



**Board of Trustees Meeting
October 10, 2017 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices - none**
 - Resolutions - none**
 - Personnel report**
 - Personnel actions**
- **Director's report**
 - Open Stage Media proposal**
- **UHLS report**
 - NYS Library Construction Grant**
- **New business**
 - DASNY project management agreement**
 - Other new business**
- **Old business**
 - BCN-TV**
 - Fire alarm & security project update**
 - HVAC project update**
 - First Night**
 - Board treasurer**
 - Other old business**
- **Public Participation**
- **Adjournment**

Next board meeting: November 13, 2017 6:00pm

Next Friends of the Library board meeting: October 16, 2017 6:30pm (Story Room)

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday September 11, 2017

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, Accounts Clerk
Catherine Brenner, CSEA Local 6015 president
Natalie McDonough, Manager, Programs and Community Outreach
Catherine Stollar Peters, Head of Tech Services, Circulation
Tracey McShane, Personnel Administrator
Janice Irwin, BCN-TV Studio Manager
Chris McGinty, Head of Public Services
Tyhisha Ghaffar-ADJei
Joyce Tompkins
Andrew Reilly
Edward Biittig
Dean Hale
Cori Irwin
Nathan Frank
Joe Lombardo, Bethlehem Neighbors for Peace
Mary DeTurris Poust
Mark Gronich, City of Albany PEG Access Oversight Board
Rabbi Nachman Simon, Bethlehem Chabad
Trudy Quaif
Rev. Darrin V. Burberia
Art More
Keith Irish
Adele Nucci
Micklie Lynn
Jared King
Zeb Schmidt
Leslie Hudson
Nancy Benedict
Dennis Karius

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

PUBLIC PARTICPATION

The following people spoke:

- Tyhisha Ghaffar-ADJei: Said her background was in real estate and nursing and she is affiliated with the Albany American Muslim Center. Was against ending BCN-TV at the library and the station going dark. Said it was a way to reach the elderly and homebound and allow people in the community to say what's on their minds.
- The Rev. Darrin V. Burberia spoke in support of public access and said it was important for faith-based organizations to reach the population. Said he would like to see the station operate as budgeted through the funded period with a review done at that time.
- Rabbi Nachman Simon: Said public access is an important community service, and that he is frequently asked what is going on with BCN-TV.
- Joe Lombardo: Said the station could be run in other ways using volunteers and as an educational resource for students. He said that instead of giving up on public access, community members could be given a chance to run it.
- Dean Hale: Said that through his work in addiction recovery, he hopes to reach people through public access, especially with the current opiate addiction crisis. He said his show, Inside Addiction, and the victim impact panel were important for raising awareness.
- Ed Biittig: Said Inside Addiction and victim impact shows can reach people just clicking though the channel and not everyone can access those kinds of programs on a computer.
- Jared King: Asked for clarification on a BOCES payment in the budget line. Urged the board to look at new ideas and not just dollars and cents.
- Mickie Lynn: Delmar resident said she agreed with Trudi Quaif's letter from the previous meeting. Said shows produced at the station reach an audience beyond Bethlehem residents. Said J. Irwin was a good engineer and added that the station is a library service beyond books and computers.
- Nathan Frank: An internet technology strategist, supported the idea of a makerspace and encouraged the board to consider accessibility issues when it comes to offering BCN-TV content only in a digital space.
- Andrew Reilly: Said the video feed from the town board meeting is not good.
- Nancy Benedict: Said she has been on the show Citizens for Public Transportation and that the audience reached by public access is not the same as the one through YouTube. BCN-TV reaches local people flipping through the channels.
- March Gronich: Asked some rhetorical questions about finding creative solutions through collaboration with other municipalities to provide a county or regional public access station.
- Dennis Karious: Said public access is an important tool outside of mainstream media for holding dysfunctional government accountable.
- Mary DeTurris Poust: Spoke as director of communication for the Diocese of Albany and said that with budget cuts, they rely on BCN-TV to broadcast mass.

M. Redmond thanked everyone for their comments and provided clarification about PEG funding. She noted that the money from the cable companies comes to the town in two forms – franchise fees and PEG money. She said the town uses the franchise fees, which total somewhere in the neighborhood of \$600,000, to offset property taxes. That money stays with the town. The PEG money, which is around \$20,000 to \$24,000 per year, can only be used for equipment and capital purposes and is shared between the town, school district and library. The cost to replace the aging studio-grade equipment in the BCN-TV studio is estimated to be between \$100,000-\$200,000.

The board noted that a second public participation would take place at the end of the meeting.

J. Lombardo asked when the board would likely make a decision. M. Redmond said the board would continue to discuss the proposal and that those discussions would all be done in public. She noted that board members are looking into options and hearing what the public is saying.

MINUTES

Minutes of the 21 August 2017 board meeting were unanimously approved on a MOTION by M. Kissinger with a SECOND by H. Narang with the clarification noted below.

M. Redmond asked that the line about outstanding checks include a request for a note about any follow-up taken on checks that have been outstanding for more than 30 days.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 August 2017 (Manual Disbursements for August \$59,732.48; Cash Disbursements/Accounts Payable for September \$59,248.37; Trust & Agency Disbursements/Salaries for August \$165,924.72; CapProject Fund/Hand-Drawn Checks for August \$1,592.20; Total: \$286,497.77).

G. Kirkpatrick noted that with the change in the banking contract, the library will be credited interest on the 15th of the month.

M. Redmond asked when tax money starts coming in. T. Choppy said the library should receive a large portion by the end of the month with more coming in over the fall.

BANK ACCOUNT RECONCILIATION REPORT

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

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board unanimously approved new hires for the following vacancy, pending Civil Service approval:

- Librarian 1, part-time, permanent, \$25.93/hour or per contract.
- Library clerk, part-time, permanent, 11.67 hours/week at \$13.19/hour or per contract.
- Library clerk, part-time, permanent, 15 hours/week at \$13.19/hour or per contract.
- Custodial work supervisor, full-time, permanent, \$43,188 annual

G. Kirkpatrick asked that he be allowed to hire Kevin Coffey as interim building superintendent and adjust his salary accordingly. The library will advertise for the position as it is not restricted to a civil service list.

The senior clerk position is being held as those duties have been absorbed by technical services.

DIRECTOR'S REPORT

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

- There have been requests to add musical instruments to Library of Things. The library is looking into it, but some musical items, such as ukuleles, can be difficult to maintain.
- M. Kissinger said the board should put together a small workgroup with staff to discuss options for the library's CD collection.
- Of the fishing poles circulating, there was an increase in the number of adult checkouts.
- M. Redmond asked how patrons can provide program feedback online. G. Kirkpatrick said that most will send him an email though the "email the director" link.
- G. Kirkpatrick said he had not yet received any feedback from an ad on the BCN-TV channel.
- The board reviewed the Summer Reading statistics and G. Kirkpatrick commended staff for all of the time and effort that is involved in the program. C. Brancatella asked about the jump in adult participation, and N. McDonough noted that it could be due to the addition of an online component and the raffle prizes.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board would be meeting Wednesday to go over construction grant applications. She said they have received 16 applications and expect to have some tough decisions ahead.

NEW BUSINESS

Plaza feasibility study

G. Kirkpatrick noted that the feasibility study is included in the packet for informational purposes, and the engineer is interested in making a presentation to the board at some time in the future. M. Redmond told the board that they have a lot of projects on their plate at this time so it is not something they have to focus on right away. She said it would make sense to see what might be coming back from the New York state construction grant before moving further.

G. Kirkpatrick briefly explained the bonding process as a source of funding. C. Brancatella asked how much preparation time the board could expect to need if they wanted to bond a project. Any information would need to be to the school board by February to be put on a May ballot.

The board agreed to schedule a presentation with the engineer for the December meeting.

Municipal banking

TD Bank will be closing its branch in Bethlehem. The library has always banked with a branch in the school district, but there are many that no longer do municipal banking. TD's branch closure would mean that deposits would need to be taken by courier to East Greenbush or Albany. Representatives will be meeting with the library on Friday. T. Choppy says the school district is currently with TD as well. The board said it would make sense to wait and see what the district does. G. Kirkpatrick said the library wouldn't want to go with someone who provided

less than the current level of service.

Library cell phone

G. Kirkpatrick said he would like to have a cell phone for the library as there are some vendors and others that need to be able to text the library. Purchase would be pursued through state contract. M. Redmond asked if there was a need for more than one. The board was in favor of the proposal.

Other new business

None

OLD BUSINESS

BCN-TV

The board discussed the challenges facing the studio and how they would like to move forward with the decision-making process.

- G. Kirkpatrick said it is unlikely the studio would be able to operate the public channel and support a makerspace under existing staffing.
- M. Redmond asked if there existed any software that could make the scheduling process more efficient.
- A user-friendly A/V makerspace would allow people to continue producing their shows and it would open up the space for those who would like to distribute the content in other ways. M. Redmond called it a more community-oriented approach.
- The board discussed what the demand might be, as well as what constitutes a meaningful level of service, and how to meet that in a cost-effective way.
- There does not exist a mandate for the library to host a public access station; it has simply been done that way since 1982.
- Professional-grade equipment updates would far exceed \$24,000. Current equipment is about 15 years old. User-friendly equipment would be cheaper, but there is still an expense involved.
- H. Narang said moving away from producing shows for people seems the right move philosophically because the library is in the technology training business. The question remains what you do with the end product once people have been trained to produce their own content.
- B. Sweeney asked for a clearer picture of what the capital investment would be to equip the studio as a makerspace.
- Support of the current equipment is difficult because it falls outside the IT department's scope. IT could better support equipment that is not industry specific.
- C. Brancatella asked if there were any numbers on how many people make use of the current space and number projections for the proposed makerspace. G. Kirkpatrick said he could get some numbers from other libraries that have created similar spaces.
- T. Choppy said the library hasn't received PEG money in two years.
- M. Redmond asked what direction J. Irwin has been given during this period of discussion. G. Kirkpatrick said she is receiving some help with the community calendar from IT and has been told to keep pre-existing appointments but not make new ones.

- M. Redmond said that the board needs to put together a fact sheet and schedule a public meeting before making a final decision, potentially pushing that decision out to November or beyond.
- J. Becker asked how many people are currently asking to use the studio.
- H. Narang asked how long it would be to set up a makerspace, if the board went in that direction. G. Kirkpatrick said it would most likely be 3-6 months.
- New equipment would allow the library to film and share its own programs more easily through Vimeo and YouTube. Both platforms make it easier to track viewership.
- The board asked if there was some way to find out who is watching BCN-TV. G.Kirkpatrick said the town is reaching out to the cable companies, but there is no guarantee they collect that number or would share it.
- H. Narang asked if there was some way to get a response from those who might be watching the station's programming, and he noted that it is hard to make data-based decisions based on anecdotes and no actual data.
- M. Redmond said the goal for October's meeting should be to outline a procedure for getting input from the public and sharing information.

Fire alarm and security project update

The fire alarm and security project is officially in the queue at SED and has been assigned to a reviewer.

HVAC project update

NYS Construction Grant

On a MOTION by M. Kissinger and a SECOND by C. Brancatella, the board unanimously adopted the assurances outlined in the application for the State Aid for Library Construction Program.

DASNY legislation

The library is expected to execute the HVAC project management agreement with DASNY in the next week or so. DASNY has extended the date for bids through mid-October.

First Night participation

The library has received enough staff response to participate, but that does not include a maintenance presence. The board noted that town Supervisor John Clarkson offered snow plowing support if needed. M. Redmond asked that the library make it clear that participation is contingent on snow maintenance support from the town.

NYLA conference attendance

G. Kirkpatrick asked the board to add Tori Russo to those attending the NYLA conference in November.

On a MOTION by M. Kissinger and a SECOND by B. Sweeney, the board unanimously voted to approve Tori Russo's attendance at the NYLA conference for a total cost of \$184 to include registration and per diem.

Pavement repair/sealing

G. Kirkpatrick said all the information from the plaza feasibility study will impact the parking lot, and it would not make sense to move forward with refeathering the slopes now if that work will eventually be torn up for plaza updates. What can be done now is restripe the ADA spots and reconfigure in a way that would allow additional parking spots.

Board treasurer

The library has reached out to director of Suffolk Cooperative Library Council for a treasurer job description. M. Redmond said the most useful description would come from a library that is similar in size to Bethlehem.

Other old business

H. Narang asked about the self-checkout kiosk information in the board packet and was told the numbers were preliminary, and C. Stollar Peters is still collecting data and trying to line up talks with vendors. A more detailed presentation is expected at a later date.

PUBLIC PARTICIPATION

The following people spoke:

- Marc Gronich: Recommended getting an equipment estimate. Suggested the board consider fundraising through naming rights. Asked for a clarification about what is a makerspace.
- Dennis Kariou: Said he didn't want to see BCN-TV go off the air.
- Jared King: Asked for clarification about how much PEG money is currently available and what happens to it if it isn't spent. He said public access is an important resource, but it doesn't necessarily have to be borne by the library and there could be some kind of shared services solution.

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

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #3
9/30/2017**

CURRENT MONTHLY REVENUE

Real Property Taxes	2,818,000.00
PILOT	0.00
Sale of Equipment	0.00
Fines	1,849.69
Interest on Investment*	504.28
Sale of Books	385.00
Gifts and Donations	250.00
Insurance Recovery	0.00
Photocopier	428.26
State Aid	2,479.00
Grants	0.00
Miscellaneous Income	0.00
Total	\$2,823,896.23

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #3
9/30/2017**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2017-2018

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,828,270.00	2,818,000.00	1,010,270.00	73.61%
PILOT	192,382.00	0.00	192,382.00	0.00%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	37,000.00	9,447.27	27,552.73	25.53%
Interest on Investment	5,000.00	1,593.27	3,406.73	31.87%
Sale of Books	6,000.00	1,289.01	4,710.99	21.48%
Gifts and Donations, Misc	1,000.00	1,027.10	(27.10)	102.71%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,500.00	1,620.25	4,879.75	24.93%
State Aid	24,500.00	24,792.00	(292.00)	101.19%
Miscellaneous Income	0.00	75.00	(75.00)	
Sub-Total	\$4,100,652.00	2,857,843.90	1,242,883.10	69.69%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,100,652.00			

OPERATING CASH SUMMARY

TD Checking Account:	2,358,480.03
TD Money Market:	2,540,649.26
TD Comp Fund:	0.00
Capital Project Fund:	14,135.41
TOTAL	4,913,264.70

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #3**

9/30/2017

MANUAL DISBURSEMENTS - SEPTEMBER HAND DRAWN CHECKS TD BANK	\$67,424.78
CASH DISBURSEMENTS - OCTOBER ACCOUNTS PAYABLE TD BANK	\$54,265.38
TRUST & AGENCY DISBURSEMENTS - SEPTEMBER SALARIES - TD BANK	\$171,867.37
CAPITAL PROJECT FUND HAND DRAWN CHECKS - OCTOBER	\$7,650.00
TOTAL	\$301,207.53

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 11: MANUAL DISB (SEPT 17) For Dates 9/1/2017 - 9/30/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36419	09/05/2017	1424	AFLAC NEW YORK		415.92
36420	09/05/2017	1018	ALBANY INSTITUTE HISTORY & ART	180126	170.00
36421	09/05/2017	1833	BLUESHIELD OF NORTHEASTERN NY		6,365.50
36422	09/05/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		24,824.19
36423	09/05/2017	720	MVP HEALTH PLAN, INC.		2,310.05
36424	09/05/2017	2061	UNITED HEALTHCARE INSURANCE CO		91.23
36425	09/05/2017	1607	VERIZON BUSINESS FIOS	180012	116.98
36426	09/05/2017	1607	VERIZON BUSINESS FIOS	180012	127.77
36475	09/13/2017	1161	TOWN OF BETHLEHEM	180153	883.00
36476	09/13/2017	1607	VERIZON BUSINESS FIOS	180012	191.98
36482	09/19/2017	1424	AFLAC NEW YORK		415.92
36483	09/19/2017	719	BETHLEHEM CENTRAL SCHOOL DIST	180156	3,967.94
36484	09/19/2017	720	MVP HEALTH PLAN, INC.		2,310.05
36485	09/19/2017	2137	WEX BANK	180008	60.82
36486	09/22/2017	2087	CITIBANK	180100	1,039.10
36487	09/22/2017	2011	UTICA NATIONAL INSURANCE GROUP	180167	568.57
36488	09/26/2017	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,943.07
36489	09/26/2017	1570	NATIONAL GRID		4,622.69

Number of Transactions: 18

Warrant Total: 67,424.78

Vendor Portion: 67,424.78

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 - 15: CASH DISB (OCT 17) For Dates 10/10/2017 - 10/10/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36495	10/10/2017	1697	ALBANY PUBLIC LIBRARY	180070	49.99
36496	10/10/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	180151	13.96
36497	10/10/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	180172	35.00
36498	10/10/2017	30	ALBANY PUBLIC LIBRARY-MAIN BR	180209	26.00
36499	10/10/2017	1494	ALL SEASONS EQUIPMENT INC.	180164	433.19
36500	10/10/2017	1935	ALTAMONT FREE LIBRARY	180160	15.00
36501	10/10/2017	1009	AMAZON CREDIT PLAN	180130	2,834.19
36502	10/10/2017	61	AQUASCAPE DESIGNS LLC	180003	65.00
36503	10/10/2017	77	BAKER & TAYLOR , INC.	180206	12,644.87
36504	10/10/2017	1186	BAKER AND TAYLOR ENTERTAINMENT	180196	11.03
36505	10/10/2017	719	BETHLEHEM CENTRAL SCHOOL DIST	180178	483.04
36506	10/10/2017	103	BRODART INC	180040	139.88
36507	10/10/2017	827	PHYLLIS CHAMBERS		327.00
36508	10/10/2017	2087	CITIBANK	180210	50.00
36509	10/10/2017	2111	COMMUNITY MEDIA GROUP	180191	150.00
36510	10/10/2017	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	180002	170.80
36511	10/10/2017	1240	DE LAGE LANDEN FINANCIAL SER	180001	440.00
36512	10/10/2017	1220	DEMCO, INC	180041	550.99
36513	10/10/2017	1991	EASTERN MANAGED PRINT NETWORK LLC	180154	570.52
36514	10/10/2017	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	180165	1,170.00
36515	10/10/2017	117	FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	180163	501.00
36516	10/10/2017	1674	FINDAWAY	180184	318.69
36517	10/10/2017	1986	FIRST LIGHT FKA TECH VALLEY	180004	203.45
36518	10/10/2017	1965	PATRICIA GEROU		327.00
36519	10/10/2017	745	MARY HARTMAN		327.00
36520	10/10/2017	2239	HECKER, MARC	180174	75.00
36521	10/10/2017	316	JOHNSON CONTROLS INC	180208	1,333.51
36522	10/10/2017	1024	**CONTINUED** MIDWEST TAPE		0.00
36523	10/10/2017	1024	MIDWEST TAPE	180197	5,802.98
36524	10/10/2017	1172	ANNE B MOSHER		327.00
36525	10/10/2017	809	NANCY PIERI		327.00
36526	10/10/2017	2121	NATIONAL INDUSTRIES FOR THE BLIND	180022	514.18
36527	10/10/2017	404	NEW YORK LIBRARY ASSOC	180148	1,298.70
36528	10/10/2017	2148	NORTHEAST PEST CONTROL	180169	199.00
36529	10/10/2017	2131	NYS DEPT OF CORRECTIONS & COMM SUPERVISION	180145	78.00
36530	10/10/2017	1865	NYS PUBLIC ENTITIES SAFETY GRP	180192	200.60
36531	10/10/2017	1823	OVER DRIVE INC.	180207	6,784.58
36532	10/10/2017	450	PHILLIPS HARDWARE INC	180006	42.44
36533	10/10/2017	2240	PHYLLIS A. CHAPMAN	180173	85.00
36534	10/10/2017	458	PITNEY BOWES INC	180007	460.41
36535	10/10/2017	1504	PITNEY BOWES, INC.	180198	190.36
36536	10/10/2017	505	ROEMER WALLENS GOLD & MINEAUX	180149	1,000.00
36537	10/10/2017	2196	SONNY DAYE INC.	180175	425.00
36538	10/10/2017	2038	STAPLES BUSINESS ADVANTAGE	180042	144.31
36539	10/10/2017	2238	SUCCESSFUL CHANGE INC.	180147	399.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 15: CASH DISB (OCT 17) For Dates 10/10/2017 - 10/10/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36540	10/10/2017	1774	TELEVEND SERVICES, INC.	180152	38.45
36541	10/10/2017	2241	THE GREENFIELD REVIEW LITERARY CENTER	180189	900.00
36542	10/10/2017	632	UPPER HUDSON LIBRARY SYSTEM	180161	11,166.50
36543	10/10/2017	1607	VERIZON BUSINESS FIOS	180012	127.77
36544	10/10/2017	1607	VERIZON BUSINESS FIOS	180012	120.98
36545	10/10/2017	1968	VERIZON WIRELESS	180011	40.01
36546	10/10/2017	1707	AUDREY WATSON		327.00
Number of Transactions: 52				Warrant Total:	54,265.38
				Vendor Portion:	54,265.38

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 - 9: TRUST & AGENCY (SEPT 17) For Dates 9/1/2017 - 9/30/2017**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36414	09/08/2017	712	CIVIL SERVICE EMPL ASSOC INC.		932.13
36415	09/08/2017	1679	METLIFE-TSA CONTRIBUTIONS		675.00
36416	09/08/2017	2003	NEW YORK STATE DEFERRED		2,083.35
36417	09/08/2017	710	NYS INCOME TAX BUREAU		3,203.00
36418	09/08/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		520.00
36477	09/22/2017	712	CIVIL SERVICE EMPL ASSOC INC.		903.46
36478	09/22/2017	1679	METLIFE-TSA CONTRIBUTIONS		625.00
36479	09/22/2017	2003	NEW YORK STATE DEFERRED		2,097.31
36480	09/22/2017	710	NYS INCOME TAX BUREAU		3,792.16
36481	09/22/2017	711	SCHOOL SYSTEMS FED CREDIT UNION		520.00
100229	09/08/2017	709	BPL SPECIAL PAYROLL ACCOUNT		53,829.39
100230	09/08/2017	1946	IRS - PAYROLL TAX PMT		19,754.21
100231	09/22/2017	709	BPL SPECIAL PAYROLL ACCOUNT		57,500.40
100232	09/22/2017	730	NYS EMPLOYEES RETIREMENT SYSTE		2,239.51
100233	09/22/2017	1946	IRS - PAYROLL TAX PMT		23,192.45

Number of Transactions: 15**Warrant Total: 171,867.37****Vendor Portion: 171,867.37****Certification of Warrant**

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

 Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 2: MANUAL DISB (H) - OCT 17 For Dates 10/1/2017 - 10/31/2017



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1175	10/10/2017	2080	M/E ENGINEERING, P.C.	160929	750.00
1176	10/10/2017	2214	GREENMAN-PEDERSON, INC.	170808	6,900.00
1177	10/26/2017	2243	DORMITORY AUTHORITY OF STATE OF NY		94,000.00
Number of Transactions: 3				Warrant Total:	101,650.00
				Vendor Portion:	101,650.00

Certification of Warrant

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

Date	Signature	Title
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Check #1177 issued to the Dormitory Authority of the State of New York, was authorized on 10/10/17, but not included in the October Financial Statement, therefore, this report is being offered for informational purposes.

BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION SUMMARY

9/30/2017

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$31,551.70	\$3,088,468.85	\$761,540.52	\$2,358,480.03
TD Bank Payroll	\$0.00	\$111,329.79	\$111,329.79	\$0.00
TD Bank Money Market	\$2,337,649.26	\$463,000.00	\$260,000.00	\$2,540,649.26
TD Bank General Comp	\$0.00	\$0.00	\$0.00	\$0.00
Capital Project Fund	\$14,135.41	\$0.00	\$0.00	\$14,135.41
TOTAL:	\$2,383,336.37	\$3,662,798.64	\$1,132,870.31	\$4,913,264.70

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

18

TD Bank - General Fund

For the month beginning 9-1-17 and ending 9-30-17

Balance on hand at the beginning of the month \$31,551.70

Receipts during the month

Interest	504.28	
Transfers from Savings Account TD Bank	260,000.00	
Fines	1,849.69	
Copier	428.26	
Miscellaneous (Abate)	4,572.62	
Book Sale	385.00	
PILOT	0.00	
School Taxes	2,818,000.00	
Gifts	250.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	2,479.00	
Miscellaneous Income		
Total Receipts		<u>\$3,088,468.85</u>
Total Receipts Including Balance		\$3,120,020.55

Disbursements During Month By Check

From Check #36419 to Check #36489	67,424.78	
Trust & Agency Payments (Payroll)	171,867.37	
From Check #3427 to Check #36474	59,248.37	
Transfers to Savings Account	463,000.00	
Returned Check	0.00	
Total amount of Disbursements		<u>\$761,540.52</u>
Balance on Hand at End of Month		\$2,358,480.03

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit		
as shown by Bank Statement	2,382,850.61	
Amount of Outstanding Checks	24,370.58	
Balance on Deposit	2,358,480.03	

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
8/31/17

Check Number	Date	Amount
36427	9/12/2017	3.99
36428	9/12/2017	16.99
36429	9/12/2017	6.00
36430	9/12/2017	6.99
36431	9/12/2017	40.00
36438	9/12/2017	14.95
36454	9/12/2017	455.00
36463	9/12/2017	100.00
36469	9/12/2017	155.91
36473	9/12/2017	4.99
36488	9/26/2017	18,943.07
36489	9/26/2017	4,622.69

TOTAL **\$24,370.58**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 9-1-17 and ending 9-30-17

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

Receipts during the month

Transfer from Checking 9/7/17	53,829.39
Transfer from Checking 9/21/17	57,500.40

Total Receipts \$111,329.79

Total Receipts Including Balance \$111,329.79

Disbursements During Month By Check

9/8/17 - From Check #82983 to Check #83054	53,829.39
9/22/17 - From Check #8055 to Check #83125	57,500.40

Total Amount of Disbursements	<u>\$111,329.79</u>
Balance on Hand at End of Month	\$0.00

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by bank statement	136.66
Amount of Outstanding Checks	136.66
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
8/31/17

Check Number	Date	Amount
83071	9/22/2017	136.66
TOTAL		136.66

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 9-1-17 and ending 9-30-17

Balance on hand at the beginning of the month \$2,337,649.26

Receipts during the month

Transfer from General Fund	463,000.00	
Transfer from Comp Account		

Total Receipts		<u>\$463,000.00</u>
Total Receipts Including Balance		\$2,800,649.26

Disbursements During Month By Check

Transfers to General Fund	260,000.00	
Transfers to Capital Projects Fund		

Total Amount of Disbursements		<u>\$260,000.00</u>
Balance on Hand at End of Month		\$2,540,649.26

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit		
as shown by Bank Statement	2,540,649.26	
Amount of Outstanding Checks	0.00	
Balance on Deposit	2,540,649.26	

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

***Capital Project Fund Account
TD Bank***

For the month beginning 9-1-17 and ending 9-30-17

Balance on hand at the beginning of the month \$14,135.41

Receipts during the month

	Interest TD Bank	
	Transfer from Savings Account	
	Donation	
	Reversal of Bank fee for Bank Checks	
	Total Receipts	<u>\$0.00</u>
	Total Receipts Including Balance	\$14,135.41

Disbursements During Month By Check

From Check # to Check #

	Total Amount of Disbursements	<u>0.00</u>
	Balance on Hand at End of Month	\$14,135.41

Reconciliation With Bank Statement

	Total Amount of Cash Balance on Deposit	
	as shown by Bank statement	14,135.41
	Amount of Outstanding Checks	0.00
	Balance on Deposit	14,135.41

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

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

Secretary

Business Manager



4404658000607786000050000005000229



Company Account Number XXXX-XXXX-XX07-7860	Payment Date 10/17/2017	New Balance \$50.00	Minimum Amount Due \$50.00	Enter Amount Paid 50.00
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BETHLEHEM PUBL LIBRARY
TANYA CHOPPY
451 DELAWARE AVE
DELMAR NY 12054-3042

**N0004340

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

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

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

CITIBANK CORPORATE CARD

Statement Date 09/22/17

Payment Date 10/17/17

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$50,000	\$49,950	\$50,000	\$49,950

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

*delivered
OK
12/3/17*

COMPANY SUMMARY

BETHLEHEM PUBL LIBRARY XXXX-XXXX-XX07-7860	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
				50.00		50.00
Company Totals				50.00		50.00

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

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

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

CARDMEMBER SUMMARY

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX13-5601	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
				50.00		50.00
Monthly Limit: \$650				50.00		50.00

INDIVIDUAL CARDHOLDER ACTIVITY

KIRKPATRICK, GEOFFREY				XXXX-XXXX-XX13-5601	
Monthly Limit \$650		Cash Limit \$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
08-31	09-01	24610437243004002123615	EZ PASS PREPAID TOLL 800-333-8655 NY	180210	50.00
				TOTAL PURCHASES/ADVANCES/CREDITS	50.00

DAYS IN BILLING PERIOD: 31				
Balance Subject	>	Purchases	Cash Advances	Payment Due: 50.00
To Interest Charges	>	.00	.00	Amount Over Credit Limit: .00
Periodic Rate	>	.0000%	.0000%	Amount Past Due: .00
ANNUAL PERCENTAGE RATE	>	0.00%	0.00%	MINIMUM AMOUNT DUE: 50.00

October 10, 2017 - Board of Trustee Meeting											
Job Status Report											
											25
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Librarian 1 PT	11.66 hrs/wk		\$25.93/hr or per contract	N. Doroski	7/12/2017	Resignation	7/10/2017				
Librarian 1 FT	35 hrs/wk		\$50,668 annual/or per contract	K. Taylor-DiLeva	8/28/2017	Resignation	8/21/2017	Filled	M. Dugan	10/4/2017	Hire
Librarian 1 PT	15 hrs/wk		\$25.93/hr or per contract	C. Krom	9/15/2017	Resignation	9/11/2017	Filled	J. Shlomo	10/16/2017	Hire
Library Clerk PT	11.67 hrs/wk		\$13.19/hr or per contract	E. Viscuso	9/17/2017	Schedule Change	9/11/2017	Filled	B. Tiernan	10/9/2017	Hire
Library Clerk PT	15 hrs/wk		\$13.19/hr or per contract	E. Odell	9/18/2017	Resignation	9/11/2017	Filled	E. Sullivan	9/25/2017	Internal Schedule Change
Custodial Work Supervisor I	35 hrs/wk		\$43,188/annual or per contract	K. LaBelle	9/29/2017	Retirement	9/11/2017	Filled	K. Coffey	9/18/2017	Interim
<u>Action Requested</u>											
Library Clerk PT	15 hrs/wk		\$13.19/hr or per contract	E. Sullivan	9/25/2017	Schedule Change					
Library Clerk PT	13.57 hrs/wk		\$13.19/hr or per contract	M. Dugan	10/3/2017	Position Change - Internal					
Custodial Worker PT	7.63 hrs/wk		\$15.15/hr or per contract	J. Parker	10/17/2017	Resignation					
Board Treasurer	TBD		TBD	N/A	N/A	New - Under Consideration					
<u>Positions Held</u>											
Library Clerk - PT Perm.	15 hrs/wk		\$12.73/hr or per contract	R. Weatherby	2/27/2015	Resign	Hold				
Television Production Assistant	15 hrs/wk		\$13.19/hr or per contract	D. Martin	6/23/2017	Resignation	Hold				
Sr. Library Clerk	15 hrs/wk		\$15.75/hour or per contract	S. Taylor	7/12/2017	Promotion	Hold				

Director's Report October 2017

Building and Grounds

Representatives from GPI will attend the December 11, 2017 board meeting to present their findings for the plaza feasibility study.

Kevin Coffey has assumed the duties of Interim Buildings and Grounds Supervisor. The opening has been advertised and the process of filling the position has begun. A part time maintenance staff member has tendered his resignation. Kevin is working on filling the needed shifts and we have begun the hiring process for that position.

The library has been awarded a New York State Library Construction Grant totaling \$289,467 for the HVAC renovation project. This represents a 35% match of the estimated construction price for the project.

The NYS Education Department has requested updated information for the Fire Alarm and Security Project. Those updated have been submitted and we are waiting on final approval from the facilities review process. My proposal is that next year the library submit a NYS Construction Grant application for this project and for the demolition of the house on Borthwick Avenue.

Public Service

Further changes are planned for the layout of the Children's Place. We are about to begin a shifting project that will result in the removal of a shelving unit. This will allow more space for tables and chairs in the area. As you know, people-space is highly in-demand in the library.

New American Girl dolls are circulating. Kit, Nanea, and Z Yang dolls are now available in the circulating collection.

I received a call from Open Stage Media in Schenectady. In the past they have proposed hosting PEG television for the City of Albany. The same proposal has been made for BCN-TV. OSM is not proposing to host the studio, just the trafficking, scheduling, intake and cablecast of PEG television. They currently cablecast on all three channels available: Public, Education, and Government. Pursuing this idea would involve negotiations between the library, the Town of Bethlehem, Open Stage Media, as well as Verizon and Charter/Spectrum.

This month I also met with representatives from Albany County, Albany Public Library, the Albany PEG Access Oversight Board, and other nonprofits in the County to discuss PEG television.

We are adding five more Chromebooks to our circulating collection. We are moving them from the in-house collection based on circulation data. In the library Windows laptops are more popular, while the Chromebooks have been very popular in the circulating collection. Chromebooks circulate for two weeks.

Catherine has created a dashboard for board members to view long-baseline circulation statistics in a more dynamic way. See the link here:

<https://public.tableau.com/profile/catherine.stollar.peters#!/vizhome/CirculationTrends2000-2017/CirculationDashboard>

Appointments have been made to view self-check machines from Envisionware, Bibliotech/3M, and Techlogic at the NYLA Conference on November 9th. We will have a presentation for the board after the conference.

Meetings and Miscellany

Staff evaluations have been completed for this year other than evaluations for staff members that have been employed by the library fewer than six months. They will be evaluated at the end of their probation period.

We are changing the schedule of a new hire for the Circulation Desk to experiment with having only three staff members on Wednesday evenings. We plan to utilize seasonal help or schedule extra shifts to cover in the summer during Evenings on the Green.

We are experimenting with creating in-house video tutorials for the Circulation Department. In addition we are streamlining and update the internal wiki to improve the efficiency of communication.

The Audit presentation is tentatively scheduled for the November board meeting.

Geoffrey Kirkpatrick, Library Director

Programs for September 2017:

- We had a great program with author Elizabeth Brundage for the DayBooks program on September 11 where she talked about the true crime story behind her book, All Things Cease to Appear. Thankfully, Natalie had arranged to move the program to the Community Room due to the fire code limit of 20 for the Board Room, and we had 50 people for the program.
- We had an adult and a children's scavenger hunt in recognition of National Library Card Sign-up Month. Rather than having a costumed character visit the library and schools, Cathy devised two scavenger hunts throughout the children's area and online for adults to learn about our website and databases. They were very popular with the children, with 467 raffle tickets submitted, and a small online response from adults of 31 raffle tickets. It was a good way to teach people about the library, without having tours of the collections throughout the month, saving staff time, and making it fun for siblings and family members to do it together.
- Cassie had a very good turnout for the 3rd part of Richard Feldman's To Life! Broadway musicals program. He has a great following for his programs and he will be continuing his series in the spring as part of the Coffee and Conversation series.
- Natalie brought in staff from the Cornell Cooperative Extension of Albany on Eat Well for Brain Health on September 18 as part of a brain health series that week. Gordon covered the second program on Brain Health: What you need to know with Dr. Richard Holub. He was an excellent speaker, with the ability to ability to take a very technical and dense topic and talk it out in lay terms. There was a lot of great feedback and one person asked if the presenter could be brought back again.
- Michelle ran her annual Apple Mashup program where the children enjoyed the hands-on aspect of making applesauce, with stories, a craft, coloring, a song and a felt board rhyme. One adult at the program thanked Michelle for having such a messy activity here at the library.
- Natalie worked with two groups on service projects this month, first with To Life! Breast Cancer Support group on a service project where patrons could come in on September 17 and paint a Pumpkin in advance of Breast Cancer Awareness Month. The second project was the regular Book Donation drive by Grassroot Givers on September 16.
- Tori hosted a Volunteer Appreciation Party for the teens who volunteered over the summer. She had a small group for this party right before school started, relative to the number of teens who were contacted about the party, but those who did attend enjoyed using the button maker and the green screen.
- Natalie hosted the return of monthly Trivia Night for Adults on September 13. It wasn't the largest group, but a new team won the event which is always great to see and encourages people to come back to the program. Natalie is very thankful to the Friends of the Library for their ongoing sponsorship of our trivia programs, supplying the I Love Books gift certificates to the members of the winning team.
- Natalie covered the Arm Knitting programs on September 18 and 19 that Kim had arranged, after she learned how to arm knit. It was a fun program and the participants really enjoyed the program.
- Anne brought back her Friday afternoon films with The Zookeeper's Wife this month. She had a larger than normal turnout for the program, which she attributed to the film having been well-reviewed, based on a book a lot of book groups have read and having been based on true events. At the end of the film, when Anne was cleaning up, she heard ladies talking about how their mom or dad had lost all of their siblings

during that terrible time. Another senior came up to Anne and explained how her family had been ~~29~~ occupied Norway and had spent their time with binoculars watching the warplanes, and gave Anne a hug for showing the film. Everyone who commented on their way out noted that it was a good film, a good choice and was deeply personal to some of them.

- Michelle, with assisted from Patti, offered a program as part of International Talk Like a Pirate day on September 19. Michelle had several pirate-themed crafts available for families to partake in, including making a pirate hat and coloring a parrot that could be affixed to anyone's shoulder with a clothespin. People got so into doing all of the activities that some didn't want to leave.
- Tori offered another of her Sewing Machine Basics classes, and the patrons were excited to learn how a sewing machine works. Some had never used one before and others hadn't used one in a very long time. They enjoyed getting some hands-on experience. Abby, one of the adult sewing volunteers, assisted with the program, helping answer questions and assist with the machines.
- Cathy and Patti had a very enthusiastic group for the "Green screen" program that they held on a day off from school. Between the two staff members, they assisted everyone in how to find a background on the Internet and set it up in the app. Then they took pictures of everyone in front of the green screen. It was really beneficial to have the two of them there, so that one could be taking pictures while the other could be assisting patrons getting their background set up and emailing them their completed photos afterwards. The program was quite hands-on and in a way it became an imagination exercise for the kids and a digital literacy experience for the adults.
- Natalie hosted the Coffee and Conversation: Flight Paths program on September 22 where Darryl McGrath talked about the return of the peregrine falcon and the bald eagles to New York State and the Coffee and Conversation program on September 29 about the Fundamentals of Jazz. Dr. David Kissinger spoke about the various elements that make jazz unique as an art form, and continued the program into the coffee hour based on requests from those in attendance at the program.
- Frank began the popular Chess Club program at the end of the month, and for the first session, the program was full with children on the waiting list. This fall, Frank has expanded the attendance limit to 8 children, with 4 teen volunteers. Frank is considering moving the program to one of the program rooms to increase the number of children who can participate.
- Cathy and Patti ran the Rubber Ducky Club End of Summer party that had been arranged by Kim before she left. It was similar to the Kick Off party earlier in the summer that Patti had assisted with, so she knew how the program had been planned. The adults could log the Learning Moments "in bulk" with the library staff person, which they very much appreciated, as having to log each of the 1000 Learning Moments individually is incredibly time consuming for the adult caregivers. We plan to promote having the library staff log the Learning Moments in our PR in the coming weeks.
- Gordon held his first book discussion of the year on The Last Painting of Sara De Vos by Dominic Smith. He had an enthusiastic group, and a great discussion that lasted over an hour.
- Patti covered the Sunday Cinema program that Anne had scheduled, and showed the live action version of Beauty and the Beast. It had been planned as an intergenerational program, and it truly was one. There were several of the seniors who regularly come for the weekday and Sunday films and then many families with kids from teens down to at least one toddler. For a day that was in the high 80s, there was a good crowd for the program.
- Cathy brought back the weekly Tai Chi program this month and it was off to a good start. The attendance may well drop when we get closer to the holidays, but the response has been good.

- Patti did a great job running the Rubber Ducky Club Fine Motor Playtime that Kim had planned before she left. Patti tweaked the program a bit and worked with Anne on some specific activities for the children. The parents were really good about guiding their children to the goal of each activity and the kids picked up the skills quickly.
- Tori had a “No-Sew” Emoji Pillows program on September 21 on a day where there was no school. The teens loved making their no-sew pillows with emoji expressions. They used hot glue guns to create their pillows and didn’t need to sew, which many of them liked very much. They did ask about sewing programs however and maybe interested in doing some teen sewing programs next summer. A photo from the library’s Facebook page is included at the end of this report.



School Outreach for September 2017

Cathy

- Cathy and Laura S. from Circulation Services attended the K-5 Activities Fair at the High School on September 18. They spoke to 110 people about the library’s programs and services, with pencils, rulers, raffle tickets and new library cards given out at the event. People were very pleased to see the library represented at the event, and the popular program topics were Chess Club and the Costume Swap in October.

Michelle

- Michelle represented the library at the Eagle Elementary PTO meeting on September 12th. She talked about the “Library of Things”, including the museum passes as well as upcoming programs.

Community Outreach for September 2017

Michael

- Michael made his monthly visit to the Kenwood Manor Assisted Living and Bethlehem Commons Nursing Home locations at Good Sam.

Michelle

- Michelle had been asked to bring a Storytime program to the Elsmere Fire Station. This program had a fantastic turnout and the firefighters were excellent hosts who provided fire hats, cookies, juice and coffee plus an energetic tour of the fire engines. The fire stations continue to be an excellent community partner for our library. Michelle received many compliments from the firefighters for the program and asked if the library could take part in an upcoming Open House at the Fire Station.

Library Collection				2016-17	Current Total
Adult fiction				24,506	24,926
Adult non-fiction				29,891	29,918
Adult audio				7,327	7,518
Adult video				6,311	6,523
Young adult fiction				5,536	5,709
Young adult nonfiction				450	463
Young adult audiobooks				414	430
Children's fiction				25,523	25,902
Children's non-fiction				15,230	15,329
Children's audiobooks				1,420	1,334
Children's video				1,981	2,074
OverDrive - UHLS Shared				52,057	53,909
e-books (locally purchased)				1,456	1,456
e-magazines				110	123
Electronic (games, ereaders)				475	483
Total				172,687	176,097
Library Programs	Sep-17	Sep-16	% change	2016-17	F-Y-T-D
Programs	73	68	7.4%	783	224
Program attendance	2,481	1,675	48.1%	22,326	9,487
Outreach Programs	8	16	-50.0%	332	27
Outreach Attendance	281	735	-61.8%	9,718	607
Circulation	Sep-17	Sep-16	% change	2016-17	F-Y-T-D
Adult fiction	11,776	11,902	-1.1%	146,643	39,390
Adult non-fiction	7,196	7,282	-1.2%	93,890	23,972
Adult audio	4,237	4,354	-2.7%	56,970	14,084
Adult video	8,237	8,472	-2.8%	111,944	27,221
Adult magazines	1,575	1,477	6.6%	19,876	5,010
Young adult fiction	1,286	1,535	-16.2%	20,068	5,379
Young adult nonfiction	110	113	-2.7%	1,477	359
Young adult audiobooks	97	111	-12.6%	1,356	347
Young adult magazines	6	12	-50.0%	101	16
Children's fiction	12,294	11,250	9.3%	149,348	41,157
Children's non-fiction	2,938	2,723	7.9%	40,998	9,836
Children's audiobooks	625	522	19.7%	7,399	2,291
Children's video	1,250	1,135	10.1%	17,640	4,389
Children's magazines	37	40	-7.5%	527	157
Electronic (games, ereaders)	508	289	75.8%	4,947	1,925
Total	52,172	51,217	1.9%	673,181	175,532
Interlibrary Loan	Sep-17	Sep-16	% change	2016-17	F-Y-T-D
Borrowed from others	6,957	6,818	2.0%	77,470	21,697
Loaned to others	5,373	5,595	-4.0%	64,966	17,267
Miscellaneous	Sep-17	Sep-16	% change	2016-17	F-Y-T-D
Visits to our home page	61,377	43,055	42.6%	653,745	328,685
Public use of meeting rooms	37	39	-5.1%	497	82
Public meeting attendance	419	504	-16.9%	6,111	906
Staff use & library programs	90	93	-3.2%	1,149	263
Study room sessions	354	236	50.0%	4,517	1,250
Tech room use	13	23	-43.5%	332	72
Door count	24,899	27,897	-10.7%	320,892	84,736
Registered BPL borrowers	94	97	-3.1%	1,054	318
Computer signups	2,946	3,333	-11.6%	41,015	10,031
Museum Pass use	97	90	7.8%	1,327	538
E-book use	4,182	4,180	0.0%	54,585	13,583
E-magazine use	914	479	90.8%	11,406	2,770
Equipment	310	n/a	n/a	1,968	1,119
Wireless Use	8,854	7,175	23.4%	84,156	30,994

2017-18 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Sept. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,102,117	0	1,102,117	76,861	239,663	0	\$862,454	78%
Salaries-Clerical	938,358	0	938,358	68,848	216,869	0	\$721,489	77%
Salaries-Custodians	162,602	0	162,602	20,986	45,580	0	\$117,022	72%
Retirement	293,132	0	293,132	0	0	0	\$293,132	100%
SocSec/Medicare	168,343	0	168,343	12,311	37,039	0	\$131,304	78%
Worker's Comp.	22,000	0	22,000	0	20,607	201	\$1,193	5%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	291,500	0	291,500	41,495	62,466	501	\$228,533	78%
Disability Ins.	1,400	0	1,400	0	0	0	\$1,400	100%

Materials

Adult books	171,000	26,506	197,506	14,519	28,972	7,314	\$161,220	82%
Audiobooks	36,000	9,010	45,010	1,371	7,702	1,841	\$35,468	79%
Ebooks	87,000	0	87,000	10,951	20,591	3,304	\$63,104	73%
Electronic Resources	32,000	0	32,000	0	5,070	0	\$26,930	84%
Periodicals	20,000	0	20,000	140	667	0	\$19,333	97%

YS Books	85,000	23,068	108,068	6,476	24,185	3,607	\$80,276	74%
YS Audiobooks	8,000	956	8,956	104	737	1,067	\$7,152	80%
YS Media	10,000	257	10,257	270	527	287	\$9,443	92%

Special Collections	5,500	217	5,717	1,001	2,153	114	\$3,449	60%
AS Media	55,000	10,105	65,105	4,388	9,894	2,044	\$53,168	82%

Operations

Copiers and supplies	11,000	823	11,823	975	2,609	6,988	\$2,226	19%
Office supplies	29,000	129	29,129	923	1,594	1,048	\$26,487	91%
Custodial supplies	14,000	553	14,553	972	1,436	6,299	\$6,818	47%
Postage	17,000	525	17,525	1,554	3,795	3,065	\$10,665	61%
Printing	25,000	50	25,050	2,953	5,873	8,745	\$10,432	42%
Van lease & oper.	1,700	0	1,700	61	98	602	\$1,000	59%
Gas and Electric	65,000	0	65,000	4,623	15,780	0	\$49,220	76%
Telecommunications	11,000	1,700	12,700	674	3,247	7,158	\$2,295	18%
Water	3,000	0	3,000	4,851	4,851	0	-\$1,851	-62%
Taxes-sewer&water	3,500	0	3,500	0	0	0	\$3,500	100%
Refund property taxes	4,000	0	4,000	0	71	483	\$3,446	86%
Prof. Services	15,000	67,611	82,611	1,244	1,451	1,535	\$79,625	96%
Contract Services	37,500	193	37,693	1,461	6,148	15,094	\$16,451	44%
Insurance	29,000	0	29,000	569	27,738	0	\$1,262	4%
Travel/Conference	10,000	954	10,954	0	1,791	1,733	\$7,430	68%
Memberships	2,000	0	2,000	0	25	0	\$1,975	99%
Special Programs	20,000	1,187	21,187	-174	6,213	3,085	\$11,889	56%
Furniture&Equipment	25,000	1,460	26,460	708	5,105	1,992	\$19,362	73%
IT Hardware & Software	42,000	4,281	46,281	1,108	6,070	5,785	\$34,426	74%
Bld&Grnd. Repair	40,000	50	40,050	1,405	2,317	8,784	\$28,950	72%
Furn/Equip Repair	2,000	4,652	6,652	4,842	4,842	735	\$1,075	16%
Miscellaneous	3,500	81	3,581	-340	-1,447	331	\$4,697	131%
Audit Service	13,500	0	13,500	0	0	0	\$13,500	100%
Accounting Service	13,000	0	13,000	0	12,793	207	\$0	0%
UHLAN fees	50,000	0	50,000	523	11,722	11,167	\$27,112	54%
Capital Expenditures	125,000	5,889	130,889	0	5,889	0	\$125,000	96%
TOTAL	\$4,100,652	\$160,255	\$4,260,907	\$288,652	\$852,730	\$105,113	\$3,303,064	78%

2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Prev Years Expenses	Encumbrances	Subtotal	Sep	YTD Exp.	Available
Operating Fund Balance	1,200,000	0	0	0	1,200,000	0	0	\$1,200,000
Fire Alarm (Board Designated)	33,031	0	18,982	14,049	0	0	0	\$0
HVAC (Board Designated)	750,000	0	68,974	34,444	646,582	0	1,592	\$644,990
Unassigned	878,195	0	2,000	0	876,195	0	199,750	\$676,445
Board Designated Fund balance Subtotal	2,861,226	0	89,956	48,493	2,861,226	0	201,342	\$2,659,884
PEG/miscellaneous	18,218	0	0	0	18,218	0	0	\$18,218
Total Fund Balance *	2,879,444	0	89,956	48,493	2,879,444	0	201,342	2,678,102

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

Monthly Gas and Electric Comparisons													
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh	
7/14/2015	32	575	18	\$277.55	\$8.67	\$0.48	31	57,600	1,858	\$4,473.49	\$144.31	\$0.08	
7/13/2016	29	385	13	\$213.85	\$7.37	\$0.56	30	57,600	1,920	\$5,788.02	\$192.93	\$0.10	
8/12/2015	29	336	12	\$186.55	\$6.43	\$0.56	29	57,984	1,999	\$5,612.88	\$193.55	\$0.10	
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$192.63	\$0.09	
9/14/2015	33	609	18	\$306.89	\$9.30	\$0.50	31	64,896	2,093	\$6,243.19	\$201.39	\$0.10	
9/12/2016	31	430	14	\$218.88	\$7.06	\$0.51	31	56,448	1,821	\$5,005.22	\$161.46	\$0.09	
10/12/2015	28	819	29	\$384.81	\$13.74	\$0.47	31	51,456	1,660	\$4,313.54	\$139.15	\$0.08	
10/12/2016	30	509	17	\$241.68	\$8.06	\$0.47	30	43,392	1,446	\$3,623.83	\$120.79	\$0.08	
11/9/2015	28	876	31	\$430.25	\$15.37	\$0.49	28	34,560	1,234	\$3,232.69	\$115.45	\$0.09	
11/9/2016	28	878	31	\$363.94	\$13.00	\$0.41	28	32,640	1,166	\$2,913.35	\$104.05	\$0.09	
12/10/2015	31	1,419	46	\$705.55	\$22.76	\$0.50	31	31,104	1,003	\$2,538.03	\$81.87	\$0.08	
12/12/2016	33	1,576	48	\$689.63	\$20.90	\$0.44	33	31,104	943	\$2,776.58	\$84.14	\$0.09	
1/12/2016	33	1,909	58	\$1,010.70	\$30.63	\$0.53	33	31,872	966	\$2,785.27	\$84.40	\$0.09	
1/11/2017	30	2,269	76	\$1,150.42	\$38.35	\$0.51	30	28,800	960	\$3,405.58	\$113.52	\$0.12	
2/10/2016	29	2,101	72	\$1,037.33	\$35.77	\$0.49	29	29,568	1,020	\$2,734.71	\$94.30	\$0.09	
2/10/2017	30	2,118	71	\$1,280.34	\$42.68	\$0.60	29	29,184	1,006	\$2,866.03	\$98.83	\$0.10	
3/11/2016	30	2,159	72	\$1,108.25	\$36.94	\$0.51	30	31,872	1,062	\$3,066.87	\$102.23	\$0.10	
3/13/2017	31	2,015	65	\$1,188.31	\$38.33	\$0.59	32	33,792	1,056	\$2,837.83	\$88.68	\$0.08	
4/13/2016	33	1,471	45	\$714.42	\$21.65	\$0.49	33	33,408	1,012	\$2,895.69	\$87.75	\$0.09	
4/12/2017	30	1,862	62	\$1,037.51	\$34.58	\$0.56	29	29,568	1,020	\$3,267.38	\$112.67	\$0.11	
5/11/2016	28	800	29	\$329.46	\$11.77	\$0.41	28	33,792	1,207	\$2,830.29	\$101.08	\$0.08	
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10	
6/14/2016	34	610	18	\$284.43	\$8.37	\$0.47	33	48,384	1,466	\$4,094.74	\$124.08	\$0.08	
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09	
7/13/2016	29	385	13	\$213.85	\$7.37	\$0.56	30	57,600	1,920	\$5,788.02	\$192.93	\$0.10	
7/13/2017	30	604	20	\$259.97	\$8.67	\$0.43	30	57,600	1,920	\$5,198.19	\$173.27	\$0.09	
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$192.63	\$0.09	
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10	
9/12/2016	31	430	14	\$218.88	\$7.06	\$0.51	31	56,448	1,821	\$5,005.22	\$161.46	\$0.09	
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09	

PROJECT MANAGEMENT AGREEMENT

between

DORMITORY AUTHORITY OF THE STATE OF NEW YORK

and

BETHLEHEM PUBLIC LIBRARY

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PROJECT MANAGEMENT AGREEMENT

This PROJECT MANAGEMENT AGREEMENT (the "Agreement") is entered into the _____ day of October, 2017 by and between the **DORMITORY AUTHORITY OF THE STATE OF NEW YORK**, ("DASNY"), with its principal offices located at 515 Broadway, Albany, New York 12207 and the **Bethlehem Public Library**, (BPL), with its principal offices located at 415 Delaware Avenue, Delmar, N.Y. 12054. DASNY and BPL may sometimes be referred to herein, individually, as a "Party" and, collectively, as the "Parties".

W-I-T-N-E-S-S-E-T-H:

WHEREAS, BPL (sometimes, hereinafter the "Client") wishes for DASNY to undertake the management, procurement and construction, and/or rehabilitation of certain library facilities (the "Project") and

WHEREAS, DASNY is authorized by law to enter into agreements pursuant to which DASNY may finance and manage the design, construction, reconstruction and/or rehabilitation of library facilities pursuant to Title 4 of Article 8 of the Public Authorities Law (Public Authorities Law §§ 1675, et seq.); and

WHEREAS, DASNY agrees to manage the Project to be located at 415 Delaware Avenue, Delmar, N.Y. 12054, and

WHEREAS, BPL will provide all necessary funding for the Project; and

WHEREAS, DASNY and BPL desire to define each of their rights and responsibilities with respect to the management, funding, procurement, construction, commissioning and close-out of the Project.

NOW, THEREFORE, in consideration of these premises, the Parties do hereby agree as follows:

I. Purpose

The purpose of this Agreement is to set forth the mutual understandings between DASNY and BPL which will govern the relationship between the Parties with respect to the management, funding, procurement, construction, commissioning and close-out of the Project.

II. PROJECT MANAGEMENT

A. Description of the Project

The project includes the replacement of four roof top heating, ventilating and air conditioning (HVAC) units, a ductless split air conditioning system for the television studio and server room, replacement of controllers and actuators on variable air volume (VAV) boxes, addition of a hot water unit heater for the loading dock, replacement of VAV boxes with reheat coils for the mezzanine and replacement of certain exhaust fans. LED lighting will be provided for the mezzanine along with a new ceiling grid and acoustical tiles. Lastly, there is a minimal amount of asbestos abatement to support the above scope. BPL has a direct contract with M/E Engineering P.C. (M/E) for the design services related to the project.

B. Responsibilities of DASNY

Except as may otherwise be provided herein, DASNY shall assume responsibility for the following with respect to the Project:

1. Review the design

DASNY in house engineering and project management staff will review the construction documents and meet with M/E to understand the scope of the project. DASNY will provide design review comments to M/E that address any found technical concerns, scope clarifications and constructability issues within the documents prior to issuing the documents to contractors for bidding purposes.

2. Manage the Bid Process

DASNY will work with M/E to incorporate the applicable bid forms, develop the project specifications and format the bid documents to make ready for public bidding. The bid shall be for one, single prime contract that will include all elements of the project. DASNY will develop a list of pre-qualified bidders that will be invited to submit bids.

3. Execute the Construction Contract

DASNY will award and administer a construction contract containing its standard terms and conditions and general requirements that are adapted to the scope of the BPL project.

4. Manage the Construction

DASNY will work with the contractor and M/E to establish the construction schedule, define the necessary submittals and respond to requests for information. In concert with BPL staff, DASNY will review the project schedule and assess how the construction activities may affect daily operations with the goal to minimize disruptions during construction. Throughout the course of the project, DASNY will provide onsite supervision and conduct project meetings to ensure that communication is clear, the schedule is maintained and that the work is progressed in a coordinated

manner and complies with the construction documents. DASNY will deal with any change order requests from the contractor and process progress payments based upon work in place.

5. Commission New HVAC Units

As the construction nears completion DASNY will work with BPL staff, the contractor and ME to commission the new units and relevant ancillary equipment. This portion of the work will ensure that the units are operating efficiently and within the defined thresholds established by the design documents and manufacturer. DASNY will ensure that BPL staff are provided training by authorized manufacturer's representatives to ensure a sound understanding of how to operate the new equipment.

6. Closeout Construction Contract and Project

Once all construction activities have been completed and accepted, DASNY will begin the contract closeout process. The most critical element of the closeout process entails submission of as-built drawings and operation manuals by the contractor, to M/E for review. Once approved by ME, these documents will then be forwarded to BPL in electronic format or hard copies. Other closeout requirements are administrative in nature and once completed, the final payment will be issued to the contractor and any project balances will be returned to BPL.

C. Responsibilities of BPL

Except as may otherwise be provided herein, BPL shall assume sole and complete responsibility for the following with respect to the Project:

1. Designate to DASNY, in writing, the appropriate contact person(s) from BPL to act as a liaison with DASNY and participate in Project progress meetings. Such contact persons shall have the authority to make decisions as required to effectively and efficiently aid in the progression of the work to be performed with respect to the Project and carry out the responsibilities required by this Section;

2. BPL shall provide access to areas for construction, renovation, installations, testing, and other related activities necessary to progress the Work, consistent with the safe and efficient operation of the BPL facility;

3. Timely review of any other matters given to BPL by DASNY for consideration, which review shall occur within ten (5) business days of written request by DASNY for such approval unless extended by agreement of the parties;

4. On a periodic basis, BPL will participate in a walk-through of the Project with DASNY and M/E Engineering P.C. to ensure compliance with Client's program requirements. BPL will have five (5) business days to provide written notification of deviations from the program to DASNY.

5. Management of the M/E Engineering, P.C. design contract and related payments directly to M/E Engineering P.C. Note, commissioning services are currently not included in the M/E Engineering P.C. contract but should be added if BPL desires such commissioning services.

6. Construction Permit from the State Education Department.

D. Cooperation and Joint Responsibilities

1. The Parties hereby agree to cooperate to the best of their ability with each other and with other involved third parties with respect to resolution of issues involving the Project. In the event the Parties are unable to agree on the resolution of a dispute hereunder at the staff level, the Managing Director of Construction for the Dormitory, the Director of BPL, or their designees, will meet within five (5) business days of either Party's request therefore, to resolve the dispute. In the event that the Managing Director of Construction for DASNY and the Director of BPL, or their designees are unable to resolve the dispute at such meeting, they shall agree to further dispute resolution procedures.

2. The Parties hereby agree to cooperate with each other in the resolution of any and all community issues with respect to the Project.

3. The Parties hereby agree to cooperate with each other when a Party is the subject of or participant to an investigation or audit by an outside party.

III. Financial Management

A. Project Funding

1. There are three components related to the DASNY services that require funding from BPL as follows; the value of the construction contract, an appropriate construction contingency and the DASNY fee. The estimates for these components are as follows;

a. Construction Contract	\$580,000
b. Construction Contingency	\$ 58,000
c. DASNY fee	<u>\$ 94,000</u>
d. Total	\$732,000

B. Award of Contracts and Purchases

DASNY shall provide BPL with copies of the construction contract.

C. Receipt of Funds

1. The Parties agree that BPL will provide funding for the above project components as follows;

Upon execution of this Project Management Agreement, DASNY will bill BPL and BPL will provide payment for the DASNY fee in the amount of \$94,000. DASNY will provide monthly reports indicating project expenditures including the drawdown of the DASNY fee.

Upon receipt of bids and prior to award of the construction contract by DASNY, BPL shall provide funding equal to the bid amount plus a ten percent construction contingency. Ten percent for a construction contingency is typical for this type of work and is meant to address unforeseen field conditions or design omissions that may occur during construction. In the event that additional contingency funding is required, DASNY and BPL shall meet to determine the amount of additional contingency funds required and BPL shall provide said amount of additional funding within ten business days of billing from DASNY.

2. DASNY shall send all requisitions to the Director for BPL funds, addressed as follows:

Bethlehem Public Library
415 Delaware Avenue
Delmar N.Y. 12054
Attn.: Geoffrey Kirkpatrick - Director

3. All payments by BPL to DASNY shall be addressed to:

Accounts Receivable
Dormitory Authority of the State of New York
515 Broadway
Albany, New York 12207

D. Disbursement of Funds

1. DASNY will establish and maintain an account (the "Account") at a commercial bank to be designated the "BPL Account." All interest earned on the BPL Account shall be applied to pay costs of the Project.

2. All such monies deposited to the Account shall be invested in or collateralized by United States Treasury Securities, or other investments authorized by DASNY's Investment Guidelines, as such may be amended from time to time, until needed to pay costs of the Project.

3. Upon completion of the Project and liquidation of any outstanding claims, DASNY shall return to BPL any unspent funds and earned interest in the BPL account unless otherwise directed by BPL.

E. Additional Funding

In the event that the costs related to the Project will exceed the funding provided by BPL, BPL and DASNY shall meet to determine the amount of additional funding, if any, necessary to meet Project needs or complete the Project. BPL expressly acknowledges and agrees that DASNY has no obligation to progress work on the Project unless the Project is funded as stipulated in Article III, Section A, B and C above.

IV. Authority Fees and Project Schedule

The DASNY fee is \$94,000.00. The fee estimate is shown on Appendix A. The DASNY fee is based upon the planned project schedule which is shown on Appendix B. If changes occur to the planned project schedule, DASNY and BPL shall meet to determine the reason(s) for the schedule change and if additional fee is required.

V. Land Use Regulation

A. Environmental Quality Review

1. DASNY and BPL agree that BPL is responsible for the Environmental Quality Review. BPL has completed the environmental reviews in accordance with Part 617 of the implementing regulations — State Environmental Quality Review (SEQR) — pertaining to Article 8 of the Environmental Conservation Law, and the policies and procedures of DASNY with respect to SEQR, including the designation of involved and interested agencies and coordination with the New York State Office of Parks, Recreation, and Historic Preservation.

B. Zoning Laws and Other Approvals

DASNY and BPL agree that BPL will comply with existing zoning laws and ordinances and procedures prescribed thereunder as applicable to BPL.

VI. Indemnification

BPL, to the maximum extent permitted by law, agrees to defend, indemnify and hold harmless DASNY, its employees, agents, officers and directors from and against any claims, actions, demands, penalties, fines, liabilities, settlements, damages, costs or expense (including, without limitation, reasonable attorney and consultant fees, investigations and laboratory fees, court costs and litigation expenses) of whatever kind or nature known or unknown contingent or otherwise arising out of or in any way related to this Agreement (collectively, “Claims”) so long as said Claims shall not arise due to the gross negligence or willful misconduct of DASNY, its employees, agents, officers or directors.

Upon the conclusion of any such action, proceeding or lawsuit, should a final binding determination of responsibility be made which allocates responsibility to DASNY, or DASNY’s

members, officers, employees, or representatives, on the basis of its or their gross negligence or willful misconduct DASNY agrees that the obligation to indemnify and hold harmless shall not be applicable to the portion of any money judgment for which DASNY or DASNY's members, officers, employees, or representatives are responsible, and DASNY agrees to pay BPL the percentage of defense costs which BPL incurred based upon an apportionment of DASNY's and its members, officers, employees, or representatives allocated responsibility.

VII. Insurance

DASNY shall require its Consultants, its contractors or subcontractors or subconsultants retained for the Project to comply with the insurance requirements contained in DASNY's Consultant contracts or General Conditions. Said contracts shall also be required to contain the following provision pertaining to the defense and indemnification of BPL:

“In addition to, and not in limitation of, the insurance requirements applicable to the consultant/contractor, the consultant/contractor agrees: (a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of BPL, the consultant/contractor shall indemnify and hold harmless BPL, their officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the consultant/contractor or third parties under the direction or control of the consultant/contractor; and (b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this agreement and to bear all other costs and expenses related thereto.”

VIII. Defaults and Remedies

A. As used herein, “Event of Default” shall mean:

1. In the case of BPL, a failure on the part of BPL to keep and perform any material terms or condition of this Agreement on BPL's part to be performed after ten (10) calendar days notice in writing thereof has been delivered to BPL in accordance with the provisions of Article VIII herein, and such default shall not have been cured (or substantial steps undertaken and diligently prosecuted to cure in the event the default is not susceptible of cure) within said ten (10) calendar days after receipt of such notice; and
2. In the case of DASNY, a failure on the part of DASNY to keep and perform any material term or conditions of this Agreement on DASNY's part to be performed after ten (10) calendar days notice in writing thereof has been delivered to DASNY in accordance with the provisions of Article VIII herein, and such default shall not have been cured (or substantial steps undertaken and diligently prosecuted to cure in the event the default is not susceptible of cure) within said ten (10) calendar days after receipt of such notice; and

- B. In the case of an Event of Default on the part of BPL, DASNY shall have the right to:
1. Withhold any or all further performance hereunder; or
 2. Maintain an action against BPL to recover any sums payable to DASNY hereunder, including expenses incurred and fees earned, or to require compliance with the terms hereof; or
 3. Terminate this Agreement and require BPL to accept assignment of DASNY's contracts (and DASNY shall, after making all contract payments and liquidating any claims, return all unused fees held by DASNY in the BPL Account) and make payment to DASNY of all amounts payable hereunder as of the date of termination, including reasonable expenses incurred and reasonable fees earned as of the date.
- C. In the case of an Event of Default on the part of DASNY, BPL shall have the right to:
1. Terminate this Agreement upon making payment to DASNY of all amounts payable hereunder as of the date of termination, including expenses incurred and fees earned by DASNY as of that date; or
 2. Terminate this Agreement and require DASNY to assign the contracts (and DASNY shall, after making all contract payments and liquidating any claims, return all unused fees held by DASNY in the BPL Account) to BPL upon making payment to DASNY of all amounts payable hereunder as of the date of termination, including expenses incurred and fees earned as of that date.

D. Any right, power or remedy provided under this Agreement to any party hereto shall be cumulative and in addition to any other right, power or remedy provided under this Agreement or existing in law or equity.

IX. Notices

Any notices required or permitted to be given hereunder by BPL shall be (i) personally delivered or (ii) given by registered or certified mail, postage prepaid, return receipt requested. All notices shall be in writing and shall be deemed given, in the case of notice by personal delivery, upon actual delivery, and in the case of appropriate mail, upon receipt by DASNY or BPL, as the case may be.

Notices to BPL shall be addressed to:

Bethlehem Public Library
 415 Delaware Avenue
 Delmar, N.Y. 12054
 Attn: Geoffrey Kirkpatrick - Director

Notices to DASNY shall be addressed to:

Dormitory Authority of the State of New York
 Managing Director of Construction
 515 Broadway
 Albany, New York 12207

With a copy to DASNY's General Counsel at:
 Dormitory Authority of the State of New York
 515 Broadway
 Albany, New York 12207
 Attn: General Counsel

X. Term of this Agreement

This Agreement shall continue in full force and effect until all of the parties have fulfilled their respective responsibilities hereunder unless the Agreement or is terminated earlier: (i) by a Party pursuant to Article IX hereof, (ii) by either Party upon not less than ninety (90) days prior written notice to the other Party, provided that all financial obligations committed to are completely fulfilled prior to such termination, or (iii) by mutual agreement of the Parties; provided however, that the obligation of BPL pursuant to Articles III, IV, VI and VII shall survive any termination of this Agreement.

XI. Amendments to this Agreement

This Agreement may not be changed or modified orally, but only by an agreement in writing and signed by DASNY and BPL.

XII. Laws of New York State

This Agreement shall be construed in accordance with the laws of the State of New York, without regard to choice of law or conflict of law rules or principles.

XIII. Provisions Required by Law Deemed Inserted

Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed inserted therein and this Agreement shall read and shall be enforced as though so included therein.

XIV. Compliance with Laws, Rules and Regulations

DASNY and BPL shall comply fully with all applicable laws, rules and regulations, as of the date hereof.

XV. Invalid Provisions

If any term or provision of the Agreement shall, to any extent, be determined to be invalid or unenforceable, the remainder of the Agreement shall not be affected thereby and each term or provision of the Agreement shall be valid and be enforced to the fullest extent permitted by law.

XVI. No Joint Venture, Agency or Partnership

The relationship created by this Agreement among DASNY and BPL is one of an independent contractor and its client and the Parties hereto state that they do not intend to create by this Agreement a joint venture, agency or partnership relationship among them.

XVII. No Third Party Rights

Nothing in the Agreement shall create or give to third parties any claim or right of action against DASNY or BPL beyond such as may legally exist irrespective of the Agreement.

XIII. Counterpart Signatures

This Agreement may be executed in any number of counterparts, each of which shall constitute an original and which counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement has been duly executed the date and year first written above.

FOR DASNY:

FOR BPL:

DORMITORY AUTHORITY

BETHLEHEM PUBLIC LIBRARY

OF THE STATE OF NEW YORK

By: _____

By: Geoffrey Kinkpatrick

Name: _____

Name: Geoffrey Kinkpatrick

Title: _____

Title: Library Director

Date: _____

Date: 10/11/17

APPENDIX A

DASNY Fee Estimate

Insert when amount is final

APPENDIX B

Planned Project Schedule

Insert when final

HVAC Renovation Report – As of 10/10/2017

Notes

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

Completed Tasks

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

Aug. 2017 Contractor's estimated provided by contractor associated with DASNY

Sep. 2017 DASNY authorization bill sent to Governor's office for approval

Sep. 2017 Submit NYS Library Construction Grant application to UHLS

Yet to be completed

Oct. 2017 Trustees vote on Project Management Agreement with DASNY

Oct. 2017 Begin Contract administration - M/E Engineering

Oct. 2017 Bid documents are published

Nov. 2017 Bids reviewed

Oct/Nov 2017 Contractors selected

Jan. 2018 Inside construction begins

Spring 2018 Outside construction begins

Design

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

Construction

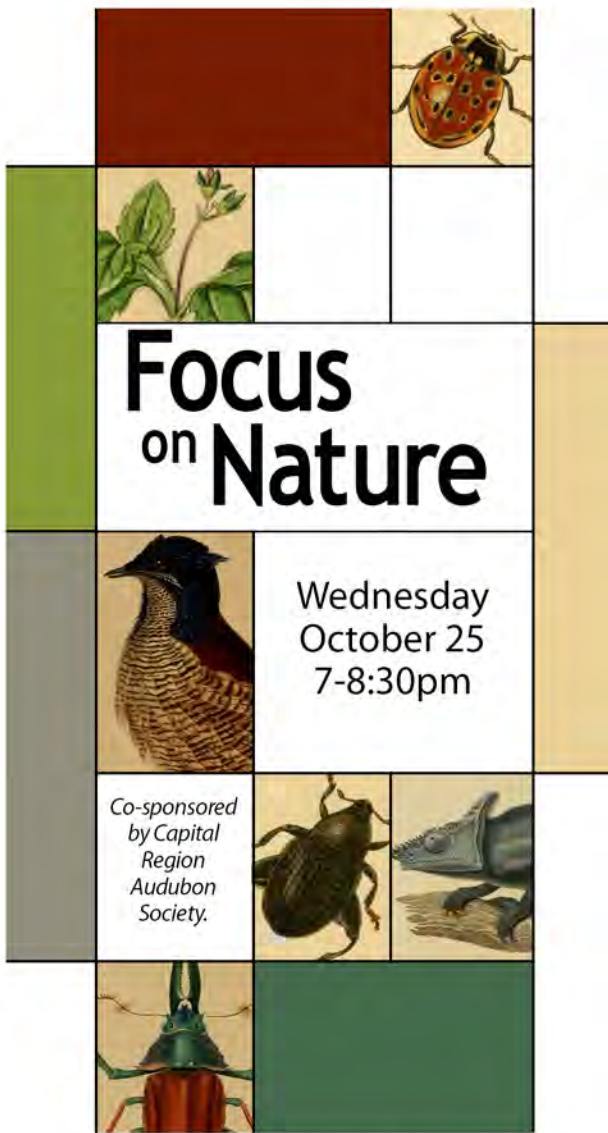
	Budget	Encumbered	Expensed	Notes
HVAC Renovation Estimate from Gilbane	\$617,755	\$0	\$0	
HVAC Reno. Contingency	\$64,500	\$0	\$0	
Construction Subtotal	\$682,255	\$0	\$0	No executed contracts

Construction Management/Project Management

	Budget	Encumbered	Expensed	Notes
Construction Manager	\$94,608	\$0	\$0	Contract pending DASNY legislation
Contractor Estimate	\$4,125	\$4,125	\$0	

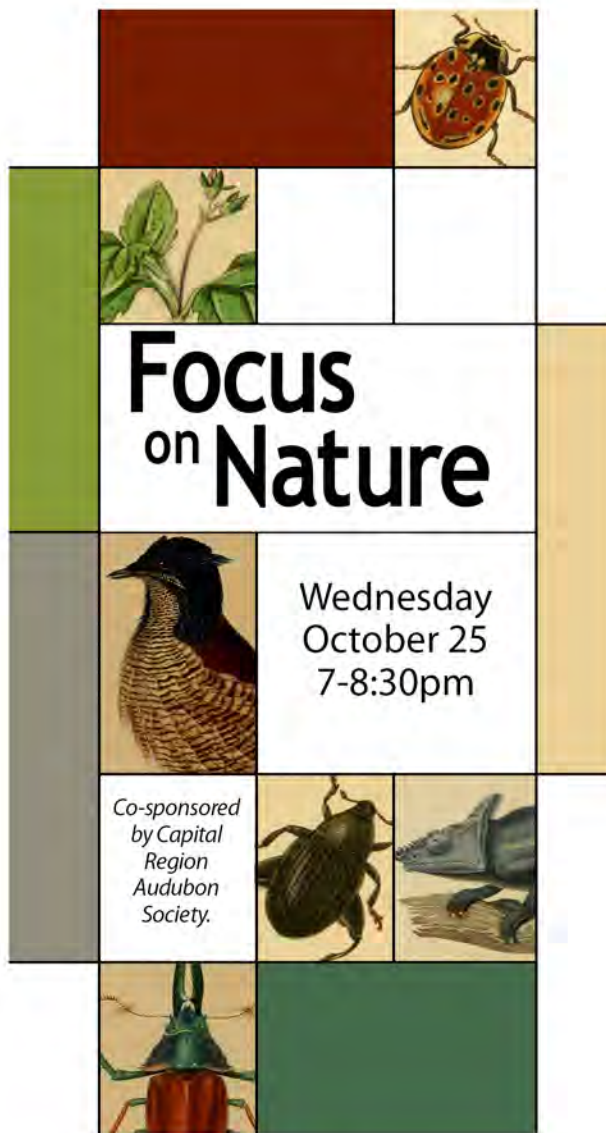
Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$750,000	\$34,444	\$70,566	\$881,846



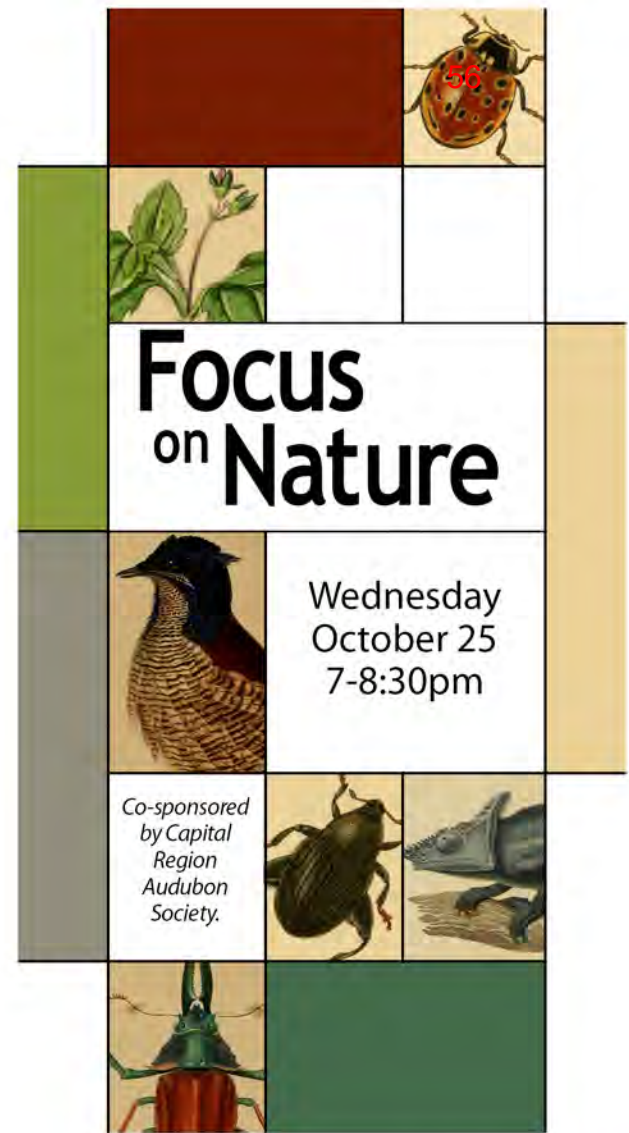
Patricia Kernan, staff illustrator at the State Museum, will discuss the museum's natural and cultural history illustrations.

Bethlehem Public Library
451 Delaware Ave., Delmar



Patricia Kernan, staff illustrator at the State Museum, will discuss the museum's natural and cultural history illustrations.

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Bethlehem Public Library
451 Delaware Ave., Delmar

The Lostkills:

Off the Beaten Path in the Catskills



© Katherine Varn Hawkins

**Wednesday October 11
7-8:30pm**



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Local author and hiker Alan Via will share photos and stories of some of the obscure mountains of the Catskills.

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The Lostkills: ⁵⁷

Off the Beaten Path in the Catskills



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Bethlehem Public Library

Published by Kristen Roberts [?] · October 1 at 1:56pm · 🌐



58

Have you met Nanea, Z Yang and Kit Kittredge? They join American Girl dolls Gabriela, Josefina, Logan and Kaya that can be borrowed from the library. Dolls are available on a first-come basis in the Children's Place.



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Thursday, Sept. 7

Tai Chi for Health

Weekly class explores the Tai Chi for Diabetes form. No experience is needed, and all ages and abilities are welcome. Wear loose, comfortable clothes. Participants will build on skills from week to week, 10:30 a.m.

Friday, Sept. 8

Friday Cinema: The Zookeeper's Wife

Film series with titles suitable for adult audiences (PG-13, 124 min., Focus Features). Shown with Subtitling for the Deaf and Hard of Hearing

when possible, 2 p.m.

Monday, Sept. 11

Fun and Games for Grownups

An adults-only gathering where you can play games, including chess, color and socialize, 6-8:30 p.m. Snacks served!

Friday, Sept. 15

Coffee and Conversation: To Life! Part III

Richard Feldman returns to showcase songs from popular American musicals about falling in love and believing in yourself, 1-2 p.m. program; 2-3 p.m. coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

Sunday, Sept. 17

Paint a Pumpkin for Breast Cancer Awareness

Volunteer to help paint and decorate pink pumpkins to promote breast cancer awareness in the community. Co-sponsored by To Life! Breast Cancer Support and Education, 1-4 p.m. Sign up online.

Monday, Sept. 18

Brain Health: Eat Well

Karen Roberts Mort, a community nutrition educator with the Cornell Cooperative Extension of Albany, will highlight dietary and other health tips thought to decrease a person's risk of Alzheimer's and dementia, 2-3:30 p.m.

Monday, Sept. 18

Sewing Machine Basics

Learn the basics of sewing

on a machine, and try out a sewing machine and serger, 7 p.m.

Friday, Sept. 22

Coffee and Conversation: Flight Paths

Darryl McGrath will discuss her work to save the bald eagle and peregrine falcon in New York state. Copies of her book will be available to purchase after the program, 1-2 p.m. program; 2-3 p.m. coffee hour. Co-sponsored by Bethlehem Senior Projects, Inc.

Sunday, Sept. 24

Sunday Cinema: Family Edition - Beauty and the Beast

Enjoy this live-action version of the popular fairy tale (PG, 128 min., Walt Disney), 2 p.m.

For information, visit bethlehempubliclibrary.org.

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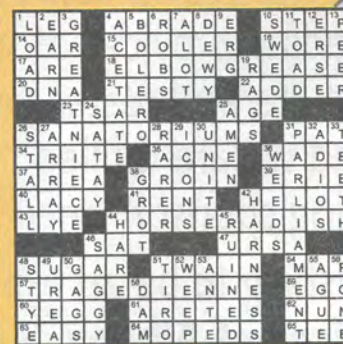
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September 7, 14 • 1-2pm

Spotlight: Albany and Anti-Suffrage - During the struggle for women's suffrage in New York, many of Albany's citizens fought against granting women the right to vote. This tour will highlight the stories of Albany's role in the suffrage movement using objects on display in the exhibition.

September 17 • 2-3pm

Lecture - Votes for Women: Examining the Woman Suffrage and Anti-Suffrage Movements Through Political Cartoons. Susan Goodier, Professor of History, SUNY Oneonta.

Bethlehem Public Library

451 Delaware Avenue, Delmar.
518.439.9314; bethlehempubliclibrary.org.

September 2-4

Bethlehem Public Library closed for Labor Day Weekend

September 7, 14, 21, 28 • 10:30am

Tai Chi for Health - Weekly class explores the Tai Chi for Diabetes form. No experience is needed, and all ages and abilities are welcome. Wear loose, comfortable clothes. Participants will build on skills from week to week.

September 8 • 2pm

Friday Cinema: The Zookeeper's Wife - Film series with titles suitable for adult audiences (PG-13, 124 min.). Shown with subtitling for the deaf and hard of hearing when possible.

September 10 • 2-3pm

Knit One Purl One - If you're an experienced knitter, bring your current project. If you're a beginner, bring size 8 knitting needles; we'll provide yarn and get you started. For adults, teens and kids age 9 and up.

September 11 • 1:30pm

DayBooks - Discuss *All Things Cease to Appear* by Elizabeth Brundage. The author will be joining the discussion. Copies are available at the information desk. Large-print audio and downloadable copies may be available.

September 11 • 6-8:30pm

Fun and Games for Grownups - An adults-only gathering where you can play games, including chess, color and socialize. Snacks served.

September 13 • 7-8:15pm

Trivia Night for Adults - Sign up alone or as a team and match wits with others. Prizes donated by the Friends of Bethlehem Public Library.

September 13 • 7pm

AfterDinner Books - Discuss *The Last Painting of Sara De Vos* by Dominic Smith.

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Copies are available at the information desk. Large-print audio and downloadable copies may be available.

September 14 • 7pm

Listening Parties - Listen to and discuss Steely Dan, a popular '70s band that created a jazz/rock hybrid style.

September 15

Coffee and Conversation: To Life! Part III - Richard Feldman returns to showcase songs from popular American musicals about falling in love and believing in yourself. 1-2pm program; 2-3pm coffee hour. Co-sponsored by Bethlehem Senior Projects.

September 16 • 10am-1pm

Grassroot Givers Book Donation Day - Donate your like-new books to a nonprofit organization that shares them with those in need in our area. Collection takes place in front of the library's garage.

September 17 • 1-4pm

Paint a Pumpkin for Breast Cancer Awareness - Volunteer to help paint and decorate pink pumpkins to promote breast cancer awareness in the community. Co-sponsored by To Life! Breast Cancer Support and Education. For ages 16 and up. Sign up online or call.

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September 18 • 2-3:30pm

Brain Health: Eat Well - Karen Roberts Mort, community nutrition educator with the Cornell Cooperative Extension of Albany, will highlight dietary and other health tips thought to decrease a person's risk of Alzheimer's and other forms of dementia.

September 18 • 7pm

Sewing Machine Basics - Learn the basics of sewing on a machine, and try out a sewing machine and serger.

September 19, 20

Arm Knitting: Infinity Scarf - September 19 from 7-8:30pm; September 20 from 2-3:30pm. Learn how to knit a scarf using just yarn and your arms. No knitting experience necessary. Bring one skein of super bulky yarn. Sign up for one session.

September 20 • 7-8:30pm

Brain Health: What You Need to Know - Dr. Richard Holub of Neurological Associates of Albany will discuss how a healthy lifestyle can optimize brain health and potentially slow the progression of Alzheimer's.

September 22

Coffee and Conversation: Flight Paths - Darryl McGrath will discuss her work to save the bald eagle and peregrine falcon in New York State. Copies of her book will be available to purchase after the program, 1-2pm program; 2-3pm coffee hour. Co-sponsored by Bethlehem Senior Projects.

September 24 • 2pm

Sunday Cinema: Family Edition - Beauty and the Beast - Live-action version of the popular fairy tale (PG, 128 min.).

September 25 • 1:30-3pm

Daywriters - Spend an hour writing with the final half hour for optional sharing and feedback. Open to anyone interested in writing; all abilities, genres welcome.

September 25 • 6-8pm

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

September 27 • 7-8:30pm

From a Mile to a Marathon - Runner Vincent Ferraro will talk about his experience completing 50 marathons in 50 states, all after the age of 50. He will also share tips and resources. Sign up online or call.

September 29

Coffee and Conversation: Fundamental Jazz - Dave Kissinger will provide an introduction to jazz and discuss significant jazz recordings before 1945. 1-2pm program; 2-3pm coffee hour. Co-sponsored by Bethlehem Senior Projects.



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