



### **Board of Trustees Meeting**

**Monday June 13, 2022 6:00 pm (Virtual Meeting)**

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

**Public comments can be submitted here:**

<https://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>

### **Agenda**

- **Call to order**
- **Public participation**
  - Communications can be delivered via email to the library director at the link above.
- **Special resolution**
- **Review previous meeting minutes**
- **Financial report**
  - Treasurer's update
- **Personnel report**
  - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
  - Board meeting videoconference policy
  - M/C salaries for 2022-23
- **Old business**
  - Building committee
    - Report
    - Proposal from architect
- **Future business**
- **Public participation**
- **Executive Session**
- **Adjournment**

**Next board meeting: July 11, 2022 6:00pm**

**Next Friends of the Library meeting: June 20, 2022**

**RESOLUTION NO. 2201  
Adopted June 13, 2022**

**HONORING MS. MARY REDMOND  
FOR HER 10 YEARS OF SERVICE ON  
THE BETHLEHEM PUBLIC LIBRARY BOARD OF TRUSTEES**

**WHEREAS**, Bethlehem Public Library, within its charter, maintains the power and authority to adopt such ordinances and resolutions as it shall deem proper in the exercise of its powers; and

**WHEREAS**, Bethlehem Public Library has been grateful for the service of Mary Redmond as library trustee for the past 10 years, serving as president for five of those years; and

**WHEREAS**, Ms. Redmond has served as trustee on the Bethlehem Public Library Board of Trustees through two terms of five years each, and during that time helped shepherd through a major upgrade to the library's HVAC system; and

**WHEREAS**, during her time on the finance committee and her tenure as president, Ms. Redmond was a strong advocate for the financial health of the library including advancing numerous financial policies, strengthening financial controls, and advocating for the creation of the District Library Treasurer position; and

**WHEREAS**, Ms. Redmond intends to step down from the Bethlehem Public Library Board of trustees after 10 years of service; and

**WHEREAS**, Bethlehem Public Library desires to recognize, honor and thank Ms. Redmond for her dedication, financial oversight and hard work toward the betterment of the library.

**NOW, THEREFORE, BE IT RESOLVED**, that Bethlehem Public Library extends its most heartfelt appreciation and best wishes to Ms. Mary Redmond. She has admirably served the library as trustee and president, among her many contributions.

**BE IT FINALLY RESOLVED**, that this Resolution shall be entered into the Bethlehem Public Library minutes, and a certified copy featuring the library seal be given to Ms. Redmond in evidence of Bethlehem Public Library's admiration and gratitude for her service.

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Geoffrey Kirkpatrick,  
Library Director



Mark Kissinger,  
Board President

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY (VIRTUAL) **DRAFT**

Monday May 9, 2022

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Catherine Stollar Peters, assistant director  
Chris McGinty, assistant director  
Tanya Choppy, accounts clerk  
Tracey McShane

\*All present via Zoom broadcast live on YouTube and the library website.

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

#### BUDGET PRESENTATION

S. Whiting presented the 2022-23 fiscal year budget. She said she wanted to highlight a few important things that have been budgeted for:

- Two new staff positions
- More funds for both electronic and physical materials to reduce wait times
- A one-time upgrade to the library's financial software
- An increase in energy costs
- The elimination of most library fines

She noted that the levy increase of 3.25% was within the state limit. C. Wijeyesinghe asked for some clarification for the public. S. Whiting said the library had no levy increase last year and so a greater percentage was available to ask for and the 3.25% reflects an increase over a two-year period.

M. Redmond noted that savings from the HVAC system upgrade a couple of years ago have kept the energy cost increases manageable.

#### PUBLIC PARTICIPATION

There was no public participation at this time.

#### MINUTES

Minutes of the 11 April 2022 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe.

Minutes of the 27 April 2022 special board meeting were approved unanimously on a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe.

## FINANCIAL REPORT

### *Treasurer's update*

The board noted S. Whiting's treasurer's report. Additional items:

- C. Wijeyesinghe said she had asked about the expenditures for print versus electronic materials. G. Kirkpatrick said that because print materials are ordered so far in advance, the line at times looks lower than e-materials, which can be purchased and expensed immediately.
- S. Whiting said that the six-month Treasury bill investment had been made May 3. As it approaches Nov. 3, she said she would talk to the board about options and make a recommendation. She noted that, moving forward, it would appear on the cash and investment portion of the monthly financial report in the board packet.
- M. Walsh thanked S. Whiting for finding and implementing that investment opportunity.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 30 April 2022 (Checks disbursed in April 2022 based on pre-approval \$36,396.29; Checks disbursed in April 2022 relating to payroll \$188,546.72; Checks being submitted for approval \$114,982.53; CapProject Fund/Hand-Drawn Checks \$0; Total: \$339,925.54).

## PERSONNEL REPORT

G. Kirkpatrick reported that L. Kozilski will be joining the library as the new Librarian II, program and outreach team leader.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously approved new hires for the following vacancies:

- Library Page, part-time, permanent, 12.8 hours/week, \$13.20/hour
- Library Clerk, part-time, permanent, 11.67 hours/week, \$14.17/hour or per contract

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously voted to authorize the director to enter into a settlement agreement in the amount of \$37,373.52.

## DIRECTOR'S REPORT

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

- Masks are still optional at the library. There are signs on the front door strongly encouraging them. Many patrons and staff are choosing to wear masks. G. Kirkpatrick said he would continue to monitor the numbers and state and county rules to see if any changes to the current policy become necessary.
- M. Walsh asked if there was a way to know how many requests there might be for a museum pass the library no longer has. G. Kirkpatrick said the library relies on the public to make those requests, and there is a form available on the website and in person to request new materials.
- Board members were invited to march in the Memorial Day parade. The library will be handing out color changing pencils again this year.
- G. Kirkpatrick thanked the Public Services staff for all the work they have done to bring back more programming, including storytimes.

- The library had to close the waitlist for teen volunteers because of the overwhelming interest. He said that volunteer opportunities are one of the services the library provides to the community.
- Circulation numbers continue to climb to something over 90 percent of pre-pandemic numbers. Door count is still lagging a bit, and there aren't as many people using the library as a study space as in the past. M. Walsh said she had heard from two people asking whether study rooms were now available. H. Narang asked if there could be some dedicated communication to reach those less likely to know that study and meeting rooms are once again available to the public.
- Public meetings are currently booking in the Community and Board rooms, with the kitchen available. The library is working on ways to allow those groups to easily host hybrid virtual/in-person meetings.

## UHLS REPORT

L. Scoons reported that it is a busy time of year for the UHLS board and they are reviewing submissions for the annual awards. The celebration is scheduled for Friday, June 3, at the Colonie library. The board also finished their racial equity training and are in the process of giving some feedback.

## NEW BUSINESS

### *5G phone hotspot proposal*

G. Kirkpatrick said the library needed to replace the current WiFi hotspots that are being loaned out because the Sprint devices would be sunsetting at the end of June. He said the current hotspots run on the 4G network, but as the library needs to replace them anyway, upgrading to 5G would provide a better service for people. He noted that the library hadn't received complaints about the 4G capability, however it is much less able to handle video conferencing.

The board asked what people tend to use the devices for when they check them out. G. Kirkpatrick said that while that is not tracked specifically, most people report taking them on vacation or using them for essential internet service when it is not available.

The cost of upgrading to 5G over just replacing the 4G ones is more than double, averaging about \$10,000 per year over three years. H. Narang asked if the library had looked at providers other than T-Mobile. G. Kirkpatrick said the other providers were significantly more expensive than T-Mobile.

The board reviewed the cost estimates. M. Redmond said she believes the need for 5G access will only potentially grow in the coming months. M. Walsh said the WiFi hotspots are a well-used service and 5G has a greater capacity for growth so she would be in favor of moving in that direction. The rest of the board agreed with replacing the devices with 5G versions. G. Kirkpatrick said he would return next month with a quote for the devices and service that can be voted on.

### *Investment policy*

S. Whiting presented the library's investment policy and internal controls document noting that in the policy it is required that the board review it annually. She said the Finance Committee had looked at it and are not recommending any changes at this time. G. Kirkpatrick said the policy already accommodates the process used to invest in the treasury bills. C. Wijeyesinghe asked why the policy was structured in a way that allows the treasurer to enter into some investment agreements as they see fit. G. Kirkpatrick said that it is structured in the same way as the school district policy with guidance from BCSD's Judy Kehoe. S. Whiting noted that any financial activity is reported to the board in the monthly report.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously reaffirmed the library's investment policy.

*Open meetings law changes*

G. Kirkpatrick said he wanted to start the discussion about allowing board members to participate in meetings virtually once the emergency order allowing all-virtual meetings expires. Moving forward, the board will have the option of allowing some members to participate and vote virtually as long as there is an in-person quorum. The virtual board members would not need to provide an address accessible to the public in order to do this. To have this as an option, the board would need to define and vote on the circumstances under which attending virtual would be allowed, as well as hold a public hearing announcing the changes.

C. Wijeyesinghe said that as a member of the policy committee, she would be interested in the staff putting together an initial draft of the policy for the committee to work with. M. Kissinger said he wanted to make the circumstances for virtual attendance as broad as possible.

*Other new business*

Included in the board packet was a proposal for five new laptops that would be equipped with video editing software. The machines can be used to create content for the library's Public Access Television Station so the purchase is eligible for reimbursement from PEG funds.

On a MOTION by M. Redmond with a SECOND by L. Scoons, the board unanimously voted to purchase five Dell laptop computers at a cost of \$9,993.95 to be paid for with PEG public access money from the town of Bethlehem.

OLD BUSINESS

*Director evaluation process*

C. Wijeyesinghe said that the personnel committee had finalized the timeline for the director's annual evaluation. She said the questions provided in the board packet would form the framework for a survey of staff responses. She noted a correction to one of the questions and asked the board to send any comments or feedback about the questions her way. M. Walsh asked the reason for doing the evaluation every year and said she wanted to be sensitive to adding too many tasks to the director's plate. G. Kirkpatrick said he welcomes the opportunity to have that conversation and reflect.

*Building committee/Recommendation for architectural design services*

H. Narang said the building committee had met with three architects and all had a fair amount of experience. The committee was recommending Ashley McGraw Architects to do any future design work based on their experience with bonding projects and SED approval. C. Wijeyesinghe asked G. Kirkpatrick if he could share with the boards the examples provided by the firm.

On a MOTION by H. Narang with a SECOND by C. Wijeyesinghe, the board unanimously voted to use Ashley McGraw Architects for library design work related to the Long-Range Plan.

*Other old business*

There was no other business at this time.

FUTURE BUSINESS

M. Redmond asked if the Storch Technology Fund could be used to help cover the cost of upgrading the library's mobile Wi-Fi devices/service to 5G. G. Kirkpatrick said that it would fall under the approved uses and he would look into it.

PUBLIC PARTICIPATION

There was no public participation at this time.

EXECUTIVE SESSION

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board adjourned to executive session at 7:24pm to discuss the employment history of a particular individual.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board adjourned executive session at 7:43pm.

ADJOURNMENT

On a MOTION by M. Walsh with a SECOND by H. Narang, the board adjourned the regular meeting at 7:44pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

## Treasurer's Report June 2022

### Revenue and Expense Report

The revenue and expense report through May continues to show underspending in many categories, with expenses currently tracking at 9% underbudget. I expect that we will have a budget surplus in the neighborhood of \$350,000.

You will note that the Treasury Bill purchased on May 3 appears in the cash and investment report. The pricing on the T-Bill varies slightly from day to day so there will be a small unrealized gain or loss reflected each month. The Treasury Bill cost was \$993,201.88 but we deposited \$1,000,000 into the account, thus the balance of the account as of May 31, including a small unrealized gain, is \$1,000,648.14.

Sharon Whiting CPA  
District Library Treasurer



CASH & INVESTMENTS SUMMARY

AS OF 5/31/22

	<b>BALANCE</b>					<b>BALANCE</b>
	<u>4/30/2022</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>EARNINGS</u>	<u>TRANSFERS</u>	<u>5/31/2022</u>
TD Bank General Fund	1,590,102.39	20,791.14	(252,039.08)	46.29	158,646.31	1,517,547.05
TD Bank Payroll	\$0.00		(141,353.69)	-	141,353.69	0.00
TD Bank Money Market	3,330,055.34	-		278.30	(1,300,000.00)	2,030,333.64
TD Bank Treasury Bill	-			648.12	1,000,000.00	1,000,648.12
TD Bank Capital Project Fund	-	-	-		-	0.00
Key Bank Checking	16,293.23	1,547.62	(116.44)		-	17,724.41
<b>TOTAL:</b>	<u>4,936,450.96</u>	<u>22,338.76</u>	<u>(393,509.21)</u>	<u>972.71</u>	<u>-</u>	<u>4,566,253.22</u>

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$ 20,050.00 of Storch Fund money

REVENUE & EXPENSE REPORT

11 MONTHS ENDED 5/31/22

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 11 MO. ENDED 5/31/2022	Percent YTD 5/31/2022	ANNUAL BUDGET 2020-2021	YTD PRIOR 11 MO. ENDED 5/31/2021	Percent YTD 5/31/2021
Real Property Taxes	4,172,563	4,171,911	100.0%	4,172,563	4,172,563	100.0%
PILOT	219,570	219,916	100.2%	211,637	213,581	100.9%
Fines	15,000	18,306	122.0%	28,000	1,197	4.3%
Interest on Deposits	7,500	3,882	51.8%	30,000	6,329	21.1%
Lost Book Payments	-	7,178	0.0%	-	2,778	0.0%
Sale of Books	5,000	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	2,000	5,624	281.2%	1,000	9,520	952.0%
Photocopier	7,500	5,197	69.3%	7,500	-	0.0%
State Aid	23,170	24,401	105.3%	24,000	24,404	101.7%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	279	0.0%	-	-	0.0%
<b>Total Revenue</b>	<b>4,452,303</b>	<b>4,456,695</b>	<b>100.1%</b>	<b>4,479,700</b>	<b>4,430,371</b>	<b>98.9%</b>
<b>EXPENSES</b>						
Salaries	2,344,152	2,034,475	86.8%	2,363,565	1,992,538	84.3%
Retirement	323,103	316,827	98.1%	291,089	287,751	98.9%
Health Insurance	307,889	306,653	99.6%	310,433	264,865	85.3%
Other Benefits	209,759	163,887	78.1%	201,213	171,497	85.2%
Subtotal Salaries & Benefits	3,184,903	2,821,843	88.6%	3,166,300	2,716,651	85.8%
Library Materials - Print	292,000	203,922	69.8%	302,500	198,836	65.7%
Library Materials - Electronic & Audio	269,000	231,419	86.0%	284,000	251,897	88.7%
Subtotal Library Material	561,000	435,341	77.6%	586,500	450,733	76.9%
Operations	571,400	488,566	85.5%	601,900	422,084	70.1%
Capital Expenditures	100,000	12,497	12.5%	125,000	20,398	16.3%
Contingency	35,000	-			-	
<b>Total Expenses</b>	<b>4,452,303</b>	<b>3,758,247</b>	<b>84.4%</b>	<b>4,479,700</b>	<b>3,609,865</b>	<b>80.6%</b>

EXPENSES REPORT - DETAIL

11 MONTHS ENDED 5/31/22

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 11 MO. ENDED 5/31/2022	Percent YTD 5/31/2022	ANNUAL BUDGET 2020-2021	YTD PRIOR 11 MO. ENDED 5/31/2021	Percent YTD 5/31/2021
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,203,711	1,050,604	87.3%	1,197,064	974,811	81.4%
Salaries-Support Staff	976,846	839,828	86.0%	996,099	874,578	87.8%
Salaries-Custodians	163,595	144,042	88.0%	170,402	143,148	84.0%
<b>Subtotal Salaries</b>	<b>2,344,152</b>	<b>2,034,475</b>	<b>86.8%</b>	<b>2,363,565</b>	<b>1,992,538</b>	<b>84.3%</b>
Retirement	323,103	316,827	98.1%	291,089	287,751	98.9%
Health Ins.	307,889	306,653	99.6%	310,433	264,865	85.3%
SocSec/Medicare	179,359	149,599	83.4%	180,813	148,230	82.0%
Worker's Comp.	19,000	12,294	64.7%	19,000	16,449	86.6%
Unemployment	10,000	-	0.0%	-	5,495	0.0%
Disability Ins.	1,400	1,995	142.5%	1,400	1,322	94.4%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,184,903</b>	<b>2,821,843</b>	<b>88.6%</b>	<b>3,166,300</b>	<b>2,716,651</b>	<b>85.8%</b>
<b>Library Materials</b>						
Adult books	171,000	120,347	70.4%	171,000	134,922	78.9%
Periodicals	18,000	18,474	102.6%	24,000	12,648	52.7%
YS Books	85,000	52,537	61.8%	85,000	44,752	52.6%
Special Collections	18,000	12,564	69.8%	22,500	6,515	29.0%
<b>Subtotal Print Materials</b>	<b>292,000</b>	<b>203,922</b>	<b>69.8%</b>	<b>302,500</b>	<b>198,836</b>	<b>65.7%</b>
Audiobooks	25,000	18,532	74.1%	30,000	21,682	72.3%
E-Collections	156,000	151,952	97.4%	156,000	172,389	110.5%
Electronic Resources	28,000	29,425	105.1%	28,000	21,646	77.3%
YS Audiobooks	7,000	1,587	22.7%	5,000	5,521	110.4%
YS Media	5,000	3,005	60.1%	7,000	3,754	53.6%
AS Media	48,000	26,918	56.1%	58,000	26,905	46.4%
<b>Subtotal Electronic &amp; Audio</b>	<b>269,000</b>	<b>231,419</b>	<b>86.0%</b>	<b>284,000</b>	<b>251,897</b>	<b>88.7%</b>
<b>Subtotal Library Materials</b>	<b>561,000</b>	<b>435,341</b>	<b>77.6%</b>	<b>586,500</b>	<b>450,733</b>	<b>76.9%</b>
<b>Operations</b>						
Copiers and supplies	18,000	8,338	46.3%	20,000	5,007	25.0%
Office supplies	20,000	19,141	95.7%	14,000	21,855	156.1%
Custodial supplies	26,000	12,709	48.9%	22,000	13,203	60.0%
Postage	20,000	12,878	64.4%	20,000	14,222	71.1%
Printing & Marketing	38,000	21,008	55.3%	35,000	14,440	41.3%
Van lease & oper.	4,000	580	14.5%	4,000	239	6.0%
Gas and Electric	50,000	67,026	134.1%	60,000	43,925	73.2%
Telecommunications	18,000	11,509	63.9%	18,000	10,931	60.7%
Water	3,000	1,881	62.7%	2,700	1,665	61.7%
Taxes-sewer & water	3,400	3,184	93.7%	3,700	3,144	85.0%
Refund property taxes	10,000	1,450	14.5%	20,000	55	0.3%
Prof. Services	30,000	25,105	83.7%	30,000	28,052	93.5%
Contract Services	42,000	54,694	130.2%	42,000	14,433	34.4%
Insurance	29,000	23,842	82.2%	29,000	18,935	65.3%
Bank Fees	-	1,207	0.0%	-	-	0.0%
Travel/Conference	3,000	3,318	110.6%	8,000	1,875	23.4%
Memberships	3,000	1,997	66.6%	3,000	2,231	74.4%
Special Programs	35,000	19,493	55.7%	43,000	9,231	21.5%
Furniture & Equipment	40,000	23,143	57.9%	50,000	37,617	75.2%
IT Hardware & Software	42,000	47,902	114.1%	42,000	56,524	134.6%
Bld & Grnd. Repair	40,000	34,090	85.2%	40,000	36,689	91.7%
Furn/Equip Repair	2,000	3,683	184.1%	2,000	1,307	65.3%
Miscellaneous	4,000	5,750	143.7%	3,500	11,975	342.1%
Audit Service	24,000	16,876	70.3%	24,000	21,620	90.1%
Accounting Service	15,000	14,242	94.9%	15,000	14,616	97.4%
UHLAN fees	52,000	53,520	102.9%	51,000	38,296	75.1%
<b>Subtotal Operations</b>	<b>571,400</b>	<b>488,566</b>	<b>85.5%</b>	<b>601,900</b>	<b>422,084</b>	<b>70.1%</b>
Capital Expenditures	100,000	12,497	12.5%	125,000	20,398	16.3%
Contingency	35,000	-	0.0%	-	-	0.0%
<b>TOTAL</b>	<b>4,452,303</b>	<b>3,758,247</b>	<b>84.4%</b>	<b>4,479,700</b>	<b>3,609,865</b>	<b>80.6%</b>

**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN MAY 2022 BASED ON PRE-APPROVAL	\$	70,364.98
CHECKS DISBURSED IN MAY 2022 RELATING TO PAYROLL	\$	208,045.26
CHECKS BEING SUBMITTED FOR APPROVAL	\$	56,826.05
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 41: MANUAL DISB (MAY 22) For Dates 5/1/2022 - 5/31/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40340	05/03/2022	1424	AFLAC NEW YORK		363.32
40341	05/03/2022	2395	CSEA EMPLOYEE BENEFIT FUND		187.43
40342	05/03/2022	1833	HIGHMARK BSNENY		10,665.71
40393	05/19/2022	2087	CITIBANK	*See Detail Report	2,138.27
40394	05/19/2022	720	MVP HEALTH PLAN, INC.		4,653.88
40395	05/19/2022	1607	VERIZON BUSINESS FIOS	220004	120.78
40397	05/24/2022	2061	UNITED HEALTHCARE INSURANCE CO		128.83
40398	05/24/2022	1607	VERIZON BUSINESS FIOS	220004	199.99
40399	05/26/2022	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,814.28
40400	05/26/2022	2395	CSEA EMPLOYEE BENEFIT FUND		187.43
40401	05/26/2022	1969	MICHELLE WALDENMAIER		18,686.76
40402	05/26/2022	1607	VERIZON BUSINESS FIOS	220004	124.99
40403	05/26/2022	1607	VERIZON BUSINESS FIOS	220004	125.78
40404	05/31/2022	1424	AFLAC NEW YORK		301.82
40405	05/31/2022	1833	HIGHMARK BSNENY		10,665.71
<b>Number of Transactions: 15</b>				<b>Warrant Total:</b>	<b>70,364.98</b>
				<b>Vendor Portion:</b>	<b>70,364.98</b>

\*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

### Certification of Warrant

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

\_\_\_\_\_

Date
Signature
Title

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 43: TRUST & AGENCY - MAY 22 For Dates 5/1/2022 - 5/31/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40391	05/13/2022	712	CIVIL SERVICE EMPL ASSOC INC.		962.51
40392	05/13/2022	1679	METLIFE-TSA CONTRIBUTIONS		100.00
40396	05/27/2022	712	CIVIL SERVICE EMPL ASSOC INC.		938.57
100661	05/13/2022	709	BPL SPECIAL PAYROLL ACCOUNT		63,052.72
100662	05/13/2022	710	NYS INCOME TAX BUREAU		3,490.36
100663	05/13/2022	1946	IRS - PAYROLL TAX PMT		20,341.60
100664	05/13/2022	2003	NEW YORK STATE DEFERRED		1,896.25
100665	05/27/2022	709	BPL SPECIAL PAYROLL ACCOUNT		78,300.97
100666	05/27/2022	710	NYS INCOME TAX BUREAU		4,945.44
100667	05/27/2022	730	NYS EMPLOYEES RETIREMENT SYSTE		3,321.72
100668	05/27/2022	1946	IRS - PAYROLL TAX PMT		29,103.82
100669	05/27/2022	2003	NEW YORK STATE DEFERRED		1,591.30

Number of Transactions: 12

**Warrant Total: 208,045.26**

**Vendor Portion: 208,045.26**

### 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 - 44: BILL SCHEDULE - JUN 22 For Dates 6/14/2022 - 6/14/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40406	06/14/2022	919	ALTAMONT ENTERPRISE	220534	49.00
40407	06/14/2022	1009	AMAZON CREDIT PLAN	220530	2,838.13
40408	06/14/2022	2123	AMERICAN LIBRARY ASSOC.	220522	1,000.00
40409	06/14/2022	61	AQUASCAPE DESIGNS LLC	220000	70.00
40410	06/14/2022	886	AUDIO VIDEO	220513	1,220.00
40411	06/14/2022	77	BAKER & TAYLOR , INC.	*See Detail Report	17,976.20
40412	06/14/2022	103	BRODART INC	220470	64.91
40413	06/14/2022	1337	BUSINESS JOURNALS	220535	110.00
40414	06/14/2022	2297	CAPITAL REGION INDEPENDENT MEDIA	220533	80.00
40415	06/14/2022	1080	COMMISSIONER OF MOTOR VEHICLES	220528	98.50
40416	06/14/2022	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	220002	238.58
40417	06/14/2022	1434	DELL MARKETING L.P.	220475	481.05
40418	06/14/2022	1220	DEMCO, INC	*See Detail Report	5,441.60
40419	06/14/2022	1991	EASTERN MANAGED PRINT NETWORK LLC	220009	49.20
40420	06/14/2022	2407	EILEEN STELLJES	220543	230.00
40421	06/14/2022	2407	EILEEN STELLJES	220542	242.00
40422	06/14/2022	1674	FINDAWAY	*See Detail Report	289.38
40423	06/14/2022	1986	FIRSTLIGHT FIBER	220001	187.35
40424	06/14/2022	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	46.89
40425	06/14/2022	2322	KANOPY INC.	*See Detail Report	1,905.00
40426	06/14/2022	2261	LIBRARY IDEAS, LLC	220532	527.40
40427	06/14/2022	2127	MASS MoCA	220554	250.00
40428	06/14/2022	1024	MIDWEST TAPE LLC	*See Detail Report	4,175.61
40429	06/14/2022	2401	NARTHANALAYA, LLC	220425	75.00
40430	06/14/2022	2172	NATIONAL MUSEUM OF RACING AND HALL OF FAME	220555	150.00
40431	06/14/2022	2088	NYSID	*See Detail Report	429.52
40432	06/14/2022	1823	OVER DRIVE INC.	*See Detail Report	9,169.69
40433	06/14/2022	450	PHILLIPS HARDWARE INC	220016	137.93
40434	06/14/2022	478	QUILL.COM	*See Detail Report	180.12
40435	06/14/2022	505	ROEMER WALLENS GOLD & MINEAUX	220538	3,770.00
40436	06/14/2022	1951	S & S WORLDWIDE INC.	220517	25.80
40437	06/14/2022	2129	SOLUTIONS BY DESIGN, INC.	220441	2,106.48
40438	06/14/2022	597	SPOTLIGHT NEWS	220531	90.00
40439	06/14/2022	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	303.09
40440	06/14/2022	2154	STERICYCLE, INC.	220013	21.54
40441	06/14/2022	2211	STORM KING ART CENTER	220553	125.00
40442	06/14/2022	2056	SUPERIOR PRESS	220524	132.21
40443	06/14/2022	2408	SUSANNAH STRUMFELD	220561	550.00
40444	06/14/2022	2250	TECH LOGIC CORPORATION	220546	1,248.00
40445	06/14/2022	2312	ULYSSES S. GRANT COTTAGE	220557	100.00
40446	06/14/2022	645	W W GRAINGER INC	*See Detail Report	566.96
40447	06/14/2022	2137	WEX BANK	220006	73.91

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 44: BILL SCHEDULE - JUN 22 For Dates 6/14/2022 - 6/14/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 42				Warrant Total:	56,826.05
				Vendor Portion:	56,826.05

\*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

### 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



June 13, 2022 - 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
<b>Previously Approved to Fill</b>											
Library Clerk PT	Public Services	19 hrs/wk		\$14.17/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	3 hrs/wk	6 hrs/wk	\$13.20/hour	S. Hamilton	12/12/2021	1/10/2022				
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.17/hour or per contract	D. Janse	5/26/2022	4/11/2022	Filled	D. Janse	6/2/2022	Hire
Library Page	Collection Maintenance	12.8 hrs/wk		\$13.20/hour	M. Mitchel	5/11/2022	5/9/2022				
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.17/hour or per contract	A. Rusch	5/4/2022	5/9/2022	Filled	E. Meyer	5/23/2022	Hire
<b>Action Requested</b>											
Librarian 1 FT	Public Services	35 hrs/wk		\$54,440/annual or per contract	M. Waldenmaier	5/11/2022					
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.17/hour or per contract	M. Beutel	6/8/2022					
<b>Positions Held</b>											
None											

## Director's Report June 2022

### **Budget vote and annual election**

Special thanks to the community for their support. This year's budget passed with a wide margin. The final tally was:

Yes: 3,905 (84.36%)

No: 724 (15.64%)

One candidate seat was open this year. Sarah Patterson was elected to a five-year term with 1,788 votes. We look forward to welcoming her officially at the July 2022 Board Meeting.

### **COVID and Phased Reopening**

The library continued to experience significant impacts to staffing due to COVID-19 and related absences. Library staff have been instructed to follow NYS Department of Health guidelines about quarantine and isolation.

May was a particularly difficult month for the library due to staffing shortages. We had a large number of unexpected absences. Thank you to all the staff who covered for colleagues. The Public Services Department was hit particularly hard and programs had to be cancelled because of staffing issues.

### **Public Services**

The Studio Makerspace is not yet available for the public to book through our online room request system but this work is well underway. We are accommodating in-person requests from the public to use the space.

We had an overwhelming number of teens trying to volunteer at the library to fulfill community service requirements for school. We took as many teens as we could. Tasks included assisting with the book sale, decorating the parade float, packaging seeds, and pulling books and other items for the librarians to evaluate. Chris oversaw these teen volunteers and worked closely with them on the book sale and parade float.

### **Programs**

Anne and Kate created the script for a summer reading video to share with the elementary schools. Sarah assisted by filming portions of the accompanying video. The video is available on our YouTube channel.

Patti has printed over 2,800 summer reading flyers and bundled them into packets to be distributed to the elementary, middle, and high school. They will be dropped off along with a

poster to advertise the Summer Reading Program. She also printed and cut 600 summer reading bookmarks.

The Summer Reading Challenge *Oceans of Possibilities* begins Monday, June 20, for children, teens, and adults.

Friend's book sale fundraiser – Michael arranged for two musical performances at the event by Warren Sieme (noon) Steve Lambert (2 p.m.). Many people sat to listen to these performances that were also enjoyed by patrons as they browsed the book sale.

Luke arranged for the *Friendship and Art on the Trail: Shared Experiences at Partridge Run* program. Local authors Diane Kavanaugh-Black and Carole Fults led a lively discussion of their co-written book of poetry, essays, and photographs *A Walking Friendship: The First 500 Miles*. The authors signed copies of their book and were surprised by family members who traveled from out of state to attend the event.

Sharon arranged for Ellie von Wellsheim from The MoonCatcher Project to conduct the *Sewing Bee: Helping School Girls Around the World* program. Over 20 participants sewed and assembled reusable menstrual management kits (pads and carrying bags). The MoonCatcher Project's mission is to "optimize girls' lives worldwide by removing barriers related to menstruation." It aims to help girls stay in school by distributing these products to those who need them in 30 different countries around the world. Luke covered the program and said the participants had a great time and are looking forward to this being offered again. The MoonCatchers featured and thanked the library in their recent newsletter and on their Facebook account. *Photos below.*

Sharon arranged for Nicole Meile from Rock and Soul Wellness to present *Mantras and Intention Bracelets*. Originally this program's registration was full with a waitlist, but due to the bad weather, not all attended. Chris covered the program and noted that the participants had a nice relaxing time.

Kate's Own Voices book group met in-person to discuss *The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together* by Heather McGhee. Two new people joined this small group for a lively and excellent discussion.

Kate arranged for Robert Khalife to present another Lebanese cooking program. This time, the focus was on baking baklava. Robert did a great job not only demonstrating how to make baklava, but also speaking about his Lebanese culture and describing other common foods and desserts. We had at least 12 people at the baklava program. Folks had the option to bake along with Robert, and three people did. They said that their baklava came out great, and Robert got a lot of compliments.

Mary arranged for a new twist on the Coffee & Conversation program by adding a hands-on activity. The program *Remember the Ladies* was presented by Eileen Stelljes, who was dressed in period clothing and gave a talk about the heroines of the Revolutionary War. The participants were then able to do a small craft, which involved mounting copies of pictures of the heroines on paper and stringing them on ribbon to be a decorative piece. Patti, who covered the program, said

that it seemed as though all of the patrons who came enjoyed the program, and the presenter was knowledgeable and accommodating.

## **Outreach**

In conjunction with the Sewing Bee program, Sharon collected donations of feminine hygiene products to donate to the local food pantry. Quite a few community members dropped off items.

Chris, Lauren, and Melissa from Circulation attended the National Senior Health and Fitness Day at the Elm Ave Park, sponsored by the Town Parks and Recreation department. It was a nice event with included activities, lunch, and a variety of community organizations. We gave out lots of goodies through our prize wheel as well as provided the opportunity for people to get a card or check out items through our Pop-Up Library. Not many items were checked out as many people mentioned they stocked up at the Friend's book sale over the weekend but it was still very successful to be present and to engage with the attendees. *Photos below.*

After a two-year hiatus due the pandemic, the American Legion and Town held the Memorial Day Parade. We had many staff members, Friends, board members, and family who participated in the parade. The float's theme was Oceans of Possibilities, this year's Summer Reading theme. Chris worked directly with teen volunteers to create the float for the parade and Catherine stepped in to drive the library van and coordinate the event in the director's absence. *Photos below.*

Friend's Book Sale Fundraiser was held over a two-day period this year. It was very successful but not as busy on the Sunday compared to the Saturday. The weather on both days was extremely hot and humid. A water station was set up outside the library doors for anyone needing help to stay hydrated. This was the Friend's most successful fundraiser to date.

## **Circulation and Technical Services**

The process for implementing fine free borrowing is being implemented.

In order to expand service to the public, more items have been made requestable through our online system. A few items remain unavailable for request, among those are: boardgames, museum passes, fishing poles, and magazines.

## **Continuing Education and Committee Work**

Kate participated in the Youth Services Section Conference Planning Committee Meeting to finalize the selection of a venue and to work on finding an author and keynote speaker for the NYLA conference. She has been tasked to reach out to various authors and their agents.

Kate participated in the NYLA webinar Combating Racism in Libraries Part II: Evaluating for Inclusive Programming. This webinar was presented by Sharon Myrie, Vice President of Programs and Services at Queens Public Library, and Michelle Hamiel, CEO of Prince George's County Memorial Library System in Maryland.

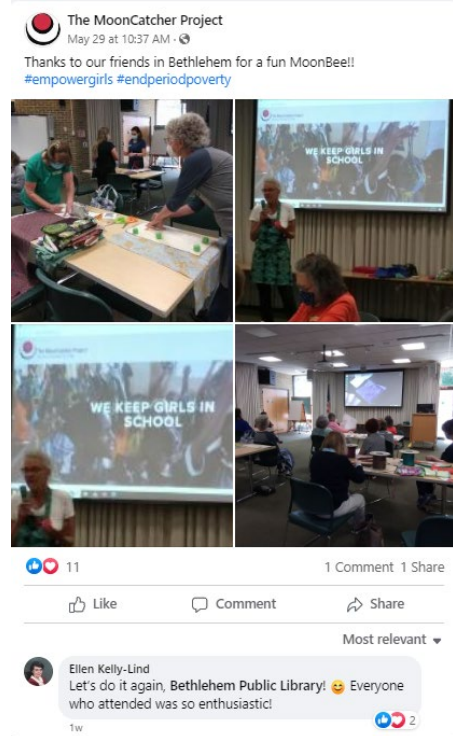
Chris participated in two Coordinated Summer Library Program listening sessions for members to voice their opinions for the 2025 summer reading slogan.

### Meetings and miscellany

The library received a certificate from the Bethlehem School District for providing volunteer opportunities and job readiness training for the high school interns.

Geoffrey Kirkpatrick, Library Director

### Sewing Bee: Helping School Girls Around the World



 Bethlehem Public Library  
May 4 · 🌐

Help us support women in need! Through May 25, we are accepting new, unopened donations of feminine hygiene products to give to our local food pantry. A collection bin has been set up in the library lobby.



👍 10

4 Shares

👍 Like

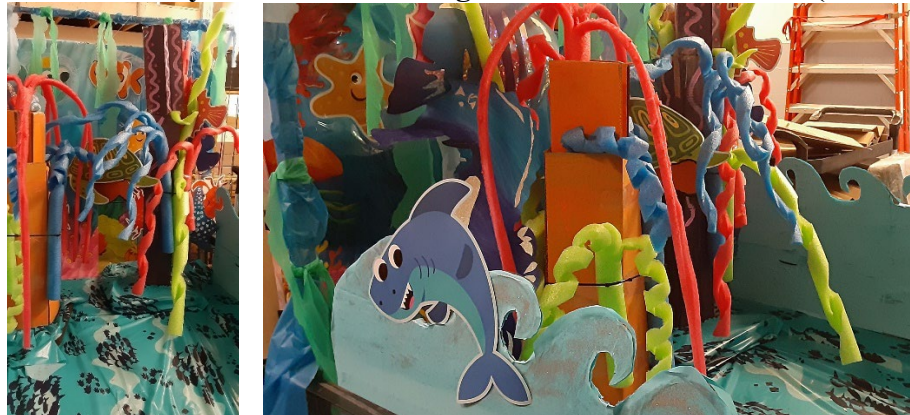
💬 Comment

➦ Share

### Memorial Day Parade



**Memorial Day float in the making – Oceans of Possibilities (2022 Summer Reading theme)**



**Certificate of Appreciation from BCSD**





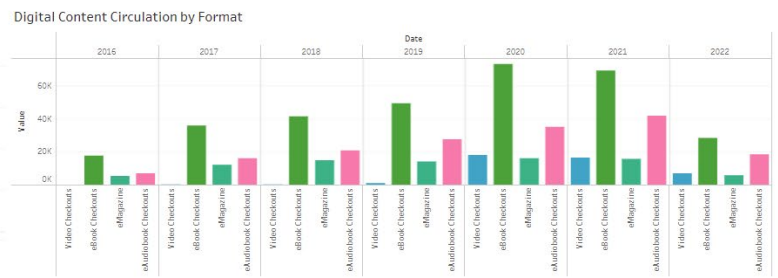
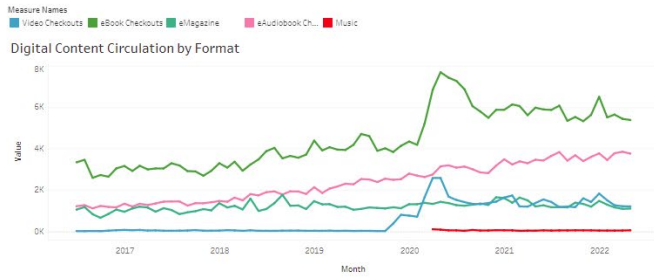
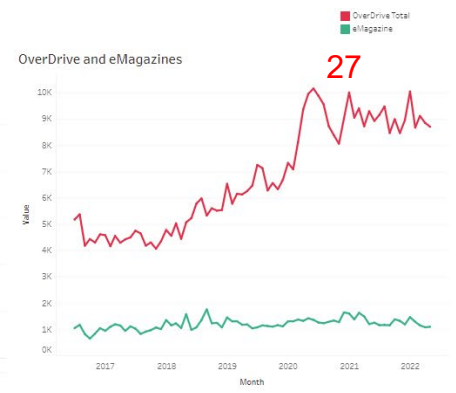
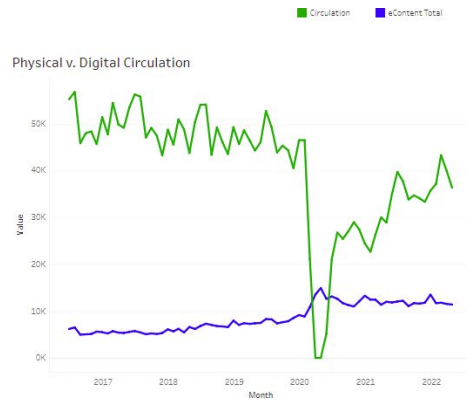
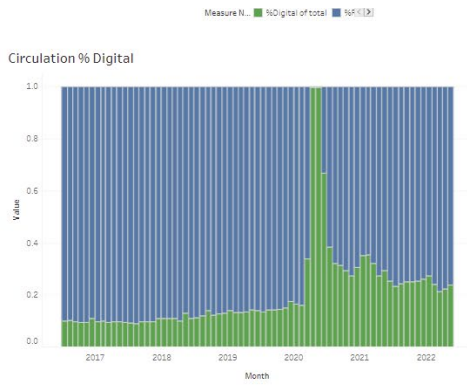
### National Senior Health and Fitness Day at Elm Ave Park



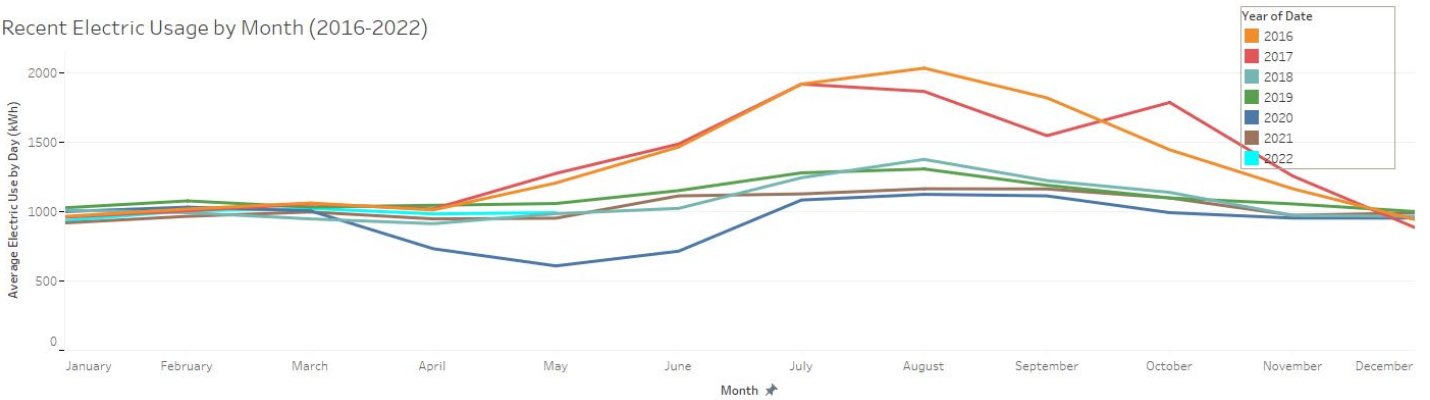
### Friend's Book Sale Fundraiser



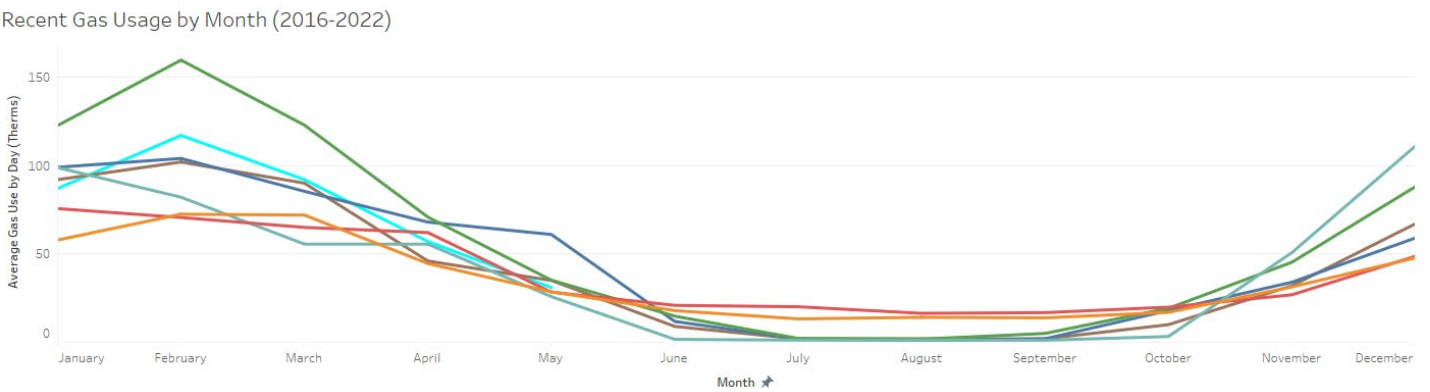
Library Collection				2020-21	Current Total
Adult fiction				27,576	26,747
Adult non-fiction				29,912	29,144
Adult audio				6,342	5,753
Adult video				8,146	8,478
Young adult fiction				5,372	4,816
Young adult nonfiction				492	545
Young adult audiobooks				418	469
Children's fiction				27,336	28,360
Children's non-fiction				15,910	15,993
Children's audiobooks				1,850	1,638
Children's video				1,961	1,382
OverDrive - UHLS Shared				100,026	113,972
e-magazines				3,582	3,123
Electronic (games, ereaders)				450	417
Total				229,373	240,837
Library Programs	May-22	May-21	% change	2020-21	F-Y-T-D
Programs	35	22	68.2%	211	349
Program attendance	833	244	136.5%	2,531	6,953
Outreach Programs	1	1	200.0%	450	17
Outreach Attendance	87	13	1584.6%	1,357	4,293
Circulation	May-22	May-21	% change	2020-21	F-Y-T-D
Adult fiction	11,980	10,436	14.8%	122,358	130,249
Adult non-fiction	6,584	5,443	21.0%	62,005	71,251
Adult audio	4,607	4,348	6.0%	43,240	49,805
Adult video	6,024	4,748	26.9%	54,329	70,629
Adult magazines	1,391	1,513	-8.1%	19,130	16,564
Young adult fiction	1,430	1,522	-6.0%	18,086	16,631
Young adult nonfiction	88	98	-10.2%	1,303	1,323
Young adult audiobooks	242	240	0.8%	2,364	2,412
Young adult magazines	0	2	-100.0%	25	0
Children's fiction	10,519	8,632	21.9%	106,794	122,518
Children's non-fiction	3,058	2,431	25.8%	24,559	32,006
Children's audiobooks	972	773	25.7%	8,160	11,719
Children's video	416	448	-7.1%	4,734	6,565
Children's magazines	0	28	-100.0%	91	1
Electronic (games, ereaders)	551	286	92.7%	2,772	5,635
Total	47,862	40,948	16.9%	469,949	536,631
Interlibrary Loan	May-22	May-21	% change	2020-21	F-Y-T-D
Borrowed from others	6,294	6,492	-3.0%	95,316	71,100
Loaned to others	3,986	4,356	-8.5%	64,417	47,889
Miscellaneous	May-22	May-21	% change	2020-21	F-Y-T-D
Visits to our home page	40,080	30,280	32.4%	483,316	414,224
Public use of meeting rooms	27	0	und	0	313
Public meeting attendance	384	0	und	0	3,663
Staff use & library programs	36	0	und	0	147
Study room sessions	298	0	und	0	2,858
Tech room/ Studio use	4	0	und	0	12
Door count	12,103	7,290	66.0%	41,521	138,620
Registered BPL borrowers	61	40	52.5%	562	820
Computer signups	854	231	269.7%	860	8,444
Museum Pass use	92	55	67.3%	324	1,033
E-book use	5,378	5,976	-10.0%	73,602	62,211
E-audiobook use	3,754	3,458	8.6%	38,322	40,124
E-magazine use	1,099	1,200	-8.4%	16,380	13,460
Streaming video use	1,202	1,365	-11.9%	16,004	14,928
BCSD use via Overdrive	133	194	-31.4%	1,643	1,575
Equipment	303	141	114.9%	1,379	2,154
Wireless Use	9,888	7,491	32.0%	75,484	92,349



Recent Electric Usage by Month (2016-2022)



Recent Gas Usage by Month (2016-2022)



Additional cost comparisons for energy use available at:

<https://public.tableau.com/app/profile/catherine.stollar.peters/viz/GasandElectricityUsageBoardReport/Dashboard?>



## **BETHLEHEM PUBLIC LIBRARY VIDEOCONFERENCING POLICY**

*Policy adopted by the Board of Trustees xxxxxxxx*

The following guidelines shall govern how and when the library can conduct virtual and/or hybrid public meetings using videoconferencing technology:

Members of the board of trustees are required to be physically present at any duly noticed meeting unless such members unable to be physically present due to extraordinary circumstances (including disability, illness, caregiving responsibilities, travel, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting).

Except in the case of executive sessions conducted pursuant to section one hundred five of the Open Meetings Law, and consistent with the requirements of the Not-for-Profit Corporation law, the trustees shall ensure that members of the library board can be heard, seen and identified, whether in-person or on video, while the meeting is being conducted. This includes but is not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.

Minutes of the board meetings involving videoconferencing shall include which, if any, members participated remotely and shall be available to the public pursuant to section one hundred six of the Open Meetings Law.

If videoconferencing is used to conduct a board of trustees meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.

If videoconferencing is used to conduct a meeting, the library shall provide the opportunity for members of the public to view such meeting via video, and to participate electronically by submitting public comments and testimony via email to the director where public comment or participation is authorized.

As per New York State law, a quorum (4) of voting board members must be present in person in the event of a hybrid meeting with one or more board members participating remotely. Board members participating virtually must keep their camera turned on at all times.

Consistent with the Library's mission to serve its community, the trustees' use of videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA).

The board of trustees shall provide that each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the library's website within five business days following the meeting, and shall remain-available for a minimum of five years thereafter, and such recordings shall be transcribed upon request.

For so long as the board of trustees elects to utilize videoconferencing to conduct its meetings, the library will maintain an official website, which is [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org).

June 9, 2022

Bethlehem Public Library  
Attn: Geoffrey Kirkpatrick  
451 Delaware Ave, Delmar NY 12054

Re: Architectural & Engineering Services for Bethlehem Public Library Renovation

To Mr. Kirkpatrick:

We are pleased to provide this proposal for the Project Planning/Concept Study for the Bethlehem Public Library. The scope of services for this phase of the project is as follows:

**Project Planning/Concept Study:**

- Facility Needs Assessment
  - Building conditions review & assessment (Architectural, MEP/FP engineering, and site. Site assessment to include newly purchased adjacent property, building is slated for demolition)
  - Review in detail 2021 Master Plan, and any other existing testing or assessment documents
  - Field measurement & base BIM Revit model creation
- Library Visioning & Programming
  - Meet with library staff to assess current and desired space program
  - Review and test 2021 Master Plan with Library leadership
  - Set project goals/guiding principles
- Community engagement
  - Assumption is that during the concept study, Library leadership will provide design feedback. Community engagement will begin once the project moves beyond Planning/Concept Phase.
- Concept Development:
  - Overall project concept development (Architectural, MEP/FP engineering, Site)
  - Basic cost development and refinement, phase scenario development
  - Plan and 3D diagram representation of scope
  - 3-4 Interior and/or exterior renderings of design concept
  - Recommendation of project scope (all one project or first and subsequent projects for implementation)
- Project Planning Framework Document
  - outlining the process and findings including all recommended phases
  - meeting with BPL Liaison to recommend timing of anticipated phases in correlation with grant applications and bond vote
  - Preliminary coordination with SHPO requirements

**Project Planning/Concept Study Schedule:**

- 10 weeks from time of notice to proceed (anticipate summer 2022)

<b>PROJECT PLANNING / CONCEPT STUDY FEE (LUMP SUM)</b>	<b>\$42,990</b>
<p><b>Consultant team for this phase of the project:</b>                  Ashley McGraw Architects (architecture)                  Vaysen Studio (visioning &amp; programming)                  Sage Engineering (MEP/FP)                  Keplinger/Freeman Associates (site)</p>	
<p><b>ADDITIONAL SERVICES:</b></p> <ul style="list-style-type: none"> <li>• Community-wide engagement sessions</li> <li>• Community-wide survey</li> <li>• Community outreach (website development, meeting with individual community influencers, etc.)</li> <li>• Professional cost estimating services</li> <li>• Professional renderings of beyond the 4 provided in base scope</li> <li>• Topographic &amp; Boundary Survey</li> </ul> <p><b>REIMBURSABLE EXPENSES:</b></p> <ul style="list-style-type: none"> <li>• HazMat testing and assessment (it is anticipated that some additional testing may be required for Library structure upon review of existing HazMat report, and it is anticipated that testing will be required for the building slated for demolition on the newly purchase adjacent site)</li> <li>• Structural engineering assessment (typically for existing conditions assessment, architectural review of the structure is sufficient. Should something of concern be observed, a recommendation for a structural engineering assessment will be provided)</li> <li>• Specialty Printing (mounted renderings, large format prints, banners, etc.)</li> <li>• Travel                         <ul style="list-style-type: none"> <li>○ Mileage at IRS rate</li> <li>○ Lodging, meals, and incidentals over \$10 at cost plus 10%.</li> </ul> </li> <li>• Government fees</li> <li>• Legal services directly in service to project</li> </ul>	

Based on our conversation on June 2, 2022, the purpose of the Project Planning/Concept Study phase is to produce an understanding of how to proceed with design and construction. Correspondingly, the design phases will advance upon completion and approval of the study. Once approved, the project is anticipated to proceed as one design project with a multi-phased construction period. Please note that in moving forward with design, the project will have completed approximately 50% design at the time of the bond vote in May 2023. The schedule and milestones listed below are based around this assumption.

An alternative path discussed for project delivery is to proceed with multiple project phases with associated construction phases over an extended period. Should this path be desired, the schedule/milestones will be revised.

**Anticipated Design and Construction Project Milestones:**

- Schematic Design: Mid-September 2022 – end of December 2022 (14 weeks)
  - Start upon approval of planning/concept study phase
  - Two-week review period between phases
- Design Development: January – mid-April 2023 (14 weeks)
- Construction Documents: end of April – end of July 2023 (12 weeks)
  - Bond vote: May 2023
- SED submission: end of July 2023
  - SED review period ranges from 8-20 weeks
- NYS Library Construction Grant Application Submission: September 2023 or September 2024
- Bidding & Construction Award: TBD based on SED review period
- Construction Administration: construction start TBD based on SED review period (duration depending on phasing)
- Note: per our discussion 6/2/22, it is possible that some early packages could be developed, i.e. for the demolition of the building on the adjacent property not subject to SED review (to be verified). This will be determined as part of the Project Planning/Concept Study phase.

**Fee table for design and construction administration**

\$1 - \$1,999,999	9% (based on construction cost)
\$2,000,000 - \$3,499,999	8.75% (based on construction cost)
\$3,500,000 - \$9,999,999	8.5% (based on construction cost)
Above \$10,000,000	7.75% (based on construction cost)

**Consultant team included for design and construction phases:**

Ashley McGraw Architects (architecture & interior design)  
Sage Engineering (MEP/FP engineering)  
Keplinger/Freeman Associates (site design)  
Ryan Biggs | Clark Davis (structural engineering)  
Trophy Point (cost estimating)

**Consultant team for services provided as reimbursable expenses:**

Energy & Environment (hazmat/environmental design)  
Vaysen Studio (furniture design)

If you have any questions about this proposal or would like to discuss any part of it, please do not hesitate to give me a call. Thank you for the opportunity to continue to do business with you.

Sincerely,



**Susanne Gruening Angarano ASID, CID, WELL AP**  
Principal | Ashley McGraw Architects, D.P.C. | Vaysen Studio



# VIRTUAL AUTHOR EVENTS

33

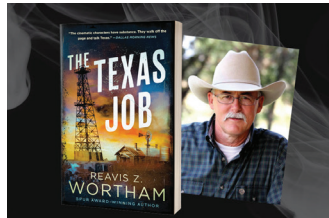
Get to know some of your favorite authors and enjoy Q&A opportunities with bestsellers through one of the following virtual author talks available to Bethlehem cardholders.

**Sign up through the online calendar at [bethlehem.librarycalendar.com](http://bethlehem.librarycalendar.com).**

**JUNE 29 • 7PM**

## Author talk with Reavis Z. Wortham: "The Texas Job"

Reavis Z. Wortham will discuss his new book, "The Texas Job." Set in 1931, this well-crafted crime novel features Texas Ranger Tom Bell, a supporting character in "The Right Side of Wrong," Wortham's third Red River mystery.



**JULY 27 • 7PM**

## Author talk: Thriller Panel

Join us for a live author event discussing their latest thrillers with Julie Clark ("The Lies I Tell"), Joshua Moehling ("And There He Kept Her"), and Carter Wilson ("The New Neighbor").



**JULY 7 • 9PM**

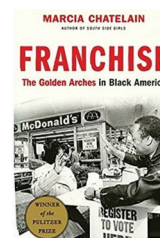
## Author talk with Alka Joshi: "The Henna Artist"



Join us for an evening with NYT Best Selling author and Reese Witherspoon Book Club pick Alka Joshi as she discusses her bestselling novels, "The Henna Artist" and "The Secret Keeper of Jaipur."

**AUGUST 3 • 2 PM**

## Author talk with Dr. Marcia Chatelain: "Franchise: The Golden Arches in Black America"



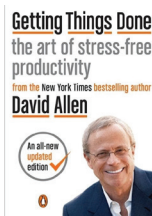
We invite you to an invigorating discourse of scholarship and cultural history with Dr. Marcia Chatelain as she discusses her Pulitzer prize-winning book, "Franchise: The Golden Arches in Black America." Dr.

Chatelain, a highly accomplished professor and scholar of African American life and culture, is a frequent public speaker with expertise in food justice, race and ethnicity and Urban Policy.

**JULY 14 • NOON**

## Author talk with David Allen: "Getting Things Done"

Join us as we sit down in conversation with New York Times Best Selling author David Allen, one of the world's most influential thinkers on personal productivity.





The library will be

**CLOSED**

Sunday, June 19, in honor of Juneteenth.

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