



**Board of Trustees Meeting**  
**April 8, 2019 6:00 pm**  
**Agenda**

- **Call to order**
- **Public participation**
- **Approval of previous meeting minutes**
- **Financial report**
  - Treasurer's update
  - Personnel report
  - Personnel actions
- **Director's report**
- **UHLS report**
- **New business**
  - Long range capital plan proposal**
  - Records retention and records manager resolutions
  - SED facilities review information
  - Other new business
- **Old business**
  - Annual school district safety inspection
  - HVAC Update
  - Friends of the Library Book Bash – April 12th-14<sup>th</sup>
  - Other old business
- **Future business**
  - Background checks
  - Plaza feasibility
  - Policy updates/schedule
  - Resource sharing
  - Fines and Fees
- **Public Participation**
- **Adjournment**
  - Next board meeting: May 13, 2019 6:00pm Budget Presentation
  - Next Friends of the Library meeting: April 15, 2019 6:30pm

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
Monday March 11, 2019

PRESENT: Joyce Becker  
Mark Kissinger  
Harmeet Narang  
Mary Redmond  
Lisa Scoons  
Brian Sweeney  
Robert Khalife, treasurer

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED: Caroline Brancatella

GUESTS: Tanya Choppy, Accounts Clerk  
Catherine Stollar Peters, Head of Tech Services, Circulation  
Chris McGinty, Head of Public Services  
Tracey McShane, Personnel Administrator

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

PUBLIC PARTICPATION

None

MINUTES

Minutes of the 11 February 2019 board meeting were approved unanimously on a MOTION by M. Kissinger with a SECOND by J. Becker.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 28 February 2019 (Manual Disbursements for February \$37,527.01; Cash Disbursements/Accounts Payable for March \$69,171.01; Trust & Agency Disbursements/Salaries for February \$181,128.35; CapProject Fund/Hand-Drawn Checks for March \$3,419.86; Total: \$291,247.13).

TREASURER'S UPDATE: R. Khalife said he prepared the RFP letter for a new auditor and included a projected timetable. The letter would be discussed later under new business. He said he had notified Bonadio, the incumbent auditor, that the library would not be seeking their services in this RFP, but that everyone was pleased with the work they had done.

*Draft Page 1 of 6*

- R. Khalife, G. Kirkpatrick and T. Choppy will continue to work of defining the treasurer's role and the matrix of responsibilities.
- R. Khalife is also working on the investment policy and had more meetings with banks.
- He met with Town of Bethlehem Comptroller Michael Cohen and will be meeting later with BC Chief Financial Officer Judy Kehoe to discuss best practices.
- He noted that interest earnings for the library had increased to 1.25 percent since meeting with TD Bank, and he is optimistic that the library could find an even better rate.

The board noted that B. Sweeney would no longer be signing the financial statements, as that task had shifted to R. Khalife. The position of Fiscal Officer will be eliminated at the next reorganization meeting. M. Redmond said the board would continue looking at the bylaws to define what the role of an assistant treasurer might look like.

## BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for February 1-28, 2019.

## MANUAL INVOICES

None

## RESOLUTIONS

None

## PERSONNEL REPORT

Of the two open positions, one was the result of an internal promotion and the other was the result of the departure of the library's technology assistant. B. Sweeney asked how long it typically takes to fill that position, and G. Kirkpatrick noted that it has historically taken about 8 months. He noted that if there is no one from the current Civil Service list, the library will fill it provisionally.

## PERSONNEL ACTION

On a MOTION by J. Becker with a SECOND M. Kissinger, the board unanimously approved new hires for the following vacancies, pending Civil Service approval:

- Library clerk, part-time, permanent, 15 hours/week at \$13.45/hour or per contract
- Technology Assistant, full-time, permanent, 35 hours/week at \$32,574/annual or per contract

## DIRECTOR'S REPORT

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

- The library continues to prepare the outdoor children's play area. The furniture has arrived and the maintenance department has prepared some cute chalkboard animals to decorate the space.
- Longtime BCN-TV producer Rabbi Nachman Simon was in the studio testing the equipment and making some recordings. The Studio Makerspace will be available to book beginning March 18.
- The Seed Library and Library of Games have both seen early success. The ideas came from Shark Tank presentations at the last staff development day.
- The report format has changed slightly, as C. Brenner has asked that programming highlights be included in the director's report as opposed to being a stand-alone report.

- School outreach will be ramping up in the next couple of months.
- The Friends are welcoming volunteers for the April Book Sale Bash, with a particular need for the Saturday morning drop-off time slot and the Sunday afternoon cleanup. G. Kirkpatrick noted that it also coincides with the town's recycling day, which could be beneficial. He said he would try to arrange to have a large recycle bin available on Monday for post-sale cleanup. It is the first time for this event, so it is hard to gauge what the response will be.
- The Friends recently donated \$4,000 to the library to support Library Mini-golf and the Sunday Music series. The Friends are big financial supporters of the Library of Things and Museum Pass program, along with summer reading and event prizes.
- G. Kirkpatrick noted continuing active shooter training at the library and said it sparks a lot of useful discussion. He said the library does not have an all-building public address system, and it is something that should be looked at in the future.
- L. Scoons asked about the heated mats on the walkway. G. Kirkpatrick said they were a low-tech solution to the icing problem, and they provided some relief.
- L. Scoons also asked if the library and the board were aware of a threat to computers that can be caused by a program on a USB drive that destroys computer hardware. Recent attacks locally at the high school and Saint Rose have brought the issue to the forefront. G. Kirkpatrick said the library is exposed, but he hopes anti-virus software providers develop something soon to counteract the threat.
- The board noted low checkouts for YA and children's magazine. C. McGinty and C. Stollar Peters both noted that those types of periodicals tend to see a lot of in-house use as opposed to circulation.
- M. Redmond noticed that gas usage is up. G. Kirkpatrick said he and K. Coffey were looking into it and whether it was related to HVAC changes.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said that the construction grant money that was returned to Upper Hudson totaled around \$30,000. It was divided among the six grants that had gone out that weren't fully funded. The board is now preparing the grant applications for the coming year.

## NEW BUSINESS

### *Book drop off/service in Glenmont*

The board discussed the feasibility and logistics of providing a remote book drop in the Glenmont area. Highlights of the discussion are below:

- The suggestion was made by a number of people in a recent community survey.
- C. Stollar Peters found that use patterns vary significantly between Delmar and Glenmont, with fewer checkouts and library visits among Glenmont residents. Board members asked if they could get eBook use data among Glenmont patrons. C. Stollar Peters said she would see if it were possible.
- J. Becker noted that at a community forum in Glenmont, some people seemed interested in a branch library.
- The board talked about whether a book drop would satisfy a need in Glenmont, as well as potential locations. H. Narang said it would simplify at least part of the access question. M. Kissinger asked if the library could service the drop-off with existing staff. G. Kirkpatrick said he believed it was doable.



- M. Redmond asked if library staff could gather some data about costs and logistics that a Glenmont branch would involve, as well as the costs and logistics of a drop-off box.
- Board members asked if there might be some member item money available from legislators for a drop-off site.

#### *Auditor RFP letter*

R. Khalife presented the draft RFP letter for a new auditor. He said he would be asking for a 2-year proposal with an option to extend. He said the letter notes that the library uses government accounting standards. He said the letters would be mailed to selected firms upon approval, with the next couple of weeks made available to answer questions. Interested parties would then be invited to make proposals to the finance committee in late April, with a recommendation ideally coming to vote at the May meeting. L. Scoons asked if tax season would impact the firms' ability to get in a timely proposal. R. Khalife said he didn't think so, but if there was no interest, they could revisit it at that time.

M. Redmond noted that the proposal could come in quite a bit higher than what is currently being paid. G. Kirkpatrick said he has made sure the upcoming budget reflects that.

On a MOTION by H. Narang with a SECOND by B. Sweeney, the board unanimously approved the mailing of the drafted Request for Proposals to six selected CPA firms.

#### *Annual school district safety inspection*

G. Kirkpatrick noted that the fire inspector from BOCES performing the required annual fire inspection has asked the library to remove the stored records from the boiler room. K. Coffey is currently looking into where these records can be stored, including offsite facilities. It is a problem that is being addressed, including whether and how to digitize the files.

The inspector also brought up the issue of tables and chairs in the entrance corridors. It was noted that those item can only be approved if they were part of the architect's original intent. G. Kirkpatrick said this issue will addressed in the coming year, and the board noted that if they were to engage architect Paul Mays, he could provide some guidance.

#### *Other new business*

None at this time

### OLD BUSINESS

#### *Draft budget review*

After last month's budget discussion, G. Kirkpatrick shifted \$3,000 from e-materials back to the media line, but the overall budget and spending on materials remains the same.

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board unanimously approved the 2019-20 draft budget as written for public presentation. The budget proposes a levy of \$4,065,152, an increase of 3.31% or \$130,294.

#### *BCN-TV/studio makerspace ribbon cutting – March 22 at 11am*

The event should last no more than an hour. M. Redmond said she would be there and it would be a nice photo opportunity.

### *HVAC update*

M/E has asked Johnson Controls and Trane to make some fixes to the airflow. The resulting adjustments had to be rolled back as they were competing with each other. G. Kirkpatrick said that the positive was that there is some action happening regarding temperature issues with the system. If those fixes don't work, it has been recommended that CO2 monitors be installed to help the system get a better sense of the airflow. The board once again questioned if the HVAC system was responsible for the increase in gas use.

### *Long range capital plan*

The board noted that the meeting with architect Paul Mays went well. Although H. Narang was unable to attend, he would be scheduling a call with P. Mays in the near future before the board moves forward with requesting a proposal to assist with the long-range building planning process. The end result would not be a design, but a vision for next 10 years and how to get there. G. Kirkpatrick said he recommends the board hire P. Mays to create that long-range plan.

B. Sweeney said that his impression of P. Mays' presentation was that any plaza fixes in the short term would not necessarily be obsolete in the long term, so he saw no reason to delay addressing what he called a serious hazard regarding icing on the walkway. In order to get the process started, the library would need to contract a design, which could then be submitted to SED for approval – something that could take up to 18 months. G. Kirkpatrick said that maintenance would be implementing some short-term drainage solutions this spring to try to address the persistent icing issues. M. Redmond said that it didn't make sense to talk about the plaza until the long-term planning process was complete, but B. Sweeney said he believed it was a health safety issue that should be addressed separately. The library currently has a feasibility study but no design proposal for the plaza.

H. Narang asked about how soon the library would be able to begin construction on an improved plaza if the board started the process immediately. G. Kirkpatrick estimated no sooner than Spring 2021. The most time-consuming part is the state approval process. The board asked if there was any way to speed up approval in light of it being a significant safety issue. G. Kirkpatrick said other school district libraries face this same issue. Some have chosen to purchase the property from the school district, but this prevents them from bonding through the district in the future. M. Redmond asked G. Kirkpatrick to get some advice from a lawyer about this, as well as the logistics of expediting the SED approval process.

### *Other old business*

G. Kirkpatrick asked the board to take a look at the budget letter that is published with the approved budget in the upcoming Footnotes.

G Kirkpatrick said he would most likely not be in town for next December's First Night event.

## FUTURE BUSINESS

### *Friends of the Library – April Book Bash*

No further discussion at this time.

### *Background checks*

No further discussion at this time.

*Plaza feasibility*

Discussed earlier.

*Policy updates/schedule*

No further discussion at this time.

*Resource sharing*

No further discussion at this time.

*Fines and fees*

No further discussion at this time.

**PUBLIC PARTICIPATION**

There was no public participation

**EXECUTIVE SESSION**

On a MOTION by B. Sweeney with a SECOND by H. Narang, the board adjourned to executive session at 8:34 to discuss the employment performance of a specific individual.

On a MOTION by H. Narang with a SECOND by L. Scoons, the board adjourned executive session at 8:44pm.

On a MOTION by L. Scoons with a SECOND by M. Kissinger, 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 #9  
3/31/2019**

**CURRENT MONTHLY REVENUE**

Real Property Taxes	0.00
PILOT	0.00
Sale of Equipment	0.00
Fines	2,169.24
Interest on Investment	2,399.27
Sale of Books	455.25
Gifts and Donations	200.00
Insurance Recovery	0.00
Photocopier	816.32
State Aid	0.00
Grants	0.00
Miscellaneous Income	25.00
<b>Total</b>	<b>\$6,065.08</b>

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #9  
3/31/2019**

**REPORT OF ESTIMATED AND ACTUAL YTD REVENUES**

FISCAL YEAR 2018-2019

	BUDGET	YEAR TO DATE	UNFAVORABLE (FAVORABLE) VARIANCE	PERCENT
Real Property Taxes	3,934,858.00	3,789,566.30	145,291.70	96.31%
PILOT	196,336.00	197,033.70	(697.70)	100.36%
Sale of Equipment	0.00	0.00	0.00	0.00%
Fines	30,000.00	26,244.31	3,755.69	87.48%
Interest on Investment	5,000.00	11,023.64	(6,023.64)	220.47%
Sale of Books	6,000.00	3,910.33	2,089.67	65.17%
Gifts and Donations, Misc	1,000.00	1,050.00	(50.00)	105.00%
Insurance Recovery	0.00	0.00	0.00	0.00%
Photocopier	7,000.00	6,299.67	700.33	90.00%
State Aid	23,000.00	25,036.70	(2,036.70)	108.86%
Grants	0.00	25,000.00	(25,000.00)	
Miscellaneous Income	0.00	375.00	(375.00)	
Sub-Total	\$4,203,194.00	4,085,539.65	143,029.35	97.20%
Appropriated Funds Balance	\$0.00			
<b>TOTAL</b>	<b>\$4,203,194.00</b>			

**OPERATING CASH SUMMARY**

TD Checking Account:	1,889,988.46 *
TD Money Market:	1,626,007.26
TD Payroll Account:	0.00
Capital Project Fund:	262,060.23
<b>TOTAL</b>	<b>3,778,055.95</b>

\*Includes Interest of \$2,399.27 credited on 3/15/19

**BETHLEHEM PUBLIC LIBRARY  
FINANCIAL STATEMENT #9**

**3/31/2019**

MANUAL DISBURSEMENTS - MARCH	
HAND DRAWN CHECKS TD BANK	\$37,282.82
CASH DISBURSEMENTS - APRIL	
ACCOUNTS PAYABLE TD BANK	\$54,698.99
TRUST & AGENCY DISBURSEMENTS - MARCH	
SALARIES - TD BANK	\$180,575.41
CAPITAL PROJECT FUND	
HAND DRAWN CHECKS - APRIL	\$224.15
<b>TOTAL</b>	<b>\$272,781.37</b>

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 33: MANUAL DISB (MAR 19) For Dates 3/1/2019 - 3/31/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37684	03/29/2019	1707	**VOID** AUDREY WATSON		-402.00
37776	03/01/2019	1656	TRACEY MCSHANE	190503	94.50
37777	03/01/2019	1607	VERIZON BUSINESS FIOS	190002	127.77
37778	03/01/2019	1607	VERIZON BUSINESS FIOS	190002	126.98
37833	03/14/2019	1833	BLUESHIELD OF NORTHEASTERN NY		6,271.34
37834	03/14/2019	2171	HISTORIC CHERRY HILL	190518	25.00
37835	03/14/2019	2172	NATIONAL MUSEUM OF RACING AND HALL OF FAME	190519	100.00
37836	03/14/2019	2300	SHAKER MUSEUM MOUNT LEBANON	190542	50.00
37837	03/14/2019	2156	SUNY POLY CMOST	190517	200.00
37838	03/20/2019	1424	AFLAC NEW YORK		415.92
37839	03/20/2019	1604	CHUBB & SON	190568	755.00
37840	03/20/2019	2087	CITIBANK	190547	753.13
37841	03/20/2019	1570	NATIONAL GRID		4,584.26
37842	03/20/2019	2061	UNITED HEALTHCARE INSURANCE CO		90.14
37843	03/20/2019	1607	VERIZON BUSINESS FIOS	190002	201.98
37844	03/20/2019	1607	VERIZON BUSINESS FIOS	190002	122.77
37845	03/20/2019	2137	WEX BANK	190006	37.93
37850	03/27/2019	2166	BERKSHIRE BOTANICAL GARDEN	190582	120.00
37851	03/27/2019	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,729.67
37852	03/27/2019	2169	EMPIRE STATE AEROSCIENCES MUSEUM	190587	60.00
37853	03/27/2019	2109	ERIC CARLE MUSEUM OF PICTURE BOOK ART	190583	125.00
37854	03/27/2019	2108	INTREPID SEA, AIR & SPACE MUSEUM	190585	500.00
37855	03/27/2019	720	MVP HEALTH PLAN, INC.		3,337.68
37856	03/27/2019	2173	THE OLANA PARTNERSHIP	190584	100.00
37857	03/27/2019	1607	VERIZON BUSINESS FIOS	190002	126.98
37858	03/27/2019	1607	VERIZON BUSINESS FIOS	190002	127.77
37859	03/27/2019	2259	WORLD AWARENESS CHILDREN'S MUSEUM	190586	99.00
37860	03/29/2019	1707	AUDREY WATSON		402.00

Number of Transactions: 28

Warrant Total: 37,282.82

Vendor Portion: 37,282.82

## 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 - 37: CASH DISB (APR 19) For Dates 4/9/2019 - 4/9/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37861	04/09/2019	30	ALBANY PUBLIC LIBRARY-MAIN BR	190591	45.00
37862	04/09/2019	1009	AMAZON CREDIT PLAN	190572	323.59
37863	04/09/2019	61	AQUASCAPE DESIGNS LLC	190016	70.00
37864	04/09/2019	77	BAKER & TAYLOR , INC.	190562	14,021.71
37865	04/09/2019	1186	BAKER AND TAYLOR ENTERTAINMENT	190578	328.36
37866	04/09/2019	2167	BINGHAMTON ZOO AT ROSS PARK	190603	65.00
37867	04/09/2019	103	BRODART INC	190224	146.00
37868	04/09/2019	2302	BUTLER ROWLAND MAYS ARCHITECTS, LLP	190554	500.00
37869	04/09/2019	827	PHYLLIS CHAMBERS		406.50
37870	04/09/2019	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	190008	238.58
37871	04/09/2019	2168	CRAILO STATE HISTORIC SITE	190604	25.00
37872	04/09/2019	1154	CRISAFULLI BROTHERS	190571	596.20
37873	04/09/2019	1240	DE LAGE LANDEN FINANCIAL SER	190010	440.00
37874	04/09/2019	1434	DELL MARKETING L.P.	190580	2,749.36
37875	04/09/2019	1220	DEMCO, INC	190265	901.60
37876	04/09/2019	1463	EAST GREENBUSH COMM LIBRARY	190592	14.95
37877	04/09/2019	1991	EASTERN MANAGED PRINT NETWORK LLC	190560	451.15
37878	04/09/2019	2215	ELM USA, INC	190531	100.50
37879	04/09/2019	117	FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	190569	501.00
37880	04/09/2019	1627	FARONICS TECHNOLOGIES USA INC.	190575	979.30
37881	04/09/2019	1674	FINDAWAY	190570	1,439.30
37882	04/09/2019	1986	FIRSTLIGHT FIBER	190007	200.84
37883	04/09/2019	1965	PATRICIA GEROU		406.50
37884	04/09/2019	787	GUILDERLAND PUBLIC LIBRARY	190590	15.00
37885	04/09/2019	745	MARY HARTMAN		406.50
37886	04/09/2019	277	INFOGROUP	190564	2,310.00
37887	04/09/2019	2303	IRONFLOW TECHNOLOGIES INC.	190593	864.00
37888	04/09/2019	1576	JAEGER & FLYNN ASSOCIATES, INC	190606	50.00
37889	04/09/2019	2201	LANE PRESS OF ALBANY	190011	3,045.00
37890	04/09/2019	1839	LARRY KOT ELECTRICAL SVCS	190551	408.24
37891	04/09/2019	1680	LEXINGTON VACUUM CLEANER REBLD	190552	75.00
37892	04/09/2019	2283	LYDIA LYNCH	190581	180.00
37893	04/09/2019	2048	MAKERBOT INDUSTRIES	190537	18.01
37894	04/09/2019	2301	MATT VIA PRUNING	190553	636.25
37895	04/09/2019	2298	MCGRATH, WILLIAM	190540	350.00
37896	04/09/2019	1024	MIDWEST TAPE	190577	4,110.42
37897	04/09/2019	1172	ANNE B MOSHER		406.50
37898	04/09/2019	809	NANCY PIERI		406.50
37899	04/09/2019	412	NORTHEAST INFORMATN SYST	190594	2,962.72
37900	04/09/2019	2088	NYSID	190334	20.29
37901	04/09/2019	2094	ORIENTAL TRADING COMPANY, INC.	190536	154.48
37902	04/09/2019	1823	OVER DRIVE INC.	190588	1,999.51
37903	04/09/2019	2054	PANGBURN LANDSCAPING	190390	3,100.00
37904	04/09/2019	450	PHILLIPS HARDWARE INC	190013	98.91
37905	04/09/2019	478	QUILL.COM	190530	2,065.69
37906	04/09/2019	1767	SCHOLASTIC, INC.	190548	914.82



**BETHLEHEM PUBLIC LIBRARY**

Check Warrant Report For A - 37: CASH DISB (APR 19) For Dates 4/9/2019 - 4/9/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37907	04/09/2019	2144	SHAPARD, DAVID M.	190543	100.00
37908	04/09/2019	2038	STAPLES BUSINESS ADVANTAGE	190220	308.59
37909	04/09/2019	2154	STERICYCLE, INC.	190527	64.18
37910	04/09/2019	1825	THE EGG	190601	500.00
37911	04/09/2019	2299	THE WILDLIFE INSTITUTE OF EASTERN NY	190541	400.00
37912	04/09/2019	1581	UNITED STATES POSTAL SERVICE	190605	1,247.93
37913	04/09/2019	632	UPPER HUDSON LIBRARY SYSTEM	190555	945.00
37914	04/09/2019	2258	VENTFORT HALL MUSEUM & GUILDED AGE MANSION	190602	100.00
37915	04/09/2019	1968	VERIZON WIRELESS	190124	146.41
37916	04/09/2019	645	W W GRAINGER INC	190015	907.10
37917	04/09/2019	1707	AUDREY WATSON		406.50
37918	04/09/2019	1593	WILLIAM K. SANFORD LIBRARY	190595	25.00

Number of Transactions: 58

Warrant Total: 54,698.99

Vendor Portion: 54,698.99

**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 - 35: TRUST &amp; AGENCY (MAR 19) For Dates 3/1/2019 - 3/31/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37829	03/15/2019	712	CIVIL SERVICE EMPL ASSOC INC.		949.55
37830	03/15/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
37831	03/15/2019	2003	NEW YORK STATE DEFERRED		2,862.48
37832	03/15/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
37846	03/29/2019	712	CIVIL SERVICE EMPL ASSOC INC.		968.07
37847	03/29/2019	1679	METLIFE-TSA CONTRIBUTIONS		100.00
37848	03/29/2019	2003	NEW YORK STATE DEFERRED		2,239.22
37849	03/29/2019	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100338	03/15/2019	709	BPL SPECIAL PAYROLL ACCOUNT		61,140.32
100339	03/15/2019	710	NYS INCOME TAX BUREAU		3,370.29
100340	03/15/2019	1946	IRS - PAYROLL TAX PMT		20,114.60
100341	03/29/2019	709	BPL SPECIAL PAYROLL ACCOUNT		61,559.61
100342	03/29/2019	710	NYS INCOME TAX BUREAU		3,400.89
100343	03/29/2019	730	NYS EMPLOYEES RETIREMENT SYSTE		3,080.85
100344	03/29/2019	1946	IRS - PAYROLL TAX PMT		20,349.53

**Number of Transactions: 15****Warrant Total: 180,575.41****Vendor Portion: 180,575.41****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 - 8: CASH DISB (H FUND) APR 19 For Dates 4/1/2019 - 4/30/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1202	04/09/2019	478	QUILL.COM	190407	224.15
Number of Transactions: 1				Warrant Total:	224.15
				Vendor Portion:	224.15

## 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**  
**3/31/2019**

<b>ACCOUNT</b>	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>ENDING BALANCE</b>
TD Bank General Fund	\$2,168,002.77	\$9,014.93	\$287,029.24	\$1,889,988.46
TD Bank Payroll	\$0.00	\$122,699.93	\$122,699.93	\$0.00
TD Bank Money Market	\$1,626,007.26	\$0.00	\$0.00	\$1,626,007.26
Capital Project Fund	\$261,084.69	\$4,395.40	\$3,419.86	\$262,060.23
<b>TOTAL:</b>	<b>\$4,055,094.72</b>	<b>\$136,110.26</b>	<b>\$413,149.03</b>	<b>\$3,778,055.95</b>

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

17

***TD Bank - General Fund***

**For the month beginning 3-1-19 and ending 3-31-19**

**Balance on hand at the beginning of the month** **\$2,168,002.77**

**Receipts during the month**

Interest	2,399.27	
Transfers from Money Maket Account TD Bank	0.00	
Fines	2,169.24	
Copier	816.32	
Miscellaneous (Abate)	2,949.85	
Book Sale	455.25	
PILOT	0.00	
School Taxes	0.00	
Gifts	200.00	
Sale of Equipment	0.00	
Grants	0.00	
State/System Aid	0.00	
Miscellaneous Income	25.00	
<b>Total Receipts</b>		<b><u>\$9,014.93</u></b>
<b>Total Receipts Including Balance</b>		<b><u>\$2,177,017.70</u></b>

**Disbursements During Month By Check**

From Check #37776 to Check #37860	37,282.82	
Trust & Agency Payments (Payroll)	180,575.41	
From Check #37779 to Check #37828	69,171.01	
Transfers to Money Maket Account	0.00	
Adjustment	0.00	
<b>Total amount of Disbursements</b>		<b><u>\$287,029.24</u></b>
<b>Balance on Hand at End of Month</b>		<b><u>\$1,889,988.46</u></b>

**Reconciliation With Bank Statement**

Total Amount of Cash Balance on Deposit	
as shown by Bank Statement	1,920,662.85
Amount of Outstanding Checks	30,674.39
Balance on Deposit	1,889,988.46

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**  
**3/31/19**

Check Number	Date	Amount
37795	3/12/2019	75.00
37802	3/12/2019	1,600.00
37811	3/12/2019	1,550.00
37819	3/12/2019	200.00
37828	3/12/2019	44.00
37850	3/27/2019	120.00
37851	3/27/2019	18,729.67
37852	3/27/2019	60.00
37853	3/27/2019	125.00
37854	3/27/2019	500.00
37855	3/27/2019	3,337.68
37856	3/27/2019	100.00
37857	3/27/2019	126.98
37858	3/27/2019	127.77
37859	3/27/2019	99.00
37846	3/29/2019	968.07
37847	3/29/2019	100.00
37848	3/29/2019	2,239.22
37849	3/29/2019	170.00
37860	3/29/2019	402.00

<b>TOTAL</b>		<b>\$30,674.39</b>
--------------	--	--------------------

**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - Payroll Account***

**For the month beginning 3-1-19 and ending 3-31-19**

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

Receipts during the month

Transfer from Checking 3/15/19	61,140.32
Transfer from Checking 3/29/19	61,559.61

Total Receipts	<u>\$122,699.93</u>
----------------	---------------------

Total Receipts Including Balance	\$122,699.93
----------------------------------	--------------

**Disbursements During Month By Check**

3/15/19 - From Check #85659 to Check #85727	61,140.32
3/31/19 - From Check #85728 to Check #85796	61,559.61

<b>Total Amount of Disbursements</b>	<u>\$122,699.93</u>
<b>Balance on Hand at End of Month</b>	<b>\$0.00</b>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by bank statement	2,478.18
Amount of Outstanding Checks	2,478.18
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**  
**3/31/19**

<b>Check Number</b>	<b>Date</b>	<b>Amount</b>
85743	3/29/2019	1,586.97
85754	3/29/2019	575.22
85781	3/29/2019	315.99

<b>TOTAL</b>		<b>2,478.18</b>
--------------	--	-----------------



**BETHLEHEM PUBLIC LIBRARY  
BANK ACCOUNT RECONCILIATION REPORT**

***TD Bank - Money Market Account***

**For the month beginning 3-1-19 and ending 3-31-19**

**Balance on hand at the beginning of the month** \$1,626,007.26

**Receipts during the month**

Transfer from General Fund 0.00

\$0.00  
Total Receipts  
Total Receipts Including Balance \$1,626,007.26

**Disbursements During Month By Check**

Transfers to General Fund 0.00  
Transfers to Capital Projects Fund 0.00

\$0.00  
Total Amount of Disbursements  
**Balance on Hand at End of Month** **\$1,626,007.26**

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit  
as shown by Bank Statement 1,626,007.26  
Amount of Outstanding Checks 0.00  
Balance on Deposit 1,626,007.26

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 3-1-19 and ending 3-31-19

Balance on hand at the beginning of the month \$261,084.69

Receipts during the month

Technology Fund Donation	0.00	
Transfer from Money Market Account	0.00	
PEG Reimbursement	4395.40	
Construction Grant	0.00	
Total Receipts		<u>\$4,395.40</u>
Total Receipts Including Balance		\$265,480.09

Disbursements During Month By Check

From Check #1199 to Check #1201 3,419.86

Total Amount of Disbursements	<u>3,419.86</u>
Balance on Hand at End of Month	<b><u>\$262,060.23</u></b>

Reconciliation With Bank Statement

Total Amount of Cash Balance on Deposit	
as shown by Bank statement	262,060.23
Amount of Outstanding Checks	0.00
Balance on Deposit	262,060.23

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



23

4427533000280997900753130075313069



21130650 - 000178 - 0001 - 0003 - 25

Company Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
XXXX-XXXX-XX80-9979	03/31/2019	\$753.13	\$753.13	753.13



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

\*\*T0000057

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

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

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

## CITIBANK CORPORATE CARD

Company Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Line
\$33,000	\$32,246	\$00	\$00

OK to pay  
GK  
3/18/19

Statement Date  
03/06/19

Payment Date  
03/31/19

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

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

## COMPANY SUMMARY

BETHLEHEM PUB LIBRARY XXXX-XXXX-XX80-9979	Previous Balance	Payment Allocation	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases	1,450.56	- 1,450.56		753.13		753.13
Advances						
Company Totals TOTAL	1,450.56	- 1,450.56		753.13		753.13

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

Your total finance charge paid for 2018 was \$0.00.

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

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

## CARDMEMBER SUMMARY

KIRKPATRICK, GEOFFREY XXXX-XXXX-XX82-7377	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				464.78		464.78
Advances						
Monthly Limit: \$1,300				464.78		464.78

PETERS, M CATHERINE XXXX-XXXX-XX82-7385	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				139.55		139.55
Advances						
Monthly Limit: \$625				139.55		139.55

COFFEY, KEVIN J XXXX-XXXX-XX56-3708	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Purchases				15.61		15.61
Advances						
Monthly Limit: \$750				15.61		15.61

DAYS IN BILLING PERIOD: 28	Purchases	Cash Advances	Payment Due:	753.13
Balance Subject			Amount Over Credit Limit:	.00
To Interest Charges	.00	.00	Amount Past Due:	.00
Periodic Rate	.0000%	.0000%	MINIMUM AMOUNT DUE:	753.13
ANNUAL PERCENTAGE RATE	0.00%	0.00%		



XXXX-XXXX-XX80-9979

Statement Date  
03/06/19

### CARDMEMBER SUMMARY

BRENNER, CATHERINE XXXX-XXXX-XX81-3574	Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
Monthly Limit: \$750	Purchases Advances TOTAL			133.19		133.19
				133.19		133.19

### COMPANY BOOKKEEPING DETAIL

BETHLEHEM PUB LIBRARY

XXXX-XXXX-XX80-9979

		Monthly Limit \$33,000	Cash Limit* \$00	Available Credit Line \$32,246	Available Cash Line** \$00
Sale Date	Post Date	Reference Number	Type of Activity		Total Amount
02-24	02-25	74046589056055000040261	PAYMENT - THANK YOU		1,450.56 PY

### INDIVIDUAL CARDHOLDER ACTIVITY

KIRKPATRICK, GEOFFREY

XXXX-XXXX-XX82-7377

Monthly Limit			Cash Limit*	
\$1,300			\$00	
Sale Date	Post Date	Reference Number	Type of Activity	Amount
02-08	02-11	24692169039100757237341	VISTAPR VISTAPRINT.COM 866-8936743 MA	396.43
02-20	02-21	24692169051100691330056	VISTAPR VISTAPRINT.COM 866-8936743 MA	68.35
TOTAL PURCHASES/ADVANCES/CREDITS				464.78

### Posters & Banners

PETERS, M CATHERINE

XXXX-XXXX-XX82-7385

Monthly Limit			Cash Limit*	
\$625			\$00	
Sale Date	Post Date	Reference Number	Type of Activity	Amount
02-07	02-11	24688079039017054153624	HUDSON VALLEY SEED LIB 845-204-8769 NY	29.55
02-19	02-20	24492159050894082182274	PAYPAL TRANSADK 402-935-7733 CA	110.00
			TOTAL PURCHASES/ADVANCES/CREDITS	139.55

Books

\*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  
03/06/19

### 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	
02-22	02-25	24138299054305000916271	PRICE CHOPPER #159 SLINGERLANDS NY	15.61	
TOTAL PURCHASES/ADVANCES/CREDITS				15.61	
BRENNER, CATHERINE				XXXX-XXXX-XX81-3574	
Monthly Limit		Cash Limit*			
\$750		\$00			
Sale Date	Post Date	Reference Number	Type of Activity	Amount	
02-18	02-19	24427339049060000538169	HANNAFORD #8339 DELMAR NY	7.50	
02-18	02-19	24692169050100344521052	SHOPRITESLINGERLANDSS1 SLINGERLANDS NY	114.21	
03-01	03-04	24138299061305003455955	PRICE CHOPPER #159 SLINGERLANDS NY	11.48	
TOTAL PURCHASES/ADVANCES/CREDITS				133.19	

Distilled water for Resurfacing machine  
Program Supplies

## 2018-19 Budget Line Balances

Account Name	Budget	Adjustments	Adj. Budget	March Exp	Exp to date	Encumbered	Available	% Available
<b>Personnel</b>								
Salaries-Librarians	1,122,789	0	1,122,789	87,201	813,260	0	\$309,529	28%
Salaries-Clerical	987,451	0	987,451	74,070	666,179	0	\$321,272	33%
Salaries-Custodians	152,187	0	152,187	12,267	108,349	0	\$43,838	29%
Retirement	285,626	0	285,626	0	283,682	0	\$1,944	1%
SocSec/Medicare	173,483	0	173,483	12,865	120,101	0	\$53,382	31%
Worker's Comp.	23,000	0	23,000	0	18,851	0	\$4,149	18%
Unemployment	0	0	0	0	0	0	\$0	N/A
Health Ins.	294,558	0	294,558	21,754	232,543	501	\$61,514	21%
Disability Ins.	1,400	0	1,400	0	1,266	0	\$134	10%

**Materials**

Adult books	171,000	29,435	200,435	10,439	109,226	10,989	\$80,220	40%
Audiobooks	33,000	931	33,931	924	15,282	1,236	\$17,413	51%
Ebooks	105,000	0	105,000	7,680	105,362	3,060	-\$3,422	-3%
Electronic Resources	28,000	0	28,000	-549	16,976	2,310	\$8,714	31%
Periodicals	21,000	0	21,000	1,004	19,804	0	\$1,196	6%

YS Books	85,000	16,253	101,253	4,787	51,067	4,803	\$45,383	45%
YS Audiobooks	5,000	869	5,869	55	2,710	305	\$2,854	49%
YS Media	7,000	5,288	12,288	155	8,248	841	\$3,199	26%

Special Collections	10,500	1,582	12,082	2,718	10,078	390	\$1,615	13%
AS Media	58,000	7,805	65,805	4,297	27,006	3,671	\$35,128	53%

**Operations**

Copiers and supplies	15,000	0	15,000	1,005	8,613	2,938	\$3,449	23%
Office supplies	23,000	0	23,000	815	5,812	1,525	\$15,664	68%
Custodial supplies	17,000	0	17,000	1,140	7,235	2,562	\$7,203	42%
Postage	17,000	479	17,479	1,674	11,656	778	\$5,045	29%
Printing	30,000	79	30,079	1,012	13,132	8,018	\$8,928	30%
Van lease & oper.	1,500	0	1,500	38	345	255	\$900	60%
Gas and Electric	65,000	0	65,000	4,584	42,851	0	\$22,149	34%
Telecommunications	11,000	0	11,000	1,178	10,303	4,011	-\$3,314	-30%
Water	3,000	0	3,000	619	3,094	0	-\$94	-3%
Taxes-sewer&water	3,700	0	3,700	0	3,114	0	\$586	16%
Refund property taxes	4,000	0	4,000	0	17,914	0	-\$13,914	-348%
Prof. Services	12,000	550	12,550	826	3,853	866	\$7,831	62%
Contract Services	37,500	0	37,500	4,063	12,051	8,892	\$16,557	44%
Insurance	29,000	0	29,000	755	26,750	0	\$2,251	8%
Travel/Conference	10,000	0	10,000	0	5,247	0	\$4,753	48%
Memberships	2,000	0	2,000	95	569	0	\$1,431	72%
Special Programs	20,000	2,244	22,244	1,393	14,128	2,866	\$5,250	24%
Furniture&Equipment	50,000	1,941	51,941	27,098	39,119	4,367	\$8,455	16%
IT Hardware & Software	42,000	4,721	46,721	5,762	28,942	5,785	\$11,994	26%
Bld&Grnd. Repair	40,000	162	40,162	3,380	26,455	5,162	\$8,545	21%
Furn/Equip Repair	2,000	0	2,000	0	692	176	\$1,132	57%
Miscellaneous	3,500	0	3,500	-180	-2,041	105	\$5,436	155%
Audit Service	13,000	0	13,000	0	19,375	0	-\$6,375	-49%
Accounting Service	13,000	0	13,000	0	13,068	1,546	-\$1,614	-12%
UHLAN fees	50,000	0	50,000	0	35,609	945	\$13,446	27%
Capital Expenditures	125,000	0	125,000	0	6,740	0	\$118,261	95%
<b>TOTAL</b>	<b>\$4,203,194</b>	<b>\$72,339</b>	<b>\$4,275,533</b>	<b>\$294,925</b>	<b>\$2,964,616</b>	<b>\$78,903</b>	<b>\$1,232,014</b>	<b>29%</b>

April 8, 2019 - Board of Trustee Meeting											
Job Status Report											
Previously Approved to Fill											27
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
Library Clerk PT	15 hrs/wk		\$13.45/hour or per contract	J. Rutherford	3/28/2019	Schedule Change to FT	3/11/2019	Filled	E. Romero	3/27/2019	Internal/Schedule Change
Technology Assistant FT	35 hrs/wk		\$32,574/annual or per contract	P. O'Shea	4/3/2019	Resignation	3/11/2019	Filled	A. Khlyapov	5/1/2019	Hire
<b>Action Requested</b>											
Library Clerk PT	13.57 hrs/wk		\$13.45/hour or per contract	E. Romero	3/26/2019	Internal Move/Schedule Change					
Library Clerk PT	16.57 hrs/wk		\$13.45/hour or per contract	C. Nickarz	4/6/2019	Resignation			B. Tiernan *	4/23/2019	Internal/Schedule Change
Library Clerk PT *	11.66 hrs/wk		\$13.45/hour or per contract	B. Tiernan	4/8/2019	Internal Move/Schedule Change					
Library Page**	6 hrs/wk		\$11.10/hour	N/A	N/A	N/A					
Library Page	11.67 hrs/wk		\$11.10/hour	H. Wessel	4/16/2019	Resignation					
Technology Assistant - Temporary	10-15 hrs/wk		\$18.84/hour	N/A	N/A						
Custodial Worker PT	10 hrs/wk		\$15.45/hour or per contract	L. Luykx	5/17/2019	Resignation					
<b>Positions Held</b>											
* We intend to backfill this position with an internal candidate.											
** These hours were procured by reducing two Library Page schedules by 3 hours each, thereby leaving 6 hours											

## **Director's Report April 2018**

### **Building and Grounds**

We continue to monitor the HVAC system. We have observed a decrease in the variability of the temperatures in the Community Room and Board Room. Some areas continue to be chilly, and we are working with our engineer on those spaces.

We are looking at installing a fire exit compliant fence around our new memorial patio. We think this will encourage more families to use it if there is a barrier between the space and the hill that leads down towards Delaware Avenue.

### **Public Service**

In response to the survey, we scheduled some additional evening programs for children. They were not well attended this month, but we have more coming up in hopes that the folks who requested the events will be able to attend.

The Studio Makerspace has been available to the public since March 18. So far, we have the One Button Studio, VHS to DVD converter, audiocassette to USB converter, and podcasting computer. The space is available to anyone with a valid UHLS library card ages 14 and older. For those under 14, an adult (18+) must reserve the space. The space can be reserved for three hour blocks using the library's events calendar.

During the studio's first two weeks we have had a total of 11 sessions and 18 people book the space. We have received a lot of helpful suggestions about how people would like to use the space. We are working on creating more flexible furniture options to make reconfiguring the space much easier.

Increasing the loan period and making Library of Things items available for request did not decrease the circulation this month. The loan period generally doubled, but circulation increased over the same month last year. The items that went out the least were the card games like UNO.

The seed library is off to a very busy start. Both programs associated with the seed library were extremely well attended. Patrons came right into the library after the programs to acquire seeds. We have a couple more programs on the schedule this spring. We have 20 varieties of vegetables, 4 herbs, and 7 flowers available. In the first three weeks 135 patrons used the seed library and 629 seed packets have been checked out. Tori and Kristen made a video advertising the seed library and the concepts behind it. Two of our teen volunteers spent a combined 15 hours counting and packaging seed packets.

Paperbacks will be labeled and shelved by genre. These include: romance, mystery, western, suspense, sci-fi/fantasy, and general fiction. This should be completed in time for our busy summer season.

Michael proposed a new item for the Library of Things – a collection of guitar effects pedals. We are starting with the basics including distortion, fuzz, overdrive, chorus, compressor, reverb, delay and looper. Michael saw a musician he follows on Instagram demonstrating pedals borrowed from her library in Ann Arbor, MI.

New metal detectors for kids were ordered to replace the old ones which were in need of repair. They were workhorses and owed us nothing but continue to be very popular. We are



updating our camcorders to include an external microphone to support a studio-on-the-go model. We are also developing mindfulness backpack kits for kids and families.

## **Program Highlights**

This was a great month for adult events. We celebrated Women's History Month with a program about the Shaker women and an author talk from Brooke Kroeger on the Suffragents, as well as a film about RBG. We learned about the Battle of Bennington at one event and how to have civil discourse in politics from the Better Angels of the Capital District at two others.

## **Outreach**

Frank took his extremely popular Chess Club on the road and began an after-school series at Hamagrael Elementary School.

Tori created seed bombs with the middle school students and co-facilitated the BCMS book discussion.

Cathy and Chris O'Brien staffed at table at the Summer Camp fair. They talked about library programs, new library of things items and offered library card sign-ups on the spot.

Anne visited the Elsmere kindergarteners as well as the St. Thomas kindergartners. She provided spring themed stories and activities.

Anne hosted a homeschool group here to provide a library skills class.

Jody visited Kenwood manor and showed some titles with book reviews to her group. She also visited Good Samaritan and explored the theme of Women's History Month with her discussion, music and literature excerpts.

Michelle visited the Hamagrael skills class and shared books about growing seeds. She also promoted the seed library to the teachers.

Mary has enlisted students from the BCHS Spanish Honor Society to work on bilingual story times. The first one was very well received, and the collaboration is going well. She attended one of their meetings to provide some story time training, and then had the students join her at a family story time here at the library.

Mary co-facilitated the high school book club and was able to check out books to students for the next club.

Tori visited the Slingerlands 5th grade, and each group played a Breakout EDU game based on the Dewey Decimal system. She was very enthusiastic about our new box and how easy it is to collaborate with the schools that have the same equipment.

## **Meetings and Miscellany**

Thanks to all that were able to attend the Studio Makerspace ribbon cutting on March 22. The Bethlehem Chamber of Commerce did a great job emceeding the event.

## **Individual/Small Group continuing education for staff**

Cathy viewed the archive of WebJunction's webinar: Supercharge Your Storytime Assessment- Using Data to tell the Story and participated in a webinar from Amigos: Library Management for Beginners: Managing Personnel.

Chris viewed the Amigos: Library Management for Beginners: Managing Personnel webinar with Cathy to discuss what was mentioned in the webinar compared to how we do things at BPL.

Alex attended the Active Shooter and Library Safety in-house training presented by Catherine and Sylvia.

Cathy and Michelle attended the UHLS Youth Services Advisory Council meeting where a guest speaker from the Prevent Child Abuse NY spoke on the effects of child abuse in the immediate and long term. There was a small discussion on the role of librarians in sensitive situations since NY public librarians are not mandated reporters

Lisa Bouchard attended “MarcEdit Step by Step: Make Bad Records Better for your Catalog” at Capital District Library Council’s Cataloging and Technical Services Interest Group (CATS).

Christine and Catherine attended the webinar “Strategic Planning in a Deeply Weird World: The Flexible Roadmap Field Guide Approach” from WebJunction. The webinar provided an interesting approach to customer service and a roadmap to services from the Salt Lake City Public Library (SLCPL).

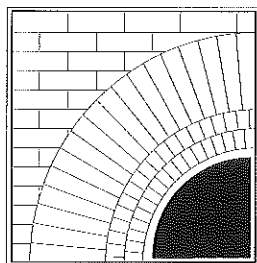
Geoffrey Kirkpatrick, Library Director



Fastest Breakout team at Slingerlands Elementary.

Library Collection				2017-18	Current Total
Adult fiction				25,650	25,832
Adult non-fiction				29,279	28,889
Adult audio				7,387	7,120
Adult video				7,462	8,033
Young adult fiction				5,493	5,449
Young adult nonfiction				498	512
Young adult audiobooks				322	354
Children's fiction				26,831	25,943
Children's non-fiction				15,094	15,056
Children's audiobooks				1,380	1,498
Children's video				2,130	1,905
OverDrive - UHLS Shared				59,361	66,806
e-magazines				113	104
Electronic (games, ereaders)				467	477
Total				181,467	187,978
Library Programs	Mar-19	Mar-18	% change	2017-18	F-Y-T-D
Programs	81	71	14.1%	854	657
Program attendance	1,952	1,945	0.4%	26,583	19,743
Outreach Programs	24	43	-44.2%	304	146
Outreach Attendance	430	762	-43.6%	8,919	3,060
Circulation	Mar-19	Mar-18	% change	2017-18	F-Y-T-D
Adult fiction	12,228	11,981	2.1%	143,450	113,187
Adult non-fiction	8,793	8,702	1.0%	94,927	72,445
Adult audio	4,236	4,546	-6.8%	52,342	37,491
Adult video	9,375	9,591	-2.2%	106,685	84,948
Adult magazines	1,976	1,946	1.5%	19,756	17,234
Young adult fiction	1,591	1,648	-3.5%	18,900	14,388
Young adult nonfiction	127	147	-13.6%	1,379	1,142
Young adult audiobooks	105	105	-0.5%	1,243	996
Young adult magazines	3	8	-62.5%	98	44
Children's fiction	11,665	12,008	-2.9%	144,538	104,164
Children's non-fiction	3,475	4,071	-14.6%	41,533	28,693
Children's audiobooks	559	606	-7.8%	7,249	5,738
Children's video	1,238	1,285	-3.6%	15,823	12,305
Children's magazines	29	21	38.1%	435	271
Electronic (games, ereaders)	705	567	24.3%	6,581	5,079
Total	56,106	57,233	-2.0%	654,937	498,126
Interlibrary Loan	Mar-19	Mar-18	% change	2017-18	F-Y-T-D
Borrowed from others	7,764	7,960	-2.5%	86,973	64,732
Loaned to others	5,702	6,026	-5.4%	67,687	51,890
Miscellaneous	Mar-19	Mar-18	% change	2017-18	F-Y-T-D
Visits to our home page	81,323	67,256	20.9%	939,696	589,559
Public use of meeting rooms	51	54	-5.6%	484	350
Public meeting attendance	598	605	-1.2%	5,860	5,192
Staff use & library programs	88	146	-39.7%	1,355	733
Study room sessions	489	408	19.9%	4,935	3,832
Tech room use	21	46	-54.3%	364	241
Door count	27,302	28,707	-4.9%	325,408	234,318
Registered BPL borrowers	85	82	3.7%	1,117	759
Computer signups	3,597	3,396	5.9%	37,496	24,716
Museum Pass use	124	124	0.0%	1,666	1,364
E-book use	6,154	5,031	22.3%	55,407	52,207
E-magazine use	1,310	1,229	6.6%	12,186	10,053
Equipment	508	400	27.0%	4,444	4,013
Wireless Use	16,732	7,447	124.7%	109,852	129,385

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	
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	
6/13/2017	29	607	21	\$415.62	\$14.33	\$0.68	32	47,616	1,488	\$4,489.56	\$140.30	\$0.09	
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10	
7/13/2017	30	604	20	\$259.97	\$8.67	\$0.43	30	57,600	1,920	\$5,198.19	\$173.27	\$0.09	
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12	
8/11/2017	29	476	16	\$259.97	\$8.96	\$0.55	29	54,144	1,867	\$5,302.17	\$182.83	\$0.10	
8/10/2018	29	35	1	\$44.40	\$1.53	\$1.27	29	39,936	1,377	\$4,473.49	\$154.26	\$0.11	
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09	
9/11/2018	32	38	1	\$46.65	\$1.46	\$1.23	32	39,168	1,224	\$4,428.29	\$138.38	\$0.11	
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09	
10/11/2018	30	99	3	\$86.02	\$2.87	\$0.87	30	34,176	1,139	\$3,643.09	\$121.44	\$0.11	
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10	
11/8/2018	28	1,420	51	\$754.30	\$26.94	\$0.53	28	27,264	974	\$2,432.22	\$86.87	\$0.09	
12/12/2017	33	1,606	49	\$798.17	\$24.19	\$0.50	33	29,184	884	\$2,618.16	\$79.34	\$0.09	
12/11/2018	33	3,661	111	\$1,993.69	\$60.41	\$0.54	33	31,872	966	\$3,051.82	\$92.48	\$0.10	
1/11/2018	30	2,964	99	\$1,474.51	\$49.15	\$0.50	30	30,336	1,011	\$3,501.04	\$116.70	\$0.12	
1/11/2019	31	3,801	123	\$2,727.32	\$87.98	\$0.72	31	31,872	1,028	\$2,832.86	\$91.38	\$0.09	
2/9/2018	29	2,380	82	\$1,388.85	\$47.89	\$0.58	29	28,800	993	\$3,871.09	\$133.49	\$0.13	
2/11/2019	31	4,947	160	\$2,863.48	\$92.37	\$0.58	31	33,408	1,078	\$3,451.77	\$111.35	\$0.10	
3/13/2018	33	1,833	56	\$1,238.17	\$37.52	\$0.68	32	30,336	948	\$2,672.72	\$83.52	\$0.09	
3/12/2019	29	3,562	123	\$1,746.64	\$60.23	\$0.49	29	29,952	1,033	\$2,687.90	\$92.69	\$0.09	



# BUTLER ROWLAND MAYS

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INTERIORS

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Steven G. Rowland, RA  
Paul K. Mays, RA

April 05, 2019

Mr. Geoffrey Kirkpatrick, Director  
Bethlehem Public Library  
451 Delaware Avenue  
Delmar, New York 12054

Re.: Architectural Services Proposal  
Master Planning and Preliminary Design Services

Dear Mr. Kirkpatrick, and Members of the Board of Trustees:

As a follow-up to our Library Planning Workshop, our office has been asked to submit the attached proposal for planning services and grant assistance. Thank you for the opportunity to outline a working team relationship for your planning project.

Our site visit and walkabout prior to the workshop re-established an appreciation from earlier visits to the Bethlehem Public Library for the constraints and opportunities presented by the existing structure and layout, both of building and site. This proposal is provided with the intent of developing solutions to the Library's needs that are reflective of both the programmatic and spatial concerns of the institution and the context of the community you are chartered to serve. Our office would be glad to assist the Bethlehem Public Library in upgrading the quality of services provided to your patrons and the condition, size, and layout of the building, collection stacks, public personal areas, staff areas, and furnishings.

We look forward to working with you and your Committee and Board of Trustees, as well as staff, to prepare planning and design work and provide assistance for phased grant writing and successful funding access campaigns (fundraising development, member items/bullet aid, grant application, referendum, etc.), as well as the architectural and construction administration services necessary for a project worthy of the residents of the Bethlehem community. As you are aware, we have a great deal of experience working with Library civic clients toward community consensus-building and productive improvement campaigns, including the Albert Wisner Public Library (Warwick), Library Journal's Best Small Town Library in America 2016, the Moffat Library of Washingtonville (complete renovation and additions just completed and a recipient of a NYLA Building of the Year Award as well as an Orange County Placemakers Award), the Goshen Public Library and Historical Society (currently under construction), and more. All began with a Master Planning Process identical or similar to that proposed herein.



## ARCHITECTURAL INTENT

The generally open nature of the existing Bethlehem Public Library spaces provides a unique contextual opportunity for an improved, renovated, and (potentially) slightly expanded Library building. The underlying flexibility of the original structure and primarily single floor level will allow for the implementation of strategies we often use to make improvements for a 21st century usage, recognizing a diverse patronage and technology needs. Improved spatial and collection allocations, and renovations within those areas, will make improvements in staff efficiency and intuitive patron usage, as well as better reflect both current and future library practice and the desires and needs of the community served. The previous procurement of adjacent property provides the opportunity to examine the building footprint for potential expansion, allowing a more substantial investment in meeting space, larger programming flexibility, and access.

Program space adjacencies, staff supervision, technology assistance, and the accommodation of multiple and sundry usage patterns are all hallmarks of improvements to existing libraries, even if all upgrades are accomplished within the existing footprint. Careful study should be advanced before space allocations are recommended, as well as prioritization of phasing based on patron needs, staff efficiency, and budget. We would be happy to contribute our experience and expertise in these matters in developing a master plan and direction for the Library that reflects available funding, staff needs, patron priorities, and institutional goals.

As we hope you have observed through our previous acquaintance, BRMA always strives to establish a context-appropriate response to Library design in communities. The Library, after all, represents the patrons through the choice of collection, services, and, yes, the building. Some of our relevant experience to the Bethlehem Public Library planning project includes the **Saratoga Springs Public Library** (9 consecutive years of phased upgrades and renovations to a 60,000 square foot, highly used and highly visible community icon), the **Saranac Lake Free Library** (additions and complete renovations to an original building from 1907 in an All-American small city in the Adirondacks which was accomplished on a postage stamp-sized lot), the **Saugerties Public Library** (a major renovation and addition to a village-urban Carnegie Library that won the NYLA's Building of the year for renovations in 2012), the **Kingston Library** (currently undergoing Phase III of renovations from the 2014 Master Plan), and the **Cairo Public Library** (in Greene County), which won the NYLA's Building of the Year for new construction in 2013. ALL of these projects began with a planning process similar or identical to the one proposed herein. We are currently working on similar studies (Preliminary Planning, Feasibility Studies or Master Plans, and/or implementation projects) for the **Guilderland Public Library** (27,000 sf existing building, constructed 1992), the **Wm K Sanford / Colonie Town Library** (30,000 sf existing building constructed in 1977) in Albany County (with Phase I Renovations underway), **Kinderhook Memorial Library** in Columbia County, the **Highland Public Library** in Ulster County (construction just completed on a new facility), the **Josephine-Louise Public Library** in Walden, NY (Orange County), the **Community Library of Cobleskill** (Schoharie County), and the **Simsbury Public Library** (Simsbury, CT).

We have based this proposal on an evaluation of the programmatic opportunities on the existing Library building and site, including the newly acquired land, and the context of the surrounding properties. This may include an addition or additions, but a substantial portion of the work is anticipated to include upgrades within the building footprint: the potential rearrangement / renovation of the interior layout, improvements to technology access, lighting / power / data upgrades, public accessibility needs, supervision and staff-access development, and other

renovations and modifications or improvements to the existing building or building systems (mechanical, electrical, data, etc.).

### ARCHITECTURAL SERVICES

The Services proposed herein are intended to act as a catalyst in the process leading to the short-term and long-term improvement of the library facilities operated by the Bethlehem Public Library via building improvements consistent with the overall long-range plans and services of the Library. The goal of the services will be the development of the specific Building Program into a Conceptual Project Design, Scope of Work and Phasing, and (importantly) Budgets for each phase for grant-writing, budgeting, fundraising, and/or public information campaign(s). Once funding and grant writing goals have been satisfied, this work may be followed by architectural services for Design Development and Construction Document preparation, as well as bidding and construction administration services, under separate agreement, for implementation of the various project or projects.

### PROCESS

- **SITE/EXISTING CONDITIONS:** An evaluation by BRMA of the existing building and site, and the quantitative and qualitative conditions therein, which will provide a physical framework against which potential spatial and programmatic arrangements may be applied. Our planning services include an engineering overview of structural, mechanical, and electrical systems, and analysis of those findings in our development of overall options for the Library.
- **PROGRAM:** Working closely with the Director, staff, and the Building Committee and Board of Trustees, BRMA will moderate supplemental interviews with the staff to elicit input about an improved facility, department by department. We feel that this is a crucial step in the process of consensus building, which is essential to a successful improvement campaign. BRMA will review and utilize existing materials on public input, documentation from focus groups, community surveys, long-range plans of service, etc., including the Long Range Plan of Service, and such other previously prepared documents the Library may make available.
- **DESIGN:** The reconciliation of the above two items into a definitive project description that will be used to create a schematic long-range design and improvement plan for the Library facility. This documentation will include conceptual design layouts and scopes of work for the building and site, development of an opinion of probable construction cost (budget) for each phase, a summary of potential project soft costs, and potential time and budget phasing of the project. BRMA will assist the Library throughout the public information and the campaign process, in order to help the community understand the necessity and appropriateness of the building project(s).

Successful projects for the Library will represent a milestone in the demonstration of community support for the institution. It is also an opportunity to fundamentally address the Long-Range Plans for the Library and the services being provided to the community. The establishment of a sympathetic structure, in building design and layout, and the recognition of the Library's status in the community, should all be an important part of any building program addressing the facility as a whole. The project is an opportunity for the community to say, "we support the Library, and we believe in the current and future imperative for Library Services." **BRMA would be pleased to work WITH the Library through the improvement campaign and**

provide the architectural design services necessary to create a facility appropriate for Bethlehem and Delmar.

#### SCOPE OF PRELIMINARY PLANNING AND DESIGN SERVICES

BRMA, based on our collected library project experience, proposes to perform the following scope of work services, pursuant to preparation for a successful campaign(s). These services are generally arranged per the three element process sequence referenced above.

##### Existing Conditions Related

- Meet with the Owner to confirm Project Schedule Milestones, and to discuss general working relationships for the project.
- A site visit at the start of the project to photograph, take general measurements, and visually assess existing building and site conditions. Review of existing drawings and documents, provided by the Library, defining the existing site and building as a base map. Recommendations regarding solicitation of a property boundary and topography survey, if necessary.
- Development of baseline digital As-Built Drawings in Revit, utilizing the existing drawings provided by the Library, and other in-field measurement clarifications. As-Built Drawings will include an FFE (Furnishings, Fittings, and Equipment) inventory and condition matrix, summarizing existing layout (on the floor plans), quantity, and maintenance status, as well as the shelving capacity, seating types and arrangements, office and administrative efficiencies, and particularly circulation and help desk designs and service capacities to Patrons.
- Review of existing conditions to identify specific spaces and features that will require particular consideration in the development of Library programming. Development of an inventory of significant unique items to the Bethlehem community (ephemera, display items, art work, architectural elements, etc.).
- A general review of the maintenance, repair, and energy conservation needs of the existing facility and building envelope, and discussions with staff and facility maintenance personnel.
- Review of existing code and accessibility issues, including egress and fire safety. Conduct preliminary code review in context of new provisions of the Building Code of New York State, implemented since the construction of the facility.
- Recommendations regarding the potential presence of hazardous materials (asbestos tile, mastics and adhesives, flashings, plaster or insulation, lead paint, PCB's in window caulking, etc.), and assistance in the Library's procurement of testing/analysis services, if necessary.
- Evaluation of site conditions, including local Planning and Zoning requirements, setbacks, etc. Review of the potential costs and benefits of variances to these requirements, which might allow for improved design opportunities, to the benefit of the community (even when a building is subject to State Education department review, and not local jurisdiction, this analysis lays out potential trouble spots in community relations).
- Evaluation of options for building addition and site amenity locations, and their relationships to adjacent parcels, vehicular and pedestrian access, etc. Review of potential for future expansion strategies, in phases or at one time.
- Evaluation of site amenities (parking, outdoor program areas, cross-walks, drop-off lanes, outdoor book returns, bicycle stands and repair stations, planting areas and softscape, plazas and hardscape, stormwater management, etc.
- Evaluation of potential sustainable design strategies and mechanical/comfort system improvements, including solar access, daylight harvesting, geothermal, etc., and their financial and political paybacks.



- Review of lighting, power, and data upgrades.
- Recommendations for the procurement of a geotechnical evaluation and soil borings for potential construction locations, to determine subsurface water levels, soil conditions, and seismic implications, if warranted.
- Establishment of a Constraints and Opportunities document, addressing the potential of the site for building areas, massing, and visibility (presence on site), pedestrian and vehicular access (from the street), site utilities, etc., as well as major obstacles to such work. The document will also analyze the existing building layout, noting potential areas of improvement for collection, program, staff and patron efficiency.
- Development of an Existing Conditions Report summarizing the above reviews, documenting the condition, age, life expectancy, replacement/upgrade cost options, grant applicability, and recommendations for each building system (building envelope foundation through roof, window and door systems, exterior cladding systems, interior slab issues, interior finishes and structures, and mechanical, electrical, and data systems). This prioritized list of recommended physical building improvements (from “requires immediate attention,” to “requires attention within 2-5 years,” to “may be deferred up to ten years.”) is separate and distinct from programming and space needs, but becomes part of the overall master plan for addressing the building program and long-term requirements. It also provides a checklist for annual review by the Buildings and Grounds Committee, to maintain awareness of upcoming required maintenance or obsolescence of systems.

#### **Program Related**

- A review of the spatial needs for the Library, derived from interviews with the Director and staff, as well as comparisons of same to nationally recognized standards.
- A review of space program issues as initiated by BRMA, referencing specific Space Program (Area Description) sheets provided by BRMA for each Library function, to be completed by joint effort of library staff and BRMA over multiple meetings with individual departments.
- A review of documentation provided by the Library, including the Library’s Mission Statement, the Long Range Library Plan, any previously conducted focus groups, questionnaires and surveys, system annual reports on circulation and demographic trends, etc. These documents will be referenced as backup information in the programming, planning, and design work of the project, and relate not just to the physical building, but the functions of the Library.
- A Building Program (summary of program requirements and potential prioritized phasing for near-term and long-term needs), based on the above reviews and work, coupled with BRMA research and facilitated discussions.
- A public charette workshop meeting (if desired) to solicit community input and involve interested patrons and public in the pre-design process. Emphasis will be placed on the fact that the design of the Library is a reflection of the existing building and community in terms of style, materials, design, scale, and program, as well as services and community support. This step is important to establish the perceived nature and context of the community by residents and patrons, and to engage them in the process.
- A field visit by staff and committee to a few other libraries completed by BRMA, to review different program or design strategies which may be relevant to issues for the Bethlehem Public Library.

### Design Related

- Development and establishment of an overall design concept for the project, consistent with issues identified in the building and space programs, staff and board interviews, and public input developed by BRMA. Design schemes shall recognize the nature of both the site and the community, the importance of identity and comfort in the building, the long-term usage of the library by patrons of all ages for many program types, and the improvement of accessibility (physical and intellectual) by patrons and staff to the collection, technology, and programs.
- Conceptual Designs shall be prepared to develop the potential for phasing (related to grant cycles, budgeting, fundraising, and/or referenda), beginning with improvements within the existing building footprint, and extending to potential addition or additions.
- Preparation of multiple Preliminary Floor Plan Schemes, with options and with various program areas color-coded, for review and comment by the Building Committee and staff, for further consolidation. A conceptual site plan and furnishings layout plan will also be included for each scheme.
- Revision of schemes to reflect comments and consolidate the most prioritized elements from each scheme with a buildability and phasing analysis.
- A Preliminary Opinion of Probable Construction Cost will be prepared with this Phase for each Scheme. These estimates will be based upon typical square footage construction costs for buildings of this type, and will be broken down into hard and soft costs. Hard costs will include breakdown by trades (general construction, plumbing, mechanical, and electrical) into renovation costs, addition costs, and general conditions. Soft costs will include furnishings costs, fees, bonding, legal, testing and surveys, etc. Combined, the two categories (hard and soft costs) will represent the potential total project costs.
- Narrative descriptions of the facility utility systems for the preferred scheme, including mechanical, electrical and data systems.
- Development of potential sustainable design features for the facility for inclusion in the budget.
- Refinement of the Opinion of Probable Construction Cost for the preferred scheme, including an Opinion of Probable Cost for furnishings, fittings, and equipment, phased as appropriate.
- Development of a Phasing Plan, prioritizing scopes of work and applying cost estimates to each potential phase.
- Client communication as is reasonable and necessary, including up to six meetings with the Building Committee and staff. Attendance at two Board of Trustees Meetings in order to present the revised schemes and to solicit input from the Board regarding scope, budget, financial impact, time frame, etc. Selection of a final overall scheme for development by phase.
- Incorporation of comments from the Board of Trustees Meeting referenced above into the preferred Mater Plan. Minor modifications to the schematic concept plan necessary to reflect the intent and concerns of the Board.

### Support Campaign (Optional Services)

- Preparation of a color, three-dimensional rendering depicting a proposed addition or interior renovations in relation to the existing building and site, including identification of major spaces, building massings, etc.
- Preparation of individual mounted color renderings, including floor plans and furnishings, for use in promotional materials for an information campaign. Preparation of narrative text

describing the building program and amenities, as well as the cost analysis, for promotional materials.

- Coordinate with the Owner's Public Relations Consultant, if applicable.
- General assistance with graphics and text for community mailers, newspaper publication, etc.
- Review and editing of press releases, mailers, and fliers prepared by others.
- Preparation of graphic materials to be submitted for grant applications. Preparation of architectural and engineering narrative materials for grant applications, all to be submitted with application prepared by the Owner.
- Preparation of graphic materials to be submitted digitally to the Library's internet consultant, for inclusion on the Library's information website.
- Meet with the Friends of the Library. Attendance at one public meeting to present the project to the community.

### **FEE STRUCTURE**

Our proposed fee structure is broken into two distinct phases. The first element is proposed as compensation for the Preliminary Planning and Design Phase, the scope of which is enumerated above. The Support campaign Phase is broken out as a separate scope for fee purposes, to be pursued when the Library is ready. These fees are given as lump sums, based on a breakdown of the estimated time for our tasks for these parts of the project.

#### **Phase I Fees – Master Plan Preliminary Planning and Design Services (this proposal):**

Existing Conditions	Lump sum fee of: \$11,000.00 + reimbursables
Program	Lump sum fee of: \$12,000.00 + reimbursables
Design	Lump sum fee of: <u>\$18,000.00 + reimbursables</u>
	<u>\$41,000.00 + reimbursables</u>

#### **Post-Master Plan**

Support Campaign (when the Library is ready)	Lump sum fee of: \$7,000.00 + reimbursables
--	---

#### **Assistance with 2019 and/or 2020 DLD Construction**

Grant Application	Included in fees above
-------------------	------------------------

The fees above do not include standard reimbursables (mileage, copies, printing, faxes, etc.) as defined by the AIA Standard Form of Agreement Between Owner and Architect. Reimbursables are estimated **not to exceed \$3,000 for the Phase I fees.**

#### **Phase II Fees – Implementation of all or part of the Master Plan:**

Phase II includes the preparation of construction documents, bidding, and construction administration of elements of the Master Plan, either separately per phase, or as one renovation /addition project. The fees for this Phase are currently incalculable, until scopes and budgets are developed and approved as part of the Master Planning process. All Estimates of Project Cost included in the Master Plan for each phase will include soft costs, including appropriate fees, so that such services are budgeted as part of the planning.

## RELATED EXPERIENCE

Lastly, we offer the following additional references for your convenience:

Ms. AnnaLee Giraldo, Director Kinderhook Memorial Library (Kinderhook, NY)	518.758.6192
Ms. Barbara Madonna, Director Gloversville Public Library (Gloversville, NY)	518.725.2819
Mr. Timothy Wiles, Director Guilderland Public Library	518.456.2400 x113
Ms. Lisa Karim, Director Simsbury Public Library (Simsbury, CT)	860-658-7663
Ms. Julie Dempsey, Director Highland Public Library (Highland, NY)	845-691-2275 x13
Matthew Gomm, Director Goshen Public Library & Historical Society (Goshen, NY)	845-294-6606
Ms. Rosemary Cooper, Director Albert Wisner Public Library (Warwick, NY)	845.986.1047
Ms. Ginny Neidermier, Director Josephine-Louise Public Library (Walden, NY)	845-778-7621
Ms. Margie Menard, Director Kingston Library (Kingston, NY)	845.339.4260 x14

## ASSUMPTIONS & LIMITATIONS FOR PRELIMINARY DESIGN SERVICES

1. This offer is valid for a period of thirty days after the date of this letter.
2. Consultant services are included as part of the Design services for structural, mechanical, and electrical engineering. Initial site recommendations will be provided in-house. If issues become apparent which require the use of a site engineer, such services will be discussed with the Owner prior to commencement of such services.
3. The following items are not included in the basic scope of services described above. If **deemed necessary**, BRMA will assist the Owner with the selection of qualified professionals to provide these additional services.
  - a. Traffic studies
  - b. Environmental impact statements, wetlands identification, and storm water drainage studies
  - c. Other special studies (archaeological, etc.) or special agency requirements
  - d. Topographic and boundary surveys
  - e. Geotechnical surveys (soil borings, etc.) to determine subsurface conditions and water levels
  - f. Emergency services related to existing conditions uncovered during the course of this planning work (eg.: structural deficiencies which might lead to imminent failure, etc.)
4. Professional services relating to discovery, design and/or remediation of any hazardous or otherwise unsuitable materials, such as asbestos (frequently found in roofing and insulation

systems, sealants, fire-proofing, plasters and other finishes, or pre-fabricated panels), lead (frequently found in paints and roofs), or PCB's (frequently found in window glazing compounds and sealants), or contaminated soils (from underground fuel tanks, previous industrial uses, etc.) are not included in this proposal. **If deemed necessary**, BRMA will assist the Owner with the selection of qualified professionals to provide these additional services.

5. Services related to any specialized testing, such as insect inspection, geotechnical borings, destructive or non-destructive material testing, or thermal or nuclear moisture surveying, that may be deemed necessary following initial investigations, are not included at this time. We will review any recommendation for the implementation of these services with the Board of Trustees for approval prior to commencement.
6. BRMA and the design team will have access to all existing building documentation, drawings, and reports as well as reasonable access to the building and site to conduct an assessment of existing conditions. This proposal includes provisions for observation of existing conditions from the ground, from the roof, or from the interior of the building. Should access to specific building issues require scaffolding, mechanical lifts, excavation equipment, selective demolition, etc., coordination of such access will be provided as an additional service.
7. The approval and review processes are limited to the Owner (Bethlehem Public Library Board of Trustees) for the purposes of the Master Plan Preliminary Planning and Design services. Services related to the submission and presentation of this Project, beyond those already specifically listed above, to officials from any municipality or review board or hearing (Zoning, Planning, Architectural Review, Historic Review, State Education Department, etc.), are not included herein, but may be provided as an additional service.
8. BRMA may rely upon the accuracy and completeness of the site boundary and topography survey, or other documentation of existing conditions, provided by the Owner. It is assumed, based on previous conversation, that existing drawings, floor plans, or sections of the building exist for use as base drawings, and that BRMA will be checking overall measurements of the building in the field for the purposes of the Planning and Design services.
9. It is anticipated that the Existing Conditions, Programming, and Design phases (Preliminary Planning and Design Services) will involve six meetings with the building committee, and two meetings to present to the Board of Trustees. Additional meetings with Staff and Director will be conducted to gather information and feedback. A Public Charette Meeting is also included, if desired.
10. Basic furnishings layouts will be included on all schematic floor plans.
11. If this Proposal is accepted, please execute on the last page, authorizing BRMA to proceed with these services. At such time as the Project and our services proceed to the Phase II or Continuing Design Services (Design Development, Construction Documents, Bidding, and Construction Administration of some or all elements of the Master Plan), we anticipate using the AIA Standard Form of Agreement Between Owner and Architect as appropriate for the project size and scope.
12. It is understood that if the scope of the Master Planning Project in whole or in part is materially changed, fees will be adjusted accordingly as mutually agreed upon, prior to commencement of the work.
13. It is understood that funding for professional fees is available to the Library, and is accessible for this work. The project will be billed monthly by the Architect, based on a percentage of completion for each scope above, and payment will be due on a 30-day basis.

We appreciate the opportunity to present this proposal to your Board of Trustees, and look forward to working with you on this important project. If you have any questions regarding this agreement, please feel free to call. If this Proposal meets with your acceptance, please execute below and return one original copy to our office, keeping one original for your file.

Respectfully Submitted,



Paul K Mays, RA  
Principal

I have reviewed, understand and accept the terms of this agreement, and authorize BRMA to proceed with services related to the Preliminary Planning and Design Services described herein\*:

SIGNED:

---

NAME (WRITTEN):

---

TITLE:

---

For the Bethlehem Public Library

DATE:

---

Bethlehem Public Library

RESOLUTION NO. 1901

DRAFT April 8, 2019

## On the retention and disposition of records

The Bethlehem Public Library Board of Trustees

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

BE IT RESOLVED, by the Board of Trustees of Bethlehem Public Library that Records Retention and Disposition Schedule MI-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

BE IT FINALLY RESOLVED, that upon adoption, this Resolution shall be entered into the Bethlehem Public Library minutes.

---

Geoffrey Kirkpatrick, Library Director

---

Mary Redmond, Board President



Bethlehem Public Library

RESOLUTION NO. 1902

DRAFT April 8, 2019

## On the appointment of a records management officer

The Bethlehem Public Library Board of Trustees

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

BE IT RESOLVED, that Catherine Stollar Peters is hereby appointed Records Management Officer (RMO) for Bethlehem Public Library.

BE IT FINALLY RESOLVED, that upon adoption, this Resolution shall be entered into the Bethlehem Public Library minutes.

---

Geoffrey Kirkpatrick, Library Director

---

Mary Redmond, Board President



**MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING is entered into by and between the BETHLEHEM CENTRAL SCHOOL DISTRICT (the “District”), and the BETHLEHEM PUBLIC LIBRARY (the “Library”), dated this \_\_\_\_ day of \_\_\_\_, 2019.

**WHEREAS**, the District is a duly constituted central school district organized and existing under the Education Law of the State of New York; and

**WHEREAS**, the Library is a school district public library organized and existing under the Education Law of the State of New York; and

**WHEREAS**, the District receives PILOT payments pursuant to certain PILOT agreements (the “PILOT Agreements”) entered into by various private developers participating in Industrial Development Agency projects within the District. The District is not required by statute or pursuant to the PILOT Agreements to distribute any of the PILOT monies it receives to the Library; and

**WHEREAS**, when the District is required to pay a tax refund to tax payers as the result of a court order assessment reduction or an administrative error on the tax roll, the District has no legal authority to recover from the Library the Library’s proportionate share of the tax refund; and

**WHEREAS**, the District and the Library wish to enter into an agreement with respect to the distribution of PILOT monies and payment of real property tax refunds.

**NOW**, as and for a Memorandum of Understanding, the parties hereto agree as follows:

1. To the extent that PILOT monies are received by the District pursuant to a duly authorized and executed PILOT Agreement, the District agrees to pay to the Library a proportionate share of the PILOT monies received as if such PILOT monies were levied taxes.

2. Where the District is required to make a real property tax refund attributable to either an administrative correction of an error on the tax roll or by court ordered assessment reduction, the Library agrees to pay to the District an amount equal to the proportionate reduction of taxes levied for Library purposes based on the yearly tax rate of the taxing entity for the involved tax year. Such payment may be offset from the monies the Library is entitled to receive under paragraph 1 of this Agreement or any other

amounts due and owing by the Library to the District. The school district shall provide the library with all necessary documentation relating to the payments and any offsets.

3. The District agrees to provide the Library any notice it receives related to anticipated PILOT monies prior to the preparation of the Library's budget.

4. The District agrees to inform the Library in a timely manner of any significant real property tax refunds referred to herein.

5. The parties agree and understand that this Agreement does not grant the Library any third-party beneficiary rights under any of the PILOT agreements, unless otherwise provided, including any right to enforce the PILOT Agreements or participate in any proceeding which may arise under the PILOT Agreements or the law related thereto.

6. If there is a change in law that alters either party's consideration under this Agreement, the parties agree to consider an early termination of this Agreement.

7. This Agreement constitutes the complete agreement by and between the parties and may not be amended unless agreed to in writing and executed by both parties.

8. This Agreement shall expire on June 30, 2023.

Dated:

**BETHLEHEM CENTRAL SCHOOL DISTRICT**

By: \_\_\_\_\_

Dated:

**BETHLEHEM PUBLIC LIBRARY**

By: \_\_\_\_\_

**Request to attend BookExpo in NYC (May 28-June 1, 2019)****Christine McGinty**

BEA registration:	\$0 <i>free VIP registration to the event</i>
Hotel:	\$279/night (Marriott - Fairfield Inn & Suites) x 4 nights = \$1116
Transportation:	\$0 <i>Will drive my own car so no mileage cost or tolls.)</i>
Parking:	\$50/day x 4 days = \$200
Meals & incidentals:	\$ 58 / per Diem x 3 = \$174 <i>(breakfast is included with hotel stay)</i>

**Total: \$ 1490**



Revisit Battle of Bennington

David Pitlyk, a NYS Park Site Assistant at the Bennington Battlefield since 2015, speaks at 6 p.m. Monday at the Cohoes Public Library, 169 Mohawk St., Cohoes. <http://www.CohoesPublicLibrary.org>.



Woman's Club of Albany talk

Patti Kopach shares the history of the Woman's Club of Albany, one of the area's oldest nonprofit organizations, from 1 to 2 p.m. Tuesday at the Albany Public Library's Bach branch, 455 New Scotland Road, Albany. <https://www.albanypubliclibrary.org>.

Capital Region History Day

More than 100 Capital Region students compete in the Capital Region History Day competition Saturday at the State Museum in Albany. Submissions on display from noon to 1 p.m., award ceremony at 3:30 p.m. The theme is "Triumph and Tragedy."

Need help?

**For calendar:** News and information services desk, 518-454-5420.  
**For stories and photos:** City Desk, 518-454-5420

ELECTIONS

Spa City commissioner endorses veteran

Franck backs Hicks in primary for public safety position

By Wendy Liberatore

Saratoga Springs

The city's Commissioner of Accounts said he will back candidate Kendall Hicks to head public safety in the June 25 primary.

Democrat John Franck said on Thursday that he was impressed by Hicks' background and intelligence.

"I met him recently at a fund-



FRANCK

raiser," Franck said. "He has a similar background to mine and he's very intelligent, well-spoken. I'll do what I can to help him out."

Hicks, an Army National Guard veteran who served for 30 years, will face former deputy commissioner of public safety and fellow Democrat Eileen Finneran in the primary. Franck said that while it's known he has not always



HICKS



FINNERAN

agreed with Finneran, he said that is not the reason he is choosing Hicks as the candidate to head the department.

"He grew up with very little, like me," Franck said. "He's self-made. I also like the fact that he talks about his family. Taking care of his family is important to him."

Franck said that the city Democrats didn't endorse a candidate for Public Safety because there were two candidates. However, he believes Hicks will do well in both the primary and the general election.

"I think there is some feeling it was a mistake to not endorse Kendall," Franck said.

Hicks, who announced his candidacy earlier this month, said he will strive to improve

relations between the police and the public. He said he is also uncomfortable with posting armed grounds monitors, mostly retired police officers who are untrained in school safety, at city schools. Last October, the Saratoga Springs School District's 14 grounds monitors were stripped of their weapons after the Board of Education voted on the matter in order to come into compliance with state and federal law. The issue remains an on-going one because many parents disagree with the decision.

Carl Zeilman, who chairs the Saratoga County Republican Committee, said the controversy over the effectiveness of guns in school will be a central theme in the campaign for the Republican's candidate for public safety,

Robin Dalton.

Hicks also wants to try to relieve the homeless problem, build a permanent Code Blue shelter, construct safer sidewalks and trails and address the opioid epidemic.

Franck also believes that Dillon Moran, who is running against Anthony "Skip" Scirocco for commissioner of public works, is also a strong candidate.

"His parents are immigrants. He has several businesses. Both gentlemen have a good track record," Franck said. "Of course, it helps that they are in the same party. But I think they would do well for the city."

► [wliberator@timesunion.com](mailto:wliberator@timesunion.com) = 518-454-5445  
@wendyliberatore

LOOKING BACK

On this date in ...

**1919:** A man reported his five-passenger Reo touring car stolen in Schenectady and the car's information, as well as the description of the man believed to be the thief, was sent to all area police departments. Later that night, a Watervliet policeman found the car abandoned on Third Avenue in that city and had it towed to the station house. Shortly after 6 a.m. the next day, a man who fit the description of the alleged criminal came to the police station to claim the vehicle he said he left on Third Avenue after running out of gas. He was promptly arrested and placed in a cell.

**1969:** An era ended in Albany and nostalgia lingered in the shadows of a doomed old building. A new era dawned, radiant with the pride of men in the achievement of a splendid new edifice and in their dedication of its vast resources to the cause of justice. Albany Police Headquarters and Police Court abandoned the rambling brick municipal building they had shared since 1923 at Eagle and Beaver streets. Police Court led the exodus on March 20, following the last daily session in the old building. The first floor courtroom off the spacious lobby of the new structure was officially opened at a special court session, followed by a reception for guests. Last to leave the old building March 22 was the detective bureau.

**1994:** The East Greenbush Central School District once again faced huge budget reductions, a divided Board of Education and massive state aid cuts as well as incensed parents and taxpayers. The proposed \$35.9 million budget for next school year cut everything from activities to sports and social workers to teachers. The budget primarily funded only programs that fulfilled state mandates. The spending plan represented a 3 percent increase in the tax levy, or about \$600,000. To achieve the goal, the administration cut \$1.6 million from the budget. Slated to go were 14 teachers, 16 non-instructional staff and one-half of an administrator position.

► Want to read more about the Capital Region's past? See <http://blog.timesunion.com/history/>

YOUR BEST SHOT



Provided by Kristen Roberts



Seed library springs up

Bethlehem Public Library is offering a seed library featuring open-pollinated vegetables and some herbs and flowers. Located at the back of the Information Desk, it is self-serve with some quantity limits. A library card is not required to participate. To get the seed library up and running, a number of gardening programs have been scheduled for both new and experienced gardeners. From 2 to 3 p.m. Sunday, March 31, Eric de Long of Foxtail Community Farm will share tips for starting seedlings at home, including low-cost options for light, water and heat requirements.



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■ Send JPEGs of at least 2 MB to [yourbestshot@timesunion.com](mailto:yourbestshot@timesunion.com). Please add names, hometowns and an explanation of what's pictured.

OUTDOORS

Man dies on hike in North Country

By Emily Masters

A 52-year-old man from Glens Falls died Sunday after collapsing during a hike in New York's North Country, the state Department of Environmental Conservation said Tuesday.

Franklin County 911 dispatchers called forest rangers at 2:04 p.m. March 17 to report a hiker was in distress on Catamount Mountain in Black Brook, Clinton County.

The man had collapsed while taking a break and was unresponsive, the DEC said.

Dispatchers for the state agency spoke with the caller, as three forest rangers rushed to the scene at Taylor Pond Wild Forest on snowmobiles. Au Sable Fork's Ambulance Service and State Police were also sent to the area.

Rangers reached the man at 2:30 p.m. but were unable to revive him. After performing CPR for an hour, the hiker was pronounced dead, the DEC said. His name has not been released.

Party of three rescued on Giant Mountain

Three hikers from Clifton Park were rescued by forest rangers Saturday after they got lost in the Adirondacks, the state Department of Environmental Conservation said Tuesday.

Essex County 911 dispatchers called forest rangers at 3:25 p.m. March 16 to report the hikers were lost on Giant Mountain in Keene. The mountain is the twelfth highest in the High Peaks region of the Adirondack Park.

The hiking party, which included two 21-year-olds and a 19-year-old, needed help relocating the trail, the DEC said.

Two forest rangers were sent to the Giant Mountain Wilderness to start the search and, at 5:10 p.m., made voice contact with the hikers. By 5:52 p.m., the rangers had found the trio, who were tired but otherwise in good health.

"The hikers were wearing sneakers and were unprepared for the backcountry hike," the DEC said.

The rangers slowly walked the group back to the trailhead, where they arrived at 6:15 p.m.

CAMERAS

▼ CONTINUED FROM C1

that will synchronize with the body-worn cameras and vice versa.

All 34 police cars will eventually have that same capability, Seber said.

Police brass are scheduled to meet later this week to discuss and evaluate how things are going before dispensing at least 10 cameras weekly until all unformed officers in the roughly 160-member force have them, Seber said.

He recounted that the department had to set up a separate system to make the video footage gathered by the officers in the field available to prosecutors and defense attorneys in the event it is needed in a court case.

Last year, the department in announcing it had selected the MK3 said the cameras cost \$710 each and that the total cost would be about \$165,000 for 120 cameras, software, on-site training, accessories, docks, and an extended warranty among other



Skip Dickstein / Times Union archive

The Schenectady Police Department, after an exhaustive study of many of the body cam units, chose the Panasonic MK3 Arbitrator. The 15 city police patrol officers now outfitted with tiny body-worn cameras must remember to activate them when responding to a call.

things.

The Albany Police Department began using body cameras

in 2017. Police in Troy will begin using the cameras later this year.

► [pnelson@timesunion.com](mailto:pnelson@timesunion.com)  
■ 518-454-5347  
■ @apaulnelson



## LIBRARIES

## Spend the break at the library

**W**hat do you do when the kids have a whole week off of school in the middle of winter? Head to the library, of course! We've got fun programs scheduled the entire winter break featuring performances, parties, movies and more. Check out the complete list at [www.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org) or pick up a flyer at the library.



instruments. The interactive storytelling vividly brings to life the tale of a young boy who bravely sets out to rescue the Sun from its imprisonment by a powerful dragon. With the help of a magic Phoenix, Bawshou must complete three great challenges.

The library will be hosting two performances of "Bawshou and the Water Dragon," one at 11 a.m. and the second at 2 p.m., along with special participation workshops for children before each show. The event is part of the Ann Seegal Memorial Storytelling series that brings top-level storytelling performances to Bethlehem Public Library. Seating is limited and available on a first-come basis.

Children in grades 2-8

can also be part of the performance by taking part in a workshop to learn how to play the instruments and manipulate some of the props in the show. Workshops are limited to 15 participants. Sign up online or call.

### And so much more

The busy February vacation week continues with the following activities for kids:

#### Super Smash Afternoon

Friday, Feb. 15:

Join your friends to play Super Smash Bros. on the WiiU, 3:30-4:30 p.m. For grades 6-12.

#### Unicorn Party

Tuesday, Feb. 19: Join us for unicorn stories and a craft, then decorate your own magical cupcake, 11



Bethlehem library celebrated the Year of the Pig with a heart piggy craft at the Children's Place creation station.

Kristen Roberts / Bethlehem Public Library

a.m. OR 2:30 p.m. Each child must be registered individually; please sign up for only one session. For kids and family.

#### Stone Soup

Wednesday, Feb. 20:

Shape biscuit dough into a yummy treat and watch a classic Stone Soup tale while they bake. When the biscuits are done, enjoy

them with some vegetable soup, 2 p.m. Please bring a canned vegetable or soup for the local food pantry. For kids and family. Sign up online or call.

#### Kids Builder Association

Thursday Feb. 21:

Build your own fun with Legos, Snap Circuits,

K'nex, blocks, puzzles, origami and more, 10 a.m. For kids and family.

#### Family Book Discussion

Thursday, Feb. 21:

"From the Mixed-Up Files of Mrs. Basil E. Frankweiler" Read E.L. Konigsburg's classic tale and then join in a family discussion, 2 p.m. For kids and family.

Friday, Feb. 22: No-Sew Caterpillar and Story Listen to a story about a caterpillar, then make your own cuddly caterpillar to keep, 10:30-11:15 a.m. For kids and family. Sign up online or call; each child must be registered individually.

#### Vacation Cinema

Friday, Feb. 22: A yeti is convinced that the elusive creatures known as "humans" really do exist (PG, 96 min., Warner Bros.), 2:30 p.m.

— Kristen Roberts

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Stephanie Hutchins

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Prices Good Thru 2/16/19 • Tuesday-Friday 9-6, Saturday 8-5, Closed Sunday-Monday 108468.4

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\$40 Family Caregiver/Student/Senior Citizen  
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Scholarships are available for family caregivers

For more information or to register:

518.867.4999 or vicoles@alz.org

Register online at: [alz.org/northeasternny](http://alz.org/northeasternny)

## COMMUNITY

# Studio Makerspace open



The ribbon-cutting ceremony was attended by numerous local officials like Assemblywoman Patricia Fahy and the town's Chamber of Commerce's president Maureen McGuinness.

Diego Cagara / Spotlight News

## New studio promotes self-sustaining creativity

By **DIEGO CAGARA**

[cagarad@spotlightnews.com](mailto:cagarad@spotlightnews.com)

**BETHLEHEM** — The public library held its ribbon-cutting ceremony for its new self-service Studio Makerspace on Friday, March 22 at 11 a.m. to officially open it to residents who can use to film videos, record podcasts, convert audio and video files, and more.

"We're very excited, we've been talking about this for a very long time and it's nice to bring it to fruition," said library director Geoffrey Kirkpatrick. He added that in the past week or so, the library has received an anticipatory response from the public and had even given a few exclusive tours to some residents prior to the ceremony.

This ADA-compliant studio space is now open all week and can be reserved through the library's online calendar for three-hour increments by an individual or a group at one time with an Upper Hudson Library card.

It includes a One Button desktop — comprising of

a built-in video camera, a silver button to start and end recording, and a USB port where an inserted flash drive would save the recorded raw footage — which is accompanied by a talk show-esque backdrop with two seats, a middle table and blue background curtains.

Once the user presses the aforementioned silver button, they are given an eight-second countdown during which they can quickly head over to the seats, just in time as the video camera commences recording.

In addition, the studio has a podcasting studio to record personal or professional podcasts, a VHS-to-DVD conversion machine, and 10 laptops equipped with video editing software Adobe Premiere Elements. A user can also borrow a video camera for two weeks in case they would like to film or record beyond the library grounds.

The ceremony was attended by numerous local politicians and public figures, including Bethlehem Town Supervisor David VanLuven, Town Board members Joyce Becker and Jim Foster, the town's Chamber of Commerce's president Maureen McGuinness, and state

Assemblywoman Patricia Fahy.

"This is part of why I love libraries because it is equal access, equal opportunities and because of the variety of things you could do here, it just fuels our creativity and provides even more opportunities for our youth which is what it is really all about in the end," said Fahy. "It's stimulating their minds, stimulating that creativity because that is the future, right?"

She brought up how it can relate to how digital literacy is highly encouraged nowadays as we live in a more tech-fueled world. "So thank you to everyone here and in the town who are continuing to make this town as great as it is with all the opportunities at our fingertips," she said.

VanLuven said that he personally distinguishes the Bethlehem library as the best within the local region.

He said that it's "evolving with our community, evolving with the times. We still have books but the library is our community center and hub. It's so much more than just books ... This is an opportunity for residents to more effectively

**Continues on 9**



## From page 3 ...

### Troop 75

roster and schedule, she expressed excitement over getting to camp more and making new friends while doing outdoor activities.

Pris said that the Girls Troop is now undergoing a recruiting drive where could hopefully result in more girls joining. "It could also be the girls inviting other girls to join because girls tend to move in groups more so that boys do in society," she said. "Having a friend or being able to go with someone is really important so if we can invite groups or friends, that would definitely help. A lot of siblings, I have a feeling, will be coming too."

Pris noted that there are already four more girls who are planning to officially join Troop 75 in April.

So far, Gannon said that she appreciates how Troop 75 "gives you the chance to explore new things." When

asked what she's most excited about, she smiled, "Camping. I love camping and I haven't gone in a couple of years so this gives me an excuse to go."

Moving forward, Pris said that she wants to see the girls tackle problems, learn how to plan, and enable others and teach them. "These are some of the skills they will take with them through their entire lives because you're going to end up in situations no matter what you're going to do in life, and you're going to come across a problem where you're not sure what to do," she concluded. "But they're going to have the skills to figure it out."

For now, Girls Troop 75 will have a campout and service project at the nearby Lawson Lake sometime in April, camp by Thompson's Lake in May, and have a summer camp at the Rotary Scout Reservation on the third week of July.

For more information, visit [www.delmartroop75.org](http://www.delmartroop75.org).

## From page 4 ...

### Makerspace

communicate with and educate each other on things that are happening around town and more broadly. I congratulate the library for taking this bold new step."

McGuinness said the space is so user-friendly to the point that "you don't need a degree to produce videos" and residents can use the file conversion feature to convert their old VHS family tapes in order to keep holding onto their memories for years to come.

"Come and use the space and if you have any questions about it, please ask me or any of the librarians," Kirkpatrick said. "We know that people are going to use this creative space for their creative projects and we're very excited about that."

For more information, visit [www.bethlehempublibrary.org/studio-makerspace](http://www.bethlehempublibrary.org/studio-makerspace).

## BUSINESS

# IDA fed up with Monolith

Town seeks to recoup exemptions from Monolith Solar

By **DIEGO CAGARA**  
[cagarad@spotlightnews.com](mailto:cagarad@spotlightnews.com)

**BETHLEHEM** — The town's Industrial Development Agency voted on Friday, March 22 to end tax exemptions to SAE Sun & Technology Inc., an affiliate of Monolith Solar, in relation to the halted construction of the latter's \$4.9 million Slingerlands headquarters building at the Vista Technology Campus. Monolith Solar had been looking to receive \$680,000 in tax exemptions.

The tax breaks were terminated because

Monolith Solar did not pay a payment in lieu of tax payment and an administrative fee that was originally due back on Jan. 1, 2019, and also since the company failed to complete the aforementioned building by Dec. 13, 2018 and did not employ 49 employees there. The canceled exemption agreement would prevent the real property tax abatement from applying towards the building, and also stop any future sales tax exemptions that are estimated at \$296,000.

In a March 22 IDA press release, IDA Chairman Frank Venezia said that the board had tried working with Monolith Solar in hopes of seeing the building achieve full fruition. "Over the course of the

four years since the IDA began working with Monolith, the Board has asked company representatives to appear multiple times to answer questions and provide information that was absolutely critical for the IDA to fulfill its fiduciary duty to the residents of Bethlehem," he added. "We have been incredibly patient with Monolith as they worked through various operating and financing issues. However, based on the current defaults, we have a responsibility under New York State law and our internal policies to terminate the agreement. The IDA will do all it legally can to recoup the exemptions previously granted. We owe this to the residents of Bethlehem."

#### LEGALS

##### NOTICE OF LLC FORMATION

SEWARD PARK GARAGE LLC. Arts. of Org. filed with the SSNY on 02/20/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 10 East 33rd Street, 11th Floor, New York, NY 10016. Purpose: Any lawful purpose. D-210767

##### NOTICE OF LLC FORMATION

SHINE COLLECTIVE SALON LLC. Arts. of Org. filed with the SSNY on 02/26/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 1158 Union Street, Brooklyn, NY 11225. Purpose: Any lawful purpose. D-211714

##### NOTICE OF LLC FORMATION

SJ PACIFIC, LLC. Arts. of Org. filed with the SSNY on 02/07/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 41 Schermerhorn Street, Suite 332, Brooklyn, NY 11201. Purpose: Any lawful purpose. D-209557

##### NOTICE OF LLC FORMATION

SL CAP LLC. Arts. of Org. filed with the SSNY on 09/14/18. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 10016. Purpose: Any lawful purpose. D-210767

#### LEGALS

cess against it may be served. SSNY shall mail copy of process to the LLC, c/o Deborah Lee, 201 W 17th St, Apt 3D, New York, NY 10011. Purpose: Any lawful purpose. D-210242

##### NOTICE OF LLC FORMATION

SOAP FOR TOMORROW LLC. Arts. of Org. filed with the SSNY on 02/25/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, c/o Paul Meyers, 130 West 57th Street, Suite 8A, New York, NY 10019. Purpose: Any lawful purpose. D-211219

##### NOTICE OF LLC FORMATION

SOHO PRESS OFFICES LLC. Arts. of Org. filed with the SSNY on 03/15/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 380 Riverside Drive, 5J, New York, NY 10025. Purpose: Any lawful purpose. D-212872

##### NOTICE OF LLC FORMATION

SONNER SYSTEMS, LLC. Arts. of Org. filed with the SSNY on 02/20/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 10016. Purpose: Any lawful purpose. D-210767

#### LEGALS

1866 Madison Street, 3R, Ridgewood, NY 11385. Purpose: Any lawful purpose. D-210772

##### NOTICE OF LLC FORMATION

STARDUST LLC. Arts. of Org. filed with the SSNY on 02/27/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, c/o James VanHouten III, 751 E. Daily Drive, Suite 218, Camarillo, CA 93010. Purpose: Any lawful purpose. D-211411

##### NOTICE OF LLC FORMATION

STAY MAIN LLC. Arts. of Org. filed with the SSNY on 03/12/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 560 Sylvan Avenue, Suite 2150, Englewood Cliffs, NJ 07632. Purpose: Any lawful purpose. D-212600

##### NOTICE OF LLC FORMATION

STEVEN RAY ARTISTS LLC. Arts. of Org. filed with the SSNY on 02/07/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, c/o Falcon Rappaport & Berkman PLLC, 265 Sunrise Highway, Suite 50, Rockville Centre, NY 11570. Purpose: Any lawful purpose. D-209986

#### LEGALS

##### NOTICE OF LLC FORMATION

STICK FIGURE ENTERTAINMENT, LLC. Arts. of Org. filed with the SSNY on 03/15/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 463 West 45th Street, 2nd Floor, New York, NY 10036. Purpose: Any lawful purpose. D-212906

##### NOTICE OF LLC FORMATION

STICK FIGURE FILMS, LLC. Arts. of Org. filed with the SSNY on 03/15/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 463 West 45th Street, 2nd Floor, New York, NY 10036. Purpose: Any lawful purpose. D-212908

##### NOTICE OF PLLC FORMATION

STUDIO SHEA ARCHITECTURE PLLC. Arts. of Org. filed with the SSNY on 03/04/19. Office: Albany County. SSNY designated as agent of the PLLC upon whom process against it may be served. SSNY shall mail copy of process to the PLLC, 135 Plymouth Street, Unit 308, Brooklyn, NY 11201. Purpose: For the practice of the profession of Architecture. D-211756

##### NOTICE OF LLC FORMATION

SUN & SEA HOLDING, LLC. Arts. of Org. filed with the SSNY on 03/08/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 161 West 54th Street, New York, NY 10019. Purpose: Any lawful purpose. D-212603

#### LEGALS

03/08/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 161 West 54th Street, New York, NY 10019. Purpose: Any lawful purpose. D-212603

##### NOTICE OF LLC FORMATION

SURE LINE GROUP LLC. Arts. of Org. filed with the SSNY on 04/22/11. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 3029 Riverside Dr., Wantagh, NY 11793. Purpose: Any lawful purpose. D-212603

##### NOTICE OF LLC FORMATION

SylviaCecelia, LLC. Arts. of Org. filed with the SSNY on 02/15/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 160 Prospect Park West, Apartment 1, Brooklyn, NY 11215. Purpose: Any lawful purpose. D-210463

##### NOTICE OF LLC FORMATION

TALON NAILS LLC. Arts. of Org. filed with the SSNY on 02/20/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, c/o Emma Fried, 205 Mac-

#### LEGALS

Dougal Street, Apartment 2A, Brooklyn, NY 11233. Purpose: Any lawful purpose. D-210774

##### NOTICE OF LLC FORMATION

THE MURPHY COLLECTION LLC. Arts. of Org. filed with the SSNY on 02/14/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 304 Spring Street, Apartment 2E, New York, NY 10013. Purpose: Any lawful purpose. D-210963

##### NOTICE OF LLC FORMATION

TRCU HOLDING LLC. Arts. of Org. filed with the SSNY on 10/16/18. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, c/o Morten Tjelum, 148 E 38th Street, No. 4, New York, NY 10016. Purpose: Any lawful purpose. D-212234

##### NOTICE OF LLC FORMATION

TRIBECA REGENMED LLC. Arts. of Org. filed with the SSNY on 02/06/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 50 Lighthouse Street, New York, NY 10013. Purpose: Any lawful purpose. D-209518

#### LEGALS

##### NOTICE OF LLC FORMATION

USA TRIPLE A FUNDS LLC. Arts. of Org. filed with the SSNY on 02/22/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 112-01 The Pinnacle, Unit 15E, Queens Boulevard, Forest Hills, NY 11375. Purpose: Any lawful purpose. D-210852

##### NOTICE OF LLC FORMATION

WALKER TERRACE MM, LLC. Arts. of Org. filed with the SSNY on 03/14/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 1652 Park Avenue, #LL, New York, NY 10035. Purpose: Any lawful purpose. D-212802

##### NOTICE OF LLC FORMATION

YDH CONSULTING, LLC. Arts. of Org. filed with the SSNY on 02/06/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, P.O. Box 1259, New York, NY 10276. Purpose: Any lawful purpose. D-209648

##### NOTICE OF ARTICLES OF ORGANIZATION OF @ ZAUTNER FAMILY ENTERPRISES, LLC

1. The name of the limited liability company is @ ZAUTNER FAMILY ENTERPRISES, LLC.

#### LEGALS

2. The Articles of Organization for the LLC were filed with the Secretary of State's Office on November 7, 2016.

3. The office of the LLC is to be located in the County of Albany, State of New York.

4. The Secretary of State is designated as an agent of the LLC upon whom process against it may be served. The post office address in the State of New York to which the Secretary of State shall mail a copy of any process against the LLC is: 1569 New Scotland Road, Slingerlands, NY 12159.

5. The duration of the LLC is perpetual.

6. The character and purpose of the business of the LLC shall be to engage in any lawful act or activity for which a limited liability company may be organized under the laws of the State of New York, including the ownership of real property. D-209622

##### NOTICE OF LLC FORMATION

ZOURVA REALTY LLC. Arts. of Org. filed with the SSNY on 02/13/19. Office: Albany County. SSNY designated as agent of the LLC upon whom process against it may be served. SSNY shall mail copy of process to the LLC, 36-25 190th Street, Flushing, NY 11358. Purpose: Any lawful purpose. D-210032

To place your Legal Notice: Call 439-4949



# PLACES IN 'PRIDE AND PREJUDICE'

SATURDAY APRIL 6 • 2PM

David M. Shepard, author of  
"The Annotated Pride and Prejudice,"  
will share pictures and anecdotes about  
some of the locations in Jane Austen's novel  
and how they related to her own life.

*Presented by the Capital Region Chapter  
of the Jane Austen Society of North America.*



\*Watch the 2005 film version of "Pride and Prejudice" (PG, 129 min.,  
Universal) as part of the Friday Cinema series **March 29 at 2:30pm!**

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# WORLD TAI CHI & QI GONG DAY

SATURDAY APRIL 27 • 10AM

Join the library and the Asian Arts Group Tai Chi Center of Albany for a morning of tai chi and qi gong on the Green, weather permitting.  
No experience necessary. All ages welcome!



FRIDAY MARCH 15 • 11AM

THURSDAY MARCH 28 • 4PM

TUESDAY APRIL 16 • 3PM

Practice this gentle movement exercise rooted in meditation at any or all sessions. All ages and abilities welcome. Wear loose, comfortable clothing and shoes.

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