



Board of Trustees Meeting

Tuesday October 12, 2021 6:00 pm (Community Room)

Watch here: <http://www.bethlempubliclibrary.org/watch-the-meeting-here/>

Agenda

- **Call to order**
- **Public participation**
 - Communications can be delivered in person or electronically via the library's website <https://www.bethpl.org>
- **Review previous meeting minutes**
- **Financial report**
 - Treasurer's update
- **Personnel report**
 - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
 - Emergency patron conduct policy
 - NYLA conference attendance
 - November board meeting - location
- **Old business**
 - Long range plan
 - Facility report
 - Building committee
 - Long range service plan committee
- **Future business**
 - Annual Audit Presentation in November
 - Fines – ad hoc committee?
- **Public participation**
- **Adjournment**
 - Next board meeting: November 8, 2021 6:00pm (location TBD)
 - Next Friends of the Library meeting: October 18, 2021

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday September 13, 2021

PRESENT: Mark Kissinger
Harmeet Narang
Mary Redmond
Michelle Walsh
Charmaine Wijeyesinghe
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Caroline Brancatella
Lisa Scoons

GUESTS: Kate Lambert, CSEA Local 6015 president
Chris McGinty, assistant director

President M. Kissinger called the meeting to order at 5:27pm.

PUBLIC PARTICPATION

There was no public participation.

MINUTES

Minutes of the 9 August 2021 board meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond.

FINANCIAL REPORT

Treasurer's update

S. Whiting said the library has received almost 95 percent of budgeted state aid. She noted that in the previous year, the bulk of the state aid was received in December. She noted that the interest rates at TD Bank had dropped to 0.1% and with interest rates elsewhere similarly low, there isn't any real opportunity to do much better than TD at this time.

C. Wijeyesinghe asked if the state aid amount is typical for a given year. S. Whiting said it is within the same range as previous years. G. Kirkpatrick said the library tries to estimate each year what will be included in the state budget.

C. Wijeyesinghe asked about a \$1,306.94 check that was sent to the school district. G. Kirkpatrick said that it was the library's portion of an adjustment to a property tax that had gone through the grievance process. He said those expenses were bigger when the town first went through an assessment but have dwindled recently.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 August 2021 (Manual Disbursements \$74,620.93; Cash Disbursements/Accounts Payable \$84,147.48; Trust & Agency Disbursements/Salaries \$187,173.18; CapProject Fund/Hand-Drawn Checks \$0; Total: \$345,941.59).

PERSONNEL REPORT

The board reviewed the personnel report. There were no actions requested. G. Kirkpatrick said that the library is waiting to hire a Librarian II until Civil Service has been able to certify the list. M. Kissinger asked if there was any idea how long that process might take. G. Kirkpatrick said he didn't know but that the list exists and it is not a matter of waiting for a test to be given.

C. Wijeyesinghe asked how salaries for the advertised library positions were set. G. Kirkpatrick said that all of the salaries, excluding management confidential, are outlined in the contract.

OTHER BUSINESS

G. Kirkpatrick noted there were two off-cycle invoices included in the board packet. One was for tree service and the other was for a five-year service plan with Solutions by Design for Internet firewall and WiFi hardware services.

M. Walsh said she had used the new book return and was very happy with it. G. Kirkpatrick said that it is open 24 hours because it is much bigger than the original and can hold more items. The drop-off slot by the garage is also now open.

G. Kirkpatrick said a chart included in the board packet illustrates how curbside pickup transactions have dropped off in recent month. The library will continue to monitor that number to see if it goes up for the winter. He noted that many people who are using that service seem to be doing so out of convenience. Another chart shows the income from fines since they have been reinstated, as well as replacement costs.

G. Kirkpatrick noted that there was a recent negative interaction with a visitor who did not agree with the library's mask policy.

M. Kissinger thanked the library for putting together the COVID-19 health information.

G. Kirkpatrick said that with increasing COVID-19 infection rates the library was evaluating programming moving forward, and would not be moving events inside in the case of inclement weather. Some programs may be moved virtually or canceled. C. Wijeyesinghe asked if a discussion about vaccine requirements would be on an upcoming agenda. G. Kirkpatrick said that there has been no guidance on the issue, but it is an important discussion to have.

ADJOURNMENT

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board adjourned the regular meeting at 5:50pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Draft Page 1 of 2

Treasurer's Report October 2021

Revenue and Expense Report

Expenses are tracking consistently with the prior year, and about 5% underbudget. On the revenue side, we received almost \$2.7 million in real property taxes or 64% of the budget, and a little ahead of the prior year at this time. We have received \$7,800 in fines, lost book and photocopier fees to date, or 35% of the budget for these items.

Audit Update

The auditors complete field work the last week of September. They are in the review process, which involves several steps before producing the financial statements, which we expect to receive by the end of October. The finance committee will review them and the auditors will present the results at the November board meeting.

Fund Balance

I've included a summary of the changes (increases) to the fund balance since 2015. We had accumulated budget surpluses over this time period of over \$2 million, and spent \$841,000 in capital projects, resulting in a net increase to the fund balance of \$1.2 million. The current fund balance is just over \$3.7 million.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 9/30/21

SUMMARY OF CASH ACTIVITY

ACCOUNT	CASH BALANCE 8/31/2021	RECEIPTS	DISBURSEMENTS	TRANSFERS	CASH BALANCE 9/30/2021
TD Bank General Fund	1,475,497.11	2,672,649.47	(207,463.62)	(2,131,987.89)	1,808,695.07
TD Bank Payroll	-		(131,987.89)	131,987.89	-
TD Bank Money Market	1,827,360.35	136.77	-	2,000,000.00	3,827,497.12
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	6,821.10	2,903.56	(107.81)	-	9,616.85
TOTAL:	3,309,678.56	2,672,786.24	(339,451.51)	(0.00)	5,645,809.04

INVESTMENTS

None

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$ 18,050.00 of Storch Fund money

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

3 MONTHS ENDED 9/30/21

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 3 MO. ENDED 9/30/2021	Percent YTD 9/30/2021	ANNUAL BUDGET 2020-2021	YTD PRIOR 3 MO. ENDED 9/30/2020	Percent YTD 9/30/2020
REVENUE						
Real Property Taxes	4,172,563	2,670,000	64.0%	4,172,563	1,734,548	41.6%
PILOT	219,570	-	0.0%	211,637	195,452	92.4%
Fines	15,000	4,261	28.4%	28,000	237	0.8%
Interest on Deposits	7,500	717	9.6%	30,000	1,034	3.4%
Lost Book Payments	-	2,161	0.0%	-	82	0.0%
Sale of Books	5,000	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	2,000	714	35.7%	1,000	1,410	141.0%
Photocopier	7,500	1,385	18.5%	7,500	-	0.0%
State Aid	23,170	21,961	94.8%	24,000	-	0.0%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	154	0.0%	-	-	0.0%
Total Revenue	4,452,303	2,701,354	60.7%	4,479,700	1,932,763	43.1%
EXPENSES						
Salaries	2,344,152	535,391	22.8%	2,363,565	513,150	21.7%
Retirement	323,103	-	0.0%	291,089	-	0.0%
Health Insurance	307,889	73,880	24.0%	310,433	66,948	21.6%
Other Benefits	209,759	58,857	28.1%	201,213	60,535	30.1%
Subtotal Salaries & Benefits	3,184,903	668,128	21.0%	3,166,300	640,633	20.2%
Library Materials - Print	292,000	36,606	12.5%	302,500	55,264	18.3%
Library Materials - Electronic & Audio	269,000	33,328	12.4%	284,000	48,926	17.2%
Subtotal Library Material	561,000	69,935	12.5%	586,500	104,191	17.8%
Operations	571,400	136,297	23.9%	601,900	130,349	21.7%
Capital Expenditures	100,000	-	0.0%	125,000	-	0.0%
Contingency	35,000	-				
Total Expenses	4,452,303	874,360	19.6%	4,479,700	875,173	19.5%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

3 MONTHS ENDED 9/30/21

FISCAL YEAR 2020-2021

Account Name	ANNUAL BUDGET 2021-2022	YTD ACTUAL 3 MO. ENDED 9/30/2021	Percent YTD 9/30/2021	ANNUAL BUDGET 2020-2021	YTD PRIOR 3 MO. ENDED 9/30/2020	Percent YTD 9/30/2020
Salaries & Benefits						
Salaries-Librarians	1,203,711	282,787	23.5%	1,197,064	251,478	21.0%
Salaries-Support Staff	976,846	215,295	22.0%	996,099	224,215	22.5%
Salaries-Custodians	163,595	37,309	22.8%	170,402	37,457	22.0%
Subtotal Salaries	2,344,152	535,391	22.8%	2,363,565	513,150	21.7%
Retirement	323,103	-	0.0%	291,089	-	0.0%
Health Ins.	307,889	73,880	24.0%	310,433	66,948	21.6%
SocSec/Medicare	179,359	40,248	22.4%	180,813	39,381	21.8%
Worker's Comp.	19,000	16,615	87.4%	19,000	15,989	84.2%
Unemployment	10,000	-	0.0%	-	3,843	0.0%
Disability Ins.	1,400	1,995	142.5%	1,400	1,322	94.4%
Subtotal Salaries & Benefits	3,184,903	668,128	21.0%	3,166,300	640,633	20.2%
Library Materials						
Adult books	171,000	24,216	14.2%	171,000	42,243	24.7%
Periodicals	18,000	100	0.6%	24,000	90	0.4%
YS Books	85,000	10,245	12.1%	85,000	11,949	14.1%
Special Collections	18,000	2,045	11.4%	22,500	983	4.4%
Subtotal Print Materials	292,000	36,606	12.5%	302,500	55,264	18.3%
Audiobooks	25,000	3,478	13.9%	30,000	10,785	36.0%
E-Collections	156,000	22,877	14.7%	156,000	18,126	11.6%
Electronic Resources	28,000	-	0.0%	28,000	-	0.0%
YS Audiobooks	7,000	364	5.2%	5,000	4,179	83.6%
YS Media	5,000	1,430	28.6%	7,000	2,185	31.2%
AS Media	48,000	5,179	10.8%	58,000	13,650	23.5%
Subtotal Electronic & Audio	269,000	33,328	12.4%	284,000	48,926	17.2%
Subtotal Library Materials	561,000	69,935	12.5%	586,500	104,191	17.8%
Operations						
Copiers and supplies	18,000	1,675	9.3%	20,000	685	3.4%
Office supplies	20,000	1,968	9.8%	14,000	5,357	38.3%
Custodial supplies	26,000	1,597	6.1%	22,000	3,989	18.1%
Postage	20,000	2,346	11.7%	20,000	3,368	16.8%
Printing & Marketing	38,000	3,833	10.1%	35,000	3,134	9.0%
Van lease & oper.	4,000	79	2.0%	4,000	29	0.7%
Gas and Electric	50,000	15,718	31.4%	60,000	10,524	17.5%
Telecommunications	18,000	2,893	16.1%	18,000	2,947	16.4%
Water	3,000	1,017	33.9%	2,700	941	34.9%
Taxes-sewer & water	3,400	-	0.0%	3,700	-	0.0%
Refund property taxes	10,000	1,307	13.1%	20,000	-	0.0%
Prof. Services	30,000	7,278	24.3%	30,000	12,940	43.1%
Contract Services	42,000	20,164	48.0%	42,000	749	1.8%
Insurance	29,000	26,749	92.2%	29,000	23,502	81.0%
Bank Fees	-	299	0.0%	-	-	0.0%
Travel/Conference	3,000	837	27.9%	8,000	(1,150)	-14.4%
Memberships	3,000	1,363	45.4%	3,000	244	8.1%
Special Programs	35,000	3,252	9.3%	43,000	4,789	11.1%
Furniture & Equipment	40,000	1,837	4.6%	50,000	11,303	22.6%
IT Hardware & Software	42,000	4,213	10.0%	42,000	15,081	35.9%
Bld & Grnd. Repair	40,000	7,151	17.9%	40,000	1,200	3.0%
Furn/Equip Repair	2,000	-	0.0%	2,000	-	0.0%
Miscellaneous	4,000	2,289	57.2%	3,500	5,445	155.6%
Audit Service	24,000	-	0.0%	24,000	-	0.0%
Accounting Service	15,000	14,010	93.4%	15,000	13,175	87.8%
UHLAN fees	52,000	14,424	27.7%	51,000	12,096	23.7%
Subtotal Operations	571,400	136,297	23.9%	601,900	130,349	21.7%
Capital Expenditures	100,000	-	0.0%	125,000	-	0.0%
Contingency	35,000	-	0.0%	-	-	0.0%
TOTAL	4,452,303	874,360	19.6%	4,479,700	875,173	19.5%

BETHLEHEM PUBLIC LIBRARY

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN SEPTEMBER 2021 BASED ON PRE-APPROVAL	\$	63,113.44
CHECKS DISBURSED IN SEPTEMBER 2021 RELATING TO PAYROLL	\$	192,143.70
CHECKS BEING SUBMITTED FOR APPROVAL	\$	90,883.49
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 10: MANUAL DISB (SEPT 21) For Dates 9/1/2021 - 9/30/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39846	09/07/2021	2381	DANIEL PURCELL	220114	250.00
39847	09/07/2021	2066	KEVIN COFFEY	220106	241.75
39848	09/07/2021	1161	TOWN OF BETHLEHEM	220104	1,017.35
39849	09/07/2021	1607	VERIZON BUSINESS FIOS	220004	125.78
39850	09/07/2021	1607	VERIZON BUSINESS FIOS	220004	124.99
39854	09/16/2021	2087	**CONTINUED** CITIBANK		0.00
39855	09/16/2021	2087	CITIBANK	220073	923.79
39856	09/16/2021	2113	NYSIF DISABILITY BENEFITS	220120	692.20
39857	09/16/2021	1607	VERIZON BUSINESS FIOS	220004	100.78
39858	09/16/2021	1607	VERIZON BUSINESS FIOS	220004	199.99
39859	09/16/2021	2137	WEX BANK	220006	30.38
39860	09/22/2021	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,896.07
39861	09/22/2021	2383	MARK POLI	220137	250.00
39862	09/22/2021	720	MVP HEALTH PLAN, INC.		4,943.76
39863	09/22/2021	1570	NATIONAL GRID		5,298.63
39864	09/22/2021	2061	UNITED HEALTHCARE INSURANCE CO		148.10
39865	09/22/2021	2011	UTICA NATIONAL INSURANCE GROUP	220131	26,749.09
39866	09/22/2021	1607	VERIZON BUSINESS FIOS	220004	120.78

Number of Transactions: 18

Warrant Total: 63,113.44

Vendor Portion: 63,113.44

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 - 11: TRUST & AGENCY (SEPT 21) For Dates 9/1/2021 - 9/30/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39851	09/15/2021	712	CIVIL SERVICE EMPL ASSOC INC.		957.29
39852	09/15/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39853	09/15/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39867	09/30/2021	712	CIVIL SERVICE EMPL ASSOC INC.		887.41
39868	09/30/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39869	09/30/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100589	09/15/2021	709	BPL SPECIAL PAYROLL ACCOUNT		67,578.01
100590	09/15/2021	710	NYS INCOME TAX BUREAU		4,158.63
100591	09/15/2021	1946	IRS - PAYROLL TAX PMT		23,238.59
100592	09/15/2021	2003	NEW YORK STATE DEFERRED		1,398.70
100593	09/30/2021	709	BPL SPECIAL PAYROLL ACCOUNT		64,409.88
100594	09/30/2021	710	NYS INCOME TAX BUREAU		3,693.41
100595	09/30/2021	730	NYS EMPLOYEES RETIREMENT SYSTE		2,667.45
100596	09/30/2021	1946	IRS - PAYROLL TAX PMT		21,275.76
100597	09/30/2021	2003	NEW YORK STATE DEFERRED		1,338.57

Number of Transactions: 15

Warrant Total: 192,143.70

Vendor Portion: 192,143.70

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 - 13: CASH DISB (OCT 21) For Dates 10/12/2021 - 10/12/2021**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39876	10/12/2021	1009	AMAZON CREDIT PLAN	220130	1,867.43
39877	10/12/2021	61	AQUASCAPE DESIGNS LLC	220000	70.00
39878	10/12/2021	77	BAKER & TAYLOR , INC.	220141	22,570.01
39879	10/12/2021	1186	BAKER AND TAYLOR ENTERTAINMENT	220139	309.98
39880	10/12/2021	1887	BPAS - ACCOUNTS RECEIVABLE	220132	1,500.00
39881	10/12/2021	103	BRODART INC	220143	1,289.99
39882	10/12/2021	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	220133	553.13
39883	10/12/2021	827	PHYLLIS CHAMBERS		445.50
39884	10/12/2021	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	220002	238.58
39885	10/12/2021	2390	DAWN COLLINS	220159	125.00
39886	10/12/2021	1220	DEMCO, INC	220035	13,589.15
39887	10/12/2021	2388	DISCOVER ALBANY	220161	75.00
39888	10/12/2021	1991	EASTERN MANAGED PRINT NETWORK LLC	220009	178.78
39889	10/12/2021	2215	ELM USA, INC	220145	76.99
39890	10/12/2021	2382	EVELYN NEALE	220125	500.00
39891	10/12/2021	1674	FINDAWAY	220117	1,547.13
39892	10/12/2021	1986	FIRSTLIGHT FIBER	220001	194.23
39893	10/12/2021	2361	FUN EXPRESS	220127	475.17
39894	10/12/2021	745	MARY HARTMAN		445.50
39895	10/12/2021	2322	KANOPY INC.	220162	1,152.00
39896	10/12/2021	1155	LAKESHORE LEARNING MATERIALS	220091	33.84
39897	10/12/2021	2352	MALWAREBYTES INC.	220122	2,046.75
39898	10/12/2021	2389	MARILYN MILLER	220160	75.00
39899	10/12/2021	2313	MARVIN AND COMPANY, P.C.	220121	4,500.00
39900	10/12/2021	1024	MIDWEST TAPE LLC	210524	4,182.94
39901	10/12/2021	1172	ANNE B MOSHER		445.50
39902	10/12/2021	1328	MOVIE LICENSING USA	220155	209.00
39903	10/12/2021	809	NANCY PIERI		445.50
39904	10/12/2021	2148	NORTHEAST PEST CONTROL	220008	199.00
39905	10/12/2021	2088	NYSID	220115	159.73
39906	10/12/2021	2121	NYSPPSP	220047	593.97
39907	10/12/2021	1823	OVER DRIVE INC.	220152	9,975.99
39908	10/12/2021	450	PHILLIPS HARDWARE INC	220016	24.57
39909	10/12/2021	458	PITNEY BOWES INC	220012	460.41
39910	10/12/2021	1661	RCS COMMUNITY LIBRARY	220148	16.95
39911	10/12/2021	984	RESERVE ACCOUNT	220146	1,000.00
39912	10/12/2021	505	ROEMER WALLENS GOLD & MINEAUX	220136	2,162.60
39913	10/12/2021	2282	ROGER HELD PIANO SERVICE	220126	120.00
39914	10/12/2021	1951	S & S WORLDWIDE INC.	220092	214.24
39915	10/12/2021	1767	SCHOLASTIC, INC.	220093	30.95
39916	10/12/2021	2129	SOLUTIONS BY DESIGN, INC.	220109	12,515.99
39917	10/12/2021	2038	STAPLES BUSINESS ADVANTAGE	220023	283.40
39918	10/12/2021	2154	STERICYCLE, INC.	220013	41.02
39919	10/12/2021	2056	SUPERIOR PRESS	220116	139.78
39920	10/12/2021	2340	T-MOBILE	220015	266.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 13: CASH DISB (OCT 21) For Dates 10/12/2021 - 10/12/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39921	10/12/2021	2117	THE HYDE COLLECTION	220163	100.00
39922	10/12/2021	2380	TROY GROUP, INC.	220107	1,290.53
39923	10/12/2021	2344	ULINE, INC.	220129	155.58
39924	10/12/2021	2328	UNIFIRST CORPORATION	220017	183.66
39925	10/12/2021	1607	VERIZON BUSINESS FIOS	220004	199.99
39926	10/12/2021	1607	VERIZON BUSINESS FIOS	220004	100.78
39927	10/12/2021	1968	VERIZON WIRELESS	220003	100.55
39928	10/12/2021	645	W W GRAINGER INC	220007	910.20
39929	10/12/2021	1707	AUDREY WATSON		445.50
Number of Transactions: 54				Warrant Total:	90,833.49
				Vendor Portion:	90,833.49

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

Fund Balance History

	Total	General Fund	Capital Pojects Fund	Budget Surplus	Capital Projects Spending	Net Change in Fund Balance
6/30/2015	2,513,898	2,486,483	27,415			
6/30/2016	2,870,837	2,810,176	60,661	419,051	(62,112)	356,939
6/30/2017	3,017,454	2,346,610	670,844	191,076	(44,459)	146,617
6/30/2018	2,659,939	2,518,680	141,259	322,070	(679,585)	(357,515)
6/30/2019	3,008,469	2,701,984	306,485	363,551	(15,021)	348,530
6/30/2020	3,341,993	3,313,046	28,947	373,796	(40,272)	333,524
6/30/2021 (preliminary)	3,727,667	3,727,667	-	385,674	-	385,674
Change in Fund						
Balance 2015-2021	\$ 1,213,769	\$ 1,241,184	\$ (27,415)	\$ 2,055,218	\$ (841,449)	\$ 1,213,769

October 12, 2021 - Board of Trustee Meeting											
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	E. Sullivan	8/24/2020	9/14/2020				
Library Clerk PT	Public Services	19 hrs/wk		\$14.17/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Page PT	Collection Maintenance	9.8 hrs/wk		\$12.50/hour	K. Smith	12/2/2020	12/14/2020				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Librarian I PT	Public Services	9 hrs/wk		\$27.86/hour or per contract	A. Molineaux	4/30/2021	4/12/2021	Filled	M. Quinn	10/13/2021	Hire
Librarian II FT	Public Services	35 hrs/wk		\$63,207/annual or per contract	C. Brenner	8/31/2021	8/9/2021				
Library Clerk PT	Circulation Services	11.57 hrs/wk		\$14.17/hour or per contract	J. Defibaugh	6/9/2021	6/14/2021	Filled	B. Griffith	10/6/2021	Hire
Action Requested											
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	A. Russo	8/15/2021					
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.17/hour or per contract	M. Conte	10/22/2021					
Librarian 1 FT	Public Services	35 hrs/wk		\$54,440/annual or per contract	V. Russo	11/16/2021					
Librarian 1 FT - Temporary *	Public Services	35 hrs/wk		\$54,440/annual or per contract	N/A	N/A					
Positions Held											
None											
* Temporary; until ACCS lifts hold on filling Librarian II positions.											

Director's Report October 2021

Building and Grounds

We are still waiting for another quote for the coil repairs for the a/c unit on the roof. We continue to pursue government contract pricing as well, which could simplify procurement of this particular item.

I approved the replacement of the indoor side of the ductless split heat pump in the IT office. This item has never worked properly and replacing the mother board did not fix the ongoing issues. This is a relatively inexpensive install because the unit is not connected to the central HVAC computer.

Public Services

The Public Services staffers are working extremely hard to make sure patrons are complying with the library's mask policy as outlined in the Pandemic Response Plan. Over the past few weeks there has been a noticeable increase in the negative interactions with patrons on this issue. The police had to be called to remove one argumentative and abusive patron. Other patrons thanked the staff afterwards though dealing with this type of patron can be tiresome.

We are experiencing high turnover in this department right now. Since May we have had seven positions open up and two that had been held open since the beginning of the pandemic. Six of the nine positions are currently filled with others in process. The full-time librarian 2 position is on hold pending an Albany County Civil Service audit of the exam.

The diversity committee is working on ideas for classes to offer on this year's Staff Development Day. Challenges for this year will be holding the sessions in a safe manner and managing the lunch break. The staff will not be eating together as would normally happen. There are many logistical issues to figure out.

We are happy to have our BCSD student interns back in the library. They are here for about an hour and a half two days a week working on job readiness skills by participating in various projects in the library. We missed this partnership with the school during the last school year.

Tori created a video tutorial for our new service **Creativebug**. This offers thousands of award-winning art and craft video classes taught by recognized design experts and artists. It can be easily found on the library's website or at this link:

<https://www.creativebug.com/lib/bethlehemlibrary>

Programs and Outreach

Starting next month, we will be enacting a priority for Bethlehem Central school district residents for attendance at in-person programs. Attendance is very limited at this time and preference needs to be given to local taxpayers first. Open slots will become available to the general public a few days before the program.

Attendance for in-person programs will remain at 15 for now. Because of this some popular programs such as Little Sunday Music have been cancelled or rescheduled.

We will continue to hold as many outdoor programs as we can, particularly programs for children.

Program highlights:

Our early literacy programs continued to be held outdoors weather permitting. Kate's Music & Movement programs have had large crowds, with three programs with attendance over 50. Kate has received a lot of great compliments on the program from caregivers with several mentioning that the program is their child's favorite. One grandmother said that her grandchild talks about Music & Movement all the time.

Mary oversaw the first Coffee & Conversation program of the season and the first one held in-person since fall 2019. Twenty-five people attended this program on North American Music with Dawn Collins.

A large number of teens have signed up for book boxes starting this fall, 58 so far, with a total of 81 teens, including some siblings sharing boxes. The first delivery for the year will be in October.

Community outreach:

In-person collaborations with the schools continue to be a challenge since we are still not allowed to visit due to COVID-19 protocols.

Mary attended the last re-scheduled Thursday in the Park from this summer: Andy the Music Man. This successful program had a large attendance. The timing worked perfectly as the participants seemed to really enjoy one last family event before the start of school.

Tri-Village Nursery School visited the library for stories, music, and a craft out on the Green. Anne provided a great program for them under the tent during a light rain.

Tori participated in the Five River Fall Fest. She brought two crafts, library flyers, summer reading coloring posters, and spinach seeds from the seed library (because they can be planted in fall). She interacted with 237 people. Kids really enjoyed the crafts, and all the spinach seeds were taken except for one packet. People were happy to see the library participating in this event.

We worked with a local girl scout for her Bronze Star project. At her request we installed a Kids Making a Difference board in the hallway. This space is available to local teenagers under 18 who want to highlight their contributions to our community. Online signup coming soon!

Upcoming events:

We have some fun events coming up this month that the Board might be interested in helping out with. Both events will be held at the Elm Avenue Park (not at the library).

Tuesday, Oct. 19 - 4-6 pm Trick or Treat Storywalk - Children and their families are invited to take a hike on the Elm Ave. Park nature/fit trail loop and enjoy a self-led Halloween story. In conjunction with the Bethlehem Public Library, Parks and Recreation staff will be dressed up along the loop to hand out “treats.” Halloween bags will be provided.

Tuesday, Oct. 26 - 4-6 pm, Trunk or Treat - Children and teens are invited to join us at a Trunk or Treat community event, featuring creative trick-or-treating stations hosted by local groups and organizations such as the library Friends. This event is brought to you through a collaboration between the library and the Town of Bethlehem Parks and Recreation department. Board members are welcome to join us for the whole time or just for some of the event. Staff and volunteers working this event are encouraged to dress in costume or wear Halloween attire. Both events will involve passing out goodies to the children.

Circulation and Technical Services

Despite processing backlogs at the warehouse, we were able to add many items to the library collections this month. We are finally getting some of the most popular items on or before their street date again. We are still experiencing some delays but things appear to be improving.

We have replaced five of the dolls we circulate, they were becoming extremely worn from use. Due to their continued popularity we added five more additional dolls. Along with the journal that is included with each doll, we’re adding a copy of the book, *Making a Difference: Using Your Talents and Passions to Change the World*, to each dolls’ backpack.

Continuing Education and Committee Work

Sarah viewed the archived PLA webinar Re-Weaving the Culture through Inclusive Norms in the Public Library.

Luke viewed a variety of webinars and demonstrations:

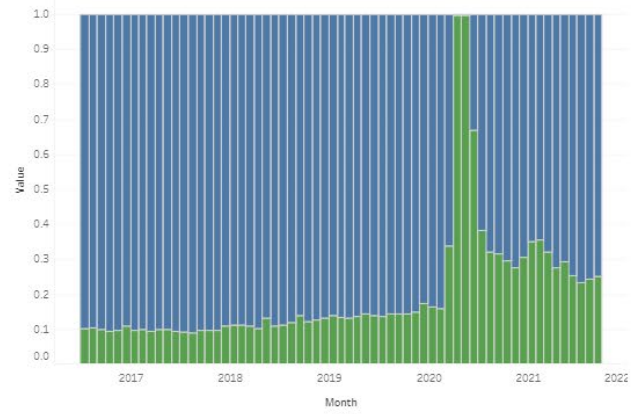
- Sierra 5.3: Introducing New Features – demonstration provided by UHLS
- Introducing Zoom Apps – demonstration sponsored by Zoom
- Dementia and Alzheimer's: Compassionately and Effectively Working with People with Dementia webinar provided by the Homeless Training Institute
- How to Deal with Problem Behaviors Related to COVID-19 webinar offered by the Homeless Training Institute

Geoffrey Kirkpatrick, Library Director

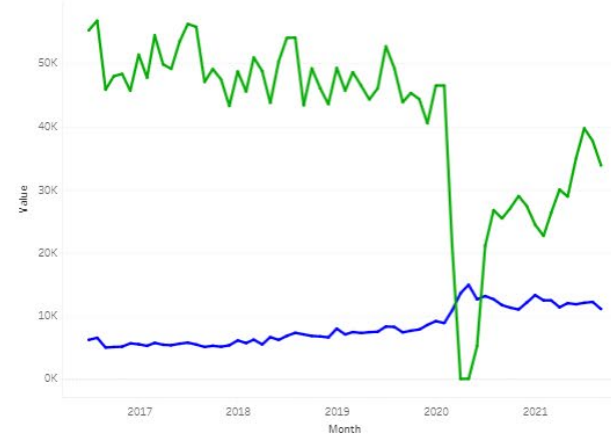
Library Collection				2020-21	Current Total
Adult fiction				27,576	26,981
Adult non-fiction				29,912	29,088
Adult audio				6,342	6,419
Adult video				8,146	8,301
Young adult fiction				5,372	5,562
Young adult nonfiction				492	518
Young adult audiobooks				418	417
Children's fiction				27,336	27,276
Children's non-fiction				15,910	15,652
Children's audiobooks				1,850	1,639
Children's video				1,961	1,637
OverDrive - UHLS Shared				100,026	103,443
e-magazines				3,582	2,575
Electronic (games, ereaders)				450	451
Total				229,373	229,959
Library Programs	Sep-21	Sep-20	% change	2020-21	F-Y-T-D
Programs	39	17	129.4%	211	110
Program attendance	1,669	154	983.8%	2,531	3,470
Outreach Programs	2	1	100.0%	450	6
Outreach Attendance	255	40	537.5%	1,357	1,416
Circulation	Sep-21	Sep-20	% change	2020-21	F-Y-T-D
Adult fiction	11,422	9,961	14.7%	122,358	37,242
Adult non-fiction	5,962	4,650	28.2%	62,005	18,863
Adult audio	4,296	3,446	24.7%	43,240	13,244
Adult video	5,741	3,921	46.4%	54,329	18,331
Adult magazines	1,451	1,537	-5.6%	19,130	4,354
Young adult fiction	1,461	1,520	-3.9%	18,086	5,473
Young adult nonfiction	117	97	20.6%	1,303	404
Young adult audiobooks	197	202	-2.5%	2,364	645
Young adult magazines	0	4	-100.0%	25	0
Children's fiction	10,226	8,877	15.2%	106,794	33,912
Children's non-fiction	2,330	1,841	26.6%	24,559	7,781
Children's audiobooks	977	677	44.3%	8,160	3,406
Children's video	492	263	87.1%	4,734	1,892
Children's magazines	0	4	-100.0%	91	1
Electronic (games, ereaders)	335	181	85.1%	2,772	1,284
Total	44,330	37,181	19.2%	469,949	146,155
Interlibrary Loan	Sep-21	Sep-20	% change	2020-21	F-Y-T-D
Borrowed from others	6,202	8,693	-28.7%	95,316	19,061
Loaned to others	4,341	5,557	-21.9%	64,417	13,776
Miscellaneous	Sep-21	Sep-20	% change	2020-21	F-Y-T-D
Visits to our home page	35,908	51,520	-30.3%	483,316	117,184
Public use of meeting rooms	23	0	und	0	46
Public meeting attendance	213	0	und	0	420
Staff use & library programs	5	0	und	0	5
Study room sessions	147	0	und	0	479
Tech room/ Studio use	0	0	und	0	0
Door count	11,643	1,541	und	41,521	37,346
Registered BPL borrowers	58	39	48.7%	562	300
Computer signups	715	41	1643.9%	860	1,896
Museum Pass use	111	29	282.8%	324	446
E-book use	5,338	6,050	-11.8%	73,602	17,276
E-audiobook use	3,412	2,999	13.8%	38,322	10,888
E-magazine use	1,155	1,286	-10.2%	16,380	3,482
Streaming video use	1,197	1,324	-9.6%	16,004	3,776
BCSD use via Overdrive	140	21	566.7%	1,643	321
Equipment	238	101	135.6%	1,379	782
Wireless Use	9,037	5,827	55.1%	75,484	27,013

Measure N... %Digital of total %P...

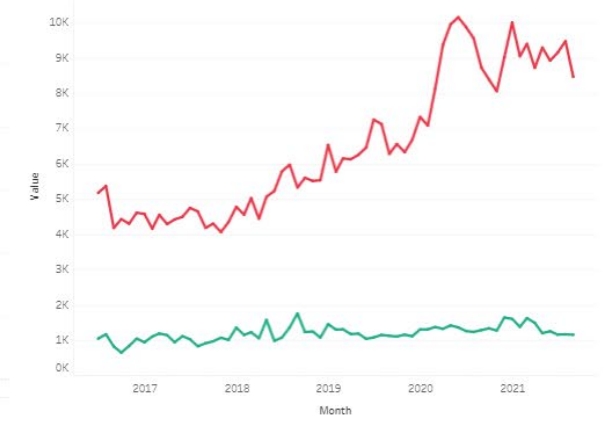
Circulation % Digital



Physical v. Digital Circulation



OverDrive and eMagazines



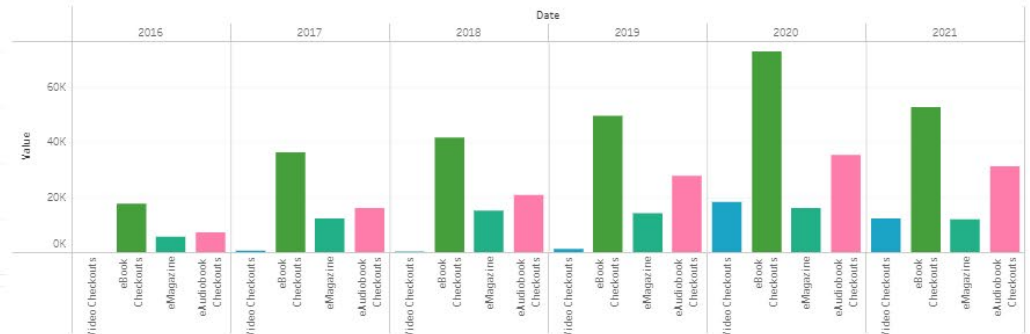
Measure Names

Video Checkouts eBook Checkouts eMagazine eAudiobook Ch... Music

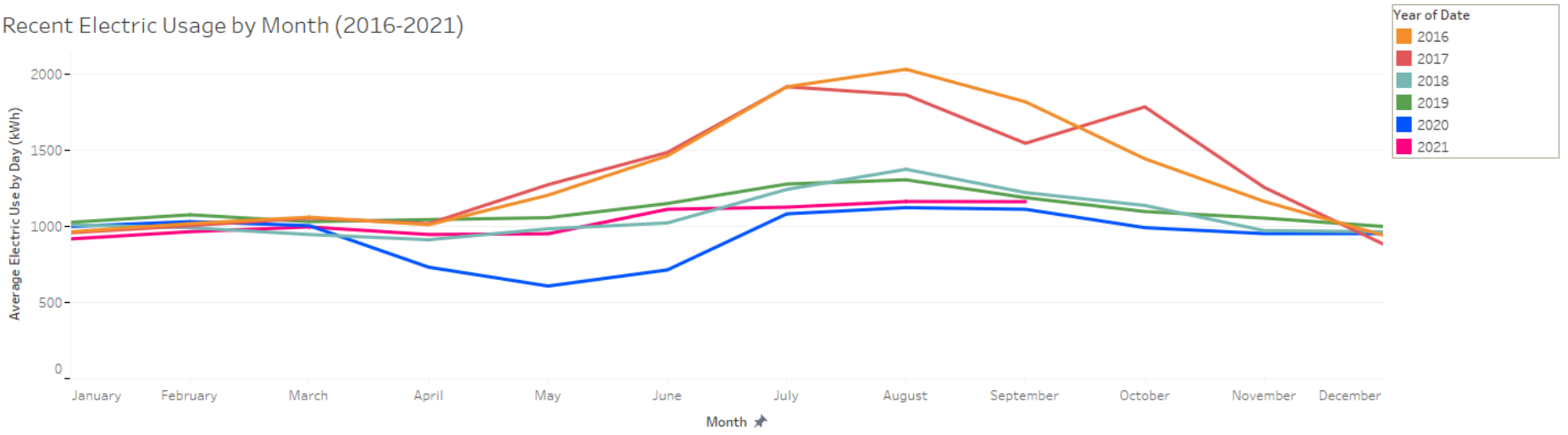
Digital Content Circulation by Format



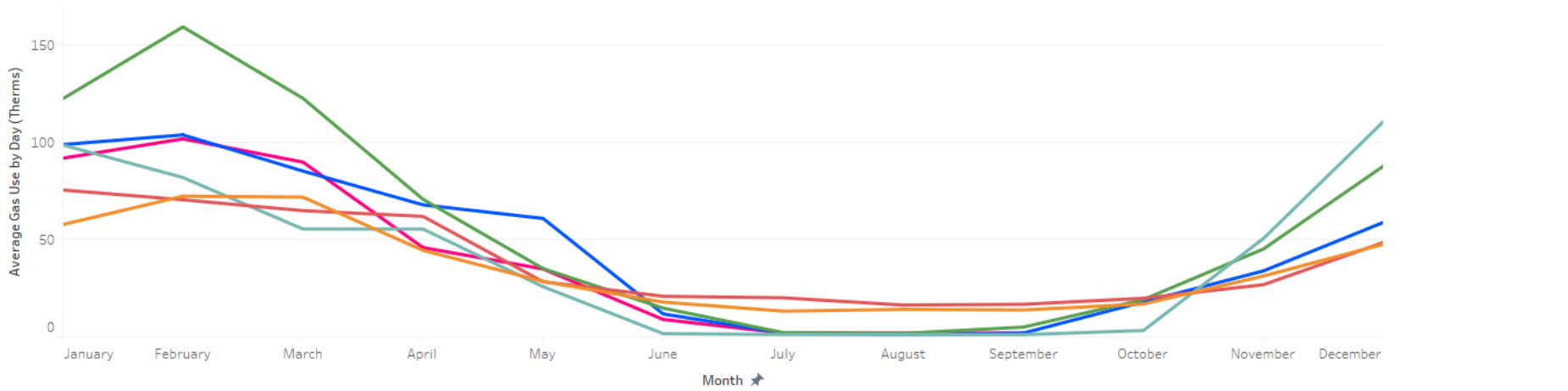
Digital Content Circulation by Format



Recent Electric Usage by Month (2016-2021)

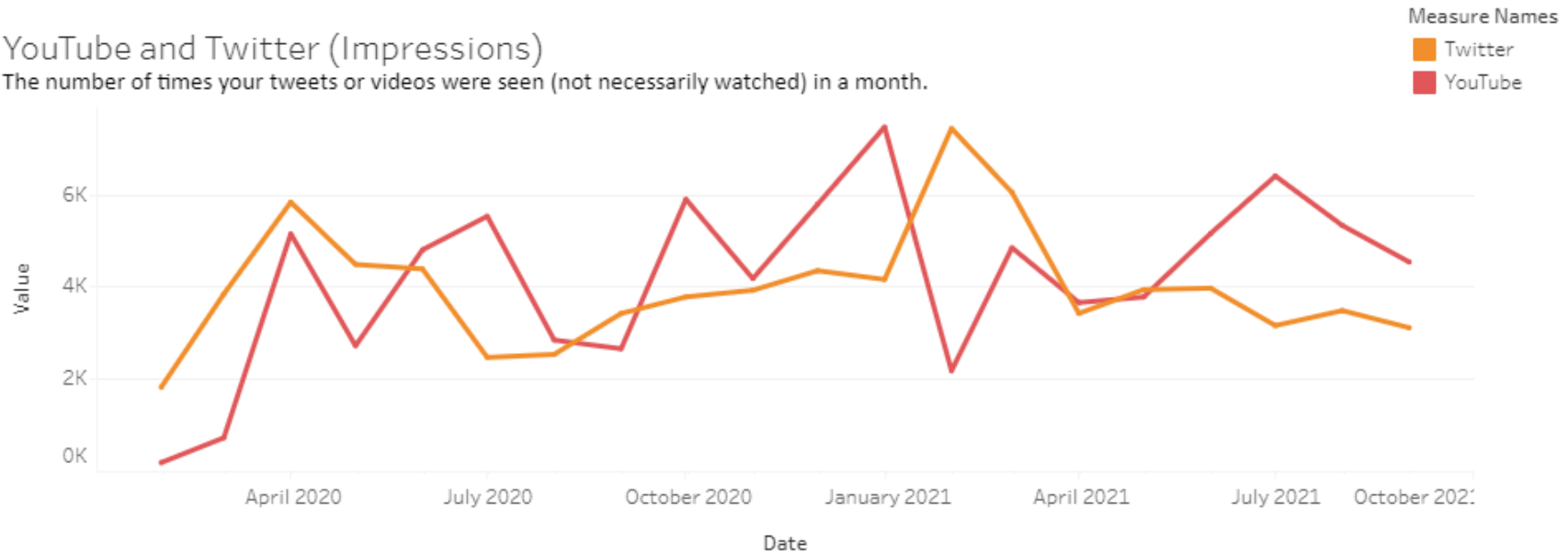


Recent Gas Usage by Month (2016-2021)



YouTube and Twitter (Impressions)

The number of times your tweets or videos were seen (not necessarily watched) in a month.

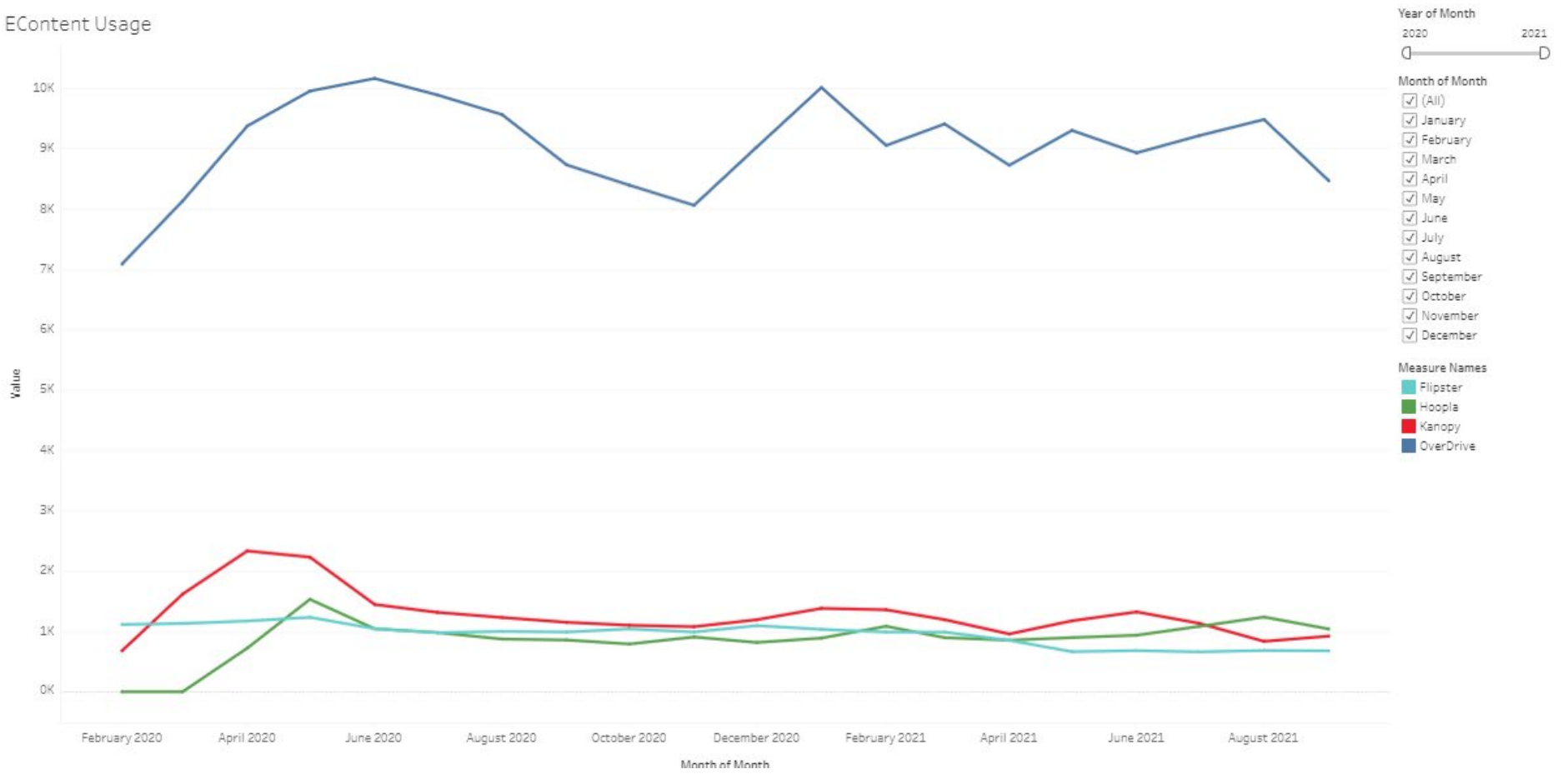


FaceBook and Instagram (Reach)

The number of individual people who saw any content from your Page or about your Page during the month.



EContent Usage



BETHLEHEM PUBLIC LIBRARY

EMERGENCY PATRON CONDUCT POLICY

Policy adopted by the Library Board of Trustees January 13, 1997

Revised and approved September 9, 2002

Revised and approved February 11, 2008

Revised and approved October 11, 2016

EMERGENCY PUBLIC HEALTH UPDATES Sept. 1, 2020; Nov. 9, 2020; Dec. 14, 2020; May 10, 2021; Xxxx
xx, 2021

EMERGENCY UPDATES IN RESPONSE TO COVID-19 PANDEMIC

We have implemented the following emergency provisions to keep staff and patrons safe when visiting the library:

- Library patrons (over age 2) must wear a mask to enter the library building and in designated outdoor areas. Masks must remain in place at all times. No other face coverings will be allowed (e.g., face shield, gaiter, bandana, t-shirt, masks with valves, mesh masks) **unless the library progresses to a phase where masks are no longer required.**
- ~~Library patrons need to sanitize hands before entering the building.~~
- The number of members of the public allowed in the library at one time will be at the discretion of the library director.
- ~~Public browsing hours will be limited.~~
- ~~Library patrons are encouraged to conclude their browsing activity within 30 minutes~~
- Public computer equipment will be provided at the director's discretion.
- Practice social distancing **when possible** while in the library or attending library events.
- ~~Patrons attending outdoor activities sponsored by the library agree to adhere to the library's mask and social distancing procedures as outlined in this policy.~~ These procedures may be updated by the library director informed by the CDC, NYS and Albany County Health Departments. The Library board will be notified of changes via email and changes will be discussed at the following month's board meeting.
- The library staff may require patrons to leave library property if they are unwilling to comply with these safety guidelines.

If these emergency provisions cannot be met, please contact the information desk at information@bethpl.org or 518-439-9314 ext. 2 to find an alternative solution to meet your service needs.

Bethlehem Public Library values its responsibility to enhance the general welfare and quality of life in the community and region it serves. The library pursues excellence in its mission: to provide equal and uncensored access to resources and services that encourage lifelong learning, cultural enrichment, and professional growth.

Library patrons have the right to use library materials and services without being disturbed or impeded by other library users. Library staff have the right and obligation to conduct

library business efficiently and without interference. Patrons and staff alike have the right to safety and comfort in the library and on the grounds.

The Board of Trustees is responsible for determining rules of behavior necessary to protect the rights, safety, and comfort of patrons and staff. Library staff have been entrusted to courteously, but firmly, enforce these rules.

Rules of Behavior

1. Children under the age of nine must be accompanied by an adult. Staff cannot assume responsibility for the safety, care, supervision, or entertainment of unattended children. If a parent cannot be located at closing time or in an emergency, staff will request a police officer to escort the child to the Bethlehem Police Department (447 Delaware Avenue).
2. Conduct prohibited in the library includes but is not limited to:
 - a. public disturbance
 - b. loud, offensive or abusive language
 - c. sleeping
 - d. solicitation, selling, or distribution of leaflets within the library or impeding anyone's progress into or out of the library for such purposes
 - e. gambling
 - f. loitering
 - g. using, possessing or being under the influence of alcohol or illegal drugs
 - h. smoking
3. Patrons may not bring animals, except those specifically required for service purposes, into the library. Animals, including service animals, must be attended at all times. (See Animal Policy)
4. Appropriate attire, including shirts and shoes, must be worn at all times.
5. Activities such as skateboarding, in-line skating and bicycling are not permitted inside the library building.
6. Bicycles should be placed in bicycle racks provided for this purpose. Bicycles may not be left inside the library.
7. Cellular phone use must not disturb other patrons. Cell phone conversations should be conducted in the lobby whenever possible.
8. Patrons shall respect requests to examine materials that have activated the alarm when passing through the security system.
9. Patrons shall not deface, mar or in any way destroy or damage any materials, furnishings, equipment, or other library property.

Any patron not abiding by these or any other rules and regulations of the library may be asked to leave the library premises. Repeat offenders may be denied library privileges by

the Library Board of Trustees on the recommendation of the library director. Library employees may contact local police if necessary.

2021 NYLA Conference Attendance

	Number	Price	Total
Earlybird conference registration	2	\$229.00	\$458.00
Hotel per night	4	\$169.00	\$676.00
Meals and incidentals	6	\$61.00	\$366.00
Mileage @ \$0.61 per mile	394	\$0.61	\$240.34
Total cost for attendance			\$1,740.34

BETHLEHEM PUBLIC LIBRARY

MASTER PLANNING REPORT



Owner:

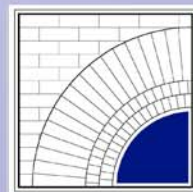
Bethlehem Public Library
451 Delaware Avenue
Delmar, NY 12054

Geoffrey Kirkpatrick Library Director

Library Board of Trustees:

Mark Kissinger, President
Caroline Brancatella
Harmeet Narang
Mary Redmond
Lisa Scoons
Michelle Walsh
Charmaine Wijeyesinghe

Architect:



**BUTLER
ROWLAND
MAYS**
ARCHITECTS,
LLP

57 West High Street.
Ballston Spa, New York
12020

PH: 518•885•1255
FAX: 518•885•1266
www.brmaarchitects.com

DRAFT DATE: July 8, 2021

Bethlehem Public Library
Master Planning Report
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- III. Program Report
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- IV. Master Plan
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 - v. Phasing Narrative
 - vi. Phasing Budgets
 - b. Overall Recommendations, Phasing and Conclusions

Bethlehem Public Library

Master Planning Report

Introduction

Butler Rowland Mays Architects, LLC (BRMA) has assembled this Master Planning Report as a tool to assist the Board of Trustees of The Bethlehem Public Library (BPL) in their efforts to address their community's wants and needs for this institution and facility.

This report will contain an assessment of the existing facility and site, and the adjacent Borthwick House and site purchased by the Library. A review of existing conditions, deficiencies, opportunities, challenges and limitations will be provided. As the result of a consensus of the Board of Trustees, the Building Committee, and the Design Team, no other locations or buildings were reviewed as alternative locations for housing the operations, collections, or programs of the Bethlehem Public Library. The existing site and location are historically tied to the downtown Delmar area, and the infrastructure that exists would be difficult and expensive to reproduce elsewhere. Efforts have therefore been focused on the opportunities presented at the current site, while mitigating limitations presented thereon.

This report is tailored for the community served by the BPL and might look very different from an assessment of a different community in a different location with a different building. To architecturally represent the wants and needs of the residents of the Bethlehem Public Library, input from the community and staff of the BPL is a key element of this report.

Background:

The Bethlehem Public Library (BPL) is located in the Town of Bethlehem in Albany County, New York. It is a school district public library chartered to serve the community within the boundary known as the Bethlehem Central School District with a population of 27,878 (2010 Census). Per the 2020 Annual Report to the Community, the collection contains over 217,000 items with circulation of the physical collection exceeding 275,000 items in 2020, during a pandemic that required curbside pick-up only for a large portion of the year. Use of digital content rose 57% but was still only 34% of total circulation. BPL has approximately 22,000 card holders who attended more than 380 programs, 245 in-person, and asked over 33,000 reference questions.

The current building was constructed in the early 1970's. The building and the site are owned by the Bethlehem Central School District and totals 32,360 square feet (NYS Annual Report for Public and Association Libraries – 2017).

The following report was compiled with input from the Board of Trustees and Long Range Plan Steering Committee, Library administration, staff, and the community. BRMA has also consulted the Library's Plans of Service, the Library's 2018 Community Survey, and various public reports.

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Primary goals identified are:

- Expansion of space for programming, meetings and community gathering while eliminating barriers to access and maintaining a flexible, adaptable space.
- Providing a vibrant, engaging, and comfortable space for study and community engagement.
- Maintain and enhance a dynamic collection of resources for public use.
- Meeting the needs of Library staff so it can fully and efficiently carry out programs and services that are so valuable to residents of its service area.

Process:

To address the primary goals, the Library Architects, Butler Rowland Mays Architects, LLP, have assembled a design team including Architects, Engineers and Library Specialists.

The process employed in assembling this report included five distinct steps:

1. An evaluation of the physical attributes of the existing building, site and the adjacent property under consideration against the criteria established by library design standards. Evaluation of the existing building systems (structure, plumbing, HVAC, electrical, etc) and building envelope elements (roof, masonry, windows, etc) for condition and longevity, with recommendations for upgrades and improvements.
2. Facilitation of meetings with staff and the community to gather input used in the development of the building program within the spatial constraints of the facility and site.
3. Development of a conceptual design showing how the building program might be reconciled with the constraints and opportunities of this site and structure, through changes in collection layout, renovations, and/or additions.
4. Development of a series of logical phases to provide the Library with a path forward that prioritizes public service from this location during construction, and breaks construction costs out into smaller projects.
5. Provision of budget projections for each phase.

The Design Team, along with the engineers, carefully reviewed the existing documentation and visited the Library on several occasions to directly observe existing conditions both interior and exterior. The findings from these explorations form the basis for the Issues Spreadsheets and Narratives in each respective section of the report, as well as the underlying scope for modifications and improvements listed in the Phases and the Draft Preliminary Budgets.

Lastly, in order to truly evaluate the potential of a property for such an important civic project, it is necessary to reconcile the building program and desired building size with the framework established by the site parameters in a conceptual design. Therefore, the Design Team has created

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a design concept and conceptual scheme, including phased site plans and phased floor plans, included in this report. It should be noted that the scheme is a reflection of what is possible on the site, and is not necessarily a completely comprehensive description of the specific project which will eventually be presented to the public in a fundraising and referendum campaign, until after other considerations are deliberated by the Board of Trustees (including acceptable budget, schedule, grant funding opportunities, and program considerations). These considerations may increase or decrease any of the variables of the project description: scope, budget, and material quality/sophistication. This information is a planning tool intended to assist the Board in making a decision regarding an appropriate long-term direction for the facility relative to capital improvements to the facility.

DRAFT

#

Recognition and thanks must be given to the following people, for their valuable participation and assistance in the compiling of this report:

Geoffrey Kirkpatrick, Director

Catherine Stollar Peters, Assistant Director

Chris McGinty, Assistant Director

Kevin Coffey, Building and Grounds Supervisor

Kristen Roberts, Public Information Specialist

The Bethlehem Public Library BoT Long Term Planning Committee:

Harmeet Narang

Mark Kissinger

Michelle Walsh

Lisa Scoons

The Bethlehem Public Library Board of Trustees:

Mark Kissinger, President

Michelle Walsh, Vice President

Caroline Brancatella, Secretary

Harmeet Narang

Mary Redmond

Lisa Scoons

Charmaine Wijeyesinghe

Sage Engineering Associates, LLP

Bethlehem Public Library

Master Planning Report

Existing Conditions Survey

The current building was constructed in the early 1970's. It has been well-maintained and undergone periodic renovations and improvements through the decades. The last significant renovation occurred in 2004. The building and the site are owned by the Bethlehem Central School District and totals 32,360 square feet (NYS Annual Report for Public and Association Libraries – 2017).

The building is in a strategically significant location in downtown Delmar at the center of the community. The masonry-faced building is of solid construction. It is reminiscent of the style known as brutalist architecture, and the current color pallet and materials make it appear somewhat dated (indicative of the middle of the second half of the Twentieth Century), and perceived by some even as institutional and cold. The 1970's open floor plan provides some interior flexibility and generally good sight lines, but the massive structural columns pre-determine many aspects of shelving and furniture layouts in those areas. There is no basement or attic and a limited second floor mezzanine is accessible by two stairways and a dated elevator. The most significant obstacle to flexibility or modification, in the areas below and at the mezzanine, are the integral structural shelving/post system, which were common in the time period of the construction of this building. Although this is a select part of the Library building, and is not ubiquitous, the mezzanine and stacks area below must be carefully considered in regard to the retention of this system, or removal and structural replacement.

Natural light is limited at the center of the building despite the use of three skylights. Perimeter window and seating areas are minimal for the public, and exterior views are almost absent. This creates a disconnect between the interior of the building and the exterior, as well as natural light, extended eye-focal resting, and a general attachment to the neighborhood.

The facility utilizes two public entrances, a small entry off Delaware Avenue that opens adjacent to the existing children's space, and the main entrance from the northern parking lot. The parking lot entrance is a significant distance from even the handicap accessible parking spaces (a frequent public complaint) and that walkway has drainage issues that create dangerous conditions in the winter. Once inside the building, another long corridor must be traveled before entering the public service space at the center of the building. All of these are outside the typical sightlines of staff.

The roof is in generally good condition. The HVAC systems have been well maintained, though there are reports of specific areas that are cold, too breezy, or too noisy, specifically the existing

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meeting room, among other spaces. There are 4 public restrooms, three of which are handicap accessible, and one staff restroom which does not meet handicap accessibility.

The space currently offers three community rooms and three tutoring spaces. The main library is comprised of two staff stations, a row of public-access computers, and most of the adult collection located in the north side of the building. A children's library is located in the south end of the building and segregated from the rest of the space, although there is no specific acoustic barrier. The teen space is out in the open, but adjacent to the children's library, an unusually exposed condition for a young adults area.

Staff offices and workspaces are located mostly in the northwest corner of the building, with administration on the opposite side of the building.

A hazardous materials study conducted in 2015 indicate the presence of friable materials, particularly in older ceiling tiles, that should be remediated in an extensive renovation. The presence of these materials has already deferred some improvements because of the expense of remediation.

The adjacent house on North Borthwick Street was purchased by the Library for future use of the property. It is currently being used for storage, but is not an asset to the Library as a structural building. The best use of this property is likely demolition and future utilization of the property for building or parking expansion, or better access to the Library's existing parking, curbside pickup, or a new drive-up service window. The flexibility afforded by this property will allow for the redesign of site flow and safety, intuitive patron usage, and staff access.

Constraints and Opportunities

This style of architecture is solidly built with an open floor plan and exudes a feeling of security and permanence. The interior exposed brick masonry is substantial and permanent, but is also cold, heavy, and devoid of natural light. There are few opportunities to install additional windows, but a new color pallet would also brighten the interior, creating a feeling of height, light and open space.

The building sits on a large site that has good parking, traffic flow and with the addition of the adjacent house offers opportunity for expansion on the northwest, east and southeast sides of the building. The building sits a distance away from the bulk of public parking but this provides the opportunity for the integration of curbside pick-up without significant modification of either the building or the site.

Detailed building and engineering assessments follow.

- I. Existing Conditions Building Assessment
- II. MEP Systems Conditions Assessment

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- III. Design Approach Building Code Analysis
- IV. Existing Conditions Drawings
 - a. Main Floor
 - b. Mezzanine

EXISTING CONDITIONS BUILDING ASSESSMENT

The above-referenced building was observed on November 13, 2019 for purposes of assessing the general existing physical condition of the building envelope, general building systems, finishes, potential code deficiencies, etc. The intent is to identify systems or components of the building that need repair or replacement, or further study or investigation. The following is a loosely prioritized, key point summary of the observations:

Exterior

- Exterior walls – Generally the exterior walls appear to be in good condition with little to no evidence of cracking or other deterioration. However, in one area at the south-east corner of the building, the veneer is out-of-plumb by as much as one inch in four feet. It is visible to the naked eye and has pulled the vertical mullions of the high clerestory windows visibly out-of-plumb as well. It is recommended that the condition be reviewed by a qualified structural engineer, which may also entail some selective demolition and repair to help determine a cause. Coinciding evidence of the condition was not noted at the interior. It is also worth noting that, given the age of the building and the exterior wall construction composition of concrete block with a brick veneer, it is likely that the walls are thermally poor. This condition should be addressed as a component of renovations in that area of the building, within 2-5 years.
- Site - It has been repeatedly reported and observed that the plaza entry area between the parking and the Main Entry has considerable drainage issues. Icing becomes a problem in the winter months, resulting in closure of some areas to prevent pedestrian traffic. The previous Plaza Improvement Project did not adequately address the drainage issue, which allows surface runoff to accumulate. Additional investigation by a qualified landscape architect appears to be warranted and remedial measures perhaps be included in any capital improvements being contemplated. In addition, while both areas are functionally adequate, the entry walk/ramp at the south entrance to the building and the side walk closest to the handicap parking spaces at the north entry have a slope of one inch in twelve. Any slope greater than one inch in twenty is technically considered a ramp. As such, both areas do not meet all the code criteria for a ramp, including handrail requirements, edge protection, etc. The south entrance ramp is also 9'-9" between the current handrails. The plaza icing condition should be addressed in the interim with continued barriers to protect pedestrians in winter months, and in the longer term (2-5 years) with one or both of: an engineered drainage solution to take surface runoff away from walking areas; and/or extension of the existing building such that the Main Entrance has closer proximity to the parking area, limiting outdoor walking distances in winter. This is a liability

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issue. The handrails at ramped walkways should be addressed when capital projects are pursued in those areas.

- Windows – There are several locations where the insulated glass in the aluminum framed windows have seal failures. This results in the windows fogging up and developing condensation between the glass. Some areas have been replaced and it is likely that the need to replace windows and possibly skylights over the next several years will continue. Priority should be given over the next ten years to annually replace window glazing, or as a single capital project during a renovation.

Interior

- Finishes – Most of the interior finishes are in in good condition. Many areas of carpet however are due for replacement. Carpet tile is a suitable replacement for broadloom, and is easier to maintain. To be done during a capital renovation.
- Handicap accessibility – While there is an accessible route into the building, and most of the building meets accessibility requirements, some components of the interior lack handicap accessibility. This applies to both patron and employee. Areas lacking accessibility include the Circulation Desk, high book stacks and some maneuverability/clearance requirements. These should be upgraded as interior renovations are pursued. A reasonable timeframe for public help desks and service areas would be 5-7 years.
- Glass – The presence of tempered/safety glass in several door/side light or floor to ceiling windows could not be verified. A qualified glazing contractor can apply a safety film to such glass which offers suitable protection from breakage. This should be done within the next year, and is a significant liability if a patron or staff member breaks glass and is injured. Immediate priority.

Building Systems (General)

- Electrical – In multiple locations, installed equipment or stored contents block the code required three foot minimum clearance in front of electrical panels. There is some use of extension cords/power strips, however this is not widespread. Where they are used is indicative of a lack of adequate power distribution, not uncommon given the age of the building and today's modern technology demands. Future improvements should include increasing distribution to key areas. Until such time, the use of extension cords or power strips for high demand devices should be avoided, including but not limited to: heating and cooking appliances, dehumidifiers, refrigerators, AC units, copiers, etc.
- HVAC – While the HVAC system's main roof top units and other components are fairly new and in good condition, it was reported that there have been ongoing issues with the controls. A qualified mechanical engineer could be brought in to help diagnose and rectify the issues (see Sage Report).

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MEP Systems Conditions Assessment (Sage Engineering, LLP)

- A 643,000 btu/hr gas-fired boiler provides hot water for some baseboard heating and VAV reheat. It was installed in 1995. It's regularly maintained and has no issues. The pumps and piping associated with the boiler in the mechanical room were replaced in the recent HVAC upgrade project. The boiler likely has some spare capacity as much of the hot water baseboard is not utilized because the forced air system adequately heats the spaces.
- The entire HVAC system for the building is controlled by a TRANE building management system. User graphics for the system are viewed at the PC in the maintenance office. This system is relatively new and expandable for future HVAC equipment.
- All of the rooftop HVAC units were replaced in the recent HVAC upgrades project. There were originally issues with temperature swings with these units during the heating season. The gas fired heater in each unit was recently retrofitted with a modulating burner allowing for more precise temperature control. Heating Space temperature has been more uniform since this upgrade except for the meeting rooms.
- Zone temperature control is provided by variable air volume boxes with hot water reheat coils installed in the distribution ductwork from the roof top units. Only the meeting room VAV boxes lack hot water heating coils.
- The meeting rooms (Board Room and Community Room) are inadequately heated, noisy and occupants can feel air movement from the HVAC system. It was noted at the time of our visit that the airflow from the rooftop unit was greater than 95% capacity and that the airflow was significantly higher than expected from the registers. Air temperature from the registers was cooler than typical for heating mode. In general, the HVAC unit is distributing excessive air flow at too cool of a temperature. This can be addressed immediately by working with TRANE to adjust the control sequences for the HVAC system. It is likely that this will provide a significant improvement in thermal and acoustic comfort in the meeting rooms.
- The existing VAV boxes could be provided with reheat coils for better zone control if necessary but it is recommended to fine tune the controls of the existing components before considering this option. It may provide only a small increase in thermal comfort and control. A creative path for routing hot water piping to the meeting room VAV boxes would be necessary to avoid disturbance of the main corridor asbestos ceiling system. Alternatively, electric reheat could be provided.
- The gas fired water heater was installed in 2014 and is in excellent condition and there are no reported issues with hot water delivery to building fixtures.
- If an addition is added to the building, gas fired heating equipment would be the most likely cost-effective option for building heat. This could be in the form of additional rooftop unit(s) or by replacing the existing boiler with a larger high efficiency unit.
- The gas service to the building appears adequate for potential future heating equipment.
- A 2-inch water service enters the building in the main mechanical room. This line originates at a 6-inch main on Borthwick Avenue. It appears adequately sized for potential future plumbing fixtures. The building is not sprinklered and this water service would be

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inadequate to provide sufficient water flow to a sprinkler system for the existing building or any addition. If it is desired or code-required to provide a sprinkler system in the future, an additional fire water service line will be required from the City water piping assumed to be along Borthwick Avenue.

- A 4-inch sanitary main serving building plumbing fixtures exits the building approximately 5-feet below grade out the east side of the building to a sanitary manhole. It appears adequately sized for modifications that may occur inside the existing building. If an addition is added, it may be prudent to route a new sanitary main from the building to the sanitary main on Delaware Avenue.
- The building electrical service located in the main mechanical room is quite large at 1200 amps and 480 volts. This large service was required in the original construction to serve electric heating appliances. Most of the electric heating units have been replaced with hydronic or gas over the years. As such, there is additional capacity to accommodate building upgrades including an addition. It was noted that the electrical distribution was limited and little spare capacity exists in the electrical distribution panel. Additional sub-panels may be added as required to accommodate future building upgrades.
- Interior lighting is fluorescent with electronic ballasts and is not in need of immediate replacement. Although the switch to LED would reduce energy costs and maintenance the estimated payback would be several years (at least 7).
- The existing low voltage relay lighting control is functional currently but suggest future replacement to coincide with interior lighting replacements so that functions like dimming can be obtained. Plus, long term parts and maintenance for such relay systems could become unavailable, if not already out of production.
- Exterior lights utilize inefficient metal-halide lamps. Replacement with LED's in the future should be considered.
- The fire alarm system is a non-addressable Johnson Controls zoned system. System components are likely difficult to obtain due to its age. The level of protection of the existing system is lower than a system installed per today's fire codes.

MEP RECOMMENDATIONS

Short Term (High Priority)

1. Replace the boiler in 5+ years as it will have aged to its useful life expectancy of 30 years. A new boiler would be a high efficiency condensing style providing energy savings compared to the existing standard efficiency unit. It is expected that the other heating system components would remain as they were recently replaced in 2018.
2. Immediately review and revise the control sequence for the meeting room HVAC unit and VAV boxes to improve thermal comfort as described above. This will have minimum cost as only the assistance of a Trane service tech would be required.
3. Replace exterior light fixtures with LED fixtures as part of any recommended parking lot and entry way improvements.

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4. Consider replacement of the fire alarm system within 5 years with an addressable system with more features, more maintenance friendly components and a higher level of protection.
5. Consider replacement of the existing low voltage relay lighting controls as part of any future interior renovations.

Long Term (Low Priority)

1. The recently replaced roof top HVAC units has an estimated life expectancy of up to 20 years if they are regularly maintained. It is unlikely that significant HVAC components, other than the boiler, would require replacement in the near future. Expect to replace the HVAC units and miscellaneous control components (actuators, etc) in 20+ years.
2. Consider replacement of the building interior fluorescent fixtures with LED fixtures within the next 10 years.
3. Replace the gas-fired water heater within 6-8 years as it will have aged to its useful life expectancy of 10+ years.

**DESIGN APPROACH BUILDING CODE ANALYSIS and EXISTING CONDITIONS
DRAWINGS follow this page.**

Bethlehem Public Library

Code Occupancy Calculations

Existing Conditions

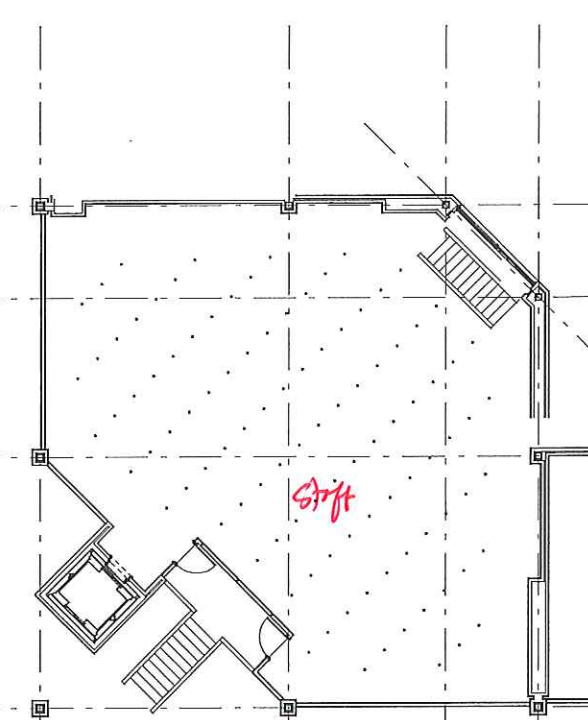
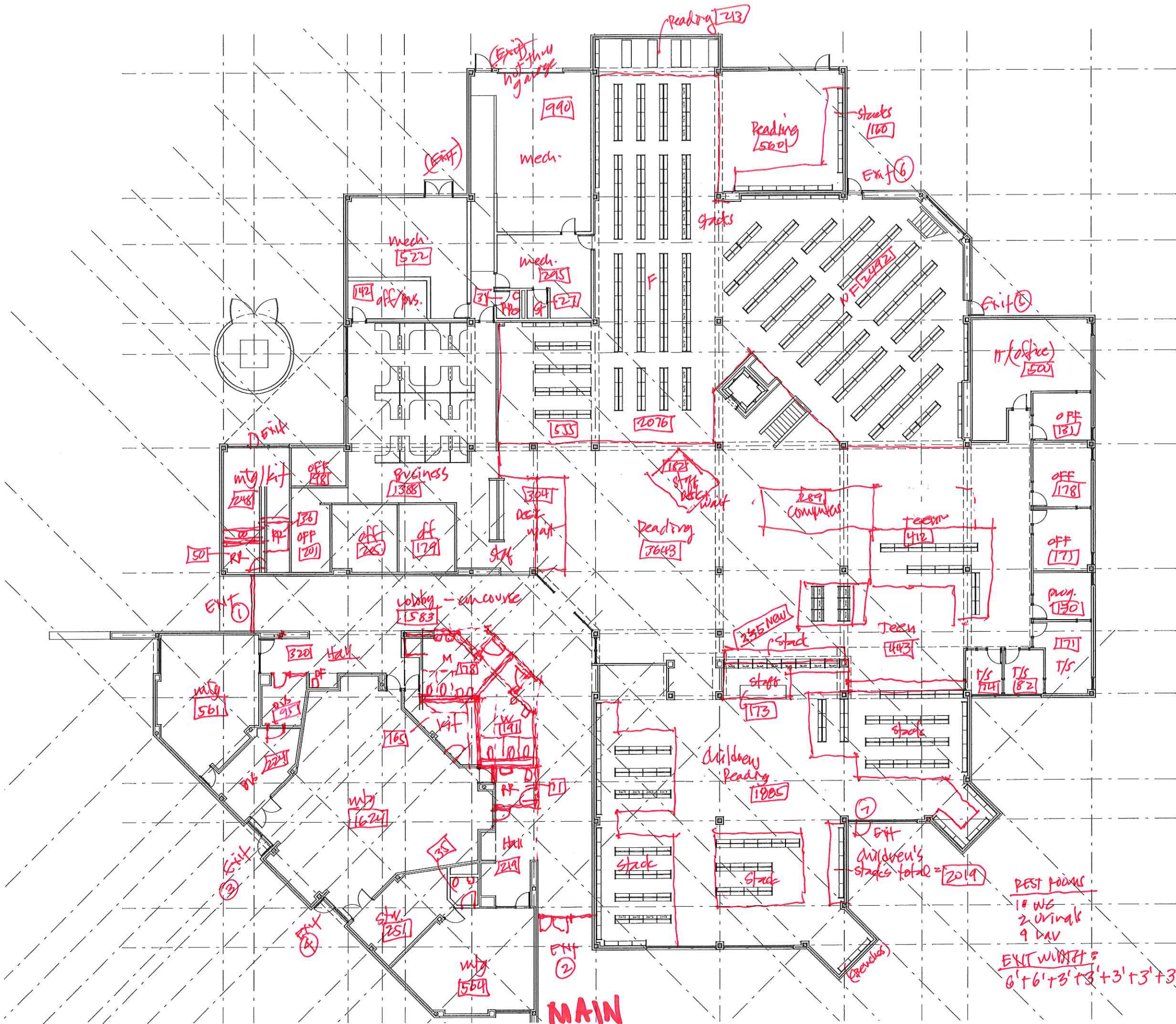
MAIN FLOOR	NSF	Allowable	Occupant (code)	# chairs shown on drawings	Table 1004.1.2 Occupancy lists square footage per type of occupancy	Note / Comment
Lobby / Gallery	1583	30	53		Exhibit / Gallery / Museum	Min. 2 exits
Hallway	320	100	4		Accessory (concourse)	
Small Meeting	561	15	38		Assembly (unconcentrated)	
Studio 1 & 2	319	100	4		Business Area	
Kitchenette	165	200	1		<i>Kitchen (commercial)</i>	
Large Meeting	1624	15	109		Assembly (unconcentrated)	Min. 2 exits
Storage	251				Accessory (storage, mech equip)	
Kids Program	564				Assembly (unconcentrated)	
Restroom	35					
Men	178					
Women	191					
ADA Restroom	71					
Hallway	219	100	3		Accessory (concourse)	
Children's Library (reading)	1885	50	38		Library (Reading)	(combined = min.2 exits)
Children's Library (stacks)	2019	100	21		Library (Stacks)	
Children's Staff	173	100	2		Business Area	
Circulation Desk	304	100	4		Business Area	
Staff Workroom	1388	100	14		Accessory (storage, mech equip)	
Office	98	100	1		Accessory (storage, mech equip)	
Office	179	15	12		Assembly (unconcentrated)	
Office	205	50	5		Library (Reading)	
Lockers	201	30	7		Business Area	
Restroom	36					
ADA Restroom	50					
Staff Breakroom	248	15	17		Assembly (unconcentrated)	
Staff Supplies	142	100	2		Business Area	
Mechanical	522				Accessory (storage, mech equip)	
Mechanical / Garage	990				Accessory (storage, mech equip)	
Maintenance Office	295	100	3		Business area	
Storage	27				Accessory (storage, mech equip)	
Restroom	31					
Fiction (stacks)	2076	100	21		Library (Stacks)	
Fiction (reading)	213	50	5		Library (Reading)	
DVDs (stacks)	555	100	6		Library (Stacks)	
Periodicals (stacks)	160	100	2		Library (Stacks)	
Periodicals (reading)	560	50	12		Library (Reading)	
Nonfiction (stacks)	2492	100	25		Library (Stacks)	
Nonfiction (Reading)	3643	100	37		Library (Reading)	
New Materials (stacks)	235	100	3		Library (Stacks)	
Public Access Computers	289	50	6		Library (Reading)	
Teen (stacks)	412	100	5		Library (Stacks)	
Teen (reading)	443	50	9		Library (Reading)	
IT Office	500	100	5		Business Area	
Office	131	100	2		Business Area	
Director	178	100	2		Business Area	
Office	171	100	2		Business Area	
Maker space	130	15	9		Assembly (unconcentrated)	
Tutor / Study / Meeting	171	15	12		Assembly (unconcentrated)	

Bethlehem Public Library
 Code Occupancy Calculations
 Existing Conditions

MAIN FLOOR	NSF	Allowable	Occupant (code) # chairs shown on drawings	Table 1004.1.2 Occupancy lists square footage per type of occupancy	Note / Comment
Tutor / Study	82	15	6	Assembly (unconcentrated)	
Tutor / Study	74	15	5	Assembly (unconcentrated)	
Upper Floor (hallway)	83	100	1	Accessory (concourse)	
Upper Floor (staff)	2348	100	24	Business Area	
Net SF	29,820		537	0	
Gross SF	32,017		(max)	(actual)	

Alternate Method

Library Stacks (gsf)	32,017 / 100 = 320.2 round to 321
Library Reading (nsf)	29,820 / 50 = 596.4 round to 597
Average	= 459 459



UPPER

G.S.F: 29,585 Main
2,432 Upper

CODE CALCULATIONS
OCCUPANCY

EXISTING
BUILDING



1:20 SCALE

Bethlehem P.L.

REST ROOMS
18 WS
2 URINALS
9 DAV

EXT W/INT F
 $6' + 6' + 3' + 3' + 3' + 3' + 3' = 27'-0"$

MAIN

Bethlehem Public Library

Plumbing Fixture Calculations

Chapter 29 Plumbing Systems

Table 2901.1

Assembly A-3 Occupancy 537 Occupants (by code)

Section 2902.2

Design occupant load shall be composed of 50% of each sex.

(divide total by half)

$$50\% \times 537 = 268.5 \text{ Males}$$

$$50\% \times 537 = 268.5 \text{ Females}$$

		Required	Provided	
Water Closets (Male)	1 per 125	= <u>3</u>	1	at Garage Area
<i>Formula:</i>	269 / 125	= 2.152	2	at Main Men's Room
			2	Urinals
			5	Total

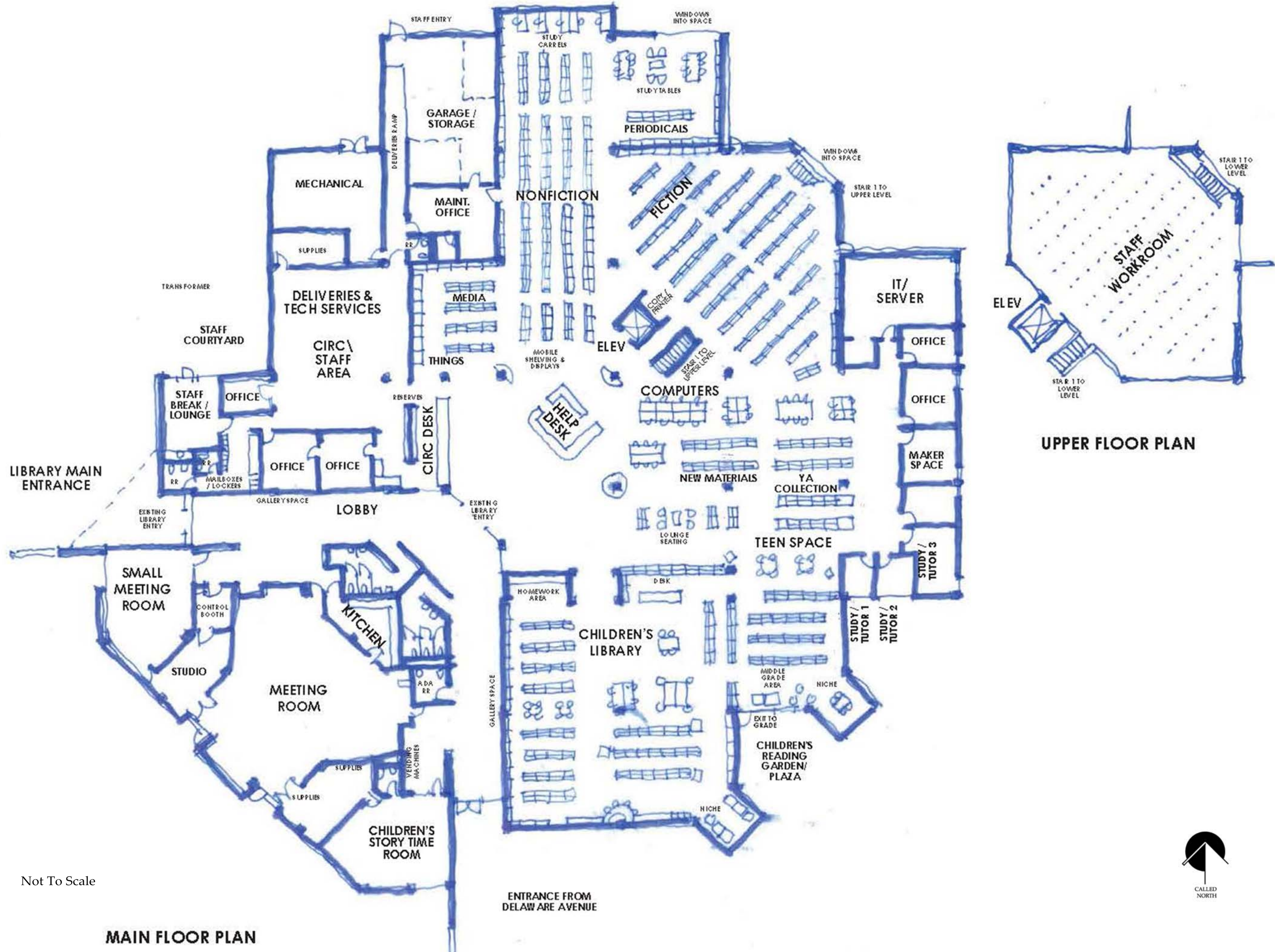
Water Closets (Female)	1 per 65	= <u>5</u>	3	at Main Women's Room
<i>Formula:</i>	269 / 65	= 4.1385	2	at Staff Area (unisex)
			1	at Children's Program Space
			1	at Lobby (unisex)
			7	Total

Lavatories (both sexes)	1 per 200	= <u>3</u>	6	Public Restrooms
<i>Formula:</i>	537 / 200	= 2.685	3	Staff Restrooms
			9	Total

Drinking Fountains	1 per 500	= <u>2</u>	1	at Main lobby
<i>Formula:</i>	537 / 500	= 1.074		
			1	Total

Service Sink	1 required	= <u>1</u>	1	at Main Men's Room (verify)
			1	Total

Are there 2 drinking fountains? Should provide 2 per code.



**BETHLEHEM
PUBLIC
LIBRARY**
Master
Planning
Report

EXISTING
CONDITION
PLANS

Not To Scale

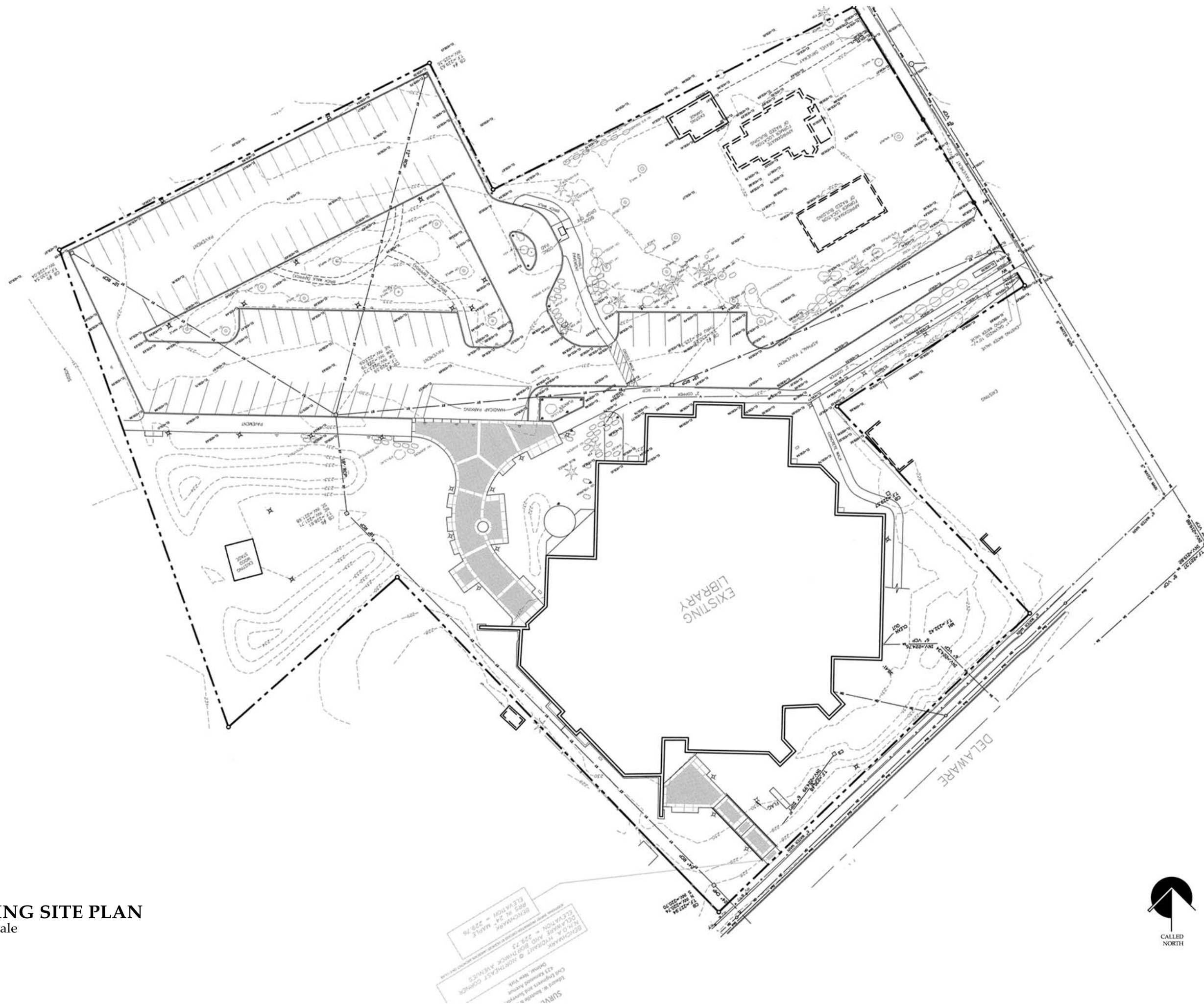
MAIN FLOOR PLAN

UPPER FLOOR PLAN



BETHLEHEM
PUBLIC
LIBRARY
Master
Planning
Report

EXISTING
CONDITION
SITE
PLAN



EXISTING SITE PLAN
Not To Scale



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Bethlehem Public Library

Master Planning Report

Building Program Report

Executive Summary of Primary Goals Identified:

- **Expansion of space for programming, meetings and community gathering while eliminating barriers to access and maintaining a flexible, adaptable space.**
- **Providing a vibrant, engaging, and comfortable space for study and community engagement.**
 - **Maintain and enhance a dynamic collection of resources for public use.**
- **Meeting the needs of Library staff so it can fully and efficiently carry out programs and services that are so valuable to residents of its service area.**

Introduction

Butler Rowland Mays Architects (BRMA) and the Design Team have reviewed several documents, held conversations, conducted interviews with staff, and sought the public's input through community workshops and meetings with stakeholders to determine building and programmatic priorities for renovation of the Bethlehem Public Library's facility. These interactions provided a wealth of information to develop the proposed building program and plan.

Documents reviewed include: the Bethlehem Public Library Long-Range Plan for 2015-2018, the 2019-2022 Draft Long Range Service Plan and meeting notes, the Bethlehem Public Library NYS Annual Report for 2017, and the Bethlehem Public Library 2020 Annual Report to the Community. Images of the existing building and layout were also consulted to identify current items and services that have been added due to demand but lack dedicated space; or are not well placed or organized.

Staff and committee priorities included decreasing the patrons' walking distance from the parking into the building, combining the circulation and help desks for a one-stop service location, providing appropriate privacy for staff offices, and assigning offices to keep departments together, like moving the Treasurer closer to the business and financial offices.

Significant commentary focused on the arrangement of the Technical Services Department as it comprises so many staff functions, including shipping and receiving, preparation of items for circulation, and collection maintenance. This space needs to maintain an ergonomic work flow

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and adjacency to tools and equipment. The space must be allocated for carts and shelving, and sufficient space for individual staff workstations with one designated as a standing station. Staff also spoke about the deficiencies of the current elevator and its proximity to Technical Services.

Fortunately, the Bethlehem Public Library revises its plan of service every 3-5 years with input from the public, so that it can remain responsive to the needs of its community. This means that the Library is aware of and interested in addressing the community's changing needs.

Unfortunately, redesigning the building cannot be accomplished as quickly.

Multiple Public Charette Meetings were held, to facilitate a conversation with the community regarding patron services, wishes, and needs. In addition, two days of Stakeholder (key community members, such as representatives from the School District, historical groups, garden advocates, workers for the disabled, children's needs, senior needs, etc.) Interviews were conducted, and those conversations consolidated into the overall public input.

BRMA developed the topics for the Charette through experience with Libraries and communities of this size and demographic, documenting the responses and summarizing them herein. Follow up public meetings included a WHY (We Heard You) Event, to summarize and solicit further input from the community. Dot (priority ranking) exercises were conducted at both the Charette Meetings, and then over a period of weeks at the Circulation Desk, in order to engage as many respondents as possible. In all, nearly one thousand data points were collected to describe the priorities of the community.

Key themes emerged, especially from the charettes where the topic boards visually represented the priorities of the members in attendance. Under the heading of Library Space, quiet indoor reading niches rated highest at 20% of participants. An imaginative children's space and learning center was next at 15%. Meeting rooms of various sizes are a priority at 11%. A climbing/play space scored 11%. And space for Teens and a makerspace tied with 8%.

When discussing the collection and public programs, expansion of traditional library collections scored an astounding 56%. Combined with non-traditional collections (8%) and media (10%) the library's collection totaled of 74%; the availability of physical resources is by far the most valuable service in the eyes of the community. Non-tradition programming scored 14% and traditional programming 12%

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Energy efficiency (19%), parking lot improvements (17%), expanding access to technology (16%), connection to outdoor spaces (12%), and improved lighting (10%) were at the top of the community's list in addressing facility deficiencies.

The full listing of the charette topics can be viewed as Appendix A. The responses are summarized via the pie charts which follow this section.

Environment:

The current environment feels heavy, dated and does not invoke the feeling of a modern library. An overall facelift of the facility would make it modern and bright. The inclusion of space for an art gallery was mentioned and would provide a space to reflect the community.

Quiet reading and learning spaces, sound dampened tutoring spaces, talking/gathering spaces, and meeting rooms to accommodate a variety of sized programs and meetings were all mentioned as top items in the plans of service, staff interviews, stakeholder conversations and public charettes.

Expansion of hospitality services beyond the current vending machines with the inclusion of a café or ability to sell K-cups for a Keurig-style service were mentioned. This idea not only impacts space and design for storage, but materials selection for flooring and furniture, policy issues about where food and beverages are allowed in the building, and the operating budget for janitorial services.

Sustainability was mentioned frequently, though with only a few specifics such as photovoltaics, car chargers in the parking lot, and expansion of recycling and donation bins outside. In light of NYLA'S Sustainability Initiative this area should be explored more deeply to ensure that the building design can accommodate the sustainability practices BPL wishes to implement. For example, if robust in-house recycling is a priority, space for a recycling center should be allocated as well as storage for recycled materials prior to removal from the property.

The addition of an outreach/program vehicle was mentioned in several places as well, with one suggesting it be an electric vehicle. Accommodating long term parking for the vehicle, possibly with a charging station, as well as space for loading and unloading adjacent to the building will be important design elements.

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Removing accessibility barriers to library services was listed as important. This idea goes beyond simply providing ADA approved access to the building and exploring beyond “reasonable accommodation” by allocating space for assistive devices like the wheelchair and walker the Library already provides to the public. Non-physical barriers such as access to technology and eliminating fines for overdue items were also mentioned. Increasing access to technology might require the Library purchase and loan more mobile devices and hot spots. These items will need to be stored, charged, and serviced by staff after each loan so work and storage space will be needed. Eliminating fines might impact the Library’s operating budget which will also be impacted by the renovation.

Additional design considerations might include storage/parking for strollers and library-provided shopping baskets.

In the charettes, a robust teen space scored well. Accommodation for more desktop computers, gaming consoles, and loud gatherings was noted in several of the documents. There was concern about the impact of noise on the rest of the library while at the same time a fear that walling off youth services will negatively impact the open feel of the library and create psychological as well as physical barriers.

Services:

Reconfigure public service desks to provide an expansion of service offerings like issuing passports (no longer a prime consideration), hunting and fishing licenses, CDTA bus passes.

In addition to conducting traditional circulation, reference and information functions, the circulation/help desks will need to accommodate additional staff for new services that take additional time. Sufficient space needs to be allocated for storage of materials such as forms, notary stamps, completed materials to be mailed to the proper outside agencies, technology and accessories such as a camera and backdrop for photos, a cash register accessible to all staff, and space to work comfortably one-on-one with patrons on these services. It is likely that, as the Circulation/Help Desk considerations are addressed, it may become larger or more segmented than that shown on the Preliminary Floor Plans.

Redesigning a copier center that could include public shredder and faxing services.

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People and staff:

There were several negative comments in the staff interviews about the layout and environment (noise, temperature and smell) of the existing break room and adjacent staff restroom. Insuring there is sufficient back-of-house work space and break room amenities for current and expanded staffing is important. Staff is the most expensive resource the Library has and employees deserve a comfortable working and break room environment. Providing sufficient accommodations is also a level of safety and security. Staff members storing personal items at their work stations, especially those located in public spaces, is inappropriate and a security issue.

There were several votes in the public charettes for Sunday hours in the summer which might require the hiring of additional personnel. And suggestions in staff interviews and plan of service meeting notes about expanding volunteers and using youth for services like technology support mean that planning for additional staffing should be considered in the design.

Programs and Meetings:

This was another important topic noted. Topics like cooking, adulting skills, job readiness, tutoring, memory strengthening, an oral history lab, and even physical training such as exercise and self-defense classes were mentioned. Participants in the public charette also voted strongly for keeping traditional library programs such as story time for children, book discussions, technology training, and music programs.

By providing a variety of differently sized meeting and program spaces, the Library can expand its roster of classes and training sessions both for the public and continuing education for staff development.

In addition to providing space for the actual programs to occur, adjacent space needs to be designed for infrastructure, such as tables, chairs, program supplies, charging and storing technology, refrigeration and sink for clean up for refreshments, audio-video-data support, and special equipment like locked portable laptop charging cabinets or mobile kitchens for teaching.

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Collection:

The Library's collection is the heart of its mission and this sentiment was reinforced in the public charettes. The challenge today is that the definition of 'collection' has expanded greatly beyond traditional books, magazines, and media. The Bethlehem Public Library has strong circulation of traditional materials that needs to be maintained while considering accessibility barriers, such as not using high and low shelves and for increased Large Type books.

Additionally, the staff recognize the need to diversify the Library's collection as the composition of its service area changes. Sufficient space for the inclusion of books in other languages, culturally diverse collections, and English Language Learner materials were specifically noted.

And BPL has also taken a forward-thinking approach to its collection with the inclusion of technology, e-resources, and a Library of Things. Unlike traditional materials that can sit on a shelf for a millennium and still be used immediately, technology needs constant tending. Staff workspace and storage will need to be designed to accommodate this specialized workflow. And the Library of Things is a very diverse and visual collection. No two items can be stored in the same way and use of the collection is heavily dependent upon patrons seeing the items to know they are available. Additionally, some items might include multiple pieces that need to be displayed as a whole. Also important is knowing if, like the circulating technology, any of the Library of Things items requiring charging while they are on display. In some ways, the Public may not even know what is IN the Library of Things without actually SEEING the Library of Things.

Summary:

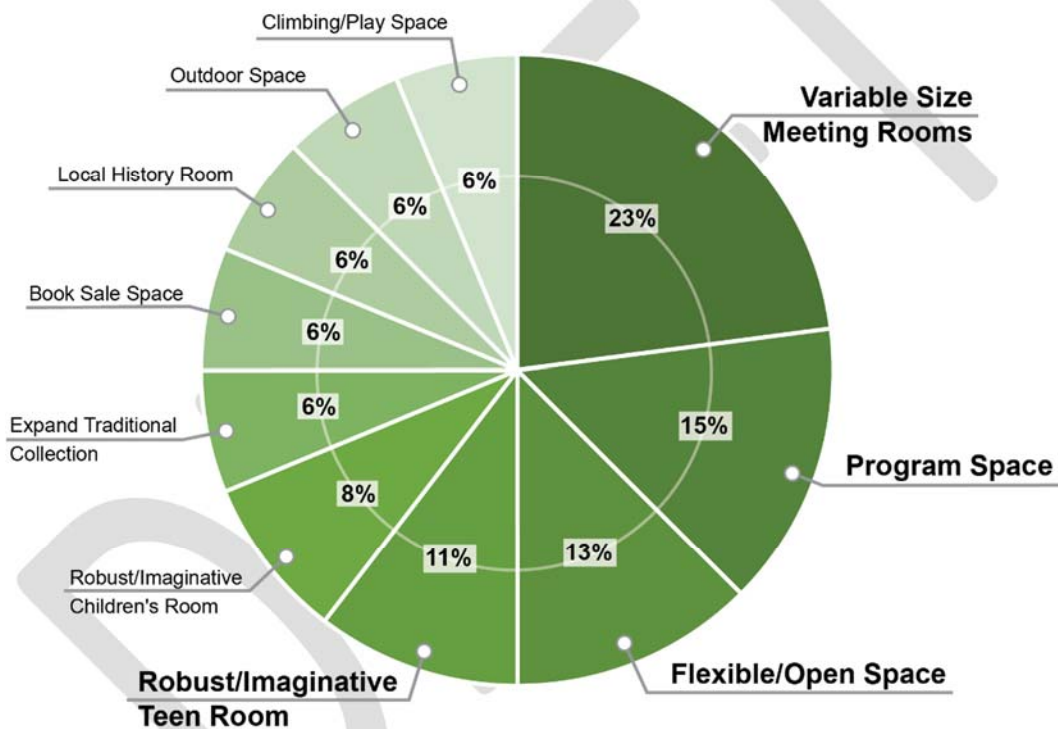
Some of the discussion points focus more on types of programs and services, but it is important to consider them because HOW the Library will deliver them to the community informs the design of the space in which they will be provided.

Other suggestions do not appear to have a direct correlation to building design, like outreach services with a Library owned vehicle or providing more online content to patrons, but the automobile will need a parking space and online contact needs staff to curate it, so understanding the work flow of Library staff is an important consideration during the design phase. One of the challenges in renovating an existing facility built in a different era is attempting to accommodate all of the new, and future, ways of fulfilling the organization's mission in a space designed and built for very different services.

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Bethlehem Public Library
Master Planning Report
Community Interview Summary

Public Space Discussion



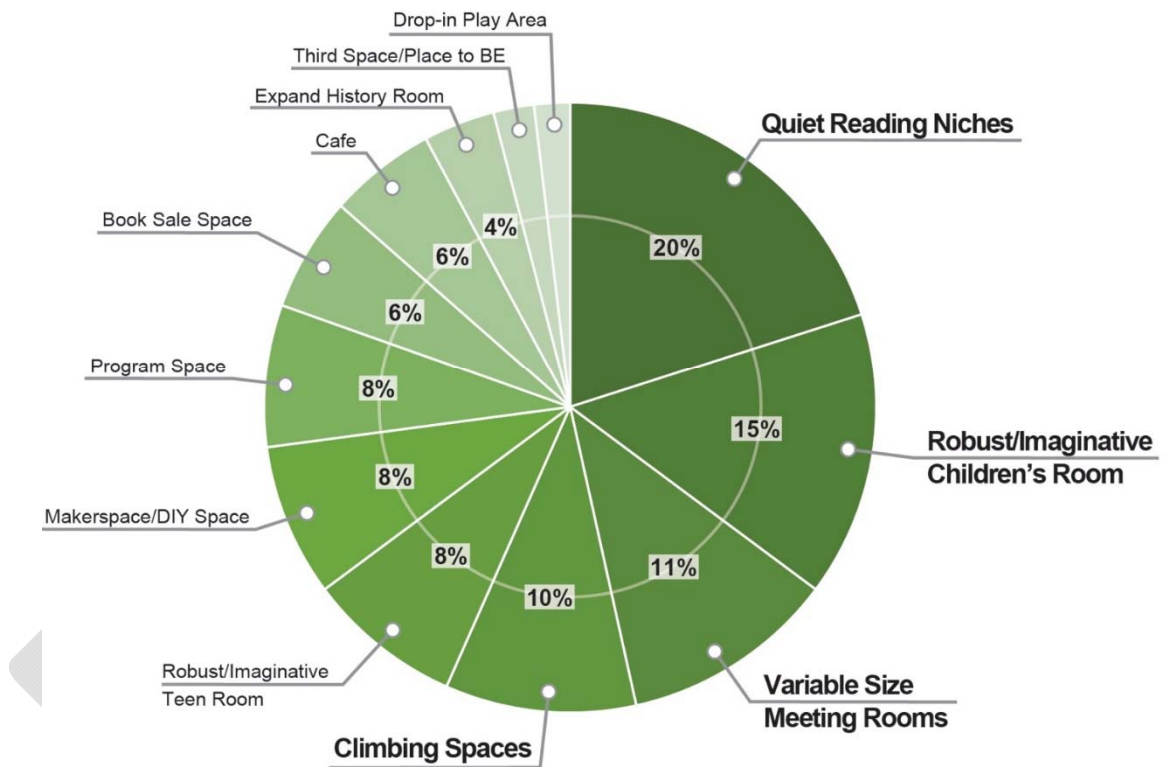
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74 Responses from WHY Meeting

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Bethlehem Public Library
Master Planning Report
Community Interview Summary

Public Space Discussion



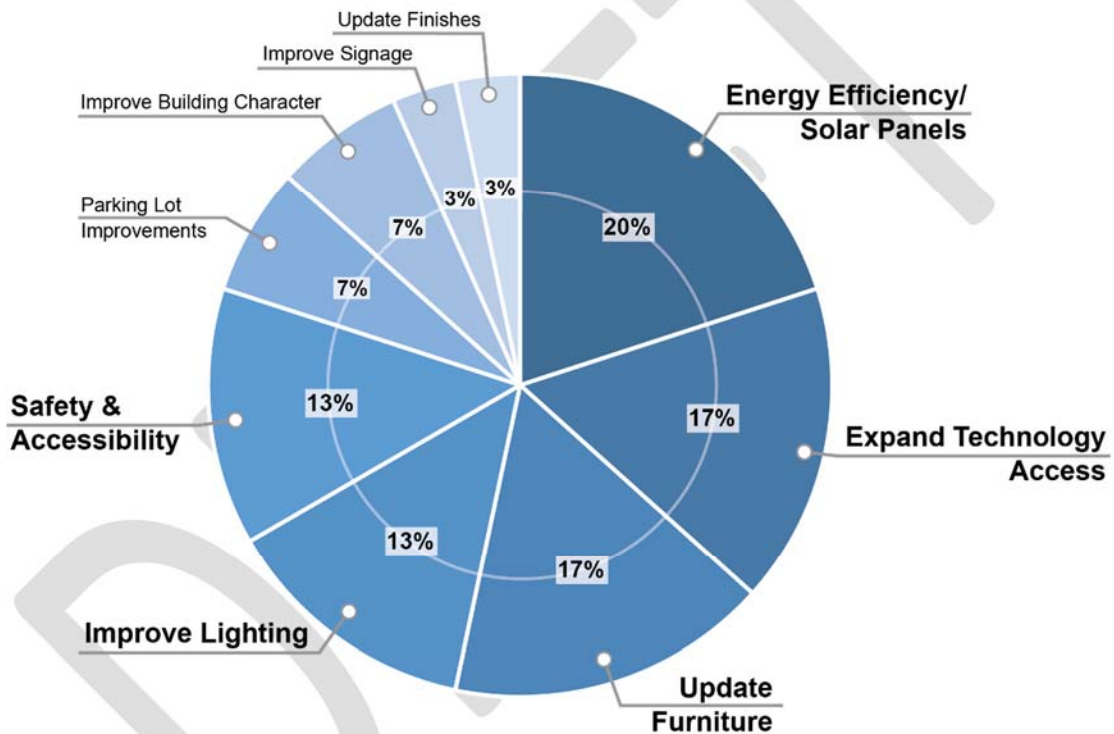
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974 Responses from Public Voting at Circ Desk

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Bethlehem Public Library
Master Planning Report
Community Interview Summary

Public Program/Resource Discussion



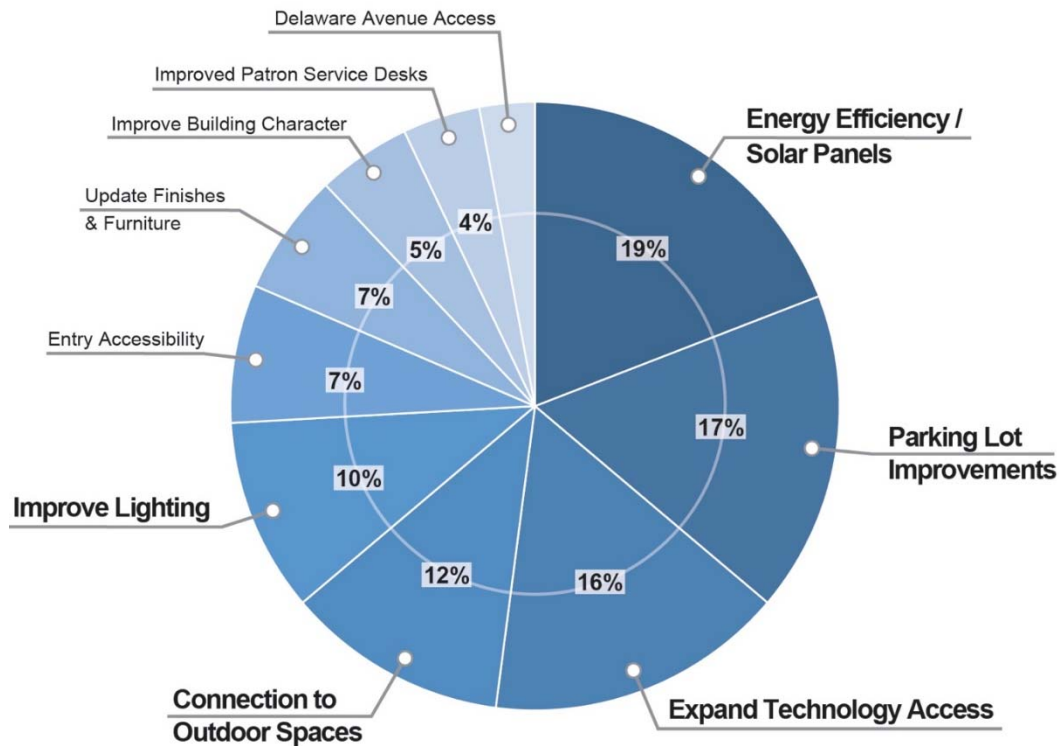
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74 Responses from WHY Meeting

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Bethlehem Public Library
Master Planning Report
Community Interview Summary

Public Program/Resource Discussion



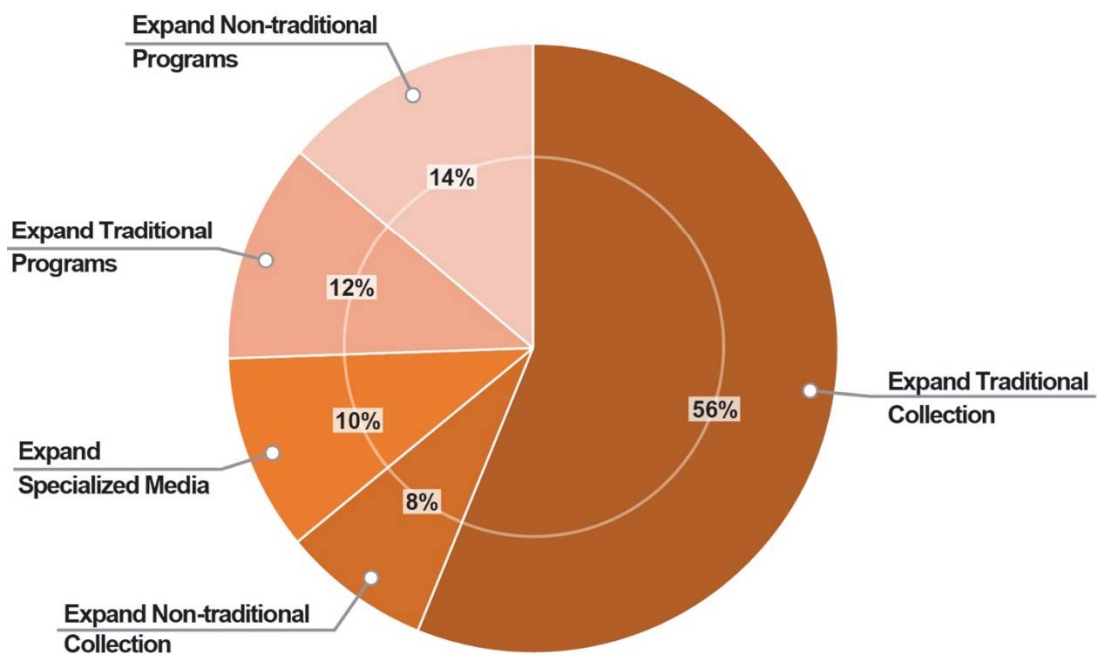
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974 Responses from Public Voting at Circ Desk

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Bethlehem Public Library
Master Planning Report
Community Interview Summary

Public Collection & Programs



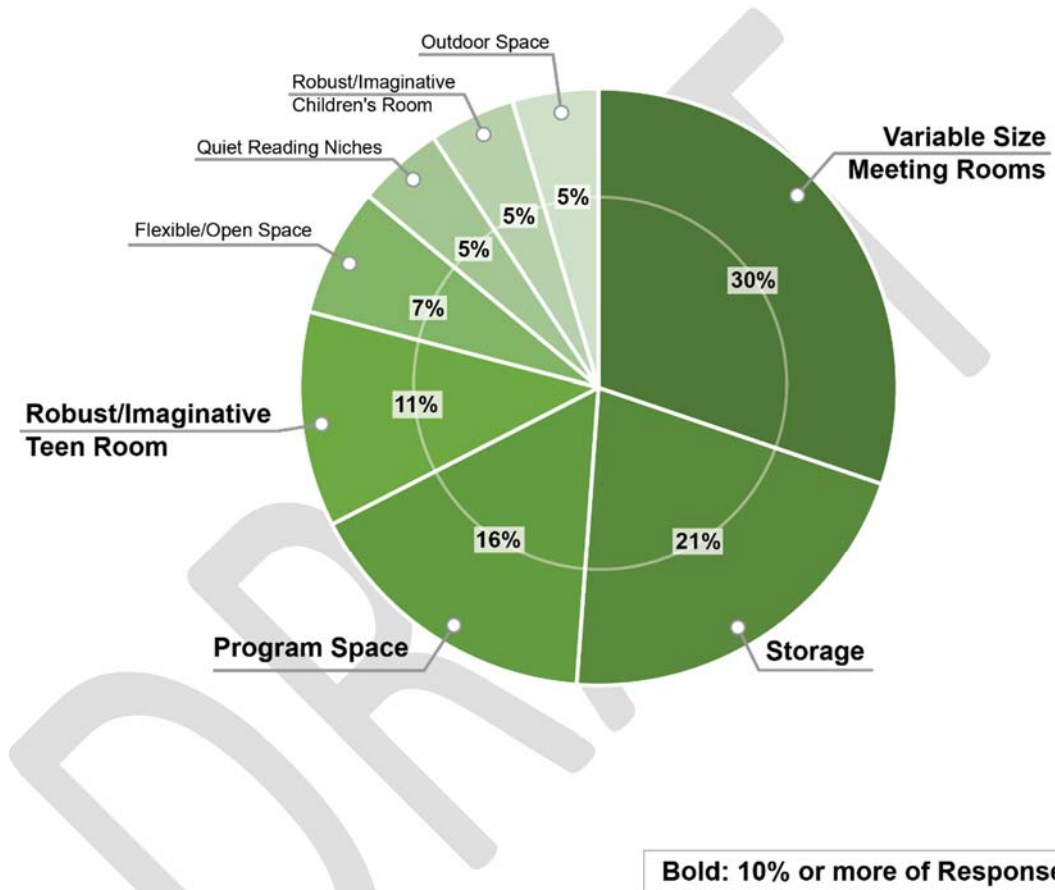
974 Responses from Public Voting at Circ Desk

Bethlehem Public Library
Master Planning Report

#

Staff Interview Summary

Staff Space Discussion



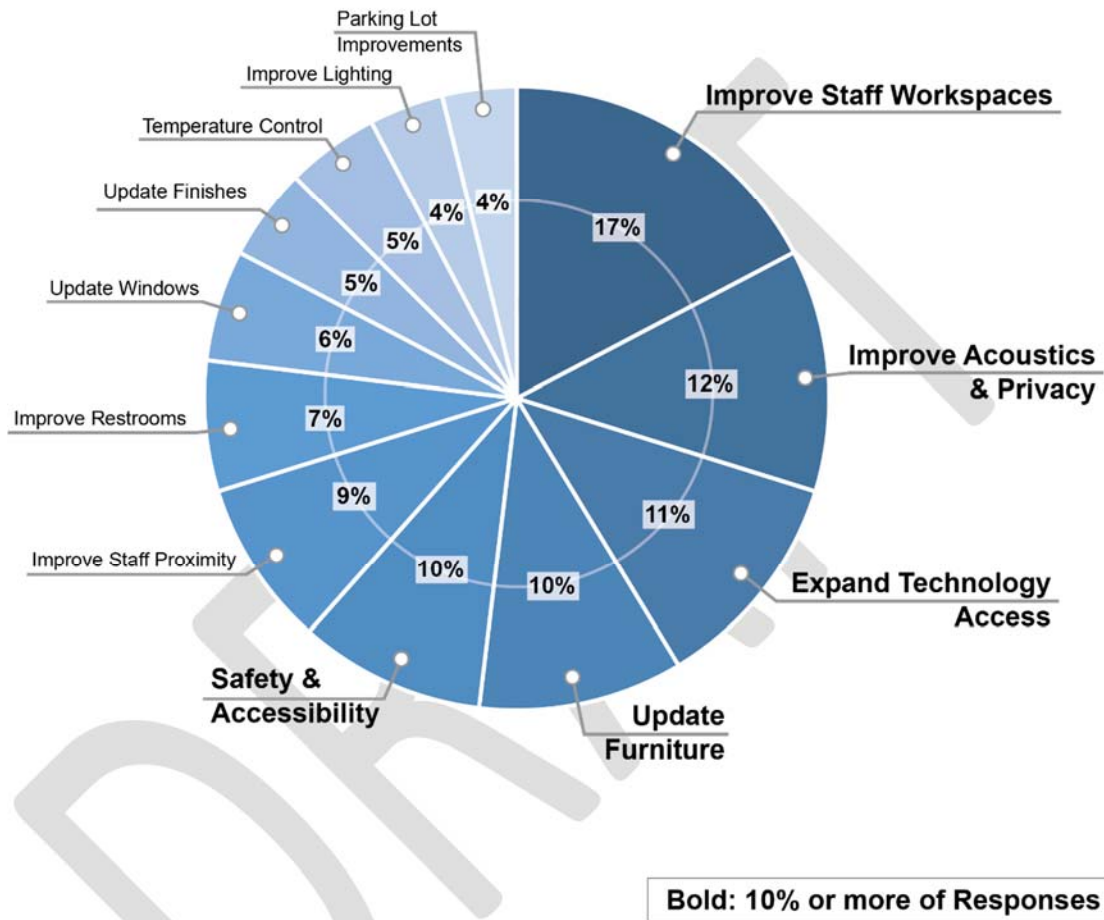
145 Responses

Bethlehem Public Library Master Planning Report

Staff Interview Summary

#

Staff Program/Resource Discussion



145 Responses

Bethlehem Public Library

Linear Footage - Book Stacks

Main Floor

Room No.	Location	Unit Type	# of Units	Unit Width	Single / Double	# Shelves	# 2-tier units	# angled shelves	Lineal Shelving	Number of Titles (@ 8/lf)	Number of Titles (@ 12/lf)	Unit size (H x W x D)	Description
	Childrens Room												
	West Wall	Single	2	3.0	1	6	0	0	36	288	432	78x36x12	
	West Wall	Single	14	3.0	1	4	0	0	168	1,344	2,016	78x36x12	
	Freestanding	Double	27	3.0	2	4	0	0	648	5,184	7,776	60x36x24	Nonfiction
	Freestanding	Double	14	3.0	2	2	0	0	168	1,344	2,016	36x36x24	Picture books
	East Wall	Single	5	3.0	1	4	0	0	60	480	720	60x36x12	
	Niche	Single	8	3.0	1	5	0	0	120	960	1,440	78x36x12	
	Freestanding	Double	6	3.0	2	4	0	0	144	1,152	1,728	60x36x24	
	Freestanding	Double	18	3.0	2	4	0	0	432	3,456	5,184	60x36x24	
	Freestanding	(double)	6	3.0	1	5	0	0	90	720	1,080	60x36x12	back to back with teens
	East Wall	Single	6	3.0	1	4	0	0	72	576	864	60x36x12	
	Staff Area	Single	8	3.0	1	4	0	0	96	768	1,152	60x36x12	
	Teen Area								2,034	16,272	24,408		
	Freestanding	(double)	6	3.0	1	5	0	0	90	720	1,080	60x36x12	back to back with kids
	Freestanding	Double	7	3.0	1	6	0	0	126	1,008	1,512	84x36x24	
	Freestanding	Double	7	3.0	1	4	0	0	84	672	1,008	48x36x24	
	New Materials								300	2,400	3,600		
	Freestanding	Single	8	3.0	1	4	0	0	96	384	768	72x30x30	Display
	Freestanding	Double	3	2.5	2	3	0	0	45	180	360	72x30x30	Display
	Music / Things Area / DVDs / Games								141	564	1,128		
	West Wall	Music Bin	6	3.0	1	2	2	0	72	576	864	42x36x20	<i>hard to calculate amounts</i>
	West Wall	Things	1	3.0	1	2	2	0	12	96	144	42x36x20	<i>hard to calculate amounts</i>
	North Wall	Single	5	3.0	1	6	0	0	90	720	1,080	78x36x12	Books on CD
	Freestanding	Double	12	3.0	2	7	0	0	504	4,032	6,048	78x36x24	DVDs / Games
									678	5,424	8,136		

Bethlehem Public Library

Linear Footage - Book Stacks

Main Floor

Room No.	Location	Unit Type	# of Units	Unit Width	Single / Double	# Shelves	# 2-tier units	# angled shelves	Lineal Shelving	Number of Titles (@ 8/lf)	Number of Titles (@ 12/lf)	Unit size (H x W x D)	Description
	Periodicals												
	East Wall	Single	6	3.0	1	4	0	4	144	576	1,152	72x36x15	
	South Wall	Single	7	3.0	1	4	0	4	168	672	1,344	72x36x15	
									312	1,248	2,496		
	Fiction Collection												
	West Wall	Single	2	3.0	1	8	0	0	48	384	576	84x36x12	(open - graphic novels)
	West Wall	Single	8	3.0	1	8	0	0	192	1,536	2,304	84x36x12	Books on CD
	West Wall	Single	2	3.0	1	8	0	0	48	384	576	84x36x12	Books on CD
	West Wall	Single	4	3.0	1	8	0	0	96	768	1,152	84x36x12	Books on CD / Play aways
	Freestanding	Double	16	3.0	2	6	0	0	576	4,608	6,912	84x36x24	Mysteries
	Freestanding	Double	52	3.0	2	6	0	0	1,872	14,976	22,464	84x36x24	Fiction
	Freestanding	Double	12	3.0	1	6	0	0	216	1,728	2,592	84x36x24	Large Print
									3,048	24,384	36,576		
	NonFiction Collection												
	North Wall	Single	7	3.0	1	6	0	0	126	1,008	1,512	72x36x12	Biographies
	Built-in	Double	172	3.0	2	6	0	0	6,192	49,536	74,304	72x36x24	
	Built-in	Double	4	2.2	2	6	0	0	106	845	1,267	72x22x24	
	East Wall	Single	4	3.0	1	6	0	0	72	576	864	72x36x12	
	East Wall	Single	4	3.0	1	4	0	0	48	384	576	72x36x12	
									6,544	52,349	78,523		
									Totals 13,057	102,641	154,867		

Bethlehem Public Library

Linear Footage - Book Stacks

Main Floor

Room No.	Location	Unit Type	# of Units	Unit Width	Single / Double	# Shelves	# 2-tier units	# angled shelves	Lineal Shelving	Number of Titles (@ 8/lf)	Number of Titles (@ 12/lf)	Unit size (H x W x D)	Description
	Childrens Room												
	West Wall	Single	7	3.0	1	6	0	0	126	1,008	1,512	78x36x12	
	West Wall	Single	5	3.0	1	4	0	0	60	480	720	78x36x12	
	South Wall	Single	3	3.0	1	4	0	0	36	288	432	78x36x12	
	Freestanding	Double	28	3.0	2	4	0	0	672	5,376	8,064	60x36x24	Nonfiction
	Freestanding	Double	28	3.0	2	2	0	0	336	2,688	4,032	36x36x24	Picture books
	East Wall	Single	2	3.0	1	4	0	0	24	192	288	60x36x12	
	Niche 1	Single	9	3.0	1	5	0	0	135	1,080	1,620	78x36x12	
	Niche 2	Single	9	3.0	1	5	0	0	135	1,080	1,620	78x36x12	
	Freestanding	Double	8	3.0	2	4	0	0	192	1,536	2,304	60x36x24	
	Freestanding	Double	26	3.0	2	4	0	0	624	4,992	7,488	60x36x24	
	North Wall	Single	6	3.0	1	2	0	0	36	288	432	36x36x12	
	East Wall	Single	5	3.0	1	4	0	0	60	480	720	60x36x12	
	Staff Area	Single	4	3.0	1	4	0	0	48	384	576	60x36x12	
	Teen Area								2,484	19,872	29,808		
	West Wall	Single	2	3.0	1	6	0	0	36	288	432	60x36x12	
	South Wall	Single	2	3.0	1	6	0	0	36	288	432	60x36x12	
	West Wall	Single	2	3.0	1	2	0	0	12	96	144	36x36x12	
	North Wall	Single	7	3.0	1	2	0	0	42	336	504	36x36x12	
	East Wall	Single	3	3.0	1	2	0	0	18	144	216	36x36x12	
	Freestanding	Double	11	3.0	2	6	0	0	396	3,168	4,752	84x36x24	
	South Wall	Single	6	3.0	1	2	0	0	36	288	432	36x36x12	
									576	4,608	6,912		

Bethlehem Public Library

Linear Footage - Book Stacks

Main Floor

Room No.	Location	Unit Type	# of Units	Unit Width	Single / Double	# Shelves	# 2-tier units	# angled shelves	Lineal Shelving	Number of Titles (@ 8/lf)	Number of Titles (@ 12/lf)	Unit size (H x W x D)	Description
	New Materials												
	Freestanding	Double	11	3.0	2	4	0	0	264	1,056	2,112	60x36x24	
	South Wall	Single	4	3.0	1	3	0	0	36	144	288	42x36x12	
	South Wall	Single	3	3.0	1	7	0	0	63	252	504	84x36x24	
	Music / Things Area								363	1,452	2,904		
	North Wall	Music Bin	7	3.0	1	2	2	0	84	672	1,008	42x36x20	<i>hard to calculate amounts</i>
	Freestanding	Single	1	3.0	1	6	0	0	18	144	216	78x36x12	<i>For things</i>
	South Wall	Things	7	3.0	1	6	0	0	126	1,008	1,512	78x36x24	
	Periodicals								228	1,824	2,736		
	East Wall	Single	6	3.0	1	4	0	4	144	576	1,152	72x36x15	
	South Wall	Single	7	3.0	1	4	0	4	168	672	1,344	72x36x15	
	Fiction Collection / Books on CD / Games								312	1,248	2,496		
	West Wall	Single	2	3.0	1	8	0	0	48	384	576	84x36x12	(open - graphic novels)
	West Wall	Single	8	3.0	1	8	0	0	192	1,536	2,304	84x36x12	Books on CD
	West Wall	Single	2	3.0	1	8	0	0	48	384	576	84x36x12	Books on CD
	West Wall	Single	4	3.0	1	8	0	0	96	768	1,152	84x36x12	Books on CD / Play aways
	West Wall	Single	7	3.0	1	6	0	0	126	1,008	1,512	84x36x12	DVDs / Games
	Freestanding	Double	16	3.0	2	6	0	0	576	4,608	6,912	84x36x24	Mysteries
	Freestanding	Double	52	3.0	2	6	0	0	1,872	14,976	22,464	84x36x24	Fiction
	Freestanding	Double	12	3.0	1	6	0	0	216	1,728	2,592	84x36x24	Large Print
									3,174	25,392	38,088		

Bethlehem Public Library

Linear Footage - Book Stacks

Main Floor

Room No.	Location	Unit Type	# of Units	Unit Width	Single / Double	# Shelves	# 2-tier units	# angled shelves	Lineal Shelving	Number of Titles (@ 8/lf)	Number of Titles (@ 12/lf)	Unit size (H x W x D)	Description
	NonFiction Collection												
	North Wall	Single	7	3.0	1	6	0	0	126	1,008	1,512	72x36x12	Biographies
	Built-in	Double	172	3.0	2	6	0	0	6,192	49,536	74,304	72x36x24	
	Built-in	Double	4	2.2	2	6	0	0	106	845	1,267	72x22x24	
	East Wall	Single	4	3.0	1	6	0	0	72	576	864	72x36x12	
	East Wall	Single	4	3.0	1	4	0	0	48	384	576	72x36x12	
									6,544	52,349	78,523		
	Media / Local History												
	Freestanding	Double	4	3.0	2	5	0	0	120	960	1,440	60x36x24	Biographies
	North Wall	Single	2	3.0	1	6	0	0	36	288	432	84x36x12	
	East Wall	Single	3	3.0	1	6	0	0	54	432	648	84x36x12	
	Freestanding	Double	24	3.0	2	8	0	0	1,152	9,216	13,824	84x36x24	Media / DVDs
									1,362	10,896	16,344		
Totals									15,043	117,641	177,811		15% increase

Bethlehem Public Library

Master Planning Report

Phasing

Per the consensus of the Committee, BRMA has developed multiple phases and a list of future options to responsibly manage the Library's finances and funding opportunities while prioritizing the most important improvements. The Phases are intended to provide discreet projects that have palatable budgets, are sequence properly for future projects, and are eligible for grants and funding opportunities individually as well as collectively. Please note, all phases which incorporate interior renovations have included, by default, the building system and envelope upgrades discussed in the Existing Conditions Section. All renovations also include, as a rule, universal upgrades to electrical distribution, IT and Data infrastructure, and built-in storage strategies.

Phase 1

Phase 1 focuses on the primary requests for more meeting space and redesigning the main entrance for greater accessibility. This phase adds 5,159 square feet of new public space to the Library, and substantially renovates approximately 1,500 square feet of the existing space.

A new 200-seat capacity Large Meeting Room will be constructed off the northwest corner of the building adjacent to the main entrance. This space will include storage for tables & chairs, a kitchenette, and two accessible restrooms.

Extension of the vestibule area will bring the front entry doors closer to the parking lot with a less hidden and more engaging entrance. The benefits include reduction of exterior walking distance for people with mobility challenges, as well as mitigation of the freezing surface water collection at the existing plaza. This new vestibule will also allow after hours use of the auditorium and its restrooms, even when the Library-proper is closed.

Outside, improvements will be made to the remaining plaza walkway to solve the drainage problems.

Work will also be done on the south Delaware Ave entrance to create a true weather vestibule, improving energy efficiency, comfort, and safety while maintaining a presence on the main street.

As structured, this phase also includes the demolition of the house on Borthwick Avenue so the site is ready for Phase 2a, and that area can be used for staging, construction activities, overflow parking, renewed pickup areas, etc.

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Prioritizing the construction of the new Large Meeting Room sets the stage for future phases by providing the Library with a large, flexible space from which services can be provided while the rest of the Library is renovated. Collections, staff, and/or services can be provided from this large space as a temporary location, without requiring the Library to move out and rent space elsewhere in the community. Meanwhile, the existing public meeting space can still be used for programs while the new, larger space is temporarily occupied.

Phase 2a

Phase 2a addresses the parking lot and introduces dedicated space for curbside pickup. By reversing the traffic flow to a clockwise direction through the parking lot, curbside pick-up can be permanently added to the Library list of services, and provisions be made for a Service Window (Drive Through).

Outside, the first piece creating a new one way, "in" entrance to the site across from the Police Department, at the Borthwick House location, and some additional parking. The intention is to create a safer traffic flow through the site, provide options at the patron Drive-Through or Parking Decision Point, and improve access to the building.

Two lanes will be developed on the north side of the Library to create a left hand, curbside pick up lane, and a right, pass through lane. Traffic will continue to flow west into the northwest parking which will be restriped for parking flowing west instead of east. Traffic will drive to the right around the lot and turn left to exit through the lot across from the Town's facility on Borthwick. Additional parking spaces will be added closest to Borthwick Ave. Finally, the berm in the northwest lot will be regraded and landscaped to create a small outdoor gathering space, with less topography, a frequent request from the public.

Inside on the north side of the building, Receiving/Shipping [129] will be transformed into staff space for curb side pick up with a transaction window and staff entrance.

The entire scope for this phase may be modified, if subsequent phases will follow shortly thereafter, in order to preserve the finish layers of paving from construction operations, provide layout areas, etc. Decisions will be made regarding these strategies when implementation is approved.

Phase 2b

Phase 2b targets the heart of the Library by renovating the Main Corridor [110], the Board Room [119], Technical Services [126], and adjacent staff spaces. By claiming some space from the Fiction Collection, the Main Corridor can be widened to open up the main entrance and create a

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functional space which could provide prominent room for The Library of Things (a unique and engaging collection), displays for new items and materials, and public reading spaces.

The existing Board Room will become a Seminar/Conference Room for 20-25 people, with a door off the new vestibule allowing this smaller meeting room to be used after hours as well. TV Studio Control Room [118A] will be converted into a handicap accessible restroom. To the right of the Community Room [116] entrance new study room accommodating 4-6 will be constructed.

The existing public restrooms off the Lobby [111] and [112] will remain. They are intended to be upgraded in the last phase.

Across the Main Corridor from the meeting rooms, the staff spaces will be pushed north and reconfigured to widen the Main Corridor. (The staff toilets [123] and [123A] will become part of the Main Corridor.)

The Break Room [124] will be converted into a small meeting room. The Business Manager's Office [125], Coat/Locker area [122] and a sliver of the Human Resources Office [121] will be combined into an office accessible from the Main Corridor. The offices currently housing HR and Head of Circulation will just move north while an additional office will be created from the current Circulation Desk area. This will provide four office spaces off the Main Corridor with three having direct access to Technical Service.

Modifications will update the Technical Services Area, and public spaces around Nonfiction and the Receiving/Shipping Space and Building Maintenance [130]. Storage should also be addressed in this area.

Building Maintenance [130] will become the new Break Room with a restroom created by combining Toilet [128] and Closet [130A]. A new Maintenance Office will be created from space acquired from the Media stacks where the wall was extended.

A new Circulation Desk will exist east of the current desk [100A] and will potentially combine circulation and Help Desk functions. The final design and arrangement of Circulation and Help functions will be developed as details are addressed, including: work stations assigned to Help and/or Circulation; patron queuing, storage, reserves, etc. The area currently occupied by the Help Desk will be open for public services or collection.

Phase 3

Phase 3 renovates the Children, Teen Y/A, Computer, and Collection spaces, and the east offices. Adult Fiction and Nonfiction Collections will potentially be swapped. Two enclosed tutoring spaces will be added to the Periodical Reading Room. The Assistant Director's Office [104] will be combined with the Quiet Study Room [105] to create a Makerspace.

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Computers will remain in roughly the same location, but Lounge Seating will be enclosed using glass to create a Teen Space. Lounge seating and reading niches will then be scattered throughout the building, with new seating being added in the wider Main Corridor.

New Materials and part of the YA Collection will become Media. The current Teen Space will be enclosed as part of the Children's Library and house space for Middle Grade students to study and gather. A Family Restroom will be added near the Children's Staff Desk, and a Toddler area will be created in the current Homework Area. An additional entry to the Children's Library will be added near the Delaware Avenue Entrance, potentially with alarmed and delayed/access door hardware.

Future Phases

Future phases could include another addition to the northwest, on the Borthwick side of the property. Another consideration is the removal of the integral stack/structural system at the mezzanine, to create more flexible space on both levels. Previous versions of the schemes imagined a second floor public space as well, although these were deferred in the name of spending effort and monies where most desired by the community.

Toilet [113] will remain, but the area outside of the Children's Room/Story Time space [114] will be reconfigured to include a closet for the Community Room and a Kitchenette to serve [114]. Program room [115], which is currently only accessible from either the Community Room or [114] will become storage for [114].

The existing Community Room [116] will essentially remain the same. It is the rooms around it that will be modified. The Kitchen [117] will be opened up with an island separating it from the rest of the Community Room. The TV Studio [118] will be converted into table and chair storage for the existing Community Room. Janitor's Closet created from a niche [111A] in the Men's Room [111].

There are pros and cons to phasing a large renovation project. Some things to consider are cost, ability to raise funds, convenience, impact on the public, and impact on the staff.

Cost

Phasing a renovation will always cost more overall than completing it in a single project. Inflation

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raises the cost of both materials and labor and is always an enemy of a project completed over time.

Balancing inflation, however, is the cost of relocating so the Library can continue to operate during the period when the entire building is under construction. Relocation expenses can include movers, both out of the building and back, renovation and furnishing of a temporary location to make it serviceable as a Library, rent, utilities and insurance for two locations.

Ability to Raise Funds

This category can include bond referendums, grant cycles, and the ability to raise funds through community donations, either with a large capital campaign or smaller appeals that target specific phases.

Convenience

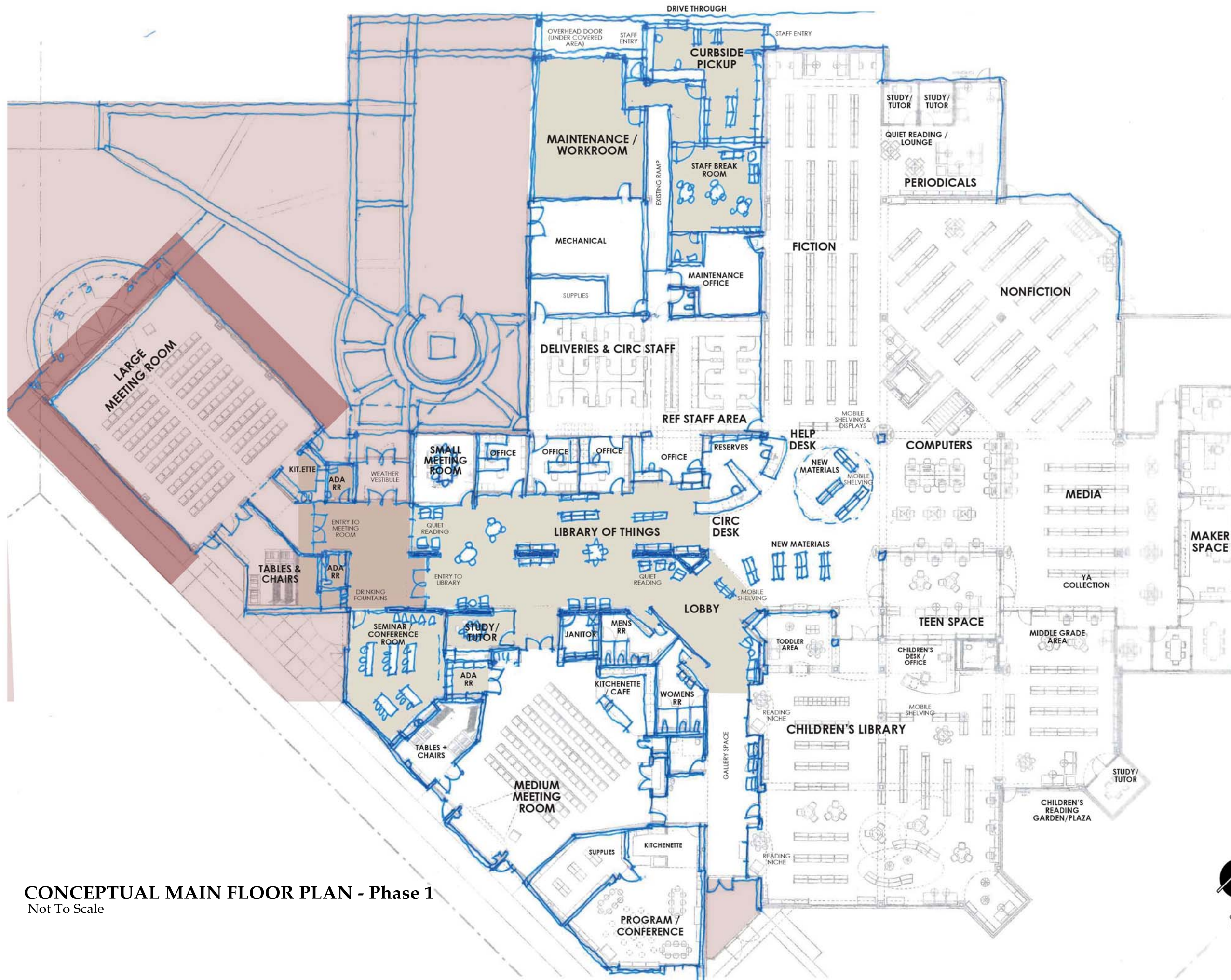
Moving to a temporary location requires the Library to suspend service while moving both out and back in. Patrons are accustomed to the current location, it is conveniently located off of Delaware Avenue, and across from the Town Building. A new location might not be as accessible. As a positive, the number of months of inconvenience will be significantly less. As a single phase, it is estimated this project might take 14-18 months of construction. An estimate of time can be provided for each phase, but how quickly the Library transitions from one phase to the next will depend on many factors including funding, development of bid documents, and bidding of each phase, and the seasons. For example, the parking lot work cannot be done during the depths of winter, but interior renovations can.

On the other hand, a phased approach where the Library operates while construction is underway means that staff and patrons will experience the noise, dust, and inconvenience of an active construction site. And while the construction of the Large Meeting Room during Phase 1 will provide space for the relocation of collections and staff during Phases 2b & 3, it is likely that some collections or services will be unavailable during those phases of the project. And parking and access to the building could be severely impacted as Phase 2a focuses significantly on the parking lots.

BETHLEHEM
PUBLIC
LIBRARY
Master
Planning
Report

PHASING
PLANS

PHASE
1



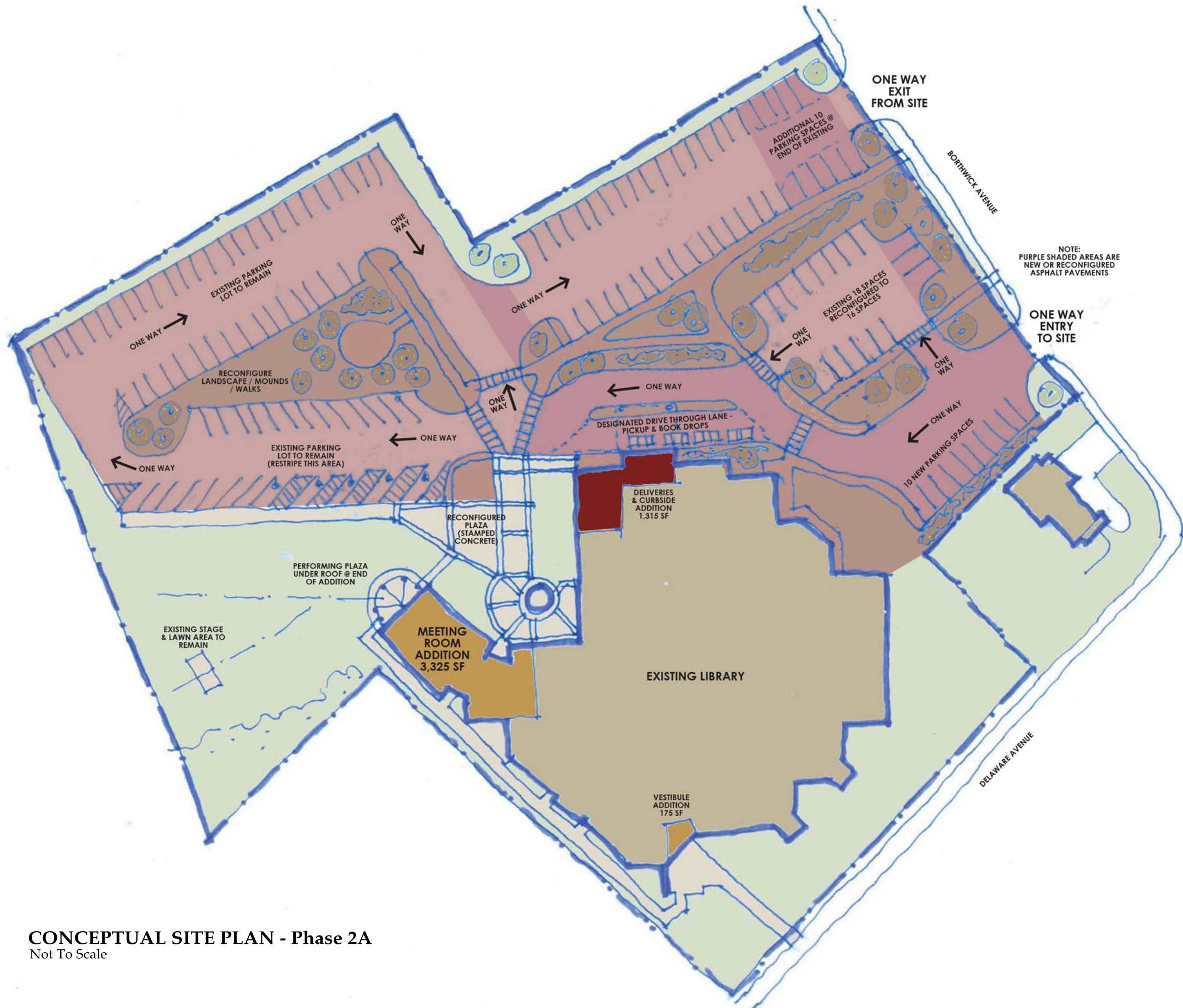
CONCEPTUAL MAIN FLOOR PLAN - Phase 1
Not To Scale



BETHLEHEM
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PHASING
PLANS

PHASE
2A



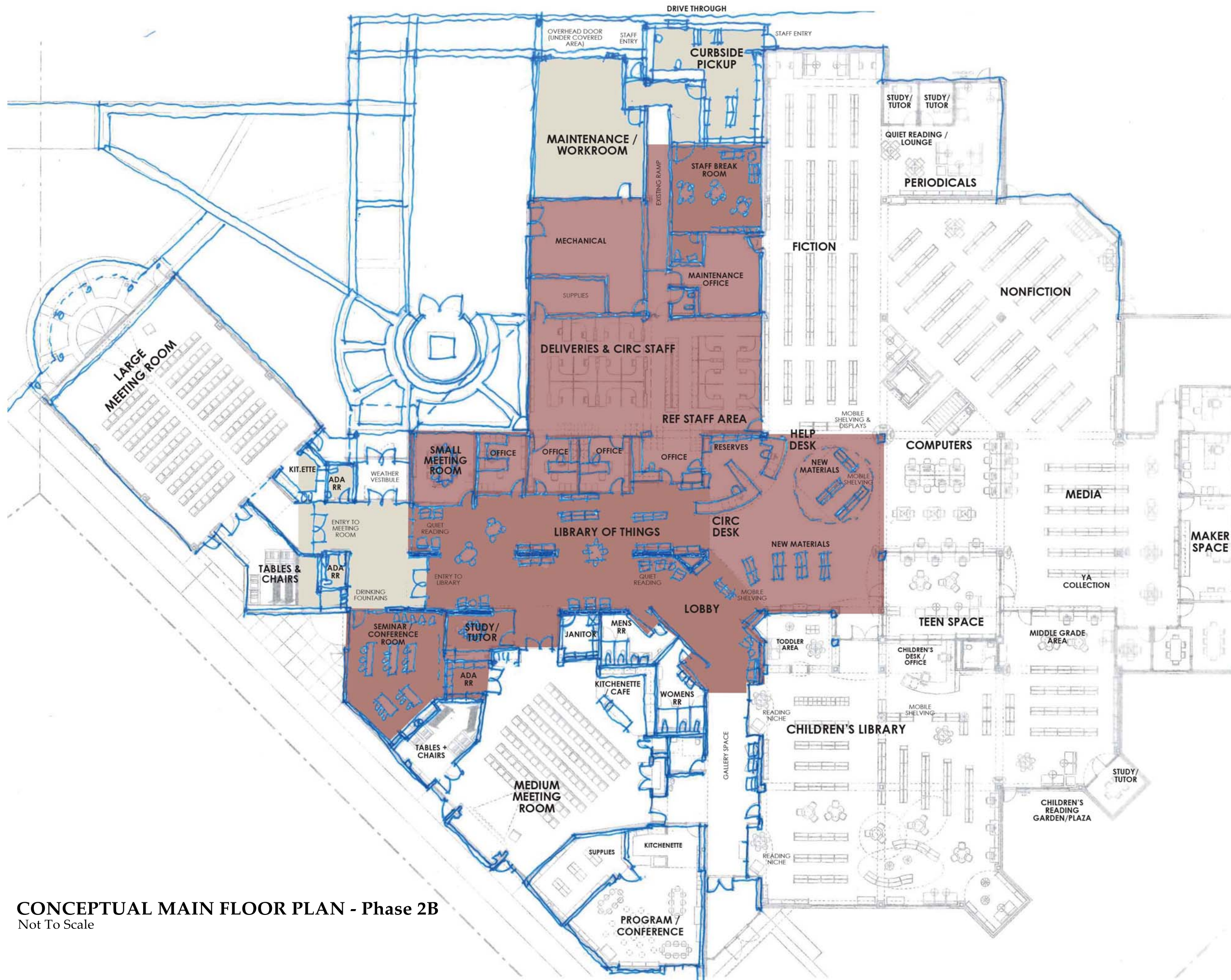
CONCEPTUAL SITE PLAN - Phase 2A
Not To Scale



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Report

PHASING
PLANS

*PHASE
2B*



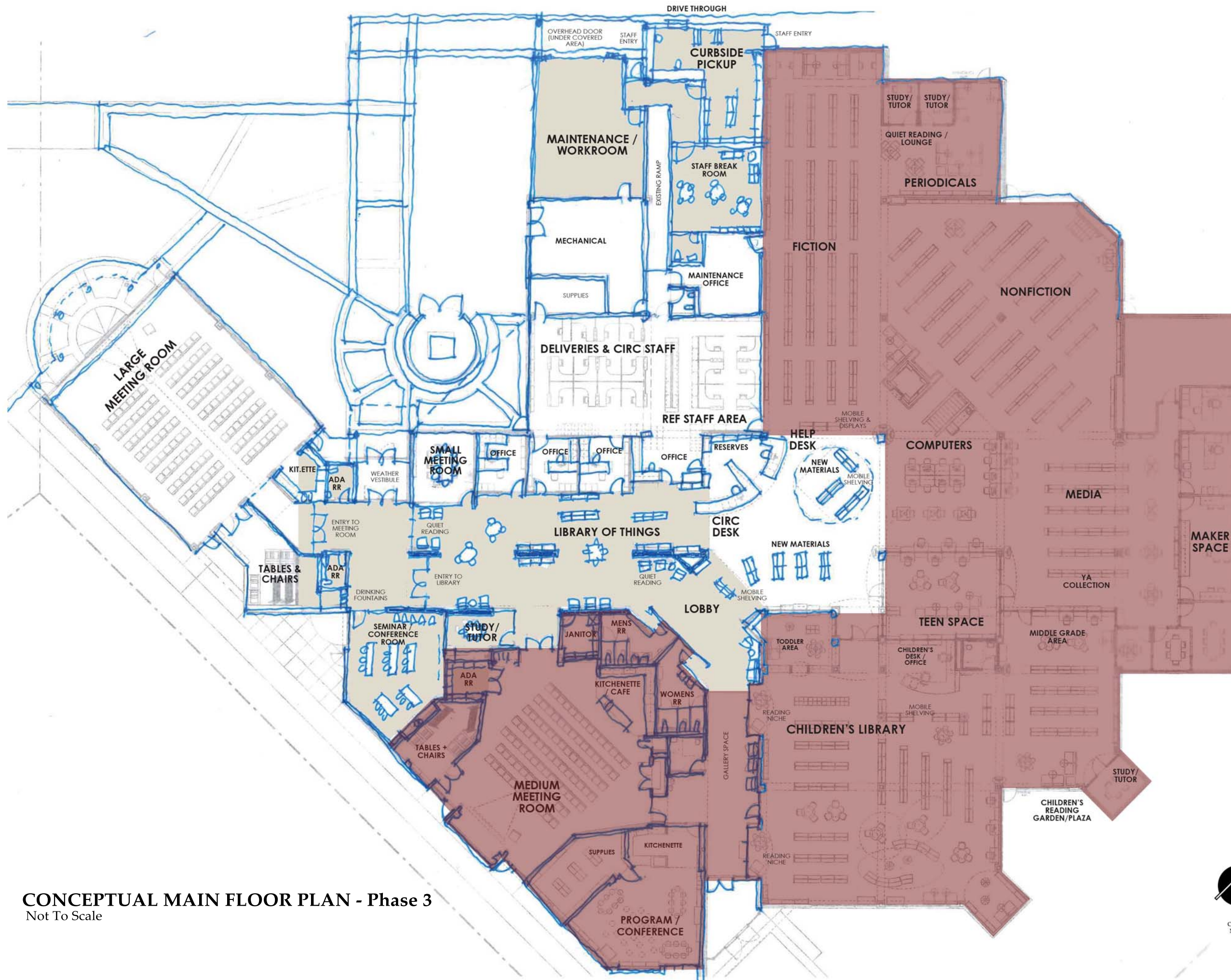
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**PHASE
3**



CONCEPTUAL MAIN FLOOR PLAN - Phase 3
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Bethlehem Public Library Master Planning Report Budget

The budgets prepared for this Master Plan coordinate with the Phases described in Section IV, The Master Plan.

The estimates provided in this Master Plan were last updated in March 2021. The estimates include hard costs which are material and labor construction expenses. These are broken out by cost per square foot with different costs depending on the type of work being done. For example, the cost per square foot for the Large Meeting Room is higher than the cost for the new entrance because the materials used will be significantly different and the space will need to include a new heating, ventilation and air conditioning system while the entrance will piggy-back on an existing HVAC and types of materials will be more limited.

Estimates for furniture like lounge seating, fixtures like bookshelves, and equipment like new computers, have also been included for the purposes of budgeting.

Contingencies cover a variety of situations:

1. Inflation Contingencies are intended to mitigate the cost increases over the time (construction inflation) between when the budget is prepared (now) and when the project(s) are actually implemented (at one or multiple points in the future).
2. Design Contingencies are included to allow the Library and Design Team to develop ideas and features from the conceptual level in more detail, without always having to cut back because it was not included in the original budget.
3. Construction contingencies cover changes in the hard costs of the project because of hidden conditions or changes in the scope of work which can impact both labor and material costs which would become known only during construction.

Soft Costs are those pieces of the project which are not included in the contracts for construction. These can include, but not be limited to, Architectural and Engineering Fees, Fees for an independent Construction Manager, Furnishings, Fittings, and Equipment (FFE) costs, Data and IT infrastructure, circulation systems like RFID, moving costs (even within the existing building), storage costs during construction, lease costs if temporary space is acquired, bidding expenses, finance expenses, referendum/bonding expenses, testing (eg.: hazardous materials, soil borings, etc.), special third-party inspections during construction, etc.

Together, the hard and soft costs, plus other miscellany, make up the Total Project Cost for any given phase.

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These estimates can be used for fundraising purposes, but are **not** sufficient for most grant applications, such as the New York State Public Library Construction Aid program offered by the NYSL Division of Library Development. Actual construction quotes from a contractor or Construction Manager will need to be obtained to submit certain grant applications.

Phase 1

Phase 1 focuses on the construction of the new 200 seat Large Meeting Room, creating a new main entrance, addressing the drainage issues present at the main entrance walkway, and demolition of the house on Borthwick Avenue where a new parking lot will be constructed during a future phase.

This phase adds 5,159 gross square feet to the Library. Hard costs are estimated at \$3,049,150. After adding in furniture, fixtures, equipment, architectural and construction contingencies, estimates for inflation and soft costs the total estimated cost for Phase 1 is \$4,336,274.

Phase 2a

Phase 2a targets parking lot improvements and curbside pick-up infrastructure, inside and out.

Improvements to the parking lots, driveways, and landscaping will cost approximately \$1,075,000.

This phase will include interior renovations and a small addition to bump out the northside of the building to provide for curbside pick-up thus adding about 1,315 square feet to the Library. Hard costs for hazardous material removal, renovation and the addition are estimated at \$1,124,625. With the addition of FFEs, contingencies, escalation, and soft costs the total estimate for Phase 2a is \$3,227,441.

Phase 2b transforms the Main Corridor from the new main entrance into the heart of the building. It reconfigures the staff spaces on the west side of the building, moves the circulation desk, and renovates the Board Room. Hard costs include removal of hazardous materials and are estimated at \$1,900,600. After adding in FFEs, contingencies, escalation and other soft costs the estimate for Phase 2b is \$2,988,006.

Phase 3 includes renovation of the eastern side of the building, and the balance of the spaces.

The hard cost estimate is \$4,271,500. Once the FFEs, contingencies, escalation, and other soft costs are included the project estimate for Phase 3 is \$6,770,050.

Total of all 4 phases, as separate projects, is \$17,321,771. It is estimated that completing all the work in a single phase would cost approximately \$14,277,182.

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Phase 1:	\$ 4,336,274	Auditorium, new main entrance, demolish house
Phase 2a:	\$ 3,227,441	Parking lot improvements, curb side pick-up
Phase 2b:	\$ 2,988,006	Main Corridor, staff space, Board Room, circulation
Phase 3:	<u>\$ 6,770,050</u>	Balance of the Renovations
	\$17,321,771	

BUDGET SUMMARIES FOLLOW THIS PAGE

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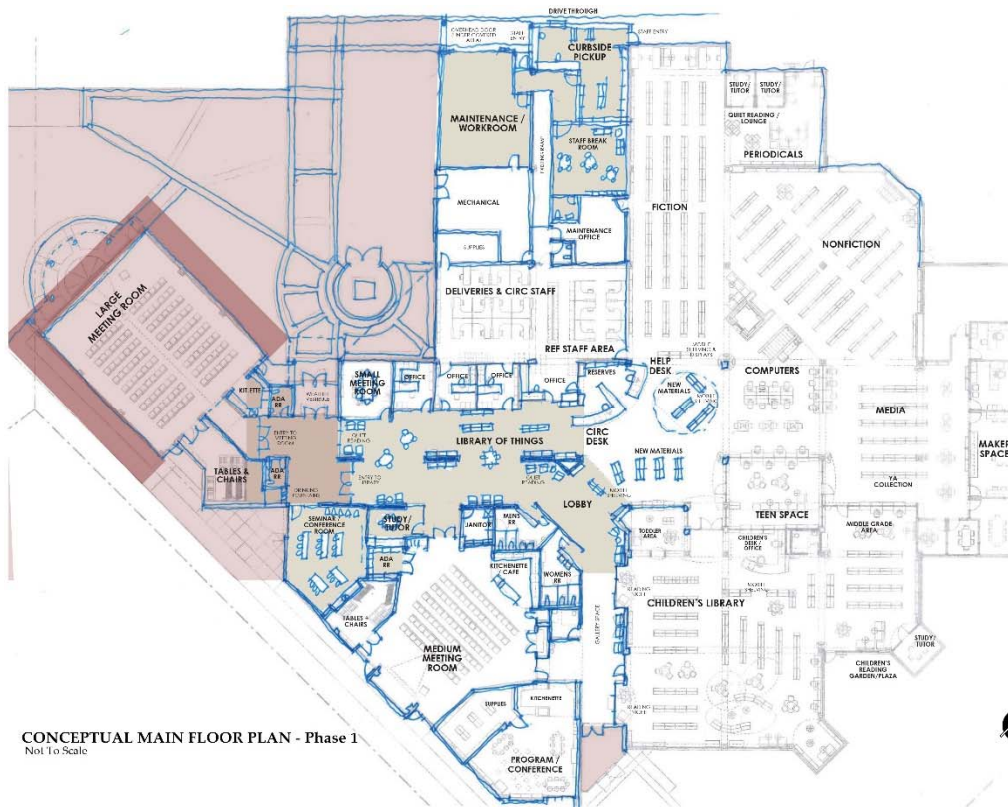
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Phasing Budgets

MP Phase 1: MTG. ROOM Addition / Vestibule / House Demo

Entry Plaza/Sitework		LS	\$	365,000.00
Demo House		LS	\$	80,000.00
Addition 1	4,985 gsf	450 \$/sf	\$	2,243,250.00
Addition 2	174 gsf	350 \$/sf	\$	60,900.00
Minor Renovations	1500 nsf	200 \$/sf	\$	300,000.00
			\$	3,049,150.00
FFE	4,985 nsf	38 \$/sf	\$	189,430.00
Design Contingency		5%	\$	152,457.50
Construction Contingency		5%	\$	152,457.50
Escalation		2%	\$	60,983.00
Other Soft Costs (Fees, CM, permits)		24%	\$	731,796.00
Total Phase 1 Project Costs				\$ 4,336,274.00

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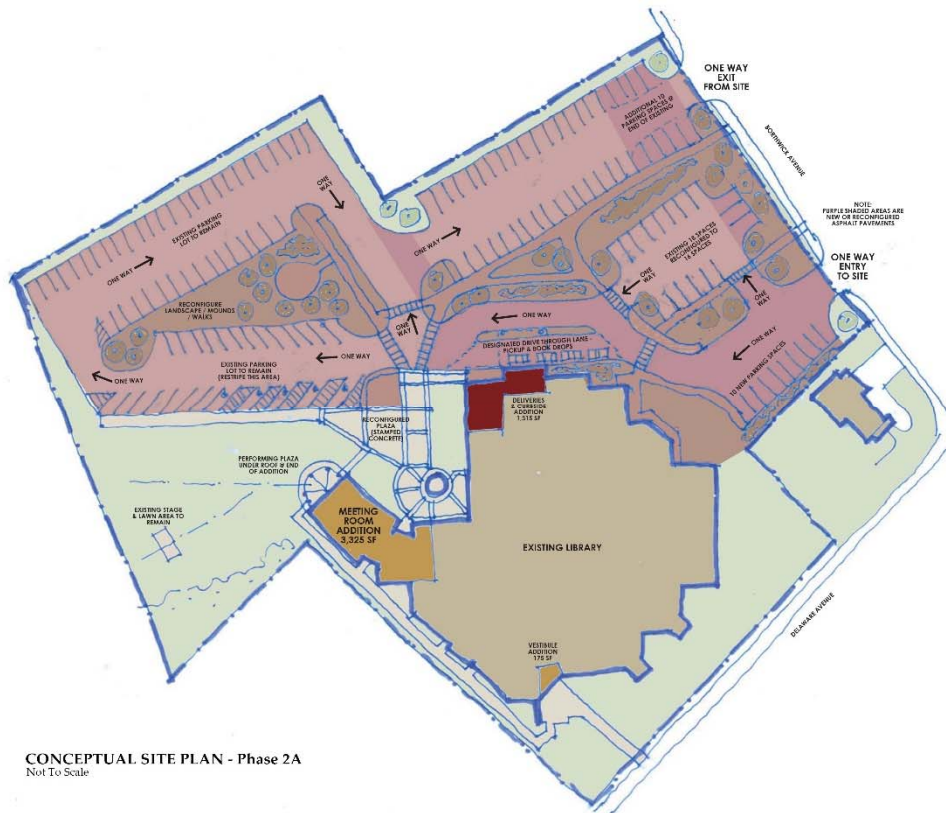
Phasing Budgets

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MP Phase 2A: Parking Lot Improvements, Drive-Up Service / Curbside Addition

Parking Lot, Driveways, Landscaping		LS	\$	825,000.00
		LS	\$	250,000.00
Renovations	2,000 nsf	225 \$/sf	\$	450,000.00
Addition for Curbside	1,315 nsf	475 \$/sf	\$	624,625.00
Hazardous Materials Removal		LS	\$	50,000.00
			\$	2,199,625.00
FFE	3,315 nsf	38 \$/sf	\$	125,970.00
Design Contingency		5%	\$	109,981.25
Construction Contingency		8%	\$	175,970.00
Escalation		4%	\$	87,985.00
Other Soft Costs (Fees, CM, permits)		24%	\$	527,910.00
Total Phase 2A Project Costs			\$	3,227,441.25

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CONCEPTUAL SITE PLAN - Phase 2A
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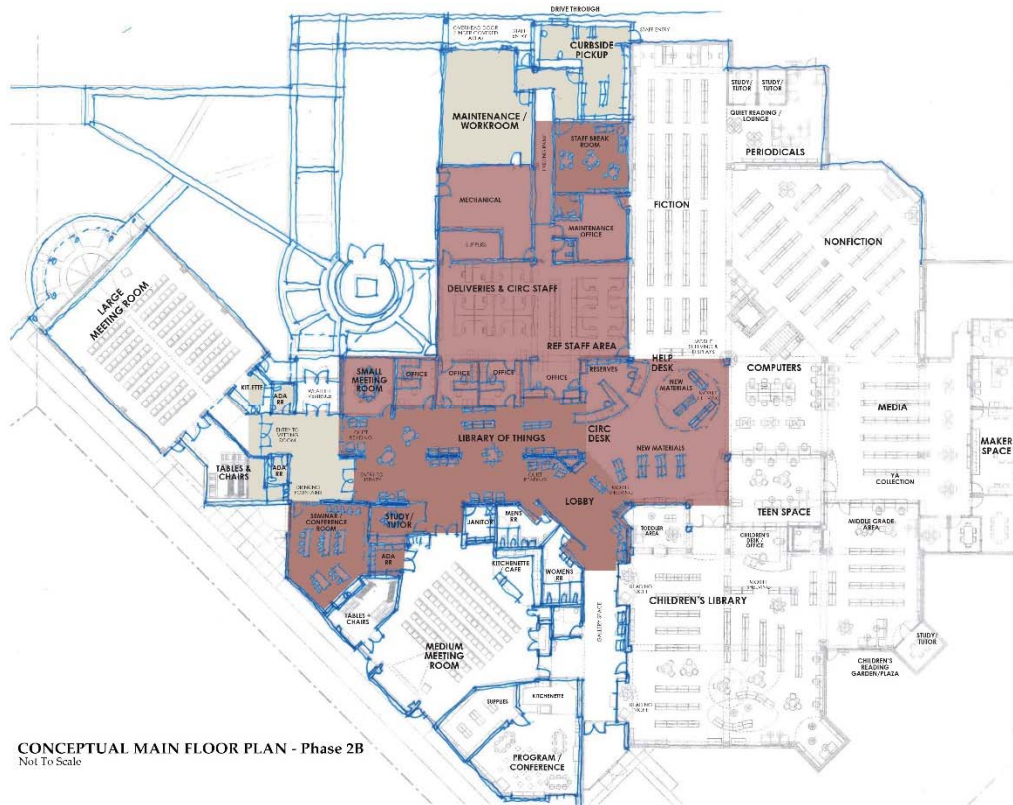
Phasing Budgets

MP Phase 2B: Lobby Conversion / Staff Areas / Circulation / Conf

Renovate Areas Staff	3,204 nsf	150 \$/sf	\$	480,600.00
Renovate Areas Public	4,500 nsf	240 \$/sf	\$	1,080,000.00
Hazardous Materials Removal		LS	\$	115,000.00
Bldg. Env. Improvmts.		LS	\$	225,000.00
			\$	1,900,600.00
FFE	7,704 nsf	40 \$/sf	\$	308,160.00
Design Contingency		5%	\$	95,030.00
Construction Contingency		8%	\$	152,048.00
Escalation		4%	\$	76,024.00
Other Soft Costs (Fees, CM, permits)		24%	\$	456,144.00
			\$	2,988,006.00

Total Phase2B Project Costs

\$ 2,988,006.00



CONCEPTUAL MAIN FLOOR PLAN - Phase 2B
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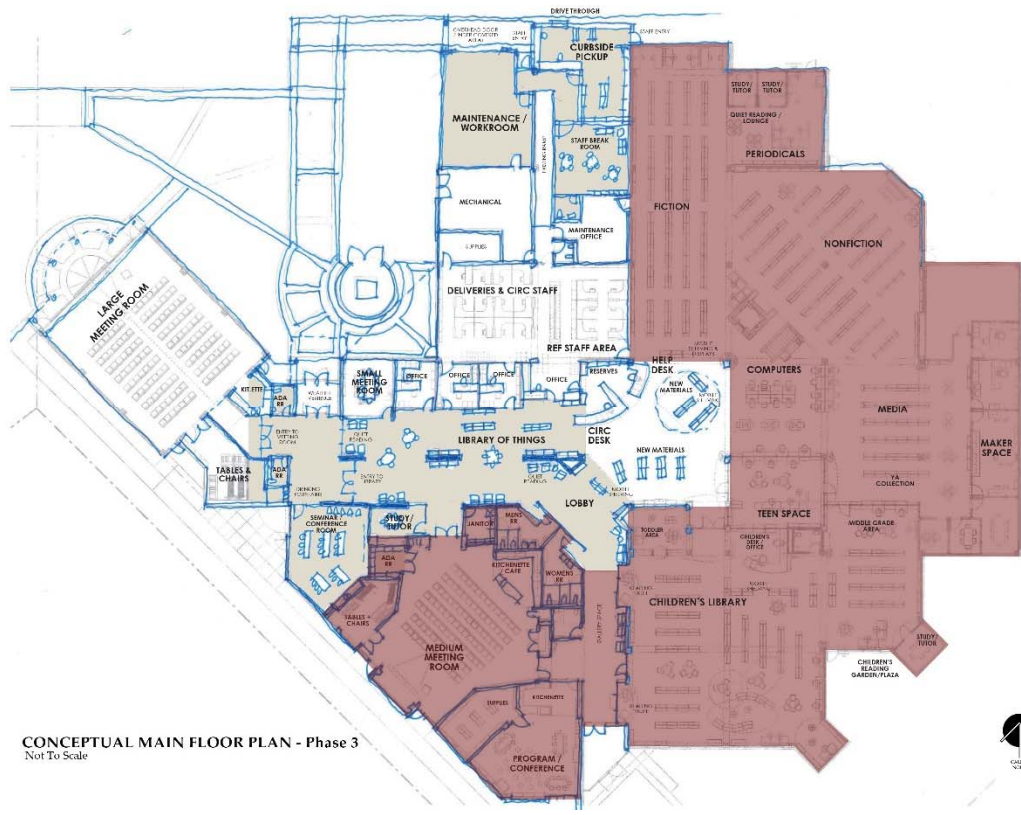
Phasing Budgets

MP Phase 3: Balance of Renovations

Misc Sitework		LS	\$	100,000.00
Renovations	18,540 nsf	225 \$/sf	\$	4,171,500.00
			\$	4,271,500.00
FFE	18,540 nsf	38 \$/sf	\$	704,520.00
Design Contingency		5%	\$	213,575.00
Construction Contingency		5%	\$	213,575.00
Escalation		8%	\$	341,720.00
Other Soft Costs (Fees, CM, permits)		24%	\$	1,025,160.00
Total Phase 3 Project Costs			\$	6,770,050.00

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**Bethlehem Public Library
Master Planning Report**

Overall Recommendations, Phasing and Conclusions

FINAL RECOMMENDATIONS AND CONCLUSIONS WILL BE PROVIDED FOLLOWING
BOARD COMMENTS 7/12/2021.

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(DRAFT)
LONG RANGE SERVICES PLAN
2021-2024

Mission

Bethlehem Public Library values its responsibility to enhance the general welfare and quality of life in the community and region it serves. The library pursues excellence in its mission: to provide equal and uncensored access to resources and services that encourage lifelong learning, cultural enrichment, and professional growth.

Strategic Connection: Space

Bethlehem Public Library will address space needs for programming, events, collections, quiet study, storage, staff workspaces, comfort and accessibility through the Long Range Facilities Master Plan.

Bethlehem Public Library plans to fulfill its mission by connecting our community and our world through three strategic directions:

Strategic Directions: Connecting our community; connecting our world

➤ Strategic Direction 1: Inclusion and Social Justice

To provide equal and uncensored access to resources and services the library must work to be an inclusive, socially just, and antiracist institution.

➤ Strategic Direction 2: Educate and Prepare

Fulfilling our mission to encourage lifelong learning, cultural enrichment, and professional growth we plan to direct our efforts to educate and prepare the community we serve.

➤ Strategic Direction 3: Sustain and Connect

With a focus on the quality of life in the community, region, and world that we serve, we aim to connect with our community to building a sustainable future.

Strategic Direction 1:
Inclusion and Social Justice

- Inclusion and Social Justice: Welcome Initiatives
 - Create physical and virtual welcome packets for new library card holders
 - Provide welcome packets for new BCSD families
 - Translate welcome materials into Mandarin Chinese and Spanish
 - Evaluate library signage and standardize
- Inclusion and Social Justice: Focus on perspective
 - Implement antiracism collection approaches
 - Review collection development and purchasing
 - Complete diversity audits in collection materials
 - Investigate library use trends by patron demographics and location
 - Establish targeted populations to build new user groups and increase overall library base
- Inclusion and Social Justice: Marketing (Kristen)
 - Maximize impact with current users and develop new audiences when possible (E-mail marketing)
 - Focus on promotion of services/collections as a whole. (Market important goal seasonably or weekly)
 - Encourage and establish procedures for effective peer-to-peer marketing (talking points and wildly important goal)
 - Increase awareness of long-range plan concepts and goals
 - Create a crisis communication response team and procedures
 - Evaluate effectiveness of current marketing toolkit and identify potential new opportunities
 - Prepare for a shift to a self-broadcasting content model.
 - Integrate marketing activities with existing outreach
 - Update website to maintain consistency and maximize user experience
 - Increase social media presence through marketing calendar and staff input/participation
 - Develop new marketing plan
 - Social media marketing for some regional literary library events
- Inclusion and Social Justice: Staff Training
 - Invest in social equity and social justice training, social work informed staff training, and programs to work with and for all library users
 - Encourage staff-led training opportunities
 - Encourage staff participation in national conferences or other opportunities
- Inclusion and Social Justice: Accessibility
 - Continue to market, increase, and amplify Books to People home delivery book and materials service
 - Cultivate increased e-content and add more usable interface for integrated digital content, readalikes and NoveList suggestions (separate Encore installation)
 - Hire an agency to perform physical accessibility audit for library space

Programming Focus: Inclusion and Social Justice

- Create a more intergenerational and cohesive programs and experiences
- Implement social justice and inclusion metric for all programming
- Offer timely, proactive programs based on current events

Make programming accessible to more populations (in-person, virtual, etc.)

Strategic Direction 2:
Educate and Prepare

- Prepare: Job Readiness
 - Create job application laptop with dedicated resources available at your fingertips
 - Identify external job readiness programs for new graduates and working professionals
 - Formalize volunteer coordinator and alternative pathways to employment role at library
- Prepare: Technology Literacy
 - Continue and increase digital literacy on current software applications through one-on-one, point-of-need assistance and scheduled classes
 - Provide access to and training on new and emerging technologies using targeted technology donations
 - Increase privacy and online security training
 - Purchase and invest in technology and training for digital reformatting available in the studio makerspace and for circulation

Programming Focus: Prepare

- Technology and digital literacy
- Life skills
- Financial literacy and planning
- Workforce development
- Educational enrichment (including local interest, environment, sustainability, history)
- Collaborate with and promote a connected, sustainable, and resilient community

Strategic Direction 3:
Sustain and Connect

- Sustain and Connect: Technology Infrastructure
 - Investigate municipal wi-fi
 - Invest in power access points outside the library and throughout library grounds
 - Explore purchase and installation of a generator
 - Expand Wi-Fi offerings and partnerships
 - Investigate Wi-Fi continuity for disaster preparedness using satellite internet and portable network kits (PNK)
 - Connect state-level broadband access programs to local library-provided resources
 - Provide Chromebooks for \$15-per month broadband users
 - Market state and federal broadband access initiatives
- Sustain and Connect: Resiliency
 - Offer environment programs each quarter
 - Become a Certified NYLA Sustainable Library
 - Support financial, environmental, and human centered sustainability in program, resource, and service offerings
- Sustain and Connect: Outreach
 - Expand pop-up library and off-site programming
 - Develop role of outreach coordinator

- Create connections and plan to reach homeschool families and virtual learner
- Investigate early literacy outreach libraries and resources at non-traditional locations (laundry mats, offices, etc.)
- Purchase mobile pop-up library vehicle
- Re-establish school outreach offerings and relationships
- Strengthen community connections and partnerships

Programming Focus: Sustain and Connect

- Caregiver support
- Health and wellness events and programming
 - Memory café, circulating memory kits, VR technologies)
- Social programming (engaging and interactive programs such as trivia, social cafes, games)

Books

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portable



magic

- Stephen King

Books

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- Stephen King

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