



**Board of Trustees Meeting  
Monday July 11, 2022 6:00 pm – Organizational Meeting**

This meeting will be held in person in the Community Room  
Watch here: <http://www.bethlempubliclibrary.org/watch-the-meeting-here/>

Public comments can be submitted here:  
<https://www.bethlempubliclibrary.org/about-us/contact-us/contact-the-director/>

Board packet information can be accessed here:  
<https://www.bethpl.org/about-us/board-of-trustees/>

**Agenda**

- **Call to order**
- **Public participation**
  - Communications can be delivered via email to the library director at the link above.
- **Trustee oath of office**
- **Election of officers**
- **Committee appointments**
- **Board annual authorizations**
- **Holidays and Closings**
- **Annual ethics/conflict of interest statement**
- **Public hearing – Videoconferencing policy**
  - Public participation about policy
- **Review previous meeting minutes**
- **Financial report**
  - Treasurer's update
- **Personnel report**
  - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
  - Attorney proposal
  - GASB 75 valuation proposal
- **Old business**
  - Building committee
    - Report
    - Proposal from architect
- **Future business**
- **Public participation**
- **Adjournment**

**Next board meeting: August 8, 2022 6:00pm**

**Next Friends of the Library meeting: August 15, 2022**



**ELECTED AND APPOINTED LIBRARY OFFICERS' OATH**

I do solemnly swear (affirm) that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the office of

**Bethlehem Public Library Trustee**

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*name (please print)*

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*residential address (please print)*

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*signature*

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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*name and title of subscribing officer (please print)*

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*signature of subscribing officer*

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*beginning date of subscribing officer's term*

## **Board Authorizations 2022-23**

### **Library Attorneys**

Roemer, Wallens, Gold & Mineaux, LLP  
Nolan Heller Kauffman, LLP  
Whiteman Osterman and Hanna, LLP

### **Library Insurance Broker**

Amsure Associates  
Marshall and Sterling

### **Library Auditors**

Marvin and Company (*Last RFP 2019 – contract started July 2019*)

### **Official Bank Depositories for Library Funds**

TD Bank (*Last RFP 2014 – contract started July 2014*)  
M&T Bank  
Key Bank  
NBT Bank  
Pioneer Bank

### **Official Newspapers**

*The Spotlight*

### **Board Meeting Dates**

Official business – generally the second Monday of the month  
Special meetings – called as needed

### **Authorizations**

The Treasurer of the Board is to verify payrolls for the library.  
A petty cash fund of \$100 is established.  
The Treasurer, Account Clerk II and Director are authorized to enter into an agreement with TD Bank for electronic transfers of funds between library accounts effective July 1, 2014.  
The following payroll-related transactions may be transferred electronically: IRS, NYS Tax, NYS Deferred Comp.  
The Board authorizes payment of some time-sensitive bills by hand-drawn check between Board meetings.  
Wire transfers between authorized financial institutions are allowed.

### **Bonding**

The Director, Account Clerk II and Board Treasurer are bonded for \$1,000,000.  
The Staff Assistant who prepares bank deposits is bonded for \$35,000.  
The Messengers are bonded for \$35,000.

**Bethlehem Public Library Board Meetings 2023  
(start time 6pm/DRAFT)**

January 9

February 13

March 13

April 10 (Passover/School vacation  
week)

May 8

June 12

July 10

August 14

September 11

October 10 (Tuesday)

November 13

December 11



# HOLIDAYS AND OTHER CLOSINGS **DRAFT**

## 2022

Saturday, January 1	New Year's Day	Closed
Monday, January 17	MLK, Jr. Day	Open 9-9
Monday, February 21	Presidents' Day	Open 9-9
Sunday, April 17	Easter Sunday	Closed
Saturday, May 28		Closed
Sunday, May 29		Closed
Monday, May 30	Memorial Day	Closed
Sunday, June 19	Juneteenth	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Monday, July 4	Independence Day	Closed
Saturday, September 3		Closed
Sunday, September 4		Closed
Monday, September 5	Labor Day	Closed
Sunday, September 11: SUNDAY HOURS RESUME		
Monday, October 10	Columbus Day	Open 9-9
Friday, November 11	Veterans Day	Open 9-9
Wednesday, November 23		Open 9-5
Thursday, November 24	Thanksgiving	Closed
Friday, November 25		Open 9-5
Friday, December 2	Staff Development Day	Closed
Saturday, December 24	Christmas Eve	Closed
Sunday, December 25	Christmas Day	Closed
Monday, December 26	Christmas Day (observed)	Closed
Saturday, December 31	New Year's Eve	Open 10-3
Sunday, January 1, 2023	New Year's Day	Closed
Monday, January 2, 2023	New Year's Day (observed)	Closed

## 2023 proposed

Sunday, January 1	New Year's Day	Closed
Monday, January 2	New Year's Day (observed)	Closed
Monday, January 16	MLK, Jr. Day	Open 9-9
Monday, February 20	Presidents' Day	Open 9-9
Sunday, April 9	Easter Sunday	Closed
Saturday, May 27		Closed
Sunday, May 28		Closed
Monday, May 29	Memorial Day	Closed
Monday, June 19	Juneteenth	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Tuesday, July 4	Independence Day	Closed
Saturday, September 2		Closed
Sunday, September 3		Closed
Monday, September 4	Labor Day	Closed
Sunday, September 11: SUNDAY HOURS RESUME		
Monday, October 9	Columbus Day	Open 9-9
Saturday, November 11	Veterans Day	Open 9-9
Wednesday, November 22		Open 9-5
Thursday, November 23	Thanksgiving	Closed
Friday, November 24		Open 9-5
Friday, December 1	Staff Development Day	Closed
Sunday, December 24	Christmas Eve	Closed
Monday, December 25	Christmas Day	Closed
Sunday, December 31	New Year's Eve	Open 12-3
Monday, January 1, 2024	New Year's Day	Closed

**Red indicates days that are part of the union contract.**



## ETHICS STATEMENT FOR LIBRARY TRUSTEES

- Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all functions of library trustees.

I agree to abide by this ethics statement.

name (please print) \_\_\_\_\_

signature \_\_\_\_\_ date \_\_\_\_\_

*Adopted by the Board of Directors of the American Library Trustee Association, July 1985  
Adopted by the Board of Directors of the Public Library Association, July 1985  
Amended by the Board of Directors of the American Library Trustee Association, July 1988  
Amendment approved by the Board of Directors of the Public Library Association, January 1989*

**Association for Library Trustees and Advocates (ALTA)**  
*a division of the American Library Association*

# BETHLEHEM PUBLIC LIBRARY

## CONFLICT OF INTEREST/ETHICS POLICY

*Policy Adopted by the Board of Trustees January 9, 2006*

*Revised and approved May 10, 2021*

### **Statement of Purpose**

The Library depends on the trust of the community to achieve its mission. It is therefore crucial for all Library Officers and Employees to strive to maintain the highest ethical standards when conducting business on behalf of the Library. The standard of behavior at the Library is that all Library Officers and Employees, including all Board of Trustees members, shall avoid any conflict of interest between the interests of the Library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceived conflicts of interest.

### **Applicability**

This policy applies to all officers and employees of the Library. The provisions of this policy shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law.

### **Definitions**

Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings for this policy:

#### **Contract:**

Any claim, account or demand against or agreement with the Library, express or implied.

#### **Gift:**

Anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater.

#### **Interest:**

Any direct or indirect pecuniary or material benefit, not including any benefit arising from the provision or receipt of any services generally available to members of the public, or a lawful class of members of the public. For the purpose of this policy, a Library Officer or Employee shall be deemed to have an interest in any private organization when the Officer or Employee, the Officer's or Employee's Spouse, or a member of the Officer's or Employee's household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.

**Legislation:**

A matter which appears on the agenda of the Library Board of Trustees or on a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, local laws, ordinances, or resolutions.

**Library:**

The Bethlehem Public Library.

**Officer or Employee:**

An elected or appointed officer or employee (full or part-time) of the Library, whether paid or unpaid, including, but not limited to, the members of the Library Board of Trustees.

**Relative:**

A Spouse, child, stepchild, parent, stepparent, brother, sister, stepbrother, stepsister, uncle, aunt, nephew, niece, first cousin, or household member of a Library Officer or Employee, and individuals having any of these relationships to the Spouse of the Officer or Employee or legal guardian of any of said persons of an Officer or Employee.

**Spouse:**

The husband or wife of an Officer or Employee unless living separate and apart pursuant to:

- A judicial order, decree, or judgment of separation.
- A legally binding written agreement of separation in accordance with the Domestic Relations Law.

**Standards of Conduct**

Every Officer or Employee of the Library shall be subject to and abide by the following standards of conduct:

1. **Use of Position:** No Officer or Employee of the Library shall use the Officer's or Employee's position or official powers and duties with the Library to secure a financial or material benefit for such Officer or Employee, a Relative, or any private organization in which the Officer or Employee is deemed to have an interest.



**2. Prohibited Interest in Contracts/Fiscal Decisions:**

(a) No Library Officer or Employee shall have an interest in any Contract to which the Library is a party when such Library Officer or Employee has the power to:

- (1) Negotiate, prepare, authorize, or approve the Contract or claim or authorize or approve payment thereunder;
- (2) Audit bills or claims under the Contract; or
- (3) Appoint an Officer or Employee who has any of the powers or duties set forth above.

(b) No chief fiscal officer, treasurer, or the Officer's or Employee's deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he/she/they is an Officer or Employee.

(c) The provisions of this Section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Officer or Employee in one or more positions of public employment, the holding of which is not prohibited by law.

**3. Use of Library Property:** No Library Officer or Employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

**4. Recusal and abstention.**

(a) No Library Officer or Employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when the Officer or Employee knows or has reason to know that the action could confer a direct or indirect financial or material benefit on that Officer or Employee, a Relative, or any private organization in which the Officer or Employee is deemed to have an interest.

(b) In the event that this Section prohibits a Library Officer or Employee from exercising or performing a power or duty:

- (1) if the power or duty is vested in a Library Officer as a member of the Board of Trustees, then the power or duty shall be exercised or performed by the other members of the Board of Trustees;
- (2) if the power or duty that is vested in a Library Officer individually, then the power or duty shall be exercised or performed by the Officer's deputy or, if the Officer does not have a deputy, the power or duty shall be performed by another person to whom the Officer may lawfully delegate the function; or
- (3) if the power or duty is vested in a Library Officer or Employee, the

Officer or Employee must refer the matter to the Officer's or Employee's immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

- (c) Recusal and abstention shall not be required with respect to any matter:
  - (1) which comes before the Board of Trustees when a majority of the Board of Trustee's total membership would otherwise be prohibited from acting; or
  - (2) which comes before a Library Officer when the Officer would be prohibited from acting and the matter cannot be lawfully delegated to another person.

5. **Private employment:** No Library Officer or Employee shall engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests, when such employment or service would require more than sporadic disclosure and recusal under this policy, would require the disclosure of the Library's confidential information, or would impair the proper discharge of the Officer's or Employee's duties.

6. **Future employment.**

(a) No Library Officer or Employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Library Officer or Employee, either individually or as a member of a board, while the matter is pending or within the thirty (30) days following final disposition of the matter.

(b) No Library Officer or Employee, for the two-year period after serving as a Library Officer or Employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the Library office, board, department or comparable organizational unit in which the Officer or Employee served.

(c) No Library Officer or Employee, at any time after serving as a Library Officer or Employee, may represent or render services to a private person or organization in connection with any particular transaction in which the Officer or Employee personally and substantially participated while serving as a Library Officer or Employee.

7. **Confidential information:** No Library Officer or Employee who acquires confidential information in the course of exercising or performing the Officer's or Employee's official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing the Officer's or Employee's official powers and duties.

8. **Nepotism.** Except as otherwise required by law:

- (a) No Library Officer or Employee, either individually or as a member of the

Board of Trustees, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a Relative for any position at the Library.

(b) No Library Officer or Employee may supervise a relative in the performance of the Relative's official powers or duties.

**9. Political Solicitations.**

(a) No Library Officer or Employee shall directly or indirectly to compel or induce a subordinate Library Officer or Employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

(b) No Library Officer or Employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any Library Officer or Employee, or an applicant for a position as a Library Officer or Employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

**10. Gifts:**

(a) No Library Officer or Employee shall solicit, accept or receive a gift in violation this Section.

(b) No Library Officer or Employee may directly or indirectly solicit any gift.

(c) No Library Officer or Employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five (\$75.00) dollars or more when:

(1) the gift reasonably appears to be intended to influence the Officer or Employee in the exercise or performance of the Officer's or Employee's official powers or duties;

(2) the gift could reasonably be expected to influence the Officer or Employee in the exercise or performance of the Officer's or Employee's official powers or duties; or

(3) the gift is intended as a reward for any official action on the part of the Officer or Employee.

(d) Determination of whether multiple gifts from a single donor exceed seventy-five (\$75.00) dollars must be made by adding together the value of all gifts received from the donor by an Officer or Employee during the twelve (12) month period preceding the receipt of the most recent gift.

(e)

(1) A gift to a Library Officer or Employee is presumed to be intended

to influence the exercise or performance of the Officer's or Employee's official powers or duties when the gift is from a private person or organization that seeks Library action involving the exercise of discretion by or with the participation of the Officer or Employee.

- (2) A gift to a Library Officer or Employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained a pecuniary benefit from the Library involving the exercise of discretion by or with the participation of the Officer or Employee during the preceding twelve (12) months.

(f) This Section does not prohibit any other gift, including:

- (1) gifts made to the Library;
- (2) gifts from a person with a family or personal relationship with the Officer or Employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a Library Officer or Employee, is the primary motivating factor for the gift;
- (3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
- (4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
- (5) awards and plaques having a value of seventy-five (\$75.00) dollars or less which are publicly presented in recognition of service as a Library Officer or Employee, or other service to the community; or
- (6) meals and refreshments provided when a Library Officer or Employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

11. **Investments in conflict with official duties:** No Officer or Employee shall invest or hold any investment, directly or indirectly, in any financial, business, commercial, or other private transaction which would require more than a sporadic recusal under this policy, or which would otherwise impair the person's independence of judgment in the exercise or performance of the Officer's or Employee's official powers and duties. This shall not include an investment less than 5% of the stock in a publicly traded company, or an investment.

12. **Disclosure of interest in Legislation:** To the extent known, any Officer or

Employee of the Library who participates in the discussion or gives an official opinion to the Library Board of Trustees on any Legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest the Officer or Employee may have in such Legislation, including any involvement in current or past Legislation.

13. **Disclosure of interests in Contracts:** Any Officer or Employee of the Library who has, will have, or subsequently acquires any interest in any actual or proposed Contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board of Trustees as well as to such Officer's or Employee's immediate supervisor as soon as the Officer or Employee has knowledge of such actual or prospective interest.

14. **Library Real Property Acquisition:** No Officer or Employee of the Library who has an interest in any real property, either individually or as an Officer or Employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term participation shall include the promotion of the site as well as the negotiation of the terms of acquisition.

15. **Prohibition inapplicable; disclosure, recusal and abstention not required.** This policy's prohibition on use of a Library position (Section 1), requirements relating to recusal and abstention (Section 4), and disclosure requirements (Section 12 and 13), shall not apply with respect to the following matters:

- (a) adoption of the Library's annual budget; or
- (b) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
  - (1) all Library Officers or Employees; or
  - (2) the general public; or
  - (3) any matter that does not require the exercise of discretion.

16. **Personal representations and claims permitted.** Nothing in this policy shall be construed as prohibiting a Library Officer or Employee from:

- (a) representing himself or herself, or the Officer's or Employee's Spouse or minor children before the Library; or
- (b) asserting a claim against the Library on the Officer's or Employee's own behalf, or on behalf of the Officer's or Employee's Spouse or minor children.

## Policy Distribution and Attestation

It shall be the responsibility of the Library Director to ensure that:

- All Officers and Employees (including the Director), and Board of Trustees members are given a copy of this policy to read and to sign the policy attestation.
- All Officers and Employees, and all members of the Board of Trustees, will sign the policy attestation upon election, hiring, or appointment.
- All Officers and Employees, including without limitation, all Board of Trustee members, who are in a position to make hiring or purchasing decisions will sign the policy attestation annually.

The signed attestations will be kept on file.

## **BETHLEHEM PUBLIC LIBRARY VIDEOCONFERENCING POLICY**

*Policy adopted by the Board of Trustees June 13.*

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 are 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).

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**  
Monday June 13, 2022

PRESENT: Caroline Brancatella  
Mark Kissinger  
Mary Redmond  
Lisa Scoons  
Michelle Walsh  
Charmaine Wijeyesinghe

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang  
Sharon Whiting, library treasurer

GUESTS: Chris McGinty, assistant director  
Tanya Choppy, accounts clerk  
Sarah Patterson, trustee-elect

President M. Kissinger called the meeting to order at 5:59pm.

#### PUBLIC PARTICIPATION

G. Kirkpatrick shared that he had received two messages from patrons expressing a desire to have the toys returned to the children's area. Bringing back the toys is part of the final phase of the library's pandemic response plan, which hasn't yet been implemented. G. Kirkpatrick said that with recent COVID numbers decreasing and the expectation that young children may be eligible for the vaccine soon, it might be a good time for the board to begin that discussion.

G. Kirkpatrick has responded to a couple of questions about going fine free in July.

In response to a question raised by Delmar resident Anne Moore, the library had used the CDLC's Ask a Lawyer feature to learn more about the library's agency to purchase property. The response was that the library does have the authority, but G. Kirkpatrick said he would continue to research the topic to nail down the particulars for future reference.

Anne Moore had also asked if the house the library had purchased on Borthwick was able to be used in some way by the community. G. Kirkpatrick said this question had been addressed during the previous architect's evaluation that found it would not be feasible to bring the building up to code for public use.

C. Brancatella asked if a member of the public could ask the library to incur legal fees. G. Kirkpatrick said they could not, but the Ask a Lawyer service is available at no additional cost through the library's Upper Hudson membership.



M. Walsh said that she has also heard from people who are asking for the children's toys to be brought back. S. Patterson said she was part of a Facebook moms group that was asking the same question.

#### SPECIAL RESOLUTION

M. Kissinger read a special resolution honoring trustee M. Redmond for her 10 years of service to the library. Afterwards, she was presented with a framed copy and flowers. C. Brancatella brought cupcakes to mark the occasion.

M. Redmond thanked her fellow board members and staff for being supportive of one another and working together to get things done. She said she was proud of the HVAC project and how the library pushed through even when there were difficulties. She said she learned so much from everyone during her time on the board. M. Walsh said her expertise will be missed.

On a MOTION by M. Kissinger with a SECOND by M. Walsh, the board unanimously approved the resolution recognizing M. Redmond's time on the Board of Trustees.

#### MINUTES

Minutes of the 09 May 2022 board meeting were approved unanimously on a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe.

M. Walsh asked if in-person meetings would continue to feature the board packet on the display screen. G. Kirkpatrick said that as long as it is helpful to some, he would keep doing it. C. Wijeyesinghe said she was in favor of continuing the practice because it allows the public to follow along with what the board is discussing.

#### FINANCIAL REPORT

##### *Treasurer's update*

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

- G. Kirkpatrick read the report in S. Whiting's absence.
- C. Wijeyesinghe suggested they should think about trends in lines that are tracking under budget and what that might mean for future budgets or a potential construction project.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 May 2022 (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; CapProject Fund/Hand-Drawn Checks \$0; Total: \$335,236.29).

#### PERSONNEL REPORT

The board asked about an entry that noted a staffer leaving and returning the same position. G. Kirkpatrick said it was a procedural notation for an individual who had retired from a full-time position elsewhere.

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

- Librarian 1, full-time, permanent, \$54,440/annual or per contract.
- Library Clerk, part-time, permanent, 11.67 hours/week, \$14.17/hour or per contract

## DIRECTOR'S REPORT

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

- G. Kirkpatrick thanked the community for supporting the library budget and welcomed S. Patterson to the board. He noted that the large voter turnout would mean the number of signatures required for candidates next year will increase.
- Staffing shortages in May meant the cancellation of some programs, but the library was able to remain open thanks to the efforts of staffers who were not sidelined. M. Redmond said it was a testament to that hard work that a lot of members of the public were probably never aware of the shortages.
- G. Kirkpatrick thanked the teen volunteers who decorated the library's Memorial Day float. He noted there have been more volunteer requests than the library has been able to accommodate at this time because volunteer hours take a significant amount of staff time. C. Wijeyesinghe said that speaks to the necessity of the volunteer coordinator position that has been approved with the 2022-23 budget.
- The Friends' recent book sale was the organization's biggest single fundraiser. The board asked if they were planning to take donations for future sales. G. Kirkpatrick said that the Friends are open to the possibility but are not able to handle the coordination of it just yet. They will continue to sell library discards at the fall event. G. Kirkpatrick said that the space needed to collect and organize donations might be something to consider as the library looks at future building needs.
- G. Kirkpatrick noted that the library was way ahead in circulation over the previous pandemic year and the numbers were approaching pre-pandemic levels. M. Kissinger said that it might be time to have a conversation about the library's physical magazine collection as circulation in that area continues to decrease. G. Kirkpatrick said the current collection is primarily electronic, and there is no longer a teen and children's physical magazine collection.
- M. Redmond said she saw a recent segment on the today show that touted Kanopy. G. Kirkpatrick said the streaming service, as well as Hoopla, continue to be popular with patrons.
- C. Wijeyesinghe said she was at a recent conference and was pleased to see a significant number of librarians discussing and participating in inclusive training on issues of race.
- C. Wijeyesinghe asked if the board could see a comparison of the library's annual numbers with those from before the pandemic. G. Kirkpatrick said that C. Stollar Peters would have a chart prepared for the July meeting.

## UHLS REPORT

L. Scoons said the annual celebration was held virtually June 3. She congratulated staffers for their win with the Kindness Matters campaign. She said Martin Garnar, who spoke at the end of the celebration, did a great job covering intellectual freedom.

## NEW BUSINESS

### *Board meeting videoconference policy*

G. Kirkpatrick said that an executive order in place allows for fully virtual meetings, but at some point that will expire and not be renewed. He said boards will be allowed the option of a hybrid meeting in the future as long as a quorum is present. For that reason, he was looking to put a videoconferencing policy in place so the board can have that option as needed. Board members participating remotely would be

required to be on screen and would be able to vote. C. Wijeyesinghe said the policy had been reviewed by the policy committee. M. Kissinger said the board would have to establish a notification process for those wishing to attend remotely.

A public hearing on the policy will be held at the July meeting.

C. Wijeyesinghe noted a typo in the second paragraph that should be the word “are.”

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board unanimously adopted the Videoconferencing Policy with the correction.

#### *M/C Salaries*

A copy of the salary schedule was shared with the board.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously approved the M/C salaries for the 2022-23 fiscal year.

C. Wijeyesinghe said the board might consider in the future whether the M/C employees should have individual contracts.

#### OLD BUSINESS

##### *Building committee report and proposal from architect*

M. Kissinger said the building committee had received a proposal from the architects at Ashley McGraw. He noted that there are still some questions to be addressed, so the version in the board packet will not be the final version. The building committee is hoping to meet in the next couple of weeks so that the proposal would be ready for a full board review at the July meeting. M. Redmond asked if there was some redundancy with the proposal with what has already been done. M. Kissinger said that was one of the issues he would like to get addressed.

C. Brancatella said it was important to note that the process is still in the discussion phase.

C. Wijeyesinghe asked if there was a way to put out additional information letting the public know the board would be discussing an architect’s proposal. M. Redmond echoed that idea, asking if there was a way to put materials related to any potential building plan in a dedicated spot on the website.

M. Redmond said it might be a good idea to revisit some of the public opinion that was gathered when the library first started thinking about building needs because those meetings were all held pre-pandemic, and the world is a different place now.

C. Wijeyesinghe talked about the timing of a potential bond vote coinciding with the budget vote and encouraged the board to seek out experts in that area for additional perspective. G. Kirkpatrick said that Ashley McGraw has a lot of experience in bonding projects, which was one of the reasons they were selected.

##### *Other old business*

M. Kissinger said the board needed to put together a nominating committee to set a slate of officers for vote at the July meeting.

M. Walsh and M. Kissinger volunteered to serve as the committee.

C. Brancatella proposed having two vice presidents. She said the structure had worked in the past.

L. Scoons said she wanted to raise a question that came up in the intellectual property discussion at the UHLS celebration. She asked what kind of policy the library has in place if books get challenged. G. Kirkpatrick said it was part of the Collection Development Policy. He noted that it would make sense to only

allow challenges from those within the library taxing district. He said challenges do come up periodically, and now some libraries are starting to see challenges to database content. He said it seems to be an issue that is ramping up nationally. M. Kissinger also noted that the library is great about getting items added to the library through patrons' requests.

C. Wijeyesinghe asked how the equity assessment of the library catalog is going. C. McGinty said the new software just went live, but the library has finished an audit of the adult fiction collection.

C. Brancatella said that although the board discussed writing an editorial for The Spotlight regarding the decision to go fine free, she felt the Times Union article did a very thorough job covering the topic and an additional letter would be unnecessary. G. Kirkpatrick said staff were expecting a smooth transition to fine free.

#### PUBLIC PARTICIPATION

There was no public participation at this time.

#### EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board adjourned to executive session at 7:03pm to discuss the employment history of a particular individual.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board adjourned executive session at 7:48pm.

#### ADJOURNMENT

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board adjourned the regular meeting at 7:49pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

## **Treasurer's Report July 2022**

### Revenue and Expense Report

The year ended with an unadjusted surplus of \$418,310. There are several year-end accruals that will be made as a part of the audit process, such as accrued payroll, the pension accrual, and adjustments to accounts payable. I expect these adjustments to reduce the surplus to roughly \$390,000.

Included with this report is an additional schedule explaining the variances that make up the surplus. We experienced savings in salaries and benefits of \$171,000 due to unfilled positions, including a Librarian II position that was vacant for most of the year and several other open positions. Library materials was underspent by \$78,000 due to supply chain issues for print materials and also reduced demand. Although the utilities line was overbudget by \$23,000 we experienced savings in other operations lines to more than offset it. We also did not spend \$87,000 in capital expenditures nor the contingency line of \$35,000, which allows us to save it for future capital expenditures.

Sharon Whiting CPA  
District Library Treasurer

**BETHLEHEM PUBLIC LIBRARY**

**REVENUE & EXPENSE REPORT  
EXPLANATION OF VARIANCES**

**FISCAL YEAR 2021-2022**

	<b>ANNUAL BUDGET 2021-2022</b>	<b>ACTUAL 2021-2022</b>	<b>DOLLAR VARIANCE</b>	<b>PERCENT VARIANCE</b>	<b>EXPLANATION</b>
<b>REVENUE</b>					
Real Property Taxes	4,172,563	4,171,911	(652)	-0.02%	
PILOT	219,570	219,916	346	0.16%	
Fines	15,000	19,225	4,225	28.17%	
Interest on Deposits	7,500	4,536	(2,964)	-39.52%	
Lost Book Payments, Book sales	5,000	7,779	2,779	55.58%	
Gifts and Donations, Misc	2,000	6,207	4,207	210.35%	
Photocopier	7,500	5,789	(1,711)	-22.81%	
State Aid	23,170	24,401	1,231	5.31%	
Grants	-	-	-	-	
Miscellaneous Income	-	329	329	-	
Total Revenue	<u>4,452,303</u>	<u>4,460,094</u>	<u>7,791</u>	<u>0.17%</u>	
<b>EXPENSES</b>					
Salaries	2,344,152	2,215,450			
Retirement	323,103	316,827			
Health Insurance	307,889	304,826			
Other Benefits	<u>209,759</u>	<u>177,025</u>			
Subtotal Salaries & Benefits	3,184,903	3,014,128	170,775	5.36%	Vacant positions- Librarian I, Librarian II, plus 3 PT Clerk postions
Library Materials - Print	292,000	220,733			
Library Materials - Electronic & Audio	<u>269,000</u>	<u>261,770</u>			
Subtotal Library Materials	561,000	482,503	78,497	13.99%	Supply chain issues for print materials
Operations	571,400	532,656	38,744	6.78%	Util, custodial supplies, F&E, special prog, prop. tax refunds
Capital Expenditures	100,000	12,497	87,503	87.50%	Savings for future capital projects
Contingency	<u>35,000</u>	<u>-</u>	<u>35,000</u>	<u>100.00%</u>	<u>Did not use contingency</u>
Total Expenses	<u>4,452,303</u>	<u>4,041,784</u>	<u>410,519</u>	<u>9.22%</u>	
Net Surplus (Deficit)	<u>-</u>	<u>418,310</u>	<u>418,310</u>		

**BETHLEHEM PUBLIC LIBRARY**

**CASH & INVESTMENTS SUMMARY**

**AS OF 6/30/22/22**

	<b>BALANCE</b>					<b>BALANCE</b>
	<b>5/31/2022</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>EARNINGS</b>	<b>TRANSFERS</b>	<b>6/30/2022</b>
TD Bank General Fund	1,517,547.05	2,437.39	(149,092.14)	58.65	187,258.58	1,558,209.53
TD Bank Payroll	0.00		(127,741.42)	-	127,741.42	0.00
TD Bank Money Market	2,030,333.64	30.00		595.19	(300,000.00)	1,730,958.83
TD Bank Treasury Bill	1,000,648.14			(709.94)	-	999,938.20
TD Bank Capital Project Fund	-	-	-		-	0.00
Key Bank Checking	17,724.41	2,191.83	(97.45)		(15,000.00)	4,818.79
<b>TOTAL:</b>	<b>4,566,253.24</b>	<b>4,659.22</b>	<b>(276,931.01)</b>	<b>(56.10)</b>	<b>-</b>	<b>4,293,925.35</b>

Checks outstanding greater than 90 days old:

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

# BETHLEHEM PUBLIC LIBRARY

## REVENUE & EXPENSE REPORT

12 MONTHS ENDED 6/30/22

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 12 MO. ENDED 6/30/2022	Percent YTD 6/30/2022	ANNUAL BUDGET 2020-2021	YTD PRIOR 12 MO. ENDED 6/30/2021	Percent YTD 6/30/2021
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	19,225	128.2%	28,000	3,882	13.9%
Interest on Deposits	7,500	4,536	60.5%	30,000	6,661	22.2%
Lost Book Payments	-	7,779	0.0%	-	3,335	0.0%
Sale of Books	5,000	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	2,000	6,207	310.4%	1,000	9,520	952.0%
Photocopier	7,500	5,789	77.2%	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	-	329	0.0%	-	-	0.0%
<b>Total Revenue</b>	<b>4,452,303</b>	<b>4,460,094</b>	<b>100.2%</b>	<b>4,479,700</b>	<b>4,433,946</b>	<b>99.0%</b>
<b>EXPENSES</b>						
Salaries	2,344,152	2,215,450	94.5%	2,363,565	2,187,217	92.5%
Retirement	323,103	316,827	98.1%	291,089	295,020	101.4%
Health Insurance	307,889	304,826	99.0%	310,433	313,153	100.9%
Other Benefits	209,759	177,025	84.4%	201,213	180,113	89.5%
Subtotal Salaries & Benefits	3,184,903	3,014,128	94.6%	3,166,300	2,975,503	94.0%
Library Materials - Print	292,000	220,733	75.6%	302,500	233,885	77.3%
Library Materials - Electronic & Audio	269,000	261,770	97.3%	284,000	327,195	115.2%
Subtotal Library Material	561,000	482,503	86.0%	586,500	561,080	95.7%
Operations	571,400	532,656	93.2%	601,900	508,863	84.5%
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>4,041,784</b>	<b>90.8%</b>	<b>4,479,700</b>	<b>4,065,844</b>	<b>90.8%</b>



**BETHLEHEM PUBLIC LIBRARY**

**EXPENSES REPORT - DETAIL**

**12 MONTHS ENDED 6/30/22**

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 12 MO. ENDED 6/30/2022	Percent YTD 6/30/2022	ANNUAL BUDGET 2020-2021	YTD PRIOR 12 MO. ENDED 6/30/2021	Percent YTD 6/30/2021
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,203,711	1,141,284	94.8%	1,197,064	1,163,309	97.2%
Salaries-Support Staff	976,846	917,066	93.9%	996,099	866,185	87.0%
Salaries-Custodians	163,595	157,100	96.0%	170,402	157,723	92.6%
<b>Subtotal Salaries</b>	<b>2,344,152</b>	<b>2,215,450</b>	<b>94.5%</b>	<b>2,363,565</b>	<b>2,187,217</b>	<b>92.5%</b>
Retirement	323,103	316,827	98.1%	291,089	295,020	101.4%
Health Ins.	307,889	304,826	99.0%	310,433	313,153	100.9%
SocSec/Medicare	179,359	162,736	90.7%	180,813	161,313	89.2%
Worker's Comp.	19,000	12,294	64.7%	19,000	18,226	95.9%
Unemployment	10,000	-	0.0%	-	(748)	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>3,014,128</b>	<b>94.6%</b>	<b>3,166,300</b>	<b>2,975,503</b>	<b>94.0%</b>
<b>Library Materials</b>						
Adult books	171,000	131,903	77.1%	171,000	162,384	95.0%
Periodicals	18,000	18,474	102.6%	24,000	12,761	53.2%
YS Books	85,000	57,587	67.7%	85,000	49,236	57.9%
Special Collections	18,000	12,769	70.9%	22,500	9,503	42.2%
<b>Subtotal Print Materials</b>	<b>292,000</b>	<b>220,733</b>	<b>75.6%</b>	<b>302,500</b>	<b>233,885</b>	<b>77.3%</b>
Audiobooks	25,000	21,926	87.7%	30,000	32,927	109.8%
E-Collections	156,000	173,591	111.3%	156,000	226,049	144.9%
Electronic Resources	28,000	31,109	111.1%	28,000	24,885	88.9%
YS Audiobooks	7,000	2,172	31.0%	5,000	6,861	137.2%
YS Media	5,000	3,005	60.1%	7,000	4,652	66.5%
AS Media	48,000	29,967	62.4%	58,000	31,822	54.9%
<b>Subtotal Electronic &amp; Audio</b>	<b>269,000</b>	<b>261,770</b>	<b>97.3%</b>	<b>284,000</b>	<b>327,195</b>	<b>115.2%</b>
<b>Subtotal Library Materials</b>	<b>561,000</b>	<b>482,503</b>	<b>86.0%</b>	<b>586,500</b>	<b>561,080</b>	<b>95.7%</b>
<b>Operations</b>						
Copiers and supplies	18,000	11,160	62.0%	20,000	6,070	30.3%
Office supplies	20,000	20,532	102.7%	14,000	22,703	162.2%
Custodial supplies	26,000	13,957	53.7%	22,000	16,108	73.2%
Postage	20,000	14,463	72.3%	20,000	15,531	77.7%
Printing & Marketing	38,000	25,011	65.8%	35,000	21,175	60.5%
Van lease & oper.	4,000	2,740	68.5%	4,000	268	6.7%
Gas and Electric	50,000	72,944	145.9%	60,000	48,386	80.6%
Telecommunications	18,000	12,230	67.9%	18,000	12,475	69.3%
Water	3,000	2,295	76.5%	2,700	2,038	75.5%
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	26,278	87.6%	30,000	37,112	123.7%
Contract Services	42,000	58,217	138.6%	42,000	33,196	79.0%
Insurance	29,000	23,842	82.2%	29,000	18,935	65.3%
Bank Fees	-	1,274	0.0%	-	75	0.0%
Travel/Conference	3,000	3,318	110.6%	8,000	2,012	25.1%
Memberships	3,000	1,997	66.6%	3,000	2,256	75.2%
Special Programs	35,000	22,828	65.2%	43,000	17,941	41.7%
Furniture & Equipment	40,000	24,271	60.7%	50,000	40,772	81.5%
IT Hardware & Software	42,000	58,103	138.3%	42,000	66,056	157.3%
Bld & Grnd. Repair	40,000	37,989	95.0%	40,000	38,007	95.0%
Furn/Equip Repair	2,000	3,803	190.1%	2,000	1,307	65.3%
Miscellaneous	4,000	6,130	153.3%	3,500	16,011	457.4%
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	50,997	100.0%
<b>Subtotal Operations</b>	<b>571,400</b>	<b>532,656</b>	<b>93.2%</b>	<b>601,900</b>	<b>508,863</b>	<b>84.5%</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>4,041,784</b>	<b>90.8%</b>	<b>4,479,700</b>	<b>4,065,844</b>	<b>90.8%</b>

# BETHLEHEM PUBLIC LIBRARY

## DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN MAY 2022 BASED ON PRE-APPROVAL	\$	35,509.73
CHECKS DISBURSED IN MAY 2022 RELATING TO PAYROLL	\$	184,497.78
CHECKS BEING SUBMITTED FOR APPROVAL	\$	99,191.38
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 45: MANUAL DISB (JUN 22) For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40189	06/14/2022	2170	**VOID** FRIENDS OF HILDENE	220217	-200.00
40448	06/02/2022	1570	NATIONAL GRID		5,375.44
40450	06/09/2022	1581	UNITED STATES POSTAL SERVICE	220565	1,491.16
40451	06/16/2022	2087	CITIBANK	*See Detail Report	758.15
40452	06/16/2022	1161	TOWN OF BETHLEHEM	220566	414.43
40453	06/16/2022	1607	VERIZON BUSINESS FIOS	220004	199.99
40454	06/16/2022	1607	VERIZON BUSINESS FIOS	220004	49.00
40455	06/16/2022	2137	WEX BANK	220006	69.32
40456	06/21/2022	1865	NYS PUBLIC ENTITIES SAFETY GRP		1,803.20
40457	06/21/2022	2113	NYSIF DISABILITY BENEFITS		2,076.63
40458	06/21/2022	559	STATE INSURANCE FUND		14,852.80
40460	06/28/2022	1424	AFLAC NEW YORK		240.34
40461	06/28/2022	1761	ARMORY GARAGE INC.		2,090.14
40462	06/28/2022	1570	NATIONAL GRID		5,917.58
40463	06/28/2022	1607	VERIZON BUSINESS FIOS	220004	120.78
40464	06/28/2022	1607	VERIZON BUSINESS FIOS	220004	124.99
40465	06/28/2022	1607	VERIZON BUSINESS FIOS	220004	125.78
<b>Number of Transactions: 17</b>				<b>Warrant Total:</b>	<b>35,509.73</b>
				<b>Vendor Portion:</b>	<b>35,509.73</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 - 47: TRUST & AGENCY - JUN 22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40449	06/15/2022	712	CIVIL SERVICE EMPL ASSOC INC.		938.57
40459	06/30/2022	712	CIVIL SERVICE EMPL ASSOC INC.		938.57
100670	06/15/2022	709	BPL SPECIAL PAYROLL ACCOUNT		63,029.61
100671	06/15/2022	710	NYS INCOME TAX BUREAU		3,519.27
100672	06/15/2022	1946	IRS - PAYROLL TAX PMT		20,395.76
100673	06/15/2022	2003	NEW YORK STATE DEFERRED		1,594.06
100674	06/30/2022	709	BPL SPECIAL PAYROLL ACCOUNT		64,711.81
100675	06/30/2022	710	NYS INCOME TAX BUREAU		3,578.29
100676	06/30/2022	730	NYS EMPLOYEES RETIREMENT SYSTE		3,441.94
100677	06/30/2022	1946	IRS - PAYROLL TAX PMT		20,726.64
100678	06/30/2022	2003	NEW YORK STATE DEFERRED		1,623.26
<b>Number of Transactions: 11</b>				<b>Warrant Total:</b>	<b>184,497.78</b>
				<b>Vendor Portion:</b>	<b>184,497.78</b>

### Certification of Warrant

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

\_\_\_\_\_  
Date Signature Title

**BETHLEHEM PUBLIC LIBRARY****Check Warrant Report For A - 2: BILL SCHEDULE - JUL 22 For Dates 7/1/2022 - 7/31/2022**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40471	07/12/2022	1963	3N DOCUMENT DESTRUCTION	220617	28.50
40472	07/12/2022	1040	ALBANY COUNTY CLERK	230002	5.00
40473	07/12/2022	1009	AMAZON CREDIT PLAN		1,956.90
40474	07/12/2022	61	AQUASCAPE DESIGNS LLC	230012	70.00
40475	07/12/2022	77	BAKER & TAYLOR , INC.		16,468.36
40476	07/12/2022	1186	BAKER AND TAYLOR ENTERTAINMENT		208.63
40477	07/12/2022	2342	BOOK DEPOT		617.14
40478	07/12/2022	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	220614	553.13
40479	07/12/2022	697	CAPITAL REGION BOCES	230000	14,183.36
40480	07/12/2022	827	PHYLLIS CHAMBERS		510.30
40481	07/12/2022	2078	COUNTY WASTE & RECYCLING SERVICE, INC.		238.58
40482	07/12/2022	1220	DEMCO, INC		335.68
40483	07/12/2022	2329	DIANE EDGECOMB	220577	525.00
40484	07/12/2022	1463	EAST GREENBUSH COMM LIBRARY		10.99
40485	07/12/2022	1991	EASTERN MANAGED PRINT NETWORK LLC		1,396.77
40486	07/12/2022	1532	ENVISION WARE, INC.	220611	727.60
40487	07/12/2022	1674	FINDAWAY		865.84
40488	07/12/2022	1986	FIRSTLIGHT FIBER	230005	185.93
40489	07/12/2022	2361	FUN EXPRESS, LLC		370.04
40490	07/12/2022	1965	PATRICIA GEROU		510.30
40491	07/12/2022	787	GUILDERLAND PUBLIC LIBRARY		54.99
40492	07/12/2022	745	MARY HARTMAN		510.30
40493	07/12/2022	2309	HOPERICH, WILLIAM T.	220559	400.00
40494	07/12/2022	2159	JACK E. POWELL		500.00
40495	07/12/2022	2315	KHALIFE, ROBERT		203.20
40496	07/12/2022	1155	LAKESHORE LEARNING MATERIALS		415.80
40497	07/12/2022	2201	LANE PRESS OF ALBANY		3,395.00
40498	07/12/2022	1284	MARK GAMSJAGER	220558	850.00
40499	07/12/2022	2301	MATT VIA PRUNING		143.75
40500	07/12/2022	1024	MIDWEST TAPE LLC		6,005.95
40501	07/12/2022	1172	ANNE B MOSHER		510.30
40502	07/12/2022	809	NANCY PIERI		510.30
40503	07/12/2022	2401	NARTHANALAYA, LLC	220426	75.00
40504	07/12/2022	2088	NYSID		245.20
40505	07/12/2022	2271	OCTOBER EVE MUSIC LLC	220514	600.00
40506	07/12/2022	2356	OTIS ELEVATOR COMPANY		2,895.84
40507	07/12/2022	1823	OVER DRIVE INC.		21,639.11
40508	07/12/2022	458	PITNEY BOWES INC		149.09
40509	07/12/2022	1210	PROQUEST LLC		1,683.76
40510	07/12/2022	1542	PUPPET PEOPLE		525.00
40511	07/12/2022	478	QUILL.COM		80.99
40512	07/12/2022	505	ROEMER WALLENS GOLD & MINEAUX		1,173.15
40513	07/12/2022	2282	ROGER HELD PIANO SERVICE		120.00
40514	07/12/2022	716	RON CAIN	220578	335.00
40515	07/12/2022	2038	STAPLES BUSINESS ADVANTAGE		1,471.37

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 2: BILL SCHEDULE - JUL 22 For Dates 7/1/2022 - 7/31/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40516	07/12/2022	2154	STERICYCLE, INC.		21.54
40517	07/12/2022	2409	TIM RODEN	220560	300.00
40518	07/12/2022	2328	UNIFIRST CORPORATION		367.32
40519	07/12/2022	632	UPPER HUDSON LIBRARY SYSTEM	230019	12,701.26
40520	07/12/2022	1607	VERIZON BUSINESS FIOS	230013	49.00
40521	07/12/2022	1607	VERIZON BUSINESS FIOS	230013	199.99
40522	07/12/2022	1968	VERIZON WIRELESS	230010	200.86
40523	07/12/2022	2182	W.M. BIERS INC.		579.96
40524	07/12/2022	1707	AUDREY WATSON		510.30
<b>Number of Transactions: 54</b>				<b>Warrant Total:</b>	<b>99,191.38</b>
				<b>Vendor Portion:</b>	<b>99,191.38</b>

### Certification of Warrant

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

\_\_\_\_\_  
Date Signature Title

July 11, 2022 - Board of Trustee Meeting											
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current 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 Page PT	Collection Maintenance	12.8 hrs/wk		\$13.20/hour	M. Mitchel	5/11/2022	5/9/2022				
Librarian 1 FT	Public Services	35 hrs/wk		\$54,440/annual or per contract	M. Waldenmaier	5/11/2022	6/13/2022	Filled	A. Desourdy	8/1/2022	Internal (PT to FT)
Library Clerk PT	Circulation Services	11.67 hrs/wk		\$14.17/hour or per contract	M. Beutel	6/8/2022	6/13/2022	Filled	N. Brooks	7/6/2022	Hire
<b>Action Requested</b>											
District Library Treasurer	Board of Trustees			Request Hourly Rate Change from \$50/hour to \$55/hour	S. Whiting					Effective 7/1/2022	
Librarian 1 FT	Public Services	35 hrs/wk		\$55,529/annual or per contract	S. Berg	7/22/2022					
Librarian 1 PT	Public Services	11.67 hrs/wk		\$28.41/hour or per contract	A. Desourdy	7/31/2022					
Library Assistant FT	Public Services	35 hrs/wk		\$39,604/annual or per contract	N/A - New Position	N/A					
<b>Positions Held</b>											
None											

## **Director's Report July 2022**

### **COVID and Phased Reopening**

We have reached the final phase of our Phased Reopening Plan. In an unexpected twist, these past two months have seen the greatest direct impact of COVID on staffing, with more staff becoming infected than at any other period during the pandemic.

We are currently experiencing several issues related to staffing, and I want to make sure everyone is aware of the situation.

We are experiencing difficulty in recruitment for librarian positions. This, along with some civil service issues from last year, has led the Public Services Department to be significantly understaffed for more than a year. The staff have all done an amazing job to keep things operating.

Currently, we are focusing on providing excellent library service across our most important core functions. We know the community is used to us being able to provide services above and beyond our core mission, and we understand their frustration when we are unable to do so. We appreciate the patience so many of our patrons have shown us during this time.

The administration team is actively working to fill positions and come up with creative solutions to what we hope is a temporary situation.

### **Public Services**

The 3D printer is available for public use. Due to staffing issues in the Public Services Department, the staff in IT are stepping up to support the printer. This device requires a significant amount of staff time and support to function. Appointments for the 3D printer or the studio in general can be made at the Information Desk.

The Seed Library has been packed up for the year except for a few late-season seeds still available at the Information Desk. We have plenty of supply left over to get us started next year. We will fill in with new seeds next year. We had 618 in person orders and 4,154 packets were picked up in person. We had 363 online orders with 2,831 packets filling those. Totals were 981 orders with 6,985 packets distributed.

We were able to accommodate three exam proctoring requests this month but were unable to cover all the requests we received.

### **Programs**

The **Summer Reading Challenge** kicked off on June 20 for children, teens and adults. Special thanks to the full-time PS team for taking on the daunting task of getting the program up and running while short staffed.



The Puppet People presented two performances of Pirate of Book Island as the Summer Reading Kickoff event.

**Library Speaker Consortium** held its inaugural author talk program on July 7 with Alka Joshi, the author of the bestselling title “The Henna Artist.” The consortium is made up of a partnership of over 150 libraries across 36 states with the goal of making author talks accessible to libraries of all sizes. From our library, 29 people were registered for the first event of which 16 people participated in the live virtual author talk. All of the registrants have the opportunity to view the recorded session.

Sharon arranged for Cornell Cooperative Extension to provide a Backyard Composting program. They provided an engaging demonstration of numerous ways to compost household waste. The Future of Work Team from the New York State Department of Labor Division of Employment & Workforce Solutions presented on a number of different topics related to employment and training options in NY state for recent high school graduates, as well adults looking for a career change. A BCSD teacher attended in the hopes of gathering information that could be shared with students.

Anne offered a fun Bollywood Dancing for Kids program presented by Sujatha and Shreya, who were a pleasure to work with. Shreya was a great teacher with a natural rapport with the children. While the number of participants was low, the children enjoyed themselves and the parents seemed happy with the program. Anne looks forward to having them back in July for the teen program.

The Bethlehem Senior Chorus Concert was held on the Green with the chorus performing songs in celebration of life. Along with the singing, there was a keyboardist and a harpist playing for much of the time. The concert seemed to be enjoyed by a good-sized audience, including many patrons who were just on their way in or out of the library and craned their necks or stopped by the Green for a minute or two to listen.

Music & Movement: Kate offered one Music & Movement on her Saturday this month. The number of attendees was 34 people, which is about half of the previous attendance during the week. However, a majority of the families were new to the program, which was great.

Craft & Color for Adults: Eighteen people came to this session of Craft & Color for adults. Participants were able to choose between coloring, scratch art, and sand art. Most people who came were there with a group program. The regular participants really enjoy and look forward to coming to the library to color and do crafts. Given the success of the program and how much she enjoys doing it, Kate is planning to start offering it monthly rather than every other month, starting this fall.

Digitization Petting Zoo: Luke presented a discussion of the library’s digital conversion equipment that patrons can use to preserve VHS tapes, slides, negatives, photos, and 8mm films. All the equipment was available for patrons to see and take home. We also worked through a live demonstration of the Wolverine Super 8 film converter. Ten people attended.

Macramé Earrings Craft: This program had a nice turnout (13 attendees), with a good combination of individuals who had attended previous macramé programs, as well as new attendees who were excited to learn. We moved into the boardroom due to the heat, and everyone enjoyed being in the air conditioning. Photos from Macramé Earrings Program are below:



Pictured above left is a more complex creation by one of our teen attendees. “Cat” earrings, above right, that an attendee dreamed up after commenting that the pattern reminded her of a cat face.

## Outreach

End of the school year visits occurred in a variety of formats. Anne, Kate and Mary visited their schools either in-person or virtually. Other schools were interested in a recorded video about the Reading Challenge.

Lauren and our intern, Chloe, participated in the Five Rivers Get Outdoors and Get Together event, which also celebrated the 50th Anniversary of Five Rivers. Chloe performed three storytimes at this event, with a total of 10 participants across all three. There were 57 total engagements at the event, with the majority of them participating in the seed planting activity that was offered. This activity provided a variety of types of seeds that they could plant to take home. The mystery seeds were the most popular! Seeds from the seed library were also available for people to take home. At least four new families became aware of the seed library at this event. The library also provided a Story Stroll of the book “Have you Seen My Duckling?” by Nancy Tafuri. The pages of the book were displayed on some of the benches around the Nature's Accessible Backyard Trail. It is estimated that approximately 100 people enjoyed reading the book as they strolled around the trail.







The Thursdays in the Park series has begun. The library has partnered once again with the Town Parks and Recreation department to provide weekly music groups and other performers. This popular series is also being cosponsored by the Friends of the Library and Friends of Bethlehem Parks. The series runs through August 18. The majority of the events are held at Elm Avenue Park with the exception of two nights, which are scheduled for South Bethlehem Park and Henry Hudson Park. The library and town have committed to collaborating on this series for next year.

- o HEARD – 175 head count
- o Jack and Steve Zucchini – 247 head count
- o The Rumble Kings – 99 head count (South Bethlehem Town Park)

### **Circulation and Technical Services**

Fine-free lending started July 1. The rollover has been smooth so far. In preparation for the change in lending, we purged \$19,143.96 in existing fines for 5,283 BETH patrons. We emailed patrons who had email addresses in Sierra to inform them of the purge and to welcome them back to the library with a fine-free account. Our communication to the public has been well received and frequent. We are excited for the change.

Six items in our New York Heritage digital collection have had newly added transcribed text information added to their record. This transcription process is the work of multiple staff members, including Lisa B. and Frank S. Additionally, eight photos from 1972 donated to the library that were originally from the estate of Howard W. Geyer, the Delmar architect who designed the current library building 50 years ago, were added to the New York Heritage collection.

We received 30 new 5G hotspots from T-Mobile just in time for the shutdown of the Sprint network, which powered our 4G devices. These devices are increasingly popular for patrons working and learning from home, as well as for travel. We limited the use of the 4G devices the week before June 30 and informed patrons that their devices might stop working depending on

the exact date of the shutdown. The new devices are in service and we were able to meet patron demand for the devices by June 30.

We started the onboard process for the CollectionHQ software. This software will help with weeding, collection development, EDI assessment and awareness, and cataloging. Our collection is in great shape as far as accuracy. We hope this tool, provided through a contract negotiated by UHLS, will help automate some processes we've been running manually.

### **Upcoming Programs**

Evenings on the Green is our weekly music series offered every Tuesday night in July. This annual series is co-sponsored by the Friends.

Russia – Ukraine Crisis mini panel discussion will be held on Monday, July 18, at 6 p.m. This mini panel discussion will be presented by University at Albany Professors Timothy Sergay and David Rousseau.

The library will be participating in the National Night Out event sponsored by the Bethlehem Police Department. The event will be held at Elm Ave Town Park on August 2 from 5-8 p.m.

Michael has moved his Little Sunday Music to be offered September-December, with the first two performances scheduled on the Green. In the past, the concerts were held from November-February. We are hoping to see if there is more interest if it's offered earlier with the hopes of holding it outdoors if weather permits.

Luke has partnered with Bethlehem Historical Association to offer a speakers series beginning in September and running through April 2023.

### **Continuing Education and Committee Work**

Kate participated in the Youth Services Section Conference Planning Meeting to discuss program session ideas and authors for the NYLA conference.

Anne, Kate, Chris, Catherine and Lisa met with Baker & Taylor representatives to discuss implementation for CollectionHQ.

### **Meetings and miscellany**

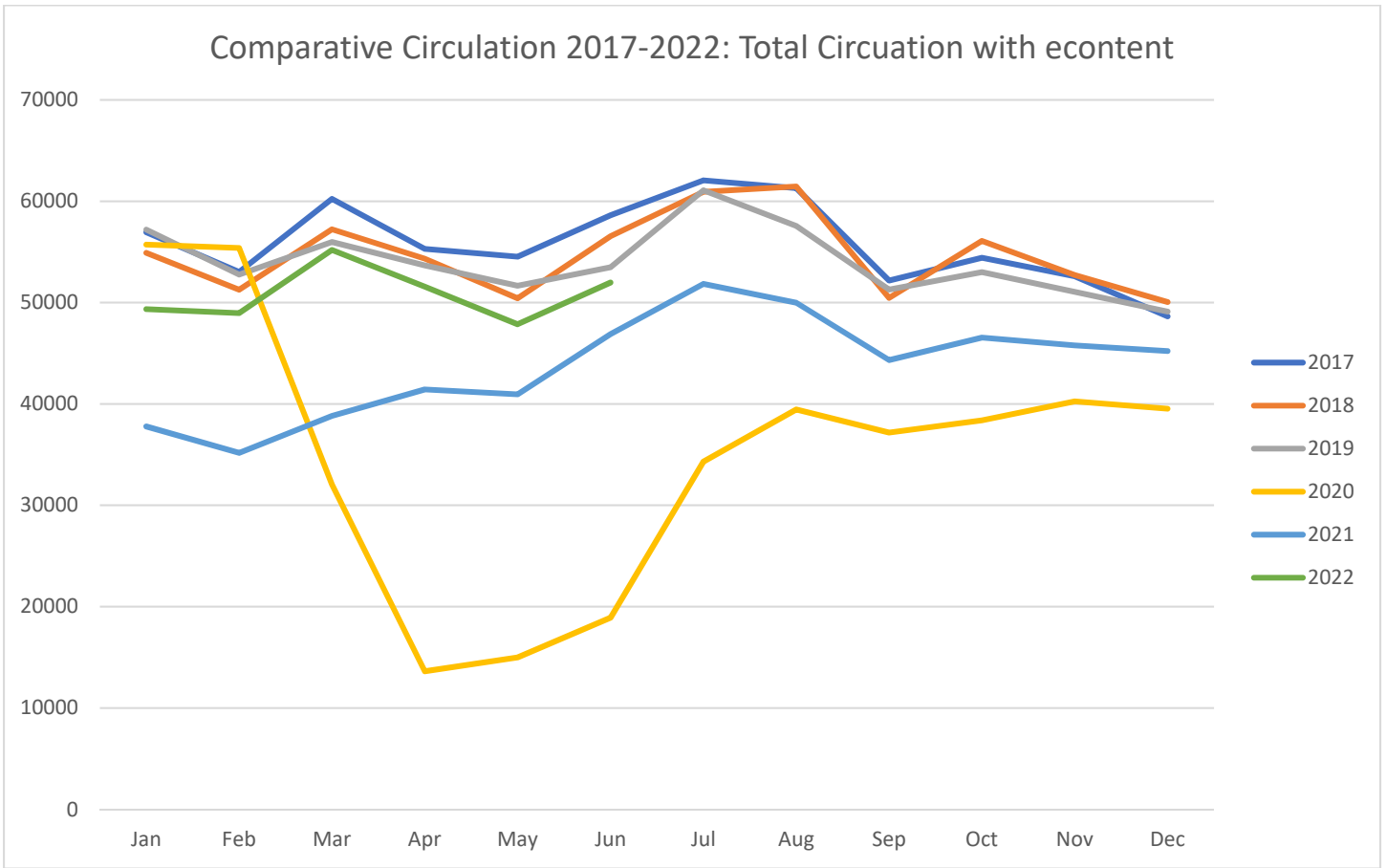
We have held several meetings with cloud printing companies that offer services to enable wireless and mobile printing in and out of the library, as well as allowing us to return to centralized printing for the public.

I was interviewed for a local library PR campaign overseen by the Capital District Library Council. The advertising will focus on how regional libraries focus on bridging the digital divide for the community.

Geoffrey Kirkpatrick, Library Director

Library Collection				2020-21	Current Total
Adult fiction				27,576	27,178
Adult non-fiction				29,912	29,397
Adult audio				6,342	5,824
Adult video				8,146	8,563
Young adult fiction				5,372	4,903
Young adult nonfiction				492	580
Young adult audiobooks				418	477
Children's fiction				27,336	28,318
Children's non-fiction				15,910	16,096
Children's audiobooks				1,850	1,651
Children's video				1,961	1,391
OverDrive - UHLS Shared				100,026	114,633
e-magazines				3,582	3,123
Electronic (games, ereaders)				450	418
Total				229,373	242,552
Library Programs	Jun-22	Jun-21	% change	2020-21	F-Y-T-D
Programs	27	20	35.0%	211	376
Program attendance	511	392	30.4%	2,531	7,464
Outreach Programs	42	44	-4.5%	450	59
Outreach Attendance	1,230	869	41.5%	1,357	5,523
Circulation	Jun-22	Jun-21	% change	2020-21	F-Y-T-D
Adult fiction	13,213	11,781	12.2%	122,358	143,462
Adult non-fiction	7,093	5,897	20.3%	62,005	78,344
Adult audio	4,601	4,224	8.9%	43,240	54,406
Adult video	6,069	5,872	3.4%	54,329	76,698
Adult magazines	1,331	1,254	6.1%	19,130	17,895
Young adult fiction	1,652	1,849	-10.7%	18,086	18,283
Young adult nonfiction	100	144	-30.6%	1,303	1,423
Young adult audiobooks	243	196	24.0%	2,364	2,655
Young adult magazines	0	1	-100.0%	25	0
Children's fiction	12,106	11,539	4.9%	106,794	134,624
Children's non-fiction	3,160	2,471	27.9%	24,559	35,166
Children's audiobooks	1,242	800	55.3%	8,160	12,961
Children's video	488	519	-6.0%	4,734	7,053
Children's magazines	0	3	-100.0%	91	1
Electronic (games, ereaders)	685	347	97.4%	2,772	6,320
Total	51,983	46,897	10.8%	469,949	588,614
Interlibrary Loan	Jun-22	Jun-21	% change	2020-21	F-Y-T-D
Borrowed from others	6,507	6,567	-0.9%	95,316	77,607
Loaned to others	4,179	4,495	-7.0%	64,417	52,068
Miscellaneous	Jun-22	Jun-21	% change	2020-21	F-Y-T-D
Visits to our home page	40,921	37,257	9.8%	483,316	455,145
Public use of meeting rooms	26	0	und	0	339
Public meeting attendance	428	0	und	0	4,091
Staff use & library programs	43	0	und	0	190
Study room sessions	421	0	und	0	3,279
Tech room/ Studio use	4	0	und	0	16
Door count	14,748	9,627	53.2%	41,521	153,368
Registered BPL borrowers	111	92	20.7%	562	931
Computer signups	991	398	149.0%	860	9,435
Museum Pass use	133	89	49.4%	324	1,166
E-book use	5,278	5,888	-10.4%	73,602	67,489
E-audiobook use	3,681	3,419	7.7%	38,322	43,805
E-magazine use	1,032	1,254	-17.7%	16,380	14,492
Streaming video use	1,094	1,540	-29.0%	16,004	16,022
BCSD use via Overdrive	93	192	-51.6%	1,643	1,668
Equipment	370	211	75.4%	1,379	2,524
Wireless Use	11,311	9,101	24.3%	75,484	103,660

# Circulation Trends 2017-2022



# The Law Office of Stephanie Adams, PLLC

Stephanie A. Adams, Member

Kelly E. Coughlin, Of Counsel

Sallie G. Randolph, Of Counsel

Stuart B. Shapiro, Of Counsel

Tabita J. Saraj, Associate



Stephanie A. Adams, Attorney-at-Law    mobile: (716) 308-2906

DATE: June 16, 2022

TO:   ATTN: Geoffrey Kirkpatrick  
          Bethlehem Public Library  
          451 Delaware Avenue  
          Delmar, NY 12054

## RE:   Proposed Letter of Engagement for Legal Services

Dear Geoffrey:

This letter sets out the scope and proposed terms for the Law Office of Stephanie Adams, PLLC ("LOSA") to provide legal services to the Bethlehem Public Library.

### Ethics

Legal services in NY are governed by Rules of Professional Conduct, which require attorneys to serve their clients with loyalty, confidentiality, and commitment. Accompanying this letter is a **Statement of Client's Rights & Statement of Client's Responsibilities**, emphasizing important aspects of the attorney-client relationship.

We have found that emphasizing these rules keeps ethics at the forefront of legal services, while client awareness of them promotes a trusting and productive relationship. Should you or your organization ever have any questions about these rules, please do not hesitate to ask.

### Scope of Service

The LOSA will provide a variety of legal services to Bethlehem Public Library, for issues as they arise. We will work with you to set budgets and deadlines on a per-project basis. At the present time, these are limited to non-litigation services.

If at any point Bethlehem Public Library needs representation in litigation, the issue should be presented to the LOSA, which would evaluate our ability to provide representation in that matter, and if affirmative, prepare a separate letter of engagement for services, to be proposed to Bethlehem Public Library.

### Billing Practices, Fees and Expenses

It is important to our office that clients not only understand their bill, but that billing is used as a tool for enhanced collaboration. Accounts are invoiced monthly, and payments are due within 30 days of receipt. Invoices note the WBE status of the Office.

Expenses and disbursements will be separately stated on the bill and our fees will be charged per the LOSA 2022 Pro Bono rates, set forth below:

The Law Office of Stephanie Adams, PLLC (LOSA)  
363 Grant Street, Suite One, Buffalo, New York 14213  
(716) 464-3386: phone, (716) 262-0984: fax, (716) 468-0568: text  
[www.stephaniecoleadams.com](http://www.stephaniecoleadams.com)





Senior Attorney time: \$200/hour (non-litigation)  
Associate Attorney time: \$150/hour (non-litigation)  
Senior Paralegal time: \$100/hour  
Junior Paralegal time: \$50/hour  
Disbursement (postage, copying, etc.) will be billed at cost.

Please note that these costs are a specially reduced rate available to Bethlehem Public Library due to its membership with CDLC. If this rate is to increase, you will have no less than 90 days' notice.

The LOSA can also accept a retainer of any amount, and bill against it monthly. Retainer deposits made with the LOSA are put in an escrow account for the client. A balance of the retainer and refund of such can be requested at any point in time by writing to

#### Retainer

To initiate services, please send a signed copy of this letter of engagement proposal. If you would like to place a deposit for this work, please contact Brian Calisto in my office to arrange setting up a retainer in my attorney trust account, otherwise we will do a pay as you go system. Your account will be billed on the fifth of the month, and you will be provided with an invoice every 30 days showing a precise breakdown of attorney time, paralegal time, costs and disbursements.

#### Arbitration

In the event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request. Hopefully, good communication and clear billing practices will avoid any concerns.

#### Termination

You may terminate legal services upon written notice.

The firm may terminate services for cause upon 3 days' written notice, based on: 1) any violation by the client of the "Client Responsibilities" with respect to the firm, and 2) failure to pay bills within 90 days.

#### Your File

You may request an electronic or hard copy of your file, and the firm will honor your request as expeditiously as possible. Internal memoranda and notes for internal purposes only are not considered a part of your file. A fee for duplication will apply, and all outstanding bills must be paid prior to release. At its discretion, the firm will retain a copy of your file for up to seven years.

#### Acceptance of Terms

If these terms are acceptable, please sign in the space below. If you need to discuss any aspect of the proposal, please let me know.



Thank you for entrusting my office with Bethlehem Public Library's legal needs. We look forward to working with you!

Very truly yours,

A handwritten signature in blue ink, appearing to read "Stephanie A. Adams".

Stephanie A. Adams, Esq

ACCEPTED BY: \_\_\_\_\_  
Geoffrey Kirkpatrick

DATE: \_\_\_\_\_

Accompanying: Statement of Client Rights and Statement of Client's Responsibilities



## Service Agreement

### Report

The information contained in our report(s) will be prepared for the use of the Sponsor and its auditors in connection with our actuarial valuation(s). It is not intended, nor necessarily suitable, for other purposes. BPAS has no responsibility to update the report(s) for events and circumstances occurring after the date of the report(s).

### Fees

The specific services and associated professional service fees for each of the benefit plans are outlined below. BPAS reserves the right to amend the fee schedule from time to time. The Sponsor will receive prior notification of such changes.

❖ Annual Alternative Measurement Method Fee for Fiscal Year 2022	\$6,000
❖ Interim Valuation Fee for Fiscal Year 2023	\$1,500*

*\*Interim valuation fee includes calculations to reflect updated actuarial assumptions as of the interim measurement date. Additional fees may apply if plan amendments or changes are made during the interim fiscal year.*

The associated fees above for the services outlined are based on the time required to perform the services. With regard to the expected time and our fee, we assume the following:

- Receipt of complete and accurate data in the format requested by the due date required, in order to staff the engagement appropriately and complete the work in the mutually agreed upon timeframe. Please refer to the cover page for details regarding your BPAS engagement team. If complete and accurate data is not received in the format requested or by the due date required to appropriately staff the engagement and complete the work in the mutually agreed upon timeframe, our fee will be adjusted to reflect the additional time spent and allocated resources.
- There will be no changes in any areas, including current law, regulations, accounting standards or plan provisions that would impact our deliverables. If however, there are changes that would impact the scope of our services, we will notify you and get approval for the revised fee before proceeding.
- Fees include telephone conference calls as needed with Bethlehem Public Library. Should Bethlehem Public Library require on-site meetings for other items including review of the final report, an additional fee of for \$1,000 per meeting applies.

In the event that the scope of the project changes, we will notify you promptly and obtain your concurrence regarding the revised scope and the payment of any additional monies/fees before proceeding. Our fee estimate does not encompass additional work that the Sponsor may ask us to complete.

# ASHLEY MCGRAW



July 8, 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 Bethlehem Public Library Feasibility Study. Our overall project understanding is outlined below and the Feasibility Study service items follow thereafter.

## **Project Understanding:**

Provide Architectural and Engineering Services for the renovations of Bethlehem Public Library. Project scope is to include the following items:

1. Demolish the 59 Borthwick house and investigate potential new uses
2. Add a large auditorium type space to the library outside the existing footprint (250 person capacity)
3. Redesign and potential relocation of the parking area and building entrance
  - a. Parking renovations are to include remediation of the icing problems on the plaza
4. Abate the popcorn ceiling containing asbestos in the hallway
5. Address interior fit and finish for the library

## **Feasibility Study:**

To define the above scope and develop design options as applicable for each, along with exploring potential additional scope options, resulting in visualizations of design options, probable costs, and recommendations for project scope to be implemented.

- 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 study, Library leadership will provide design feedback. Community engagement will begin once the project moves beyond Feasibility Study Phase.

# ASHLEY MCGRAW

- Design Options 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
    - Note: any further renderings beyond the 4 noted above will require an additional fee of \$2,000 per rendering
  - Recommendation of project scope (all one project or first and subsequent projects for implementation)
- Feasibility Study Deliverable
  - Outlining the process and findings including all recommended scope and design options
  - Meeting with BPL Liaison to recommend timing of anticipated phases in correlation with grant applications and bond vote
  - Preliminary coordination with SHPO requirements

**Feasibility Study Schedule:**

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

<b>Feasibility Study Fee</b>	<b>\$48,990</b>
Note: Fee above reflects Study Fee only; Project fee for Design and Construction Administration Phases is outlined in the table on page 3 below	
<b>Consultant team for this phase of the project:</b> Ashley McGraw Architects (architecture) Vaysen Studio (visioning & programming) Sage Engineering (MEP/FP) Keplinger/Freeman Associates (site)	
<b>ADDITIONAL SERVICES:</b> <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>	
<b>REIMBURSABLE EXPENSES:</b> <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</li> </ul>	

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- be observed, a recommendation for a structural engineering assessment will be provided)
- Specialty Printing (mounted renderings, large format prints, banners, etc.)
  - Travel
    - Mileage at IRS rate
    - Lodging, meals, and incidentals over \$10 at cost plus 10%.
  - Government fees
  - Legal services directly in service to project

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: end of September 2022 – end of December 2022 (12 weeks)
  - Start upon approval of feasibility 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)

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**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