

# Bethlehem Public Library

## Annual Report For Public And Association Libraries - 2016

CURRENT YEAR

*PREVIOUS YEAR*

### 1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2016, except for questions related to the current library director/manager (questions 1.37 through 1.45).

1.1	Library ID Number	8400011730	<i>8400011730</i>
1.2	Library Name	BETHLEHEM PUBLIC LIBRARY	<i>BETHLEHEM PUBLIC LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Delmar	<i>Delmar</i>
1.6	Beginning Fiscal Reporting Year	07/01/2015	<i>07/01/2014</i>
1.7	Ending Fiscal Reporting Year	06/30/2016	<i>06/30/2015</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2015	<i>7/1/2014</i>
1.12	Ending <u>Local</u> Fiscal Year	06/30/2016	<i>6/30/2015</i>
1.13	Address Status	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.14	Street Address	451 DELAWARE AVENUE	<i>451 DELAWARE AVENUE</i>
1.15	City	DELMAR	<i>DELMAR</i>
1.16	Zip Code	12054	<i>12054</i>
1.17	Mailing Address	451 DELAWARE AVENUE	<i>451 DELAWARE AVENUE</i>
1.18	City	DELMAR	<i>DELMAR</i>
1.19	Zip Code	12054	<i>12054</i>
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 439-9314	<i>(518) 439-9314</i>
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 478-0901	<i>(518) 478-0901</i>

1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@bethlehempubliclibrary.org	<i>director@bethlehempubliclibrary.org</i>
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.bethlehempubliclibrary.org	<i>www.bethlehempubliclibrary.org</i>
1.24	Population Chartered to Serve (per 2010 Census)	27,878	<i>27,878</i>
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	<i>PUBLIC</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	<i>School District</i>
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	09/10/1931	<i>09/10/1931</i>
1.30	Date the library was last registered	02/26/1914	<i>02/26/1914</i>
1.31	Federal Employer Identification Number	146000275	<i>146000275</i>
1.32	County	ALBANY	<i>ALBANY</i>
1.33	School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
1.34	Town/City	Bethlehem	<i>Bethlehem</i>
1.35	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.45, report all information for the current library director/manager.

1.37 Title of Library Director/Manager (select one):

Mr.

*Mr.*

1.38 First Name of Library Director/Manager

Geoffrey

*Geoffrey*

1.39 Last Name of Library Director/Manager

Kirkpatrick

*Kirkpatrick*

1.40 NYS Public Librarian Certification Number

22028

*22028*

1.41	What is the highest education level of the library manager/director?	Master's Degree	
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	
1.43	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	
1.44	E-mail Address of the Director/Manager	director@bethlehempubliclibrary.org	<i>director@bethlehempubliclibrary.org</i>
1.45	Fax Number of the Director/Manager	(518) 478-0901	<i>(518) 478-0901</i>
1.46	Is the library a member of the New York State and Local Retirement System?	Y	
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	Y	<i>Y</i>
1.48	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2016? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49.	Y	<i>Y</i>
1.	Name of municipality or district holding the public vote	Bethlehem Central School District	<i>Bethlehem Central School District</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the vote was held (mm/dd/2016)	05/17/2016	<i>05/19/2015</i>
4.	Was the vote successful? Y/N	Y	<i>Y</i>
5.	What type of public vote was it?	budget vote (school district public library only)	<i>school district ballot proposition (Ed. Law Â§259(1)(a))</i>

6a.	Most recent prior year approved appropriation from a public vote:	\$3,674,851	\$3,674,851
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$47,823	\$47,823
6c.	Total proposed appropriation (sum of 6a and 6b):	\$3,722,674	\$3,722,674

**This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

1.49 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2016) Enter N for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50.

N

1. Name of municipality or district holding the public vote

N/A

2. Indicate the type of municipality or district holding the public vote

3. Date the last successful vote was held (mm/dd/yyyy)

N/A

4. What type of public vote was it?

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?

N/A

1.50 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.51.

N

1. Name of contracting municipality or district

N/A

2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A
1.51	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	Y	Y

## 2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	31,700	32,137
2.2	Adult Non-fiction Books	29,808	30,661
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	61,508	62,798
2.4	Children's Fiction Books	24,899	26,464
2.5	Children's Non-fiction Books	15,350	15,413
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	40,249	41,877
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	101,757	104,675

#### Other Print Materials

2.8	Total Uncataloged Books	0	0
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2.9	Total Print Serials	468	403
2.10	All Other Print Materials	0	0
2.11	<b>Total Other Print Materials</b> (Total questions 2.8 through 2.10)	468	403
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	102,225	105,078

## **ALL OTHER MATERIALS**

### **Electronic Materials**

2.13	Electronic Books	35,801	28,865
2.14	Local Electronic Collections	12	11
2.15	NOVELNY Electronic Collections	10	10
2.16	<b>Total Electronic Collections (Total questions 2.14 and 2.15)</b>	22	21
2.17	Audio - Downloadable Units	9,059	9,234
2.18	Video - Downloadable Units	389	705
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	3,206	2,976
2.20	<b>Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)</b>	48,477	41,801

### **Non-Electronic Materials**

2.21	Audio - Physical Units	8,876	8,975
2.22	Video - Physical Units	7,144	7,334
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	881	881
2.24	<b>Total Other Materials Holdings (Total questions 2.21 through 2.23)</b>	16,901	17,190
2.25	<b>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)</b>	167,603	164,069

## **CURRENT SERIAL SUBSCRIPTIONS**

2.26	Current Print Serial Subscriptions	260	261
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.27	Cataloged Books	16,464	14,063
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2.28	All Other Print Materials	0	0
2.29	Electronic Materials	8,809	8,501
2.30	All Other Materials	3,204	4,328
2.31	<b>Total Additions (Total questions 2.27 through 2.30)</b>	28,477	26,892

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.27 as of the fiscal year reported in Part 1; report information on questions 3.28 through 3.79 for the 2016 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

#### LIBRARY USE

3.1	Library visits (total annual attendance)	339,120	338,282
3.2	Registered resident borrowers	20,865	20,808
3.3	Registered non-resident borrowers	59	47

Please report information on WRITTEN POLICIES as of 12/31/16.

#### WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/16.

#### ACCESSIBILITY (Answer Y for Yes, N for No)/b>

3.10	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.11	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y

3.12	Does the library have large print books?	Y	Y
3.13	Does the library have assistive technology for the blind and visually impaired?	Y	Y
3.14 - If so, what do you have?			
	screen reader, such as JAWS or Windoweyes	No	No
	refreshable Braille keyboard	No	No
	screen magnification software, such as Zoomtext	Yes	Yes
	electronic scanning and reading software, such as OpenBook	No	No

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

### LIBRARY SPONSORED PROGRAMS

3.15	Adult Program Sessions	207	147
3.16	Young Adult Program Sessions	148	148
3.17	Children's Program Sessions	886	902
3.18	All Other Program Sessions	27	29
3.19	<b>Total Number of Program Sessions (Total questions 3.15 through 3.18)</b>	1,268	1,226
3.20	One-on-One Program Sessions	637	688
3.21	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	
3.22	Adult Program Attendance	3,728	2,885
3.23	Young Adult Program Attendance	3,370	3,409
3.24	Children's Program Attendance	20,551	24,897
3.25	All Other Program Attendance	4,211	2,888
3.26	<b>Total Program Attendance (Total questions 3.22 through 3.25)</b>	31,860	34,079
3.27	One-on-One Program Attendance	735	688

Please report information on SUMMER READING PROGRAMS for the 2016 calendar year.

## SUMMER READING PROGRAM

3.28 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2016 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.29	Library outlets offering a summer reading program	1	1
3.30	Children registered for the library's summer reading program	666	669
3.31	Young adults registered for the library's summer reading program	236	244
3.32	Adults registered for the library's summer reading program	57	74
3.33	Total number registered for the library's summer reading program (total 3.30 + 3.31 + 3.32)	959	987
3.34	Children's program sessions - Summer 2016	125	119
3.35	Young adult program sessions - Summer 2016	27	32
3.36	Adult program sessions - Summer 2016	28	20
3.37	Total program sessions - Summer 2016 (total 3.34 + 3.35 + 3.36)	180	171
3.38	Children's program attendance - Summer 2016	5,043	3,214
3.39	Young adult program attendance - Summer 2016	1,296	1,435
3.40	Adult program attendance - Summer 2016	1,971	849
3.41	Total program attendance - Summer 2016 (total 3.38 + 3.39 + 3.40)	8,310	5,498

COLLABORATORS

3.42	Public school district(s) and/or BOCES	1	1
3.43	Non-public school(s)	1	2
3.44	Childcare center(s)	1	1
3.45	Summer camp(s)	0	0
3.46	Municipality/Municipalities	1	1
3.47	Literacy provider(s)	0	0
3.48	Other (describe using the State note)	12	8
3.49	<b>Total Collaborators (total 3.42 through 3.48)</b>	16	13

Please report information on EARLY LITERACY PROGRAMS for the 2016 calendar year.

### EARLY LITERACY PROGRAMS

3.50	Did the library offer early literacy programs? (Enter Y Y for Yes, N for No)		Y
3.51	- Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry	Yes	Yes
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.52	- Number of sessions		
a.	Focus on birth - school entry	48	52
b.	Focus on parents & caregivers	0	0
c.	Combined audience	227	215
d.	N/A	N/A	N/A
3.53	<b>Total Sessions</b>	275	267
3.54	- Attendance at sessions		
a.	Focus on birth - school entry	483	360
b.	Focus on parents & caregivers	0	0
c.	Combined audience	2,617	5,347
d.	N/A	N/A	N/A
3.55	<b>Total Attendance</b>	3,100	5,707
3.56	- Collaborators (check all that apply):		
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	Yes	Yes

Please report information on ADULT LITERACY for the 2016 calendar year.

## ADULT LITERACY

3.57	Did the library offer adult literacy programs?	Yes	Yes
3.58	Total group program sessions	14	4
3.59	Total one-on-one program sessions	69	71
3.60	Total group program attendance	96	11
3.61	Total one-on-one program attendance	69	71
3.62 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	Yes	Yes

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2016 calendar year.

## PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.63	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.64	Children's program sessions	0	0
3.65	Young adult program sessions	0	0
3.66	Adult program sessions	0	0
3.67	<b>Total program sessions (total 3.64 + 3.65 + 3.66)</b>	0	0
3.68	One-on-one program sessions	0	0
3.69	Children's program attendance	0	0
3.70	Young adult program attendance	0	0
3.71	Adult program attendance	0	0
3.72	<b>Total program attendance (total 3.69 + 3.70 + 3.71)</b>	0	0
3.73	One-on-one program attendance	0	0
3.74 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No

c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2016 calendar year.

#### **DIGITAL LITERACY**

3.75	Did the library offer digital literacy programs?	Y	Y
3.76	Total group program sessions	69	57
3.77	Total one-on-one program sessions	159	279
3.78	Total group program attendance	1,554	1,524
3.79	Total one-on-one program attendance	239	279

#### **4. LIBRARY TRANSACTIONS**

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

##### **CATALOGED BOOK CIRCULATION**

4.1	Adult Fiction Books	140,304	141,447
4.2	Adult Non-fiction Books	86,748	85,052
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	227,052	226,499
4.4	Children's Fiction Books	149,495	151,336
4.5	Children's Non-fiction Books	40,984	40,635
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	190,479	191,971
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	417,531	418,470

##### **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	170,253	194,137
4.9	Circulation of Children's Other Materials	28,768	28,641
4.10	<b>Total Circulation of Other Materials (Total questions 4.8, 4.9)</b>	199,021	266,365
4.11	<b>Physical Item Circulation (Total questions 4.7 &amp; 4.10)</b>	616,552	

##### **ELECTRONIC USE**

4.12	Use of Electronic Material	53,841	43,587
4.13	Successful Retrieval of Electronic Information	82,279	
4.14	<b>Electronic Content Use (Total questions 4.12 &amp; 4.13)</b>	136,120	

4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	670,393	684,835
4.16	Total Collection Use (Total questions 4.13 & 4.15)	752,672	
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	219,247	220,612

#### REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	79,970	69,553
4.19	Does the library offer virtual reference?	Y	Y

#### INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	88,613	81,452
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#### INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	67,737	56,378
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### 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2016.

#### SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	421,162	407,558
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Name of the person responsible for the library's Information Technology (IT) services	Geoffrey Kirkpatrick	<i>Geoffrey Kirkpatrick</i>
5.7	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 439-9314	<i>(518) 439-9314</i>
5.8	IT contact's email address	director@bethlehempubliclibrary.org	<i>director@bethlehempubliclibrary.org</i>

### 6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

#### FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	35
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**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	14.82	13.79
6.5	Vacant Librarian (certified)	0	1
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	1	1
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	29.09	28.38
6.11	Vacant Other Staff	0.43	0.82
6.12	<b>TOTAL PAID STAFF</b> (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	45.91	44.17
6.13	<b>VACANT TOTAL PAID STAFF</b> (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.43	1.82

**SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$49,675	\$48,701
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$104,069	\$99,902
6.18	FTE - Library Manager (not certified)	0	0
6.19	Salary - Library Manager (not certified)	\$0	\$0

**7. MINIMUM PUBLIC LIBRARY STANDARDS**

Report all information as of December 31, 2016. Please click [here](#) to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y	Y
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7.2	2. Has a board-approved written long range plan of service.	Y	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8. Maintains a facility to meet community needs, including adequate:			
7.8	8a. space	Y	Y
7.9	8b. lighting	Y	Y
7.10	8c. shelving	Y	Y
7.11	8d. seating	Y	Y
7.12	8e. restroom (see instructions)	Y	Y
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:			
7.13	9a. telephone	Y	Y
7.14	9b. photocopier (see instructions)	Y	Y
7.15	9c. microcomputer or terminal	Y	Y
7.16	9d. printer	Y	Y
7.17	9e. Fax capability (see instructions)	Y	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	Y

7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
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## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

**PUBLIC SERVICE OUTLETS** - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS</b> (Total questions 8.1 - 8.4)	1	1

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	67.00	67.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	<b>Minimum Weekly Total Hours - Total Hours Open</b> (Total questions 8.6 - 8.8)	67.00	67.00
8.10	Annual Total Hours - Main Library	3,704.00	3,704.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	<b>Annual Hours Open - Total Hours Open</b> (Total questions 8.10 through 8.12)	3,704.00	3,704.00

## 9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com) and your data will be uploaded into Collect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Bethlehem Public Library	<i>Bethlehem Public Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	451 Delaware Avenue	<i>451 Delaware Avenue</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code	12054	<i>12054</i>
7.	Phone (enter 10 digits only)	(518) 439-9314	<i>(518) 439-9314</i>
8.	Fax Number (enter 10 digits only)	(518) 478-0901	<i>(518) 478-0901</i>
9.	E-mail Address	information@bethlehempubliclibrary.org	<i>information@bethlehempubliclibrary.org</i>
10.	Outlet URL	http://www.bethlehempubliclibrary.org	<i>http://www.bethlehempubliclibrary.org</i>
11.	County	Albany	<i>Albany</i>
12.	School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
13.	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,704	<i>3,704</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	531	<i>531</i>
20.	Enter the appropriate outlet code (select one):	N/A	<i>N/A</i>
21.	Who owns this outlet building?	School District	<i>School District</i>
22.	Who owns the land on which this outlet is built?	School District	<i>School District</i>
23.	Indicate the year this outlet was initially constructed	1970	<i>1970</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2004	<i>2004</i>
25.	Square footage of the outlet	32,360	<i>32,360</i>
26.	Total number of Internet terminals at this outlet used by the general public	68	<i>56</i>

27.	Number of uses (sessions) of public Internet computers per year	44,772	44,772
28.	Type of connection on the outlet's public Internet computers	Fiber	<i>Fiber</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
31.	Internet Provider	Other (specify using the State note)	<i>Other (specify using the State note)</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Number of wireless sessions provided by the library wireless service per year	42,897	42,897
34.	Does the outlet have interactive videoconferencing capability for public use?	Y	Y
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
37.	<i>LIBID</i>	8400011730	<i>8400011730</i>
38.	<i>FSCSID</i>	NY0702	<i>NY0702</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>

## 10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2016. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2016 to December 31, 2016)	12	12
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### NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter (incorporation)?	No	
10.3	If yes, what is the range?		

- 10.4 If your library has a range, how many voting positions are stated in the library's current by-laws?
- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter (incorporation)? 7
- 10.6 Does your library's charter (incorporation) state a specified term for trustees? Yes  
If no, please explain in a Note.
- 10.7 If yes, what is the trustee term length, as stated in your library's charter (incorporation)? 5 years

*5 Years*

### BOARD MEMBER SELECTION

- 10.8 Enter Board Member Selection Code (select one): EP - board members are elected in a public election *EP - board members are elected in a public election*

List Officers and Board Members as of February 1, 2017. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

### BOARD PRESIDENT

- 10.9 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant Ms. *Ms.*
- 10.10 First Name Mary *Mary*
- 10.11 Last Name Redmond *Redmond*
- 10.12 Mailing Address 154 Adams Place *154 Adams Place*
- 10.13 City Delmar *Delmar*
- 10.14 Zip Code (5 digits only) 12054 *12054*
- 10.15 Phone (enter 10 digits only) (518) 439-3153 *(518) 439-3153*
- 10.16 E-mail Address mary.redmond@bethpl.org *mary.redmond@bethlehempubliclibrary.org*
- 10.17 Term Begins - Month July *July*
- 10.18 Term Begins - Year (yyyy) 2012 *2012*
- 10.19 Term Expires - Month June *June*
- 10.20 Term Expires - Year (yyyy) 2017 *2017*
- 10.21 Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
- 10.22 The date the Oath of Office was taken (mm/dd/yyyy) 07/09/2012 *07/09/2012*
- 10.23 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/11/2012 *07/10/2012*

10.24	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Mrs.	Ms.
2.	First Name of Board Member	Lisa	Tamra
3.	Last Name of Board Member	Scoons	Wright
4.	Mailing Address	21 Bennett Terrace	2168 Tarrytown Road
5.	City	Delmar	Clarksville
6.	Zip Code (5 digits only)	12054	12041
7.	E-mail address	lisa.scoons@bethpl.org	tamra.wright@bethpl.org
8.	Office Held or Trustee	Other (Add State Note)	Treasurer
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2015	2011
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2015	2016
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2015	7/11/2011
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/17/2015	07/11/2011
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Ms.	Ms.
2.	First Name of Board Member	Paula	Joyce
3.	Last Name of Board Member	Rice	Becker
4.	Mailing Address	27 Oak Road	27 Kenaware Ave
5.	City	Delmar	Delmar
6.	Zip Code (5 digits only)	12054	12054
7.	E-mail address	paula.rice@bethpl.org	joyce.becker@bethpl.org
8.	Office Held or Trustee	Trustee	Secretary
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2016	2014
11.	Term Expires	July	June
12.	Term Expires - Year (yyyy)	2021	2019
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	

14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/11/2016	7/13/2014
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/21/2016	7/14/2014
16.	Is this a brand new trustee?	Y	N
1.	Title of Board Member (select one):	Mrs.	Mr.
2.	First Name of Board Member	Joyce	Mark
3.	Last Name of Board Member	Becker	Kissinger
4.	Mailing Address	27 Kenaware Ave	33 Nathaniel Blvd.
5.	City	Delmar	Delmar
6.	Zip Code (5 digits only)	12054	12054
7.	E-mail address	joyce.becker@bethpl.org	mark.kissinger@bethpl.org
8.	Office Held or Trustee	Secretary	Vice President
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2014	2013
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2019	2018
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/14/2014	07/08/2013
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/22/2014	07/09/2013
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Mr.	Mr.
2.	First Name of Board Member	Mark	Harmeet
3.	Last Name of Board Member	Kissinger	Narang
4.	Mailing Address	33 Nathaniel Blvd.	56 Grayceland Ave
5.	City	Delmar	Clarksville
6.	Zip Code (5 digits only)	12054	12041
7.	E-mail address	mark.kissinger@bethpl.org	harmeet.narang@bethpl.org
8.	Office Held or Trustee	Vice President	Other (Add State Note)
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2013	2013
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2018	2018

13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/09/2012	07/08/2013
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/11/2012	07/09/2013
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Mr.	Mr.
2.	First Name of Board Member	Harmeet	Brian
3.	Last Name of Board Member	Narang	Sweeney
4.	Mailing Address	56 Grayceland Ave	39 Harrison Ave
5.	City	Clarksville	Delmar
6.	Zip Code (5 digits only)	12041	12054
7.	E-mail address	harmeet.narang@bethpl.org	brian.sweeney@bethlehempubliclibrary.org
8.	Office Held or Trustee	Other (Add State Note)	Trustee
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2013	2015
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2018	2020
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/08/2013	07/13/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/11/2013	07/14/2015
16.	Is this a brand new trustee?	N	Y
1.	Title of Board Member (select one):	Mr.	Mrs.
2.	First Name of Board Member	Brian	Lisa
3.	Last Name of Board Member	Sweeney	Scoons
4.	Mailing Address	39 Harrison Ave	21 Bennett Terrace
5.	City	Delmar	Delmar
6.	Zip Code (5 digits only)	12054	12054
7.	E-mail address	brian.sweeney@bethlehempubliclibrary.org	lisa.scoons@bethlehempubliclibrary.org
8.	Office Held or Trustee	Financial Officer	Trustee

9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2015	<i>2015</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2020	<i>2020</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2015	<i>07/13/2015</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/17/2015	<i>07/14/2015</i>
16.	Is this a brand new trustee?	N	<i>Y</i>

## 11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

### LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y	<i>Y</i>
1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
3.	Amount	\$3,714,458	<i>\$3,674,851</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	<i>Y</i>
5.	Written Contractual Agreement	N	<i>N</i>
1.	Source of Funds	Other (specify using the State note)	<i>Other (specify using the State note)</i>
2.	Name of funding County, Municipality or District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
3.	Amount	\$192,042	<i>\$184,450</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	<i>N</i>
5.	Written Contractual Agreement	Y	<i>Y</i>
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$3,906,500	<i>\$3,859,301</i>

### SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$23,754	<i>\$22,449</i>
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11.4	Central Library Aid (CLDA and/or CBA)	\$0	\$0
11.5	Additional State Aid received from the System	\$0	\$0
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$200	\$0
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$23,954	\$22,449

**OTHER STATE AID**

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
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**FEDERAL AID FOR LIBRARY OPERATION**

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0	\$0

11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	\$0
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**OTHER RECEIPTS**

11.14	Gifts and Endowments	\$12,275	\$8,983
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$4,436	\$4,117
11.17	Library Charges	\$52,594	\$61,158
11.18	Other	\$7,830	\$6,525
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$77,135	\$80,783
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,007,589	\$3,962,533

11.21	<b>BUDGET LOANS</b>	\$0	\$0
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**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$0

11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2016 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$2,623,375	\$2,249,885
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$6,630,964	\$6,212,418

## 12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,012,530	\$1,008,217
12.2	Other Staff	\$1,016,659	\$1,038,919
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$2,029,189	\$2,047,136
12.4	<b>Employee Benefits Expenditures</b>	\$734,676	\$755,136
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$2,763,865	\$2,802,272

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$233,182	\$204,307
12.7	Electronic Materials Expenditures	\$85,512	\$58,249
12.8	Other Materials Expenditures	\$79,900	\$77,153
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$398,594	\$339,709

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	\$0
12.11	From Other Funds (71OF)	\$0	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$0	\$0

### OPERATION AND MAINTENANCE OF BUILDINGS

#### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$49,663	\$35,916
12.14	From Other Funds (72OF)	\$0	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$49,663	\$35,916
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$118,907	\$134,420
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$168,570	\$170,336
<b>MISCELLANEOUS EXPENSES</b>			
12.18	Office and Library Supplies	\$31,285	\$27,813
12.19	Telecommunications	\$8,453	\$6,382
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$15,365	\$12,026
12.22	Professional & Consultant Fees	\$6,550	\$19,994
12.23	Equipment	\$32,662	\$39,071
12.24	Other Miscellaneous	\$162,778	\$127,207
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$257,093	\$232,493
12.26	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$45,270	\$44,233
<b>DEBT SERVICE</b>			
<b>Capital Purposes Loans (Principal and Interest)</b>			
12.27	From Local Public Funds (73PF)	\$0	\$0
12.28	From Other Funds (73OF)	\$0	\$0
12.29	<b>Total</b> (Add Questions 12.27 and 12.28)	\$0	\$0
12.30	Budget Loans (Principal and Interest)	\$0	\$0
12.31	Short-Term Loans	\$0	\$0
12.32	<b>Total Debt Service</b> (Add Questions 12.29, 12.30 and 12.31)	\$0	\$0
12.33	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$3,633,392	\$3,589,043

**TRANSFERS**

**Transfers to Capital Fund**

12.34	From Local Public Funds (76PF)	\$67,416	\$0
12.35	From Other Funds (76OF)	\$0	\$0
12.36	<b>Total Transfers to Capital Fund</b> (Add Questions 12.34 and 12.35; same as Question 13.8)	\$67,416	\$0
12.37	<b>Transfer to Other Funds</b>	\$0	\$0
12.38	<b>TOTAL TRANSFERS</b> (Add Questions 12.36 and 12.37)	\$67,416	\$0
12.39	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.33 and 12.38)	\$3,700,808	\$3,589,043
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2016	\$2,930,156	\$2,623,375
12.41	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.39 and 12.40; same as Question 11.26)	\$6,630,964	\$6,212,418

**ASSURANCE**

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/12/2017	03/07/2016
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**FISCAL AUDIT**

12.43	Last audit performed (mm/dd/yyyy)	09/30/2016	09/30/2015
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	7/1/2015-6/30/2016	07/01/2014-06/30/2015
12.45	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

**CAPITAL FUND**

12.46	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y	Y
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### 13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

#### REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$3,907	\$17,161
13.2	All Other Revenues from Local Sources	\$28	\$10
13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$3,935	\$17,171

#### STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0	\$0
13.5	Other State Aid	\$0	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$0	\$0

#### FEDERAL AID FOR CAPITAL PROJECTS

13.7	<b>TOTAL FEDERAL AID</b>	\$0	\$0
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#### INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	\$67,416	\$0
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$71,351	\$17,171
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$71,351	\$17,171
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2016 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$28,935	\$12,057
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$100,286	\$29,228

### 14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

#### PROJECT EXPENDITURES

14.1	Construction	\$321	\$0
14.2	Incidental Construction	\$23,481	\$0

## Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$23,802	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$14,303	\$293
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$38,105	\$293
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2016	\$62,181	\$28,935
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$100,286	\$29,228

## 15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	13.84	13.82
16.2	Total Librarians	14.72	14.70
16.3	All Other Paid Staff	25.83	25.55
16.4	Total Paid Employees	40.55	40.25
16.5	State Government Revenue	\$23,754	\$22,449
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$77,335	\$80,783
16.8	Total Operating Revenue	\$4,007,589	\$3,962,533
16.9	Other Operating Expenditures	\$470,933	\$447,062
16.10	Total Operating Expenditures	\$3,633,392	\$3,589,043
16.11	Total Capital Expenditures	\$38,105	\$293

16.12	Print Materials	102,225	105,078
16.13	Total Registered Borrowers	20,924	20,855
16.14	Other Capital Revenue and Receipts	\$67,444	\$10
16.15	Total Number of Internet Terminals Used by the General Public	68	56

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	8400011730	8400011730
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	LD	LD
17.4	Administrative Structure Code	SO	SO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	SD1	SD1
17.7	FSCS ID	NY0702	NY0702
17.8	SED CODE	010306700004	010306700004

## SUGGESTED IMPROVEMENTS

Library Name:	BETHLEHEM PUBLIC LIBRARY	<i>BETHLEHEM PUBLIC LIBRARY</i>
Library System:	Upper Hudson Library System	<i>Upper Hudson Library System</i>
Name of Person Completing Form:	Geoffrey Kirkpatrick	<i>Geoffrey Kirkpatrick</i>
Phone Number:		<i>(518) 439-9314</i>

I am satisfied that this resource (Collect) is meeting library needs: Neither Agree nor Disagree

Applying this resource (Collect) will help improve library services to the public: Strongly Disagree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!