



**Board of Trustees Meeting
Monday May 12, 2025 6:00 pm
Board Room**

Watch here: <https://www.youtube.com/@bethlehempubliclibrary9609>

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

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

Agenda

- Call to order
- Budget Presentation (p. 2)
- Public participation
- Review of previous meeting minutes (p. 3-6, 7-8)
- Financial report (p. 9-18)
 - Treasurer's update (p. 9)
- Personnel report (p. 19)
 - Personnel actions
- Director's report (p. 20-28)
- UHLS report
- New business
 - Trustee office hours
 - Trustee training
 - HVAC repair (p. 29-38)
 - Boiler replacement design (p. 39-42)
 - Albany County healthcare consortium (p. 43)
 - Other new business
- Old business
 - Building Committee - update
 - Other old business
- Future business
- Public participation
- Adjournment

Next board meeting: June 9, 2025 6:00 pm

Next Friends of the Library meeting: June 16, 2025 6:30 pm

Friends of the Library Booksale/Fundraiser Saturday May 17, 2025

2025-26 Budget

	2024-25	2025-26	Comments
Salaries and benefits			
Salaries	\$2,666,993	\$2,783,914	Contractual salary increases
Retirement	324,242	376,102	
Payroll taxes	206,465	212,694	
Health insurance	398,000	430,000	Assumes a 12% increase in January 2026
Other insurance	\$32,500	\$27,500	
Total salaries and benefits	\$3,628,200	\$3,830,210	
Library materials	\$575,000	\$580,500	Database subscriptions to the New York Times and Times Union, decreased demand for CDs and DVDs
Operations			
Utilities	\$105,500	\$96,500	Adjusted based on current rates
Office supplies and expenses	58,700	55,500	
Printing and marketing	43,200	35,000	One time expense for software implementation in pervious fiscal year
Custodial supplies	20,000	22,000	
Insurance	35,000	36,000	
Professional fees, dues and conferences	46,500	43,000	Includes attorney fees
Special programs	42,000	45,000	
Building and equip. maint.	97,000	96,500	Contractual services, building/equipment repairs
Furniture and equipment	30,000	30,000	
IT/hardware and software	50,000	55,000	Upgrades to hardware and replacement as needed
Audit and online accounting services	47,000	47,000	Audit and actuary fees
Online catalog/circ. system	57,500	60,000	Planned increase in library system fees
Other	11,500	11,500	
Capital improvements/contingency	135,000	125,000	
Total operations	\$778,900	\$758,000	
TOTAL EXPENSES	\$4,982,100	\$5,168,710	
Income			
PILOT	\$239,000	\$225,000	
Use of fund balance	0	38,000	Received in FY 2025 to be used in FY 2026
State aid	26,000	26,500	
Interest income	90,000	121,500	Interest for FY 2025 projected at \$185,000; rates expected to decrease in FY2026
Miscellaneous fees	20,000	25,800	
Friends contribution	7,000	10,000	
Gifts and donations	8,000	10,000	
TOTAL INCOME	\$390,000	\$456,800	
EXPENSES	\$4,982,100	\$5,168,710	3.75% increase
Minus income	390,000	456,800	
Equals LEVY	\$4,592,100	\$4,711,910	2.61% increase
Fund balance			
		\$1,350,000	Funds operations from July until taxes received in October
		2,578,140	Designated for capital expenditure and building needs in conjunction with the library's Long Range Plan
TOTAL FUND BALANCE		\$3,928,140	

Proposed levy increase: 2.61%

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
Monday April 7, 2025

PRESENT: Laura DiBetta
Mark Kissinger
Sarah Patterson
Gail Sacco
Lisa Scoons
Michelle Walsh
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director

EXCUSED: Caroline Brancatella
Kristen Roberts, public information specialist

GUESTS: Phil Berardi, assistant director/head of operations
Tanya Choppy, accounts clerk
Jennifer Crawford, confidential secretary
Chris McGinty, assistant director of Public Services
Anne Moore
Tessy Nedy

President M. Kissinger called the meeting to order at 6:03pm.

PUBLIC PARTICIPATION

M. Kissinger opened the meeting with a statement about public participation and noted additional ways that the public can interact with board members. He said that the board is also considering the addition of a more informal time for discussion in the future.

One member of the public spoke during the public comment period. G. Kirkpatrick read a second comment received via email. A recording of the meeting is available on YouTube.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by S. Patterson with a SECOND by M. Walsh, the board unanimously approved the minutes from the Monday March 10 regular board meeting.

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously approved the minutes from the Monday April 1 building committee meeting.

FINANCIAL REPORT

Treasurer's update

- G. Sacco noted that gifts and donations seem to be up. T. Choppy said that the library recently received a donation of \$5,000 from a local educational foundation. G. Sacco said that at a recent trustee office hour, a patron was asking about gifting to the library.

On a MOTION by G. Sacco with a SECOND by S. Patterson, the board unanimously approved the Financial Statement dated 31 March 2025 (Checks disbursed in March 2025 based on pre-approval \$68,760.87; Checks disbursed in March 2025 relating to payroll \$206,017.65; Checks being submitted for approval \$58,254.78; CapProject Fund Checks \$0; Total: \$333,033.30).

PERSONNEL REPORT

The board noted the personnel report. M. Kissinger asked about the status of the open positions. G. Kirkpatrick said the library is only actively seeking to fill the Librarian 1 position, as the other positions were not included on the 2025-26 budget. M. Walsh asked how the process of filling it was going. There is currently no list for the Librarian 1 position as it is currently part of NY Helps. G. Kirkpatrick said the library has been conducting interviews for this position.

PERSONNEL ACTIONS

There were no personnel actions.

DIRECTOR'S REPORT

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

- M. Walsh asked about the high attendance at a Music and Movement session and whether the numbers were manageable. G. Kirkpatrick said it was manageable, but the library may have to limit attendance in the future if it continues to grow.
- G. Kirkpatrick noted recent webinar participation. One provided guidance that he shared with staff about law enforcement requests for information.
- G. Kirkpatrick highlighted increased BCSD use of OverDrive children and youth collection, which is more robust than available through the school.
- G. Sacco noted the door count in the previous month was up and not related to program attendance. G. Kirkpatrick said he is starting to see more groups of students using the library to study.
- M. Walsh asked about streaming video use. G. Kirkpatrick said it was videos available from Kanopy and Hoopla, which have some of the Great Courses, which are popular with Bethlehem patrons.
- M. Walsh also noted that public use of the meeting spaces has increased.

UHLS REPORT

L. Scoons said the meeting would be held on Wednesday and would be retiring Director Tim Burke's last meeting. She noted that new authority to grant construction awards has been given to the system allowing UHLS to grant a higher percentage. G. Kirkpatrick said that the SED approval process timeframe is shorter at the moment.

NEW BUSINESS

Room rental contract

The contract is for a June 8 piano recital. G. Sacco said she thought G. Kirkpatrick had already been given the authority to approve the contracts. G. Kirkpatrick said that it had been discussed in the policy committee but hadn't come to the board yet.

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously approved the rental contract for the Community Room to host a private piano recital on June 8.

Boiler project

The RFP notice has been posted in the Times Union and The Spotlight incurring a small expense. G. Kirkpatrick presented a resolution to transfer \$50,000 from the general fund to the project fund at this time to cover early design expenses and amend it later when actual construction costs are better known.

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously approved a resolution to transfer \$50,000 from the general fund to the special project fund.

Other new business

There was no other new business at this time.

OLD BUSINESS

UHLS board member

L. Scoons said the board would like to have a new member nominated by May. L. Scoons said board meetings are currently on Wednesdays at 4:30 p.m. Nominating committee will discuss potential appointees.

Building committee update

The committee continues to discuss upcoming projects and priorities. Asbestos removal and parking lot resurfacing have been identified as the next big projects to investigate further. G. Kirkpatrick said the amount in the fund balance should be close to being able to cover those expenses. L. Scoons said they discussed reaching out to the town about the parking lot as they have been helpful in the past.

M. Walsh urged the board to continue moving forward with the building discussion.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

There was no future business at this time.

PUBLIC PARTICIPATION

One member of the public spoke during the public comment period. A recording of the meeting is available on YouTube.

EXECUTIVE SESSION

On a MOTION by M. Kissinger with a SECOND by G. Sacco, the board unanimously voted to enter into executive session to discuss the employment history of a particular individual at 6:55pm.

On a MOTION by G. Sacco with a SECOND by S. Patterson, the board unanimously voted to adjourn executive session at 8:05pm.

On a MOTION by G. Sacco with a SECOND by M. Kissinger, the board unanimously voted to ban an individual from the library for 60 days after a discussion about the individual disrupting the executive session.

ADJOURNMENT

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously voted to adjourn the regular meeting at 8:20pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

DRAFT

MINUTES OF THE BOARD OF TRUSTEES BUILDING COMMITTEE MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
Tuesday April 22, 2025

PRESENT: Caroline Brancatella
Laura DiBetta
Mark Kissinger
Sarah Patterson
Gail Sacco (virtual)
Lisa Scoons
Michelle Walsh
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director

EXCUSED:

GUESTS: Phil Berardi, assistant director/head of operations
Chris McGinty, assistant director of Public Services
Jennifer Crawford, confidential secretary

President M. Kissinger called the meeting to order at 6:02pm.

DISCUSS LIBRARY BUILDING NEEDS

Boiler RFP review

The board evaluated the proposals received as a result of the Boiler Project RFP, which was published in both official library newspapers and also emailed to select firms as identified as firms dealing with NYSED OFP engineering projects in Albany County. Interest was also solicited by the library's construction manager from Schoolhouse.

- Two proposals were received. One from CSArch and one from Ashley McGraw.
- The board instructed G. Kirkpatrick and staff to check references for CSArch for boiler or similar projects.
- The board instructed G. Kirkpatrick to question CSArch about the role of a construction manager vs construction administration mentioned in the proposal.
- The committee decided to recommend a contract with CSArch to the full board at the May board meeting.

Building project discussions

The committee discussed further building projects, associated costs, and order of projects. After the completion of the boiler the committee decided to recommend that the following projects be pursued in this order:

- Boiler – already in progress
- House demolition and parking lot repaving
- Asbestos abatement of the hallway popcorn ceiling and roof drains

Carpet replacement was recommended to be pursued further in the future when the total amount of reserves was better able to be estimated after the previous projects.

ADJOURNMENT

The meeting was adjourned at 7:10pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

DRAFT

Treasurer's Report

May 12, 2025

Revenue and Expense Report

Revenue is stable. We received the final payment of real property taxes in April. Total expenses are about 7.5% underbudget compared to 6.5% underbudget this time last year. Salaries are just about on budget since we are fully staffed. We don't expect any unusual expenses between now and year end. Although there may be some lines that are slightly overspent, this will be more than offset by other lines that are underspent.

Investments

We had a CD that came due at the end of April. We reinvested the proceeds in a two-month CD at 4%, virtually the same rate. Another CD and the T-Bill are due at the end of May and we will be considering options for reinvestment, taking into account cash flow needs and rates.

Fund Balance

As of June 30, 2024, the fund balance is \$3,928,140. Of this amount, approximately \$1.35 million is needed to fund operations for the first quarter of the year, until tax revenue is received.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 4/30/25

	BALANCE					BALANCE
	3/31/2025	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	4/30/2025
TD Bank General Fund	153,130.85	190,620.21	(252,778.59)	(622.16)	208,154.66	298,504.97
TD Bank Payroll	0.00		(142,610.89)	-	142,610.89	0.00
TD Bank Money Market	1,539,138.07	-		2,317.37	(400,000.00)	1,141,455.44
TD Bank Treasury Bill	1,127,587.01		-	4,029.39	-	1,131,616.40
TD Bank Capital Project Fund	765.55	-	(36.99)		49,234.45	49,963.01
TD Bank 3 mo. CD Closed 1/28/25	-			-	-	0.00
TD Bank 4 mo. CD Opened 1/28/25	1,006,934.70			3,318.75	-	1,010,253.45
TD Bank 6 mo. CD Closed 4/28/25	1,017,815.67			3,177.26	(1,020,992.93)	0.00
TD Bank 2 mo. CD Opened 4/28/25	-			335.67	1,020,992.93	1,021,328.60
Key Bank Checking	12,184.91	2,892.33	(281.74)		-	14,795.50
TOTAL:	4,857,556.76	193,512.54	(395,708.21)	12,556.28	-	4,667,917.37

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$18,632* of Storch Fund money

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

10 MONTHS ENDED 4/30/25

FISCAL YEAR 2024-2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 10 MO. ENDED 4/30/2025	Percent YTD 4/30/2025	ANNUAL BUDGET 2023-2024	YTD PRIOR 10 MO. ENDED 4/30/2024	Percent YTD 4/30/2024
Real Property Taxes	4,592,100	4,591,904	100.0%	4,401,969	4,300,000	97.7%
PILOT	239,000	277,968	116.3%	241,523	239,259	99.1%
Fines	3,000	2,173	72.4%	3,000	2,081	69.4%
Interest on Deposits	90,000	132,687	147.4%	35,000	112,377	321.1%
Lost Book Payments	8,500	10,455	123.0%	7,500	10,504	140.1%
Friends of BPL Contributions	7,000	6,365	90.9%	-	7,903	0.0%
Gifts and Donations	8,000	7,863	98.3%	4,000	18,791	469.8%
Photocopier	8,000	10,911	136.4%	7,000	9,819	140.3%
State Aid	26,000	26,362	101.4%	26,000	25,367	97.6%
Grants	-	5,920	0.0%	-	-	0.0%
Miscellaneous Income	500	508	101.7%	-	1,004	0.0%
Total Revenue	4,982,100	5,073,118	101.8%	4,725,992	4,727,104	100.0%
EXPENSES						
Salaries	2,666,993	2,138,665	80.2%	2,547,087	1,987,790	78.0%
Retirement	324,242	323,915	99.9%	280,440	263,799	94.1%
Health Insurance	398,000	325,164	81.7%	372,300	295,309	79.3%
Other Benefits	238,965	171,621	71.8%	227,365	168,196	74.0%
Subtotal Salaries & Benefits	3,628,200	2,959,365	81.6%	3,427,192	2,715,094	79.2%
Library Materials - Print	294,000	193,537	65.8%	292,000	220,590	75.5%
Library Materials - Electronic & Audio	281,000	206,054	73.3%	283,000	212,610	75.1%
Subtotal Library Material	575,000	399,591	69.5%	575,000	433,200	75.3%
Operations	643,900	415,071	64.5%	605,800	475,104	78.4%
Capital Expenditures	100,000	8,550	8.6%	100,000	11,023	11.0%
Contingency	35,000	-		35,000	-	
Total Expenses	4,982,100	3,782,578	75.9%	4,742,992	3,634,422	76.6%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

10 MONTHS ENDED 4/30/25

FISCAL YEAR 2024 - 2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 10 MO. ENDED 4/30/2025	Percent YTD 4/30/2025	ANNUAL BUDGET 2023-2024	YTD PRIOR 10 MO. ENDED 4/30/2024	Percent YTD 4/30/2024
Salaries & Benefits						
Salaries-Librarians	1,252,089	1,068,460	85.3%	1,178,184	990,897	84.1%
Salaries-Support Staff	1,226,399	912,768	74.4%	1,190,063	850,855	71.5%
Salaries-Custodians	188,505	157,438	83.5%	178,840	146,039	81.7%
Subtotal Salaries	2,666,993	2,138,665	80.2%	2,547,087	1,987,790	78.0%
Retirement	324,242	323,915	99.9%	280,440	263,799	94.1%
Health Ins.	398,000	325,164	81.7%	372,300	295,309	79.3%
SocSec/Medicare	206,465	157,547	76.3%	194,865	146,698	75.3%
Worker's Comp.	20,000	12,581	62.9%	20,000	9,735	48.7%
Unemployment	10,000	-	0.0%	10,000	11,083	110.8%
Disability Ins.	2,500	1,493	59.7%	2,500	679	27.1%
Subtotal Salaries & Benefits	3,628,200	2,959,365	81.6%	3,427,192	2,715,094	79.2%
Library Materials						
Adult books	171,000	113,869	66.6%	171,000	142,262	83.2%
Periodicals	18,000	11,598	64.4%	21,000	11,059	52.7%
YS Books	85,000	55,143	64.9%	85,000	53,371	62.8%
Special Collections	20,000	12,927	64.6%	15,000	13,898	92.7%
Subtotal Print Materials	294,000	193,537	65.8%	292,000	220,590	75.5%
Audiobooks	20,000	14,577	72.9%	20,000	15,901	79.5%
E-Collections	201,000	150,819	75.0%	196,000	142,539	72.7%
Electronic Resources	31,000	25,010	80.7%	31,000	32,334	104.3%
YS Audiobooks	4,500	1,758	39.1%	4,000	3,323	83.1%
YS Media	2,500	880	35.2%	2,000	1,189	59.4%
AS Media	22,000	13,011	59.1%	30,000	17,324	57.7%
Subtotal Electronic & Audio	281,000	206,054	73.3%	283,000	212,610	75.1%
Subtotal Library Materials	575,000	399,591	69.5%	575,000	433,200	75.3%
Operations						
Copiers and supplies	15,000	13,897	92.6%	15,000	10,146	67.6%
Office supplies	20,000	9,270	46.4%	20,000	9,217	46.1%
Custodial supplies	20,000	18,697	93.5%	20,000	15,834	79.2%
Postage	22,000	15,864	72.1%	22,000	15,183	69.0%
Printing & Marketing	43,200	32,738	75.8%	35,000	22,619	64.6%
Van lease & oper.	4,000	917	22.9%	4,000	1,498	37.5%
Gas and Electric	75,000	65,364	87.2%	75,000	55,365	73.8%
Telecom & Cloud Svcs	24,000	19,331	80.5%	24,000	18,298	76.2%
Water	3,000	1,868	62.3%	3,000	2,092	69.7%
Taxes-sewer & water	3,500	2,927	83.6%	3,400	2,871	84.4%
Refund property taxes	5,000	4,557	91.1%	5,000	3,266	65.3%
Prof. Services	40,000	5,077	12.7%	30,000	24,168	80.6%
Contract Services	50,000	24,775	49.5%	50,000	21,552	43.1%
Insurance	35,000	30,881	88.2%	30,000	29,581	98.6%
Bank Fees	1,700	5,339	314.1%	1,400	1,107	79.1%
Travel/Conference	3,500	5,181	148.0%	3,500	8,569	244.8%
Memberships	3,000	819	27.3%	3,000	2,639	88.0%
Special Programs	42,000	16,800	40.0%	35,000	36,405	104.0%
Furniture & Equipment	30,000	15,693	52.3%	30,000	17,377	57.9%
IT Hardware & Software	50,000	17,951	35.9%	50,000	36,469	72.9%
Bld & Grnd. Repair	40,000	10,415	26.0%	40,000	35,245	88.1%
Furn/Equip Repair	3,000	3,820	127.3%	2,000	2,998	149.9%
Miscellaneous	6,500	4,368	67.2%	6,500	7,922	121.9%
Audit Service	25,000	25,750	103.0%	24,000	19,250	80.2%
Accounting Service	22,000	20,065	91.2%	20,000	19,706	98.5%
UHLAN fees	57,500	42,709	74.3%	54,000	55,726	103.2%
Subtotal Operations	643,900	415,071	64.5%	605,800	475,104	78.4%
Capital Expenditures	100,000	8,550	8.6%	100,000	11,023	11.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,982,100	3,782,578	75.9%	4,742,992	3,634,422	76.6%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN APRIL 2025 BASED ON PRE-APPROVAL	\$	57,235.70
CHECKS DISBURSED IN APRIL 2025 RELATING TO PAYROLL	\$	208,208.16
CHECKS BEING SUBMITTED FOR APPROVAL	\$	140,082.40
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	28.77

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 37: PREAPPROVED DISB (APR 25) For Dates 4/1/2025 - 4/30/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42718	04/01/2025	1831	CDPHP UNIVERSAL BENEFITS, INC.		36,086.16
42719	04/01/2025	720	MVP HEALTH PLAN, INC.		7,885.08
42720	04/01/2025	1607	VERIZON BUSINESS FIOS	250018	169.79
42721	04/01/2025	1607	VERIZON BUSINESS FIOS	250018	124.99
42722	04/01/2025	1607	VERIZON BUSINESS FIOS	250018	89.00
42727	04/22/2025	2480	**VOID** AQUILONIA COMICS	250411	-60.50
42770	04/08/2025	746	**VOID** VOORHEESVILLE PUBLIC LIBRARY	250487	-14.99
42775	04/10/2025	827	PHYLLIS CHAMBERS		555.00
42776	04/10/2025	1965	PATRICIA GEROU		555.00
42777	04/10/2025	745	MARY HARTMAN		555.00
42778	04/10/2025	1172	ANNE B MOSHER		555.00
42779	04/10/2025	2340	T-MOBILE	250017	949.82
42780	04/10/2025	1607	VERIZON BUSINESS FIOS	250018	199.99
42782	04/22/2025	1424	AFLAC NEW YORK		220.04
42783	04/22/2025	2480	AQUILONIA COMICS	250411	42.50
42784	04/22/2025	2395	CSEA EMPLOYEE BENEFIT FUND		162.12
42785	04/22/2025	2426	JPMORGAN CHASE BANK NA	*See Detail Report	3,742.59
42786	04/22/2025	2066	KEVIN COFFEY	250541	173.72
42787	04/22/2025	1570	NATIONAL GRID		4,911.23
42788	04/22/2025	2061	UNITED HEALTHCARE INSURANCE CO		164.37
42789	04/22/2025	1607	VERIZON BUSINESS FIOS	250018	169.79
Number of Transactions: 21				Warrant Total:	57,235.70
				Vendor Portion:	57,235.70

*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 - 38: PAYROLL - TRUST & AGENCY (APR 25) For Dates 4/1/2025 - 4/30/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42717	04/04/2025	712	CIVIL SERVICE EMPL ASSOC INC.		957.07
42781	04/18/2025	712	CIVIL SERVICE EMPL ASSOC INC.		957.07
100988	04/04/2025	709	BPL SPECIAL PAYROLL ACCOUNT		71,585.54
100989	04/04/2025	710	NYS INCOME TAX BUREAU		4,135.12
100990	04/04/2025	1946	IRS - PAYROLL TAX PMT		22,649.79
100991	04/04/2025	2003	NEW YORK STATE DEFERRED		2,824.69
100992	04/18/2025	709	BPL SPECIAL PAYROLL ACCOUNT		71,025.35
100993	04/18/2025	710	NYS INCOME TAX BUREAU		4,118.91
100994	04/18/2025	730	NYS EMPLOYEES RETIREMENT SYSTE		4,370.61
100995	04/18/2025	1946	IRS - PAYROLL TAX PMT		22,596.05
100996	04/18/2025	2003	NEW YORK STATE DEFERRED		2,987.96
Number of Transactions: 11				Warrant Total:	208,208.16
				Vendor Portion:	208,208.16

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: BILL SCHED (MAY 25) For Dates 5/13/2025 - 5/13/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42797	05/13/2025	1531	A-J LAWN SPRINKLER CO., INC.	250522	608.00
42798	05/13/2025	1256	ACCUCUT, LLC	250517	345.00
42799	05/13/2025	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	15.99
42800	05/13/2025	2242	ALPHA CARD SYSTEMS	*See Detail Report	1,001.96
42801	05/13/2025	1935	ALTAMONT FREE LIBRARY	250596	10.00
42802	05/13/2025	2420	AMAZON CAPITAL SERVICES INC	250540	1,637.92
42803	05/13/2025	2457	AQUATIC ALLIES	250001	70.00
42804	05/13/2025	2264	B&H FOTO & ELECTRONICS CORP	*See Detail Report	1,923.25
42805	05/13/2025	77	BAKER & TAYLOR , INC.	*See Detail Report	22,818.17
42806	05/13/2025	1186	BAKER AND TAYLOR ENTERTAINMENT	*See Detail Report	73.48
42807	05/13/2025	2346	BRAINFUSE ONLINE INSTRUCTION	250525	4,000.00
42808	05/13/2025	103	BRODART INC	250557	132.30
42809	05/13/2025	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	250547	553.13
42810	05/13/2025	2366	CORNING MUSEUM OF GLASS	250584	300.00
42811	05/13/2025	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	250003	339.21
42812	05/13/2025	2168	CRAILO STATE HISTORIC SITE	250591	25.00
42813	05/13/2025	2428	DANIEL MAY	250580	40.00
42814	05/13/2025	1220	DEMCO, INC	250586	162.74
42815	05/13/2025	1463	EAST GREENBUSH COMM LIBRARY	250546	19.95
42816	05/13/2025	1991	EASTERN MANAGED PRINT NETWORK LLC	250005	1,074.59
42817	05/13/2025	1986	FIRSTLIGHT FIBER	250006	191.23
42818	05/13/2025	2361	FUN EXPRESS, LLC	250558	1,171.20
42819	05/13/2025	2272	GLOBAL EQUIPMENT COMPANY INC.	*See Detail Report	6,319.88
42820	05/13/2025	2174	GREENE COUNTY HISTORICAL SOCIETY	250593	40.00
42821	05/13/2025	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	59.50
42822	05/13/2025	1930	HEWITT'S GARDEN CENTERS INC.	250590	99.96
42823	05/13/2025	2171	HISTORIC CHERRY HILL	250583	25.00
42824	05/13/2025	2439	HUDSON RIVER MARITIME MUSEUM	250582	100.00
42825	05/13/2025	959	INFO USA MARKETING, INC (SUBSIDIARY OF DATA AXLE INC.)	*See Detail Report	2,653.00
42826	05/13/2025	2303	IRONFLOW TECHNOLOGIES INC.	250528	1,863.00
42827	05/13/2025	2322	KANOPY INC.	250014	3,079.00
42828	05/13/2025	2201	LANE PRESS OF ALBANY	250007	4,045.00
42829	05/13/2025	2048	MAKERBOT INDUSTRIES LLC	250533	276.48
42830	05/13/2025	1024	MIDWEST TAPE LLC	*See Detail Report	1,147.53
42831	05/13/2025	1088	NASSAU FREE LIBRARY	250545	4.99
42832	05/13/2025	404	NEW YORK LIBRARY ASSOC	250579	2,500.00
42833	05/13/2025	2094	OTC BRANDS, INC.	250511	45.22
42834	05/13/2025	1823	OVER DRIVE INC.	*See Detail Report	26,386.49
42835	05/13/2025	2224	PARKS/SCHUYLER MANSION	250592	25.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 43: BILL SCHED (MAY 25) For Dates 5/13/2025 - 5/13/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42836	05/13/2025	2402	PBC GURU LLC	250566	3,500.00
42837	05/13/2025	450	PHILLIPS HARDWARE INC	250011	164.10
42838	05/13/2025	458	PITNEY BOWES INC	250019	99.00
42839	05/13/2025	2430	PLAYAWAY PRODUCTS LLC	250597	2,880.16
42840	05/13/2025	1210	PROQUEST LLC	250562	1,866.81
42841	05/13/2025	1490	REPEAT BUSINESS	250150	141.97
42842	05/13/2025	984	RESERVE ACCOUNT-PITNEY BOWES	250553	1,000.00
42843	05/13/2025	505	ROEMER WALLENS GOLD & MINEAUX	250560	1,500.00
42844	05/13/2025	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	807.71
42845	05/13/2025	2154	STERICYCLE, INC.	250008	23.09
42846	05/13/2025	2526	SUSTAINABLE LIBRARIES INITIATIVE	250577	200.00
42847	05/13/2025	2436	THE LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	250563	250.00
42848	05/13/2025	2525	THE VILLAGE BUTCHER, INC.	250565	314.99
42849	05/13/2025	2273	THOMAS COLE NATIONAL HISTORICAL SITE	250585	100.00
42850	05/13/2025	2307	TRANE U.S. INC.	*See Detail Report	5,935.00
42851	05/13/2025	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	*See Detail Report	35.95
42852	05/13/2025	2344	ULINE, INC.	*See Detail Report	2,159.40
42853	05/13/2025	2312	ULYSSES S. GRANT COTTAGE	250599	100.00
42854	05/13/2025	2328	UNIFIRST CORPORATION	250009	150.65
42855	05/13/2025	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	29,974.84
42856	05/13/2025	1968	VERIZON WIRELESS	250002	100.49
42857	05/13/2025	645	**CONTINUED** W W GRAINGER INC		0.00
42858	05/13/2025	645	W W GRAINGER INC	*See Detail Report	2,663.15
42859	05/13/2025	1593	WILLIAM K. SANFORD LIBRARY	*See Detail Report	86.92
42860	05/13/2025	2499	SCHOOLHOUSE CONSTRUCTION SERVICES LLC	250429	845.00

Number of Transactions: 64

Warrant Total: 140,082.40

Vendor Portion: 140,082.40

*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 H - 11: H FUND (MAY 25) For Dates 5/1/2025 - 5/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1243	05/13/2025	2111	COMMUNITY MEDIA GROUP	250542	28.77
Number of Transactions: 1				Warrant Total:	28.77
				Vendor Portion:	28.77

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

May 12, 2025 - Board of Trustee Meeting											
										19	
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
Previously Approved to Fill											
Library Clerk PT	Circulation Services	11 hrs/wk	15 hrs/wk	\$18.19/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$18.19/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$15.50/hour	M. Mitchel	5/11/2022	5/9/2022				
Library Page PT	Collection Maintenance	6 hrs/wk		\$15.50/hour	D. Bloom	8/30/2023	9/11/2023				
Librarian 1 FT	Youth Services	35 hrs/wk		\$60,346/annual or per contract	E. Puskas	2/19/2025	3/10/2025	Filled	E. Baker	5/2/2025	Hire
Action Requested											
Librarian 1 FT	Adult Services	35 hrs/wk		\$60,346/annual or per contract	R. Ciancarelli	6/5/2025					
Positions Held											
None											

Director's Report May 2025

Building and Grounds

New furniture was placed in the Teen Area. The venerable purple chairs, which are more than 20 years old, were replaced with new chairs. The coverings on the new chairs allow for easier maintenance than the fabric covered chairs. New chairs were also deployed in the Periodicals Area.

During June, the Staff Kitchen will be getting a bit of a makeover with new furniture, a fresh coat of paint, and some new cupboards. The work will all be done in-house by the maintenance staff.

Boiler project design proposals were received by April 11. The proposals were reviewed at the April Building Committee with a decision anticipated at the May trustees meeting.

Circulation and Technical Services

The library has implemented a new communication method for billed patron items. The notices now go out through PatronPoint. Previously these notices went out through the mail which had several challenges including cost, delayed delivery, and an inability for us to customize the wording for our library. The old notices were often described by patrons as harsh or inflexible. Most notices now go out through email, which saves operational costs and is more tailored to our community.

The Library of Things offers hands-on, real world tools that empower patrons to learn, create, and solve everyday problems. This month the collection has grown with the addition of new telescopes, a new thermal camera for home energy audits – a perennial favorite, Ozobots that help kids learn about coding, metal detectors, and a refreshed selection of board games.

At an outreach event to the high school, circulation staff issued 57 new library cards. Some were prepared in advance and some were issued on-site. It is great to have the technology to be able to do these in-house functions offsite.

Adult Services

National Library Week (4/6-4/12) – We celebrated National Library Week all month long at the library with a series of interactive displays, activities and programs. Celebrations were organized and coordinated by Shannon and Sarah with help from Kristen.

- Highlights of the month included:
- Displays in the adult, teen and children’s sections
- Whiteboards set up in the hallway, asking a different reading-themed question each week
- Screening of the newly released PBS documentary “Free for All: The Public Library” with a discussion led by special guests Tim Burke and Jeremy Johannesen
- A craft where staff decorated a representative cardigan to be put on display at the service desks to celebrate National Library Workers Day on 4/7.

The various activities generated a lot of engagement with the public and we received a lot of positive feedback at the service desks.



Times Union Digital – On 2/27, we began a subscription to provide digital access to the Times Union newspaper. Bethlehem cardholders may access the subscription from home, anyone may access it in the library. The majority of patrons are accessing this product remotely. In April, it was accessed more than 280 times.

Audiobooks Your Way (4/5) – Audiobooks are one of the fastest growing formats in terms of library circulation, so we invited the community to join us for an overview of all the listening options available through the library including CD audio, Playaway, Libby, and Hoopla.

Responsible staff: Luke. Attendance: 12

Casual Moms Meet-Up (4/10) – A facilitator from Noteworthy Resources hosted this session to help moms connect with others while navigating their new role as

parents. It provided an opportunity for attendees to share ideas and experiences. This was the second session and we're looking to host more of these in the future. Responsible staff: Rachael and Lauren. Attendance: 17

Competitive Puzzling: 500-Piece Edition (4/26) – How fast can you puzzle? Upping the challenge this time around with 500-piece puzzles instead of 300, puzzle solvers were invited back to work solo or in a group to see who could solve their puzzle fastest and become the reigning library puzzle champion. Responsible staff: Erin. Attendance: 38



Embroidered Lavender Sachets (4/27) – We invited the public to join us for this crafting program and make a lavender-scented sachet out of felt. Beginners to embroidery were welcomed. We are looking to book a similar one for the fall. Responsible staff: Erin. Attendance: 20

In Stitches (4/30) – We invited knitters, crocheters, and fiber artists of all levels to join us for the second meeting of this monthly, open crafting program. It was so nice to have such a big, diverse group! Several kids came (tweens/teens) with their parents, as well as the usual mix of adults. Responsible staff: Sarah. Attendance: 18

Listen & Learn: Free for All: The Public Library (4/18) – The latest installment of our Listen & Learn Friday morning program series helped celebrate the history and important role of public libraries. In partnership with IndieLens Popup, we were able to screen “Free for All: The Public Library” prior to its release in late April. Tim Burke, former UHLS director, and Jeremy Johannsen (president of Friends of Bethlehem Public Library and library advocate) led a discussion on public libraries as part of the program, providing a great perspective on what’s going on with public libraries at local, state and national levels. Responsible staff: Sarah. Attendance: 11.

NYS Boater Safety Course (4/12, 4/13) – Due to popular demand, we again offered the NYS Boater Safety Course, which allowed participants to earn the NYS safety certificate now required of all operators of motorized boats. The course was held in two sessions over a weekend at the library.

Responsible staff: Alex. Attendance: 27; 27

Stop, Think, Act: How to Recognize and Avoid Scams (4/1) – Scams, frauds and hoaxes cost consumers and businesses time and billions of dollars each year. An educator from the NYS Division of Consumer Protection presented on how to recognize and avoid scams, and provided tools and resources to utilize if you fall victim to a scam. Responsible staff: Robert. Attendance: 18

Virtual Author Talk Series: (4/2, 4/8, 4/24) – The virtual Author Talk series continued in April. This month, featured the highly acclaimed New York Times bestselling author Jodi Picoult with her newest novel, “By Any Other Name,” Smithsonian Horticulturalist Matthew Fleming, as he guided us through the secret world of trees as is revealed in “The Tree Book: The Stories, Science, and History of Trees,” and a riveting conversation with New York Times bestselling author Gregg Hurwitz as he chatted with us about his Orphan X series and his life as a suspense writer.

Total Live Attendance: 88.

Youth Services

We have scheduled our late spring and summer outreach events to promote the Summer Reading Program. Most of our outreach programs will begin during the week of May 26 and will end by Friday, June 13. Summer Reading 2025 will kick-off two weeks after that, on June 27.

In recognition of National Library Month, BPL staff put together several excellent library-oriented activities and displays for patrons throughout April.

- Library Cardigan Creation Station
- Bethlehem Public Library coloring sheets – graphics from the 2023 UHLS Library Expedition



Creation Station: Library Cardigans (4/7-4/13) – Drop-in craft in the Children’s Place. The April 2025 craft prompted children to create their own personal library cardigan that they could then display in the Children’s Place or take home. Responsible staff: Sarah R. Attendance: 146

Early Literacy Programs (Responsible staff: Dan B., Mary D., Alex D., Shannon M., & Lauren K.)

Weekly Series

Baby and Me (1 session) – Attendance: 9

Tiny Tots (4 sessions) – Attendance: 51, 55, 44, 20

Music and Movement (7 sessions) – Attendance: 61, 74, 79, 108, 58, 70, 64

Family Play Time (4 sessions) – Attendance: 36, 35, 35, 36

Family Story Time (4 sessions) – Attendance: 40, 35, 33, 32

Pre-K Story Time (3 sessions) – Attendance: 33, 32, 13

Saturday Story Time Series

Saturday Story Time (3 sessions) – Attendance: 25, 22, 26

Sensory Story Time Series

Sensory Play Time (1 session) – Attendance: 23

Sensory Story Time (1 session) – Attendance: 18

Baby and Me Story Time (4/28) – This is a new program that was started in March of 2025. It is a special story time for babies who are not yet walking and their caregivers. There is a 15-20-minute circle time with books, bounces, songs and tickle rhymes followed by a gentle playtime where everyone can socialize. Our hope is that parents and caregivers will connect at these programs to share resources and start new friendships. Responsible staff: Mary D. Attendance: 9

Earth Day Everyday (4/19) – Children and caregivers had a great time celebrating Earth Day! We started the program with an Earth Day-themed story time. Deanna led the kids through a few fun stories and songs about the holiday. Next, we used some recycled materials to create beautiful pictures of the earth. Responsible staff: Deanna R., Dan B. Attendance: 32

Kids Page-to-Screen Book Club: “The Wild Robot” (4/14) – The April installment of Page-to-Screen focused on the science fiction masterpiece “The Wild Robot.” We have been happy to see a steady increase in attendance over the last few months. Responsible staff: Alex D. Attendance: 14

Newspaper Seed Planters (4/16) – We had several children and caregivers attend this afternoon gardening program during spring break. We discussed a little bit about planting seeds and home gardening. Next, we learned how to create simple planters out of newspaper. Responsible staff: Dan B. Attendance: 32

Minecraft Adventure (4/17) – Kids had lots of fun building with different types of blocks, Legos and making a craft. One of the parents said her kids had been talking about the program all week and they were so excited about it. After participants were finished building their creations, they took part in a Minecraft-themed scavenger hunt. Responsible staff: Shannon M. Attendance: 46

Silent Wings: Birds of Prey (4/15) – We welcomed Trish and Dave from the Wildlife Institute of Eastern New York with some feathered friends to teach us all about raptors, a group of birds that includes eagles, hawks, falcons, and owls. We knew this would be a popular program, especially during spring break week. To accommodate the large crowd, we did a show at 11am and another at 1pm. The presentations were fantastic, and the audience got their chance to ask all their burning questions about anything from turkey vultures to the differences between a great horned owl and its cousin, the Eurasian eagle-owl. We hope to have them back at the library in the near future. Responsible staff: Lauren K. Attendance: 135

Tiny Tots (4/1, 4/8, 4/22, 4/29) Tiny Tots continues to have consistently good attendance numbers. Our youngest patrons and their caregivers attend this Tuesday morning program and enjoy their favorite stories, songs and rhymes. Responsible staff: Lauren K., Alex D. Attendance: 51, 55, 44, 20

Outreach

Pop-Up at The Spinney at Van Dyke (4/1) – We brought our outreach collection of books and other items to this this age 55+ community again this month. We had a

small number of residents stop by, with one waiting for us when we arrived. Rachael was joined by Christy from the Circulation Department, who was big help. Responsible staff: Rachael and Melissa. Attendance: 10

Bethlehem Central High School (4/10) – Staff visited 12 classrooms at the high school and signed students up for library cards. This was a joint effort with huge assistance from the BPL Circulation Department. Staff visited classrooms and did a 15-20-minute presentation to each class about what services the library has to offer. We look forward to an increased number of outreach events as we get closer to summer. Responsible staff: Mary D. Attendance: 250

Bethlehem Town Eggstravaganza (4/9) – This event was originally scheduled for Saturday, April 5, but was moved to Wednesday evening due to the weather forecast. Staff attended and brought crafts to give away. We also brought flyers with our spring break schedule on them. The staff at Parks and Rec made sure the event ran smoothly. Responsible staff: Lauren K. Attendance: 389

Hamagrael Elementary (4/1, 4/8) – Staff made weekly visits to the afterschool enrichment program at Hamagrael and read picture books to the children there. This series focuses on longer picture books which may take up to 30 minutes to complete. Responsible staff: Alex D. Attendance: 5,4

Tri-Village Nursery School Visit (4/11) – A class of 10 from the nursery school walked to the library for a midday library tour and craft. Lauren read some stories about windy weather and spring. The visit ended with a tour of the Children's Place, where the kids had a chance to pick out some books. Responsible staff: Lauren K. Attendance: 14

Meetings and Miscellany

Congressman Paul Tonko visited our library to host a panel discussion about anticipated impacts on changes at the federal Institute of Museum and Library Services. The event received good coverage in the local news, both print and paper. I was honored to be on the panel along with Lauren Moore, NYS Librarian, AnnaLee Dragon, Executive Director for NYLA, and Mary Fellows, interim UHLS Executive Director.

We are moving forward with a migration to a cloud-based phone system for the library. Locally installed systems are going away. Implementation is scheduled to begin some time in June after the library's network architecture is modified to accommodate this new system.

Chris M. and I were joined by Gail S. at the April 21 Friends of the Library meeting. There is a lot of activity for the group, including final preparations for the Boston bus trip, planning for future bus trips to Williamstown and New York City, as well as preparation of the May book sale/fundraiser, further plans as the group integrates with HILL, and plans for a new website.

Tracey and I met with the staff from Albany County to further discuss the proposed Albany County municipal healthcare consortium.

A patron donated one of the original shelving units from the old library on Adams Place. This shelf will replace the “shelves of support” display which is currently on the wall near the Circulation Desk. We are still working on an appropriate way to display the “books” on the shelf, but I think it will make a nice place to recognize memorial gifts.

I presented about the Civil Service HELPS program to two library systems. One was at UHLS and the other was for the Ramapo Catskill Library System.

Geoffrey Kirkpatrick, Library Director

Library Collection				2023-24	Current Total
Adult fiction				28,367	28,164
Adult non-fiction				29,529	28,632
Adult audio				5,001	4,817
Adult video				7,892	7,702
Young adult fiction				4,653	5,019
Young adult nonfiction				611	657
Young adult audiobooks				290	293
Children's fiction				29,846	30,078
Children's non-fiction				15,642	15,235
Children's audiobooks				1,652	1,528
Children's video				1,164	1,055
OverDrive - UHLS Shared				136,558	156,731
e-magazines				5,439	5,859
Electronic (games, ereaders)				385	395
Total				267,029	286,165
Library Programs	Apr-25	Apr-24	% change	2023-24	F-Y-T-D
Programs	84	90	-6.7%	915	776
Program attendance	2702	2825	-4.4%	26,209	22,058
Outreach Programs	7	6	16.7%	104	62
Outreach Attendance	751	143	425.2%	17,204	8,091
Circulation	Apr-25	Apr-24	% change	2023-24	F-Y-T-D
Adult fiction	13,479	13,437	0.3%	164,971	138,418
Adult non-fiction	7,149	7,273	-1.7%	85,990	68,911
Adult audio	6,623	5,891	12.4%	69,337	63,377
Adult video	5,280	5,054	4.5%	67,542	54,056
Magazines	2,945	1,962	50.1%	30,266	26,371
Young adult fiction	1,486	1,231	20.7%	17,921	15,146
Young adult nonfiction	92	109	-15.6%	1,484	942
Young adult audiobooks	315	209	50.7%	3,384	2,820
Children's fiction	12,087	12,382	-2.4%	147,338	124,808
Children's non-fiction	3,227	3,536	-8.7%	37,789	31,036
Children's audiobooks	1,462	1,395	4.8%	16,153	13,831
Children's video	355	513	-30.8%	6,059	4,151
Electronic (games, ereaders)	567	687	-17.5%	8,428	5,792
Total	55,067	53,679	2.6%	656,662	549,659
Interlibrary Loan	Apr-25	Apr-24	% change	2023-24	F-Y-T-D
Borrowed from others	5,713	5,934	-3.7%	72,475	56,645
Loaned to others	4,717	4,689	0.6%	55,610	47,653
Miscellaneous	Apr-25	Apr-24	% change	2023-24	F-Y-T-D
Visits to our home page	29,376	30,162	-2.6%	454,330	319,852
Public use of meeting rooms	32	34	-5.9%	395	351
Public meeting attendance	329	310	6.1%	4,901	3,690
Staff use & library programs	66	79	-16.5%	861	697
Study room sessions	427	442	-3.4%	4,846	4,274
Tech room/ Studio use	3	9	-66.7%	97	80
Door count	18,843	20,144	-6.5%	221,744	192,705
Registered BPL borrowers	128	103	24.3%	1,095	1,058
Computer signups	1,493	1,344	11.1%	14,751	13,760
Museum Pass use	116	90	28.9%	1,359	1,244
E-book use	7,007	6,139	14.1%	75,317	65,471
E-audiobook use	6,253	5,391	16.0%	62,498	59,206
E-magazine use	2,691	1,962	37.2%	27,587	24,145
Streaming video use	1,619	1,265	28.0%	17,158	17,568
BCSD use via Overdrive	447	186	140.3%	2,197	2,267
Equipment	375	687	-45.4%	4,625	3,823
Wireless Use	10,236	9,046	13.2%	112,669	95,675



Trane U.S. Inc.
301 Old Niskayuna Road, Suite 1
Latham, NY 12110
Phone: (518) 785-1315
Fax: (518) 785-4359

May 06, 2025

Bethlehem Public Library
451 DELAWARE AVENUE
Delmar, NY 12054-1205

Site Address:
Bethlehem Public Library
451 Delaware Ave
Delmar, NY 12054

ATTENTION: Kevin Coffey

PROJECT NAME: Bethlehem Public Library - Retro Commissioning Repairs
CO-OP OR FEDERAL CONTRACT ID: NYS OGS

We are pleased to propose the following Trane services for the equipment listed. Services will be performed using Trane's exclusive service procedures provided by factory trained and experienced technicians. You receive the full benefit of our expertise derived from being Trane equipment's original manufacturer. Our procedures are environmentally and safety conscious while providing for the efficient delivery of these services.

SCOPE OF SERVICE

VAV-14 (Community Room C):

- Remove Faulty CO2 Sensor
- Provide & Install New CO2 Sensor
- Test & Verify Operation

VAV-17(Mezzanine):

- Remove Faulty CO2 Sensor
- Provide & Install New CO2 Sensor
- Test & Verify Operation

VAV-23 (Employee Lounge / Breakroom):

- Remove Faulty Reheat Valve & Actuator
- Provide & Install New Reheat Valve & Actuator
- Integrate Into Controls System
- Test & Verify Operation

VAV-24 (Business Mgr. Office):

- Remove Faulty Reheat Valve & Actuator
- Provide & Install New Reheat Valve & Actuator
- Integrate Into Controls System
- Test & Verify Operation

VAV-29:

- Remove Faulty Reheat Valve, Actuator & Fin Tube Actuator
- Provide & Install New Reheat Valve, Actuator & Fin Tube Actuator
- Integrate Into Controls System
- Test & Verify Operation

VAV-30:

- Remove Failed Zone Sensor (Room A)
- Provide & Install New Wired Zone Sensor
- Tie Into VAV-30
- Test & Verify Operation
- Remove Faulty Fin Tube Actuator
- Provide & Install New Fin Tube Actuator
- Integrate Into Controls System
- Test & Verify Operation

VAV-31 (Directors Office):

- Remove Faulty Reheat Valve & Actuator
- Provide & Install New Reheat Valve & Actuator
- Integrate Into Controls System
- Test & Verify Operation

RTU A:

- Lock Out Tag Out – Safety Precaution
- Remove Failed Fuses
- Provide & Install New Fuses
- Remove Failed Crank Case Heater
- Provide & Install New Crank Case Heater
- Remove Lock Out Tag Out
- Test & Verify Operation

RTU C:

- Lock Out Tag Out – Safety Precaution
- Remove Failed Combustion Fan Motor, Fan Housing, Gas Carry Over Tube, Orifice, Humidity Sensor, & OA Temp Sensor
- Provide & Install New Combustion Fan Motor, Fan Housing, Gas Carry Over Tube, Orifice, Humidity Sensor, & OA Temp Sensor
- Remove Lock Out Tag Out
- Test & Verify Operation

RTU D:

- Lock Out Tag Out – Safety Precaution
- Remove Failed Fuses
- Provide & Install New Fuses
- Remove Failed Crank Case Heater
- Provide & Install New Crank Case Heater
- Remove Failed Compressor
- Provide & Install New Compressor
- Remove Lock Out Tag Out
- Test & Verify Operation

PRICING AND ACCEPTANCE

31

TOTAL PRICE:.....\$33,589.00 USD

CLARIFICATIONS

- 1. Applicable taxes are not included and will be added to the invoice.
- 2. Any service not listed is not included.
- 3. Work will be performed during normal Trane business hours.
- 4. This proposal is valid for 30 days from May 06, 2025.

I appreciate the opportunity to earn your business and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Sincerely,

Tyler McFarland
Account Manager - E.M.I.T.
E-mail: tyler.mcfarland@tranetechnologies.com
Cell: (518) 807-3488

TARIFFS

Trane shall have the right, at its discretion, to pass along any related increases should (1) its costs related to the manufacture, supply, and shipping for any product or service materially increase. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control and/or (2) any tariffs, taxes, levies or fees affecting, placed on or related to any product or service materially increases.

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions – Quoted Service.

CUSTOMER ACCEPTANCE

Authorized Representative

Printed Name

Title

Purchase Order

Acceptance Date
Trane's License Number:

TERMS AND CONDITIONS – QUOTED SERVICE**“Company” shall mean Trane U.S. Inc..**

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Company's performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Company will be responsible for the cost of transporting a part requiring service.

1. Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the “Agreement”) resulting from Company's proposal (the “Proposal”) for the services (the “Services”) on equipment listed in the Proposal (the “Covered Equipment”). **COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service (“Connected Services Terms”), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon the Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company's counteroffer will be deemed accepted. Customer's acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services rendered by Company to the date of cancellation.

4. Cancellation by Customer Prior to Services; Refund. If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

5. Cancellation by Company. This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

6. Services Fees and Taxes. Fees for the Services (the “Service Fee(s)”) shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company's regular business hours and any after-hours services shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due.

7. Payment. Payment is due upon receipt of Company's invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.

8. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead)

9. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Company for services, repairs, and/or replacements performed by Company at Customer's request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Company performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.

10. Customer Obligations. Customer shall: (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.

11. Exclusions. Unless expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following:

- (a) Any guarantee of room conditions or system performance;
- (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
- (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force Majeure;
- (d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement (“Pre-Existing Conditions”) including, without limitation, damages, losses, or expenses involving a Pre-Existing Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, microbial growth, fungi or other contaminants or airborne biological agents; and
- (e) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included with the Proposal.

12. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the “Limited Warranty”). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company (“Third-Party Product(s)”) are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY**

MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN.

THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO

13. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

14. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), INCLUDING CONTAMINANTS LIABILITIES, OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

15. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGED TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANT LIABILITIES.

16. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

17. Insurance. Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive its right of subrogation

18. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days' notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

19. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

20. Federal Requirements. The Parties shall comply with all United States federal labor law obligations under 29 CFR part 471, appendix A to subpart A. THE FOLLOWING PROVISIONS ARE INCORPORATED HEREIN BY REFERENCE: Executive Order 11701 and 41 CFR §§ 60-250.5(a), 60-300.5; Executive Order

11758 and 41 CFR § 60-741.5(a); U.S. immigration laws, including the L-1 Visa Reform Act of 2004 and the H-1B Visa Reform Act of 2004; and Executive Order 13496. The Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to protected veteran status or disability. The Parties certify that they do not operate any programs promoting DEI that violate any applicable United States anti-discrimination laws and acknowledge and agree that their compliance with all applicable federal anti-discrimination laws is material to the federal government's payment decisions. The Parties acknowledge and agree that their employment, procurement, and contracting practices shall not consider race, color, sex, sexual preference, religion, or national origin in ways that violate United States federal civil rights laws.

21. U.S. Government Contracts.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. **The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

22. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-10.48 (0225)
Supersedes 1-10.48 (1024)

SECURITY ADDENDUM

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This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - e. **Third Party Systems.** Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.
9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) Data backups; and
 - (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.

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15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

 16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.

 17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

October 2024
Supersedes: November 2023v2

APPENDIX

SAFETY

Since 2003, U.S. Bureau of Labor Statistics records have consistently shown the Total Recordable Incident Rate (TRIR) and Days Away From Work (DAFW) for Trane have been significantly lower than those for HVAC repair and maintenance contractors and specialty trade contractors (construction). The company's safety culture in America is unparalleled in the building service industry, with proven results in the continuous reduction of injury rates. Trane incident rates (OSHA) are consistently 50 to 70 percent below the industry average.

A wide range of safety training and resources are available to Trane technicians, including:

- Safety training—20 hours per year
- Electrical safety—NFPA 70E compliant, electrical PPE
- Fall protection
- Ergonomics
- USDOT compliance
- Refrigerant management training

ENVIRONMENTAL PRACTICES

Trane policies and procedures are compliant with all federal and state regulations. Refrigerant (and substitutes) handling, storage and leak repair processes are compliant with Environmental Protection Agency regulation 40 CFR Part 82. Service technicians are Universal-certified and use only certified recovery equipment.

Refrigerant Management Software (RMS) captures, manages and reports all refrigerant activity at your site. Upon request, Trane can send you an annual report documenting all refrigerant activity that we performed for each piece of equipment during the past 12 months.

Trane adheres to all environmental regulations when removing used oil from refrigeration units.

CONSISTENCY

Nationwide, Trane technicians follow documented, formal processes that ensure uniform service delivery. As an OEM, Trane has developed exclusive service procedures which provide the most reliable outcomes, and extended equipment longevity, at the most cost-effective price.

- Exclusive service work flow processes provide detailed steps and information encompassing parts, materials, tools and sequence of execution
- Additional steps addressing safety, quality control, work validation and environmental compliance
- Technicians must consistently reference documented processes to ensure no critical steps are skipped or omitted
- Applicable service processes meet or exceed ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems



April 11, 2025

Bethlehem Public Library
Attn: Mr. Geoffrey Kirkpatrick
451 Delaware Avenue
Delmar, NY 12054

Subject: Consultant Services for Design Work for Bethlehem Public Library Boiler Replacement

Dear Mr. Kirkpatrick:

CSArch is excited for the opportunity to provide architecture and engineering design services on the boiler replacement project at Bethlehem Public Library. Consistently ranked among the top architecture and engineering firms in the Capital Region by Albany Business Review, CSArch is no stranger to the proposed scope of work and has completed numerous boiler replacements through the NYSED approval process since our inception in 1991.

Why CSArch

I firmly believe CSArch can build a strong and lasting partnership with the Bethlehem Public Library and feel we are the best firm to work with for the following reasons:

- **Local Presence + Experience:** Located in nearby Albany, New York, CSArch has worked with many K-12, civic/institutional, higher education, and corporate clients throughout the Capital Region. This experience includes more than 50 boiler replacement projects over the past 5 years, many of which involved boilers of similar vintage. Our proven experience on critical maintenance projects will ensure we provide the highest quality design, documentation, and construction administration services to the Bethlehem Public Library.
- **Integrated Design Services:** The integration of architecture and MEP engineering at CSArch ensures a more efficient design process, improved coordination between project disciplines, and higher quality construction documents. Our architectural and engineering teams have worked together on many boiler replacement projects and believe our integrated approach will provide the greatest benefit to the Bethlehem Public Library.
- **Relationship with SED:** We understand the boiler replacement project will require review and approval by the NYSED Office of Facilities Planning as the library building and property are owned by Bethlehem Central School District. A leader in K-12 education design, we pride ourselves on very strong working relationships with the State Education Department and are recognized as an expert in navigating SED procedures. Since 2017, we have been a consultant on the Third-Party Review Contract for both architecture and engineering, further contributing to our understanding of submission and review processes through SED.
- **Experience with Schoolhouse Construction:** Based on our conversations during the March 31st walk-through, we understand Schoolhouse Construction Services will be the CM on the project. Given our expertise in K-12 education design, we have developed a strong working relationship with Schoolhouse Construction and are actively engaged on 6 current capital projects with their team.

We welcome the opportunity to further discuss our proposal and commitment to a long-term partnership with the Bethlehem Public Library. Thank you very much for your consideration.

Sincerely,

Zachary Malison PE
Managing Principal, Director of Engineering

PROJECT APPROACH

Our approach to the boiler replacement project for the Bethlehem Public Library is rooted in our proven experience managing similar efforts for boiler and related HVAC upgrades, strong relationships with SED and understanding of required project approvals, and ability to translate goals for enhanced energy efficiency into sustainable yet cost effective design solutions.

PROJECT APPROACH

Our approach to the boiler replacement project for Bethlehem Public Library is designed to ensure a seamless and efficient process from start to finish.

Kick-Off Meeting: Following the contract award, our kick-off meeting with Bethlehem Public Library will confirm the budget, schedule, and project goals related to sustainability, energy efficiency, and system alternatives. This will ensure effective communication early in the process and contribute to a more efficient design process.

Design Phase: In the design phase, we will collaborate closely with Bethlehem Public Library to assess the existing boiler, identify any inefficiencies, and recommend energy-efficient solutions tailored to the your needs. This may include upgrading to more sustainable, high-efficiency boilers or incorporating renewable energy options based on the overall project goals. We will provide detailed plans for mechanical, plumbing, and electrical systems related to the replacement of the 1995 boiler, and develop designs to abate the asbestos containing roof layer.

Construction Documents: During the construction documents phase, we will prepare detailed, clear, and precise plans, specifications, and technical documents for the new boiler system, ensuring compliance with local codes and regulations.

Bidding and Contract Award: In the bidding and contract award phase, we will facilitate a competitive bidding process, assist the client in reviewing proposals, and recommend the best contractor based on price, qualifications, and schedule.

Construction Administration: Throughout construction, our team will oversee the installation of the new boiler system, coordinating with contractors to ensure quality control, adherence to timelines, and minimal disruption to library operations. We will conduct regular site visits, respond to contractor queries, and manage any unforeseen challenges to ensure a smooth and successful project completion.

QUALITY CONTROL

CSArch has several project management procedures in place to maintain internal and external quality control. Projects are subject to peer review by cross-disciplinary principals who provide guidance, analysis, and critique throughout a project to control costs. Teams meet on a regular basis, allowing principals to provide input and guide the conversation and maintain effective communication. While keeping infrastructure and programmatic goals in mind, this process brings a fresh perspective to projects. Our documents undergo a formal quality control review to identify, correct, and coordinate items prior to being issued.

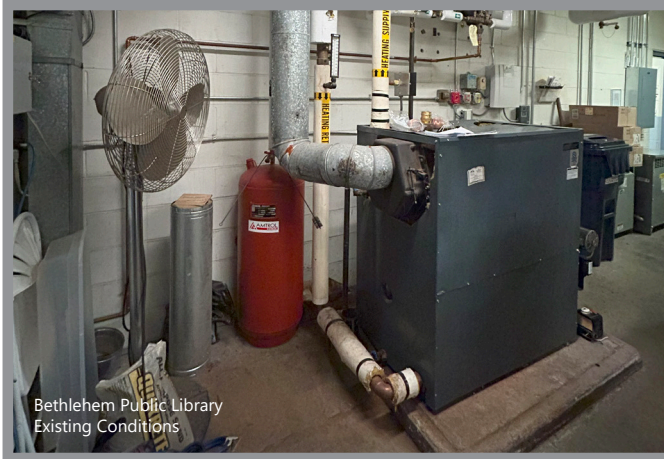
Our integrated team of architects and engineers consistently collaborate with in-house construction trades personnel, providing additional layers of quality control and execution. CSArch also works with and maintains excellent relationships with some of New York State's preeminent construction management firms, and can provide input on project schedule, project costs, phasing and logistics plans, and participate in value engineering discussions.

COST CONTROL

Remaining on budget through each milestone is critical. Decisions are made with cost, longevity, and overall appropriateness in mind. Cost-saving opportunities are implemented only after careful consideration and discussions with the owner. Cost estimating occurs throughout the design process and budgets are developed based on construction experience, pricing trends, and project goals. We continue to evaluate cost and schedule at milestone deliverables to transition into bidding with known expectations.

The integration of architecture and engineering at CSArch has a direct impact on controlling change orders, as most are generally a result of lack of coordination between building systems and construction documents. We minimize change orders through effectively managing construction cost, clear documentation, and effective detailing. Our team relies on strong relationships with regional contractors and construction managers to consider cost-effective solutions to anticipate problems before they arise.

RELATED EXPERIENCE *Applying our boiler replacement expertise to drive design solutions*



Bethlehem Public Library
Existing Conditions



SCHEDULE

Detailed and realistic design and construction schedules are developed in collaboration with the school district and construction manager early in the process and are regularly reviewed and adjusted as needed. Maintaining a project schedule is a result of active communication, effective use of technology, and consultant coordination, each of which directly impacts budget and quality of work.

Our project teams work side by side with the owner and construction manager to develop construction phasing plans early on, identify long-lead items, complete constructibility and value engineering reviews, perform detailed cost estimates, and develop bid packages for qualified local sub-contractors. During design, we identify key milestone dates, along with a detailed list of deliverables for each phase. The schedule and deliverables are communicated to all parties, and the project manager is responsible for monitoring progress to ensure that deadlines are met.

We regularly track SED's document review time, as this impacts projects schedules. We suggest budgeting a conservative amount of time for review and approval to avoid delays in the schedule. The district's school calendar also informs the project schedule, as we try to take advantage of unoccupied days to complete work that might otherwise not be possible.

CSArch uses Microsoft Project to develop design and construction schedules allowing us to manage multiple projects concurrently and establish milestones. We also utilize Newforma and Submittal Exchange for project document management.

PRELIMINARY PROJECT SCHEDULE

The below schedule includes project milestones and estimated completion dates based on our understanding of the project scope and a notice to proceed by May 13, 2025. This schedule is preliminary and will be reviewed with the Bethlehem Public Library and adjusted as needed to reflect your expectations for success. Based on our conversations during the March 31st walk-through, we understand the Bethlehem Public Library is open to exploring more energy efficient options. This schedule builds in time to explore various alternatives. If a true one-for-one replacement is the desired course of action, we can reduce this schedule to reflect that.

Design Phase	5/13/2025 - 6/13/2025
Construction Documents	6/16/2025 - 7/18/2025
SED Submission	7/18/2025
SED Review + Approval	7/19/2025 - 8/29/2025
Bidding	9/1/2025 - 9/30/2025
Award Contracts for Construction	9/30/2025
Construction	October 2025

PROJECT ORGANIZATION

The next page includes a spreadsheet of our estimated personnel hours and hourly rates for project disciplines we will use on this project. We can adjust these hours as needed after our initial kick-off meeting.

After the contract award, we will work with Bethlehem Public Library to solicit proposals and select a hazardous materials consultant. We value relationships and would be happy to accommodate any existing relationships Bethlehem Public Library may have with specific hazardous materials consultants.

CSArch Proposed Work Plan

			HOURS			
	Task #	Task	Managing Principal	Project Architect	Project Engineer	Totals
Construction Documents	1	Project start up	2	2	4	8
	2	Existing Conditions Verification		2	4	6
	3	Code Review		2	4	6
	4	Design Concept and Energy Modeling	2	2	20	24
	5	Review Meeting		2	2	4
	6	Construction Documents Preparation	2	16	20	38
	7	Specifications		4	8	12
	8	Final Review Meeting	2	2	2	6
	9	Final Design and SED submission		8	8	16
	10	Address SED Comments and Generate Construction Documents		8	8	16
Construction Administration	1	Submittal Review			4	4
	2	(2) Job Meetings		2	4	6
	3	Project Visits and Field Reports		4	8	12
	4	Punch List		2	2	4
	Total Hours		8	56	98	162
	Labor Rate		\$ 225.00	\$ 120.00	\$ 160.00	
	Lump Sum Fee		\$ 1,800.00	\$ 6,720.00	\$ 15,680.00	\$ 24,200.00

**A RESOLUTION AUTHORIZING DIRECTOR GEOFFREY
KIRKPATRICK TO EXECUTE AN AGREEMENT WITH THE ALBANY
COUNTY MUNICIPAL COOPERATIVE HEALTH BENEFIT PLAN**

WHEREAS, Bethlehem Public Library is concerned about the increase in the cost of health care for its employees; and

WHEREAS, discussions have been had between representatives of the Bethlehem Public Library, the County of Albany and other municipalities regarding the Albany County Municipal Cooperative Health Benefit Plan; and

WHEREAS, the Albany County Municipal Cooperative Health Insurance Plan is attempting to develop less expensive health benefits coverage for all participating municipalities; and

WHEREAS, Bethlehem Public Library is exploring entry into such Albany Municipal Cooperative Health Benefit Plan.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Trustees of Bethlehem Public Library hereby authorizes Director Geoffrey Kirkpatrick to execute an inter-municipal agreement with the Albany County Municipal Cooperative Health Benefit Plan for the New York State Shared Municipal Services Program in a form approved by counsel.
2. This Resolution shall take effect immediately.

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