

Bethlehem Public Library

Annual Report For Public And Association Libraries - 2017

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Please note: Bibliostat Collect is best viewed using Internet Explorer 6.0 or higher or Firefox 1.5 or higher. When using Internet Explorer 10 or higher, Compatibility View needs to be enabled (this can be found under the Tools menu).

Please note: No version of the Google Chrome browser can be used to access Collect at this time. Use of this browser can result in data loss even if the report is locked. The Microsoft Edge browser cannot be used.

Report all information in Part 1 as of December 31, 2017, except for questions related to the current library director/manager (questions 1.36 through 1.41).

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	07/01/2016	<i>07/01/2015</i>
1.7	Ending Fiscal Reporting Year	06/30/2017	<i>06/30/2016</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 N/A No was answered to Question 1.8.		<i>N/A</i>
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2016	<i>07/01/2015</i>
1.12	Ending <u>Local</u> Fiscal Year	06/30/2017	<i>06/30/2016</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.	<i>Mr.</i>
1.38	First Name of Library Director/Manager	Geoffrey	<i>Geoffrey</i>
1.39	Last Name of Library Director/Manager	Kirkpatrick	<i>Kirkpatrick</i>
1.40	NYS Public Librarian Certification Number	22028	<i>22028</i>
1.41	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
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	<i>Y</i>
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	<i>Y</i>
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 2017? (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/2017)	05/16/2017	05/17/2016
4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	budget vote (school district public library only)	<i>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$3,750,557	\$3,674,851
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$77,713	\$47,823
6c.	Total proposed appropriation (sum of 6a and 6b):	\$3,828,270	\$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 2017) Enter Y 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	N
1.	Name of municipality or district holding the public vote	N/A	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	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	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 <i>each</i> contract. If no, go to question 1.51.	N	N
1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	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	
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.	N	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. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	30,042	31,700
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2.2	Adult Non-fiction Books	30,189	29,808
2.3	Total Adult Books (Total questions 2.1 & 2.2)	60,231	61,508
2.4	Children's Fiction Books	25,523	24,899
2.5	Children's Non-fiction Books	15,230	15,350
2.6	Total Children's Books (Total questions 2.4 & 2.5)	40,753	40,249
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	100,984	101,757

Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	468	468
2.10	All Other Print Materials	0	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	468	468
2.12	Total Print Materials (Total questions 2.7 and 2.11)	101,452	102,225

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	35,553	35,801
2.14	Local Electronic Collections	14	12
2.15	NOVELNY Electronic Collections	16	10
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	30	22
2.17	Audio - Downloadable Units	10,944	9,059
2.18	Video - Downloadable Units	522	389
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	11,390	3,206
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	58,439	48,477

Non-Electronic Materials

2.21	Audio - Physical Units	9,161	8,876
2.22	Video - Physical Units	8,292	7,144
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	641	881

2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	18,094	16,901
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	177,985	167,603

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	236	260
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	18,250	16,464
2.28	All Other Print Materials	0	0
2.29	Electronic Materials	8,339	8,809
2.30	All Other Materials	4,026	3,204
2.31	Total Additions (Total questions 2.27 through 2.30)	30,615	28,477

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.28 as of the end of the fiscal year reported in Part 1; report information on questions 3.29 through 3.80 for the 2017 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)	346,717	339,120
3.2	Registered resident borrowers	20,359	20,865
3.3	Registered non-resident borrowers	75	59

Please report information on WRITTEN POLICIES as of 12/31/17.

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 12/31/17.

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
3.15	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	

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

LIBRARY SPONSORED PROGRAMS

3.16	Adult Program Sessions	240	207
3.17	Young Adult Program Sessions	113	148
3.18	Children's Program Sessions	845	886
3.19	All Other Program Sessions	25	27
3.20	Total Number of Program Sessions (Total questions 3.16 through 3.19)	1,223	1,268
3.21	One-on-One Program Sessions	662	637

3.22	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	<i>Yes</i>
3.23	Adult Program Attendance	4,486	<i>3,728</i>
3.24	Young Adult Program Attendance	3,243	<i>3,370</i>
3.25	Children's Program Attendance	22,271	<i>20,551</i>
3.26	All Other Program Attendance	4,470	<i>4,211</i>
3.27	Total Program Attendance (Total questions 3.23 through 3.26)	34,470	<i>31,860</i>
3.28	One-on-One Program Attendance	788	<i>735</i>

Please report information on SUMMER READING PROGRAMS for the 2017 calendar year.

SUMMER READING PROGRAM

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2017 (check all that apply):

a.	Program(s) for children	Yes	<i>Yes</i>
b.	Program(s) for young adults	Yes	<i>Yes</i>
c.	Program(s) for Adults	Yes	<i>Yes</i>
d.	Summer Reading at New York Libraries name and/or logo used	Yes	<i>Yes</i>
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	<i>Yes</i>
f.	N/A	No	<i>No</i>
3.30	Library outlets offering a summer reading program	1	<i>1</i>
3.31	Children registered for the library's summer reading program	804	<i>666</i>
3.32	Young adults registered for the library's summer reading program	239	<i>236</i>
3.33	Adults registered for the library's summer reading program	98	<i>57</i>

3.34	Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33)	1,141	959
3.35	Children's program sessions - Summer 2017	119	125
3.36	Young adult program sessions - Summer 2017	33	27
3.37	Adult program sessions - Summer 2017	40	28
3.38	Total program sessions - Summer 2017 (total 3.35 + 3.36 + 3.37)	192	180
3.39	Children's program attendance - Summer 2017	5,451	5,043
3.40	Young adult program attendance - Summer 2017	1,266	1,296
3.41	Adult program attendance - Summer 2017	1,422	1,971
3.42	Total program attendance - Summer 2017 (total 3.39 + 3.40 + 3.41)	8,139	8,310

COLLABORATORS

3.43	Public school district(s) and/or BOCES	1	1
3.44	Non-public school(s)	2	1
3.45	Childcare center(s)	1	1
3.46	Summer camp(s)	0	0
3.47	Municipality/Municipalities	1	1
3.48	Literacy provider(s)	0	0
3.49	Other (describe using the State note)	25	12
3.50	Total Collaborators (total 3.43 through 3.49)	30	16

Please report information on EARLY LITERACY PROGRAMS for the 2017 calendar year.

EARLY LITERACY PROGRAMS

3.51	Did the library offer early literacy programs? (Enter Y Y for Yes, N for No)		Y
3.52 - Indicate types of programs offered (check all that apply)			
a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.53 - Number of sessions			
a.	Focus on birth - school entry (kindergarten)	34	48
b.	Focus on parents & caregivers	0	0

c.	Combined audience	278	227
d.	N/A	0	0
3.54	Total Sessions	312	275
3.55 - Attendance at sessions			
a.	Focus on birth - school entry (kindergarten)	234	483
b.	Focus on parents & caregivers	0	0
c.	Combined audience	7,904	2,617
d.	N/A	0	0
3.56	Total Attendance	8,138	3,100
3.57 - 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 2017 calendar year.

ADULT LITERACY

3.58	Did the library offer adult literacy programs?	Yes	Yes
3.59	Total group program sessions	20	14
3.60	Total one-on-one program sessions	143	69
3.61	Total group program attendance	130	96
3.62	Total one-on-one program attendance	191	69
3.63 - 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 2017 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.64	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.65	Children's program sessions	0	0

3.66	Young adult program sessions	0	0
3.67	Adult program sessions	0	0
3.68	Total program sessions (total 3.65 + 3.66 + 3.67)	0	0
3.69	One-on-one program sessions	0	0
3.70	Children's program attendance	0	0
3.71	Young adult program attendance	0	0
3.72	Adult program attendance	0	0
3.73	Total program attendance (total 3.70 + 3.71 + 3.72)	0	0
3.74	One-on-one program attendance	0	0
3.75 - 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 2017 calendar year.

DIGITAL LITERACY

3.76	Did the library offer digital literacy programs?	Y	Y
3.77	Total group program sessions	50	69
3.78	Total one-on-one program sessions	145	159
3.79	Total group program attendance	790	1,554
3.80	Total one-on-one program attendance	228	239

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	138,522	140,304
4.2	Adult Non-fiction Books	86,870	86,748
4.3	Total Adult Books (Total questions 4.1 & 4.2)	225,392	227,052
4.4	Children's Fiction Books	146,226	149,495
4.5	Children's Non-fiction Books	40,711	40,984
4.6	Total Children's Books (Total questions 4.4 & 4.5)	186,937	190,479

4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	412,329	417,531
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CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	172,476	170,253
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4.9	Circulation of Children's Other Materials	24,731	28,768
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4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	197,207	199,021
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4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	609,536	616,552
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ELECTRONIC USE

4.12	Use of Electronic Material	63,508	53,841
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4.13	Successful Retrieval of Electronic Information	65,235	82,279
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4.14	Electronic Content Use (Total questions 4.12 & 4.13)	128,743	136,120
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4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	673,044	670,393
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4.16	Total Collection Use (Total questions 4.13 & 4.15)	738,279	752,672
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4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	211,668	219,247
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REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	82,402	79,970
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4.19	Does the library offer virtual reference?	Y	Y
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INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	84,021	88,613
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	70,671	67,737
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2017.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
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5.2	Online public access catalog (OPAC)?	Y	Y
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5.3	Electronic access to the OPAC from outside the library?	Y	Y
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5.4	Annual number of visits to the library's web site	653,745	421,162
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)	14.15	14.82
6.5	Vacant Librarian (certified)	0.33	0
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	1.46	1
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	26.87	29.09
6.11	Vacant Other Staff	2.76	0.43
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	43.48	45.91
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	3.09	0.43

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	1
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6.15	Salary - Entry Level Librarian (certified)	\$50,668	\$49,675
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$108,360	\$104,069
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, 2017. 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
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

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	TOTAL PUBLIC SERVICE OUTLETS (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	Minimum Weekly Total Hours - Total Hours Open (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	Annual Hours Open - Total Hours Open (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.

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	3,407	<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	497	531
20.	Enter the appropriate outlet code (select one):	LRF	N/A
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	1970
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2004	2004
25.	Square footage of the outlet	32,360	32,360
26.	Number of internet computers at this outlet used by general public	68	68
27.	Number of uses (sessions) of public Internet computers per year	41,015	44,087
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	84,156	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)	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2017. 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, 2017 to December 31, 2017)	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 documents (incorporation)?	No	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 documents (incorporation)?	7	7
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes	Yes
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (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
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List Officers and Board Members as of February 1, 2018. 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		
10.13	City		
10.14	Zip Code (5 digits only)	12054	
10.15	Phone (enter 10 digits only)	(518) 439-3153	
10.16	E-mail Address	mary.redmond@bethpl.org	
10.17	Term Begins - Month	July	
10.18	Term Begins - Year (yyyy)	2017	2012
10.19	Term Expires - Month	June	June
10.20	Term Expires - Year (yyyy)	2022	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	Yes
10.22	The date the Oath of Office was taken (mm/dd/yyyy)	7/10/2017	07/09/2012
10.23	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	7/11/2018	07/11/2012
10.24	Is this a brand new trustee?	N	N

You may 1) enter the data for the Officers and Board Members 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.

1.	Title of Board Member (select one):	Mr.	Mrs.
2.	First Name of Board Member	Mark	Lisa
3.	Last Name of Board Member	Kissinger	Scoons
4.	Mailing Address		
5.	City		<i>lisa.scoons@bethpl.org</i>
6.	Zip Code (5 digits only)	12054	<i>Other (Add State Note)</i>
7.	E-mail address	mark.kissinger@bethpl.org	<i>July</i>
8.	Office Held or Trustee	Vice President	<i>2015</i>
9.	Term Begins - Month	July	<i>June</i>
10.	Term Begins - Year (year)	2013	<i>2020</i>
11.	Term Expires	June	<i>Yes</i>
12.	Term Expires - Year (yyyy)	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	<i>07/13/2015</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/09/2013	

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/11/2013	07/17/2015
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Mr.	Ms.
2.	First Name of Board Member	Brian	Paula
3.	Last Name of Board Member	Sweeney	Rice
4.	Mailing Address		
5.	City		Trustee
6.	Zip Code (5 digits only)	12054	July
7.	E-mail address	brian.sweeney@bethpl.org	2016
8.	Office Held or Trustee	Financial Officer	July
9.	Term Begins - Month	July	2021
10.	Term Begins - Year (year)	2015	
11.	Term Expires	June	
12.	Term Expires - Year (yyyy)	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	Yes 07/11/2016
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2015	07/21/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/17/2015	Y Mrs.
16.	Is this a brand new trustee?	N	Joyce
1.	Title of Board Member (select one):	Mrs.	Becker
2.	First Name of Board Member	Joyce	
3.	Last Name of Board Member	Becker	joyce.becker@bethpl.org Secretary
4.	Mailing Address		July
5.	City		2014
6.	Zip Code (5 digits only)	12054	June
7.	E-mail address	joyce.becker@bethpl.org	2019
8.	Office Held or Trustee	Trustee	
9.	Term Begins - Month	July	
10.	Term Begins - Year (year)	2014	
11.	Term Expires	June	
12.	Term Expires - Year (yyyy)	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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/14/2014	<i>07/14/2014</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/22/2014	<i>07/22/2014</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	Harmeet	<i>Mark</i>
3.	Last Name of Board Member	Narang	<i>Kissinger</i>
4.	Mailing Address		
5.	City		
6.	Zip Code (5 digits only)		
7.	E-mail address	harmeet.narang@bethpl.org	
8.	Office Held or Trustee	Trustee	<i>mark.kissinger@bethpl.org</i>
9.	Term Begins - Month	July	<i>Vice President</i>
10.	Term Begins - Year (year)	2013	<i>July</i>
11.	Term Expires	June	<i>2013</i>
12.	Term Expires - Year (yyyy)	2018	<i>June</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	<i>2018</i> <i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/08/2013	<i>07/09/2013</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/11/2013	<i>07/11/2013</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Mrs.	<i>Mr.</i>
2.	First Name of Board Member	Lisa	<i>Harmeet</i>
3.	Last Name of Board Member	Scoons	<i>Narang</i>
4.	Mailing Address		<i>harmeet.narang@bethpl.org</i>
5.	City		<i>Other (Add State Note)</i>
6.	Zip Code (5 digits only)	12054	
7.	E-mail address	lisa.scoons@bethpl.org	
8.	Office Held or Trustee	Other (Add State Note)	

9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2015	<i>2013</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2020	<i>2018</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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2015	<i>07/08/2013</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/17/2015	<i>07/11/2013</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Mrs.	<i>Mr.</i>
2.	First Name of Board Member	Caroline	<i>Brian</i>
3.	Last Name of Board Member	Brancatella	<i>Sweeney</i>
4.	Mailing Address		
5.	City		<i>brian.sweeney@bethlehempubliclibrary.org</i>
6.	Zip Code (5 digits only)	12054	<i>Financial Officer</i>
7.	E-mail address	caroline.brancatella@bethpl.org	<i>July</i>
8.	Office Held or Trustee	Trustee	<i>2015</i>
9.	Term Begins - Month	August	<i>June</i>
10.	Term Begins - Year (year)	2017	<i>2020</i>
11.	Term Expires	June	
12.	Term Expires - Year (yyyy)	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).	No	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	08/21/2017	<i>07/13/2015</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/28/2017	<i>07/17/2015</i>
16.	Is this a brand new trustee?	Y	<i>N</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	Y
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	\$3,949,580	<i>\$3,714,458</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N	N
11.2	TOTAL LOCAL PUBLIC FUNDS	\$3,949,580	<i>\$3,906,500</i>

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$24,803	<i>\$23,754</i>
11.4	Central Library Aid (CLDA and/or CBA)	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>
11.7	Other Cash Grants	\$0	<i>\$200</i>
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$24,803	<i>\$23,954</i>

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	<i>\$0</i>
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FEDERAL AID FOR LIBRARY OPERATION

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

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

11.14	Gifts and Endowments	\$4,460	<i>\$12,275</i>
11.15	Fund Raising	\$0	<i>\$0</i>
11.16	Income from Investments	\$7,855	<i>\$4,436</i>
11.17	Library Charges	\$46,582	<i>\$52,594</i>

11.18	Other	\$15,191	\$7,830
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$74,088	\$77,135
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,048,471	\$4,007,589
11.21	BUDGET LOANS TRANSFERS	\$0	\$0
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2017 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$2,930,156	\$2,623,375
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$6,978,627	\$6,630,964

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	\$1,101,293	\$1,012,530
12.2	Other Staff	\$1,099,891	\$1,016,659
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$2,201,184	\$2,029,189
12.4	Employee Benefits Expenditures	\$750,358	\$734,676
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$2,951,542	\$2,763,865

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$269,935	\$233,182
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12.7	Electronic Materials Expenditures	\$86,973	\$85,512
12.8	Other Materials Expenditures	\$113,840	\$79,900
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$470,748	\$398,594

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	\$0
12.11	From Other Funds (71OF)	\$0	\$0
12.12	Total Capital Expenditures (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)	\$28,257	\$49,663
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$28,257	\$49,663
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$119,462	\$118,907
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$147,719	\$168,570

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$25,773	\$31,285
12.19	Telecommunications	\$8,221	\$8,453
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$15,878	\$15,365
12.22	Professional & Consultant Fees	\$10,986	\$6,550
12.23	Equipment	\$20,202	\$32,662
12.24	Other Miscellaneous	\$153,727	\$162,778
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$234,787	\$257,093
12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$53,958	\$45,270

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	\$0	\$0
12.28	From Other Funds (73OF)	\$0	\$0
12.29	Total (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	Total Debt Service (Add Questions 12.29, 12.30 and 12.31)	\$0	\$0
12.33	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$3,858,754	\$3,633,392

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	\$654,642	\$67,416
12.35	From Other Funds (76OF)	\$0	\$0
12.36	Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8)	\$654,642	\$67,416
12.37	Transfer to Other Funds	\$0	\$0
12.38	TOTAL TRANSFERS (Add Questions 12.36 and 12.37)	\$654,642	\$67,416
12.39	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.33 and 12.38)	\$4,513,396	\$3,700,808
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2017	\$2,465,231	\$2,930,156
12.41	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)	\$6,978,627	\$6,630,964

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).	2/12/2018	02/12/2017
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FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	9/30/2017	09/30/2016
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	7/1/2016-6/30/2017	7/1/2015-6/30/2016
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	\$0	\$3,907
13.2	All Other Revenues from Local Sources	\$61	\$28
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$61	\$3,935

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	\$654,642	\$67,416
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$654,703	\$71,351

13.10	NON-REVENUE RECEIPTS	\$1,000	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$655,703	\$71,351
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2017 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$62,181	\$28,935
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$717,884	\$100,286

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	\$0	\$321
14.2	Incidental Construction	\$47,040	\$23,481
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	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$47,040	\$23,802
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
14.9	NON-PROJECT EXPENDITURES	\$0	\$14,303
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$47,040	\$38,105
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2017	\$670,844	\$62,181

14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$717,884	\$100,286
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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	13.55	13.84
16.2	Total Librarians	14.83	14.72
16.3	All Other Paid Staff	25.93	25.83
16.4	Total Paid Employees	40.76	40.55
16.5	State Government Revenue	\$24,803	\$23,754
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$74,088	\$77,335
16.8	Total Operating Revenue	\$4,048,471	\$4,007,589
16.9	Other Operating Expenditures	\$436,464	\$470,933
16.10	Total Operating Expenditures	\$3,858,754	\$3,633,392
16.11	Total Capital Expenditures	\$47,040	\$38,105
16.12	Print Materials	101,452	102,225
16.13	Total Registered Borrowers	20,434	20,924
16.14	Other Capital Revenue and Receipts	\$655,703	\$67,444
16.15	Number of internet computers used by general public	68	68
16.16	Total Uses (sessions) of Public Internet Computers Per Year	41,015	44,087
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	84,156	42,897

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	8400011730	8400011730
17.2	<i>Interlibrary Relationship Code</i>	ME	ME
17.3	<i>Legal Basis Code</i>	LD	LD
17.4	<i>Administrative Structure Code</i>	SO	SO
17.5	<i>FSCS Public Library Definition</i>	Y	Y
17.6	<i>Geographic Code</i>	SD1	SD1

17.7	<i>FSCS ID</i>	NY0702	<i>NY0702</i>
17.8	<i>SED CODE</i>	010306700004	<i>010306700004</i>
17.9	<i>INSTITUTION ID</i>	800000055462	

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:	(518) 439-9314	<i>(518) 439-9314</i>
I am satisfied that this resource (Collect) is meeting library needs:	Neither Agree nor Disagree	<i>Neither Agree nor Disagree</i>
Applying this resource (Collect) will help improve library services to the public:	Strongly Disagree	<i>Strongly Disagree</i>
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!		<i>Response has been entered.</i>