



**Board of Trustees Meeting
October 15, 2019 6:00 pm (Tuesday Meeting)
Agenda**

- **Call to order**
- **Public participation**
- **Long range plan process update**
- **Approval of previous meeting minutes**
- **Financial report**
 - Treasurer's update
 - Resolutions - none
 - Personnel report
 - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
 - UHLAN agreement
 - Kanopy
 - Children's Place door
 - Public Library Association conference
 - Yearly board projects draft
 - Other new business
- **Old business**
 - Contract negotiation team
 - Long range plan steering committee – status report
 - Long range capital plan charrette – Tuesday November 19
 - HVAC Update**
 - Anticipated project timeline
 - Other old business
- **Future business**
 - Background checks
 - Plaza feasibility
 - Policy updates/schedule
 - Resource sharing
 - Fines and Fees
- **Public Participation**
- **Adjournment**
 - Next board meeting: November 12, 2019 6:00pm (Tuesday Meeting)
 - Next Friends of the Library meeting: October 21, 2019 6:30pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday September 9, 2019

PRESENT: Caroline Brancatella
Harmeet Narang
Mary Redmond
Lisa Scoons
Brian Sweeney
Michelle Walsh
Robert Khalife, treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Mark Kissinger

GUESTS: Tanya Choppy, accounts clerk
Catherine Stollar Peters, assistant director
Tracey McShane, personnel administrator
Chris McGinty, assistant director
Catherine Brenner, CSEA Local 6015 president

President M. Redmond called the meeting to order at 5:58pm.

PUBLIC PARTICPATION

There was no public participation

MINUTES

G. Kirkpatrick said he wanted to make sure to note that T. Russo, in addition to C. Brenner, was instrumental in helping redesign Summer Reading to encourage more participation.

M. Walsh said her question related to the August 2019 director's report was only about tech help outside the library.

Minutes of the 12 August 2019 board meeting were approved unanimously as amended on a MOTION by L. Scoons with a SECOND by H. Narang.

FINANCIAL REPORT

On a MOTION by M. Walsh with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 August 2019 (Manual Disbursements for August \$67,993.73; Cash Disbursements/Accounts Payable for September \$36,679.40; Trust & Agency Disbursements/Salaries for August \$182,944.74; CapProject Fund/Hand-Drawn Checks for August \$0; Total: \$287,617.87).

In his treasurer's report, R. Khalife directed the board's attention to the new written summary at the beginning of the report highlighting key items. The board thanked him for providing the summary and said it was very helpful.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for August 1-31, 2019.

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

An upcoming retirement will leave a senior clerk vacancy. H. Narang asked how the duties of a senior clerk differ from clerk. G. Kirkpatrick said civil service decides the responsibilities of both positions, but in general, senior clerks perform tasks of a more complicated nature, that can include procurement for the library and supervision.

On a MOTION by C. Brancatella with a SECOND by B. Sweeney, the board unanimously approved a new hire for the following vacancies, pending Civil Service approval:

- Sr. Library Clerk, full-time permanent, \$34,714/annual or per contract

DIRECTOR'S REPORT

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

- G. Kirkpatrick said that arborists and garden volunteers are recommending the removal of a hemlock and maple tree on the library's property for safety reasons and have identified several overhanging branches in Lot 2 that should also be removed. G. Kirkpatrick asked the board how they would like to proceed with the Lot 2 branches, as the trees are on a neighboring property. Arborists could just remove the overhanging branches but said that the difference in price between that and full removal was negligible. He asked if the board be willing to foot the bill for full removal if that was the property owner's preference. M. Redmond said the library should work with the owner to see what would work best for them. She also said that the library should be very clear with them about what removal does and does not entail, such as stump grinding etc.
- The Pop-Up Library continues to be well-received by the community. One was held earlier in the day at Town Hall for the blood drive. Supervisor David VanLuven posted a picture of the event praising the service on social media.
- M. Walsh asked if the library typically keeps a collection of foreign language books. G. Kirkpatrick said it is something that has been done in the past based on population data and needs, and there are some eBooks available in Spanish and Chinese. The children's Chinese books currently in cataloging were received as a donation of new items.
- G. Kirkpatrick once again noted the amount of work library staff put into making Summer Reading a success.
- M. Redmond asked about the blank spots for some of the statistics in the stats report. G. Kirkpatrick said there was a delay in getting those numbers due to a technical glitch that affected logins across the Upper Hudson system. He said those numbers are now available and will be posted in a revised packet after the meeting.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board would be meeting Wednesday to look at more construction grant applications due to the expanded application window resulting from an influx of additional grant money.

NEW BUSINESS

Sexual harassment policy

G. Kirkpatrick presented the sexual harassment policy as written by the attorney's office. G. Kirkpatrick said that although the library has a harassment policy, this one deals specifically with sexual harassment. C. Brancatella recommended adding superseding language to the beginning of the sexual harassment policy so that there can't be any conflicts with any other policy. T. McShane noted that the library currently holds harassment training every other year.

On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board unanimously adopted the sexual harassment policy and complaint form with the addition of superseding language at the beginning.

Long-range plan steering committee

B. Sweeney said that he, L. Scoons, M. Walsh, M. Kissinger and H. Narang have all expressed interest in being a part of the long-range plan committee. He said that the general consensus for availability is once a month on a Friday at 9am. He said this would result in a quorum and mean the group would be subject to open meeting and notification rules. G. Kirkpatrick said that he would reach out to P. Mays to find out which days work best for him and set a schedule. K. Roberts will post proper public notification of the meetings. P. Mays would still meet with the full board every other month to provide a summary once the process gets going. G. Kirkpatrick said the library could potentially open a meeting room to the public at 8:30am if the committee needed to start earlier.

On a MOTION by B. Sweeney with a SECOND by M. Walsh, the board unanimously created the Long-Range Plan Steering Committee.

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the following board members were appointed to the Long-Range Plan Steering Committee:

B. Sweeney
L. Scoons
M. Walsh
M. Kissinger
H. Narang

Other new business

There was no other new business.

OLD BUSINESS

Contract negotiation team

G. Kirkpatrick presented a timeline he prepared outlining key contract negotiation tasks and dates. He said that while there was no decision that needed to be made at the current meeting, he wanted the board to be aware of some key factors. He said it would be ideal to have negotiations buttoned up before the board votes on a budget so it could reflect the most up-to-date numbers available. M. Redmond said she was skeptical the board could get the negotiation process started while the long-range process was taking place. G. Kirkpatrick said he would hate to wait until April to get things going.

M. Redmond noted that during the last contract negotiation, she and B. Sweeney took part in the process. Both C. Brancatella and L. Scoons have expressed an interest in participating this time around.

HVAC update

Anticipated project timeline

G. Kirkpatrick provided the board with a number of options on how to move forward with addressing the temperature issues in the meeting rooms and Children's Place as a result of the HVAC update.

Some fixes were made at the end of the last heating season without enough time to gauge whether they had a significant overall effect. H. Narang noted that a number of the newly installed components on the roof were broken when they looked at them in late spring. The board discussed what would account for the expenses associated with installing the hot water reheats in the Children's Place. B. Sweeney asked why the system for the meeting rooms was designed in such a binary way in the first place. M. Walsh asked if installing the modulating burners was a long-term solution. G. Kirkpatrick said that it wasn't, and that once the asbestos was removed from the hallway during some future project, the library would have the chance to properly install reheats.

C. Brancatella asked G. Kirkpatrick if he was also in favor of addressing the reheats in the Children's Place at this time. He said he would like to get some actual cost estimates, but it would provide an opportunity to address the issue under the current project, rather than waiting to go through another design approval process.

The board noted that they are expecting another \$26,000 in New York State construction grant money once the project is closed, and there may still be funds encumbered with DASNY to cover some of the costs.

G. Kirkpatrick said that once the hard estimates are in, he does not want to wait until the next board meeting to move ahead as there could be a considerable lead time in ordering the modulators. As a result, there may have to be a special meeting called. The board told G. Kirkpatrick that once a number was received for the cost of adding the modulating burners, to allow DASNY to order the equipment as long as the value does not exceed what the library already has encumbered with them in addition to what he is authorized to spend.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

Background checks

No further discussion at this time.

Plaza feasibility

No further discussion at this time.

Policy updates/schedule

No further discussion at this time.

Resource sharing

No further discussion at this time.

Fines and fees

No further discussion at this time.

PUBLIC PARTICIPATION

L. Scoons reminded everyone that the UHLS Expedition Party would be held the following day at the Crossings in Colonie from 4-7pm.

M. Walsh asked if the library actively pursued additional legislative funding like bullet aid, etc. G. Kirkpatrick said the library has received some of that money in the past and continues to look at all additional funding options. M. Redmond noted that library was awarded \$289,000 in construction grant money for the HVAC project.

EXECUTIVE SESSION

There was no executive session at this time.

ADJOURNMENT

On a MOTION by B. Sweeney with a SECOND by L. Scoons, the board adjourned the regular meeting at 7:22pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

Treasurer's Report October 2019

Collection of property taxes

As of this writing, the Library has received so far \$4,100,000 from the Bethlehem Central School District, representing the Library's portion of the property taxes collected by the School District on behalf of the Library. We received \$1,100,000 in September and \$3,000,000 in October.

The remaining balance of approximately \$168,000 will be received over the next few months depending on when school district residents pay their taxes.

Annual financial statements audit

Marvin & Co., the Library's auditors, completed their audit fieldwork, and so far there is nothing of significance to report. They are now in the process of reviewing their work and preparing the audit report. The audit staff assigned to the Library was very professional and responsive. The auditors are expected to present their audit report at the November Board meeting.

Investment policy

An updated investment policy was approved by the Finance Committee and was circulated to the Policy Committee. It will be presented to the Board following approval by the Policy Committee.

Interest on Deposits

We are currently earning an annualized 2% interest rate from TD Bank on a good portion of our cash balances – interest income was \$2,685.65 in September. This is a very competitive rate and we received notice from TD Bank that this rate will decrease in line with the current interest rate environment.

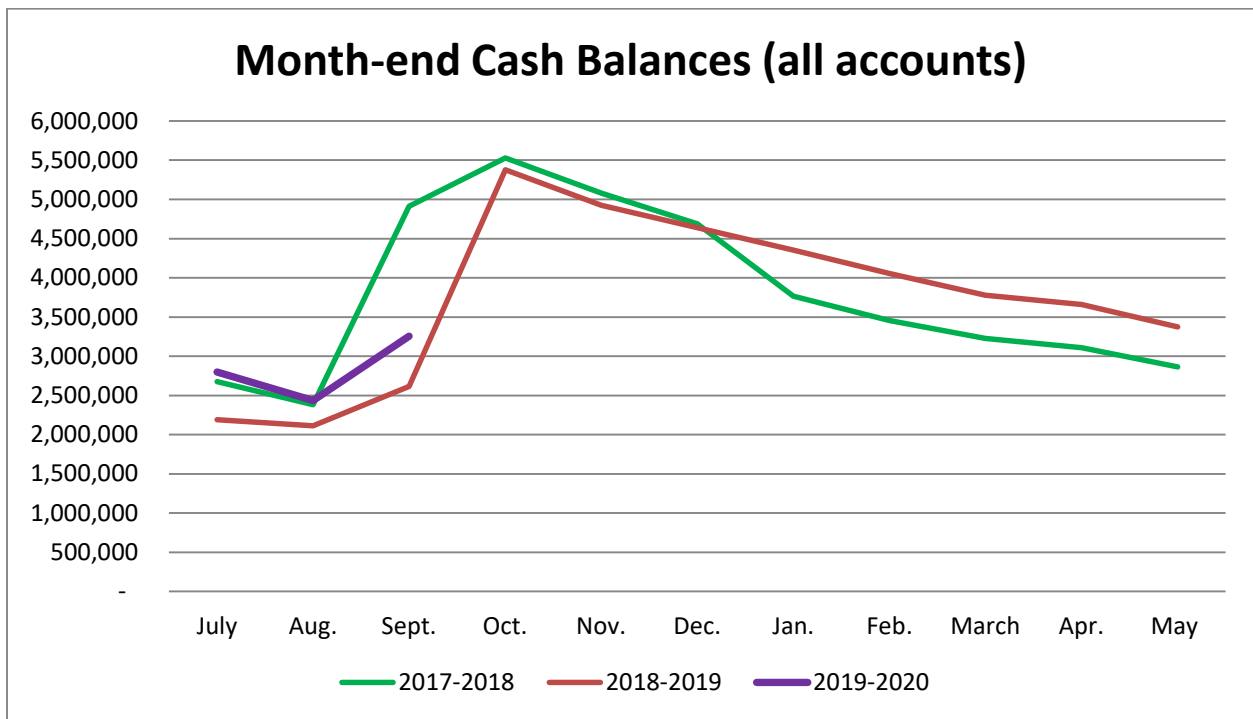
Insurance – Commercial Umbrella/Excess Liability policy

As noted at the August Board meeting, the library recently renewed several of its property and casualty insurance policies effective 9/1/2019. We experienced a very modest reduction in premiums from \$25,995 to \$25,846 (reduction of \$149) for similar coverage.

We subsequently inquired of Amsure, the Library's insurance broker, of the incremental cost of increasing the liability umbrella coverage from the current \$2,000,000 per occurrence/\$2,000,000 in aggregate to \$5,000,000 per occurrence/\$5,000,000 in aggregate. The incremental cost is a modest \$1,715 (Umbrella policy cost would increase from \$2,644/year to \$4,359/year). The Library should consider increasing the policy coverage limits, given the modest premium increase.

Cash balances graph

The following graph depicts the Library's cash balances as of month-end since July 2017. The purpose of this graph is to illustrate the seasonal pattern of the Library's cash flow. On the revenue side, the Library collects most of its property tax revenue in September/October of each year, which explains the spike in cash balances in that time frame. On the expenditure side, the spending is generally consistent from month to month, resulting in a steady downward slope between October and August of the following year. Fiscal year 2017-2018 spending trend was impacted by the expenditures on the HVAC system.



**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #3
9/30/2019**

CURRENT MONTHLY REVENUE

Real Property Taxes	1,100,000.00
PILOT	0.00
Sale of Equipment	0.00
Fines	1,239.82
Interest on Investment	2,685.65
Sale of Books	301.40
Gifts and Donations	500.00
Insurance Recovery	0.00
Photocopier	727.76
State Aid	0.00
Grants	0.00
Miscellaneous Income	25.00
Total	\$1,105,479.63

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #3
9/30/2019**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2019-2020

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	4,065,152.00	1,100,000.00	2,965,152.00	27.06%
PILOT	203,162.00	0.00	203,162.00	0.00%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	30,000.00	5,604.25	24,395.75	18.68%
Interest on Investment	10,000.00	8,375.01	1,624.99	83.75%
Sale of Books	5,000.00	1,175.40	3,824.60	23.51%
Gifts and Donations, Misc	1,000.00	700.00	300.00	70.00%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	8,000.00	2,078.24	5,921.76	25.98%
State Aid	24,000.00	22,545.00	1,455.00	93.94%
Grants	0.00	0.00	0.00	
Miscellaneous Income	0.00	75.00	(75.00)	
Sub-Total	\$4,346,314.00	1,140,552.90	3,205,761.10	26.24%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,346,314.00			

OPERATING CASH SUMMARY

TD Checking Account:	1,377,160.72 *
TD Money Market:	1,636,456.56 **
TD Payroll Account:	0.00
Capital Project Fund:	240,812.88
TOTAL	3,254,430.16

*Includes Bank Fees of \$201.62 debited on 9/15/19

**Includes Interest of \$2,685.65 credited on 9/30/19

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #3**

9/30/2019

MANUAL DISBURSEMENTS - SEPTEMBER HAND DRAWN CHECKS TD BANK	\$61,821.67
CASH DISBURSEMENTS - OCTOBER ACCOUNTS PAYABLE TD BANK	\$59,386.70
TRUST & AGENCY DISBURSEMENTS - SEPTEMBER SALARIES - TD BANK	\$191,090.04
CAPITAL PROJECT FUND HAND DRAWN CHECKS - SEPTEMBER	\$0.00
TOTAL	\$312,298.41

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 10: MANUAL DISB (SEPT 19) For Dates 9/1/2019 - 9/30/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38262	09/18/2019	2207	**VOID** SPRINGFIELD MUSEUMS	200120	-262.50
38305	09/05/2019	1833	BLUESHIELD OF NORTHEASTERN NY		6,271.34
38306	09/05/2019	1161	TOWN OF BETHLEHEM	200127	1,541.02
38307	09/05/2019	1607	VERIZON BUSINESS FIOS	200001	102.77
38308	09/05/2019	1607	VERIZON BUSINESS FIOS	200001	201.98
38313	09/11/2019	2313	MARVIN AND COMPANY, P.C.	200037	1,500.00
38318	09/17/2019	1424	AFLAC NEW YORK		415.92
38319	09/17/2019	2087	CITIBANK	200156	776.00
38320	09/17/2019	1570	NATIONAL GRID		109.19
38321	09/17/2019	2011	UTICA NATIONAL INSURANCE GROUP	200160	23,202.31
38322	09/24/2019	1831	CDPHP UNIVERSAL BENEFITS, INC.		19,212.15
38323	09/24/2019	720	MVP HEALTH PLAN, INC.		5,006.52
38324	09/24/2019	1570	NATIONAL GRID		3,521.45
38325	09/24/2019	2061	UNITED HEALTHCARE INSURANCE CO		100.75
38326	09/24/2019	1607	VERIZON BUSINESS FIOS	200001	122.77

Number of Transactions: 15**Warrant Total: 61,821.67****Vendor Portion: 61,821.67****Certification of Warrant**

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

Date

Signature

Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 13: CASH DISB (OCT 19) For Dates 10/16/2019 - 10/16/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38333	10/16/2019	1963	3N DOCUMENT DESTRUCTION	200170	50.00
38334	10/16/2019	2099	4IMPRINT, INC.	200154	539.18
38335	10/16/2019	1887	ACCOUNTS RECEIVABLE	200173	1,000.00
38336	10/16/2019	30	ALBANY PUBLIC LIBRARY-MAIN BR	200144	95.98
38337	10/16/2019	1009	AMAZON CREDIT PLAN	200169	1,365.71
38338	10/16/2019	61	AQUASCAPE DESIGNS LLC	200003	70.00
38339	10/16/2019	77	**CONTINUED** BAKER & TAYLOR , INC.		0.00
38340	10/16/2019	77	BAKER & TAYLOR , INC.	200135	17,093.78
38341	10/16/2019	1186	BAKER AND TAYLOR ENTERTAINMENT	200164	247.67
38342	10/16/2019	1337	BUSINESS REVIEW	200116	80.00
38343	10/16/2019	827	PHYLLIS CHAMBERS		406.50
38344	10/16/2019	1137	CORNELL COOPERATIVE EXTENSION	200017	200.00
38345	10/16/2019	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	200025	477.16
38346	10/16/2019	1154	CRISAFULLI BROTHERS	200130	278.50
38347	10/16/2019	990	DEMCO SOFTWARE	200143	1,324.68
38348	10/16/2019	1220	DEMCO, INC	190722	2,127.88
38349	10/16/2019	1991	EASTERN MANAGED PRINT NETWORK LLC	200142	688.72
38350	10/16/2019	2215	ELM USA, INC	200151	259.95
38351	10/16/2019	117	FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	200181	553.13
38352	10/16/2019	1674	FINDAWAY	200138	532.39
38353	10/16/2019	1986	FIRSTLIGHT FIBER	200005	186.21
38354	10/16/2019	1965	PATRICIA GEROU		406.50
38355	10/16/2019	745	MARY HARTMAN		406.50
38356	10/16/2019	2321	HELDER-HERDWYCK FARM C/O ERIN BRADT	200147	200.00
38357	10/16/2019	1930	HEWITT'S GARDEN CENTERS INC.	200171	49.98
38358	10/16/2019	1576	JAEGER & FLYNN ASSOCIATES, INC	200150	265.00
38359	10/16/2019	2201	LANE PRESS OF ALBANY	200011	3,040.00
38360	10/16/2019	2261	LIBRARY IDEAS, LLC	200152	459.40
38361	10/16/2019	2181	MARINELLO CONSTRUCTION COMPANY INC.	200042	4,550.00
38362	10/16/2019	2313	MARVIN AND COMPANY, P.C.	200141	4,850.00
38363	10/16/2019	2301	MATT VIA PRUNING	200128	1,052.50
38364	10/16/2019	1024	MIDWEST TAPE	190807	7,308.18
38365	10/16/2019	377	MOORE FIRE EXTINGUISHER	200129	401.00
38366	10/16/2019	1172	ANNE B MOSHER		406.50
38367	10/16/2019	809	NANCY PIERI		406.50
38368	10/16/2019	404	NEW YORK LIBRARY ASSOC	200113	1,192.80
38369	10/16/2019	2314	NOLAN HELLER KAUFFMAN LLP	200159	2,465.50
38370	10/16/2019	2088	NYSID	200086	72.88
38371	10/16/2019	2121	NYSPPS	200045	16.78
38372	10/16/2019	1823	OVER DRIVE INC.	200172	776.97
38373	10/16/2019	458	PITNEY BOWES INC	200009	460.41
38374	10/16/2019	2320	RADIANCE HOT YOGA LLC	200090	80.00
38375	10/16/2019	505	ROEMER WALLENS GOLD & MINEAUX	200194	96.00
38376	10/16/2019	2221	SANDOR SCHUMAN	200087	150.00
38377	10/16/2019	2196	SONNY DAYE INC.	200083	425.00
38378	10/16/2019	2038	**CONTINUED** STAPLES BUSINESS ADVANTAGE		0.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 13: CASH DISB (OCT 19) For Dates 10/16/2019 - 10/16/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38379	10/16/2019	2038	STAPLES BUSINESS ADVANTAGE	200033	629.77
38380	10/16/2019	2154	STERICYCLE, INC.	200190	64.18
38381	10/16/2019	2056	SUPERIOR PRESS	200153	230.02
38382	10/16/2019	1774	TELEVEND SERVICES, INC.	200161	131.53
38383	10/16/2019	1968	VERIZON WIRELESS	200002	294.78
38384	10/16/2019	746	VOORHEESVILLE PUBLIC LIBRARY	200145	19.99
38385	10/16/2019	645	W W GRAINGER INC	200004	465.14
38386	10/16/2019	1707	AUDREY WATSON		406.50
38387	10/16/2019	1593	WILLIAM K. SANFORD LIBRARY	200158	28.95

Number of Transactions: 55

Warrant Total: 59,386.70
Vendor Portion: 59,386.70

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 11: TRUST & AGENCY (SEPT 19) For Dates 9/1/2019 - 9/30/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38309	09/13/2019	712	CIVIL SERVICE EMPL ASSOC INC.		1,017.78
38310	09/13/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38311	09/13/2019	2003	NEW YORK STATE DEFERRED		2,272.49
38312	09/13/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
38314	09/30/2019	712	CIVIL SERVICE EMPL ASSOC INC.		1,017.78
38315	09/30/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38316	09/30/2019	2003	NEW YORK STATE DEFERRED		2,558.50
38317	09/30/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100380	09/13/2019	709	BPL SPECIAL PAYROLL ACCOUNT		63,425.39
100381	09/13/2019	710	NYS INCOME TAX BUREAU		3,569.97
100382	09/13/2019	1946	IRS - PAYROLL TAX PMT		20,914.55
100383	09/30/2019	709	BPL SPECIAL PAYROLL ACCOUNT		67,126.17
100384	09/30/2019	710	NYS INCOME TAX BUREAU		3,758.50
100385	09/30/2019	730	NYS EMPLOYEES RETIREMENT SYSTE		2,549.11
100386	09/30/2019	1946	IRS - PAYROLL TAX PMT		22,339.80

Number of Transactions: 15

Warrant Total: 191,090.04

Vendor Portion: 191,090.04

Certification of Warrant

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Date Signature Title

BETHLEHEM PUBLIC LIBRARY

BANK ACCOUNT RECONCILIATION SUMMARY

9/30/2019

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$561,579.82	\$1,105,373.63	\$289,792.73	\$1,377,160.72
TD Bank Payroll	\$0.00	\$130,551.56	\$130,551.56	\$0.00
TD Bank Money Market	\$1,633,770.91	\$2,685.65	\$0.00	\$1,636,456.56
Capital Project Fund	\$240,812.88	\$0.00	\$0.00	\$240,812.88
TOTAL:	\$2,436,163.61	\$1,238,610.84	\$420,344.29	\$3,254,430.16

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - General Fund

For the month beginning 9-1-19 and ending 9-30-19

Balance on hand at the beginning of the month \$561,579.82

Receipts during the month

Interest	0.00	
Transfers from Capital Projects account	0.00	
Fines	1,239.82	
Copier	727.76	
Reimbursement	2,579.65	
Book Sale	301.40	
PILOT	0.00	
School Taxes	1,100,000.00	
Gifts	500.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	25.00	
Total Receipts	<u>\$1,105,373.63</u>	
Total Receipts Including Balance	<u>\$1,666,953.45</u>	

Disbursements During Month By Check

From Check #38305 to Check #38326	61,821.67	
Trust & Agency Payments (Payroll)	191,090.04	
From Check #38265 to Check #38304	36,679.40	
Transfers to Money Market Account	0.00	
Bank Fees	201.62	
Total amount of Disbursements	<u>\$289,792.73</u>	
Balance on Hand at End of Month	<u>\$1,377,160.72</u>	

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit		
as shown by Bank Statement	1,379,080.50	
Amount of Outstanding Checks	1,919.78	
Balance on Deposit	1,377,160.72	

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
Outstanding Checks - TD Bank
General Fund
9/30/19**

Check Number	Date	Amount
38270	9/10/2019	745.00
38275	9/10/2019	57.00
38302	9/10/2019	100.00
38314	9/10/2019	1,017.78

TOTAL **\$1,919.78**

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 9-1-19 and ending 9-30-19

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

Receipts during the month

Transfer from Checking 9/13/19	63,425.39
Transfer from Checking 9/30/19	67,126.17

Total Receipts	<u>\$130,551.56</u>
Total Receipts Including Balance	\$130,551.56

Disbursements During Month By Check

9/13/19 - From Check #86531 to Check #86604	63,425.39
9/30/19 - From Check #86605 to Check #8678	67,126.17

Total Amount of Disbursements	<u>\$130,551.56</u>
Balance on Hand at End of Month	\$0.00

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by bank statement	3,958.79
Amount of Outstanding Checks	3,958.79
Balance on Deposit	\$0.00

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
Outstanding Checks
TD Bank Payroll Fund
9/30/19**

Check Number	Date	Amount
86586	9/13/2019	101.58
86610	9/30/2019	216.93
86620	9/30/2019	1,662.72
86629	9/30/2019	94.22
86631	9/30/2019	583.38
86634	9/30/2019	624.62
86660	9/30/2019	347.31
86670	9/30/2019	328.03

TOTAL 3,958.79

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 9-1-19 and ending 9-30-19

Balance on hand at the beginning of the month 1636541.38
\$1,633,770.91

Receipts during the month

Transfer from General Fund	0.00
Interest	2,685.65

Total Receipts	<u>\$2,685.65</u>
Total Receipts Including Balance	<u>\$1,636,456.56</u>

Disbursements During Month By Check

Transfers to General Fund	0.00
Transfers to Capital Projects Fund	0.00

Total Amount of Disbursements	<u>\$0.00</u>
Balance on Hand at End of Month	<u>\$1,636,456.56</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit as shown by Bank Statement	1,636,456.56
Amount of Outstanding Checks	0.00
Balance on Deposit	1,636,456.56

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

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

Secretary

Business Manager

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

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

For the month beginning 9-1-19 and ending 9-30-19

Balance on hand at the beginning of the month \$240,812.88

Receipts during the month

Technology Fund Donation	0.00
Transfer from Money Market Account	0.00
PEG Reimbursement	0.00
Construction Grant	0.00
Total Receipts	<u>\$0.00</u>
Total Receipts Including Balance	\$240,812.88

Disbursements During Month By Check

From Check # to Check #	0.00
Transfer to General	0.00

Total Amount of Disbursements	<u>0.00</u>
Balance on Hand at End of Month	\$240,812.88

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	240,812.88
Amount of Outstanding Checks	0.00
Balance on Deposit	240,812.88

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

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

Secretary

Business Manager



4427533000280997900776000077600065



Company Account Number XXXX-XXXX-XX80-9979	Payment Date 10/01/2019	New Balance \$776.00	Minimum Amount Due \$776.00	Enter Amount Paid 776.00
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BETHLEHEM PUB LIBRARY
TANYA CHOPPY
451 DELAWARE AVE
DELMAR NY 12054-3042

**70000142

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

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

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

CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$32,224	\$00	\$00

OK by
GKC
10/17/19

Statement Date
09/06/19

Payment Date
10/01/19

For customer service call or write 1-800-248-4553 P.O. Box 6125 Sioux Falls, SD 57117

Send payments to: Citibank P.O. Box 78025 Phoenix, AZ 85062-8025

COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	374.94	- 374.94	- 28.30	804.30		776.00
Advances						
Company Totals	374.94	- 374.94	- 28.30	804.30		776.00

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

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

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

CARDMEMBER SUMMARY

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$1,300	Purchases			168.19		168.19
	Advances					
	TOTAL			168.19		168.19
PETERS, M CATHERINE XXXX-XXXX-XX82-7386	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$625	Purchases			210.00		210.00
	Advances					
	TOTAL			210.00		210.00
BRENNER, CATHERINE XXXX-XXXX-XX81-3574	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases		- 28.30	426.11		397.81
	Advances					
	TOTAL		- 28.30	426.11		397.81

DAYS IN BILLING PERIOD: 31				
Balance Subject		Purchases	Cash Advances	Payment Due: 776.00
To Interest Charges	>>	.00	.00	Amount Over Credit Limit: .00
Periodic Rate	>>	.0000%	.0000%	Amount Past Due: .00
ANNUAL PERCENTAGE RATE	>>	0.00%	0.00%	MINIMUM AMOUNT DUE: 776.00



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XXXX-XXXX-XX80-9979

Statement Date
09/06/19

COMPANY BOOKKEEPING DETAIL				
BETHLEHEM PUB LIBRARY			XXXX-XXXX-XX80-9979	
Monthly Limit		Cash Limit*	Available Credit Line	Available Cash Line**
\$33,000		\$00	\$32,224	\$00
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
08-31	09-02	74046589245243000030795	PAYMENT - THANK YOU	374.94 PY

INDIVIDUAL CARDHOLDER ACTIVITY				
KIRKPATRICK, GEOFFREY			XXXX-XXXX-XX82-7377	
Monthly Limit		Cash Limit*		
\$1,300		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
08-28	08-29	24204299240000172481543	123RF.COM 866-6553733 IL	82.00
08-29	08-30	24692169241100771864165	VISTAPR VISTAPRINT.COM 866-8936743 MA	86.19
			TOTAL PURCHASES/ADVANCES/CREDITS	168.19

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PETERS, M CATHERINE				
XXXX-XXXX-XX82-7385				
Monthly Limit		Cash Limit*		
\$625		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
08-13	08-13	24692169225100601416848	AMERLIBASSOC ECOMMERCE 866-746-7252 IL	210.00
			TOTAL PURCHASES/ADVANCES/CREDITS	210.00

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BRENNER, CATHERINE				
XXXX-XXXX-XX81-3574				
Monthly Limit		Cash Limit*		
\$750		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
08-08	08-09	24055239220083328955271	WALMART GROCERY 800-966-6546 AR	46.68
08-12	08-15	74226389226360832061705	WAL-MART #3583 GLENMONT NY	28.30
08-29	08-30	24055239241083332638918	WALMART GROCERY 800-966-6546 AR	120.82
08-30	09-02	24072809242083932829519	JOANN STORES JOANN.COM 888-739-4120 OH	258.61
			TOTAL PURCHASES/ADVANCES/CREDITS	397.81

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Special Program Supplies

*Cash Advance Limit is a portion of your Total Monthly Limit
**Available Cash Line is a portion of your Available Credit Line

2019-20 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	Sept. Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,158,186	0	1,158,186	93,917	281,857	0	\$876,330	76%
Salaries-Clerical	1,014,578	0	1,014,578	76,659	231,747	0	\$782,831	77%
Salaries-Custodians	160,373	0	160,373	12,467	37,472	0	\$122,901	77%
Retirement	279,232	0	279,232	0	0	0	\$279,232	100%
SocSec/Medicare	178,485	0	178,485	13,597	40,881	0	\$137,604	77%
Worker's Comp.	23,000	0	23,000	0	17,717	0	\$5,283	23%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	308,660	501	309,161	21,346	70,657	768	\$237,736	77%
Disability Ins.	1,400	0	1,400	0	1,307	0	\$93	7%

Materials

Adult books	171,000	36,184	207,184	8,097	32,621	17,702	\$156,861	76%
Audiobooks	33,000	4,446	37,446	2,048	4,621	3,430	\$29,395	78%
Ebooks	122,000	0	122,000	1,376	21,135	1,262	\$99,604	82%
Electronic Resources	28,000	0	28,000	0	0	0	\$28,000	100%
Periodicals	21,000	0	21,000	0	19	80	\$20,901	100%

YS Books	85,000	13,189	98,189	3,309	15,368	5,407	\$77,414	79%
YS Audiobooks	4,500	1,150	5,650	229	825	488	\$4,338	77%
YS Media	7,000	1,133	8,133	162	3,163	288	\$4,682	58%

Special Collections	15,500	0	15,500	602	1,630	298	\$13,571	88%
AS Media	58,000	12,862	70,862	1,729	6,053	7,315	\$57,494	81%

Operations

Copiers and supplies	22,000	281	22,281	282	1,027	2,160	\$19,094	86%
Office supplies	13,000	6	13,006	1,580	2,102	2,348	\$8,556	66%
Custodial supplies	18,000	24	18,024	638	1,217	8,671	\$8,137	45%
Postage	18,000	1,000	19,000	578	3,865	2,641	\$12,494	66%
Printing	30,000	296	30,296	287	3,442	15,756	\$11,098	37%
Van lease & oper.	2,000	0	2,000	0	103	494	\$1,402	70%
Gas and Electric	60,000	0	60,000	3,631	11,876	0	\$48,124	80%
Telecommunications	17,000	255	17,255	619	2,571	10,244	\$4,440	26%
Water	2,700	0	2,700	1,541	1,541	0	\$1,159	43%
Taxes-sewer&water	3,700	0	3,700	0	0	0	\$3,700	100%
Refund property taxes	20,000	8,930	28,930	0	9,158	0	\$19,772	68%
Prof. Services	15,000	0	15,000	1,143	2,525	2,466	\$10,010	67%
Contract Services	37,500	28,026	65,526	540	20,183	13,483	\$31,860	49%
Insurance	29,000	0	29,000	23,202	23,202	0	\$5,798	20%
Travel/Conference	10,000	1,617	11,617	708	2,583	1,054	\$7,981	69%
Memberships	2,000	325	2,325	0	1,388	0	\$938	40%
Special Programs	25,000	169	25,169	2,365	8,022	2,612	\$14,536	58%
Furniture&Equipment	50,000	4,398	54,398	1,140	4,496	3,027	\$46,875	86%
IT Hardware & Software	42,000	11,970	53,970	358	15,049	1,200	\$37,721	70%
Bld&Grnd. Repair	40,000	3,600	43,600	189	1,053	7,956	\$34,590	79%
Furn/Equip Repair	2,000	0	2,000	0	50	661	\$1,290	64%
Miscellaneous	3,500	297	3,797	-343	1,552	1,042	\$1,204	32%
Audit Service	25,000	0	25,000	1,500	1,500	5,850	\$17,650	71%
Accounting Service	15,000	0	15,000	0	13,444	556	\$1,000	7%
UHLAN fees	50,000	0	50,000	0	11,859	0	\$38,141	76%
Capital Expenditures	125,000	18,843	143,843	9,468	14,948	6,875	\$122,020	85%
TOTAL	\$4,346,314	\$149,500	\$4,495,814	\$284,962	\$925,826	\$126,132	\$3,443,856	77%

October 15, 2019 - Board of Trustee Meeting											
Job Status Report											
Previously Approved to Fill											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved & Currently Recruiting											
Librarian 1 PT	19 hrs/wk		\$27.04/hour or per contract				8/12/2019				
Library Clerk PT	19 hrs/wk		\$13.75/hour or per contract				8/12/2019				
Sr. Library Clerk FT	35 hrs/wk		\$34,714/annual or per contract	K. Martin	10/30/2019	Retirement	9/9/2019	Filled	E. Nehme	10/28/2019	Internal Hire/Promotion
Action Requested											
Library Clerk PT	11.67 hrs/wk		\$13.75/hour or per contract	E. Viscuso	9/27/2019	Resignation					
Library Clerk FT	35 hrs/wk		\$28,995/annual or per contract	E. Nehme	10/27/2019	Internal Hire/Promotion					
Positions Held											
None											

Director's Report October 2019

Building and Grounds

I have a proposal to replace the door to the Children's Place memorial garden. The door needs to be replaced to meet code and to increase the ease with which people access the garden. The door was intended as an emergency exit only and it would be best to replace it with a new one.

The expansion tank and low water cut-off on the boiler needed to be replaced. This was discovered during the annual inspection. The good news is that the expansion tank and low water cut-off would both be usable with any boiler that would replace the current one.

I addressed the hallway furniture with the library's architect. We will work with them to provide an architect's letter, but they are extremely confident that the hallways are more than sufficiently wide with the furniture.

Public Service

We will host our first Trunk or Treat program on the evening of October 23 at the Elm Avenue Park at 4pm. There will be a costume parade, and local nonprofit groups will hand out treats to the kids. Stop by if you have a chance, it should be fun. As always stop by the library on Halloween at 10am or 2pm if you'd like to help hand out treats to kids.

I am proposing we add Kanopy to our online database offerings. They have a new pricing model, while is still pay-per-use and includes a cap for our pricing in the first year.

Gordon worked with the IT staff and one of the local BCN-TV producers whose shows are once again being broadcast on the channels.

We are working on adding a wireless paper scanner and no-contact voltage meters as additions to the Library of Things.

Program/Outreach Highlights

Our fall programming returned this year, bringing back book discussions, storytimes, Coffee and Conversation, and gaming.

The Public Services staff members are bringing new ideas to the mix this year, including a jigsaw puzzle competition, early literacy programs, yoga and different crafts and STEM activities. We are keeping track to see which are the most popular or best received to keep improving the events.

We brought back the popular traveling petting zoo to hundreds of happy participants. Frank reported that there was a minor porcine escape, but everything worked out for the best. Photo of the escapee is below.

Frank and Chris O. took the pop-up library to Town Hall during the blood drive. They didn't have as many customers as they would have hoped for, but they talked to several town employees who were excited to host them.

Frank staffed a booth at the Town's Economic Development Fair. They invited us for this event, which was intended to showcase the best of Bethlehem and entice businesses and individuals to come to town. Frank collaborated with the RCS library so that both institutions

were represented. He spoke with many other local groups who were staffing tables and heard some very complimentary words about the library.

Chris, Catherine, and Cathy took the pop-up library to the Crossings for the Library Expedition Celebration. Many gold card holders and library enthusiasts participated in the event and the pop-up library was a big hit.

Mary did our first mini pop-up library at the high school. She will return monthly to check out books and promote library services.

In total we had 336 checkouts/renewals of our outreach materials this month.

Mary visited the Glenmont and Hamagrael PTO meetings to promote library programs and services to parents.

Mary and Michael participated in the Five Rivers Fall festival. They provided a table with an activity and gave out flyers and information about the library.

Patti and Laura staffed a table at the BCSD K-5 Activities Fair. They talked about library events and services. Laura also registered 12 new patrons for cards and updated 2 others.

Kate visited the Slingerlands PTO meeting to promote library programs and services to parents.

Kate co-presented a storytime at the Slingerlands Fire House for their Fire Prevention Storytime.

Tori visited the BCMS library media center and began their annual book club seeing both new and returning students.

Meetings and Miscellany

The Long Range Plan Committee is scheduled to meet on Friday, October 18 at 9am here at the library. We will be discussing the services portion of the plan in an attempt to focus down on the key issues the library will take on for the next three years.

I will be speaking on Saturday October 19 at the Omega Institute in Rhinebeck at their annual Drawdown conference about the Sustainable Library Certification Program that I helped design.

Staff from all library departments have met with Paul Mays and Lisa Hayes from BRM Architects to discuss buildings needs and the facilities master plan.

The records management project has been completed. Paper copies of the records that were digitized are being shredded. Appropriate backup protections have been put in place for these essential records.

UHLS is hosting a session on November 21 at 6pm about the Fine Free Experience. I am signed up to attend, if any trustees would like to attend as well, let me know. In any case, I will return with any information I glean from the session.

Continuing education for staff

Tori provided an orientation on the new equipment in the Tech Makerspace to interested staff. New equipment includes a Cricut cutter, button makers, and a sewing machine.

Michelle attended the CDLC RIO (reference, instruction, outreach) roundtable discussion group.

Mary viewed “An Introduction to STEM in Preschool Library Programming: What it is, why do it, and how to get started” webinar.

We provided Census 2020 training for the staff during the September staff meeting. Our regional coordinator explained how the census process would roll out next year and the key roles the library is likely to play because this is the first web-based census collection.

We offered our version of the NYS required Sexual Harassment training.

Cathy viewed the NYLA DLP webinar on Partnerships and Collaboration.

Cathy attended the UHLS Youth Services Advisory Council. This involved a speak from a parents of dyslexic children nonprofit looking for library support for their mission.

Catherine is taking a month long course on *Whole Person Librarianship: Social Work Concepts for Holistic Patron Services* integrating social work concepts into library administration. The course is offered through Association of Specialized, Government and Cooperative Library Agencies (ASGCLA), a division of the American Library Association (ALA).

Lisa attended the New York Heritage Users Group for CDLC on September 16.

Geoffrey Kirkpatrick, Library Director





Library Collection				2018-19	Current Total
Adult fiction				26,708	27,485
Adult non-fiction				29,506	29,488
Adult audio				7,216	7,088
Adult video				7,964	8,434
Young adult fiction				5,607	5,787
Young adult nonfiction				543	549
Young adult audiobooks				364	375
Children's fiction				25,716	26,561
Children's non-fiction				15,034	15,190
Children's audiobooks				1,462	1,555
Children's video				1,989	1,999
OverDrive - UHLS Shared				69,231	71,217
e-magazines				107	107
Electronic (games, ereaders)				482	559
Total				191,929	196,394
Library Programs	Sep-19	Sep-18	% change	2018-19	F-Y-T-D
Programs	62	65	-4.6%	843	217
Program attendance	1,371	1,724	-20.5%	24,838	7,594
Outreach Programs	14	5	180.0%	285	34
Outreach Attendance	856	255	235.7%	9,929	2,504
Circulation	Sep-19	Sep-18	% change	2018-19	F-Y-T-D
Adult fiction	12,386	11,862	4.4%	149,583	41,250
Adult non-fiction	7,730	7,231	6.9%	97,179	25,043
Adult audio	3,629	3,905	-7.1%	49,601	12,061
Adult video	7,574	8,504	-10.9%	109,652	25,043
Adult magazines	1,757	1,760	-0.2%	21,596	5,350
Young adult fiction	1,428	1,291	10.6%	19,610	5,450
Young adult nonfiction	120	115	4.3%	1,476	412
Young adult audiobooks	112	110	2.2%	1,331	384
Young adult magazines	5	5	0.0%	74	21
Children's fiction	11,794	10,954	7.7%	137,492	38,508
Children's non-fiction	2,695	2,491	8.2%	38,616	9,068
Children's audiobooks	553	557	-0.7%	7,690	2,076
Children's video	867	1,157	-25.1%	14,997	3,013
Children's magazines	21	43	-51.2%	370	107
Electronic (games, ereaders)	611	474	28.9%	6,966	2,136
Total	51,281	50,459	1.6%	656,232	168,769
Interlibrary Loan	Sep-19	Sep-18	% change	2018-19	F-Y-T-D
Borrowed from others	6,471	6,492	-0.3%	86,393	21,703
Loaned to others	5,090	5,507	-7.6%	67,302	15,957
Miscellaneous	Sep-19	Sep-18	% change	2018-19	F-Y-T-D
Visits to our home page	84,854	66,783	27.1%	849,506	260,347
Public use of meeting rooms	41	35	17.1%	436	87
Public meeting attendance	568	454	25.1%	6,867	1,185
Staff use & library programs	84	87	-3.4%	1,038	265
Study room sessions	347	360	-3.6%	5,267	1,216
Tech room use	19	18	5.6%	305	57
Door count	22,409	23,421	-4.3%	310,464	77,921
Registered BPL borrowers	81	86	-5.8%	1,012	324
Computer signups	3,371	2,658	26.8%	34,871	11,265
Museum Pass use	152	138	10.1%	1,833	690
E-book use	6,279	5,327	17.9%	71,054	20,661
E-magazine use	1,125	1,760	-36.1%	12,415	3,355
Equipment	407	400	1.8%	5,432	1,390
Wireless Use	11,969	9,014	32.8%	172,258	36,987

Monthly Gas and Electric Comparisons

Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10
7/13/2017	30	604	20	\$259.97	\$8.67	\$0.43	30	57,600	1,920	\$5,198.19	\$173.27	\$0.09
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10
8/10/2018	29	35	1	\$44.40	\$1.53	\$1.27	29	39,936	1,377	\$4,473.49	\$154.26	\$0.11
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09
9/11/2018	32	38	1	\$46.65	\$1.46	\$1.23	32	39,168	1,224	\$4,428.29	\$138.38	\$0.11
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09
10/11/2018	30	99	3	\$86.02	\$2.87	\$0.87	30	34,176	1,139	\$3,643.09	\$121.44	\$0.11
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10
11/8/2018	28	1,420	51	\$754.30	\$26.94	\$0.53	28	27,264	974	\$2,432.22	\$86.87	\$0.09
12/12/2017	33	1,606	49	\$798.17	\$24.19	\$0.50	33	29,184	884	\$2,618.16	\$79.34	\$0.09
12/11/2018	33	3,661	111	\$1,993.69	\$60.41	\$0.54	33	31,872	966	\$3,051.82	\$92.48	\$0.10
1/11/2018	30	2,964	99	\$1,474.51	\$49.15	\$0.50	30	30,336	1,011	\$3,501.04	\$116.70	\$0.12
1/11/2019	31	3,801	123	\$2,727.32	\$87.98	\$0.72	31	31,872	1,028	\$2,832.86	\$91.38	\$0.09
2/9/2018	29	2,380	82	\$1,388.85	\$47.89	\$0.58	29	28,800	993	\$3,871.09	\$133.49	\$0.13
2/11/2019	31	4,947	160	\$2,863.48	\$92.37	\$0.58	31	33,408	1,078	\$3,451.77	\$111.35	\$0.10
3/13/2018	33	1,833	56	\$1,238.17	\$37.52	\$0.68	32	30,336	948	\$2,672.72	\$83.52	\$0.09
3/12/2019	29	3,562	123	\$1,746.64	\$60.23	\$0.49	29	29,952	1,033	\$2,687.90	\$92.69	\$0.09
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09
4/10/2019	29	2,054	71	\$1,102.54	\$38.02	\$0.54	29	30,336	1,046	\$2,629.48	\$90.67	\$0.09
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10
5/13/2019	33	1,161	35	\$607.54	\$18.41	\$0.52	33	34,944	1,059	\$2,915.97	\$88.36	\$0.08
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10
6/12/2019	30	445	15	\$250.06	\$8.34	\$0.56	30	34,560	1,152	\$2,935.52	\$97.85	\$0.08
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12
7/12/2019	30	67	2	\$57.96	\$1.93	\$0.87	30	38,400	1,280	\$3,737.61	\$124.59	\$0.10
8/10/2018	29	35	1	\$44.40	\$1.53	\$1.27	29	39,936	1,377	\$4,473.49	\$154.26	\$0.11
8/13/2019	32	59	2	\$55.18	\$1.72	\$0.94	32	41,856	1,308	\$4,294.98	\$134.22	\$0.10
9/11/2018	32	38	1	\$46.65	\$1.46	\$1.23	32	39,168	1,224	\$4,428.29	\$138.38	\$0.11
9/12/2019	30	151	5	\$109.19	\$3.64	\$0.72	30	35,712	1,190	\$3,473.94	\$115.80	\$0.10

FINAL DRAFT – 9/11/19

The Upper Hudson Library System (hereinafter referred to as “UHLS”) and the

(hereinafter referred to as the “Library”) agree as follows:

I. **TERM OF AGREEMENT** - The Agreement is effective on the 1st day of January 2020, and continues in force for a period of up to three (3) years, but not extending beyond December 31, 2022. It may be terminated by either party upon one hundred eighty (180) days written notice to the other.

II. **PURPOSE** - UHLS maintains a comprehensive suite of services to support all UHLS member libraries in providing library service to their communities. The member libraries of UHLS pay the UHLAN Fee to UHLS to help support this suite of services. The purpose of this Agreement is to generally outline the scope of services to be provided by UHLS to the Library, the structure of the UHLAN Fee, and the responsibilities of both parties.

III. **UHLS SERVICES** - The suite of services described below will be available to the Library throughout the term of this agreement, within the limits of UHLS’ resources, capacity, and expertise. UHLS and the Library mutually agree to communicate with each other on matters related to UHLS services to ensure the highest level of service to the member libraries and to library users.

A. Library Automation Services

1. Provide, maintain and support a fully functional ILS that provides member libraries and their user’s access and control of the shared collections of the member libraries, including standard and custom reporting on collection and circulation activity.
2. Provide a multi-modal system for notifying library users of the status of their library account activity.
3. Provide support for member libraries to create and maintain their library’s website.
4. Provide consulting, training and support for member libraries to organize and manage their local library automation infrastructure.

B. Resource Sharing Services

1. Provide, maintain and support an efficient and effective regularly scheduled delivery to each member library location to facilitate the timely sharing of material among the member libraries.
2. Provide, maintain and support interlibrary loan services for the member libraries to facilitate access to resources and collections outside of the UHLS service area.

C. Digital Collection Services

1. Provide, maintain and support access to the shared digital collections of the member libraries.
2. Provide, maintain and support access to online resources which are available to all of the member libraries, as identified by UHLS in consultation with the Shared System Advisory Network.

D. Continuing Education and Consulting Services

1. Provide continuing education and professional development services to member library directors, staff and trustees, as identified by UHLS and the member libraries through the Shared System Advisory Network.
2. Provide consulting services for member libraries to help them provide the best library service possible to their communities. This includes member library directors, staff, volunteers, and trustees.

E. Shared System Advisory Network

1. Provide, maintain, and support a network composed of the UHLS Directors Association, advisory councils and committees, and other structures as needed, to give every member library the opportunity to share its ideas, suggestions, and feedback on System services and programs with UHLS.

IV. **RESPONSIBILITIES OF THE PARTIES**

A. **Responsibilities of UHLS**

1. Provide, maintain and support the services for the library as described in Section III of this agreement, within the limits of UHLS' resources, capacity, and expertise.
2. Serve as the sole contact with the ILS vendor, the delivery service vendor, and any other vendor which UHLS contracts with to provide other supported library services;
3. Maintain the connections, software and hardware required to support the ILS and all other supported library services;
4. Provide, maintain and support services, policies, and practices to encourage member libraries to maximize the sharing of their collections and resources with all library users in the UHLS service area;
5. Provide trained staff to maintain and support the ILS and all other supported library services, within the limits of UHLS' resources, capacity, and expertise;
6. Enter into such maintenance contracts as needed for hardware and software to assure a reasonable level of reliability and responsiveness of the ILS and all other supported library services;

7. Provide training to the Library staff, both initially and on an on-going basis, sufficient to allow them to make full use of the ILS and all other supported library services;
8. Provide statistical reports on the Library's use of the ILS and all other supported library automation services as requested by the Library;
9. Provide free of charge, patron registration cards for use by the Library;
10. Provide at the Library's expense, UHLAN borrowers' cards and barcode labels (patron and item) as requested by the Library;
11. Send quarterly bills for the UHLAN fee at the beginning of each quarter on a calendar year basis; and
12. Provide, maintain and support a Shared System Advisory Network composed of the UHLS Directors Association and a variety of advisory councils and advisory committees, etc. to give member libraries multiple opportunities to share feedback and input with UHLS on the System's programs and services.

B. Responsibilities of the Library

1. Purchase, install, and maintain at its own expense the equipment and connections used by the Library to access the ILS and all other supported library services;
2. Consult with the appropriate UHLS staff before purchasing or entering into any agreement for the use of hardware, software, or supplies intended to interface with the ILS (e.g. point of sale systems, SIP licenses, scanners, etc.), to ensure compatibility;
3. Purchase all supplies necessary for the Library's use of the ILS and all other supported library services;
4. Provide reasonable access to the premises of the Library to allow UHLS staff or persons acting on behalf of UHLS to assist the Library in the maintenance of the ILS and all other supported library services, as necessary;
5. Make appropriate members of its staff available for training in the proper and efficient use of the ILS and all other supported library services;
6. Add, delete, and maintain bibliographic, item and patron records in the ILS according to established policies and procedures;
7. Assume responsibility for all costs for delivering notices to its borrowers as part of the Library's use of the ILS;
8. Provide schedule and policy changes which impact the ILS to UHLS upon adoption of those changes by the Library;
9. Pay all bills sent by UHLS within sixty (60) days of receipt;
10. Participate, within the library's capacity, in the Shared System Advisory Network, including the UHLS Directors Association, advisory councils and advisory committees, etc. and;
11. Make every effort to maximize the sharing of the Library's collections and resources with all library users in the UHLS service area, within the limits of the policies and practices of the Library.

V. AUTHORITY

- A. This agreement acknowledges that the Library is an autonomous organization with its own governing board, decision making authority, and funding structure; and that it has the primary responsibility to provide library service to the residents of its chartered service area; and to all other residents of the UHLS service area, as required by New

York State law and regulations.

- B. This agreement acknowledges that UHLS is an autonomous organization with its own governing board, decision making authority, and funding structure; and that it has the primary responsibility to provide services to all of the UHLS member libraries in order to improve and enhance library service for all residents of the UHLS service area.
- C. UHLS holds the final authority for the establishment of policies governing the maintenance and management of the ILS, and the allocation of all other UHLS resources, following consultation with the member libraries through the Shared System Advisory Network.

VI. WARRANTIES, ASSURANCES AND DISCLAIMERS - UHLS represents and warrants to the Library that the ILS and all other supported library services will be available for use by the Library except during maintenance. UHLS will make every reasonable effort to ensure the reliability and responsiveness of the ILS and all other supported library services and to enforce all performance warranties available under its contracts with vendors. At any time when UHLS is closed and the Library may be open, support will be available on an on-call basis. When scheduled maintenance will make the ILS or any other supported library service unavailable, UHLS will notify the Library as far in advance as practicable. The parties agree that neither the Library nor UHLS will be held liable for any inconvenience or loss of service, materials, or revenues caused by failures or irregularities of any part of the ILS, other supported library services, or the telecommunications network, whatever the cause.

VII. OWNERSHIP AND TITLE TO ILS COMPONENTS AND DATA

- A. UHLS will be responsible for providing fully licensed use of an Integrated Library System (ILS) for UHLS and its member libraries. If the ILS is based on proprietary software, the vendor retains ownership of the ILS and the ILS is licensed by UHLS for use by UHLS and the Library.

- B. UHLS retains full ownership and title to the UHLAN MARC database. The Library has the right to request and receive from UHLS a machine-readable copy of any or all of its own holdings in the UHLAN MARC database, including full MARC records.
- C. UHLS retains full ownership and title to the patron database. The Library has the right to request and receive from UHLS a machine-readable copy of any or all of the patron records for which it is the home Library.
- D. UHLS will protect the confidentiality of all library records as required by NYS (CPLR) 4509 and all other appropriate laws and statutes.
- E. UHLS retains full ownership and title to all equipment purchased by UHLS for use with the ILS.
- F. The Library retains full ownership and title to all equipment purchased by the Library for use with the ILS.

VIII. CHARGES AND PAYMENTS

- A. The UHLAN Fee assessed to the library for the term of this Agreement will be:
 - 2020 – the Library’s 2019 UHLAN Fee + a 2% increase
 - 2021 – the Library’s 2020 UHLAN Fee + a 2% increase
 - 2022 – the Library’s 2021 UHLAN Fee + a 2% increase
- B. UHLS will bill the Library for its UHLAN Fee on a quarterly calendar year basis and the Library agrees to pay all bills sent by UHLS within sixty (60) days of receipt.
- C. All changes in the UHLAN Fee and/or the UHLAN agreement for future terms will be established by UHLS, in consultation with the Shared System Advisory Network and with the approval of the UHLS Board of Trustees.

IX. DEFENSE AND INDEMNIFICATION:

- A. UHLS agrees to defend, indemnify, and hold harmless the Library from all suits, claims, and proceedings arising out of the activities carried on by UHLS in connection with this Agreement, to the extent of UHLS’s responsibility for such claims, damages, and losses,

except for those claims, suits or proceedings arising solely out of the negligence of the Library.

- B. The Library hereby agrees to defend, indemnify, and hold harmless UHLS from all suits, claims, and proceedings arising out of the activities carried on by the Library in connection with this Agreement, to the extent of the Library's responsibility for such claims, damages, and losses, except for those claims, suits, or proceedings arising solely out of the negligence of UHLS.

X. **NONAPPROPRIATION** - Notwithstanding anything in this Agreement to the contrary, the Library shall not be deemed in default under this Agreement in the event no funds or insufficient funds are appropriated and budgeted for or otherwise unavailable by any means whatsoever in any fiscal period for the implementation of this Agreement. The library shall immediately notify UHLS of such occurrence and this agreement shall terminate on the last day of the fiscal period for which appropriations were received.

XI. **MODIFICATIONS** - This Agreement may only be modified by mutual agreement of the parties in writing.

XII. **SEVERABILITY** - If any provision of this Agreement is held invalid, such invalidity will not affect any other provision of this Agreement which can be considered valid without the invalid provision and to this end, the provisions of this Agreement are severable.

Agreement commencement date: January 1, 2020

For the _____ Library

By: _____

Title: _____

Date: _____

For the Upper Hudson Library System:

By: _____

Title: UHLS Board President

Date: _____

DRAFT

Proposed 2020-22 UHLAN Fee Chart

	2019 UHLAN Fee (current)	2020 UHLAN Fee (2019 fee incr. by 2%)	2021 UHLAN Fee (2020 fee incr. by 2%)	2022 UHLAN Fee (2021 fee incr. by 2%)
Libraries				
Albany	\$55,034	\$56,134	\$57,257	\$58,402
Altamont	\$3,477	\$3,547	\$3,617	\$3,690
Berlin	\$1,721	\$1,756	\$1,791	\$1,827
Berne	\$2,314	\$2,360	\$2,408	\$2,456
Bethlehem	\$47,437	\$48,386	\$49,353	\$50,341
Brunswick	\$4,735	\$4,830	\$4,926	\$5,025
Castleton	\$3,653	\$3,726	\$3,801	\$3,877
Cohoes	\$4,510	\$4,600	\$4,692	\$4,786
East Greenbush	\$29,352	\$29,939	\$30,538	\$31,149
Grafton	\$2,408	\$2,456	\$2,505	\$2,555
Guilderland	\$35,559	\$36,270	\$36,995	\$37,735
Hoosick Falls	\$2,627	\$2,680	\$2,733	\$2,788
Menands	\$3,182	\$3,245	\$3,310	\$3,376
Nassau	\$3,215	\$3,279	\$3,345	\$3,412
North Greenbush	\$7,556	\$7,707	\$7,861	\$8,018
Petersburgh	\$2,597	\$2,649	\$2,702	\$2,756
Poestenkill	\$2,597	\$2,649	\$2,702	\$2,756
RCS	\$7,211	\$7,355	\$7,502	\$7,652
Rensselaer	\$3,369	\$3,436	\$3,505	\$3,575
Rensselaerville	\$2,066	\$2,107	\$2,149	\$2,192
Sand Lake	\$4,536	\$4,627	\$4,719	\$4,814
Schaghticoke	\$2,000	\$2,040	\$2,081	\$2,122
Stephentown	\$2,869	\$2,927	\$2,985	\$3,045
Troy	\$16,842	\$17,179	\$17,522	\$17,873
Valley Falls	\$2,028	\$2,069	\$2,110	\$2,152
Voorheesville	\$10,407	\$10,615	\$10,827	\$11,044
Watervliet	\$3,353	\$3,420	\$3,488	\$3,558
Westerlo	\$2,717	\$2,771	\$2,827	\$2,883
W.K. Sanford	\$43,042	\$43,903	\$44,781	\$45,677
Totals	\$312,413	\$318,661	\$325,034	\$331,535

Public Library Association
Semi-Annual Conference
Attendance proposal

The Public Library Association is a section of the American Library Association. This section holds a national conference every other year. This conference is solely focused on public libraries and typically draws more than 11,000 attendees from around the county. The conference will take place in Nashville, TN in February 2020. I would like permission to send the Director, two Assistant Directors, and one additional librarian to the conference.

Attendees will be expected to bring back what they learned and share it with other staff and report to the Board of Trustees about the conference.

This proposal includes registration at the ALA/PLA member, earlybird rate. The largest expense is for four nights lodging in Nashville.

	Number		Each	Total
Hotel	4		\$1,200	\$4,800
Registration	4		\$305	\$1,220
Flights	4		\$500	\$2,000
Meals/Incidentals	4		\$244	\$976
				\$8,996

Annual Board Events

July

- Elected trustees take oath of office (new and incumbent)
- Board members, director and treasurer sign ethics statements
- Oaths registered with the county clerk
- Election of board officers
- Committee appointments
- Authorizations, holidays, board meetings, investment policy

August

September

October

November

- Audit report to the BOT
- NYLA annual conference

December

- Budget preparation begins (Finance committee)
- Personnel Committee begins Director evaluation process

January

- Draft budget presented to the BOT
- Candidate information (number of signatures required etc.) available by the end of the month

February

- Trustees vote on annual budget (Feb or March depending on school publication schedule)
- Vote on NYS report for public libraries
- Candidate petition packets available at the end of the month or beginning of March to coincide with school district

March

- Footnotes budget letter finalized and approved
- Library advocacy day
- Deliver Director evaluation

April

May

- Public budget vote/Trustee election
- Budget presentation to the public
- Meet the candidates night

June

- UHLS annual dinner
- Nominating committee appointed

Every 2-3 years

- CSEA contract negotiation

Every 5 years

- Long range plan development

HVAC Project

Change order timeline

July 2019	Draft plans from M/E for the electric reheats in the community rooms/hot water reheats in the children's library area - Completed
July 2019	DASNY review of draft plans – Completed
Sept 2019	DASNY, M/E, and Library agree on change order scope and design – in process
Sept 2019	Price estimate from Wilkins – dependent on change order plans – in process
Oct 2019	Approval from my board for additional funding (if needed) beyond the funds that DASNY currently has on hand for the project
Oct 2019	Amendment of the contract with DASNY, if necessary
Oct 2019	Establish a budget for the project
Oct 2019	Funding for project remitted to DASNY
Oct/Nov 2019	DASNY pursues approval for a JOC contract for Wilkins
Nov 2019	Wilkins contract executed by DASNY
Late Nov 2019	Work begins
Dec 2019	Work completed

Bethlehem Public Library
Additional Heating Work Cost Analysis

	Phase 1: RTU Modulating Retrofit	Phase 2: RTU-B HW Reheat work	Total for All Work
Builders Risk Insurance	\$ 1,000.00	\$ 1,500.00	
EBS Quote	\$ 32,460.00	\$ -	
Wilkins Labor and Materials	\$ 4,100.47	\$ 38,881.44	
Trane Controls Work	\$ 9,268.46	\$ 12,258.39	
Electrician Labor and Materials	\$ -	\$ 6,514.10	
Subtotal	\$ 46,828.93	\$ 59,153.93	
JOC Gordian Fee	\$ 1,123.89	\$ 1,419.69	
DOL Fee	\$ 46.83	\$ 59.15	
Construction Cost	\$ 47,999.65	\$ 60,632.78	
10% Change Order Contingency	\$ 4,799.97	\$ 6,063.28	
Total Projected Cost	\$ 52,799.62	\$ 66,696.06	\$ 119,495.67
Remaining Project Funding (Includes \$8,000 moved from DASNY Fee Line)	\$ 32,996.18		
Additional Funding needed	\$ 19,803.44	\$ 66,696.06	\$ 86,499.49

Remaining DASNY Fee on project
after moving \$8,000 to
construction line \$ 7,563.00

AMENDMENT NO. 1
PROJECT MANAGEMENT AGREEMENT
BETWEEN
DORMITORY AUTHORITY OF THE STATE OF NEW YORK
AND
BETHLEHEM PUBLIC LIBRARY

This first amendment (“Amendment No. 1”) made the _____ day of October 2019 to the PROJECT MANAGEMENT AGREEMENT (the "Agreement") by and between the **DORMITORY AUTHORITY OF THE STATE OF NEW YORK**, ("DASNY"), with its principal offices located at 515 Broadway, Albany, New York 12207 and the **Bethlehem Public Library**, (“BPL”), with its principal offices located at 415 Delaware Avenue, Delmar, N.Y. 12054. DASNY and BPL may sometimes be referred to herein, individually, as a “Party” and, collectively, as the “Parties”.

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

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

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

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

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

WHEREAS, BPL has requested DASNY to expand the existing scope of the Project to include additional scopes of work; and

WHEREAS, DASNY has agreed to undertake the additional scopes of work of the Project for the agreed funding amount; and

WHEREAS, in accordance with the terms of the Agreement, an amendment needs to be executed by the parties.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. All terms defined in the Agreement shall have the same meanings unless otherwise specified in this Amendment No. 1.

2. Article II A. Description of the Project in the Agreement is amended by adding the following paragraph:

Per Amendment No. 1, additional scopes of work for the Project include (a) Phase 1: modifying the four (4) roof top heating, ventilating and air conditioning (HVAC) units with modulating gas heat valves and (b) Phase 2: providing new hot water reheat coils RHC-B-1, RHC-B-2 and Pump P-2 in the main library area served by roof top unit AC-B only.

3. Article II B. Responsibilities of DASNY, 2. Manage the Bid Process in the Agreement is amended by adding the following sentence:

The procurement method for the additional scopes of work for the Project added in Amendment No. 1 will be JOC (Job Order Contracting).

4. Article II B. Responsibilities of DASNY, 3. Execute the Construction Contract in the Agreement is amended by replacing Article II B. Responsibilities of DASNY, 3. Execute the Construction Contract of the Agreement with the revised Article II B. Responsibilities of DASNY, 3. Execute the Construction Contract as follows:

DASNY will award and administer procurements, including JOC, containing its standard terms and conditions and general requirements that are adapted to the scope of the BPL project.

5. Article II C. Responsibilities of BPL is amended by adding a new item 7:

7. Provide funds for the additional scopes of work added by Amendment No. 1 to be paid to DASNY within 15 calendar days from the date of execution for Amendment No. 1.

6. Article III A. Project Funding is amended by replacing section 1 of this Article with a revised section 1 as follows:

1. There are three components related to DASNY services that require funding from BPL as follows; the value of Contractor & Consultant Procurements, an appropriate contingency and the DASNY Fee. The estimates for these components are as follows;

a. Contractor & Consultant Procurements	\$ 775,426
b. Contingency	\$ 35,859
c. DASNY Fee	<u>\$ 94,000</u>
d. Total	\$905,285

7. Article III A. Project Funding is amended by adding a new item 2:

2.

- a. The total project cost is \$905,285.
- b. The current funded amount BPL has provided to DASNY is \$785,790.
- c. The current unencumbered funds DASNY has is \$32,996.00.
- d. The projected cost for DASNY to provide the additional scopes of work added by Amendment No. 1 is \$119,495.
- e. The total additional funding DASNY requires to provide the additional scopes of work added by Amendment No. 1, less the current unencumbered funds DASNY has, is \$86,499.

8. Article III C. Receipt of Funds, is amended by adding a new item 2:

2. Upon execution of Amendment No. 1, DASNY will bill BPL for a funding amount equal to the amount of the JOC Contract plus a ten percent contingency.

9. Appendix B of the Agreement is amended by replacing Appendix B of the Agreement with the revised Appendix B attached hereto and made a part hereof.

IN WITNESS WHEREOF, this Amendment No. 1 has been duly executed the date and year first written above.

FOR DASNY:

FOR BPL:

DORMITORY AUTHORITY

BETHLEHEM PUBLIC LIBRARY

OF THE STATE OF NEW YORK

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

APPENDIX B

Planned Project Schedule

Insert when final

Anticipated Board Projects

Schedule for 2019-20

- July
 - ~~Officer elections~~
 - Swearing in for new trustee
 - ~~Annual board authorizations~~
- August
 - ~~Investment Policy (Yearly re-authorization needed)~~
 - ~~Committee appointments~~
- September
- October
 - Architect Long Range Plan Presentation @ Board Meeting
 - Discuss long range service plan (LRP Steering Committee 10/18)
 - HVAC addendum decisions
- November
 - Audit presentation
 - Investment policy
 - Investment strategy discussion
 - CSEA contract presentation to board (5:30—6:00?)
- December
 - Discuss finance systems with school district
 - Trustees for contract negotiation team
 - UHLAN contract
- January 2020
 - Hallway furniture
 - Preliminary budget discussions
- Fall/Winter 2019-20
 - Contract negotiations
- Spring 2019
 - Budget discussion and board vote
 - Long Range Plan (including capital plan) completed and approved
 - Revisit specialized attorneys

WHAT IS A LIBRARY OF THINGS?

With our Library of Things, you can borrow the tools you need to explore a new hobby, experience nature, play a game, be a do-it-yourselfer, investigate new technology, and so much more!

We have dozens of "things" to check out, so you don't have to invest in pricey goods that may only get used once or twice.

TAPS INTO THE SHARING ECONOMY



ENTERTAINS AND AMUSES

PROMOTES SUSTAINABILITY



EXPOSURE TO NEW TECHNOLOGY

EDUCATIONAL AND CAREER OPPORTUNITIES



WHAT WILL YOU BORROW?

MORE THINGS

MUSEUM PASSES

Your library card allows you to borrow individual and family passes to more than a dozen regional museums, including **Mass MoCA, Olana, Albany Institute of History and Art, the Eric Carle Museum, MiSci** and more. **New York State Park Empire passes** are also available. Visit www.bethlehempubliclibrary.org; click on the "museum passes" link at the bottom of the page for a complete listing.



SEED LIBRARY

Our self-serve seed library features a variety of open-pollinated vegetables, herbs and flowers. Seed libraries like ours support sustainability and food security.

For information about the seed library, including what's available and how it works, visit www.bethlehempubliclibrary.org/programs/seed-library.



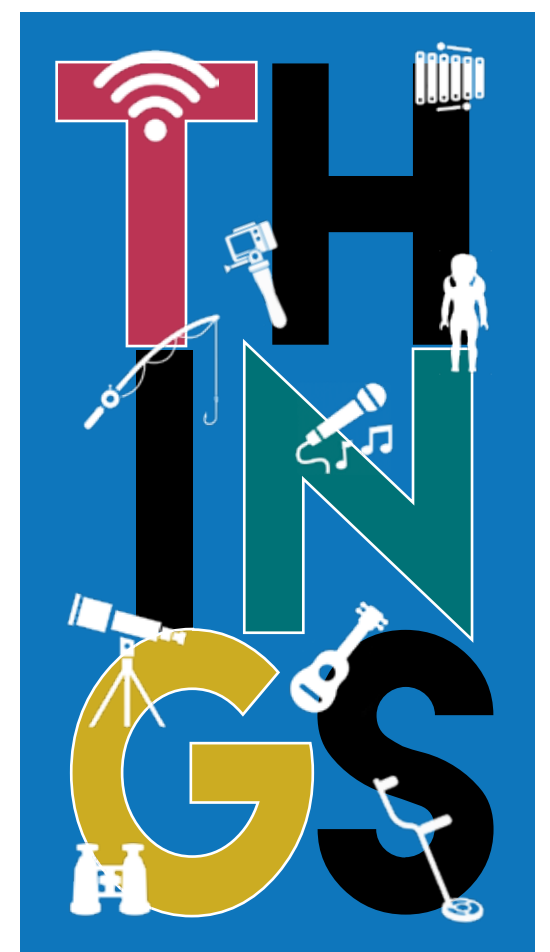
BETHLEHEM PUBLIC LIBRARY

451 Delaware Ave., Delmar NY
www.bethlehempubliclibrary.org

518-439-9314

Updated 8.19

LIBRARY OF



BETHLEHEM PUBLIC LIBRARY

451 Delaware Ave., Delmar NY

GOOD THINGS @ THE LIBRARY

Most items in the Library of Things collection are requestable and can be borrowed for two weeks at a time with your library card. Not sure what you want to borrow? Browse the Library of Things shelf or see what's available online at www.bethlehemlibrary.org/borrow/library-of-things.



INSTRUMENTS

- Bongos • Electronic drum kit
- Keyboard • Keyboard playmat
 - Ukulele • Xylophone
- Korg Volca analog sound machines
 - Guitar effects pedals



TOOLS

- Kill A Watt EZ power meter
- Cross line laser level • Laser measure
- Car code reader • Home inspection kit
- Kill A Watt relocatable power tap



ENTERTAINMENT

- Analog video converter • Analog cassette converter • Bluetooth speaker • Film and slide scanners
- Karaoke machines • Lawn games
- Wireless projector • Virtual reality headsets • Board games
- Video games • Nintendo Switch
- Nintendo Classic • Atari Flashback 8



KITS

- Juggling kit • Bird watching kit
- Bug kit • American Girl doll kit
- Ozobots



ELECTRONICS

- Auxiliary Audio Cable
- Chromebooks • Digital camcorders
- Film and slide scanners • GoPro cameras, accessories
- Portable photo studio • Solar charger and powerbank
- Wi-Fi hotspots
- Ready-to-load Kindles



SCIENCE AND NATURE

- Telescopes • Binoculars
- Trail camera kit • Fishing poles
- Human Torso Model
- Metal detectors

** This collection is generously supported by the Friends of Bethlehem Public Library. New items are being added all the time!*

JOIN US FOR A CRAFT SWAP

MONDAY NOVEMBER 25

Are you a crafter who has accumulated a bunch of tools or supplies that you no longer need? Come to our Craft Swap and exchange those unwanted but still usable items for something different! Starting at **6:30pm** in the Community Room, we will be accepting craft supplies that are clean and in good shape in exchange for an admission ticket to the swap session, which begins at **7pm**. Shop the swap and see where your inspiration takes you! Bags will be provided.



MAKER TOOLS AT THE LIBRARY

If you haven't checked out our Tech Room Makerspace in a while, then now is the time to stop by and see all of the great new tools we've been busy adding over the summer.

Front and center is our brand-new **Cricut Maker**, which allows for precision cutting of paper, vinyl, fabric and other materials. This versatile tool is perfect for scrapbooking, quilting, creating custom cards, and more! It can even letter and emboss for a polished text presentation. Patrons will be responsible for bringing their own materials to use in the Cricut.

The Cricut joins the **Makerbot 3D printer, a die cutter, laminator, button maker, light tracing board** and **sewing machine** available for use anytime during library hours. Visit our expanded Tech Room Makerspace today and set your imagination and creativity free at the library!

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Get creative at the library!



NOVEMBER/DECEMBER

BETHLEHEM PUBLIC LIBRARY

451 DELAWARE AVE., DELMAR



KNIT ONE PURL ONE

Sunday November 3 • 2pm

Sunday December 8 • 2pm

If you're an experienced knitter, bring your current project. If you're a beginner, bring size 8 knitting needles no longer than 10 inches; we'll provide yarn and get you started. For adults, teens and kids age 9 and up.



MAKE IT YOURSELF: NO WATER WINTER SNOWGLOBE*

Wednesday December 4 • 6:30pm

Create a winter scene in a water-less snow globe. Please register each person completing a craft. All ages welcome; children must be assisted by an adult.



CRICUT DEMONSTRATION

Monday November 4 • 6-8pm

Drop in the library's updated Tech Room Makerspace and see the Cricut cutter in action or give it a try yourself. The Cricut can be used to create precision designs in hundreds of different materials. Teens welcome!

TERRACOTTA POT SNOWMAN*

Sunday December 1 • 2pm

Whether the pot is right side up or upside down, you can't go wrong with this clever terracotta craft. Teens 14 and up welcome!

FELTED SOAP*

Monday December 9 • 7pm

Learn about life on the Helder~Herdwyck Farm and how to use fiber felting to create a washcloth-like covering for a bar of soap. Teens 14 and up welcome!

MAKE IT YOURSELF: DECORATIVE BOOKMARKS

Tuesday December 10 • 2pm

Choose from among several projects to make beautiful bookmarks to keep or give as gifts.

SEW IT YOURSELF: SOUP BOWL COZIES*

Monday December 16 • 6pm

Protect hands and furniture with a soup bowl cozy that's cute and functional. Bring two 10-inch squares of cotton fabric. Teens welcome!

PAINT A CARDINAL WITH NOREEN POWELL*

Saturday December 28 • 11am

Make a painting featuring red cardinals on a snowy branch by following step by step directions to make the scene come to life!



*** Programs require registration. Sign up online at www.bethlehempubliclibrary.org or call 518-439-9314.**