**Re.: Architectural Services Proposal  
Master Planning and Preliminary Design Services**

Dear Mr. Kirkpatrick, and Members of the Board of Trustees:

As a follow-up to our Library Planning Workshop, our office has been asked to submit the attached proposal for planning services and grant assistance. Thank you for the opportunity to outline a working team relationship for your planning project.

Our site visit and walkabout prior to the workshop re-established an appreciation from earlier visits to the Bethlehem Public Library for the constraints and opportunities presented by the existing structure and layout, both of building and site. This proposal is provided with the intent of developing solutions to the Library's needs that are reflective of both the programmatic and spatial concerns of the institution and the context of the community you are chartered to serve. Our office would be glad to assist the Bethlehem Public Library in upgrading the quality of services provided to your patrons and the condition, size, and layout of the building, collection stacks, public personal areas, staff areas, and furnishings.

We look forward to working with you and your Committee and Board of Trustees, as well as staff, to prepare planning and design work and provide assistance for phased grant writing and successful funding access campaigns (fundraising development, member items/bullet aid, grant application, referendum, etc.), as well as the architectural and construction administration services necessary for a project worthy of the residents of the Bethlehem community. As you are aware, we have a great deal of experience working with Library civic clients toward community consensus-building and productive improvement campaigns, including the Albert Wisner Public Library (Warwick), Library Journal's Best Small Town Library in America 2016, the Moffat Library of Washingtonville (complete renovation and additions just completed and a recipient of a NYLA Building of the Year Award as well as an Orange County Placemakers Award), the Goshen Public Library and Historical Society (currently under construction), and more. All began with a Master Planning Process identical or similar to that proposed herein.

#### **ARCHITECTURAL INTENT**

The generally open nature of the existing Bethlehem Public Library spaces provides a unique contextual opportunity for an improved, renovated, and (potentially) slightly expanded Library building. The underlying flexibility of the original structure and primarily single floor level will allow for the implementation of strategies we often use to make improvements for a 21st century usage, recognizing a diverse patronage and technology needs.

Improved spatial and collection allocations, and renovations within those areas, will make improvements in staff efficiency and intuitive patron usage,



as well as better reflect both current and future library practice and the desires and needs of the community served. The previous procurement of adjacent property provides the opportunity to examine the building footprint for potential expansion, allowing a more substantial investment in meeting space, larger programming flexibility, and access.

Program space adjacencies, staff supervision, technology assistance, and the accommodation of multiple and sundry usage patterns are all hallmarks of improvements to existing libraries, even if all upgrades are accomplished within the existing footprint. Careful study should be advanced before space allocations are recommended, as well as prioritization of phasing based on patron needs, staff efficiency, and budget. We would be happy to contribute our experience and expertise in these matters in developing a master plan and direction for the Library that reflects available funding, staff needs, patron priorities, and institutional goals.

As we hope you have observed through our previous acquaintance, BRMA always strives to establish a context-appropriate response to Library design in communities. The Library, after all, represents the patrons through the choice of collection, services, and, yes, the building. Some of our relevant experience to the Bethlehem Public Library planning project includes the **Saratoga Springs Public Library** (9 consecutive years of phased upgrades and renovations to a 60,000 square foot, highly used and highly visible community icon), the **Saranac Lake Free Library** (additions and complete renovations to an original building from 1907 in an All-American small city in the Adirondacks which was accomplished on a postage stamp-sized lot), the **Saugerties Public Library** (a major renovation and addition to a village-urban Carnegie Library that won the NYLA's Building of the year for renovations in 2012), the **Kingston Library** (currently undergoing Phase III of renovations from the 2014 Master Plan), and the **Cairo Public Library** (in Greene County), which won the NYLA's Building of the Year for new construction in 2013. ALL of these projects began with a planning process similar or identical to the one proposed herein. We are currently working on similar studies (Preliminary Planning, Feasibility Studies or Master Plans, and/or implementation projects) for the **Guiderland Public Library** (27,000 sf existing building, constructed 1992), the **Wm K Sanford / Colonie Town Library** (30,000 sf existing building constructed in 1977) in Albany County (with Phase I Renovations underway), **Kinderhook Memorial Library** in Columbia County, the **Highland Public Library** in Ulster County (construction just completed on a new facility), the **Josephine-Louise Public Library** in Walden, NY (Orange County), the **Community Library of Cobleskill** (Schoharie County), and the **Simsbury Public Library** (Simsbury, CT).

We have based this proposal between Butler Rowland Mays Architects, LLC ("BRMA") and the Bethlehem Public Library, as Represented by the Bethlehem Public Library Board of Trustees (the "Library") on an evaluation of the programmatic opportunities on the existing Library building and site, including the newly acquired land, and the context of the surrounding properties. This may include an addition or additions, but a substantial portion of the work is anticipated to include upgrades within the building footprint: the potential rearrangement/renovation of the interior layout, improvements to technology access, lighting/power/data upgrades, public accessibility needs, supervision and staff-access development, and other renovations and modifications or improvements to the existing building or building systems (mechanical, electrical, data, etc.).

## ARCHITECTURAL SERVICES

The Plan proposed herein is intended to act as a catalyst in the process leading to the short-term and long-term improvement of the library facilities operated by the Library via building improvements consistent with the overall long-range plans and services of the institution. The goal of the services will be the development of the specific Building Program (identified and prioritized spatial relationships, sizes, and orientations) into a Conceptual Project Design (plans and sketches identifying a project or series of phased projects which make improvements and/or additions to the existing Library, including

final build-out goals), Scope of Work and Phasing (individual components of the overall Master Plan which may be broken out because of available funds, or for purposes of grant-writing, solicitation of aid from political representation, or fundraising), and (importantly) Budgets (the hard and soft costs of a project or projects added together with contingencies to establish a series of costs for each phase identified for implementation in the Master Plan) for each phase for grant-writing, budgeting, fundraising, and/or public information campaign(s). Once funding and grant writing goals have been satisfied, this work may be followed by architectural services for Design Development and Construction Document preparation, as well as Bidding and Construction Administration services, under separate agreement, for implementation of the various project or projects. Design Development, Construction Documents, Bidding, and Construction Administration are standard terms of an AIA Owner [Library] - Architect Agreement that delineate, respectively, the refinement of the design(s), the preparation of drawings and specifications for bidding and construction, the process of soliciting prices from contractors via bidding with the legal requirements based on the charter type of the Library, and the architectural representation during the construction process.

## PROCESS

- **SITE/EXISTING CONDITIONS:** An evaluation by BRMA of the existing building and site, and the quantitative and qualitative conditions therein, which will provide a physical framework against which potential spatial and programmatic arrangements may be applied. Our planning services include an engineering overview of structural, mechanical, and electrical systems, and analysis of those findings in our development of overall options for the Library.
- **PROGRAM:** Working closely with the Director, staff, and the Building Committee and Board of Trustees of the Library, BRMA will moderate supplemental interviews with the staff to elicit input about an improved facility, department by department. We feel that this is a crucial step in the process of consensus building, which is essential to a successful improvement campaign. BRMA will review and utilize existing materials on public input, documentation from focus groups, community surveys, long-range plans of service, etc., including the Library's existing Long Range Plan of Service, and such other previously prepared documents the Library may make available.
- **DESIGN:** The reconciliation of the above two items into a definitive project description that will be used to create a schematic long-range design and improvement plan for the Library facility. This documentation will include conceptual design layouts and scopes of work for the building and site, development of an opinion of probable construction cost (budget) for each phase, a summary of potential project soft costs, and potential time and budget phasing of the project. BRMA will assist the Library throughout the public information and the campaign process, in order to help the community understand the necessity and appropriateness of the building project(s).

Successful projects for the Library will represent a milestone in the demonstration of community support for the institution. It is also an opportunity to fundamentally address the Long-Range Plans for the Library and the services being provided to the community. The establishment of a sympathetic structure, in building design and layout, and the recognition of the Library's status in the community, should all be an important part of any building program addressing the facility as a whole. The project is an opportunity for the community to say, "we support the Library, and we believe in the current and future imperative for Library Services." **BRMA would be pleased to work WITH the Library through the improvement campaign and provide the architectural design services necessary to create a facility appropriate for Bethlehem and Delmar.**

## SCOPE OF PRELIMINARY PLANNING AND DESIGN SERVICES

BRMA, based on our collected library project experience, proposes to perform the following scope of work services, pursuant to preparation for a successful campaign(s). These services are generally arranged per the three element process sequence referenced above.

#### **Existing Conditions Related**

- Meet with the Library to confirm Project Schedule Milestones (key dates for meetings, reviews, and deadlines over the course of the Master Plan development), and to discuss general working relationships for the project.
- A site visit at the start of the project to photograph, take general measurements, and visually assess existing building and site conditions. Review of existing drawings and documents, provided by the Library, defining the existing site and building as a base map. Recommendations regarding solicitation of a property boundary and topography survey, if necessary.
- Development of baseline digital As-Built Drawings (a floor plan of the existing building reflecting the actual conditions, updated from the original design drawings and showing subsequent modifications, additions, or renovations) in Revit, utilizing the existing drawings provided by the Library, and other in-field measurement clarifications. As-Built Drawings will include an FFE (Furnishings, Fittings, and Equipment) inventory and condition matrix, summarizing existing layout (on the floor plans), quantity, and maintenance status, as well as the shelving capacity, seating types and arrangements, office and administrative efficiencies, and particularly circulation and help desk designs and service capacities to Patrons.
- Review of existing conditions to identify specific spaces and features that will require particular consideration in the development of Library programming. Development of an inventory of significant unique items to the Bethlehem community (ephemera, display items, art work, architectural elements, etc.).
- A general review of the maintenance, repair, and energy conservation needs of the existing facility and building envelope, and discussions with staff and facility maintenance personnel.
- Review of existing code and accessibility issues, including egress and fire safety. Conduct preliminary code review in context of the New York State Uniform Fire Prevention and Building Code (19 NYCRR) and State Energy Conservation Construction Code, implemented since the construction of the facility.
- Recommendations regarding the potential presence of hazardous materials (asbestos tile, mastics and adhesives, flashings, plaster or insulation, lead paint, PCB's in window caulking, etc.), and assistance in the Library's procurement of testing/analysis services, if necessary.
- Evaluation of site conditions, including local Planning and Zoning requirements, setbacks, etc. Review of the potential costs and benefits of variances to these requirements, which might allow for improved design opportunities, to the benefit of the community (even when a building is subject to State Education department review, and not local jurisdiction, this analysis lays out potential trouble spots in community relations).
- Evaluation of options for building addition and site amenity locations, and their relationships to adjacent parcels, vehicular and pedestrian access, etc. Review of potential for future expansion strategies, in phases or at one time.
- Evaluation of site amenities (parking, outdoor program areas, cross-walks, drop-off lanes, outdoor book returns, bicycle stands and repair stations, planting areas and softscape, plazas and hardscape, stormwater management, etc.
- Evaluation of potential sustainable design strategies and mechanical/comfort system improvements, including solar access, daylight harvesting, geothermal, etc., and their financial and political paybacks.
- Review of lighting, power, and data upgrades.

- Recommendations for the procurement of a geotechnical evaluation and soil borings for potential construction locations, to determine subsurface water levels, soil conditions, and seismic implications, if warranted.
- Establishment of a Constraints and Opportunities document (a summary of the conditions of the site, the building, or context which provide either specific challenges or additional options to the resolution of space, accessibility, or other issues), addressing the potential of the site for building areas, massing, and visibility (presence on site), pedestrian and vehicular access (from the street), site utilities, etc., as well as major obstacles to such work. The document will also analyze the existing building layout, noting potential areas of improvement for collection, program, staff and patron efficiency.
- Development of an Existing Conditions Report which includes the following: summarizing the above reviews, documenting the condition, age, life expectancy, replacement/upgrade cost options, grant applicability, and recommendations for each building system (building envelope foundation through roof, window and door systems, exterior cladding systems, interior slab issues, interior finishes and structures, and mechanical, electrical, and data systems). This prioritized list of recommended physical building improvements (from “requires immediate attention,” to “requires attention within 2-5 years,” to “may be deferred up to ten years.”) is separate and distinct from programming and space needs, but becomes part of the overall master plan for addressing the building program and long-term requirements. It also provides a checklist for annual review by the Buildings and Grounds Committee, to maintain awareness of upcoming required maintenance or obsolescence of systems.

#### **Program Related**

- A review of the spatial needs for the Library, derived from interviews with the Director and staff, as well as comparisons of same to nationally recognized standards.
- A review of space program issues as initiated by BRMA, referencing specific Space Program (Area Description) sheets (documents defining the spatial size, acoustic, supervision, or other environmental features desired for each specific space by department, collection, etc.) provided by BRMA for each Library function, to be completed by joint effort of library staff and BRMA over multiple meetings with individual departments.
- A review of documentation provided by the Library, including the Library’s Mission Statement, the Long Range Library Plan, any previously conducted focus groups, questionnaires and surveys, system annual reports on circulation and demographic trends, etc. These documents will be referenced as backup information in the programming, planning, and design work of the project, and relate not just to the physical building, but the functions of the Library.
- A Building Program (summary of program requirements and potential prioritized phasing for near-term and long-term needs), based on the above reviews and work, coupled with BRMA research and facilitated discussions.
- A public charette workshop meeting (if desired) to solicit community input and involve interested patrons and public in the pre-design process. Emphasis will be placed on the fact that the design of the Library is a reflection of the existing building and community in terms of style, materials, design, scale, and program, as well as services and community support. This step is important to establish the perceived nature and context of the community by residents and patrons, and to engage them in the process.
- A field visit by staff and committee to a few other libraries completed by BRMA, to review different program or design strategies which may be relevant to issues for the Bethlehem Public Library.

#### **Design Related**

- Development and establishment of an overall design concept for the project, consistent with issues identified in the building and space programs, staff and board interviews, and public input developed by BRMA. Design schemes shall recognize the nature of both the site and the community, the importance of identity and comfort in the building, the long-term usage of the library by patrons of all ages for many program types, and the improvement of accessibility (physical and intellectual) by patrons and staff to the collection, technology, and programs.
- Conceptual Designs (sketch layouts which preliminarily define ideas about layout, space relationships, building improvements, additions, etc.) shall be prepared to develop the potential for phasing (related to grant cycles, budgeting, fundraising, and/or referenda), beginning with improvements within the existing building footprint, and extending to potential addition or additions.
- Preparation of multiple Preliminary Floor Plan Schemes (color-coded mapping of the building, including any additions or renovations, which show the relationships of spaces in plan format), with options and with various program areas color-coded, for review and comment by the Building Committee and staff, for further consolidation. A conceptual site plan and furnishings layout plan will also be included for each scheme.
- Revision of schemes to reflect comments and consolidate the most prioritized elements from each scheme with a buildability and phasing analysis.
- A Preliminary Opinion of Probable Construction Cost will be prepared with this Phase for each Preliminary Floor Plan Scheme. These estimates will be based upon typical square footage construction costs for buildings of this type, and will be broken down into hard and soft costs. Hard costs will include breakdown by trades (general construction, plumbing, mechanical, and electrical) into renovation costs, addition costs, and general conditions. Soft costs will include furnishings costs, fees, bonding, legal, testing and surveys, etc. Combined, the two categories (hard and soft costs) will represent the potential total project costs.
- Narrative descriptions of the facility utility systems for the preferred scheme, including mechanical, electrical and data systems.
- Development of potential sustainable design features for the facility for inclusion in the budget.
- Refinement of the Opinion of Probable Construction Cost for the preferred scheme, including an Opinion of Probable Cost for furnishings, fittings, and equipment, phased as appropriate.
- Development of a Phasing Plan, prioritizing scopes of work and applying cost estimates to each potential phase.
- Client communication as is reasonable and necessary, including up to six meetings with the Building Committee and staff. Attendance at two Board of Trustees Meetings in order to present the revised schemes and to solicit input from the Board regarding scope, budget, financial impact, time frame, etc. Selection of a final overall scheme for development by phase.
- Incorporation of comments from the Board of Trustees Meetings referenced above into the preferred Master Plan. Minor modifications to the schematic concept plan necessary to reflect the intent and concerns of the Board.

#### **Support Campaign (Optional Services)**

- Preparation of a color, three-dimensional rendering depicting a proposed addition or interior renovations in relation to the existing building and site, including identification of major spaces, building massings, etc.
- Preparation of individual mounted color renderings, including floor plans and furnishings, for use in promotional materials for an information campaign. Preparation of narrative text describing the building program and amenities, as well as the cost analysis, for promotional materials.



- Coordinate with the Library's Public Relations Consultant, if applicable.
- General assistance with graphics and text for community mailers, newspaper publication, etc.
- Review and editing of press releases, mailers, and fliers prepared by others.
- Preparation of graphic materials to be submitted for grant applications. Preparation of architectural and engineering narrative materials for grant applications, all to be submitted with application prepared by the ~~Owner~~ **Library, with the assistance of BRMA.**
- Preparation of graphic materials to be submitted digitally to the Library's internet consultant, for inclusion on the Library's information website.
- Meet with the Friends of the Library. Attendance at one public meeting to present the project to the community.

### **FEE STRUCTURE**

Our proposed fee structure is broken into two distinct phases. The first element is proposed as compensation for the Preliminary Planning and Design Phase, the scope of which is enumerated above. The Support campaign Phase is broken out as a separate scope for fee purposes, to be pursued when the Library is ready. These fees are given as lump sums, based on a breakdown of the estimated time for our tasks for these parts of the project.

#### **Phase I Fees – Master Plan Preliminary Planning and Design Services (this proposal):**

Existing Conditions	<b>Lump sum fee of: \$10,800.00 + reimbursables</b>
Program	<b>Lump sum fee of: \$9,800.00 + reimbursables</b>
<b>Charette Public Workshop Process (optional)</b>	<b>Lump sum fee of: \$2,000.00 + reimbursables</b>
Design	<b>Lump sum fee of: <u>\$17,800.00 + reimbursables</u></b>
	<b>\$40,400.00 + reimbursables</b>
Post-Master Plan	
Support Campaign (when the Library is ready)	<b>Lump sum fee of: \$7,000.00 + reimbursables</b>
Assistance with 2019 and/or 2020 DLD Construction Grant Application	<b>Included in fees above</b>

The fees above do not include reimbursables (mileage, copies, printing, faxes,) as the AIA Standard Form of Agreement Between Owner and Architect. Reimbursables are estimated **not to exceed \$3,000 for the Phase I fees**. In the event that reimbursables for Phase I fees exceed \$3000, BRMA shall alert Library in writing as soon as it is aware of any potential overage. Upon receipt of such a written notice, Library may request that BRMA provide an itemized list of potential costs. Any dispute regarding such costs shall be resolved through a meeting between BRMA representative and Library representative.

#### **Phase II Fees – Implementation of all or part of the Master Plan:**

Phase II includes the preparation of construction documents, bidding, and construction administration of elements of the Master Plan, either separately per phase, or as one renovation /addition project. The fees for this Phase are currently incalculable, until scopes and budgets are developed and approved as part of the Master Planning process. As soon as such fees are calculable, BRMA shall provide Library with a written estimate, which Library may accept in whole or in part, or choose not to move forward with Phase II. **All Estimates of Project Cost included in the Master Plan for each phase will include soft costs, including appropriate fees, so that such services are budgeted as part of the planning.**

**PRELIMINARY ANTICIPATED SCHEDULE**

May 2019	Execute Agreement
June 2019	Begin staff meetings and interviews, committee meetings
July 2019	Begin existing conditions analysis - submit Draft Existing Conditions Report late July
June - July 2019	Consolidate constraints and opportunities, program information
June 2019	Public Charette Meeting - solicit public input on data gathering to date (or wait for September)
July 2019	WHY (We Heard You Meeting) - follow-up public meeting for prioritization - submit Draft Program early August (or wait for after summer break)
July - October 2019	Work with committee on design solutions, phasing, and budgets (during school summer break, when community is generally not as available)
August 2019	DLD Grant Application (if a small, first-phase project is identified)
November 2019	Public presentations (once community is settled back into school year)
December 2019	Finalize Report

**RELATED EXPERIENCE**

Lastly, we offer the following additional references for your convenience:

Ms. AnnaLee Giraldo, Director Kinderhook Memorial Library (Kinderhook, NY)	518.758.6192
Ms. Barbara Madonna, Director Gloversville Public Library (Gloversville, NY)	518.725.2819
Mr. Timothy Wiles, Director Guilderland Public Library	518.456.2400 x113
Ms. Lisa Karim, Director Simsbury Public Library (Simsbury, CT)	860-658-7663
Ms. Julie Dempsey, Director Highland Public Library (Highland, NY)	845-691-2275 x13
Matthew Gomm, Director Goshen Public Library & Historical Society (Goshen, NY)	845-294-6606
Ms. Rosemary Cooper, Director Albert Wisner Public Library (Warwick, NY)	845.986.1047
Ms. Ginny Neidermier, Director Josephine-Louise Public Library (Walden, NY)	845-778-7621
Ms. Margie Menard, Director Kingston Library (Kingston, NY)	845.339.4260 x14

**ASSUMPTIONS & LIMITATIONS FOR PRELIMINARY DESIGN SERVICES**

1. This offer is valid for a period of thirty days after the date of this letter.
2. Consultant services are included as part of the Design services for structural, mechanical, and electrical engineering. Initial site recommendations will be provided in-house. If issues

Bethlehem Public Library

April 05, 2019

Architectural Services Proposal

Master Planning and Preliminary Design Services



- become apparent which require the use of a site engineer, such services will be discussed with the Library prior to commencement of such services.
3. The following items are not included in the basic scope of services described above. **If deemed necessary**, BRMA will, at no additional cost, assist the Library with the selection of qualified professionals to provide these additional services in contract directly to the Library.
    - a. Traffic studies
    - b. Environmental impact statements, wetlands identification, and storm water drainage studies
    - c. Other special studies (archaeological, etc.) or special agency requirements
    - d. Topographic and boundary surveys
    - e. Geotechnical surveys (soil borings, etc.) to determine subsurface conditions and water levels
    - f. Emergency services related to existing conditions uncovered during the course of this planning work (e.g.: structural deficiencies which might lead to imminent failure, etc.)
  4. Professional services relating to discovery, design and/or remediation of any hazardous or otherwise unsuitable materials, such as asbestos (frequently found in roofing and insulation systems, sealants, fire-proofing, plasters and other finishes, or pre-fabricated panels), lead (frequently found in paints and roofs), or PCB's (frequently found in window glazing compounds and sealants), or contaminated soils (from underground fuel tanks, previous industrial uses, etc.) are not included in this proposal. **If deemed necessary** as mutually agreed by the Library and BRMA, BRMA will assist the Library with the selection of qualified professionals to provide these additional services in contract directly to the Library.
  5. Services related to any specialized testing, such as insect inspection, geotechnical borings, destructive or non-destructive material testing, or thermal or nuclear moisture surveying, that may be deemed necessary following initial investigations, are not included at this time. ~~We~~**BRMA** will review any recommendation for the implementation of these services with the Board of Trustees for approval prior to commencement.
  6. BRMA and the design team will have reasonable access to all existing building documentation, drawings, and reports as well as reasonable access to the building and site to conduct an assessment of existing conditions. This proposal includes provisions for observation of existing conditions from the ground, from the roof, ~~or~~**and** from the interior of the building. Should access to specific building issues require scaffolding, mechanical lifts, excavation equipment, selective demolition, etc., coordination of such access will be provided as an additional service.
  7. The approval and review processes are limited to the Library for the purposes of the Master Plan Preliminary Planning and Design services. Services related to the submission and presentation of this Project, beyond those already specifically listed above, to officials from any municipality or review board or hearing (Zoning, Planning, Architectural Review, Historic Review, State Education Department, etc.), are not included herein, but may be provided as an additional service.
  8. BRMA may rely upon the accuracy and completeness of the site boundary and topography survey, or other documentation of existing conditions, provided by the Library. It is assumed, based on previous conversation, that existing drawings, floor plans, or sections of the building exist for use as base drawings, and that BRMA will be checking overall measurements of the building in the field for the purposes of the Planning and Design services.
  9. It is anticipated that the Existing Conditions, Programming, and Design phases (Preliminary Planning and Design Services) will involve six meetings with the building committee, and

two meetings to present to the Board of Trustees. Additional meetings with Staff and Director will be conducted to gather information and feedback. A Public Charette Meeting is also included, if desired.

10. Basic furnishings layouts will be included on all schematic floor plans.
11. If this Proposal is accepted, please execute on the last page, authorizing BRMA to proceed with these services. At such time as the Project and our services proceed to the Phase II or Continuing Design Services (Design Development, Construction Documents, Bidding, and Construction Administration of some or all elements of the Master Plan), the parties will review the AIA Standard Form of Agreement Between Owner and Architect to determine whether it is appropriate for the project size and scope. Any Agreement Form shall be mutually agreed upon by the parties.
12. It is understood that if the scope of the Master Planning Project in whole or in part is materially changed, this document shall be amended to reflect such change and fees will be adjusted accordingly as mutually agreed upon by the parties, prior to commencement of the work. ~~This agreement~~ **This proposal once accepted (as accepted, the "Agreement")** may not be amended except by mutual written agreement of the parties.
13. This ~~Agreement~~ **agreement** may not be assigned, subcontracted, or otherwise delegated by either party without the prior written consent of both parties.
14. This ~~Agreement~~ **agreement** may be terminated without cause at any time by any party upon sixty (60) days' notice to the other party. This agreement shall terminate automatically as directed by any applicable law, regulation, or government agency, included, but not limited to the New York State Education Department.
15. During the term of this ~~Agreement~~ **agreement**, each party agrees to maintain an adequate record system for recording services, charges, dates, service records, and all commonly accepted information elements for the responsibilities described in this agreement. The parties shall catalog, store, and maintain such records as required by applicable law or as otherwise required by an applicable government agency.
16. (a) BRMA shall, **to the fullest extent allowed by law**, indemnify and hold harmless the Library and its officers, directors, trustees, agents, and employees from and against any and all losses, damages, liabilities, claims, actions, judgments, settlements, interest, awards, fines, penalties, costs, and expenses of any kind, including, without limitation, reasonable attorneys' fees and disbursements and all costs of enforcing the right to being indemnified, defended, and held harmless under this Agreement (each a "**Claim**" and collectively referred to as "**Claims**") that are based on or in any manner arise out of or relate to: (a) BRMA's breach of its responsibilities or performance under this Agreement, ~~(b) any intentional misconduct~~ (b) BRMA's negligent performance of ~~acts~~, or failure to perform, professional services under this Agreement and ~~that omissions of BRMA or any~~ of its officers, directors, agents, employees, representatives, consultants, subconsultants, or anyone for whom BRMA is legally liable, including, without limitation, by reason of; ~~(c) BRMA's or any of its subcontractor's or representative's violation of any law, ordinance, rule or regulation, or any architectural standards or guidelines, in each case now or hereafter in effect. Library shall, to the fullest extent allowed by law, indemnify; or (d) any personal injury (including death) or damage to property resulting from BRMA's or any of its representative's acts or omissions. Library shall indemnify, defend,~~ and hold harmless BRMA and its officers, directors, agents, and employees from and against all Claims that are based on or in any manner arise out of ~~the Library's Library's breach of its responsibilities or performance under this Agreement; provided, however, that BRMA shall not have any right to be indemnified hereunder for its own bad faith,~~ negligent acts in connection with the within project and that of its contractors, subcontractors, consultants or anyone for whom the Library is legally liable (other than BRMA or any of its officer, directors, agents, employees, representatives,

consultants, subconsultants or anyone for whom BRMA is legally liable). Neither the Library nor BRMA shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence, bad faith or willful misconduct.

(b) The party from whom indemnification is or may be sought under this Agreement shall be given notice by the party seeking indemnification as soon as practicable of any event likely to give rise to a Claim, and such indemnifying party shall be afforded an opportunity to assume control the defense of such Claim (to the extent the indemnifying party assumes responsibility for the outcome of the Claim) and shall be afforded the full cooperation of the party seeking indemnification in doing so; provided that any failure of the indemnified party to provide the foregoing will not relieve the indemnifying party from any liability or obligation in this agreement, except to the extent of any material prejudice to the indemnifying party resulting from such failure. Neither party shall settle, compromise or otherwise resolve any Claim for which indemnification is or may be sought without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned or delayed.

- 17. Any controversy between the parties shall be resolved, to the extent possible, by informal meetings or discussions between appropriate representatives of the parties and each shall, upon execution of this Agreement, appoint an administrative staff liaison to resolve operational problems in accordance with the terms and conditions herein.
- 18. This Agreement shall be governed by and construed in accordance with the laws of the State of New York and without regard to the conflicts of laws principles thereof.
- 19. It is understood that funding for professional fees is available to the Library, and is accessible for this work. The project will be billed monthly by the Architect, based on a percentage of completion for each scope above, and payment will be due on a 30-day basis.
- 20. This Agreement is the sole agreement of the parties with respect to the provision of the services and responsibilities contemplated herein, and supersedes any oral or written proposals, statements, discussions, negotiations or other agreements before or contemporaneous with this agreement. The parties acknowledge that they have not been induced to enter into this Agreement by any oral or written representations or statement not expressly contained in this Agreement.

We appreciate the opportunity to present this proposal to your Board of Trustees, and look forward to working with you on this important project. If you have any questions regarding this agreement, please feel free to call. If this Proposal meets with your acceptance, please execute below and return one original copy to our office, keeping one original for your file.

Respectfully Submitted,

Paul K Mays, RA  
Principal

I have reviewed, understand and accept the terms of this agreement, and authorize BRMA to proceed with services related to the Preliminary Planning and Design Services described herein\*:

SIGNED: \_\_\_\_\_

NAME (WRITTEN): \_\_\_\_\_

TITLE: \_\_\_\_\_  
For the Bethlehem Public Library

DATE \_\_\_\_\_



# **HVAC Replacements**

451 Delaware Ave,  
Delmar, NY 12054

**Project No. 3428009999**

**Monthly Report**

**May 20, 2019**

Prepared by:

Daniel C. Coughlin

Project Manager | Upstate Construction

DASNY | We Finance, Build and Deliver.



DASNY

BPL - HVAC Replacements

<b>Project Directory</b>	<b>3</b>
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<b>Checks by Project Report</b>	<b>13</b>

DASNY

BPL - HVAC Replacements

**Owner:**

Bethlehem Public Library  
451 Delaware Ave  
Delmar, NY 12054

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

**Construction Manager:**

DASNY  
515 Broadway  
Albany, New York 12207

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

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

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

**Design Professional:**

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

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

**Contractor:**

Wilkins Mechanical Inc.  
6923 Herman Rd  
Syracuse, NY 13209

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





**DASNY**

BPL - HVAC Replacements



**May 2019**

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

All items from M/E Engineering's Site Observation report are closed. DASNY has final paid all consultants and is in the process of issuing the final payment to Wilkins Mechanical. The Contractor's one year warranty period expires on June 19, 2019.

## SITE OBSERVATION REPORT

TO: **DASNY**  
 515 Broadway  
 Albany, NY 12207

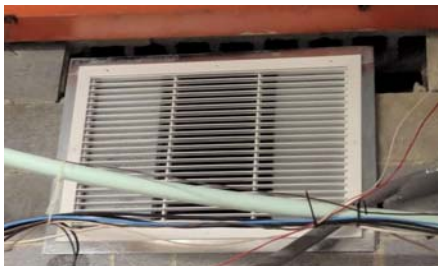
Attention: Mr. Dan Coughlin

DATE: September 5, 2018 **DASNY Response: September 7, 2018, M/E follow-up response: September 24, 2018**

SUBJECT: **BETHLEHEM PUBLIC LIBRARY - HVAC REPLACEMENT**  
 M/E Reference: 133154.10

On August 30, 2018, the writer visited the project site to perform a final punch list for the HVAC, Architectural, and Electrical work in progress and to determine in general if the work has been completed in accordance with the Contract Documents prepared by M/E Engineering, P.C.

Based on this general observation, the work appears to be in conformance with our Contract Documents, with the following exceptions:




ITEM	DESCRIPTION	CONTRACTOR COMPLETION DATE
A. GENERAL COMMENTS:		
1.	Provide close out documents pursuant to Specification Section 230500, including final testing and balancing report.	10/11/2018
2.	Provide plastic equipment labels pursuant to Specification Section 230553, Article 2.4.	9/28/2018
3.	Provide above ceiling equipment locator stickers pursuant to Specification Section 230533, Article 2.5.	9/28/2018
B. HVAC ITEMS:		
1.	<p>a. Contractor responsible for patching cut or abandoned holes left by removals pursuant to Contract Specifications Section 230500, Article 1.16, and Section 233100, Article 3.1-L.</p> <p>b. 12" plenum box matching grille size with inside painted flat black required at connection to return grille pursuant to Specification Section 233713, Article 3.1-C.</p>	 <p>Per M/E design documents and specifications, the flat black painted plenum box was in the Contract. Omitting this from the scope of work shall provide a credit to the owner.</p>
		<p>DASNY;          Email was sent on 4/25 directing the contractor to match the existing grill/ductwork size and do not change the ductwork to match the proposed grill size noted in the contract documents.</p>

**SITE OBSERVATION REPORT**

M/E Reference: 133154.10

September 5, 2018

Page 2

ITEM	DESCRIPTION	CONTRACTOR COMPLETION DATE
2.	Seal wall penetrations pursuant to Specification Section 230500, Article 1.22, and Section 233100, Article 3.1-L.	 <p data-bbox="1187 436 1476 569">DASNY; No contractor work was performed on the duct or opening noted in this picture.</p> <p data-bbox="776 642 1435 737">The duct indicated in the photo is the backside of the grille referenced in item B1. Per M/E design documents and specifications, the return ductwork, grille and plenum box was in the Contract. Omitting this from the scope of work shall provide a credit to the owner.</p>
3.	Seal wall penetrations pursuant to Specification Section 230500, Article 1.22, and Section 233100, Article 3.1-L.	 <p data-bbox="1230 846 1365 877">9/28/2018</p>
4.	Wired wall mounted controller for ductless split unit in Audio Visual Work Room could not be located. Contractor to verify controller was installed pursuant to the contract drawings.	<p data-bbox="1195 978 1328 1010">9/28/2018</p> <p data-bbox="1195 1031 1531 1062">(Operated by Trane Controls)</p>
5.	Large quantity of high velocity air observed in the mezzanine level ceiling plenum coming from rooftop unit AC-D. Located two existing roof penetrations below the existing roof curb on the supply side of the unit (larger of the two openings where the electrical service feeds AC-D stuffed with insulation to minimize air flow). Recommend that these two penetrations be sealed air tight.	 <p data-bbox="1195 1262 1476 1482">DASNY; The pathways shown were existing and contractor reused the pathways for the new electrical connections/units. Do the contract documents note to seal the existing pathways? Change Order?</p> <p data-bbox="1203 1608 1463 1734">This scope of work was not in the original contract but it is recommended that it be performed. Provide change order to DASNY.</p>

**SITE OBSERVATION REPORT**

M/E Reference: 133154.10

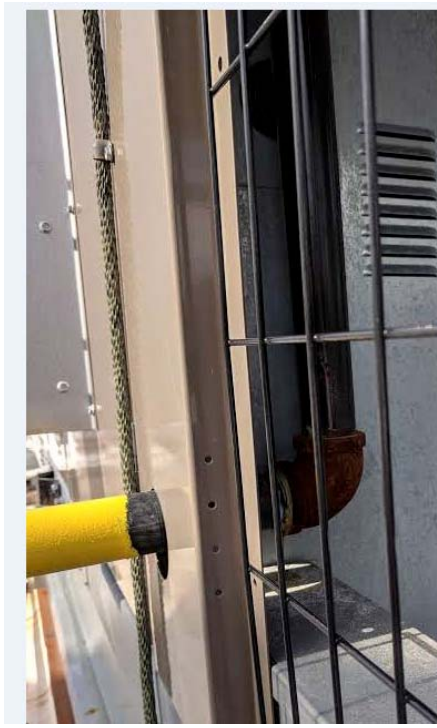
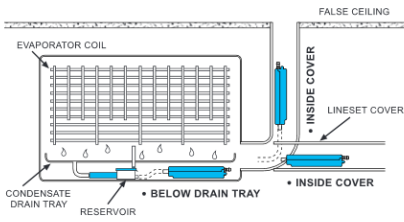
September 5, 2018

Page 3

ITEM	DESCRIPTION	CONTRACTOR COMPLETION DATE
6.	<p>Condensate pump system for wall mounted ductless split unit in TV Studio Control Room does not appear to be installed per manufacturer's recommendations (reservoir located external to the unit). Contractor to verify that pump unit and reservoir installed pursuant to manufacturer's requirements and recommendations.</p>	<p>Verified that it's installed per manufacturer recommendations</p> <p>DASNY; Contractor noted that the engineer reviewed the field installation and approved. Is this not the case?</p> <p>M/E is the Engineer of record. We are not aware of a verbal approval. Contractor to verify that the pump unit and reservoir installed pursuant to the Manufacture's requirements and recommendations.</p>
7.	<p>All gas piping shall be painted pursuant to Specification Section 232010, Exhibit "A", Note 2.</p>	<p>9/28/2018</p>



(Fig. II) Typical Pump Locations:




**SITE OBSERVATION REPORT**

M/E Reference: 133154.10

September 5, 2018

Page 4

ITEM	DESCRIPTION	CONTRACTOR COMPLETION DATE
8.	Provide stainless steel clamp around unused EPDM rubber pipe boot to secure to curb pursuant to Specification Section 230530, Article 2.5.	9/28/2018
9.	Provide pipe identification pursuant to Specification Section 230553, Article 2.2.	9/28/2018
C. ELECTRICAL ITEMS:		
1.	Floor mounted dry-type transformer shall be mounted on 4" high concrete pad pursuant to Specification Section 26200, Article 3.1-D.	 <p>DASNY; Due to location of new transformer and entry door to the space and existing panel tie-in point, per RFI 8, it was determined that a concrete pad would be a tripping hazard, so the pad was eliminated.</p> <p>Per M/E design documents and specifications, the concrete pad was in the Contract. Omitting this from the scope of work shall provide a credit to the owner.</p>

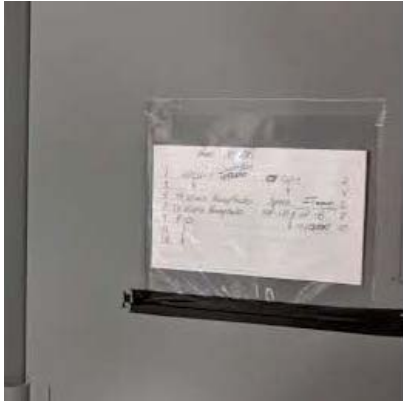
**SITE OBSERVATION REPORT**

M/E Reference: 133154.10

September 5, 2018

Page 5

ITEM	DESCRIPTION	CONTRACTOR COMPLETION DATE
2.	Panelboard shall have an engraved lamicaid identification nameplate pursuant to Specification Section 260501, Article 3.1-J.	10/4/2018
3.	Provide a complete type written directory for each panelboard pursuant to Specification Section 260501, Article 3.1-J.	10/4/2018






**SITE OBSERVATION REPORT**

M/E Reference: 133154.10

September 5, 2018

Page 6

ITEM	DESCRIPTION	CONTRACTOR COMPLETION DATE
4.	<p>Electrical power feed to the removed track lighting in the TV Studio Control Room left abandoned in corner with wires capped but exposed.</p> 	Facility Project

The Contractor shall initial and date each item after completion. The Site Observation Report shall be returned to M/E Engineering, P.C. for review after all items have been rectified.

Respectfully Submitted,

*M/E ENGINEERING, P.C.*

*Peter J. Weiss*

Peter J. Weiss, P.E.  
Senior Engineer

PJW:bam

cc: Mr. Geoffrey Kirkpatrick - Bethlehem Public Library  
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# Project Status Report

## Internal (Financial Program)

74

**Report Date:** 05/17/2019  
**Current Through:** 05/16/2019

Current Budget	Con/PO# ----- Orig Funding	Contractor (Trade)	Current Funding	Original Encumbrance	Executed Changes	Current Encumbrance	Change %	Pending Encumbrance	Anticipated Costs	Invoiced to Date	Paid to Date	Open Contract ----- Funding Remaining	Projected Total Cost	Under / (Over) Funding Amount	
<b>3428009999 BPL-HVAC Upgrades</b>															
<b>Financial Program: Ed &amp; Nonprofit Organizations</b>															
<b>Design Phase Manager:</b>		Coughlin, Daniel C						<b>Design Start:</b>			<b>Design Finish:</b>				
<b>Construction Phase Manager:</b>		Coughlin, Daniel C						<b>Construction Start::</b>		3/1/18 (A)	<b>Construction Finish:</b>		6/19/18 (A)		
								<b>Closeout Start:</b>		10/16/18 (A)	<b>Closeout Finish:</b>		8/30/19 (P)		
<hr/>															
4	Construction Consultants														
	196258-OT	Gilbane Building Company (Construction Management)		\$2,942	\$0	\$2,942	0 %	\$0	\$0	\$2,942	\$2,942	\$0	\$2,942		
	197832-OT	CHA Consulting, Inc. (Asbestos Consultant)		\$9,972	\$(1,520)	\$8,452	-15 %	\$0	\$0	\$8,452	\$8,452	\$0	\$8,452		
	197887-OT	Professional Service Industrie (Asbestos Consultant)		\$4,492	\$(1,209)	\$3,283	-27 %	\$0	\$0	\$3,283	\$3,283	\$0	\$3,283		
<b>Sub Total 4</b>	<b>\$0</b>		<b>\$17,472</b>	<b>\$17,407</b>	<b>\$(2,729)</b>	<b>\$14,678</b>	<b>-16 %</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,678</b>	<b>\$14,678</b>	<b>\$2,795</b>	<b>\$14,678</b>	<b>\$2,795</b>	
<hr/>															
5	Construction Contracts														
	202575-OS	Wilkins Mechanical Inc. (Heating)		\$625,000	\$25,782	\$650,782	4 %	\$0	\$0	\$650,782	\$649,220	\$0	\$650,782		
<b>Sub Total 5</b>	<b>\$580,000</b>		<b>\$666,750</b>	<b>\$625,000</b>	<b>\$25,782</b>	<b>\$650,782</b>	<b>4 %</b>	<b>\$0</b>	<b>\$0</b>	<b>\$650,782</b>	<b>\$649,220</b>	<b>\$15,968</b>	<b>\$650,782</b>	<b>\$15,968</b>	
<hr/>															
6	Other Project Costs														
	120297-OH	NYS Department of Labor		\$0	\$651	\$651	0 %	\$0	\$0	\$651	\$651	\$0	\$651		
	201309-O2	KJCKD Inc dba Camelot Print & Copy		\$589	\$94	\$683	16 %	\$0	\$0	\$683	\$683	\$0	\$683		
<b>Sub Total 6</b>	<b>\$0</b>		<b>\$2,308</b>	<b>\$589</b>	<b>\$745</b>	<b>\$1,334</b>	<b>126 %</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,334</b>	<b>\$1,334</b>	<b>\$974</b>	<b>\$1,334</b>	<b>\$974</b>	
<hr/>															
8	Contingency														
<b>Sub Total 8</b>	<b>\$58,000</b>		<b>\$5,259</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0 %</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,259</b>	<b>\$0</b>	<b>\$5,259</b>	
<hr/>															
9	DASNY Labor														
	0-AL	DASNY Labor - Funded		\$94,000	\$71,897	\$71,897	0 %	\$0	\$22,103	\$81,000	\$81,000	\$(9,103)	\$94,000		
<b>Sub Total 9</b>	<b>\$94,000</b>		<b>\$94,000</b>	<b>\$0</b>	<b>\$71,897</b>	<b>\$71,897</b>	<b>0 %</b>	<b>\$0</b>	<b>\$22,103</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$22,103</b>	<b>\$94,000</b>	<b>\$0</b>	
<hr/>															
<b>\$785,790</b>	<b>\$732,000</b>		<b>\$785,790</b>	<b>\$642,996</b>	<b>\$95,694</b>	<b>\$738,691</b>	<b>15 %</b>	<b>\$0</b>	<b>\$22,103</b>	<b>\$747,794</b>	<b>\$746,232</b>	<b>\$47,099</b>	<b>\$760,794</b>	<b>\$24,996</b>	

75

Project Code/Name	Activity Code/Name	Hours	Dollars
342800	BPL-HVAC Upgrades		
	0000 ADMINISTRATION	9.75	\$1,270.23
	0038 ACCOUNTS RECEIVABLE	1.50	\$168.14
	0100 TRAVEL	48.00	\$7,743.54
	0131 INSURANCE	0.50	\$42.56
	0244 REPORTING	11.00	\$1,403.04
	0275 MONTHLY PROJECT REPORT	1.00	\$143.81
	0360 TECHNICAL SUPPORT	9.00	\$1,445.64
	0406 WORK AUTHORIZATIONS	15.75	\$1,611.66
	0441 SUBMITTAL REVIEW	4.50	\$792.24
	0537 MEETINGS	3.50	\$657.26
	2000 DESIGN ADMINISTRATION	1.50	\$344.59
	2002 DESIGN REVIEW	16.50	\$2,963.38
	3000 CONTRACTOR PROCUREMENT	32.75	\$5,482.58
	3001 CONSTRUCTION CONTRACT AWARD	2.25	\$370.86
	3002 DOCUMENT REVIEW - PRE-BID	2.00	\$353.32
	3004 TRADE PAYMENT REVIEW	3.00	\$1,011.29
	3005 UCQ REVIEW	2.00	\$297.67
	3006 JOC WORK ORDERS	1.00	\$202.90
	4000 CONSTRUCTION ADMINISTRATION	207.50	\$29,687.70
	4001 CONSTRUCTION PHASE MANAGEMENT	77.00	\$13,130.27
	4004 CHANGE ORDER PROCESSING	7.00	\$873.39
	4008 SITE VISITS	1.50	\$266.21
	5000 PROJECT/CONTRACT CLOSE OUT	12.25	\$1,634.43
	<b>Total: 342800 BPL-HVAC Upgrades</b>	<b>470.75</b>	<b>\$71,896.71</b>
		<b>470.75</b>	<b>\$71,896.71</b>

Dormitory Authority State of New York  
Checks by Project Report  
Life to Date - May 17, 2019

Project Number: 3428009999 BPL-HVAC Upgrades

P.O / CONTRACT	DOC TYP	DESCRIPTION	CHECK NO.	CHECK DATE	PAYEE	AMOUNT OF INVOICE IN CHECK
-----	---	-----	-----	-----	-----	-----
201309	O2	Bid Documents Printing	671040	12/28/2017	KJCKD Inc dba Camelot Print &	589.32
201309	O2	Bid Documents Printing	671322	1/18/2018	KJCKD Inc dba Camelot Print &	63.02
201309	O2	Bid Documents Printing	671851	2/15/2018	KJCKD Inc dba Camelot Print &	30.98
120297	OH	DOL Fee Holding Contract	672900	4/16/2018	NYS Department of Labor	625
202575	OS	Pay Application #1	673242	4/30/2018	Wilkins Mechanical Inc.	51,074.06
202575	OS	Pay Application #2	673796	5/31/2018	Wilkins Mechanical Inc.	183,165.53
120297	OH	DOL Fee Holding Contract	673955	6/14/2018	NYS Department of Labor	4.45
120297	OH	DOL Fee Holding Contract	674444	7/16/2018	NYS Department of Labor	13.86
197832	OT	Pay Application #1	674322	7/16/2018	CHA Consulting, Inc.	8,451.93
202575	OS	Pay Application #3	674523	7/16/2018	Wilkins Mechanical Inc.	287,410.32
120297	OH	DOL Fee Holding Contract	674995	8/16/2018	NYS Department of Labor	2.09
120297	OH	DOL Fee Holding Contract	675585	9/17/2018	NYS Department of Labor	5.38
202575	OS	Pay Application #4	675671	9/17/2018	Wilkins Mechanical Inc.	96,593.06
197832	OT	Cutback to CHA Contract	13325	11/21/2018	CHA Consulting, Inc.	0.00
196258	OT	CM Term Consultant Services	677681	1/17/2019	Gilbane Building Company	2,942.46
207197	O2	DASNY Fee Draw	54091	1/17/2019	DASNY - G.O.F. Independent Ins	81,000.00
197887	OT	Pay Application #1	678354	2/15/2019	Professional Service Industrie	3,283.33
202575	OS	Pay Application #5	678430	2/15/2019	Wilkins Mechanical Inc.	30,977.15
197887	OT	Cutback to PSI Contract	13548	5/1/2019	Professional Service Industrie	0.00
Total Amount Paid for Project Number: 3428009999						746,231.94



# BETHLEHEM PUBLIC LIBRARY



## Sustainability Consulting Project

By: Kate Everitt, Chris Gougherty, Bailey Hixson, Bence Thomas, Assief Khan, Mikey Slattery and Anthony Telford

*Advisement*





# Presentation Overview

- Introduction to Client
- Reducing Energy Usage
  - Community Solar
  - Plug Load
- Increasing Utilization
  - New Programming
  - Marketing
- Increasing Sustainability
  - NYLA Sustainability Initiative
  - Rain Barrel







# About Bethlehem Public Library

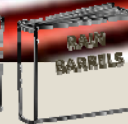
Library	Potential Constituents Served	Percent Cardholders	Total Programs	Total Program Attendance
Bethlehem Public Library	34,000	72.4%	1,223	34,470
Guilderland Public Library	36,000	42.6%	797	22,674
Ravena-Coeymans Library	14,000	41.4%	539	11,483





## Offerings and Services

- 🌐 Houses 173,000 books and media
- 🌐 Circulates about 673,000 items annually
- 🌐 Library of Things (GoPro's, fishing poles, gaming consoles)
- 🌐 More than two dozen public computers, wireless access and online resources of all kinds







## BPL and G3

### 2017 Recommendations:

#### Implemented

- 🌐 Centralize printing
- 🌐 Introduce automatic hand dryers

#### Not Implemented:

- 🌐 Switch to LED lighting
- 🌐 EV Charging Station
- 🌐 Solar Panels

### 2019 Recommendations:

- 🌐 NYSERDA Intern
- 🌐 Community Solar
- 🌐 Smart Plugs
- 🌐 NYLA
- 🌐 Rain Barrels
- 🌐 Marketing





# New York State Clean Energy Internship Program

- Day-to-day demands prevented the staff from implementing some of the G3 suggestions
  - Full-time summer intern at **\$13.80** per hour and total cost of **\$6,624** (40 hours a week/12 weeks)
  - NYSERDA covers: **\$4,968**
  - BPL cost: **\$1,656**







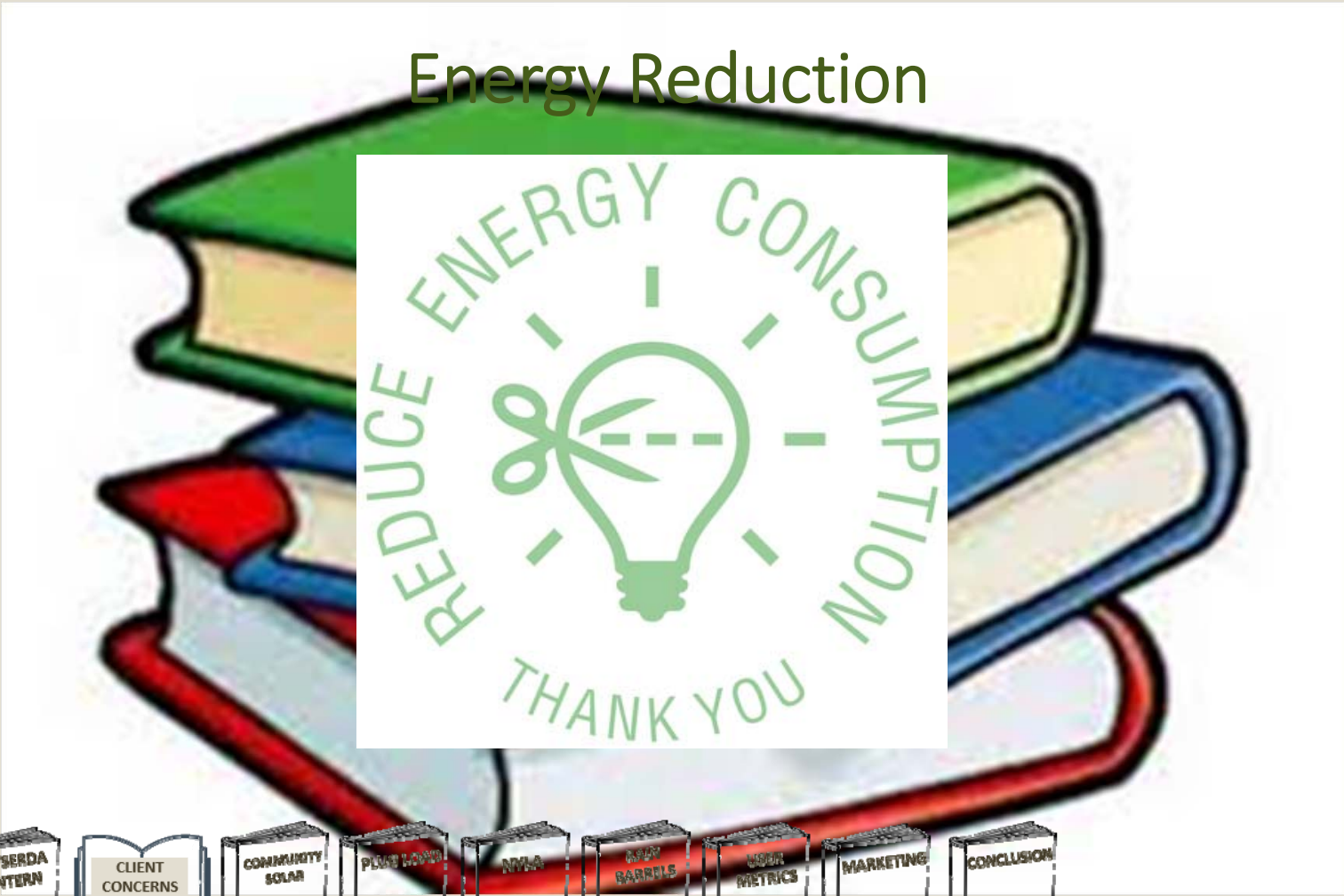
# Client Concerns

- 1) Reducing Energy Usage
- 2) Increasing Sustainability
- 3) Increasing Library Utilization





# Energy Reduction



- INTRODUCTION
- NYSERDA INTERN
- CLIENT CONCERNS
- COMMUNITY SOLAR
- PLUG LOADS
- NYLA
- KEY BARRELS
- LEADER METRICS
- MARKETING
- CONCLUSION

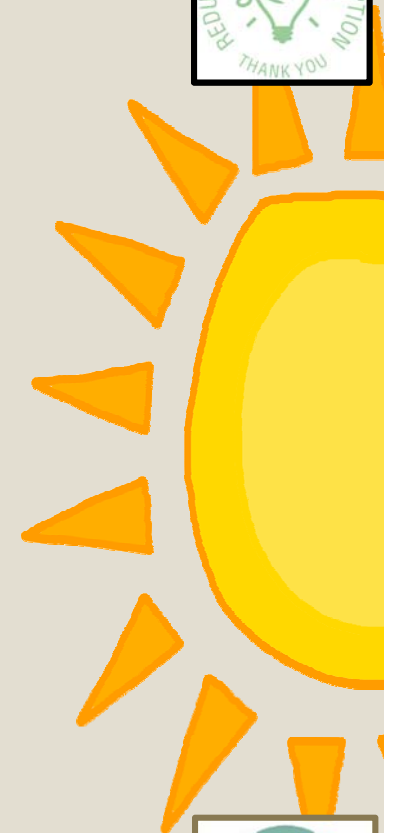




# Community Solar



- 🌐 Solarize Albany: Local nonprofit connecting consumers with the best options in solar
- 🌐 They have exclusively endorsed Common Energy as the best option for community solar

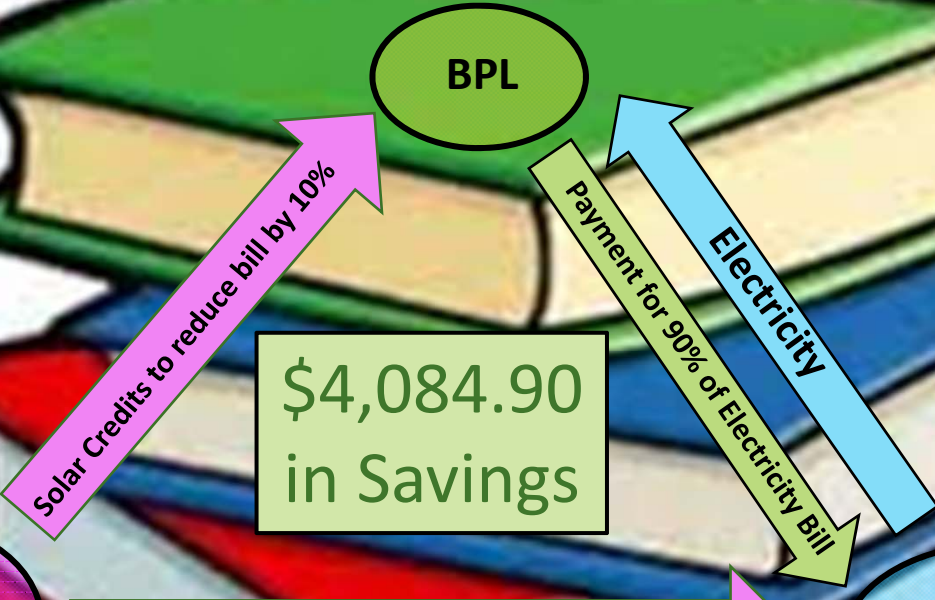




# Common Energy

BPL will use Solar Credit to reduce their electrical bill by 10%

BPL will continued to be charged by National Grid for their electricity used



**Common Energy**

**Clean Electricity from Solar Farm**

**National Grid**

- INTRODUCTION
- NYSERDA INTERN
- CLIENT CONCERNS
- COMMUNITY SOLAR
- PLUG LOAD
- NYLA
- RAIN BARRELS
- USER METRICS
- MARKETING
- CONCLUSION







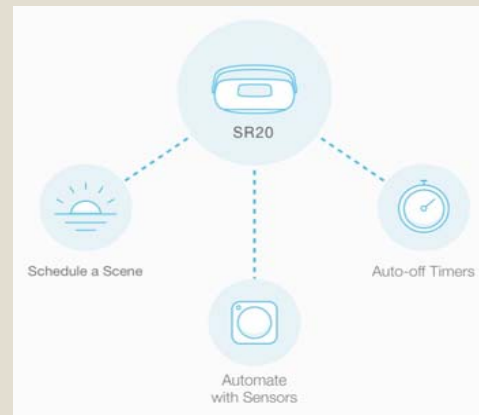
# Plug Load



- 📍 Kasa Smart WiFi Plug Mini by TP-Link Smart Plug:
  - 📍 Control multiple devices anywhere with Smart Phone App
  - 📍 Pre-set automated on and off switch

- 📍 Smart Plug Savings Printers:

- 📍 Total investment: **\$128**
- 📍 Savings in first year: **\$93**
- 📍 Savings over 5 years: **\$924**







# Increasing Sustainability





# Sustainable Library Certification Program New York Library Association (NYLA)

- **Partnership** 1/1 requirements done
- **Community Involvement** 1/1 requirements done
- **Social Dimension & Resiliency** – 3/3 requirements done
- **Financial Sustainability** – 1/2 requirements done
- **Environmental** - Typically took other libraries one year to complete environmental impact monitoring and costs **\$1,404**



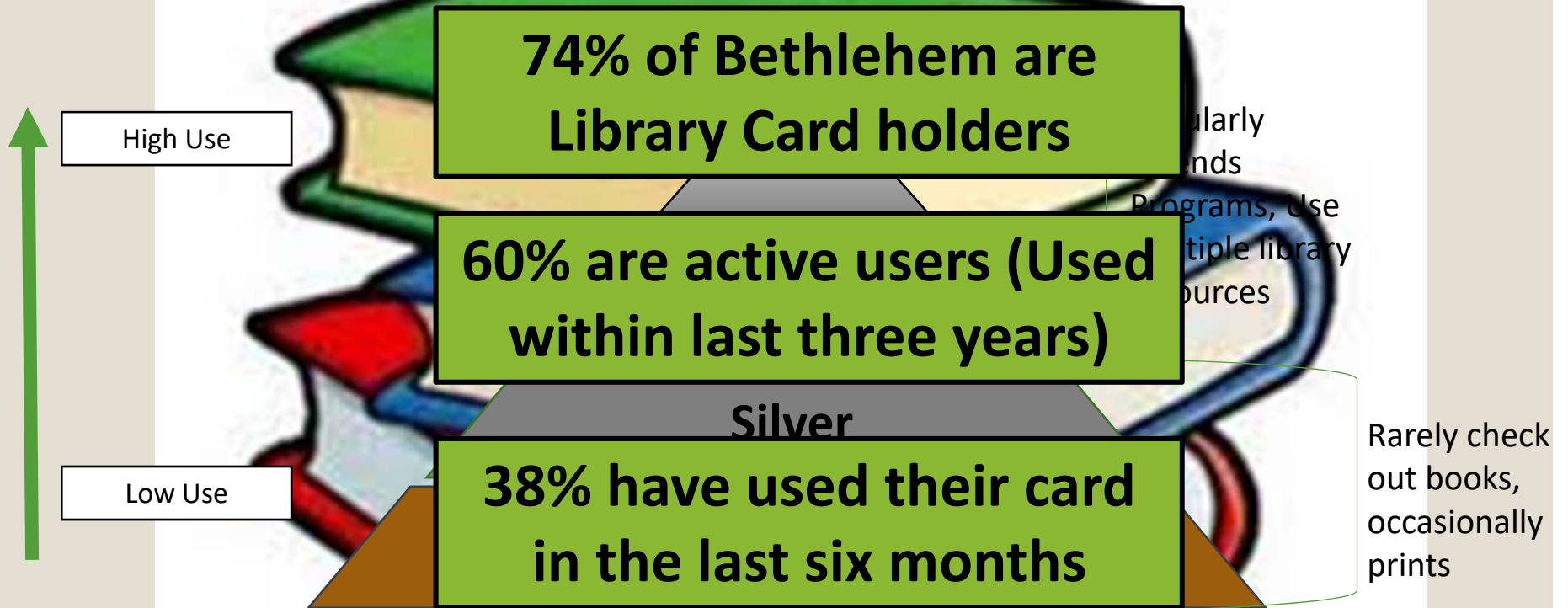


# Rain Barrels: Community Education

- 🌍 In Albany, NY one thousand gallons of water costs **\$3.67**
- 🌍 Rain barrel cost: **\$78.99**
- 🌍 Break-even in just under two years
- 🌍 Can be used during garden activities as well as educational example of sustainability



# Increase Library Utilization







# Program Benchmarks



Programs	Attendance	Cost
Climate Change Lecture	22	\$50
Beekeeping Program	26	\$50
Reducing Home Energy Use – National Grid	30	\$0
Home Composting	23	\$50



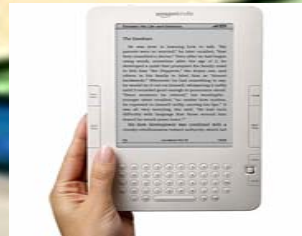


# Increasing Awareness



## 🌐 Promotion

- 🌐 Offerings: Fishing Poles, Go-Pro, Electronic Drum Kits, Kindle, Cassette Converter, Charge Station, 3D Printing



- 🌐 Increase awareness of activities held by the library





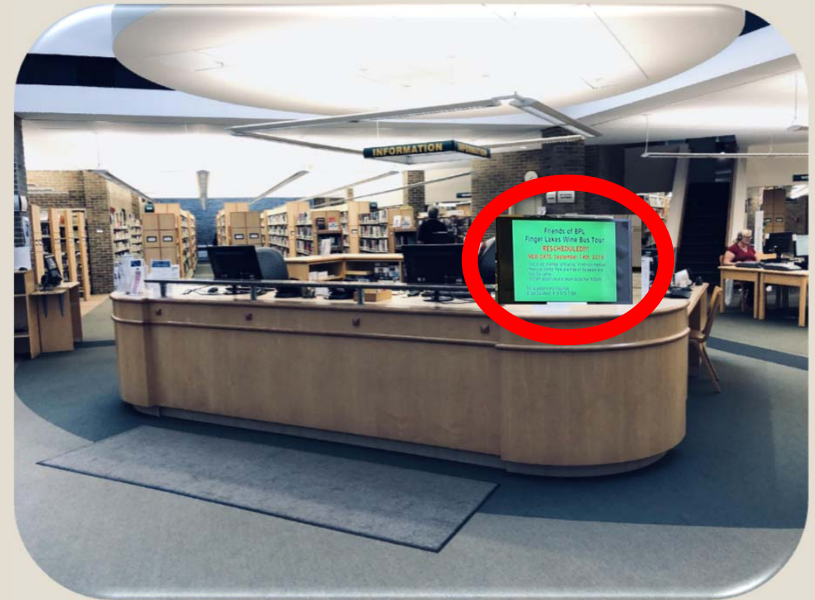
# Currently...







# Before and After



- INTRODUCTION
- NYSERDA INTERN
- CLIENT CONCERNS
- COMMUNITY SOLAR
- PLUG LOAD
- NYLA
- RAIN BARRELS
- USER METRICS
- MARKETING
- CONCLUSION





# Before and After





# Strategic Placement



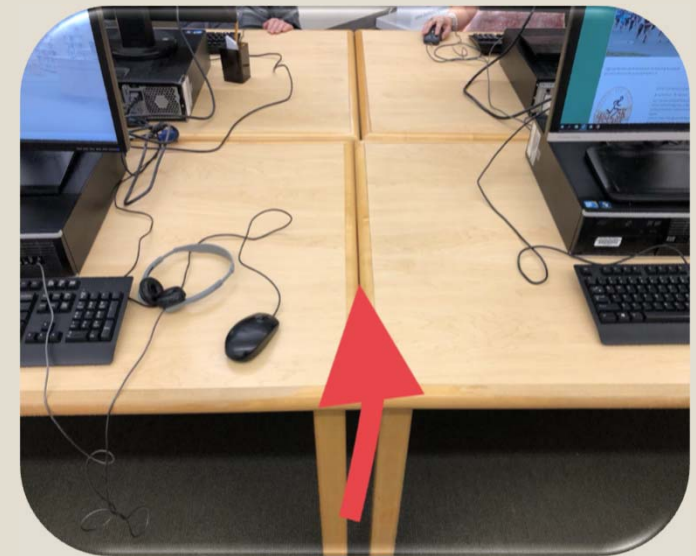
**Check out Our New Sustainability Programing!**

- Help us welcome **Capital Roots** as they teach us how to increase fertility of our soil through composting and diverting waste from landfills through cooking more sustainably!
- Join us in hosting National Grid Speaker, Peter Hoffman, as he shows us techniques to reducing our energy consumption at home!
- Get the latest buzz with the **Beekeeping Experts** from Southern Adirondack Beekeeper's Association.

*Bethlehem Public Library is not only for checking out books!  
Did you know we also have ...*

Free Career Counseling	Volunteer Opportunities for all Ages
Speaker Series Lectures	3D printer
Genealogy Services	1 on 1 tech assistance with borrowed technology
Business Critiques	Book Delivery to anyone who needs to visit the library
Free consumer reports	Sign Language classes
Maker Space/one button podcast video studio	1 on 1 Job Coaching

And don't worry they still have 171,000 books on site and 471,000 online books







## I. Advisement Contributions

NYSERDA INTERN = \$4,968.00

COMMUNITY SOLAR (Over 5 years) = \$20,424.50

PLUG LOAD (Over 5 years) = \$924.00

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Total Savings = \$26,316.50





Questions?  
Thank You!



# Common Energy

## Clean Energy Savings Program

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**Add Clean Energy To Your Electric Utility  
Account And Save!**

# About Common Energy

- **Values-based company committed to serving the public**<sup>101</sup>
- **Mission:** To accelerate the adoption of clean energy
- **Registered with the NY Public Utilities Commission to provide clean electricity** (<http://www.dps.ny.gov/>)
- **Serves more community solar subscribers in New York State than any other organization.**
- **Award Winning Company**
  - Received an award from NY State Senator Tedisco for leading a solar project in Oppenheim, NY
  - Recipient of two contract awards via New York State Procurement for Solar for All program

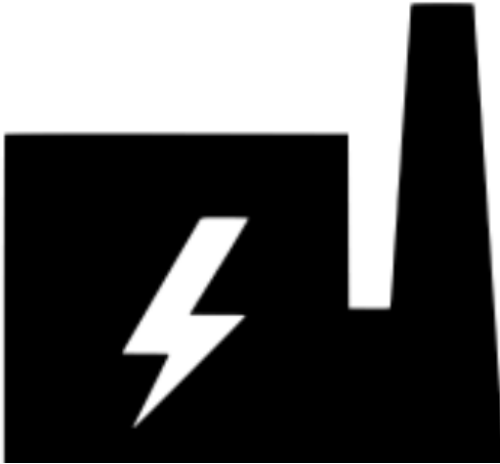




# Common Energy Enables You To Save On Electricity And Immediately Lower Your Carbon Emissions 102

- **Contracted** 10% discount on your electricity
- Estimated **\$2,500 - \$5,000 total savings** over a 20 year period
- Immediately lower your carbon emissions
- No cost to sign-up
- No on-site installation
- Less than 5-minute enrollment process!

## Your Electricity



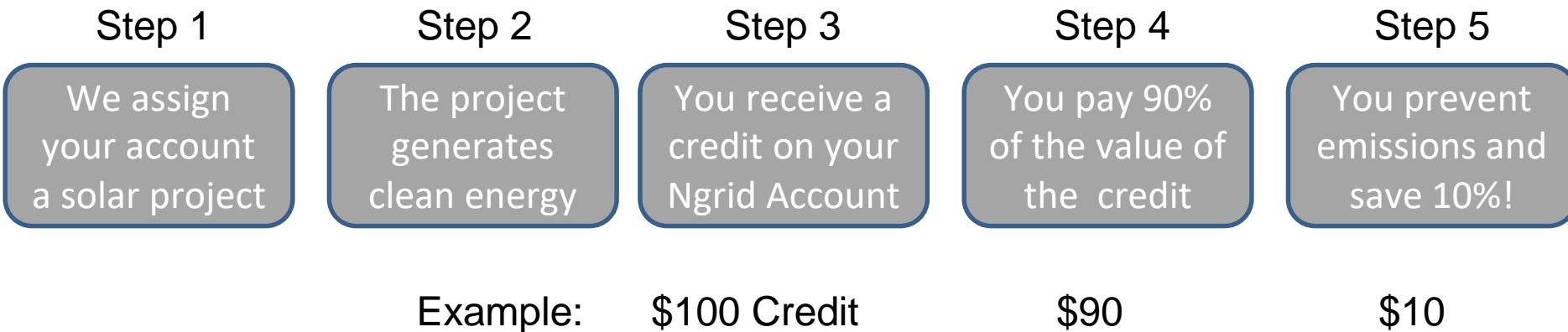
- Emitting ~4,000 pounds of Carbon Dioxide every year
- High Cost

## Your Electricity With Common Energy



- Zero emissions
- Contracted 10% discount to National Grid for 5 years
- Savings

- Common Energy participates in a NY State program called *Shared Renewables* designed to promote clean energy
- This program provides **incentives that make solar energy less expensive** than traditional electricity
- This is how you **save**:



# With Common Energy Your Electricity Bill Will Show A Credit Each Month, Lowering Your Energy Cost <sup>105</sup>

## Credit from the Solar Farm!

### Miscellaneous Charges

06/13/18	CDG generation credit	-45.46
<del>06/13/18</del>	<del>Payment &amp; billing svcs charge</del>	<del>0.01</del>
06/13/18	Payment & billing svcs charge sales tax	0.04
06/13/18	Payment & billing svcs GRT	0.02

<b>Total Miscellaneous Charges</b>	<b>\$-44.59</b>
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### Detailed Adjustments

06/13/18	CDG generation credit sales tax	-1.82
----------	---------------------------------	-------

<b>Total Adjustments</b>	<b>\$-1.82</b>
--------------------------	----------------

# Your Enhanced Monthly Statement Makes It Easy To Understand Your Electric Bill And See Your Savings <sup>106</sup>

Common  
Energy
9/4/2018  
**STATEMENT OF SAVINGS**  
Service Period: 8/1/2018-8/31/2018

Common Energy Account Number  
**123456789123**

Name  
**Jeffery Ray**

Service Address  
**1234 Main Street  
Unit 1, New York  
NY 10002**

Savings versus utility  
**\$10.00**

Amount Due  
**\$90.00**

Payment Scheduled for  
9/9/2018

## SUMMARY

Local Utility Charge	\$100.00
Savings with Common Energy	-\$10.00
Referral Credits	\$0
<b>Total</b>	<b>\$90.00</b>
Automatic Payment	\$90.00
<b>Amount Due</b>	<b>\$0</b>

## Your Monthly Impact

YY kWh of clean energy generated  
 XXX pounds of CO2 Prevented  
 Equivalent to ZZ trees planted



## Your Lifetime Impact

YY kWh of Clean Energy generated  
 XXX Pounds of CO2 Prevented  
 Equivalent to ZZ trees planted



# Limited Availability— You Can Enroll In 5 Minutes

## www.commonenergy.us/

107

Common Energy


Community Solar    FAQs    Blog

+1-844-899-9763    [Get Started](#)

## Add clean energy to your utility account and save!

Lower cost. Immediate impact.

[Watch the Video](#)    [See my savings](#)



Common Energy



## Estimate of Benefits

Prepared for Bethlehem Public Library; Attn: Geoff Kirkpatrick, Library Director

April 30, 2019

### Summary

With no up-front cost and no installation on your premises, subscribing to a solar farm reduces the amount of money you spend on electricity. Subscribing to a solar farm also reduces carbon pollution and benefits the local economy. Estimate of benefits you will experience from enrolling in a solar farm are:

**Annual Savings on Electricity: \$3,085**  
**Annual Carbon Emissions Avoided: 142,000 pounds**

### Past Consumption and Effective Price

Based on the April bill for National Grid account number 25300-93104, you consumed 396,440 kWh in the past 12 months and your effective cost per kWh was \$0.08668 (i.e. \$2929.48 / 30336 kWh = \$0.0867.)

### Planned Allocation

With Common Energy, your effective cost per kWh of electricity from the solar farm is always 10% less than from the utility. Assuming utility rates and your annual consumption stay the same, your effective rate for electricity from the solar farm will be \$0.07801 per kWh (i.e., \$0.0867 x 90% = \$0.07801) and your estimated annual savings is \$3,086. Common Energy plans to allocate kWh produced by the solar farm to your utility electricity account as indicated in the illustrative table below, along with the expected cost of the solar production. Actual production from the solar farm will vary depending on solar conditions.

	May '19	Jun '19	Jul '19	Aug '19	Sep '19	Oct '19	Nov '19	Dec '19	Jan '20	Feb '20	Mar '20	Apr '20	Total
kWh	43,000	48,000	50,000	41,000	32,000	21,000	15,000	9,000	11,000	16,000	31,000	39,000	356,000
Cost (\$ est)	3,354	3,744	3,901	3,198	2,496	1,638	1,170	702	858	1,248	2,418	3,042	27,772

### About Common Energy

Common Energy is registered with the New York State Public Utilities Commission to provide community solar and serves more community solar subscribers in New York State than any other organization. Common Energy has received two contract awards from State of New York to provide community solar for low-and-moderate income households under the Solar for All Program and is the only community solar provider endorsed by the non-profit organization, Solarize Albany. **For more information about Common Energy and this Estimate of Benefits, please contact Malcolm Bliss, 518-620-1694, Malcolm@commonenergy.us.**

## Anticipated Board Projects

### Schedule for 2019

- March
  - ~~Book drop off/Service to Glenmont Discussion~~
  - ~~Auditor RFP – vote to send~~
  - ~~Long range plan/ Capital Plan meeting~~
  - ~~Vote on proposed budget – deadline~~
- April
  - ~~First Night 2020 participation~~
  - ~~Long Range Capital Plan proposal discussion~~
- May
  - ~~Select auditor~~
  - ~~Budget presentation to the public~~
  - ~~HVAC service contract discussion~~
  - ~~Establish nominating committee~~
  - ~~Long range capital plan discussion – cont.~~
- June
  - Review chart of financial responsibilities
  - Long range capital plan discussion – cont.
  - Nominating committee – cont.
- July
  - Officer elections
  - Swearing in for new trustee
  - Investment Policy (Yearly re-authorization needed)
  - Investment strategy discussion
  - Annual board authorizations
- September
  - Discuss long range service plan
  - Hallway furniture
- Fall/Winter 2018-19
  - Long Range Plan (including capital plan) completed and approved
  - Contract negotiations
  - Revisit specialized attorneys

# A UNIVERSE of Stories

## SUMMER READING BLASTS OFF!

WEDNESDAY JUNE 26

An event for all ages!



◀ Balloon art with  
Daryl Baldwin at 4pm!



Read-in at 4:30pm! ▶



◀ Music by The Wheel  
at 7pm!

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[www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org)  
518-439-9314

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# HATCH!

## AN INCUBATION EGGSPERIMENT

Help us hatch a brood of chicks inside the library this June with guidance from environmental educator George Steele. Stop by the Children's Place to check out the incubator and see how the eggs are doing.



### MEET THE CHICKENS

Saturday June 1 • 3pm

Meet a rooster and a hen while learning how an egg incubator works.

### PART II

Sunday June 9 • 3pm

See how our eggs are doing and learn about the embryo development process.

**Bethlehem Public Library**  
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