



**Board of Trustees Meeting  
February 10, 2020 6:00 pm  
Agenda**

- **Call to order**
- **Public participation**
- **Presentation by Long Range Plan consultant**
- **Approval of previous meeting minutes**
- **Financial report**
  - Treasurer's update**
  - Personnel report**
  - Personnel actions (15 minutes)**
- **Director's report**
- **UHLS report**
- **New business**
  - Draft budget 2020-21**
  - Seminars, conferences and professional memberships policy**
  - Public access television policy**
  - H-Fund transfer resolution**
  - NYS annual report for public libraries**
  - Other new business**
- **Old business**
  - HVAC Update**
    - Grant wrap-up (5 minutes)**
  - Other old business**
- **Future business**
  - School district financial discussions**
  - Background checks**
  - Plaza feasibility**
  - Policy updates/schedule**
  - Resource sharing**
  - Fines and Fees**
- **Public Participation**
- **Adjournment**
  - Next board meeting: March 9, 2020 6:00pm**
  - Next Friends of the Library meeting: February 17, 2020 6:30pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
Monday January 13, 2020

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang

GUESTS: Tanya Choppy, accounts clerk  
Chris McGinty, assistant director

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

#### MINUTES

L. Scoons noted a correction in the adjournment time of the December 13 long range planning meeting minutes.

M. Redmond requested a change in the wording of a comment made at the December 9 board meeting.

Minutes of the 9 December 2019 board meeting were approved unanimously as amended on a MOTION by M. Kissinger with a SECOND by M. Walsh.

Minutes of the 13 December 2019 long range planning meeting were approved unanimously as amended on a MOTION by M. Kissinger with a SECOND by B. Sweeney.

#### FINANCIAL REPORT

R. Khalife noted nothing unusual in disbursements or receipts for the month. He said the main project in the past month was revamping the financial package in an effort to make it more concise and told board members to let him know if they have any feedback get back to him. M. Redmond said additional small tweaks may continue. L. Scoons and M. Kissinger said they liked the new format and found it much clearer.

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board unanimously approved the Financial Statement dated 31 December 2019 (Manual Disbursements for December \$19,601.63; Cash Disbursements/Accounts Payable for January \$70,690.88; Trust & Agency Disbursements/Salaries for December \$213,984.22; CapProject Fund/Hand-Drawn Checks for December \$0.00).

## PERSONNEL REPORT

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

- Library Page, 12.8 hours/week, part-time permanent, \$11.80/hour
- Library Clerk 19 hours/week, part-time permanent, \$13.75/hour or per contract

## DIRECTOR'S REPORT

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

- G. Kirkpatrick noted that a corrected version of the stats page had been handed out to trustees and would be updated in the online packet after the meeting.
- G. Kirkpatrick said he had heard some feedback but not a lot about the library's decision to not participate in First Night.
- C. McGinty said that the December programs stats compared to the previous year were lower because there was no First Night and some weather-related closings.
- The board discussed patron usage of Kanopy, which launched in November, and how some people were not aware that the library offered it or were from other library districts and not able to access it. G. Kirkpatrick said that a number of local libraries are also investigating streaming services to see what has the most value for the money.

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously voted to accept the director's report.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board is still waiting for some outstanding UHLAN agreements, possibly because some boards did not meet in December. She said there will be some upcoming discussion regarding changes to the state construction grants.

M. Walsh told the board that she attended trustee training with Tim Burke, and said it was a good review of the handbook. She said there was some discussion of email marketing. G. Kirkpatrick noted that K. Roberts is currently working on a library marketing plan that includes some email marketing goals and guidelines.

L. Scoons said she liked the redesign of the annual report included at the end of the board packet.

## NEW BUSINESS

### *BCM-TV control system*

G. Kirkpatrick presented an estimate for a system that will replace the aging BCN-TV server, which handles scheduling and other broadcast-related tasks. He noted that it is made by a different manufacturer than the one currently in use, but it provides more cloud-based management. He said

the purchase will be reimbursed through the town's PEG funds.

On a MOTION by L. Scoons with a SECOND by M. Kissinger, the board unanimously approved the purchase of a Castus QuickCast video server for BCN-TV in the amount of \$11,995 to be reimbursed through the town's PEG fund.

*Research Institute for Public Libraries request*

On a MOTION by M. Kissinger with a second by L. Scoons, the board unanimously approved Catherine Stollar Peters' request to attend RIPL 2020 from July 12-15 in Chicago at an estimated cost of \$1,775.

*Other new business*

G. Kirkpatrick asked the trustees up for election to let K. Roberts know if they would be seeking re-election so it can be reflected in the upcoming publicity. K. Roberts said has reached out the school district to see how many signatures would be needed, as well as other election deadlines.

OLD BUSINESS

*Long-range plan steering committee – status report*

B. Sweeney said that at that last committee meeting, there were three main items of discussion.

- P. Mays updated the group on the results of ongoing information gathering, much of it the same information that was presented at Staff Development Day a week earlier.
- There was some discussion about communication moving forward, and P. Mays is now providing bi-weekly updates to G. Kirkpatrick and B. Sweeney that is being shared with the rest of the board.
- There was some talk about site visits with some people wanting to visit the downstate libraries and others preferring the Saratoga County ones. Dates have not yet been set.

The next committee meeting is the coming Friday the 17<sup>th</sup> at 8am. P. Mays will also have a presentation at the February full board meeting.

The dot exercise in the main part of the library continues and will be up until the end of January. B. Sweeney noted that while there were few teens at the WHY meeting, the desire for a robust teen space ranked high among those in attendance. M. Walsh said the process was important for the patrons to feel like they have a voice.

M. Redmond said that as budgeting for the next fiscal year begins, part of the process will be looking at the numbers and seeing what surpluses might be available for future projects. G. Kirkpatrick would also be meeting with School District Comptroller Judy Kehoe to learn more about the bonding process.

*HVAC update*

*Grant wrap-up*

Feedback from staff and building users seems to indicate that there is an improvement in the overall HVAC comfort level. G. Kirkpatrick said he is overall pleased with the fixes, but would like to see how the system performs under really cold conditions.

He said he is ready to close out the construction grant, as the work is done and closing the grant is not dependent upon closing out the project first.

*Other old business*

There was no old business discussed.

FUTURE BUSINESS

*Background checks*

No further discussion at this time.

*Plaza feasibility*

No further discussion at this time.

*Policy updates/schedule*

No further discussion at this time.

*Resource sharing*

No further discussion at this time.

*Fines and fees*

No further discussion at this time.

M. Kissinger asked about the audit report, the final version of which was posted on the library's website. R. Khalife said it was discussed and voted on at the November. M. Redmond said the board should communicate to the auditors the approval timeline they would prefer in the coming year. T. Choppy noted that there may be additional costs as Marvin and Co. bills for additional tasks.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board adjourned the regular meeting at 6:35pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president

## **Treasurer's Report – Executive Summary February 2020**

### **Annual Budget review**

This month's activity included reviewing in detail the 2020-2021 budget proposal prepared by Geoff Kirkpatrick, Library Director, including the underlying assumptions. Based on my review, the budget, as proposed, appears reasonable.

### **Capital Project Fund (H Fund)**

We completed a thorough and detailed analysis of the activity in the H Fund going back several years. We were able to properly account for all the cash activity in that Fund. The residual cash balance in the H Fund as of January 31, 2020, is \$221,009.44, which represent the net effect of transfers into the H Fund authorized by the Board of Trustees plus the construction grant amount received from NY State minus the expenditures spent on the HVAC project and other Capital projects. Since the HVAC project is essentially complete, we are recommending that the cash balance left in the H Fund is transferred to the Library's general fund (A Fund). Following this transfer, the cash balance in the H Fund will be zero, which will make it easier to keep track of new capital projects going forward. A proposed resolution is being introduced at the February Board of Trustees meeting to authorize the transfer of this cash balance from the H Fund to the A Fund.

### **Cash & Investments**

As of this writing, the Library's funds are still exclusively with TD Bank. We are working on the respective banks documents, and TD Bank continues to offer the Library a competitive rate of 1.50%.

**BETHLEHEM PUBLIC LIBRARY**

**CASH & INVESTMENTS SUMMARY**

**AS OF 1/31/2020**

**CASH BALANCES**

TD Bank - Checking Account	1,034,126.40
TD Bank - Money Market	3,556,266.07
TD Bank - Payroll Account	-
TD Bank - Capital Project Fund	221,009.44
<b>TOTAL</b>	<u><u>4,811,401.91</u></u>

**INVESTMENTS**

None

**SUMMARY OF CASH ACTIVITY**

<b>ACCOUNT</b>	<u><b>12/31/2019</b></u>	<u><b>RECEIPTS</b></u>	<u><b>DISBURSEMENTS</b></u>	<u><b>TRANSFERS</b></u>	<u><b>1/31/2020</b></u>
TD Bank General Fund	1,064,786.85	307,645.47	206,483.53	(131,822.39)	1,034,126.40
TD Bank Payroll	-		131,822.39	131,822.39	-
TD Bank Money Market	3,851,729.04	4,537.03	-	(300,000.00)	3,556,266.07
Capital Project Fund	221,009.44	-	-		221,009.44
<b>TOTAL:</b>	<u><u>5,137,525.33</u></u>	<u><u>312,182.50</u></u>	<u><u>338,305.92</u></u>	<u><u>(300,000.00)</u></u>	<u><u>4,811,401.91</u></u>

Checks outstanding greater than 90 days old: None

General Fund cash balance includes \$ 16,050.00 of Storch Fund money

## BETHLEHEM PUBLIC LIBRARY

## REVENUE &amp; EXPENSES REPORT

## 7 MONTHS ENDED 1/31/2020

FISCAL YEAR 2019-2020

REVENUE	ANNUAL BUDGET	YTD ACTUAL 7 MONTHS ENDED 1/31/2020	YTD PRIOR 7 MONTHS ENDED 1/31/2019	YTD VARIANCE OVER (UNDER)	MONTH OF JANUARY 2020
Real Property Taxes	4,065,152	3,969,004	3,789,566	179,437	-
PILOT	203,162	205,515	197,034	8,482	-
Fines	30,000	18,095	22,183	(4,088)	2,881
Interest on Deposits	10,000	28,967	6,713	22,254	4,617
Lost Book Payments	-	985	-	985	985
Sale of Books	5,000	3,235	3,176	59	470
Gifts and Donations, Misc	1,000	3,240	825	2,415	300
Photocopier	8,000	4,700	4,875	(175)	736
State Aid	24,000	25,050	25,037	13	-
Grants	-	-	25,000	(25,000)	-
Miscellaneous Income	-	250	275	(25)	-
<b>Total Revenue</b>	<b>4,346,314</b>	<b>4,259,041</b>	<b>4,074,684</b>	<b>184,357</b>	<b>9,989</b>
<b>EXPENSES</b>					
Salaries	2,333,137	1,315,314	1,240,086	75,228	185,608
Retirement	279,232	283,977	283,682	295	-
Health Insurance	308,660	186,665	190,198	(3,533)	53,264
Other Benefits	202,885	117,016	114,436	2,579	13,738
Subtotal Salaries & Benefits	3,123,914	1,902,971	1,828,402	74,569	252,610
Library Materials - Print	277,000	132,549	140,897	(8,348)	20,750
Library Materials - Electronic & Audio	268,000	131,368	130,677	691	23,718
Subtotal Library Material	545,000	263,917	271,574	(7,657)	44,469
Operations	552,400	280,879	261,372	19,507	34,304
Capital Expenditures	125,000	20,885	6,740	14,146	-
<b>Total Expenses</b>	<b>4,346,314</b>	<b>2,468,652</b>	<b>2,368,088</b>	<b>100,564</b>	<b>331,382</b>

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

7 MONTHS ENDED 1/31/2020

FISCAL YEAR 2019-2020

2019-20 Budget Line Balances					
Account Name	ANNUAL BUDGET	YTD ACTUAL 7 MONTHS ENDED 1/31/2020	YTD PRIOR 7 MONTHS ENDED 1/31/2019	YTD VARIANCE OVER (UNDER)	MONTH ACTUAL
<b>Salaries &amp; Benefits</b>					
Salaries-Librarians	1,158,186	679,945	637,944	42,001	96,994
Salaries-Clerical	1,014,578	545,313	518,035	27,278	75,495
Salaries-Custodians	160,373	90,056	84,107	5,949	13,120
Retirement	279,232	283,977	283,682	295	-
SocSec/Medicare	178,485	97,607	94,319	3,287	13,738
Worker's Comp.	23,000	18,102	18,851	(748)	-
Unemployment	-	-	-	-	-
Health Ins.	308,660	186,665	190,198	(3,533)	53,264
Disability Ins.	1,400	1,307	1,266	41	-
<b>Library Materials</b>					
Adult books	171,000	83,826	85,542	(1,716)	10,340
Audiobooks	33,000	13,931	12,214	1,717	1,075
Ebooks	122,000	70,452	72,963	(2,511)	11,292
Electronic Resources	28,000	13,108	12,057	1,051	6,167
Periodicals	21,000	17,126	13,716	3,410	7,631
YS Books	85,000	31,597	41,640	(10,042)	2,780
YS Audiobooks	4,500	2,427	2,105	322	354
YS Media	7,000	4,331	7,978	(3,647)	24
Special Collections	15,500	4,490	4,078	412	1,079
AS Media	58,000	22,629	19,283	3,346	3,727
<b>Operations</b>					
Copiers and supplies	22,000	4,478	6,401	(1,923)	1,057
Office supplies	13,000	5,423	4,049	1,374	1,137
Custodial supplies	18,000	4,382	5,619	(1,238)	703
Postage	18,000	10,272	8,726	1,546	1,247
Printing	30,000	12,896	12,120	775	3,180
Van lease & oper.	2,000	700	276	424	33
Gas and Electric	60,000	27,309	31,757	(4,449)	4,798
Telecommunications	17,000	7,044	8,213	(1,169)	1,270
Water	2,700	2,314	2,475	(161)	-
Taxes-sewer & water	3,700	3,177	3,114	63	3,177
Refund property taxes	20,000	9,250	17,868	(8,619)	-
Prof. Services	15,000	12,774	3,027	9,747	214
Contract Services	37,500	30,907	7,753	23,154	2,457
Insurance	29,000	25,846	25,995	(148)	-
Travel/Conference	10,000	8,026	5,078	2,948	2,183
Memberships	2,000	1,793	445	1,348	-
Special Programs	25,000	11,758	9,703	2,055	949
Furniture & Equipment	50,000	12,386	11,288	1,098	4,777
IT Hardware & Software	42,000	23,618	19,485	4,132	982
Bld & Grnd. Repair	40,000	9,066	22,105	(13,038)	171
Furn/Equip Repair	2,000	910	525	386	200
Miscellaneous	3,500	2,395	(842)	3,238	1,288
Audit Service	25,000	16,075	19,375	(3,300)	4,125
Accounting Service	15,000	13,444	13,068	376	-
UHLAN fees	50,000	24,637	23,749	888	356
Capital Expenditures	125,000	20,885	6,740	14,146	-
<b>TOTAL</b>	<b>4,346,314</b>	<b>2,468,652</b>	<b>2,368,088</b>	<b>100,564</b>	<b>331,382</b>

**BETHLEHEM PUBLIC LIBRARY****DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JANUARY 2020 BASED ON PRE-APPROVAL	\$	74,955.94
CHECKS DISBURSED IN JANUARY 2020 RELATING TO PAYROLL	\$	192,659.10
CHECKS BEING SUBMITTED FOR APPROVAL	\$	82,565.91
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 25: MANUAL DISB (JAN 20) For Dates 1/1/2020 - 1/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38551	01/03/2020	1833	BLUESHIELD OF NORTHEASTERN NY		6,743.30
38552	01/03/2020	1831	CDPHP UNIVERSAL BENEFITS, INC.		13,486.99
38553	01/03/2020	2061	UNITED HEALTHCARE INSURANCE CO		111.91
38554	01/06/2020	2087	CITIBANK	200374	1,585.00
38555	01/06/2020	1161	TOWN OF BETHLEHEM	200377	3,177.02
38556	01/06/2020	1607	VERIZON BUSINESS FIOS	200001	127.77
38557	01/06/2020	1607	VERIZON BUSINESS FIOS	200001	126.98
38606	01/21/2020	746	**VOID** VOORHEESVILLE PUBLIC LIBRARY	200379	-17.99
38614	01/16/2020	1424	AFLAC NEW YORK		415.92
38615	01/16/2020	2087	CITIBANK	200345	1,093.88
38616	01/16/2020	2061	UNITED HEALTHCARE INSURANCE CO		111.91
38617	01/16/2020	2137	WEX BANK	200008	32.86
38621	01/22/2020	1831	CDPHP UNIVERSAL BENEFITS, INC.		23,823.75
38622	01/22/2020	1570	NATIONAL GRID		4,797.82
38623	01/30/2020	1833	BLUESHIELD OF NORTHEASTERN NY		8,320.68
38624	01/30/2020	720	MVP HEALTH PLAN, INC.		9,388.64
38625	01/30/2020	1581	UNITED STATES POSTAL SERVICE	200428	1,251.98
38626	01/30/2020	1607	VERIZON BUSINESS FIOS	200001	127.77
38627	01/30/2020	1607	VERIZON BUSINESS FIOS	200001	126.98
38628	01/30/2020	1607	VERIZON BUSINESS FIOS	200001	122.77

Number of Transactions: 20

**Warrant Total: 74,955.94**  
**Vendor Portion: 74,955.94**

### Certification of Warrant

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 29: CASH DISB (FEB 20) For Dates 2/11/2020 - 2/11/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38629	02/11/2020	30	ALBANY PUBLIC LIBRARY-MAIN BR	200427	124.90
38630	02/11/2020	1009	AMAZON CREDIT PLAN	200421	1,366.61
38631	02/11/2020	61	AQUASCAPE DESIGNS LLC	200003	79.99
38632	02/11/2020	886	AUDIO VIDEO	200357	60.00
38633	02/11/2020	77	**CONTINUED** BAKER & TAYLOR , INC.		0.00
38634	02/11/2020	77	BAKER & TAYLOR , INC.	200392	16,561.12
38635	02/11/2020	1186	BAKER AND TAYLOR ENTERTAINMENT	200391	292.93
38636	02/11/2020	94	BLACKSTONE AUDIO BOOKS	200405	38.52
38637	02/11/2020	2245	BLUE 360 MEDIA	200418	57.75
38638	02/11/2020	2324	BRIGHTSIDE UP, INC.	200348	150.00
38639	02/11/2020	103	BRODART INC	200222	171.94
38640	02/11/2020	937	CENGAGE LEARNING INC.	200438	1,212.75
38641	02/11/2020	1315	CITY GLASS COMPANY	200238	5,380.00
38642	02/11/2020	1771	CLCD, LLC	200403	1,103.75
38643	02/11/2020	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	200025	238.58
38644	02/11/2020	1154	CRISAFULLI BROTHERS	200393	351.50
38645	02/11/2020	2332	DANIELLE FUNCIELLO	200411	20.00
38646	02/11/2020	2335	DELMAR BETHLEHEM EMS	200433	100.00
38647	02/11/2020	1466	DURACLEAN BY HESTER, INC.	200429	600.00
38648	02/11/2020	1463	EAST GREENBUSH COMM LIBRARY	200425	9.99
38649	02/11/2020	1991	EASTERN MANAGED PRINT NETWORK LLC	200279	95.04
38650	02/11/2020	1674	FINDAWAY	200372	1,880.18
38651	02/11/2020	1986	FIRSTLIGHT FIBER	200005	189.37
38652	02/11/2020	1330	DAVID FRUEH	200394	1,600.00
38653	02/11/2020	2334	GLENN READ ENTERPRISES LLC	200423	578.02
38654	02/11/2020	787	GUILDERLAND PUBLIC LIBRARY	200406	22.98
38655	02/11/2020	1147	HAMILTON NEWS CO, INC.	200404	5,057.80
38656	02/11/2020	1024	**CONTINUED** MIDWEST TAPE LLC		0.00
38657	02/11/2020	1024	MIDWEST TAPE LLC	200415	6,450.86
38658	02/11/2020	1654	NORTH GREENBUSH PUBLIC LIBRARY	200424	15.99
38659	02/11/2020	2148	NORTHEAST PEST CONTROL	200088	199.00
38660	02/11/2020	2094	ORIENTAL TRADING COMPANY, INC.	200400	71.78
38661	02/11/2020	1823	OVER DRIVE INC.	200430	8,729.72
38662	02/11/2020	2054	PANGBURN LANDSCAPING	200301	1,600.00
38663	02/11/2020	450	PHILLIPS HARDWARE INC	200006	23.96
38664	02/11/2020	458	PITNEY BOWES INC	200009	460.41
38665	02/11/2020	2323	PORT, ANNA MARIA	200257	203.00
38666	02/11/2020	478	QUILL.COM	200416	103.96
38667	02/11/2020	1951	S & S WORLDWIDE INC.	200334	90.72
38668	02/11/2020	2038	STAPLES BUSINESS ADVANTAGE	200163	236.27
38669	02/11/2020	1784	GEORGE STEELE	200369	425.00
38670	02/11/2020	2154	STERICYCLE, INC.	200390	33.70
38671	02/11/2020	2328	UNIFIRST CORPORATION	200327	184.06
38672	02/11/2020	632	UPPER HUDSON LIBRARY SYSTEM	200457	25,288.42
38673	02/11/2020	1607	VERIZON BUSINESS FIOS	200001	201.98
38674	02/11/2020	1968	VERIZON WIRELESS	200002	146.87

**BETHLEHEM PUBLIC LIBRARY**

**Check Warrant Report For A - 29: CASH DISB (FEB 20) For Dates 2/11/2020 - 2/11/2020**



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38675	02/11/2020	746	VOORHEESVILLE PUBLIC LIBRARY	200426	13.99
38676	02/11/2020	645	W W GRAINGER INC	200004	733.51
38677	02/11/2020	1593	WILLIAM K. SANFORD LIBRARY	200410	8.99

**Number of Transactions: 49**

**Warrant Total: 82,565.91**

**Vendor Portion: 82,565.91**

**Certification of Warrant**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 27: TRUST & AGENCY (JAN 20) For Dates 1/1/2020 - 1/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38611	01/15/2020	712	CIVIL SERVICE EMPL ASSOC INC.		1,017.76
38612	01/15/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38613	01/15/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
38618	01/30/2020	712	CIVIL SERVICE EMPL ASSOC INC.		1,017.76
38619	01/30/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38620	01/30/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100409	01/15/2020	709	BPL SPECIAL PAYROLL ACCOUNT		62,964.03
100410	01/15/2020	710	NYS INCOME TAX BUREAU		3,518.28
100411	01/15/2020	1946	IRS - PAYROLL TAX PMT		20,744.39
100412	01/15/2020	2003	NEW YORK STATE DEFERRED		2,372.36
100413	01/30/2020	709	BPL SPECIAL PAYROLL ACCOUNT		68,858.36
100414	01/30/2020	710	NYS INCOME TAX BUREAU		3,745.15
100415	01/30/2020	730	NYS EMPLOYEES RETIREMENT SYSTE		2,621.33
100416	01/30/2020	1946	IRS - PAYROLL TAX PMT		22,618.35
100417	01/30/2020	2003	NEW YORK STATE DEFERRED		2,641.33

**Number of Transactions: 15**

**Warrant Total: 192,659.10**

**Vendor Portion: 192,659.10**

### Certification of Warrant

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

February 10, 2020 - Board of Trustee Meeting											
Job Status Report											
										15	
<u>Previously Approved to Fill</u>											
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	Reason	BOT Approved to Fill	Status	Name	Start Date	Type
<u>Previously Approved to Fill &amp; Currently Recruiting</u>											
Library Page	11.67 hrs/wk		\$11.80/hour minimum wage	A. Russo	12/16/2019	Internal Move to Library Clerk PT	12/9/2019	Filled	F. Green	1/13/2020	Hire
Library Page	12.8 hrs/wk		\$11.80/hour minimum wage	H. Cassidy	12/19/2019	Resignation	1/13/2020	Filled	K. Smith	2/11/2020	Hire
Library Clerk PT	19 hrs/wk		\$13.75/hour or per contract	S. Davis	1/10/2020	Resignation	1/13/2020				
<u>Action Requested</u>											
Technology Assistant FT*	35 hrs/wk		\$33,307 annual or per contract	A. Khlyapov	1/30/2020	Separation					
<u>Or fill as</u>											
Library Clerk FT	35 hrs/wk		\$28,995 annual or per contract	N/A							
Library Clerk PT	16.57 hrs/wk		\$13.75/hour or per contract	B. Tiernan	2/14/2020	Resignation					
Librarian 1 FT**	35 hrs/wk	19 hrs/wk;	\$52,845 annual or per contract	F. Waldman	2/6/2020	Separation					
		16 hrs/wk;		J. Squadere	2/14/2020	Resignation					
		\$28.45/hr									
<u>Positions Held</u>											
None											
* Request to backfill the Technology Assistant FT position as is or as a Library Clerk FT position											
** Request to combine two (2) Librarian 1 PT position into one (1) Librarian 1 FT position											

## **Director's Report February 2020**

### **Building and Grounds**

The maintenance staff have been refreshing the paint in the study rooms. They will continue with trim work in that part of the building.

### **HVAC Executive Summary**

Technicians from TRANE controls monitored the HVAC system and made some changes to the on-board programming in the rooftop units. We have observed some improvements in comfort since the changes. We will keep working with them to make the necessary tweaks to the system. Kevin continues to work closely with the technicians to help make improvements.

The final report for our NYS library construction grant has been submitted to the state. They will contact me with any necessary clarifications should they need them.

### **Public Service**

There is a major shifting project in the fiction and media sections in the library. Ideally the bottom shelves are left open as books on the bottom shelves circulate poorly and are hard for some patrons to access easily. We have been left with no choice but to utilize these shelves and consolidate the fiction section. The wall units that currently hold the science fiction, book discussion group, and notable books will be moved onto shelves where the fiction is now, though the collections will continue to be shelved separately. Audiobooks and graphic novels will move to the wall units which will allow for an expansion of the video collection.

We are preparing for the seasonal launch of the seed library. Hudson Valley Seed Company donated 40 seed packets with 32 varieties of vegetables, flowers and herbs. Some we had last year, other varieties are new to our library. Once the new arrivals are inventoried and arranged, Tori will put together an order for anything else we need to purchase to round out our offerings for 2020. We anticipate seeds being available in early March.

OverDrive is changing how they deliver hold request items to users starting March 2. OverDrive is supposed to deliver a marketing and communication kit shortly. We will use targeted emailing to try to reach our current OverDrive users to inform them of the changes.

We have concluded the opinion gathering "dot exercise" as part of the long range plan process. The sheets have been delivered to the architect so the information can be integrated into the decision making process. Our patrons had a great time selecting the areas of greatest concern, and it led to a lot of lively conversations between staff and the public.

OverDrive magazines are now available for borrowing on the OverDrive site and in the Libby app. Our first month's use was modest. We will continue to market this new service and monitor use patterns. This is one of the services provided via central library funding through New York State.

### **Program Highlights**

Tori hosted an Open House in the Tech Room Makerspace. About half of the patrons came interested in a specific piece of equipment to learn more about, and the other half just

wanted to check everything out. Everyone had many questions about all of our equipment and had positive feedback about the library making everything available all the time the library is open.

Tori is preparing the Seed Library for spring.

Kate's evening Family STEAM programs are gaining in popularity. This month they learned about bird's nests and did related crafts. Kate usually shares a book in addition to the activities.

Kate and Anne are providing a monthly STEM station in the Children's Place. For most of January, a microscope and slides were available to families to interact with. We had many families enjoy the activity.

We chose to highlight our book discussions in the publicity this month to encourage new members for all three groups. We continue to get really positive feedback on the book choices and discussions being offered.

### **Outreach Highlights**

Mary continues to collaborate with the High School on a book club. The turnout is still small, but they have new members this year. They are currently reading and discussing *The Grace Year* by Kim Liggett.

Mary provided storytime training to some of the Spanish Honor students from the High School. They will be assisting librarians at some upcoming story times this spring to provide a bilingual element to our programs.

Tori visited The Pit three times, and Frank visited once. They play Switch games with the teens and use the opportunity to promote upcoming library programs.

Tori co-hosted the BCMS Book Club; they discussed *Dear Sweet Pea* by Julie Murphy. The group loved the book and felt like it was a great portrayal of middle school life and friendship. The next title was suggested by the group and will be *Throne of Glass* by Sarah J. Maas.

Tori visited the BCMS LMC to make Paper Snowflakes on January 23. The students had a relaxing time cutting intricate paper snowflakes using templates and decorating the BCMS LMC.

Kate ran an Afterschool Enrichment program for Slingerlands Elementary. She provided a different STEAM activity each week including the Ozobots and Fruit Volcanoes pictured below.

Cathy attended an Eagle Elementary PTO meeting. She talked about some library services and programs with an emphasis on what's new for families to enjoy.

Cathy provided a program for the Town of Bethlehem's Senior Health Series. She showcased some library books and DVDs on the topic and taught a few basic tai chi moves. She only checked out one item, but the participants were interested to browse the materials and several planned to stop by the library and check them out in the near future.

Michelle began an After School Enrichment series for Eagle Elementary School. She is providing a weekly class on basic coding using programs like Scratch Jr. on the library's iPads.

Michelle visited two classes at the Circle of Friends Preschool. She shared books, music and a flannel board on the concept of time.

## Meetings and Miscellany

A group of staff members is currently investigating a cash register replacement that includes an integrated credit card swipe. This will require us to change how credit cards are accepted but should make things easier for the staff and patrons.

Calendar and room booking software alternatives are currently being considered. The current system has significant limitations. We believe there are some new features that could greatly benefit the public.

First aid kits were added to both makerspaces. New blood borne pathogen kits are being assembled for the three service desks and other key locations around the buildings. These kits will focus on things needed to respond to individuals having medical events and less on spill containment and cleanup. The maintenance staff will keep cleanup supplies in the maintenance office it is unnecessary to keep them all over the building.

Several members of the Long Range Plan committee visited the Wisner library in Warwick, NY and the Goshen Public Library.

## Continuing education for staff

Catherine and Tracey attended Narcan training at the Clifton Park-Halfmoon Library. Both returned with Narcan kits. Legally, bystanders are protected by New York's strong good Samaritan laws. Similarly, workers and members of the public cannot be compelled to assist if they are uncomfortable doing so. Best practice is for the library to have a policy that states that an employee that attempts to help in a medical situation may do so without any negative job implications. I will be proposing a policy like this in the coming months after vetting it with our attorney. In association to this, I would like to have an AED in the library and provide the associated training for staff interested in knowing how the equipment works.

Cathy presented on a panel at the UHLS/MVLS Summer Reading workshop. Each panelist spoke about a disruption that affected their library's summer reading program and how they handled it.

Cathy viewed the NYLA Webinar Leading toward the Future by Matthew Bollerman. Matthew spoke about how to create plans for an organization and realize them. He referenced his library's goal of attaining "Star Library" status and how to create a vision plan that would enable his organization to reach their goal.

Kate attended the UHLS Storytime Bootcamp workshop. Her report is attached.

Michelle viewed the archived ALSC webinar Sensory Storytime: Preschool Programming That Makes Sense for Kids with Autism, an archived webinar titled Sensory Storytime: Roadmap, Tools, and Ideas presented by Laura Baldassari-Hackstaff and Laura Olson (Youth librarians from Douglas County Libraries) and an archived Massachusetts Library System webinar Children with Autism Spectrum Disorders and the Library: Reaching, Engaging, and Serving Your Local Special Needs Community.

Michelle attended the UHLS/MVLS Summer Reading Program Planning workshop.

Michael provided a brief demo of how to find functions on a Mac that are commonly accessed on the PC to staff attending the January department meeting.

Frank and Gordon provided training on the microfilm reader to a few of the part-time staff.

Chris attended the ALA Midwinter trade show in Philadelphia. I was able to talk to many publishing companies about their upcoming titles. I also was invited to attend a private

tour of award-winning author/illustrator Greg Pizzoli's studio by the Disney Publishing School and Library Marketing Director. This small gathering allowed me to get a tour of his studio, discuss with him his books and process, and get a copy of his upcoming title.

Geoffrey Kirkpatrick, Library Director



## Storytime Bootcamp Write-up

Submitted by Kate Lambert

I Attended the Storytime Bootcamp at Upper Hudson Library System on January 14, presented by Mary Fellows. A lot of the workshop was geared toward people who were brand new at or had never presented a storytime, but despite having been doing my own storytimes for about 9 months there was still plenty of helpful information to be learned.

The first segment of the workshop was dedicated to early literacy – what is it and how to include it in our storytimes. Some new tips I picked up include asking kids to tell a story back to you after you finish a book, using different adjectives and synonyms to describe things when talking to the children, painting letters in the air, asking kids to describe what they see on one page of a picture book, and pointing to each word as you read it in a book with few words.

The second segment was all about creating an agenda for your storytime. Something I found helpful in this segment was how to word an introduction and set expectations for behavior when storytime is beginning, and how to incorporate early literacy tips in a way that feels natural. I have already started implementing these skills into my storytimes.

Next we learned about how to choose good books for storytime by looking for books with visible illustrations, developmentally appropriate content, interactive elements, everyday diversity, and a variety of genres. We also discussed different ways to change your voice to create a more engaging and dramatic reading. Reading with different volumes, pitches, paces, and articulations is fun for kids and is a great way to model dramatic reading for the caregivers in the room.

Music and Movement in storytime was also discussed. Music and Movement can include music on an iPod, singing/rhyming, flannel boards, props such as scarves, fingerplays and action rhymes, instruments such as eggs and rhythm sticks, and more. Most of these are already included in my storytimes, but we talked about some important early literacy tips and new tricks that I will incorporate into my repertoire, such as singing at different paces, clapping to each syllable in a song or rhyme, and asking questions about what happened in a song with a story.

Finally we discussed record keeping and evaluations. Keeping track of what you did and how it went is important, because it allows us to learn from our mistakes and successes. Mary also recommended asking caregivers to evaluate storytimes periodically and to get comments from caregivers to use in reports.

Library Collection				2018-19	Current Total
Adult fiction				26,708	25,956
Adult non-fiction				29,506	29,692
Adult audio				7,216	6,990
Adult video				7,964	8,075
Young adult fiction				5,607	5,368
Young adult nonfiction				543	519
Young adult audiobooks				364	373
Children's fiction				25,716	26,627
Children's non-fiction				15,034	15,380
Children's audiobooks				1,462	1,653
Children's video				1,989	1,928
OverDrive - UHLS Shared				69,231	73,570
e-magazines				107	157
Electronic (games, ereaders)				482	567
Total				191,929	196,855
Library Programs	Jan-20	Jan-19	% change	2018-19	F-Y-T-D
Programs	61	55	10.9%	843	520
Program attendance	1,126	1032	9.1%	24,838	14,668
Outreach Programs	21	17	23.5%	285	132
Outreach Attendance	282	258	9.3%	9,929	6,022
Circulation	Jan-20	Jan-19	% change	2018-19	F-Y-T-D
Adult fiction	13,138	13,095	0.3%	149,583	90,962
Adult non-fiction	9,111	8,753	4.1%	97,179	56,761
Adult audio	3,977	4,376	-9.1%	49,601	27,716
Adult video	9,525	10,326	-7.8%	109,652	59,784
Adult magazines	1,859	2,153	-13.7%	21,596	12,459
Young adult fiction	1,624	1,704	-4.7%	19,610	11,601
Young adult nonfiction	122	109	11.9%	1,476	927
Young adult audiobooks	110	105	4.1%	1,331	807
Young adult magazines	7	1	600.0%	74	34
Children's fiction	10,745	10,718	0.2%	137,492	84,045
Children's non-fiction	3,316	3,556	-6.7%	38,616	21,455
Children's audiobooks	559	516	8.4%	7,690	4,506
Children's video	932	1,300	-28.3%	14,997	7,153
Children's magazines	4	38	-89.5%	370	147
Electronic (games, ereaders)	692	554	24.9%	6,966	4,822
Total	55,721	57,304	-2.8%	656,232	380,781
Interlibrary Loan	Jan-20	Jan-19	% change	2018-19	F-Y-T-D
Borrowed from others	7,913	8,262	-4.2%	86,393	49,764
Loaned to others	6,031	5,840	3.3%	67,302	38,199
Miscellaneous	Jan-20	Jan-19	% change	2018-19	F-Y-T-D
Visits to our home page	54,996	73,417	-25.1%	849,506	502,109
Public use of meeting rooms	51	57	-10.5%	436	284
Public meeting attendance	712	684	4.1%	6,867	3,653
Staff use & library programs	93	91	2.2%	1,038	651
Study room sessions	562	598	-6.0%	5,267	2,891
Tech room/ Studio use	38	34	11.8%	305	230
Door count	27,793	27,514	1.0%	310,464	180,414
Registered BPL borrowers	65	70	-7.1%	1,012	585
Computer signups	3,384	3,350	1.0%	34,871	23,900
Museum Pass use	99	82	20.7%	1,833	1,209
E-book use	7,331	6,538	12.1%	71,054	47,216
E-magazine use	1,317	1,455	-9.5%	12,415	8,182
Equipment	394	415	-5.1%	5,432	2,955
Wireless Use	11,197	9,696	15.5%	172,258	81,062

Monthly Gas and Electric Comparisons												
Date	# of days	Total Therms	Use per day	Cost	Cost per day	Cost per therm	# of day	kWh	Use per day	Cost	Cost per day	Cost per kWh
9/12/2017	32	538	17	\$285.37	\$8.92	\$0.53	32	49,536	1,548	\$4,285.62	\$133.93	\$0.09
9/11/2018	32	38	1	\$46.65	\$1.46	\$1.23	32	39,168	1,224	\$4,428.29	\$138.38	\$0.11
10/11/2017	29	577	20	\$304.89	\$10.51	\$0.53	29	51,840	1,788	\$4,526.94	\$156.10	\$0.09
10/11/2018	30	99	3	\$86.02	\$2.87	\$0.87	30	34,176	1,139	\$3,643.09	\$121.44	\$0.11
11/9/2017	29	780	27	\$401.22	\$13.84	\$0.51	29	36,480	1,258	\$3,526.99	\$121.62	\$0.10
11/8/2018	28	1,420	51	\$754.30	\$26.94	\$0.53	28	27,264	974	\$2,432.22	\$86.87	\$0.09
12/12/2017	33	1,606	49	\$798.17	\$24.19	\$0.50	33	29,184	884	\$2,618.16	\$79.34	\$0.09
12/11/2018	33	3,661	111	\$1,993.69	\$60.41	\$0.54	33	31,872	966	\$3,051.82	\$92.48	\$0.10
1/11/2018	30	2,964	99	\$1,474.51	\$49.15	\$0.50	30	30,336	1,011	\$3,501.04	\$116.70	\$0.12
1/11/2019	31	3,801	123	\$2,727.32	\$87.98	\$0.72	31	31,872	1,028	\$2,832.86	\$91.38	\$0.09
2/9/2018	29	2,380	82	\$1,388.85	\$47.89	\$0.58	29	28,800	993	\$3,871.09	\$133.49	\$0.13
2/11/2019	31	4,947	160	\$2,863.48	\$92.37	\$0.58	31	33,408	1,078	\$3,451.77	\$111.35	\$0.10
3/13/2018	33	1,833	56	\$1,238.17	\$37.52	\$0.68	32	30,336	948	\$2,672.72	\$83.52	\$0.09
3/12/2019	29	3,562	123	\$1,746.64	\$60.23	\$0.49	29	29,952	1,033	\$2,687.90	\$92.69	\$0.09
4/11/2018	28	1,555	56	\$969.24	\$34.62	\$0.62	29	26,496	914	\$2,280.77	\$78.65	\$0.09
4/10/2019	29	2,054	71	\$1,102.54	\$38.02	\$0.54	29	30,336	1,046	\$2,629.48	\$90.67	\$0.09
5/11/2018	30	776	26	\$522.08	\$17.40	\$0.67	30	29,568	986	\$2,810.83	\$93.69	\$0.10
5/13/2019	33	1,161	35	\$607.54	\$18.41	\$0.52	33	34,944	1,059	\$2,915.97	\$88.36	\$0.08
6/13/2018	33	56	2	\$67.42	\$2.04	\$1.20	33	33,792	1,024	\$3,523.65	\$106.78	\$0.10
6/12/2019	30	445	15	\$250.06	\$8.34	\$0.56	30	34,560	1,152	\$2,935.52	\$97.85	\$0.08
7/12/2018	29	36	1	\$47.11	\$1.62	\$1.31	29	36,096	1,245	\$4,151.89	\$143.17	\$0.12
7/12/2019	30	67	2	\$57.96	\$1.93	\$0.87	30	38,400	1,280	\$3,737.61	\$124.59	\$0.10
8/10/2018	29	35	1	\$44.40	\$1.53	\$1.27	29	39,936	1,377	\$4,473.49	\$154.26	\$0.11
8/13/2019	32	59	2	\$55.18	\$1.72	\$0.94	32	41,856	1,308	\$4,294.98	\$134.22	\$0.10
9/11/2018	32	38	1	\$46.65	\$1.46	\$1.23	32	39,168	1,224	\$4,428.29	\$138.38	\$0.11
9/12/2019	30	151	5	\$109.19	\$3.64	\$0.72	30	35,712	1,190	\$3,473.94	\$115.80	\$0.10
10/11/2018	30	99	3	\$86.02	\$2.87	\$0.87	30	34,176	1,139	\$3,643.09	\$121.44	\$0.11
10/11/2019	29	558	19	\$289.40	\$9.98	\$0.52	29	31,872	1,099	\$2,681.35	\$92.46	\$0.08
11/8/2018	28	1,420	51	\$754.30	\$26.94	\$0.53	28	27,264	974	\$2,432.22	\$86.87	\$0.09
11/8/2019	28	1,268	45	\$609.93	\$21.78	\$0.48	28	29,568	1,056	\$2,573.81	\$91.92	\$0.09
12/11/2018	33	3,661	111	\$1,993.69	\$60.41	\$0.54	33	31,872	966	\$3,051.82	\$92.48	\$0.10
12/11/2019	33	2,902	88	\$1,321.32	\$40.04	\$0.46	33	33,024	1,001	\$2,882.77	\$87.36	\$0.09
1/11/2019	31	3,801	123	\$2,727.32	\$87.98	\$0.72	31	31,872	1,028	\$2,832.86	\$91.38	\$0.09
1/13/2020	33	3,261	99	\$1,714.16	\$51.94	\$0.53	33	33,024	1,001	\$2,940.08	\$89.09	\$0.09

	2019-20	2020-21	comments
<b>library materials</b>			
books/audiobooks/ebooks	\$415,500	\$447,000	Maintains core collection and increases spending on electronic materials
periodicals	21,000	24,000	
online services	28,000	28,000	
movies and music	65,000	65,000	
special collections	15,500	22,500	Purchasing for the Library of Things
total materials	\$545,000	\$586,500	
<b>salaries and benefits</b>	\$3,123,914	\$3,166,300	Negotiated salary increases and estimated health-care costs
<b>operations</b>			
utilities	\$79,700	\$80,700	Planned expansion of WiFi at Town Hall playground
photocopiers	22,000	20,000	
office and custodial supplies	31,000	36,000	Increases in office supply costs
equipment and furniture	50,000	50,000	
postage	18,000	20,000	
insurance	29,000	29,000	
taxes (water and sewer)	3,700	3,700	
conference and travel	10,000	8,000	
memberships	2,000	3,000	
special programs	25,000	43,000	Commitment to increased programming for the public
building and equip. maint.	79,500	84,000	
van operation	2,000	4,000	
financial services and auditing	40,000	39,000	
printing and marketing	30,000	35,000	Expanded marketing efforts
professional services	15,000	30,000	Attorney's fees for contract negotiations
miscellaneous	3,500	3,500	
online catalog/circ. system	50,000	51,000	Planned increase in library system fees
IT/hardware and software	42,000	42,000	
refund of real property taxes	20,000	20,000	Costs stable after significant increase in 2018
capital improvements	125,000	125,000	For building updates and other needs
total operations	\$677,400	\$726,900	
<b>TOTAL EXPENSES</b>	<b>\$4,346,314</b>	<b>\$4,479,700</b>	
<b>income</b>			
finer and fees	30,000	28,000	
interest	10,000	30,000	
book sale	5,000	5,000	
gifts and donations	1,000	1,000	
photocopiers	8,000	7,500	
state aid	24,000	24,000	
PILOT	203,162	211,637	
<b>TOTAL INCOME</b>	<b>\$281,162</b>	<b>\$307,137</b>	
<b>BUDGET</b>	<b>\$4,346,314</b>	<b>\$4,479,700</b>	3.07% increase
minus income	281,162	307,137	
<b>equals LEVY</b>	<b>\$4,065,152</b>	<b>\$4,172,563</b>	2.64% increase

**MEET THE CANDIDATES**  
 Wednesday May 6 • 6pm  
 Learn more about the candidates in an informal setting.

**BUDGET REVIEW**  
 Monday May 11 • 6pm  
 Regular board meeting to follow.

**BUDGET/TRUSTEE VOTE**  
 Tuesday May 19 • 7am-9pm  
 Bethlehem Central High School

**proposed levy  
 increase: 2.64%**

For fund balances and other financial information, please see the audited financial statements of Bethlehem Public Library online at [www.bethlehempubliclibrary.org/about-us/board-of-trustees](http://www.bethlehempubliclibrary.org/about-us/board-of-trustees). Scroll down to "Facts and figures" and click on "Financial statements as of June 30, 2019"

**DRAFT Budget 2020-21**

		<b>2019-20</b>	<b>6 Month</b>	<b>2020-21</b>	<b>2020-21</b>								
<b>Expenses</b>		<b>Budget</b>	<b>Expenses+</b>	<b>Proposed</b>	<b>+/- 2019-20</b>	<b>% +/-</b>	<b>NOTES</b>						
<b>Salaries &amp; Benefits</b>			<b>Encumbrances</b>	<b>Budget</b>									
-150	Librarians	\$1,158,186	\$582,951	\$1,197,064	\$38,878	3.36%	Negotiated salary increases						
-160	Support Staff	\$1,014,578	\$469,818	\$996,099	(\$18,479)	-1.82%	Negotiated salary increases						
-170	Custodians	\$160,373	\$76,937	\$170,402	\$10,029	6.25%	Negotiated salary increases						
-200	Retirement	\$279,232	\$283,977	\$291,089	\$11,857	4.25%	Cost estimate received from NYS Comptroller						
-210	Soc Sec/Medicare	\$178,485	\$83,869	\$180,813	\$2,328	1.30%	Proportional increase						
-220	Worker's Comp	\$23,000	\$18,102	\$19,000	(\$4,000)	-17.39%	Stable						
-230	Unemp. Ins.	\$0	\$0	\$0	\$0		Self insured to \$10,000						
-240	Health Insurance	\$308,660	\$133,954	\$310,433	\$1,773	0.57%	Assumes 10% increase @1/1/2021 and stable enrollment for 2021						
-250	Disability Insurance	\$1,400	\$1,307	\$1,400	\$0	0.00%							
<b>Total-Salaries &amp; Benefits</b>		<b>\$3,123,914</b>	<b>\$1,649,608</b>	<b>\$3,166,300</b>	<b>\$42,386</b>	<b>1.36%</b>							
<b>Library Materials</b>													
-300	Books	\$171,000	\$83,826	\$171,000	\$0	0.00%	Funding sufficient for current materials						
-305	Audio books (physical)	\$33,000	\$13,931	\$30,000	(\$3,000)	-9.09%	Continued shift to downloadable audiobook						
-307	E-collections	\$122,000	\$63,300	\$156,000	\$34,000	27.87%	Significant increase to meet increasing demand						
-310	Electronic resources	\$28,000	\$13,108	\$28,000	\$0	0.00%	Costs stable, continued negotiated savings						
-313	Periodicals	\$21,000	\$17,126	\$24,000	\$3,000	14.29%	Increased costs for subscriptions						
-350	Children's Books	\$85,000	\$31,597	\$85,000	\$0	0.00%	Budget sufficient for demand						
-355	Children's audio books	\$4,500	\$2,427	\$5,000	\$500	11.11%							
-356	Children's Media	\$7,000	\$4,331	\$7,000	\$0	0.00%	Stable costs						
-370	Special collections	\$15,500	\$4,132	\$22,500	\$7,000	45.16%	Purchase innovative collections						
-380	Media	\$58,000	\$22,629	\$58,000	\$0	0.00%	Media needs stable						
<b>Total-Materials</b>		<b>\$545,000</b>	<b>\$233,778</b>	<b>\$586,500</b>	<b>\$41,500</b>	<b>7.61%</b>							

**DRAFT Budget 2020-21**

	2019-20	6 Mo Exp.	2020-21	2020-21		Notes				
<b>Operations</b>	<b>Proposed</b>		<b>Proposed</b>	<b>+/- 2019-20</b>	<b>% +/-</b>					
-400 Photocopiers/supplies	\$22,000	\$7,747	\$20,000	(\$2,000)	-9.09%	Estimates based on use				
-401 Office supplies	\$13,000	\$6,198	\$14,000	\$1,000	7.69%	Increases in office supply costs				
-402 Custodial supplies	\$18,000	\$10,441	\$22,000	\$4,000	22.22%	Cleaning supplies, hardware, light bulbs, etc.				
-403 Postage	\$18,000	\$9,954	\$20,000	\$2,000	11.11%	Slight increase in postage costs/occasional increases in Footnotes size				
-404 Printing & Marketing	\$30,000	\$19,387	\$35,000	\$5,000	16.67%	Expanded marketing				
-405 Van operation	\$2,000	\$1,048	\$4,000	\$2,000	100.00%	Planned van maintenance				
-420 Electricity & Gas	\$60,000	\$22,511	\$60,000	\$0	0.00%	Conservative budgeting for electricity use - decreases may continue - will monitor				
-421 Telephone	\$17,000	\$12,815	\$18,000	\$1,000	5.88%	Planned expansion of wifi at Town Hall Playground				
-422 Water	\$2,700	\$2,314	\$2,700	\$0	0.00%	Stable water costs				
-423 Taxes-Sewer & water	\$3,700	\$0	\$3,700	\$0	0.00%	Stable sewer costs				
-430 Refund of real property taxes	\$20,000	\$9,250	\$20,000	\$0	0.00%	Tax refunds stable in 2019 after significant increases from 2018				
-450 Professional services	\$15,000	\$12,560	\$30,000	\$15,000	100.00%	Contract negotiations and increasing use of attorney services				
-451 Contractual services	\$37,500	\$40,409	\$42,000	\$4,500	12.00%	Includes known HVAC maintenance contract costs				
-452 Insurance	\$29,000	\$25,846	\$29,000	\$0	0.00%	Stable costs				
-454 Travel/conference	\$10,000	\$6,746	\$8,000	(\$2,000)	-20.00%	State convention only, not a biannual national conference year				
-455 Memberships	\$2,000	\$1,793	\$3,000	\$1,000	50.00%	Planned increases for memberships including NYLA and Library Trustee Section				
-456 Special programs	\$25,000	\$12,941	\$43,000	\$18,000	72.00%	Significant commitment to increased programming for the public				
-460 Equipment and Furniture	\$50,000	\$13,478	\$50,000	\$0	0.00%	Expected replacement of library furnishings to meet Long Range Plan goals				
-461 IT-hardware & software	\$42,000	\$33,620	\$42,000	\$0	0.00%	Upgrades to hardware and replacements as needed. Software.				
-462 Bldg. & grounds repair	\$40,000	\$14,514	\$40,000	\$0	0.00%	Carpet cleaning, seal coat, bulbs, supplies				
-463 Equipment/furniture repair	\$2,000	\$910	\$2,000	\$0	0.00%	Maintenance equipment repairs				
-464 Miscellaneous	\$3,500	\$2,417	\$3,500	\$0	0.00%	Stable incidental costs				
-481 Audit services	\$25,000	\$11,950	\$24,000	(\$1,000)	-4.00%	Audit contract and actuary fees for GASB/OPEB report				
-482 Accounting services	\$15,000	\$14,000	\$15,000	\$0	0.00%	Stable costs for library financial software				
-483 UHLAN fees & services	\$50,000	\$24,281	\$51,000	\$1,000	2.00%	Planned increases in library system fees				
-490 Capital Expenditures	\$125,000	\$32,190	\$125,000	\$0	0.00%	Upgrades and building needs				
<b>Total-Operations</b>	<b>\$677,400</b>	<b>\$349,320</b>	<b>\$726,900</b>	<b>\$49,500</b>	<b>7.31%</b>					
<b>TOTAL EXPENSES</b>	<b>\$4,346,314</b>	<b>\$2,232,706</b>	<b>\$4,479,700</b>	<b>\$133,386</b>	<b>3.07%</b>					

**DRAFT Budget 2020-21**

	2019-20	6-month	2020-21	2020-21	% +/-						
<b>Income</b>	<b>Proposed</b>	<b>income</b>	<b>Proposed</b>	<b>+/- 2019-20</b>							
Fines	\$30,000	\$15,214	\$28,000	(\$2,000)	-6.67%	Automatic renewals could impact this number significantly					
Interest	\$10,000	\$24,350	\$30,000	\$20,000	200.00%	Expected increases in interest income					
BookSale	\$5,000	\$2,766	\$5,000	\$0	0.00%						
Gifts and donations	\$1,000	\$2,940	\$1,000	\$0	0.00%						
Photocopiers	\$8,000	\$3,964	\$7,500	(\$500)	-6.25%	Modest decrease based on use statistics					
State Aid	\$24,000	\$25,050	\$24,000	\$0	0.00%	Expected flat funding from New York State					
PILOT	\$203,162	\$205,515	\$211,637	\$8,475	4.17%	Estimate received from BCSD					
<b>Total - Income</b>											
	<b>\$281,162</b>		<b>\$307,137</b>	\$25,975	9.24%						
<b>Total Expenses (Budget)</b>											
	\$4,346,314		\$4,479,700	\$133,386	3.07%	Total budget					
<b>Total Income</b>											
	\$281,162		\$307,137	\$25,975	9.24%	Total income					
<b>Taxes to be Raised (Levy)</b>											
	<b>\$4,065,152</b>		<b>\$4,172,563</b>	\$107,411	2.64%	<b>Total Levy (budget less income)</b>					
<b>NYS Levy Limit</b>											
		Levy Limit	\$4,174,959								
		Levy Increase	\$109,807								

## BETHLEHEM PUBLIC LIBRARY

### SEMINARS, CONFERENCES AND PROFESSIONAL MEMBERSHIPS POLICY

*Policy adopted by the Board of Trustees May 12, 1997*

*Policy revised September 12, 2005*

*Policy revised September 13, 2010*

*Policy revised October 15, 2013*

*Policy revised xxxx xx, 2020*

#### Policy

Bethlehem Public Library supports staff attendance at seminars, workshops and conferences and participation in local, state and national professional organizations' committee work. These activities provide opportunities for library staff to keep abreast of developments and trends in library services and demonstrate a continuing commitment to professional growth.

#### Memberships

The library may pay for membership in professional organizations that are of direct benefit to the library. The director will recommend and the Board of Trustees will decide on approval for membership in professional organizations.

#### Procedures Seminar and Conference Attendance

- Attendance at seminars or participation in committee work will be determined on an individual basis. Permission must be obtained in advance.
- ~~The director will make the final decision based on several factors: the location of the seminar, cost, and potential benefit to the library.~~ Decisions about attendance will be made based on several factors including; location, cost, and potential benefit to the library.
- The Board of Trustees will decide on conferences and seminars that require overnight lodging, air travel, or significant cost. Employees should submit an estimated budget for the full cost to be included in the monthly board packet.
- For attendance at **local** seminars and conferences ~~in the Capital Region~~, the library will pay registration costs, ~~and~~ parking, and allow for leave time. Employees should use the library vehicle for transportation when available. For mileage reimbursement rules, consult the library's collective bargaining agreement. The Director may approve attendance at local or regional conferences.
- For state, regional, and national conferences, the library will reimburse
  - ~~“early bird” registrations at member rates.~~ the least expensive registration price possible. Employees are expected to plan far enough in advance to take advantage of early registration prices.
  - a predetermined price for lodging ~~based on current GSA per diem allowance~~ if an overnight stay is necessary. The Board of Trustees will determine acceptable lodging prices that balance distance from the conference venue, travel time for employees, and price.
  - a predetermined per diem for meals and incidental expenses.

- the most economical method of transportation; approval for mileage reimbursement must be obtained in advance.
- For **those approved to serve** on a local, state, or national committee, the library will allow leave time for meetings and will permit necessary email and telephone communications related to committee service during work time. 28
- Time spent at conferences or programs beyond the regular work day will not be compensated **for FLSA exempt employees**. Conference attendance on non-scheduled work days will need prior approval for compensatory time.
- The employee is expected to
  - ~~maintain professional memberships. (The library will reimburse 50% of the annual cost of membership in the New York Library Association).~~
  - make travel and lodging arrangements as appropriate.
  - keep accurate expense records.
  - submit a complete expense record with receipts to the director within 15 days of completion of travel.
  - take full advantage of the program opportunities at the conference/seminar.
  - prepare a written report for the ~~director/department head~~ supervisor.
  - **For those attending a state or national conference the written report should be submitted to the director and Board of Trustees.**
  - share the learning experience with other staff.

# Public access television policy

*Policy adopted by the Board of Trustees September 5, 1997*

*Policy revised October 11, 2005*

*Policy revised September 10, 2007*

*Policy Revised June 13, 2011*

*Policy Revised January 8, 2018*

*Policy Revised xxxx xx, 2020*

## **HISTORY**

~~Bethlehem Community Network Television (BCN-TV) was established in 1982 as a result of an agreement between the local cable franchise provider and the Town of Bethlehem. The cable company, in accordance with Section 611 of the Communications Act, provided channels for PEG\* (Public, Education and Government) access to compensate the community for the use of their public space. Bethlehem Public Library agreed to host and support the public access channel for the community. Locally produced, independent and alternative video all find an outlet on the public access cable network.~~

## **MISSION STATEMENT**

~~BCN-TV is dedicated to providing~~ Bethlehem Public Library provides the people of the Town of Bethlehem and Bethlehem Central School District with a public access channel, BCN-TV. It is available at no charge for non-commercial use by the public ~~on an open and equitable basis.~~

## **PROGRAM SCHEDULING**

### **PROGRAM SUBMISSION and SCHEDULING**

BCN-TV is funded through a partnership between the Town of Bethlehem and Bethlehem Public Library. Priority for submitting and scheduling programs will be given to individuals and groups from within the Town of Bethlehem and/or the Bethlehem School District.

BCN-TV may accept programs from individuals, community groups, government organizations, and not-for-profit organizations located outside of the Town of Bethlehem and/or Bethlehem Central School District based on staffing availability. Programs originating from outside New York's Capital Region will not be accepted.

Library Staff will schedule ~~and promote~~ submitted programming. Those submitting programs must agree to and sign the BCN-TV User Agreement. ~~The number of multiple shows originating from a single individual or group may be limited based on time slot availability and staffing. Preference for time slots will be given to individuals or groups based within the Town of Bethlehem and/or Bethlehem Central School District.~~

~~Preference for government and educational programs will be given first to the library's own programming, that of the Town of Bethlehem and Bethlehem Central School District then to partner government organizations such as the RCS School District, Guilderland School District, Albany County, State of New York, and Federal Government.~~

A show producer or sponsor must:

~~Be the original producer and copyright holder for a submitted video, or~~

~~Be able to demonstrate that the video is in the public domain, or~~

~~Provide written confirmation that the original producer has given permission for the video to be publicly distributed on Public Access Television.~~

### **BCN-TV ELECTRONIC COMMUNITY BULLETIN BOARD**

Individuals, community groups, ~~government organizations~~ and not-for-profit organizations may submit non-commercial, non-partisan public service announcements for posting on BCN-TV. ~~See the Community Bulletin Board and Public Service Announcements Guidelines for submission requirements.~~ Residents and organizations of the Town of Bethlehem and Bethlehem School District are given preference in bulletin board postings.

~~BCN-TV may accept public service announcements from individuals, community groups, government organizations, and not-for-profit organizations located outside of the Town of Bethlehem and/or Bethlehem Central School District based on staffing availability. Public Service Announcements originating from outside New York's Capital Region will not be accepted.~~

### **METHOD OF SUBMISSION AND FORMAT**

~~Bethlehem Public Library reserves the right to set requirements for the method of submission for shows and public service announcements.~~

~~The library can only accept video in formats that require little conversion and are compatible with the scheduling and playback software. Please contact the library for specific information about acceptable formats.~~

## **PATRON CONDUCT**

All users of BCN-TV must adhere to the library's Patron Conduct Policy.

### **Library Content**

The library reserves the right to cablecast content that meets the noncommercial, educational mission of the library whether produced by the library itself or by a partner government or nonprofit agency. This content will receive the highest priority for scheduling and may preempt other content on the channel.

## RESOLUTION

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZES THE TRANSFER OF \$221,009.44 FROM THE H FUND (CAPITAL PROJECTS ACCOUNT #3642) TO THE A FUND MONEY MARKET ACCOUNT (#3808), WHICH REPRESENTS THE ACCUMULATED BALANCE IN THE H FUND.

ACTION OF THE BOARD: \_\_\_\_\_

MOTION PRESENTED BY: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

DATED: \_\_\_\_\_

## Bethlehem Public Library Annual Report For Public And Association Libraries - 2019

CURRENT YEAR

PREVIOUS YEAR

### 1. GENERAL LIBRARY INFORMATION

#### Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2019, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8400011730	8400011730
1.2	Library Name	BETHLEHEM PUBLIC LIBRARY	BETHLEHEM PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Delmar	Delmar
1.6	Beginning Fiscal Reporting Year	07/01/2018	07/01/2017
1.7	Ending Fiscal Reporting Year	06/30/2019	06/30/2018
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
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	N/A
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.		N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2018	07/01/2017

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1.12	Ending <u>Local</u> Fiscal Year	06/30/2019	06/30/2018
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.15	City	DELMAR	DELMAR
1.16	Zip Code	12054	12054
1.17	Mailing Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.18	City	DELMAR	DELMAR
1.19	Zip Code	12054	12054
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 439-9314	(518) 439-9314
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 478-0901	(518) 478-0901
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@bethlehempubliclibrary.org	director@bethlehempubliclibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.bethlehempubliclibrary.org	www.bethlehempubliclibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	27,878	27,878
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	School District
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	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	09/10/1931	09/10/1931
1.30	Date the library was last registered	02/26/1914	02/26/1914
1.31	Federal Employer Identification Number	146000275	146000275
1.32	County	ALBANY	ALBANY
1.33	School District	Bethlehem Central School District	Bethlehem Central School District

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 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Geoffrey	<i>Geoffrey</i>
1.38	Last Name of Library Director/Manager	Kirkpatrick	<i>Kirkpatrick</i>
1.39	NYS Public Librarian Certification Number	22028	<i>22028</i>
1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
1.42	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>
1.43	E-mail Address of the Director/Manager	director@bethlehempubliclibrary.org	<i>director@bethlehempubliclibrary.org</i>
1.44	Fax Number of the Director/Manager	(518) 478-0901	<i>(518) 478-0901</i>
1.45	Is the library a member of the New York State and Local Retirement System?	Y	<i>Y</i>
1.46	Does the library charge fees for library cards to people residing outside the system's service area?	Y	<i>Y</i>
1.47	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2019? (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	Y	<i>Y</i>

each funding source. If no, go to question 1.48.

#### Public Votes/Contracts

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	N/A	<i>School District</i>
3.	Date the vote was held (mm/dd/2019)	N/A	<i>05/15/2018</i>
4.	Was the vote successful? Y/N	N/A	<i>Y</i>
5.	What type of public vote was it?	N/A	<i>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	N/A	<i>\$3,828,270</i>
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A	<i>\$106,588</i>
6c.	Total proposed appropriation (sum of 6a and 6b):	N/A	<i>\$3,934,858</i>

**This question should only be answered if "No" was answered in Q1.47 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

1.48	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2019) Enter , Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.49.		<i>N</i>
1.	Name of municipality or district holding the public vote	N/A	<i>N/A</i>
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	<i>N/A</i>
4.	What type of public vote was it?	,	
5.		N/A	<i>N/A</i>

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

- 1.49 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 1.50.
- |  |     |     |
|--|-----|-----|
|  | N   | N   |
| 1. Name of contracting municipality or district                            | N/A | 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 |

#### Unusual Circumstances

- 1.50 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 Note; if no, please go to Part 2, Library Collection.
- |  |   |   |
|--|---|---|
|  | N | N |
|--|---|---|

## 2. LIBRARY COLLECTION

#### Print/Electronic/Other Holdings

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

**NOTE:** 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 (main library); do not duplicate numbers at each branch.

## PRINT MATERIALS

### Cataloged Books

2.1	Adult Fiction Books	32,315	<i>31,143</i>
2.2	Adult Non-fiction Books	29,693	<i>29,484</i>
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	62,008	<i>60,627</i>
2.4	Children's Fiction Books	25,716	<i>26,831</i>
2.5	Children's Non-fiction Books	15,034	<i>15,094</i>
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	40,750	<i>41,925</i>
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	102,758	<i>102,552</i>

### Other Print Materials

2.8	Total Uncataloged Books	0	<i>0</i>
2.9	Total Print Serials	307	<i>426</i>
2.10	All Other Print Materials	0	<i>0</i>
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	307	<i>426</i>
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	103,065	<i>102,978</i>

## ALL OTHER MATERIALS

### Electronic Materials

2.13	Electronic Books	53,054	<i>45,810</i>
2.14	Local Electronic Collections	14	<i>15</i>
2.15	NOVELNY Electronic Collections	16	<i>16</i>
2.16	<b>Total Electronic Collections (Total questions 2.14 and 2.15)</b>	30	<i>31</i>
2.17	Audio - Downloadable Units	16,208	<i>12,950</i>
2.18	Video - Downloadable Units	657	<i>654</i>
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files;	12,888	<i>12,882</i>

collections of digital photographs; and electronic government documents, reference tools, scores and maps.)

2.20	<b>Total Electronic Materials</b> (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	82,837	72,327
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#### **Non-Electronic Materials**

2.21	Audio - Physical Units	9,042	9,089
2.22	Video - Physical Units	9,953	9,592
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	838	760
2.24	<b>Total Other Materials Holdings</b> (Total questions 2.21 through 2.23)	19,833	19,441

#### **Serials/Additions to Holdings**

2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	205,735	194,746
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#### **CURRENT SERIAL SUBSCRIPTIONS**

2.26	Current Print Serial Subscriptions	194	216
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#### **ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.27	Cataloged Books	15,034	14,831
2.28	All Other Print Materials	0	0
2.29	Electronic Materials	10,147	8,718
2.30	All Other Materials	3,099	3,267
2.31	<b>Total Additions</b> (Total questions 2.27 through 2.30)	28,280	26,816

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

#### **Borrowers/Visits/Policies/Accessibility**

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2019 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)	310,464	325,408
3.2	Registered resident borrowers	21,326	20,387
3.3	Registered non-resident borrowers	75	74

Please report information on WRITTEN POLICIES as of 12/31/19.

**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
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	

Please report information on ACCESSIBILITY as of 12/31/19.

**ACCESSIBILITY (Answer Y for Yes, N for No)**

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y
3.13	Does the library have large print books?	Y	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y	Y
3.15 - If so, what do you have?	screen reader, such as JAWS, Windoweyes or NVDA	No	No
	refreshable Braille commonly referred to as a refreshable Braille display	No	No
	screen magnification software, such as Zoomtext	Yes	Yes
		No	No

electronic scanning and reading software, such as OpenBook

- 3.16 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 | Y |
|---|---|

#### Library Sponsored Programs/Summer Reading Program

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

#### LIBRARY SPONSORED PROGRAMS

3.17	Adult Program Sessions	224	216
3.18	Young Adult Program Sessions	113	124
3.19	Children's Program Sessions	558	758
3.20	All Other Program Sessions	224	60
3.21	<b>Total Number of Program Sessions (Total questions 3.17 through 3.20)</b>	1,119	1,158
3.22	One-on-One Program Sessions	505	564
3.23	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	Yes
3.24	Adult Program Attendance	4,076	4,257
3.25	Young Adult Program Attendance	2,899	2,766
3.26	Children's Program Attendance	14,615	22,046
3.27	All Other Program Attendance	13,348	6,866
3.28	<b>Total Program Attendance (Total questions 3.24 through 3.27)</b>	34,938	35,935
3.29	One-on-One Program Attendance	541	564

Please report information on SUMMER READING PROGRAMS for the 2019 calendar year.

**SUMMER READING PROGRAM**

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2019 (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
3.31	Library outlets offering the summer reading program	1	1
3.32	Children registered for the library's summer reading program	640	863
3.33	Young adults registered for the library's summer reading program	245	207
3.34	Adults registered for the library's summer reading program	149	79
3.35	<b>Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)</b>	1,034	1,149
3.36	Children's program sessions - Summer 2019	103	192
3.37	Young adult program sessions - Summer 2019	28	50
3.38	Adult program sessions - Summer 2019	38	35
3.39	<b>Total program sessions - Summer 2019 (total 3.36 + 3.37 + 3.38)</b>	169	277
3.40	Children's program attendance - Summer 2019	5,087	6,059
3.41	Young adult program attendance - Summer 2019	1,131	1,136
3.42	Adult program attendance - Summer 2019	1,985	1,119
3.43	<b>Total program attendance - Summer 2019 (total 3.40 + 3.41 + 3.42)</b>	8,203	8,314
<b>COLLABORATORS</b>			
3.44	Public school district(s) and/or BOCES	1	1

3.45	Non-public school(s)	2	1
3.46	Childcare center(s)	0	1
3.47	Summer camp(s)	1	0
3.48	Municipality/Municipalities	1	1
3.49	Literacy provider(s)	0	0
3.50	Other (describe using the State note)	14	14
3.51	<b>Total Collaborators (total 3.44 through 3.50)</b>	19	18

Please report information on EARLY LITERACY PROGRAMS for the 2019 calendar year.

### EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y Y for Yes, N for No)	Y
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### Early Literacy Programs/Adult Literacy Programs/Programs for ESOL/Digital Literacy Programs

3.53 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	Yes	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	7	15
b.	Focus on parents & caregivers	1	0
c.	Combined audience	207	312
d.	N/A	0	0
3.55	<b>Total Sessions</b>	215	327

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	130	178
b.	Focus on parents & caregivers	24	0
c.	Combined audience	4,402	9,761
d.	N/A	0	0
3.57	<b>Total Attendance</b>	4,556	9,939

3.58 - 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 2019 calendar year.

## ADULT LITERACY

3.59	Did the library offer adult literacy programs?	Yes	Yes
3.60	Total group program sessions	27	12
3.61	Total one-on-one program sessions	103	128
3.62	Total group program attendance	167	193
3.63	Total one-on-one program attendance	112	128
3.64 -	Collaborators (check all that apply)		
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	Yes	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 2019 calendar year.

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

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.66	Children's program sessions	0	0
3.67	Young adult program sessions	0	0
3.68	Adult program sessions	0	0
3.69	<b>Total program sessions (total 3.68 + 3.69 + 3.70)</b>	0	0
3.70	One-on-one program sessions	0	0
3.71	Children's program attendance	0	0
3.72	Young adult program attendance	0	0
3.73	Adult program attendance	0	0
3.74	<b>Total program attendance (total 3.73 + 3.74 + 3.75)</b>	0	0
3.75	One-on-one program attendance	0	0
3.76 -	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 2019 calendar year.

#### DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y	Y
3.78	Total group program sessions	42	43
3.79	Total one-on-one program sessions	73	128
3.80	Total group program attendance	484	541
3.81	Total one-on-one program attendance	82	128
3.82	Did your library offer teen-led activities during the 2019 calendar year?	Y	
3.83	Did your library offer teen-led activities during the 2018 calendar year?	Y	

#### 4. LIBRARY TRANSACTIONS

##### Circulation/Electronic Use/Reference 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	130,326	132,041
4.2	Adult Non-fiction Books	87,041	87,156
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	217,367	219,197
4.4	Children's Fiction Books	133,229	141,201
4.5	Children's Non-fiction Books	38,403	41,378
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	171,632	182,579
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	388,999	401,776

##### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	160,644	163,497
4.9	Circulation of Children's Other Materials	21,920	22,622
4.10	<b>Total Circulation of Other Materials (Total questions 4.8, 4.9)</b>	182,564	186,119
4.11	<b>Physical Item Circulation (Total questions 4.7 &amp; 4.10)</b>	571,563	587,895

**ELECTRONIC USE**

4.12	Use of Electronic Material	86,268	68,575
4.13	Successful Retrieval of Electronic Information	39,363	54,495
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	125,631	123,070
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	657,831	656,470
4.16	Total Collection Use (Total questions 4.13 & 4.15)	697,194	710,965
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	193,552	205,201

**REFERENCE TRANSACTIONS**

4.18	Total Reference Transactions	95,929	94,866
4.19	Does the library offer virtual reference?	Y	Y

**Interlibrary Loan****INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.20	TOTAL MATERIALS RECEIVED	87,258	87,018
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**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.21	TOTAL MATERIALS PROVIDED	65,857	67,699
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**5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2019.

**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	925,465	939,696
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	N	N
5.8	Is the library part of a consortium for E-rate benefits?	N	N

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5.9	If yes, in which consortium are you participating?	n/a	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Geoffrey Kirkpatrick	<i>Geoffrey Kirkpatrick</i>
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 439-9314	<i>(518) 439-9314</i>
5.12	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)	14.48	13.48
6.5	Vacant Librarian (certified)	0	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	1.46
6.9	Vacant Library Specialist/Paraprofessional (not certified)	1	1
6.10	Other Staff	28.61	26.92
6.11	Vacant Other Staff	.65	1.29
6.12	<b>TOTAL PAID STAFF</b> (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	45.55	42.86
6.13	<b>VACANT TOTAL PAID STAFF</b> (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.65	2.29

### SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$52,845	\$50,688
6.16		1	1

	FTE - Library Director (certified)		
6.17	Salary - Library Director (certified)	\$115,318	\$108,360
6.18	FTE - Library Manager (not certified)	N/A	N/A
6.19	Salary - Library Manager (not certified)	N/A	N/A

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2019. 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

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2019**. This 2019 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in N

- the library's long-range plan of service.
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. N
  5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
  6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y
  7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
  8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
    - 8a. space Y
    - 8b. lighting Y
    - 8c. shelving Y
    - 8d. seating Y
    - 8e. power infrastructure Y
    - 8f. data infrastructure Y
    - 8g. public restroom Y
  9. Provides programming to address community needs, as outlined in the library's long-range plan of service. Y
  10. Provides
    - 10a. a circulation system that facilitates access to the local library collection and other library catalogs Y
    - 10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. Y
  11. Provides access to current library information in print Y

and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.

12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y
13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. N
14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. N

## 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		3,704.00	3,704.00

	Annual Total Hours - Main Library		
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 CollectConnect. 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](#)

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	474	5,419
20.	Enter the appropriate outlet code (select one):	LR	LO
21.	Who owns this outlet building?	School District	School District
22.	Who owns the land on which this outlet is built?	School District	School District
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	71	78
27.	Number of uses (sessions) of public Internet computers per year	38,538	37,496
28.	Type of connection on the outlet's public Internet computers	Fiber	Fiber
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	10 Greater than or equal to 50 mbps and less than 100 mbps
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	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Other (specify using the State note)	Other (specify using the State note)
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	118,881	109,852
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.	Does your <b>outlet</b> have a Makerspace?	Y	Y
38.	<i>LIBID</i>	8400011730	8400011730
39.	<i>FSCSID</i>	NY0702	NY0702

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40. *Number of Bookmobiles in the Bookmobile Outlet Record* 0 0
41. *Outlet Structure Status* 00 (for no change from previous year) 00 (for no change from previous year)

## 10. OFFICERS AND TRUSTEES

### Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2019. 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, 2019 to December 31, 2019) 15 12

### 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

List Officers and Board Members as of February 1, 2020. 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 First Name Mary Mary
- 10.10 Last Name Redmond Redmond
- 10.11 Mailing Address XXXXXXXXXXXX XXXXXXXXXXXX

10.12	City	Delmar	<i>Delmar</i>
10.13	Zip Code (5 digits only)	12054	<i>12054</i>
10.14	Phone (enter 10 digits only)	XXXXXXXXXXXX	<i>XXXXXXXXXXXX</i>
10.15	E-mail Address	mary.redmond@bethpl.org	<i>mary.redmond@bethpl.org</i>
10.16	Term Begins - Month	July	<i>July</i>
10.17	Term Begins - Year (yyyy)	2017	<i>2017</i>
10.18	Term Expires - Month	June	<i>June</i>
10.19	Term Expires - Year (yyyy)	2022	<i>2022</i>
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	07/10/2017	<i>07/10/2017</i>
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/11/2017	<i>07/11/2017</i>
10.23	Is this a brand new trustee?	N	<i>N</i>

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 CollectConnect (**but do not include the Board President—this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com).

1.	Status	Filled	
2.	First Name of Board Member	Caroline	<i>Mark</i>
3.	Last Name of Board Member	Brancatella	<i>Kissinger</i>
4.	Mailing Address	XXXXXXXXXXXX	<i>XXXXXX</i>
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code (5 digits only)	12054	<i>12054</i>
7.	E-mail address	caroline.brancatella@bethpl.org	<i>mark.kissinger@bethpl.org</i>
8.	Office Held or Trustee	Secretary	<i>Vice President</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2018	<i>2018</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2023	<i>2023</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired	Yes	<i>Yes</i>

previous trustee's term.

Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

- |     |   |                           |                         |
|-----|---|---------------------------|-------------------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken  | 07/09/2018                | 07/09/2018              |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 07/16/2018                | 07/16/2018              |
| 16. | Is this a brand new trustee?  | N                         | N                       |
| 1.  | Status  | Filled                    |                         |
| 2.  | First Name of Board Member  | Harmeet                   | Joyce                   |
| 3.  | Last Name of Board Member   | Narang                    | Becker                  |
| 4.  | Mailing Address   | XXXXXXXX                  | xxxxxxxxxx              |
| 5.  | City  | Clarksville               | Delmar                  |
| 6.  | Zip Code (5 digits only)  | 12041                     | 12054                   |
| 7.  | E-mail address  | harmeet.narang@bethpl.org | joyce.becker@bethpl.org |
| 8.  | Office Held or Trustee  | Trustee                   | Secretary               |
| 9.  | Term Begins - Month   | July                      | July                    |
| 10. | Term Begins - Year (year)   | 2018                      | 2014                    |
| 11. | Term Expires  | June                      | June                    |
| 12. | Term Expires - Year (yyyy)  | 2021                      | 2019                    |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | No                        | Yes                     |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken  | 07/07/2018                | 07/14/2014              |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 07/16/2018                | 07/22/2014              |
| 16. | Is this a brand new trustee?  | N                         | N                       |
| 1.  | Status  | Filled                    |                         |
| 2.  | First Name of Board Member  | Mark                      | Brian                   |
| 3.  | Last Name of Board Member   | Kissinger                 | Sweeney                 |
| 4.  | Mailing Address   | XXXXXX                    | XXXXXXXXXX              |

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5.	City	Delmar	<i>Delmar</i>
6.	Zip Code (5 digits only)	12054	<i>12054</i>
7.	E-mail address	mark.kissinger@bethpl.org	<i>brian.sweeney@bethpl.org</i>
8.	Office Held or Trustee	Vice President	<i>Financial Officer</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2018	<i>2015</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2023	<i>2020</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/09/2018	<i>07/13/2015</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2019	<i>07/17/2015</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	
2.	First Name of Board Member	Lisa	<i>Lisa</i>
3.	Last Name of Board Member	Scoons	<i>Scoons</i>
4.	Mailing Address	XXXXXXXXXXXXXX	<i>XXXXXXXXXX</i>
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code (5 digits only)	12054	<i>12054</i>
7.	E-mail address	lisa.scoons@bethpl.org	<i>lisa.scoons@bethpl.org</i>
8.	Office Held or Trustee	Other (Add State Note)	<i>Other (Add State Note)</i>
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 the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s	Yes	<i>Yes</i>

	term, which was to run from beginning date to ending date.		
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2015	07/13/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/17/2015	07/17/2015
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	
2.	First Name of Board Member	Brian	Caroline
3.	Last Name of Board Member	Sweeney	Brancatella
4.	Mailing Address	XXXXXXX	XXXXXXXXXX
5.	City	Delmar	Delmar
6.	Zip Code (5 digits only)	12054	12054
7.	E-mail address	brian.sweeney@bethpl.org	caroline.brancatella@bethpl.org
8.	Office Held or Trustee	Vice President	Trustee
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2015	2018
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2020	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2015	07/09/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/17/2015	07/16/2018
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	
2.	First Name of Board Member	Michelle	Harmeet
3.	Last Name of Board Member	Walsh	Narang
4.	Mailing Address	XXXXXXX	XXXXXXXXXX
5.	City	Delmar	Clarksville
6.	Zip Code (5 digits only)	12054	12041

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7.	E-mail address	michelle.walsh@bethpl.org	<i>harmeet.narang@bethpl.org</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2019	<i>2018</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2024	<i>2021</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/08/2019	<i>07/09/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/15/2019	<i>07/16/2018</i>
16.	Is this a brand new trustee?	Y	<i>N</i>

**Trustee Education**

1.	Trustee Name	Michelle Walsh
2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

**11. OPERATING FUNDS RECEIPTS****Local Public Funds/System Cash Grants/Other State Aid**

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 school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y	<i>Y</i>
1.	Source of Funds	School District	<i>School District</i>
2.		Bethlehem Central School District	<i>Bethlehem Central School District</i>

	Name of funding County, Municipality or School District		
3.	Amount	\$4,129,509	\$4,018,723
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	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$4,129,509	\$4,018,723

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3	Local Library Services Aid (LLSA)	\$25,037	\$24,792
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	\$25,000	\$600
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$50,037	\$25,392

**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/Other Receipts****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	\$1,750	\$2,493
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$19,872	\$7,548
11.17	Library Charges	\$43,941	\$45,492
11.18	Other	\$5,996	\$5,780
11.19		\$71,559	\$61,313

	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)		
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,251,105	\$4,105,428
11.21	<b>BUDGET LOANS</b>	\$0	\$0

**Transfers/Grant Total****TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$21,023	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$21,023	\$0
11.25	<b>BALANCE IN OPERATING FUND -</b> Beginning Balance for Fiscal Year Ending 2019 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$2,485,256	\$2,465,231
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)	\$6,757,384	\$6,570,659

**12. OPERATING FUND DISBURSEMENTS****Staff/Collection/Capital/Operation and Maintenance/Miscellaneous**

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	\$1,089,317	\$1,068,115
12.2	Other Staff	\$1,042,626	\$1,067,612
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$2,131,943	\$2,135,727
12.4	<b>Employee Benefits Expenditures</b>	\$765,726	\$731,293
12.5		\$2,897,669	\$2,867,020

**Total Staff Expenditures**  
(Add Questions 12.3 and  
12.4)

**COLLECTION EXPENDITURES**

12.6	Print Materials Expenditures	\$255,267	\$233,945
12.7	Electronic Materials Expenditures	\$173,413	\$128,329
12.8	Other Materials Expenditures	\$94,284	\$93,950
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$522,964	\$456,224

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10	From Local Public Funds (71PF)	\$6,740	\$43,704
12.11	From Other Funds (71OF)	\$0	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$6,740	\$43,704

**OPERATION AND MAINTENANCE OF BUILDINGS**

**Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$39,439	\$27,512
12.14	From Other Funds (72OF)	\$0	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$39,439	\$27,512
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$109,893	\$119,367
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$149,332	\$146,879

**MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$23,489	\$20,457
12.19	Telecommunications	\$13,437	\$10,463
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$15,252	\$16,016
12.22	Professional & Consultant Fees	\$7,814	\$10,605
12.23	Equipment	\$40,508	\$33,056
12.24	Other Miscellaneous	\$178,036	\$83,383
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$278,536	\$173,980

**Contracts/Debt Service/Transfers/Grand Total**

12.26		\$46,405	\$47,846
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**CONTRACTS WITH  
PUBLIC LIBRARIES  
AND/OR PUBLIC  
LIBRARY SYSTEMS IN  
NEW YORK STATE**

**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	<b>Total</b> (Add Questions 12.27 and 12.28)	\$0	\$0
Other Loans			
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)	\$3,901,646	\$3,735,653

**TRANSFERS**

**Transfers to Capital Fund**

12.34	From Local Public Funds (76PF)	\$0	\$349,750
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)	\$0	\$349,750
12.37	<b>Transfer to Other Funds</b>	\$0	\$0
12.38	<b>TOTAL TRANSFERS</b> (Add Questions 12.36 and 12.37)	\$0	\$349,750
12.39	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.33 and 12.38)	\$3,901,646	\$4,085,403
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2019	\$2,855,738	\$2,485,256
12.41	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.39 and 12.40; same as Question 11.26)	\$6,757,384	\$6,570,659

**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). 02/10/2020 02/11/2019

**FISCAL AUDIT**

12.43 Last audit performed (mm/dd/yyyy) 10/02/2019 09/17/2018

12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 07/01/2018-06/30/2019 7/1/2017-6/30/2018

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

**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 \$10,087 \$5,395

13.2 All Other Revenues from Local Sources \$50 \$13,006

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$10,137 \$18,401

**STATE AID FOR CAPITAL PROJECTS**

13.4 State Aid Received for Construction \$260,520 \$0

13.5 Other State Aid \$0 \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$260,520 \$0

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7 **TOTAL FEDERAL AID** \$0 \$0

**INTERFUND REVENUE**

13.8 Transfer from Operating Fund (Same as Question 12.36) \$0 \$349,750

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$270,657 \$368,151

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13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$270,657	\$368,151
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$16,337	\$670,844
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$286,994	\$1,038,995

#### 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	\$785,790
14.2	Incidental Construction	\$14,082	\$37,118
<b>Other Disbursements</b>			
14.3	Purchase of Buildings	\$0	\$199,750
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$11,076	\$0
14.6	<b>Total Other Disbursements</b> (Add Questions 14.3, 14.4 and 14.5)	\$11,076	\$199,750
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$25,158	\$1,022,658
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$21,023	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$46,181	\$1,022,658
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2019	\$240,813	\$16,337
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add	\$286,994	\$1,038,995

Questions 14.10 and 14.11;  
same as Question 13.13)

## 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	12.67
16.2	Total Librarians	15.70	14.82
16.3	All Other Paid Staff	25.60	24.68
16.4	Total Paid Employees	41.30	39.50
16.5	State Government Revenue	\$25,037	\$24,792
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$96,559	\$61,913
16.8	Total Operating Revenue	\$4,251,105	\$4,105,428
16.9	Other Operating Expenditures	\$474,273	\$368,705
16.10	Total Operating Expenditures	\$3,894,906	\$3,691,949
16.11	Total Capital Expenditures	\$52,921	\$1,066,362
16.12	Print Materials	103,065	102,978
16.13	Total Registered Borrowers	21,401	20,461
16.14	Other Capital Revenue and Receipts	\$50	\$362,756
16.15	Total Number of Internet Terminals Used by the General Public	71	78
16.16	Total Uses (sessions) of Public Internet Computers Per Year	38,538	37,496
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	118,881	109,852
16.18	Total Capital Revenue	\$270,657	

## 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
17.9	INSTITUTION ID	800000055462	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>5184399314</i>
I am satisfied that this resource (Collect) is meeting library needs:	Agree	<i>Neither Agree nor Disagree</i>
Applying this resource (Collect) will help improve library services to the public:	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!	The validity of many of the statistical numbers are in question because of the highly variable methods of data collection, particularly in the use of electronic materials of all types. Consider eliminating questions that are no longer needed like binding expenses.	

## Anticipated Board Projects

### February

#### Schedule for 2020

- December
  - ~~Trustees for contract negotiation team~~
  - ~~UHLAN contract~~
- January 2020
  - ~~Architect Long Range Plan Presentation @ Board Meeting~~
  - ~~Deliver director evaluation~~
  - Preliminary budget discussions
  - approved
- February 2020
  - Discuss finance systems with school district
  - ~~Hallway furniture~~
  - Budget discussion
- March 2020
  - Footnotes budget letter approved
  - Budget vote deadline
  - Library advocacy day
  - Election packets are ready
- Spring/Summer 2020
  - Revisit specialized attorneys
  - Contract negotiations
  - Long Range Plan (including capital plan) completed

## Annual Board Events

## July

Elected trustees take oath of office (new and incumbent)  
 Oaths registered with the county clerk  
 Election of board officers  
 Committee appointments  
 Authorizations, holidays, board meetings, investment policy

## August

## September

## October

## November

Audit report to the BOT  
 NYLA annual conference

## December

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

## January

Draft budget presented to the BOT

## February

Trustees vote on annual budget (Feb or March depending on school publication schedule)  
 Vote on NYS report for public libraries

## March

Footnotes budget letter finalized and approved  
 Library advocacy day  
 Election petition packets are ready  
 Deliver Director evaluation

## April

## May

Public budget vote/Trustee election  
 Budget presentation to the public

## June

UHLS annual dinner  
 Nominating committee appointed

## Every 2-3 years

CSEA contract negotiation

## Every 5 years

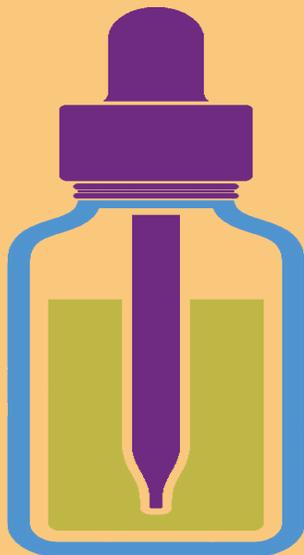
Long range plan development

# ESSENTIAL OIL ACCESSORIES

WEDNESDAY FEBRUARY 19 • 2PM

Learn about the properties of a variety  
of essential oils and make an infused  
wooden bead necklace or bracelet.

For ages 9 and up.



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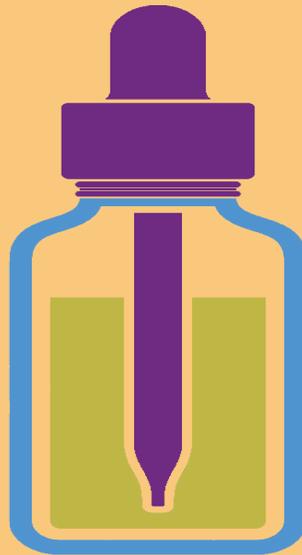
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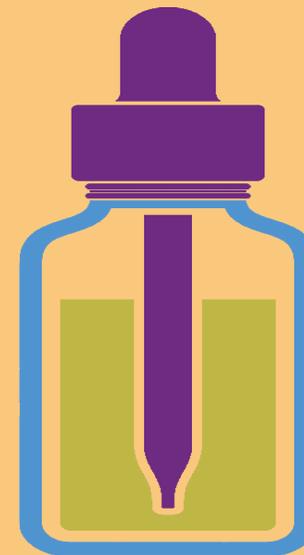
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# MAKE SOMETHING

*Programs for teens!*

## **Craft and Sip**

Friday January 24 • 3:30pm

*Use the library's craft materials to create friendship bracelets, fuse bead art and more.*

*For ages 9 and up.*

## **Anti-Valentine's Day Party**

Wednesday February 12 • 6:30pm

*Make some chocolate candies and cards.*

*For ages 9 and up.*

## **Teen SEWcial: Pajama Pants\***

Monday February 17 • 6pm

*Bring 2.5 yards of fleece or flannel. Other supplies provided. For grades 6-12.*

## **Essential Oil Accessories\***

Wednesday February 19 • 2pm

*Make an essential oil infused wooden bead necklace or bracelet. For ages 9 and up.*

## **Dorm Room Delicacies\***

Friday February 21 • 2pm

*Learn how to make healthy dishes using the appliances and utensils found in a typical dorm room. For ages 13-17.*

**\*Program requires registration.**

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