



**Board of Trustees Meeting
June 11, 2018 6:00 pm
Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
 - Manual invoices
 - Resolutions - none
 - Personnel report
 - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
 - M/C salaries 2018-19
 - Library card policy
 - Sierra eCommerce feature
 - Nominating committee
 - Treasurer and capital project meeting
 - Insurance coverage
 - Other new business
- **Old business**
 - Plaza feasibility – Report from conversation with GPI
 - Fire alarm & security project update
 - HVAC project update
 - Community survey
 - BCN-TV update
 - Minigolf at the library – Sunday July 8th
 - Self-check report
 - Anti-nepotism policy
 - Other old business

- **Future business**
 - Director evaluation**
 - Board treasurer**
 - Policy updates/schedule**
 - Resource sharing**
 - Fines and Fees**
 - Board committees**
 - Long range plan**
 - Capital projects**

- **Public Participation**

- **Adjournment**

Next board meeting: July 9, 2018 6:00pm – Organizational meeting

Next Friends of the Library board meeting: June 18, 2018 6:30pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday May 14, 2018

PRESENT: Joyce Becker
Caroline Brancatella
Mark Kissinger
Harmeet Narang
Mary Redmond
Lisa Scoons
Brian Sweeney

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, Accounts Clerk
Tracey McShane, Personnel Administrator
Chris McGinty, Head of Public Services
Cathy Brenner

President M. Redmond called the meeting to order at 6:04pm.

BUDGET PRESENTATION

G. Kirkpatrick discussed the 2018-19 budget draft, noting that the 2.7 percent levy increase is under the tax cap. That percentage is arrived at based on the expansion of the tax base and a decrease in PILOT payments.

PUBLIC PARTICPATION

There was no public participation

MINUTES

Minutes of the 9 April 2018 board meeting were approved unanimously on a MOTION by J. Becker with a SECOND by B. Sweeney with M. Kissinger abstaining.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 April 2018 (Manual Disbursements for April \$38,170.32; Cash Disbursements/Accounts Payable for May \$59,895.68; Trust & Agency Disbursements/Salaries for April \$163,816.25; CapProject Fund/Hand-Drawn Checks for April \$7,263.80; Total: \$269,146.05).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for April 1-30, 2018.

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick discussed the reason behind combining the two part-time studio positions into one full-time library assistant position. He said the idea was not to have the position dedicated solely to the studio but to free up desk time so librarians could offer tech training to studio users during all of the hours the library is open. Studio users will go through an orientation and certification process similar to what is already in place with the 3D printer. This system would allow use of the space during nights and weekends.

PERSONNEL ACTION

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board approved a new hire for the following position, pending Civil Service approval:

- Library assistant, full-time, permanent, 35 hours/week at \$36,137/annual or per contract.

DIRECTOR'S REPORT

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

- The custom library card programs have had the unexpected impact of increasing the number of registered borrowers by about 20 with each event. It has been a fun and exciting use of the library's card printer.
- G. Kirkpatrick said the lockdown drill with Det. Whitely from the Bethlehem Police Department was a good way for staffers to identify emergency strategies in a low-key environment. As a result of the drill, speed dial on all phones was reconfigured to include 911 and the non-emergency police number. A phone was also installed in the supply closet, which could also be used as an emergency storm shelter. The board discussed the difference in procedure from a lockdown and fire drill, and some of the unique aspects of a lockdown at the library.
- The presenters with the Immigration 101 were able to provide some additional resources to the library's kits for new citizens that are available to borrow.
- The beginners Facebook class filled quickly, and some people who weren't able to attend asked for additional sessions. It demonstrated that there was still a lot of demand for basic social media instruction. M. Kissinger asked if it was something the library could create instructional materials and videos for, possibly for broadcast on the public access channel.
- The overall collection size continues to grow, with strong growth among ebooks. The library is rearranging some of the spaces to make more room for people inside the library, but the collection size is not shrinking. H. Narang asked if the library ever passed on materials to other libraries in the system when they are no longer in demand at BPL. G. Kirkpatrick said that most of the time, once BPL is ready to weed an item, it is no longer needed by other libraries. He said that is not the case with movies, which are often still in demand for communities with large areas lacking broadband. Upper Hudson has a system in place that will allow BPL to pass culled titles to those libraries. The board discussed the preloaded Kindles that are no longer being circulated and asked if there was some way to donate them. G. Kirkpatrick said that the technology is old at this point.

- Program attendance has already surpassed last year even though the number of programs is lower, highlighting the library's focus on high value programming.
- When discussing library WiFi, L. Scoons noted the large number of people at any given time using the WiFi from their cars in the parking lot.
- G. Kirkpatrick said that as the new fiscal year approaches, it looks like there are a couple of budget lines that will be underspent, leading to a potential fund balance of \$225,000 heading into the new budget year. He said the library also expects to receive a \$289,000 in construction grant money sometime in the fall. The materials budget line will be slightly overspent as titles are added under Overdrive Advantage.
- G. Kirkpatrick handed out some custom scratch-off cards created to market the new self-checkout systems.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons reminded the board that the Upper Hudson awards dinner was scheduled for June 19. The library has won program of the year in the youth and adult categories. She said the judges were impressed with both the Federalist Papers series and Rubber Ducky Club. The library will be showing off the card printer at the event. Other libraries have expressed interest in the technology, and G. Kirkpatrick said BPL would make it available to borrow after about a year.

NEW BUSINESS

Social media policy

The policy was updated to provide way to talk about rules about how people comment and post. B. Sweeney asked if the part of the policy that prohibits "vulgar language" could be interpreted as infringing on First Amendment rights. K. Roberts said the policy provides an appeals process that allows people to approach the board. C. McGinty said that much of that behavior is already addressed in the patron conduct policy.

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board unanimously approved the updated social media policy.

Streaming music service

Freegal offered its streaming music service to the library for \$5,900 a year. G. Kirkpatrick said that, without any data, it is hard to know if enough people would use it despite the available free streaming music sources. M. Kissinger thanked library staff for their research into the service but said it does not seem to be worth the cost. B. Sweeney agreed and said that he really felt that the 3-hour limit per day was overly restrictive.

G. Kirkpatrick said that the nature of the physical CD collection is likely to change in the coming years as more people stream music or purchase it digitally. Staff and trustees will need to think about how they can meet those changing needs. B. Sweeney said he was worried a smaller CD collection would mean losing the opportunity for patrons to serendipitously run across music while browsing.

Microfilm reader

G Kirkpatrick said the current reader is aging and running on an unsupported operating system. He noted that many materials are only available in the microfilm format so it is not feasible to go without a reader.

On a MOTION by C. Brancatella and a SECOND by H. Narang, the board unanimously authorized the library to purchase a new microfilm reader at the cost of \$5,100.

GASB 75

The library is required to provide actuarial accounting of post-employment benefits every two years, BPAS recommend by auditors. The board reviewed quotes from three firms for the service. BPAS has done the service in the past and was the one recommended by the auditors.

On a MOTION by C. Brancatella and a SECOND by M. Kissinger, the board unanimously voted to select BPAS for actuarial services for the cost of \$6,500.

Memorial Day parade

G. Kirkpatrick said board members were invited to walk with staffers at the parade, and anyone interested should contact him at some point before the event.

Mini-golf at the library

Mini-golf will be held Sunday, July 8, this year and trustees are invited to help out or just come and play. The event is 1-5pm for the public, but staffers, trustees and their families are invited to play from noon to 1pm.

Community survey

G. Kirkpatrick said the library would like to put out some simple survey questions to the public to get some feedback as the board moves into the long-range planning process. He said he would share with the board the draft list of questions for feedback before the survey goes live.

Memorial space paving

Ian Bogle memorial fund stands at \$2,100, and the library has received a \$5,100 proposal to pave the memorial garden area outside the Children's Place. C. McGinty and G. Kirkpatrick agreed that it would be a good way to create some outdoor reading and playing space while honoring Ian. The goal is to have it usable during the nice weather. area, contractor said do concrete because it is a fire exit. Would like to have something in place.

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board unanimously agreed to authorize the paving of the Ian Bogle Memorial Garden space for the cost of \$5,100 to be offset by the memorial fund.

Other new business

G. Kirkpatrick said that the Nov. 12 board meeting is scheduled for Veterans Day. The board agreed to move the date to the 13th.

C. Stollar Peters was written about in the American Libraries journal, the preeminent library publication, for her Ph.D project.

OLD BUSINESS

Plaza feasibility review

The board said they would be interested in a representative from GPI coming to the next board meeting to discuss plaza fixes along with some additional estimates for other walkway surface types.

Fire alarm and security update

The plan is to submit the project for an Upper Hudson building grant, but the library does need a contractor's estimate to proceed with the submission. The board agreed that the estimate is needed either way and to move ahead with it.

HVAC project update

M. Redmond noted that the DASNY report was not included in the packet. G. Kirkpatrick said he would forward the board a copy and have it included in the updated packet for the record. He said the large air handlers are in Albany, but there is a wait on some of the smaller components. He said the timetable is not yet set in stone, but it would be likely the library would have to close the Friday before Memorial Day weekend and possible for some of the Thursday so that workers could do the asbestos abatement and lift the rooftop units in place.

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously granted G. Kirkpatrick the authorization to close the library as needed prior to Memorial Day Weekend to accommodate HVAC construction.

The board was warned that the website and phone system will go down at some time over the weekend. Trustees discussed whether the town or the school district would be willing to post that information on their sites. The library has extended due dates that would fall over the weekend of the construction project and is looking into how to shut off hold notices.

Boiler field report

M/E Engineering said the library's boiler was up to code when it was installed, but that it should be considered as part of a coming capital project. Any construction to it would require full SED review, which would be about a year and a half at this time. The board agreed that it was not worth trying to wrap it into the current HVAC project.

M. Redmond said that it is imperative that the board start working on a list of capital issues that need to be addressed.

BCN-TV update

HVAC construction has keep staff from being able to make many changes to the space, but plans are being finalized for the one-button studio. The two-room configuration is likely to be opened up into one space, and the blinds will be removed from the window. G. Kirkpatrick said the goal is to have it up and running sometime this summer.

Anti-nepotism policy

C. Brancatella asked if she could work on the policy draft before to board reviews it further.

Other old business

No other old business discussed at this time.

FUTURE BUSINESS

Director evaluation

C. Brancatella said she would have a report for trustees by the next meeting.

Board treasurer

A preliminary list of the financial duties of library staffers has been put together by T. Choppy and G. Kirkpatrick. M. Redmond said it illustrates the importance of the treasurer position for checks and balances. She said a complete list of tasks will help the board better identify what the treasurer would do.

Policy updates/schedule

This was not discussed at this time.

Resource sharing

This was not discussed at this time.

Fines and fees

This was not discussed at this time.

Board committees

This was not discussed at this time.

Long-range plan

This was not discussed at this time.

Capital projects

This was not discussed at this time.

PUBLIC PARTICIPATION

There was no public participation.

On a MOTION by L. Scoons with a SECOND by H. Narang, the board adjourned the regular meeting at 8:45pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #11
5/31/2018**

CURRENT MONTHLY REVENUE

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	5,490.50
Interest on Investment	571.34
Sale of Books	404.90
Gifts and Donations	0.00
Insurance Recovery	0.00
Photocopier	625.39
State Aid	0.00
Grants	600.00
Miscellaneous Income	100.00
Total	\$7,792.13

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #11
5/31/2018**

REPORT OF ESTIMATED AND ACTUAL YTD REVENUES

FISCAL YEAR 2017-2018

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,828,270.00	3,828,155.70	114.30	100.00%
PILOT	192,382.00	190,566.65	1,815.35	99.06%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	37,000.00	35,115.09	1,884.91	94.91%
Interest on Investment	5,000.00	7,039.69	(2,039.69)	140.79%
Sale of Books	6,000.00	4,974.01	1,025.99	82.90%
Gifts and Donations, Misc	1,000.00	2,557.10	(1,557.10)	255.71%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	6,500.00	7,137.43	(637.43)	109.81%
State Aid	24,500.00	24,792.00	(292.00)	101.19%
Miscellaneous Income	0.00	300.00	(300.00)	
Sub-Total	\$4,100,652.00	4,100,637.67	314.33	100.00%
Appropriated Funds Balance	\$0.00			
TOTAL	\$4,100,652.00			

OPERATING CASH SUMMARY

TD Checking Account:	119,235.57 *
TD Money Market:	2,726,007.26
TD Comp Fund:	0.00
Capital Project Fund:	18,205.81
TOTAL	2,863,448.64

*Includes Interest of \$571.34 credited on 5/15/18

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL STATEMENT #11**

5/31/2018

MANUAL DISBURSEMENTS - MAY	
HAND DRAWN CHECKS TD BANK	\$41,267.11
CASH DISBURSEMENTS - JUNE	
ACCOUNTS PAYABLE TD BANK	\$76,939.74
TRUST & AGENCY DISBURSEMENTS - MAY	
SALARIES - TD BANK	\$165,939.62
CAPITAL PROJECT FUND	
HAND DRAWN CHECKS - JUNE	\$1,868.80
TOTAL	\$286,015.27

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 43: MANUAL DISB (MAY 18) For Dates 5/1/2018 - 5/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37030	05/03/2018	1833	BLUESHIELD OF NORTHEASTERN NY		6,211.02
37031	05/03/2018	2257	CANAJOHARIE LIBRARY & ART GALLERY	180702	85.00
37032	05/03/2018	2087	CITIBANK	180687	3,105.01
37033	05/03/2018	1710	CHRISTINE MCGINTY	180701	60.51
37034	05/03/2018	2224	SCHUYLER MANSION STATE HISTORIC SITE	180703	25.00
37035	05/03/2018	2258	VENTFORT HALL MUSEUM & GUILDED AGE MANSION	180706	100.00
37036	05/03/2018	1607	VERIZON BUSINESS FIOS	180012	126.98
37037	05/03/2018	1607	VERIZON BUSINESS FIOS	180012	127.77
37038	05/03/2018	1607	VERIZON BUSINESS FIOS	180012	201.98
37096	05/17/2018	2087	CITIBANK	180689	1,187.47
37097	05/17/2018	1656	TRACEY MCSHANE	180737	234.00
37098	05/17/2018	2173	THE OLANA PARTNERSHIP	180729	100.00
37099	05/17/2018	2260	UNDERGROUND RAILROAD HISTORY PROJECT	180730	100.00
37100	05/17/2018	2137	WEX BANK	180008	34.08
37101	05/17/2018	2259	WORLD AWARENESS CHILDREN'S MUSEUM	180731	99.00
37102	05/23/2018	1424	AFLAC NEW YORK		415.92
37103	05/23/2018	1831	CDPHP UNIVERSAL BENEFITS, INC.		21,633.13
37104	05/23/2018	2101	MCDONOUGH, NATALIE	180754	598.50
37105	05/23/2018	720	MVP HEALTH PLAN, INC.		3,154.98
37106	05/23/2018	1570	NATIONAL GRID		3,420.19
37107	05/23/2018	2061	UNITED HEALTHCARE INSURANCE CO		123.80
37108	05/23/2018	1607	VERIZON BUSINESS FIOS	180659	122.77

Number of Transactions: 22

Warrant Total: 41,267.11

Vendor Portion: 41,267.11

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
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BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 46: CASH DISB (JUN 18) For Dates 6/12/2018 - 6/12/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37114	06/12/2018	1163	ADIRONDACK CABLING, INC	180674	4,451.27
37115	06/12/2018	30	ALBANY PUBLIC LIBRARY-MAIN BR	180753	30.00
37116	06/12/2018	1009	**CONTINUED** AMAZON CREDIT PLAN		0.00
37117	06/12/2018	1009	AMAZON CREDIT PLAN	180712	3,353.27
37118	06/12/2018	61	AQUASCAPE DESIGNS LLC	180003	65.00
37119	06/12/2018	886	AUDIO VIDEO	180698	328.75
37120	06/12/2018	77	BAKER & TAYLOR , INC.	180744	19,754.67
37121	06/12/2018	1186	BAKER AND TAYLOR ENTERTAINMENT	180745	38.00
37122	06/12/2018	1507	BEE PUBLISHING CO, INC	180736	90.00
37123	06/12/2018	719	BETHLEHEM CENTRAL SCHOOL DIST	180728	1,711.91
37124	06/12/2018	2053	BIEL'S INFORMATION TECH SYSTEM	180732	5,500.00
37125	06/12/2018	103	BRODART INC	180343	79.93
37126	06/12/2018	2262	BROOKSIDE NURSERY	180773	240.00
37127	06/12/2018	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	180002	187.89
37128	06/12/2018	1154	CRISAFULLI BROTHERS	180720	383.74
37129	06/12/2018	634	CSLP C/O DEMCO	180768	58.45
37130	06/12/2018	1240	DE LAGE LANDEN FINANCIAL SER	180001	440.00
37131	06/12/2018	1220	DEMCO, INC	180699	1,364.21
37132	06/12/2018	1991	EASTERN MANAGED PRINT NETWORK LLC	180719	30.80
37133	06/12/2018	2215	ELM USA, INC	180715	4,995.00
37134	06/12/2018	1674	FINDAWAY	180741	607.40
37135	06/12/2018	1986	FIRSTLIGHT FIBER	180004	193.60
37136	06/12/2018	2090	FRS SPECTRA INC. DBA XSTAMPERSONLINE	180755	44.25
37137	06/12/2018	1872	MARIST COLLEGE / HRVI	180740	20.00
37138	06/12/2018	1173	MATTHEW BENDER & CO, INC	180763	460.35
37139	06/12/2018	1024	**CONTINUED** MIDWEST TAPE		0.00
37140	06/12/2018	1024	MIDWEST TAPE	180761	4,514.70
37141	06/12/2018	1921	MOTION PICTURE LICENSING CORP.	180758	180.06
37142	06/12/2018	2121	NATIONAL INDUSTRIES FOR THE BLIND	180465	512.50
37143	06/12/2018	404	NEW YORK LIBRARY ASSOC	180748	455.00
37144	06/12/2018	412	NORTHEAST INFORMATN SYST	180757	1,783.95
37145	06/12/2018	2131	NYS DEPT OF CORRECTIONS & COMM SUPERVISION	180626	78.00
37146	06/12/2018	2088	NYSID	180255	159.14
37147	06/12/2018	2094	ORIENTAL TRADING COMPANY, INC.	180700	153.87
37148	06/12/2018	1823	OVER DRIVE INC.	180747	15,892.00
37149	06/12/2018	450	PHILLIPS HARDWARE INC	180006	236.18
37150	06/12/2018	478	QUILL.COM	180746	920.85
37151	06/12/2018	493	RECORDED BOOKS, LLC	180734	92.47
37152	06/12/2018	2129	SOLUTIONS BY DESIGN, INC.	180668	3,633.92
37153	06/12/2018	2038	STAPLES BUSINESS ADVANTAGE	180682	271.88
37154	06/12/2018	2154	STERICYCLE, INC.	180718	45.28
37155	06/12/2018	946	THE MAGIC TRUNK	180631	700.00
37156	06/12/2018	632	UPPER HUDSON LIBRARY SYSTEM	180749	1,702.50
37157	06/12/2018	1968	VERIZON WIRELESS	180011	40.01
37158	06/12/2018	645	WW GRAINGER INC	180009	1,138.94

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 46: CASH DISB (JUN 18) For Dates 6/12/2018 - 6/12/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 45				Warrant Total:	76,939.74
				Vendor Portion:	76,939.74

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 - 41: TRUST & AGENCY (MAY 18) For Dates 5/1/2018 - 5/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37025	05/04/2018	712	CIVIL SERVICE EMPL ASSOC INC.		964.29
37026	05/04/2018	1679	METLIFE-TSA CONTRIBUTIONS		300.00
37027	05/04/2018	2003	NEW YORK STATE DEFERRED		2,707.72
37028	05/04/2018	710	NYS INCOME TAX BUREAU		3,137.55
37029	05/04/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
37091	05/18/2018	712	CIVIL SERVICE EMPL ASSOC INC.		964.29
37092	05/18/2018	1679	METLIFE-TSA CONTRIBUTIONS		300.00
37093	05/18/2018	2003	NEW YORK STATE DEFERRED		2,543.78
37094	05/18/2018	710	NYS INCOME TAX BUREAU		3,137.18
37095	05/18/2018	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100268	05/04/2018	709	BPL SPECIAL PAYROLL ACCOUNT		55,970.17
100269	05/04/2018	1946	IRS - PAYROLL TAX PMT		18,370.66
100270	05/18/2018	709	BPL SPECIAL PAYROLL ACCOUNT		56,261.25
100271	05/18/2018	730	NYS EMPLOYEES RETIREMENT SYSTE		2,573.75
100272	05/18/2018	1946	IRS - PAYROLL TAX PMT		18,368.98

Number of Transactions: 15

Warrant Total: 165,939.62
Vendor Portion: 165,939.62

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 - 9: MANUAL DISB (H) - JUN 18 For Dates 6/1/2018 - 6/30/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1188	06/12/2018	2080	M/E ENGINEERING, P.C.	160927	1,868.80
Number of Transactions: 1				Warrant Total:	1,868.80
				Vendor Portion:	1,868.80

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
BANK ACCOUNT RECONCILIATION SUMMARY
5/31/2018

ACCOUNT	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
TD Bank General Fund	\$77,580.11	\$308,757.87	\$267,102.41	\$119,235.57
TD Bank Payroll	\$0.00	\$112,231.42	\$112,231.42	\$0.00
TD Bank Money Market	\$3,021,007.26	\$0.00	\$295,000.00	\$2,726,007.26
Capital Project Fund	\$10,074.61	\$15,395.00	\$7,263.80	\$18,205.81
TOTAL:	\$3,108,661.98	\$436,384.29	\$681,597.63	\$2,863,448.64

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

18

TD Bank - General Fund

For the month beginning 5-1-18 and ending 5-31-18

Balance on hand at the beginning of the month **\$77,580.11**

Receipts during the month

Interest	571.34	
Transfers from Money Maket Account TD Bank	295,000.00	
Fines	5,490.50	
Copier	625.39	
Miscellaneous (Abate)	5,965.74	
Book Sale	404.90	
PILOT	0.00	
School Taxes	0.00	
Gifts	0.00	
Sale of Equipment	0.00	
Grants	600.00	
State/System Aid	0.00	
Miscellaneous Income	100.00	
Total Receipts		<u>\$308,757.87</u>
Total Receipts Including Balance		<u>\$386,337.98</u>

Disbursements During Month By Check

From Check #37030 to Check #37108	41,267.11	
Trust & Agency Payments (Payroll)	165,939.62	
From Check #37039 to Check #37090	59,895.68	
Transfers to Money Maket Account	0.00	
Returned Check	0.00	
Total amount of Disbursements		<u>\$267,102.41</u>
Balance on Hand at End of Month		<u>\$119,235.57</u>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	120,170.82
Amount of Outstanding Checks	935.25
Balance on Deposit	119,235.57

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
5/31/18

Check Number	Date	Amount
37034	5/3/2018	25.00
37063	5/15/2018	199.77
37075	5/15/2018	150.00
37079	5/15/2018	460.41
37085	5/15/2018	51.07
37090	5/15/2018	49.00

TOTAL		\$935.25
--------------	--	-----------------

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Payroll Account

For the month beginning 5-1-18 and ending 5-31-18

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

Receipts during the month

Transfer from Checking 5/3/18	55,970.17
Transfer from Checking 5/17/18	56,261.25

Total Receipts	<u>\$112,231.42</u>
----------------	---------------------

Total Receipts Including Balance	\$112,231.42
----------------------------------	--------------

Disbursements During Month By Check

5/4/18 - From Check #84163 to Check #84234	55,970.17
5/17/18 - From Check #84235 to Check #84305	56,261.25

Total Amount of Disbursements	<u>\$112,231.42</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	160.81
Amount of Outstanding Checks	160.81
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
5/31/18

Check Number	Date	Amount
84246	5/18/2018	158.63
84257	5/18/2018	2.18

TOTAL		160.81
--------------	--	---------------

**BETHLEHEM PUBLIC LIBRARY
BANK ACCOUNT RECONCILIATION REPORT**

TD Bank - Money Market Account

For the month beginning 5-1-18 and ending 5-31-18

Balance on hand at the beginning of the month \$3,021,007.26

Receipts during the month

Transfer from General Fund 0.00

\$0.00
Total Receipts
Total Receipts Including Balance \$3,021,007.26

Disbursements During Month By Check

Transfers to General Fund 295,000.00
Transfers to Capital Projects Fund 0.00

\$295,000.00
Total Amount of Disbursements
Balance on Hand at End of Month **\$2,726,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit
as shown by Bank Statement 2,726,007.26
Amount of Outstanding Checks 0.00
Balance on Deposit 2,726,007.26

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 (HVAC, Technology & Misc.)
TD Bank***

For the month beginning 5-1-18 and ending 5-31-18

Balance on hand at the beginning of the month \$10,074.61

Receipts during the month

Technology Fund Donation	10,000.00
Transfer from Money Market Account	0.00
PEG Reimbursement	5395.00

Total Receipts	<u>\$15,395.00</u>
Total Receipts Including Balance	\$25,469.61

Disbursements During Month By Check

From Check #1186 to Check #1187	7,263.80
---------------------------------	----------

Total Amount of Disbursements	<u>7,263.80</u>
Balance on Hand at End of Month	\$18,205.81

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	18,205.81
Amount of Outstanding Checks	0.00
Balance on Deposit	18,205.81

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



24

4427533000280997901187470118747061

Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	05/31/2018	\$1,187.47	\$1,187.47	1187.47



BETHLEHEM PUB LIBRARY
TANYA CHOPPY
451 DELAWARE AVE
DELMAR NY 12054-3042

**T0000051

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CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$31,812	\$00	\$00

OK copy
6/4
5/15/18

Statement Date
05/06/18

Payment Date
05/31/18

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	1,441.00	- 1,441.00	- 15.36	1,202.83		1,187.47
Advances						
Company Totals TOTAL	1,441.00	- 1,441.00	- 15.36	1,202.83		1,187.47

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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

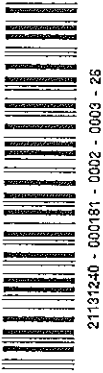
CARDMEMBER SUMMARY

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				685.48		685.48
Monthly Limit: \$2,500				685.48		685.48
Advances						
TOTAL						

PETERS, M CATHERINE XXXX-XXXX-XX82-7386	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				21.00		21.00
Monthly Limit: \$625				21.00		21.00
Advances						
TOTAL						

COFFEY, KEVIN J XXXX-XXXX-XX56-3708	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				254.47		254.47
Monthly Limit: \$750				254.47		254.47
Advances						
TOTAL						

DAYS IN BILLING PERIOD: 30	Purchases	Cash Advances	Payment Due:	1,187.47
Balance Subject			Amount Over Credit Limit:	.00
To Interest Charges	.00	.00	Amount Past Due:	.00
Periodic Rate	.0000%	.0000%	MINIMUM AMOUNT DUE:	1,187.47
ANNUAL PERCENTAGE RATE	0.00%	0.00%		



XXXX-XXXX-XX80-9979

Statement Date
05/06/18

CARDMEMBER SUMMARY

MCDONOUGH, NATALIE XXXX-XXXX-XX42-8387		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$500	Purchases Advances TOTAL			- 15.36	241.88		226.52
				- 15.36	241.88		226.52

COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY		XXXX-XXXX-XX80-9979	
Monthly Limit \$33,000		Cash Limit* \$00	Available Credit Line \$31,812
		Available Cash Line** \$00	
Sale Date	Post Date	Reference Number	Type of Activity
04-24	04-25	74046588115114000012498	PAYMENT - THANK YOU
			1,441.00 PY

INDIVIDUAL CARDHOLDER ACTIVITY

KIRKPATRICK, GEOFFREY		XXXX-XXXX-XX82-7377	
Monthly Limit \$2,500		Cash Limit* \$00	
Sale Date	Post Date	Reference Number	Type of Activity
04-20	04-23	24692168110100612171275	mezzanine moving
04-25	04-26	24692168115100112035892	IN DON'S MOVING & STORAG 518-4620697 NY 180579
04-25	04-26	24692168115100155899352	VISTAPR VISTAPRINT.COM 866-8936743 MA, 180724
04-30	05-01	24755418120171207164919	WALMART.COM 800-966-6546 AR 180675
			NEW YORK STATE DMV 518-4740904 NY 180689
			TOTAL PURCHASES/ADVANCES/CREDITS 685.48

PETERS, M CATHERINE		XXXX-XXXX-XX82-7385	
Monthly Limit \$625		Cash Limit* \$00	
Sale Date	Post Date	Reference Number	Type of Activity
04-24	04-25	74766688114816191384349	Containers
			2CO.COM WPRSSAGGR 8560 180675
			TOTAL PURCHASES/ADVANCES/CREDITS 21.00

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

XXXX-XXXX-XX80-9979

Statement Date
05/06/18

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INDIVIDUAL CARDHOLDER ACTIVITY

INDIVIDUAL CARDHOLDER ACTIVITY					
COFFEY, KEVIN J				XXXX-XXXX-XX56-3708	
Monthly Limit			Cash Limit*		
\$750			\$00		
Sale Date	Post Date	Reference Number	Type of Activity		Amount
04-13	04-16	24013398103002714328379	PODS ALBANY 800-7767637 NY 180726		199.00
04-17	04-18	24431068107981000012681	SHERWIN WILLIAMS 705389 DELMAR NY 180675		43.67
04-25	04-26	24445008116000650756999	USPS PO 3521700054 DELMAR NY 180726		11.80
TOTAL PURCHASES/ADVANCES/CREDITS					254.47

MCDONOUGH, NATALIE					XXXX-XXXX-XX42-8387
Monthly Limit \$500			Cash Limit* \$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
04-12	04-13	24692168102100261069960	WALMART.COM 800-966-6546 AR >180675	207.36	
04-18	04-19	74692168108100573060334	WALMART.COM 800-966-6546 AR	15.36 CR	
04-26	04-27	24427338116060000562649	HANNAFORD #8339 DELMAR NY 180726	34.52	
TOTAL PURCHASES/ADVANCES/CREDITS				226.52	



27

4404658000607786003105010310501224

21111100 - 005339 - 0001 - 0003 - 25

Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX07-7860	05/17/2018	\$3,105.01	\$3,105.01	3105.01



BETHLEHEM PUBL LIBRARY
TANYA CHOPPY
451 DELAWARE AVE
DELMAR NY 12054-3042

**T0000475

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CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$50,000	\$46,894	\$50,000	\$46,894

OK to pay
6/1/18
5/1/18

Statement Date
04/22/18

Payment Date
05/17/18

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 PUBL LIBRARY XXXX-XXXX-XX07-7860	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	333.00	- 333.00		3,105.01		3,105.01
Advances						
Company Totals TOTAL	333.00	- 333.00		3,105.01		3,105.01

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CARDMEMBER SUMMARY

PETERS, M CATHERINE XXXX-XXXX-XX13-5541	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				895.34		895.34
Advances						
Monthly Limit: \$625				895.34		895.34

MCGINTY, CHRISTINE XXXX-XXXX-XX13-5593	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				1,319.64		1,319.64
Advances						
Monthly Limit: \$500				1,319.64		1,319.64

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX13-5601	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				890.03		890.03
Advances						
Monthly Limit: \$650				890.03		890.03

DAYS IN BILLING PERIOD: 31	Purchases	Cash Advances	Payment Due:	3,105.01
Balance Subject	.00	.00	Amount Over Credit Limit:	.00
To Interest Charges	.0000%	.0000%	Amount Past Due:	.00
Periodic Rate	.00%	.00%	MINIMUM AMOUNT DUE:	3,105.01
ANNUAL PERCENTAGE RATE				

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XXXX-XXXX-XX07-7860

Statement Date
04/22/18

COMPANY BOOKKEEPING DETAIL				
BETHLEHEM PUBL LIBRARY			XXXX-XXXX-XX07-7860	
Monthly Limit		Cash Limit*	Available Credit Line	Available Cash Line**
\$50,000		\$50,000	\$46,894	\$46,894
Sale Date	Post Date	Reference Number	Type of Activity	Total Amount
04-14	04-16	74046588106104000051779	PAYMENT - THANK YOU	333.00 PY

INDIVIDUAL CARDHOLDER ACTIVITY				
PETERS, M CATHERINE			XXXX-XXXX-XX13-5544	
Monthly Limit		Cash Limit*		
\$625		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
03-21	03-23	24071058081330147332915	BUD AND MARILYNS PHILADELPHIA PA	22.28
03-24	03-26	24755428084730847961506	LOEWS PHILADELPHIA FB PHILADELPHIA PA	10.80
03-24	03-26	24755428084170843838905	LOEWS HOTELS PHILADELPHIA PA	862.26
			380032508340051	ARRIVAL: 03-21-18
			TOTAL PURCHASES/ADVANCES/CREDITS	
			895.34	

MCGINTY, CHRISTINE			XXXX-XXXX-XX13-5593	
Monthly Limit		Cash Limit*		
\$500		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
03-25	03-26	24692168085100304460284	SHERATON CITY CENTER PHILADELPHIA PA	659.82
03-25	03-26	24692168085100304461134	SHERATON CITY CENTER PHILADELPHIA PA	659.82
			181443	ARRIVAL: 03-21-18
			181427	ARRIVAL: 03-21-18
			TOTAL PURCHASES/ADVANCES/CREDITS	
			1,319.64	

KIRKPATRICK, GEOFFREY			XXXX-XXXX-XX13-5601	
Monthly Limit		Cash Limit*		
\$650		\$00		
Sale Date	Post Date	Reference Number	Type of Activity	Amount
03-23	03-26	24071058083627198334643	DINICS BEEF AND PORK PHILADELPHIA PA	11.25
03-23	03-26	24071058083627198336028	DINICS BEEF AND PORK PHILADELPHIA PA	11.25

21111100 - 005539 - 0003 - 0003 - 26

XXXX-XXXX-XX07-7860

Statement Date
04/22/18

INDIVIDUAL CARDHOLDER ACTIVITY

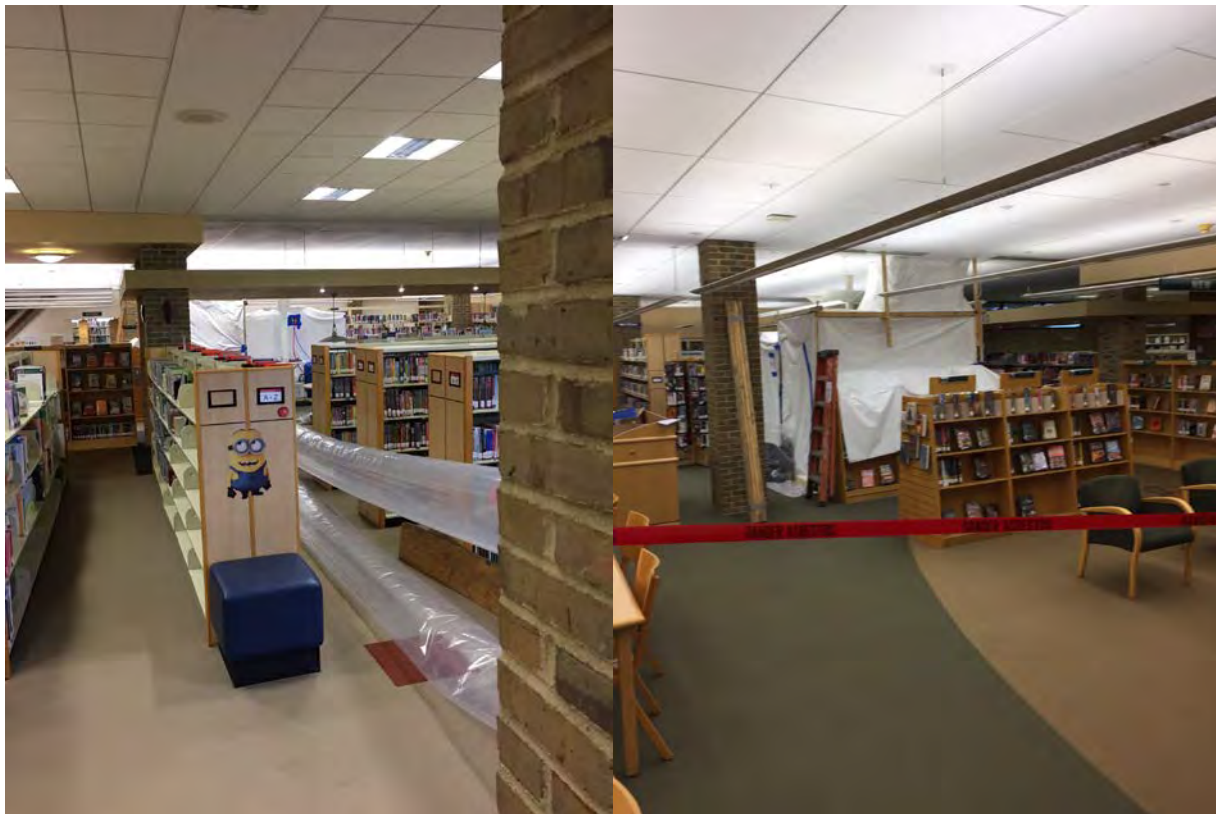
03-23	03-26	24733098083400938000064	PEARL'S OYSTER BAR LTD, PHILADELPHIA PA	180640	15.55
03-25	03-26	24692168085100304460292	SHERATON CITY CENTER PHILADELPHIA PA		851.98
			181439	ARRIVAL: 03-21-18	180640
TOTAL PURCHASES/ADVANCES/CREDITS					890.03

[illegible]

Director's Report June 2018

Building and Grounds

The crane “rigging day” went off as planned. The day was fair and the wind speeds stayed low, which allowed the crews to work all day to get the new rooftop units installed. Our construction managers from DASNY did a great job directing the public away from the library parking lot and the swing zone for the crane. The construction workers were surprised how many people tried to come to the library that day. The crew from DASNY even collected returned items right on Borthwick Avenue and put them in the book drop for our patrons. That’s great service. I also want to comment on their professionalism particularly in coordinating the asbestos abatement. The public can get nervous when asbestos needs to be dealt with but they handled it with skill and all assurances that the removal was done to the letter of the law.



Punch list items are still left to be completed but the project is substantially finalized. Air conditioning is available in all rooms of the library. I will be interested to watch our cooling costs this summer to see if there is a significant savings. The Mezzanine looks great; our carpet contractor completed that work in record time. We are happy to have the 45-year-old carpet out of the building.

Public Service

An OverDrive Advantage order of more than \$10,000 was placed last month. Catherine reports that for 177 of these high demand titles we reduced expected wait times by half for Bethlehem patrons. Having solid impact data for this new service helps us make funding and collection decisions in the future. We will use the new formulas developed in this analysis to ensure that we are ordering the appropriate extra ebook titles in the future as we continue our mission to decrease wait times for popular ebooks and e-audiobooks.

Circulation was down 7.5% over May of last year. This is no surprise given the extra closed days, the general construction hubbub, and the lack of air conditioning for much of the month. On the positive side, without air conditioning we saved a lot of money on our electricity costs.

We anticipated that the closings around Memorial Day would cause a lot of havoc with our patrons and circulation in general. I think the 300-foot crane in the parking lot made a lot of explanations unnecessary. We did receive some questions and comments about our website being down for the duration of the closing, but most people understood why it was down when the power was out. We did experience busier days and evenings after we reopened, but our circulation staff worked quickly and efficiently in dealing with the unprecedented influx of materials. I appreciate all the staff for their hard work and flexibility during the construction.

Some new items are being considered for our Library of Things. Additional items are being considered for the Tech Room now that the project is completed and the new microfilm reader has been delivered.

- Moisture reader
- Pressure Washer
- Laser “tape measure”
- Car maintenance code reader
- Laser level

Self-checkout stations are scheduled to be installed on June 27. Training sessions for Public Services staff are planned to help patrons use the new kiosk in the Children’s Place. We are still finalizing incentives for the scratch-offs that patrons will be given when they use the self-checkout kiosks for the first time.

The weather was much better for this year’s Memorial Day Parade than last year. Thousands of area residents lined the parade route in this fantastic community event. Thank you to the board members and Friends of the Library members that joined us this year.

An anonymous donor has given \$10,000 to the Krakower-Storch technology fund. This fund matches the Storches’ contribution and the challenge match from the Friends of the Library.

Meetings and Miscellany

Chris was honored to be one of the judges for the Center for Disability Services annual art show. Many of these items will be displayed all over the Capital Region including the Empire State Plaza and our library’s display space.

The time clock that was put in place for staff timekeeping has been fully implemented. Paper timecards are no longer being used. We are ready for the switchover to a semi-monthly payroll starting July 1.

Several staff members participated in the CDPHP Workforce Team Challenge. We saw an overall improvement in our team time, which is great.

New York State Tax and Finance is now requiring electronic submission for tax withholdings. This is not optional. Tanya is working with Tax and Finance and our bank to ensure that the proper controls are in place for the electronic deductions.

The initial stage of Wi-Fi installation has been completed at Five Rivers. Pictures are included below. Future expansion is possible, and we will work with staff at the facility to explore the best way forward.



Geoffrey Kirkpatrick, Library Director

Program and Outreach Report

May 2018

34

Programs

- Natalie had a fantastic turnout for the “Seniors Prom” on a Royal Wedding theme on May 18; the day before the actual Royal Wedding. Everyone was thrilled with the turnout and there were questions about next year’s theme before this year’s event even started. I’ve included a few photos from the event at the end of this report. A special “Thank You” to Jane Sanders, Liz Mosier and Heidi Ziemke from the Town of Bethlehem Senior Services for their hard work to bring this project together and to Bethlehem Senior Projects, Inc. for additional funding for the program. A huge “Thank You” as well to Kristen Roberts who took all of the green screen photos and printed copies for everyone and to our teen volunteer, Molly Lamendola, who spent weeks making “fascinators” for the ladies to wear as hats. These were both a huge hit with everyone!
- The Spring Celebration, led by Cathy and Michelle, with assistance from Patti, was wonderful. They had the perfect weather for the outdoor program and all of the participants had a fantastic time. A few photos from the event are included at the end of this report. Patti shared information about the Rubber Ducky Club, and Michelle and Cathy talked about the Storytimes taking place over the summer. They received many compliments on the event, and having more activities was a big draw. These included a huge new Connect 4 game, a “fishing pond” (aka the baby pool), blow up toys, dance music and the new “professional” bubble machine, all of which was a huge hit. A special “Thank You” to Kevin and Mike in getting the Green ready and bringing out all of the supplies for the program.
- There was another great turnout and response from the community for the Library’s “float” in the Memorial Day Parade, with a larger crowd, much better weather and a larger contingent of people out representing the library.
- Mary led the two Coffee and Conversation programs this month on Wildflowers and Beekeeping. The attendance for the wildflowers program was great, with a fantastic speaker, Pam Taft, from Cornell Cooperative Extension. For the beekeeping program, while the attendance was smaller, those who came seemed to be very interested in the subject and had many questions for the speaker at the end of the program.
- This month wrapped up the Teen Outreach events at The Pit located in the Middle School. The teens have enjoyed the WiiU games that we bring to the school each week.
- Frank wrapped up the Chess Club this month until the fall. As many of his teen volunteers have finished up their hours and/or are studying for exams, there were very few volunteers this month and Frank ended up playing at every session. With fewer volunteers, and fewer players, he may end the series earlier next year.
- Michael had a smaller crowd for his Listening Party this month with the construction, but this worked out, as the program had to talk place in the Meeting Room, which has a much smaller capacity than the Board Room where the program usually takes place.
- Gordon had a good discussion for his After Dinner books group on *Before the Fall* by Noah Hawley, which is a great summer thriller read. Most people enjoyed the book and talked about how the movie might be done and which actors they would like to see in the major parts.
- A special “Thank You” to the Friends of the Library who sold the books at the Sue Halpern author event which was part of the Writers and Friends series that they co-sponsor. Natalie also wants to offer a “Thank You” as well to I Love Books for ordering the books that were sold at the program. While the turnout for

the program was smaller than was expected, almost everyone who came to the program purchased the book, *Summer Hours at the Robbers Library*. ³⁵

- The Tai Chi series has wrapped up for another year and Cathy had comments from people who were not able to attend this spring but hope to be able to participate next year.
- Anne had a small but enthusiastic audience for her “Basic Bicycle Maintenance” program with J. from Steiner Sports, who answered many questions about their bicycles.
- Michelle led the Knit One, Purl One program and was able to help a patron learn how to cast on and achieve the knit stitch for a couple of rows. The patron is a recent cancer survivor and this as part of her new lease on life to acquire new skills. Michelle was so pleased to be able to help, and it was such a heartwarming story.
- We had a very positive response to a series of three programs with speakers from the Alzheimer’s Association Northeastern New York Chapter. Linda Miller, from Community Caregivers, which has been a partner for many recent Seniors’ programs, came in support of the series as well.
- Along with the end of Storytimes, the Music and Movement series also wrapped up this month. The attendance for the series remained strong, even with all of the construction around the building.
- Michelle led a Three Little Pigs STEM Storytime on May 23. She read the traditional story to the group, and then talked about what a “hypothesis” is and how to evaluate using a number scale from 1 (weakest) to 5 (strongest) before the kids experimented with different building materials to represent the materials used by the three pigs. The kids and caregivers really enjoyed the use of the small fan in the role of the big bad wolf. The program ended with a short film about the story from the wolf’s perspective.

School Outreach

Anne

- Anne made a visit to the St. Thomas Kindergarten class to promote the Summer Reading Program. She talked about the library services and activities, and she read new picture books to their enthusiastic response.
- Anne made a visit to the Grade 3 class at St Thomas to promote SRP, where she talked about library services and activities. She also did a brief book talk and read new pictures books, which the students chose over a chapter from a new popular novel.
- Anne met with the Grade 4 students from St. Thomas when they made a visit to the library. She talked about SRP and read them a version of the myth of Medusa. They finished the visit by making Medusa masks while Anne visited the tables to talk to the children about the books that they enjoyed reading this year, and the programs and activities at the library.

Mary

- Mary has been working with the High School librarian on their joint book club and have had a solid 8 attendees at the program. The head of the club has already expressed interest in planning out the books for the fall, and possibly switching up the type of book, instead of mainly doing YA titles.

Tori

- As is the tradition, Tori did her Summer Reading school visits for the Grade 5 and 6 students this month, seeing 21 classes and 551 people.
 - Elsmere- Grade 5 visits on May 8 and May 10, Slingerlands- Grade 5 visits on May 8, 10 and 11, Glenmont- Grade 5 visits on May 15 and May 17, Hamagrael- Grade 5 visits on May 16

- Tori visited the Grade 5 Elsmere, Slingerlands, Glenmont and Hamagrael classes during their library time. The students received an introduction and invitation to the library's teen services over the summer, including the teen Summer Reading Program, teen programming, the Grade 5 only Tween Fuse Bead program in May, volunteering in the summer and the Read It Forward title, *Beneath* by Roland Smith. Tori raffled off a copy of this book to start the process of sharing the books, with no due dates or late fines on those free copies of the book. Tori also booktalked a number of new younger YA books, many of which have since had the extra copies checked out. Tori was accompanied by the Library School intern, Liz Maynard, for the Glenmont visits.
- Tori visited the Grade 5 students at Eagle on May 25, which she did during the library closure due to the difficulty in rescheduling the visit. At Eagle, the visit was at an assembly in the cafeteria for all three Grade 5 classes together. Tori talked about the teen SRP, teen programming, the Grade 5 only Tween Fuse Bead program in May, volunteering in the summer and the Read It Forward title, *Beneath* by Roland Smith. With a larger group, Tori put together a short reader's theatre with some excerpts from the RIF book that volunteers performed to give the group a preview of the book. The readers got to take copies of the book to read and start passing it around this summer.
- Tori made her visit to the Middle School on May 30 for two of the ELA teachers, and saw ten classes, each of which received an overview of teen SPR, volunteering, the Read It Forward title, and a raffling off of the book to the students to start them reading and passing it around this summer. Tori also did booktalks for the Grade 6 students of some of the new YA titles.

Community Outreach

Cathy

- Cathy staffed our booth at the Walk and Roll event on May 19, co-sponsored by the Bethlehem Police Department and the Bethlehem Parks and Recreation Department. The day itself was very, very wet and it ended up wrapping up much earlier than expected due to the weather. Cathy spoke with many people who were excited about the library items that she brought to the event, and she was able to check out a book at the booth. There are a few photos attached at the end of this report.
- Cathy did a demonstration of tai chi as part of the Senior Services Health Fair which was held at the Elm Avenue Park. There were a number of events that afternoon and Cathy did a presentation about the library and taught them some tai chi moves. She saw a few familiar faces, but she also saw several people that she didn't know who were excited to learn about the library's programs and services.

Gordon

- Gordon attended one of the Chamber of Commerce LEADS meetings at the Glenmont Job Corps location. He brought a handout of the library's business databases, and spoke to many of those in attendance, highlighting the business resources including the new REF_USA database to promote.

Jody

- Jody visited the Good Sam facilities for two visits on May 9 and May 15. There have been some ongoing issues with the library's regularly scheduled visits being changed at the last minute, with no advance notice to the library staff.
- For the Kenwood Manor visit, Jody brought 10 books and shared them with those in attendance and some as she was leaving the program.

- For the May 15 visit, she returned to Bethlehem Commons, and presented a program with three songs for the group to sing and Jody also read a story. She used a Bifolkal kit that contained songbooks, DVDs, CDs and books of stories. The theme of the day was “Summer Memories: How did we beat the heat?” She had good participation from those in attendance.

Walk ‘n Roll Event on May 19



Springtime Celebration (End of Storytimes)





Seniors Prom



I am very grateful to Geoff and the Board of Trustees for giving me this opportunity to meet with publishers and authors in New York City about library programs and book discussion groups. I learned a great deal about the forthcoming books from many, many publishers and it gave me a good chance to talk one-on-one with the library marketing staff.

I haven't had the opportunity to attend BookExpo in many years, and it was a great chance to meet with the big publishing houses that I work with on a regular basis, and to learn about new authors and titles from the smaller publishing houses as well. I go to publishing events in NYC regularly on my own time, but this was time that I could meet one-on-one with the publishers to find out about books that they are promoting in the coming months, with a focus on titles that would be appropriate for book clubs, as well as which authors may be touring and might be available to come to our library. I always try to push how easy it is for authors to come up from the City and go back the same day for afternoon events, with a quick trip on Amtrak.

One brilliant idea that Gordon told me about was the UPS attendee shipping area. You get free cardboard boxes from the shipping company, put your name on them, set them up on one of the twenty or thirty tables and add books to the boxes throughout the week. It was such a game changer over trying to fit, what turned out to be 70 lbs. worth of books, into my luggage. I was able to have the boxes shipped directly to the library. Frank and Jody were given the first choice of titles for the Adult Summer Reading Program raffle baskets and the other advanced reader copies were available for the staff to read so that they can recommend them to patrons when the books are released later in the year, or early 2019.

- Keynote Speaker

The first speaker of the conference was Len Riggio, who is the Chair of Barnes and Noble. One of the things that he noted was that having a new bookseller move into your area is not a bad thing and in fact, statistics show that it increases business for both locations. This is true when applied to libraries and bookstores. We are very lucky to have a well-respected bookstore and they are not a competitor to libraries but a great partner, who have sold books at my past author events and arranged to order books that our Friends sold at my last author program with Sue Halpern.

- Data Driven Collection Development

This was a very thorough presentation on using your circulation data and publisher data to find out what your patrons are borrowing and not borrowing (by author and/or subject). What I found particularly interesting was seeing what you do not have in your collection that has been purchased nationwide on a large scale. It is easy enough to measure what you have, but it is sometimes more difficult to find out what you don't have that could circulate well in your library. The only disappointing part of the presentation came at the very end when the panelist indicated that while their software integrated well with the III product Polaris, it doesn't work well (yet!) with Sierra. This might be something to look at again in the future.

- Editors Book Buzz

This was a session with six editors from the larger houses (HarperCollins, Greywolf Press, Penguin Random House, Hachette, Macmillan and Simon & Schuster) with the titles that they are most passionate about in the releases in the next few months. The moderator of this panel was Chris Morrow, owner of Northshire Books in Manchester, VT and Saratoga. The most buzzed about book at the conference, aside from the James Patterson/Bill Clinton novel that was released this past week, was *The Real Lolita: The Kidnapping of Sally Horner* and the *Novel that Scandalized the World* by Sarah Weinman.

- Making Indie Bookstore and Library Events a win-win-win

This program sounded perfect for me, and while it was interesting to listen to the speakers, it was clear that the audience for this program was mainly authors and bookstore staff, rather than library staff.

- Library Reads Dinner

I was lucky enough to receive an invitation to a dinner at the Yale Club sponsored by Library Reads. This is a non-profit organization whose main product is a monthly list of the top 10 titles that are published that month that librarians and library staff throughout the country are most excited about, and includes likely bestsellers and those “sleeper hits” that many people may not have heard about yet. The speakers at this program were authors who have books coming up this spring and summer: Barbara Kingsolver, Andre Du Bus III, Marie Benedict, Charlaine Harris, Walter Mosley and Casey Gerald. I was able to get signed copies for the raffle baskets.

- Adult Book and Adult Breakfast

This event featured a panel of authors speaking about their upcoming books. (Barbara Kingsolver, Nicholas Sparks, Jill LePore and Trevor Noah, moderated by actors and authors Nick Offerman and his wife Megan Mullally). The discussion was very interesting and I learned about how the authors come up with their ideas and keep the topic fresh while writing the book. Jill is a Harvard history professor who gave a history of the U.S. in 20 PowerPoint slides, and 7 minutes, which was educational and entertaining. Not an easy thing to do with three comedians on the stage with her.

- Library Reads Adult Author Lunch

This program worked well as a complement to the Library Reads dinner as it was promoting debut or mid-list authors on Thursday afternoon. It was an interesting panel and I was not familiar with most of the authors or their work prior to the program. (Gina Apostol, Esi Edugyan, Grady Hendrix, Suketu Mehta, David Small and Lisa Unger). They all had

wonderful things to say about their local libraries and especially the important role that they libraries played in their lives when they were children and young adults. ⁴¹

- Trade Show

I went through the trade show floor throughout the conference, picking up copies of new titles and talking to library marketing representatives from the publishing houses. I am working on finalizing a keynote speaker to come to our library for my Local Author Book Fair on September 30 and focused on authors from Hachette (Grand Central, Little Brown) and HarperCollins.

- Library Reads Book Buzz Parts I and II

(Part I) Bloomsbury, Ingram, Pegasus, Other Press, Harlequin, Macmillan, New York Review Books, Sterling, Simon & Schuster

(Part II) Penguin Random House, W.W. Norton, Workman, Sourcebooks, Hachette, Quirk Books, Soho Press and Harper Collins

For these two programs, the library marketing staff from the houses listed above talked about their upcoming titles of interest to libraries. I have worked with these folks before on programs and often attend the fall Book Buzz which takes place at the Penguin Random House offices.

- Politics 2018: An Insider's Perspective

This was an interesting panel discussion with authors about the state of politics in 2018 and how it relates to their own background (and forthcoming books). The panelists were Michael Beschloss and Doris Kearns Goodwin, presidential historians, Janet Napolitano and Arne Duncan, former cabinet secretaries in the Obama administration and Michael Eric Dyson, Professor of Sociology at Georgetown University, with moderator David Corn.

- Library Journal's Annual "Shout 'n Share"

This program featured a panel of librarians who spoke about the books that they most excited about that had been featured during the conference. It was a good reinforcement of the titles that were most publicized by the houses at BookExpo.

- Book Club Titles for Fall/Winter 2018 (speed dating for booksellers, librarians and book group leaders)

This was the final event of the conference that I attended and I came out of it with copies of about 20 titles that are contenders for our three library book clubs this coming year. Editors and marketing staff from the houses talk about some of their most exciting books for the fall and winter, with copies of advance reader copies of the books. There was an incredibly thorough 68-page handout at this program which I will copied for Frank and Gordon for their book groups as well.

NYSL Early Literacy Summit

I attended the Early Literacy Summit at Clifton Park-Halfmoon Library. I presented a short session on the Rubber Ducky Club and was able to stay and participate for the rest of the day. There were several presentations that gave me a lot of food for thought. A couple of highlights for me were the Making Technology Learning Fun and practical session with Dorothy Stoltz and the MASST section with Alissa Lange. In the technology session, Stoltz talked about the millennial generation and the technology that exists for them and the children they are raising. There are so many mixed feelings about young children and how much screen time they can/should have as well as the right ways to incorporate technology into the literacy development process. I really liked her concept of co-learning being a key factor in the success of young children in using and learning from technology. One thing that seems to be prevalent at our library is a generation of children who are comfortable with technology who visit the library accompanied by grandparents who are not as comfortable with the technology. This can make it hard to bring more tech into our early literacy programming, but I'm reminded that it's important we try to bridge that gap and continue moving forward with our programming. MASST is a method of doing Math and Science Storytimes created by Alissa Lange and implemented at several locations to measure its success. I really appreciated that the speaker understands that librarians often feel under-prepared to teach STEM topics and therefore shy away from those programs. Her take was that there is always a way to incorporate more math and science and her program includes a full set of lesson plans to make it happen. I'm not sure that the program as a whole would be right for us, but definitely reminded me that there are more ways to bring in STEM without having a degree in science and that even the youngest children can benefit from STEM education.

Cathy Brenner

Library Collection				2016-17	Current Total
Adult fiction				24,506	25,449
Adult non-fiction				29,891	29,124
Adult audio				7,327	7,317
Adult video				6,311	7,311
Young adult fiction				5,536	5,462
Young adult nonfiction				450	491
Young adult audiobooks				414	232
Children's fiction				25,523	26,522
Children's non-fiction				15,230	14,948
Children's audiobooks				1,420	1,372
Children's video				1,981	2,102
OverDrive - UHLS Shared				52,057	58,999
e-books (locally purchased)				1,456	0
e-magazines				110	113
Electronic (games, ereaders)				475	467
Total				172,687	179,909
Library Programs	May-18	May-17	% change	2016-17	F-Y-T-D
Programs	58	78	-25.6%	783	808
Program attendance	1,380	2,422	-43.0%	22,326	25,280
Outreach Programs	35	49	-28.6%	332	219
Outreach Attendance	3,035	2,677	13.4%	9,718	7,075
Circulation	May-18	May-17	% change	2016-17	F-Y-T-D
Adult fiction	11,647	12,091	-3.7%	146,643	130,637
Adult non-fiction	7,955	7,967	-0.2%	93,890	86,722
Adult audio	4,136	4,729	-12.5%	56,970	48,048
Adult video	8,340	8,862	-5.9%	111,944	97,792
Adult magazines	1,578	1,638	-3.7%	19,876	18,964
Young adult fiction	1,470	1,502	-2.1%	20,068	16,936
Young adult nonfiction	132	113	16.8%	1,477	1,246
Young adult audiobooks	111	94	17.9%	1,356	1,130
Young adult magazines	6	5	20.0%	101	86
Children's fiction	9,472	11,700	-19.0%	149,348	132,173
Children's non-fiction	3,626	3,677	-1.4%	40,998	38,168
Children's audiobooks	484	535	-9.5%	7,399	6,527
Children's video	963	1,178	-18.2%	17,640	14,593
Children's magazines	25	36	-30.6%	527	391
Electronic (games, ereaders)	478	401	19.2%	4,947	5,952
Total	50,423	54,529	-7.5%	673,181	599,363
Interlibrary Loan	May-18	May-17	% change	2016-17	F-Y-T-D
Borrowed from others	6,995	6,790	3.0%	77,470	80,330
Loaned to others	5,560	5,695	-2.4%	64,966	62,276
Miscellaneous	May-18	May-17	% change	2016-17	F-Y-T-D
Visits to our home page	54,580	71,594	-23.8%	653,745	867,769
Public use of meeting rooms	23	43	-46.5%	497	452
Public meeting attendance	400	638	-37.3%	6,111	5,423
Staff use & library programs	189	109	73.4%	1,149	1,254
Study room sessions	446	531	-16.0%	4,517	4,496
Tech room use	14	32	-56.3%	332	317
Door count	27,257	28,183	-3.3%	320,892	297,888
Registered BPL borrowers	59	69	-14.5%	1,054	974
Computer signups	2,787	3,335	-16.4%	41,015	34,411
Museum Pass use	125	136	-8.1%	1,327	1,486
E-book use	5,069	4,424	14.6%	54,585	50,178
E-magazine use	1,578	944	67.2%	11,406	12,186
Equipment	391	372	5.1%	1,968	3,985
Wireless Use	10,464	7,849	33.3%	84,156	94,593

2017-18 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	May Exp.	Exp to date	Encumbered	Available	% Available
Personnel								
Salaries-Librarians	1,102,117	0	1,102,117	81,787	938,486	0	\$163,631	15%
Salaries-Clerical	938,358	0	938,358	68,502	812,711	0	\$125,647	13%
Salaries-Custodians	162,602	0	162,602	11,234	133,429	0	\$29,173	18%
Retirement	293,132	0	293,132	0	288,233	0	\$4,899	2%
SocSec/Medicare	168,343	0	168,343	11,886	139,174	0	\$29,169	17%
Worker's Comp.	22,000	0	22,000	0	22,640	0	-\$640	-3%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	291,500	0	291,500	23,048	258,046	0	\$33,454	11%
Disability Ins.	1,400	0	1,400	0	0	0	\$1,400	100%

Materials

Adult books	171,000	26,506	197,506	19,766	117,737	12,929	\$66,840	34%
Audiobooks	36,000	9,010	45,010	3,095	24,315	2,020	\$18,676	41%
Ebooks	87,000	0	87,000	1,270	71,542	15,967	-\$509	-1%
Electronic Resources	32,000	0	32,000	2,318	25,553	0	\$6,447	20%
Periodicals	20,000	0	20,000	0	21,604	110	-\$1,714	-9%

YS Books	85,000	23,068	108,068	8,457	63,461	9,863	\$34,744	32%
YS Audiobooks	8,000	956	8,956	687	4,208	210	\$4,538	51%
YS Media	10,000	257	10,257	128	2,160	633	\$7,465	73%

Special Collections	5,500	217	5,717	539	9,978	2,289	-\$6,550	-115%
AS Media	55,000	10,105	65,105	6,110	39,937	2,635	\$22,534	35%

Operations

Copiers and supplies	11,000	823	11,823	731	10,672	2,535	-\$1,384	-12%
Office supplies	29,000	129	29,129	1,464	7,167	1,293	\$20,669	71%
Custodial supplies	14,000	553	14,553	286	5,084	3,952	\$5,516	38%
Postage	17,000	525	17,525	1,022	14,827	1,669	\$1,029	6%
Printing	25,000	50	25,050	3,010	17,973	345	\$6,732	27%
Van lease & oper.	1,700	0	1,700	133	521	377	\$802	47%
Gas and Electric	65,000	0	65,000	3,420	54,109	0	\$10,891	17%
Telecommunications	11,000	1,700	12,700	847	9,167	1,839	\$1,695	13%
Water	3,000	0	3,000	0	2,355	0	\$645	21%
Taxes-sewer&water	3,500	0	3,500	0	4,622	0	-\$1,122	-32%
Refund property taxes	4,000	0	4,000	0	1,080	1,712	\$1,208	30%
Prof. Services	15,000	67,611	82,611	480	10,605	0	\$72,006	87%
Contract Services	37,500	193	37,693	4,746	33,399	604	\$3,690	10%
Insurance	29,000	0	29,000	-3,525	19,128	0	\$9,872	34%
Travel/Conference	10,000	954	10,954	3,166	9,767	1,310	-\$123	-1%
Memberships	2,000	0	2,000	234	1,455	1,063	-\$518	-26%
Special Programs	20,000	1,187	21,187	3,053	16,069	4,188	\$930	4%
Furniture&Equipment	25,000	1,460	26,460	630	22,405	11,007	-\$6,952	-26%
IT Hardware & Software	42,000	4,281	46,281	757	27,952	3,097	\$15,232	33%
Bld&Grnd. Repair	40,000	50	40,050	701	18,305	8,663	\$13,083	33%
Furn/Equip Repair	2,000	4,652	6,652	172	6,645	548	-\$541	-8%
Miscellaneous	3,500	81	3,581	502	1,399	210	\$1,972	55%
Audit Service	13,500	0	13,500	0	12,500	0	\$1,000	7%
Accounting Service	13,000	0	13,000	161	12,954	6	\$40	0%
UHLAN fees	50,000	0	50,000	900	47,846	0	\$2,154	4%
Capital Expenditures	125,000	5,889	130,889	0	5,889	37,815	\$87,185	67%
TOTAL	\$4,100,652	\$160,255	\$4,260,907	\$261,717	\$3,347,105	\$128,887	\$784,916	18%

2017-18 Fund Balance Plus Capital Projects

	Initial	Adjustments	Encumbrances	July Exp.	May exp	YTD Exp.	Available	
Operating Fund Balance	1,200,000	0	0	0	0	0	\$1,200,000	
Fire Alarm (Board Designated)	14,049	0	9,626	0	0	4,422	\$0	
HVAC (Board Designated)	585,668	314,332	805,132	0	1,869	18,051	\$76,817	
Unassigned	528,675	-514,082	0	0	0	6,900	\$7,693	note 1
59 Borthwick	0	199,750		199,750	0	199,750	\$0	
Board Designated Fund balance Subtotal	2,328,392	0	814,758	199,750	1,869	229,124	\$1,284,510	
PEG/miscellaneous	18,218	5,395	0	0	5,395	5,395	\$18,218	
Total Fund Balance *	2,346,610	5,395	814,758	199,750	7,264	234,519	\$1,302,728	

* Initial Fund Balance 6/30/2017

note 1: NYS library construction grant for \$289,467 to be received in the 2018-19 fiscal year

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
5/11/2016	28	800	29	\$329.46	\$11.77	\$0.41	28	33,792	1,207	\$2,830.29	\$101.08	\$0.08
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10
6/14/2016	34	610	18	\$284.43	\$8.37	\$0.47	33	48,384	1,466	\$4,094.74	\$124.08	\$0.08
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09
7/13/2016	29	385	13	\$213.85	\$7.37	\$0.56	30	57,600	1,920	\$5,788.02	\$192.93	\$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
8/12/2016	30	425	14	\$235.79	\$7.86	\$0.55	30	61,056	2,035	\$5,778.77	\$192.63	\$0.09
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10
9/12/2016	31	430	14	\$218.88	\$7.06	\$0.51	31	56,448	1,821	\$5,005.22	\$161.46	\$0.09
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09
10/12/2016	30	509	17	\$241.68	\$8.06	\$0.47	30	43,392	1,446	\$3,623.83	\$120.79	\$0.08
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09
11/9/2016	28	878	31	\$363.94	\$13.00	\$0.41	28	32,640	1,166	\$2,913.35	\$104.05	\$0.09
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10
12/12/2016	33	1,576	48	\$689.63	\$20.90	\$0.44	33	31,104	943	\$2,776.58	\$84.14	\$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
1/11/2017	30	2,269	76	\$1,150.42	\$38.35	\$0.51	30	28,800	960	\$3,405.58	\$113.52	\$0.12
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
2/10/2017	30	2,118	71	\$1,280.34	\$42.68	\$0.60	29	29,184	1,006	\$2,866.03	\$98.83	\$0.10
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
3/13/2017	31	2,015	65	\$1,188.31	\$38.33	\$0.59	32	33,792	1,056	\$2,837.83	\$88.68	\$0.08
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
4/12/2017	30	1,862	62	\$1,037.51	\$34.58	\$0.56	29	29,568	1,020	\$3,267.38	\$112.67	\$0.11
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09
5/15/2017	33	937	28	\$594.98	\$18.03	\$0.63	31	39,552	1,276	\$3,990.92	\$128.74	\$0.10
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10

Anticipated Board Projects
Schedule for Summer/Fall 2018

- July
 - Prioritization of capital projects – decisions pending surplus calculation and NYS Construction Grant funding
 - Election of new officers
 - Board annual authorizations
- August
 - Treasurer's position – consensus for job description, hours, how to fill
- September
 - Insurance contracts due (general liability, D&O, etc.)
- October
 - Fire Alarm and Security project decisions – UHLS determinations will be announced
- November

- December
 - Auditor RFP
 - Long range plan completed or current plan renewed

Bethlehem Public Library LIBRARY CARD POLICY

Policy adopted by the Board of Trustees January 13, 1997

Policy revised February 10, 1998

Policy revised January 13, 2003

Policy revised February 14, 2005

Policy revised September 10, 2012

Policy revised August 11, 2014

[Policy revised xxxx](#)

As a member of the Upper Hudson Library System (UHLS) ~~and a participant in the Upper Hudson Library Access Network (UHLAN)~~, Bethlehem Public Library provides library services to community, county and regional residents according to the following guidelines:

Patrons must present a library card or current ID in order to borrow materials.

Residents of the Bethlehem Central School District

- Adult applicant will receive a Bethlehem Public Library card by presenting valid picture ID (driver's license, passport, DMV non-driver's ID, [etc.](#)) and proof of current address (driver's license, utility bill, lease, etc.).
- ID is required for library cards issued to young adults 14 and older if not accompanied by a parent or guardian.
- Youth under the age of 14 need a parental signature in order to receive a library card.
- Cardholder will receive full services of Bethlehem Public Library.
- Card is valid at any ~~UHLAN-UHLS~~ library.
- Card is valid for 3 years, renewable upon verification of address and telephone number.

Persons residing within the UHLS service area (Albany and Rensselaer Counties)

- Adult applicant will receive an ~~UHLAN-UHLS~~ card by presenting valid ID (see above).
- ~~Parental signature is required for UHLAN cards issued to youth under the age of 18.~~
- [Youth under the age of 14 need a parental signature in order to receive a UHLS library card.](#)
- Card is valid for 3 years, renewable upon verification of address and telephone number.
- Some services ~~are~~ [may be](#) restricted to Bethlehem Central School District residents.

Persons residing outside the UHLS service area

- Applicant will receive a Bethlehem Public Library card by presenting valid ID (see above) and paying a \$150 annual fee.
- Card will be designated Bethlehem Use Only.
- Card is valid for all family members for 1 year, renewable upon verification of address and telephone number and payment of annual fee.
- Card is not valid for [Direct Access Program](#) (DAP) access.

Persons working or going to private school within the Bethlehem Central School District but residing outside the UHLS service area [\(includes Au Pairs and living in employees\)](#)

- Applicant will receive a Bethlehem Public Library courtesy card by presenting valid ID (see above) and proof of current address (see above) and documentation of employment by a

business or organization within Bethlehem Central School District borders (payroll stub, corporate ID tag, or letter on company letterhead).

- Card will be designated Bethlehem Use Only.
- Card is valid for 1 year, renewable upon verification of address and place of employment.
- Card is not valid for DAP access.

Temporary, short-term non-residents living in Bethlehem School District

- Applicant will receive a Bethlehem Public Library deposit-temporary card by presenting proper ID (see above), providing local and permanent addresses, and paying a \$100 refundable deposit.

- Checked out limited to three items.

- Card will be designated Bethlehem Use Only.
- Card is not valid for DAP access.
- Card cannot be used for interlibrary loan services.

- Card will expire in three months.

- Deposit will be refunded upon return of card and all borrowed materials.

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College students residing outside the UHLS service area

- Applicant will be issued a Bethlehem Public Library card by presenting proper ID (see above) and a current Capital District Library Council (CDLC) DAP card, and providing local and permanent addresses.
- Card will be designated Bethlehem Use Only.
- Card is valid until one month prior to end of school year.
- Card cannot be used for interlibrary loan services. Interlibrary loan services are provided by college libraries.

Foreign exchange students

- Applicant will be issued a Bethlehem Public Library card by presenting proper ID (passport or international driver's license) and providing local and permanent addresses.
- Card will be designated Bethlehem Use Only.
- Card is valid until one month prior to end of school year.
- Card is not valid for DAP access.
- Card cannot be used for interlibrary loan services.

Au pairs, live-in household employees

- Applicant will be issued a Bethlehem Public Library card by presenting proper ID (see above) and providing local and permanent addresses.
- Card will be designated Bethlehem Use Only.
- Card is valid for 1 year, renewable upon verification of employment.
- Card is not valid for DAP access.
- Card cannot be used for interlibrary loan services.

2009					*Joyce Becker		
2010			*John McCarthy			*Jeremy Martelle	
2011				*Tamra Wright			Penny Koburger
2012	*Mary Redmond						*Mark Kissinger
2013		*Harmeet Narang					*Mark Kissinger
2014					*Joyce Becker		
2015			*Lisa Scoons			*Brian Sweeney	
2016				*Paula Rice			
2017	*Mary Redmond			Caroline Brancatella			
2018		*Caroline Brancatella		*Harmeet Narang			*Mark Kissinger
2019					*		
2020			*			*	
2021				*			
2022	*						
2033		*					*
*	Election year						
**	New seat						
(Bold)	Appointed to fill unexpired term						

* Election Year

** New seat

Bold=appointed to fill unexpired term

HVAC Renovation Report – As of 6/11/2018

Notes

The total planned cost of the HVAC project has been adjusted to accommodate the new apparent low bidder. The bid was less than \$8,000 over the construction estimate from last summer, so project costs will remain stable.

Completed Tasks

July 2014	M/E Engineering selected as contractor for an HVAC Feasibility Study
Apr. 2015	HVAC Feasibility Study presented to BPL Board of Trustees
Sep. 2015	BPL Trustees select M/E Engineering to prepare necessary documents for an HVAC Renovation including submission to NYS Education Department facilities review
Dec. 2015	Hazardous Material survey report presented to library by M/E and Schumacher Design
Feb. 2016	At the suggestion of M/E, BPL Trustees approve additions to the design work including electrical outlets and some plumbing improvements
Mar. 2016	BPL Trustees approve Hazardous Materials design work necessary for the HVAC Renovation
May 2016	HVAC Renovations design 90% complete
May 2016	Hazmat design 90% complete
May 2016	Submit documents to BCSD Board for approval
July 2016	BPL board approves SEQRA resolution
Aug. 2016	Submit design documents to NYS Education Department Facilities Review
Dec. 2016	Board committee/Director explores Construction Manager RFP
Feb. 2017	Prepare and send RFPs for Construction Manager
Apr. 2017	BPL Trustees select Construction Manager

Aug. 2017	Contractor's estimated provided by contractor associated with DASNY
Sep. 2017	DASNY authorization bill sent to Governor's office for approval
Sep. 2017	Submit NYS Library Construction Grant application to UHLS
Oct. 2017	Trustees vote on Project Management Agreement with DASNY
Nov. 2017	Bid documents are published
Nov. 2017	Pre-bid walkthrough meeting on 11/28 @ 10am
Dec. 2017	Bids received and opened
Dec. 2017	Bids reviewed
Dec. 2017	Apparent low bidder is notified, DASNY reviews bid for responsibility
Feb. 2018	Meeting with engineers, CM, contractor, and library to schedule the project
Feb. 2018	Storage pod rented and placed at 59 Borthwick
Feb. 2018	Upstairs carpet prices sought
Mar. 2018	Contractor selected (contract to be finalized early March)
Mar. 2018	Begin Contract administration - M/E Engineering
Mar. 2018	Garage cleaned out in preparation for contractor storage
Mar. 2018	Mezzanine and Studio cleared of staff, furniture, and equipment
Mar. 2018	Inside construction begins
Mar. 2018	Maintenance office cleared in anticipation of asbestos abatement of floor tile
Mar. 2018	Relocate staff to appropriate temporary spaces
Mar. 2018	Carpet selected and approved by the board
Mar. 2018	Demolition of old studio HVAC equipment
Mar. 2018	Asbestos abatement in maintenance office completed

Apr. 2018	Maintenance staff return to maintenance office
May 2018	Lights, ceiling grid on mezzanine installed
May 2018	Painting completed on Mezzanine
May 2018	Phone and internet cable reinstalled in Mezzanine by library staff before ceiling is completed.
May 2018	IT staff moved to temporary office in the Tech Room. Tech Room is unavailable to the public. (Likely through May 16 th)
May 2018	IT office HVAC installed
May 2018	IT staff return to office
May 2018	Carpet installed on Mezzanine
May 2018	Air handlers installed by crane (likely May 25 th) Library is closed
May 2018	Asbestos abatement of ceiling drain (likely May 24 th to May 26 th) Library is closed anyway
May 2018	Factory startup or air handlers (likely Tuesday May 29 th) Library is likely to be open
May 2018	Construction is substantially complete

In progress

May 2018	HVAC completed in Studio
June 2018	System is calibrated and balanced

Yet to be completed

June 2018	Punch list items and sign off
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Expenses

Design

	Budget	Encumbered	Expensed	Notes
Design	\$100,858	\$18,736	\$82,149	Project No. suffixes .30,.40,.10
Contractor Estimate	\$4,125	\$0	\$4,125	Necessary for construction grant
Design Subtotal	\$104,983	\$18,736	\$86,274	

Construction/Construction Management

	Budget	Encumbered	Expensed	Notes
Construction Management	\$94,000	\$0	\$94,000*	Contract approved at October Board meeting
HVAC Renovation Bid	\$625,000	\$0	\$625,000*	Wilkins Mechanical is the apparent low bidder
HVAC Reno. Contingency	\$63,790	\$0	\$63,790*	
Asbestos monitoring	\$3,000	\$0	\$3,000*	
Construction Subtotal	\$785,790	\$0	\$785,790*	No executed contracts

*prepaid expenses to DASNY. Actual expenses will be reconciled in the financial reports as they are earned by DASNY and contractors.

Totals

	Total Project Budget	Encumbered	Expensed	Total Planned Cost
Total	\$900,000	\$18,736	\$872,064	\$890,773

Project Grants

	Awarded	Adjustments	Received	Notes
NYS Library Construction Grant	\$289,467	\$0	\$0	Awarded by UHLS under review by DLD
Grant Subtotal	\$289,467	\$0	\$0	



HVAC Replacements

451 Delaware Ave,
Delmar, NY 12054

Project No. 3428009999

**Monthly Report
June 8, 2018**

Prepared by:

Daniel C. Coughlin

Project Manager | Upstate Construction

DASNY | We Finance, Build and Deliver.

DASNY

BPL - HVAC Replacements

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DASNY Fee Status Report (CARRs)	8
Checks by Project Report	9

DASNY

BPL - HVAC Replacements

Owner:

Bethlehem Public Library
451 Delaware Ave
Delmar, NY 12054

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Geoff@bethpl.org

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Beth A. Bilger
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babilger@meengineering.com

Contractor:

Wilkins Mechanical Inc.
6923 Herman Rd
Syracuse, NY 13209

Robert J. Wilkins
2nd Vice President
(315) 638-2400
info@wilkinsmechanical.net

DASNY**BPL - HVAC Replacements****May 2018**

The Bethlehem Public Library HVAC Replacements Project is currently in the Construction Phase.

During the month of May, work continued throughout the building. Electrical/transformer work continued in the mechanical room. New controls and wiring work was completed throughout the building for HVAC VAVs and equipment.

The VRF heat pump system, ductless split system air conditioner and packaged rooftop units were all installed. The rooftop units arrived at Burt Crane on Wednesday 5/16, a week earlier than expected. At the job progress meeting held Wednesday 5/17 DASNY requested that the Library close at 2:00pm on Thursday 5/24 and all day Friday 5/25 to extend The Library's previously planned closure during the Sat/Sun/Mon of Memorial Day weekend. The abatement work inside the Library and the roof top unit rigging work was completed that Thursday, Friday and Saturday of Memorial Day Weekend. The rooftop units were started up on Tuesday 5/29.

It is anticipated that all remaining work will be completed by the second week of June at which time a final punchlist walkthrough will be held with M/E Engineering.

Albany, NY 12207
Phone: 518 257 3312
Fax:
PROJECT TITLE: BPL-HVAC Upgrades
PROJECT NUMBER: 342800
LOCATION: Bethlehem Library

MEETING DATE: 05/17/2018
SUBJECT: Job Progress Meeting

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
N	JB0	Jim Burnard	Wilkins Mechanical Inc.
Y	KL0	Kevin Leubner	Wilkins Mechanical Inc.
Y	RW0	Robert Wilkins	Wilkins Mechanical Inc.
Y	CM0	Christine McGinty	Bethlehem Public Library
Y	CSP	Catherine Stollar Peters	Bethlehem Public Library
Y	GK0	Geoffrey Kirkpatrick	Bethlehem Public Library
Y	KC0	Kevin Coffey	Bethlehem Public Library
Y	MR0	Mary Redmond	Bethlehem Public Library
Y	SP0	Sergio Proietti	Atlantic Contracting
Y	PA0	Patrick Arnold	OConnell Electric
Y	AD0	Anthony DeCicco	DASNY - Construction Division
Y	DC3	Daniel Coughlin	DASNY - Construction Division
Y	RB2	Richard Buckey	DASNY - Construction Division

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
A0-00000	SAFETY	OLD			
B0-00000	SCHEDULE	OLD			
B0-00104	Contractor advised that the Roof top units shipping date is delayed and is now anticipated for May 21. The earliest install date may be around Memorial Day weekend. Library is closed Sat/Sun/Mon for holiday so it may make sense to do the shutdown work then to save the Library from a separate closure. Will continue to monitor. Update 5/17/18: The rooftop units arrived at Burt Crane a week earlier than expected. Wilkins will be going to their office after this meeting to review the units. Wilkins is awaiting delivery of the curb adapters and expects to receive them by Wednesday 5/24. The plan is now for RTU rigging and installation on Friday 5/25. Startup of units will begin early Tuesday morning beginning with childrens area and main library area.	OPN			
B0-00201	Abatement plan will be as follows: On Thursday 5/24 at 2:00 pm Atlantic Contracting and PSI will begin setup of their abatement work area, containment and decon trailer. The ceiling tile debris and drain bowl insulation will be abated early Friday morning. Lab results will be received Friday afternoon and then breakdown will be completed Saturday.	NEW			
C0-00000	SUBMITTALS	OLD			
C0-00101	Submittal process is nearly complete. There are four submittals that have been returned for revisions.	CLO			

PROJECT TITLE: BPL-HVAC Upgrades
PROJECT NUMBER: 342800
LOCATION: Bethlehem Library

MEETING DATE: 05/17/2018
SUBJECT: Job Progress Meeting

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
	Wilkins is working to provide requested information and re-submit in timely manner.				
	Update 5/17/18: Submittals are complete.				
C0-00102	The Firestone roofing submittals were returned by M/E Engineering as not reviewed and for DASNY to determine approval and warranty compliance. Submittals have been submitted to DASNY PDQA for review.	CLO			
	Update 5/17/18: Submittals are noted but not reviewed. There will be no issue with existing roof warranty.				
D0-00000	RFIs	OLD			
D0-00101	As of meeting there is one open RFI in M/E Engineering's court. RFI #5 Access Doors Support Members. M/E Engineering reports they are following up with their GC subconsultant for response.	CLO			
	Update 5/17/18: No open RFIs as of this meeting.				
E0-00000	CHANGES AND REQUESTS	OLD			
E0-00101	CM 08 - Heating Valves - Program Change The Library requested the existing heating isolation valves be replaced, during the shut down and drainage of the heating system. Wilkins has provided their proposal for DASNY review.	CLO			
	Update 5/17/18: Change Order processed, work completed.				
E0-00102	CM 09 - RTU Breakers - Design Error In order to comply with the RTU manufacturer's MOC value, the Electrician will need to replace the design's existing circuit breakers with 110A/3P circuit breakers. Wilkins is working on their proposal.	CLO			
	Update 5/17/18: Change Order processed, work completed.				
E0-00103	CM 11 - Boiler The Library requested a review of replacing the existing boiler breeching and boiler condition/life span. Wilkins is working on their proposal for replacing boiler breeching only. New boiler option will be evaluated as well.	CLO			

PROJECT TITLE: BPL-HVAC Upgrades

PROJECT NUMBER: 342800

LOCATION: Bethlehem Library

MEETING DATE: 05/17/2018

SUBJECT: Job Progress Meeting

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
	Update 5/17/18: Library will handle new boiler separately. Change Request declined in system.				
E0-00104	CM 12 - Temperature Sensor & CO Monitor The client has requested the heating control sensors on the lines to the mezzanine to be provided and installed. The client requested a CO detection device be installed, per the new fire/mechanical code requirements. Wilkins is working on their proposal.	CLO			
	Update 5/17/18: Change Order processed, work completed.				
F0-00000	OLD BUSINESS	OLD			
F0-00101	Library is planning to wax the new maintenance shop flooring. Wilkins to turnover product information to Kevin after meeting. DASNY to issue certificate of beneficial occupancy for flooring now that install is complete.	CLO			
	Update 5/17/18: Work is complete, certificate of beneficial occupancy was issued.				
F0-00102	Library is planning to install new CAT 6 cable and drops in mezzanine before new ceiling is completed.	CLO			
	Update 5/17/18: Work is complete.				
F0-00103	Reviewed existing issue that the ductwork and VAV#8 are directly over the architectural ceiling cloud in the Child Play Area. Library would like to have them moved for access. Wilkins will send RFI with photos to DASNY.	CLO			
	Update 5/17/18: As a less expensive and logistically simpler solution, the Library has accepted a painted access door in the cloud instead of re-routing the duct and VAV. (Post meeting note, work is complete and paint has been turned over).				
F0-00104	Discussed replacing existing boiler breeching or replacing existing boiler with new direct vented high efficiency boiler. Pricing for both options will be developed so it can be evaluated by DASNY & Library.	CLO			
	Update 5/17/18: M/E is working on boiler replacement design. DASNY will continue to investigate whether review of design can be done by DASNY in place of				

Albany, NY 12207
Phone: 518 257 3312
Fax:
PROJECT TITLE: BPL-HVAC Upgrades
PROJECT NUMBER: 342800
LOCATION: Bethlehem Library

MEETING DATE: 05/17/2018
SUBJECT: Job Progress Meeting

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
	SED for quicker timeline. The Library will work directly with M/E and construction will most likely be completed separate from this project.				
G0-00000	NEW BUSINESS	OLD			
G0-00201	Ductless split system work started today. Mezzanine ceiling tile install is complete. The Library will be installing new carpet tiles Monday/Tuesday.	NEW			
	Post Meeting Note: Carpet tile install has been completed.				
G0-00202	OConnell Electric still needs to replace the hanger wire used for mezzanine light fixtures as noted in deficiency notice issued by DASNY.	NEW			
G0-00203	Wilkins/Burt to provide DOT route information to DASNY. DASNY to coordinate with police department.	NEW			
G0-00204	The Library has agreed to close on Thursday 5/24 at 2:00 pm and all day Friday 5/25 to facilitate abatement and RTU rigging work.	NEW			
G0-00205	There will be no power to the Library during shutdown while OConnell works on switchgear. Abatement and work on RTUs will be completed with generators.	NEW			

Prepared by: DASNY - Construction Division

 Signed: 
 Daniel Coughlin

Dated: 06/08/2018

The above represents the items as discussed. If anyone has any changes please contact this office within 48 hours.

Project Status Report
Internal (Financial Program)

Report Date: 06/08/2018
Current Through: 06/07/2018

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Current Budget	Con/PO# ----- Orig Funding	Contractor (Trade)	Current Funding	Original Encumbrance	Executed Changes	Current Encumbrance	Change %	Pending Encumbrance	Anticipated Costs	Invoiced to Date	Paid to Date	Open Contract ----- Funding Remaining	Projected Total Cost	Under / (Over) Funding Amount
<div><div>3428009999</div><div>BPL-HVAC Upgrades</div><div>Financial Program: Ed & Nonprofit Organizations</div></div> <div>Design Phase Manager: Coughlin, Daniel C</div> <div>Construction Phase Manager: Coughlin, Daniel C</div> <div>Design Start: 3/1/18 (A)</div> <div>Construction Start:: 7/9/18 (P)</div> <div>Design Finish: 6/15/18 (P)</div> <div>Closeout Start: 10/15/18 (P)</div> <div>Closeout Finish</div>														
4	Construction Consultants													
	197832-OT	CHA Consulting, Inc. (Asbestos Consultant)		\$9,972	\$0	\$9,972	0 %	\$0	\$0	\$0	\$0	\$9,972	\$9,972	
	197887-OT	Professional Service Industrie (Asbestos Consultant)		\$4,492	\$0	\$4,492	0 %	\$0	\$0	\$0	\$0	\$4,492	\$4,492	
Sub Total 4	4	\$0	\$14,472	\$14,464	\$0	\$14,464	0 %	\$0	\$0	\$0	\$0	\$8	\$14,464	\$8
5	Construction Contracts													
	202575-OS	Wilkins Mechanical Inc. (Heating)		\$625,000	\$16,716	\$641,716	3 %	\$0	\$13,869	\$246,568	\$234,240	\$395,148	\$655,585	
Sub Total 5	5	\$580,000	\$669,750	\$625,000	\$16,716	\$641,716	3 %	\$0	\$13,869	\$246,568	\$234,240	\$28,034	\$655,585	\$14,165
6	Other Project Costs													
	120297-OH	NYS Department of Labor		\$0	\$642	\$642	0 %	\$0	\$14	\$629	\$625	\$12	\$656	
	201309-O2	KJCKD Inc dba Camelot Print & Copy		\$589	\$94	\$683	16 %	\$0	\$0	\$683	\$683	\$0	\$683	
Sub Total 6	6	\$0	\$2,308	\$589	\$736	\$1,325	125 %	\$0	\$14	\$1,313	\$1,308	\$983	\$1,339	\$969
8	Contingency													
				\$0	\$0	\$0	0 %	\$0	\$0	\$0	\$0	\$0	\$0	
Sub Total 8	8	\$58,000	\$5,259	\$0	\$0	\$0	0 %	\$0	\$0	\$0	\$0	\$5,259	\$0	\$5,259
9	DASNY Labor													
	0-AL	DASNY Labor - Funded	\$94,000	\$0	\$50,977	\$50,977	0 %	\$0	\$43,023	\$0	\$0	\$50,977	\$94,000	
Sub Total 9	9	\$94,000	\$94,000	\$0	\$50,977	\$50,977	0 %	\$0	\$43,023	\$0	\$0	\$43,023	\$94,000	\$0
\$785,790	\$732,000		\$785,790	\$640,054	\$68,429	\$708,483	11 %	\$0	\$56,905	\$247,881	\$235,548	\$77,307	\$765,388	\$20,402
05/31/2018 RTU rigging and startup was completed. Electrician has approx. 2 weeks of work remaining and then all construction will be complete.														

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Project Code/Name	Activity Code/Name	Hours	Dollars
342800	BPL-HVAC Upgrades		
	0000 ADMINISTRATION	9.75	\$1,270.23
	0038 ACCOUNTS RECEIVABLE	1.50	\$168.14
	0100 TRAVEL	30.00	\$4,659.07
	0244 REPORTING	11.00	\$1,403.04
	0275 MONTHLY PROJECT REPORT	1.00	\$143.81
	0360 TECHNICAL SUPPORT	5.50	\$720.10
	0406 WORK AUTHORIZATIONS	8.50	\$970.75
	0441 SUBMITTAL REVIEW	1.50	\$261.62
	0537 MEETINGS	3.00	\$554.68
	2000 DESIGN ADMINISTRATION	1.50	\$344.59
	2002 DESIGN REVIEW	16.50	\$2,963.38
	3000 CONTRACTOR PROCUREMENT	32.75	\$5,482.58
	3001 CONSTRUCTION CONTRACT AWARD	2.25	\$370.86
	3002 DOCUMENT REVIEW - PRE-BID	2.00	\$353.32
	3004 TRADE PAYMENT REVIEW	3.00	\$1,011.29
	3005 UCQ REVIEW	2.00	\$297.67
	4000 CONSTRUCTION ADMINISTRATION	176.50	\$24,972.03
	4001 CONSTRUCTION PHASE MANAGEMENT	24.00	\$4,124.39
	4004 CHANGE ORDER PROCESSING	5.50	\$644.24
	4008 SITE VISITS	1.50	\$261.62
	Total: 342800 BPL-HVAC Upgrades	339.25	\$50,977.38
		339.25	\$50,977.38

Dormitory Authority State of New York
Checks by Project Report
Life to Date - June 8, 2018

Project Number : 3428009999 BPL-HVAC Upgrades

P.O / CONTRACT TYP	DOC DESCRIPTION	CHECK NO.	CHECK DATE	PAYEE	AMOUNT OF INVOICE IN CHECK
-----	---	-----	-----	-----	-----
201309 O2		671040	12/28/2017	KJCKD Inc dba Camelot Print &	\$ 589.32
201309 O2		671322	1/18/2018	KJCKD Inc dba Camelot Print &	\$ 63.02
201309 O2		671851	2/15/2018	KJCKD Inc dba Camelot Print &	\$ 30.98
120297 OH	DOL Fee Holding Contract	672900	4/16/2018	NYS Department of Labor	\$ 625.00
202575 OS	Payment Application #1	673242	4/30/2018	Wilkins Mechanical Inc.	\$ 51,074.06
202575 OS	Payment Application #2	673796	5/31/2018	Wilkins Mechanical Inc.	\$ 183,165.53
Total Amount Paid for Project Number : 3428009999					\$ 235,547.91

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Bethlehem Public Library

Published by Kristen Roberts · May 29 at 3:48pm ·

This beast of a crane spent the long weekend in our parking lot after safely removing the old air handlers from the rooftop and replacing them with the new ones. The A/C is now on and working. Our HVAC construction project is nearly complete!



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Bethlehem Public Library The crane at rest.



2

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From: BCSDSNN@neric.org

Date: May 23, 2018 at 12:37:03 PM EDT

To: [REDACTED]

Subject: Bethlehem Public Library closing Thurs., 2p & Friday

Reply-To: Bethlehem SNN Webmaster <BCSDSNN@neric.org>

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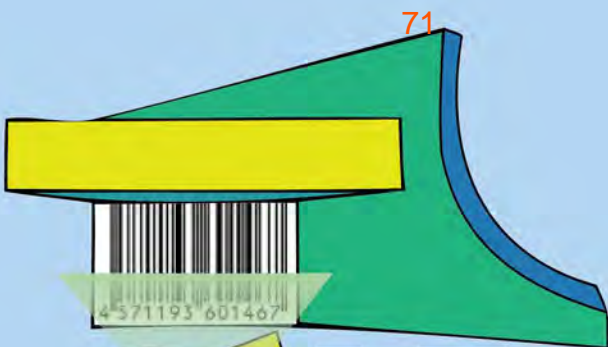
Tanya,

Families who use the Bethlehem Public Library will want to note the following:

- The library will be **closing at 2 p.m. on Thursday, May 24 and will be closed all day Friday, May 25** as the library completes its HVAC construction project.
- The library will also be closed Memorial Day Weekend closing, May 26-28.

Thank you!

You have received this e-mail because you signed up to receive notifications from the Bethlehem School News Notifier system. If you would like to change which notifications you receive, Go to the [Bethlehem SNN home page](#) enter your e-mail address and password in the appropriate fields and press the Login button. After you log in, your profile page will appear. Click the checkbox next to each notification you would like to receive and then click Update. If you leave a box blank you will automatically be removed from that list. If you would like to unsubscribe from all notifications, please visit <https://snn.neric.org/bcsd/unsubscribe.cfm>



SELF CHECKOUT @BPL

What are you waiting for?

HVAC project updates

The planned upgrade to the building's aging heating and cooling system is in full swing. As construction progresses, we will try to provide you with the most up-to-date information here.

The long-awaited HVAC improvements will increase comfort and efficiency throughout the library and are the result of a multi-year planning process. The construction is partially funded by a \$289,467 New York State Library Construction Grant through the Upper Hudson Library System. The additional funding will allow the library to continue making necessary capital improvements to the building while minimizing the impact on taxpayers.



Thank you for your understanding as we do our best to minimize disruptions during this time.

6/28/18: Air conditioning has been restored inside the library. The HVAC project is nearly complete.

6/22/18: The library **WILL BE CLOSED** at 2 p.m. Thursday, May 24, and all day Friday, May 25, in addition to the Memorial Day Weekend (May 26-28).

6/18/18: Please be aware that the library could also be closed for some of Thursday, May 24, and all of Friday, May 25 – the days leading into the Memorial Day Weekend – to accommodate the final phase of our HVAC construction project. No part of the library will be accessible at that time, including the book drops. Due dates on materials have been adjusted to prevent any overdue fees associated with a possible closing.

Our phone system, website and BCN-TV public access station may also be down during this time and possibly through the holiday weekend.

4/30/2018: There is no air conditioning in the building at this time. We are doing our best to keep our public spaces as comfortable as possible, but it may get warm inside the building at times. Barring any unforeseen complications, we expect the new HVAC system to be up and running following Memorial Day weekend.

3/30/2018: The first phase of asbestos abatement involving the removal of the floor tiles in the maintenance area is complete. Independent air quality test results show the area and its surroundings to be completely clear.

3/16/2018: Our contractors have told us that construction will close the Board Room to staff and public use for approximately three weeks. The start of this time period is not yet known. The library will not be taking any new requests for the Board Room through May 15, and we will work to accommodate any existing reservations as best we can.

2/27/2018: Asbestos abatement will take place in select locations as part of this project. All work and air monitoring will be done in accordance with federal and state regulations with an effort to minimize disruption of normal building activities. [Click here](#) to read the official notice (pdf).

2/22/2018: Library staff are currently relocating their workspaces to the Storyhour Room in preparation for the internal phase of the HVAC project, which is expected to begin **March 5** and last approximately 8 weeks.

As a result:

- Storytimes may take place in the community or board room, or inside the Children's Place.
- Some meeting rooms may not be available for limited times during the project.
- Construction noise may be audible during business hours.



The maintenance office is cleared out and ready for the removal of the blue floor tiles.



The storyhour room has been converted into a temporary workspace for the librarians.



IT staffers remove old wiring from the upstairs mezzanine to prepare for the HVAC work.