



Board of Trustees Meeting

Monday March 8, 2021 6:00 pm (Virtual Meeting)

Watch here: <http://www.bethlehempubliclibrary.org/watch-the-meeting-here/>

Agenda

- **Call to order**
- **Public participation**
 - **Communications can be directed to the following link prior to and during the meeting:** <http://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>
- **Review previous meeting minutes**
- **Financial report**
 - Treasurer's update**
- **Personnel report**
 - Personnel actions**
- **Director's report**
- **UHLS report**
- **New business**
 - Proposed budget**
 - Phased reopening plan discussion**
 - UHLS board representative**
 - Other new business**
- **Old business**
 - Long range plan steering committee – update**
 - NYS annual report**
 - Other old business**
- **Future business**
- **Public Participation**
- **Executive session**
- **Adjournment**
 - Next board meeting: April 12, 2021 6:00pm (Virtual Meeting)**
 - Next Friends of the Library meeting: April 19, 2021**

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday February 8, 2021

PRESENT: Caroline Brancatella
Mark Kissinger
Harmeet Narang
Mary Redmond
Lisa Scoons
Michelle Walsh
Charmaine Wijeyesinghe
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, accounts clerk
Catherine Stollar Peters, assistant director
Chris McGinty, assistant director
Tracey McShane, personnel administrator

*All present via Zoom broadcast live on YouTube and the library website.

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

PUBLIC PARTICIPATION

There was no public participation.

MINUTES

Minutes of the 11 January 2021 board meeting were approved unanimously on a MOTION by M. Redmond with a SECOND by M. Walsh.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report and noted that the board would be discussing the 2021-22 budget draft later in the meeting. M. Redmond had a question about the percent increase in the revenue lines for the prior year budget. S. Whiting said she would review the numbers and get back to her. In response to a comment by C. Wijeyesinghe, T. Choppy noted that the instance on the check warrant where Bethlehem Public Library was the recipient of a check was when the library was transferring money from TD Bank to Key Bank. She noted that it was done this way because an electronic transfer would come with a \$35 fee.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board unanimously approved the Financial Statement dated 31 January 2020 (Manual Disbursements \$65,995.24; Cash Disbursements/Accounts Payable \$108,550.81; Trust & Agency Disbursements/Salaries \$187,135.89; CapProject Fund/Hand-Drawn Checks \$0; Total: \$361,681.94).

PERSONNEL REPORT

There were no requested personnel actions.

G. Kirkpatrick noted that two of the open page positions had been filled. With the remaining approved open positions, the library is either actively trying to fill them or holding off until business increases, depending on staffing needs.

DIRECTOR'S REPORT

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

- G. Kirkpatrick said he wanted to bring attention to all of the work that has gone into the Kindness Matters project. He said the effort spans the library's social media and physical services and features surprise gifts and personalized notes included in Book Bundles and Books to People, as well as Kindness Kits for Kids and Teen Book Boxes. He said it was a good time to remind people that the library cares and that the library has been seeing some of that effort come back to them with flowers and thank you notes. He noted that the Friends have sponsored this program.
- M. Walsh asked how patrons using OverDrive were able to request new materials. G. Kirkpatrick said there was a box that could be checked in the OverDrive application, and staffers were continually monitoring those requests. In response to a question by M. Redmond, G. Kirkpatrick said OverDrive Advantage purchases go to meet the requests of Bethlehem cardholders first in order to reduce wait times for patrons. M. Kissinger asked if there was a minimum amount the library was expected to purchase of OverDrive materials for the entire library system. G. Kirkpatrick said there was, and the library meets that amount before making additional purchases to reduce wait times for Bethlehem patrons.
- G. Kirkpatrick noted the huge effort of staff and volunteers that has gone into the digitization of Bethlehem Central yearbooks – a project that has spanned almost a decade. He said the library continues to digitize important local history materials, such as the Tri-Village directory, which are useful to people doing genealogical research.
- Work on implementing a texting service for curbside pickup is moving ahead.
- M. Kissinger asked what might be responsible for the 20 percent increase in requested materials through UHLS. G. Kirkpatrick said it was likely because people are making more overall requests for curbside pickup with in-person browsing limited or not available.
- H. Narang asked what the average cost of an e-book was for the library. G. Kirkpatrick said it varies wildly based on a number of factors but it breaks down to roughly \$2 per circulation.
- M. Walsh said a recent conversation on a neighborhood social media page revolved around where to print, and some responses were that it could be done at the library while others mentioned other local options. She asked if there were any plans to address that need. G. Kirkpatrick said the library has recently purchased a photocopier that will be set up in the hallway vestibule for people to use during curbside hours. Although it does not handle printing, the library does have a number of remote printing options for patrons that can be picked up curbside and the library will continue to push that information out to the public.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board will be meeting on Wednesday. She will have some Advocacy Day information to pass along shortly but wanted to coordinate with G. Kirkpatrick and M. Kissinger soon.

NEW BUSINESS

Draft budget discussion

G. Kirkpatrick said the board could vote on the budget draft at the March meeting in order for it to meet the school district's deadline obligation. The expectation is the election and budget vote will take place on its scheduled day in May, but in a pandemic, things could change.

S. Whiting presented the draft and noted that it includes a zero percent tax levy increase. The salaries line takes into account turnover allowance to arrive at the estimate. Some funds from the capital expenditures lines have been reallocated to a new budget line for contingencies, which would go toward unexpected expenses or emergencies. She noted that the expected revenue from fines and interest rates are expected to be lower, so those estimates are conservative based on the uncertainty caused by the pandemic.

M. Kissinger also noted that the salaries line presumes a turnover margin but no layoffs. C. Wijeyesinghe ask if the salaries estimate presumed full employment. G. Kirkpatrick said it did. C. Wijeyesinghe also noted that the program budget had been reduced and asked if the library expected it to return to normal levels in a post-COVID environment. G. Kirkpatrick said the library is assuming there will be a time when that line returns to normal, but it has been adjusted down a bit because it is expected that larger programs will not be happening in the beginning part of the fiscal year.

S. Whiting discussed the fund balance and noted that it was approximately \$3.3. million with \$1.4 million of that set aside to cover operating expenses from the end of the fiscal year in June until tax payment receipts in the fall. She said the remaining balance is a cushion for anything that could come up in the future. M. Redmond said that part of the board's responsibility is to decide a long-term plan for the fund balance. She noted that a few years ago, when the library had its OSC audit, the board provided a list of plans for the balance at that time. C. Wijeyesinghe asked how the fund balance could be made more visible to the public and suggested it be part of the budget presented to the public every year.

H. Narang noted that the estimate for the retirement line is up 11 percent. G. Kirkpatrick said the number is based on investment return from the state and local retirement system, which has been impacted by the pandemic. He said this number is usually bigger during more difficult economic times.

H. Narang asked if the library had considered increasing the materials line rather than keeping it flat in light of increasing demand for e-materials. G. Kirkpatrick said the library has moved money between some of the material lines to meet demand and would continue to do so as needed. H. Narang said he would be in favor of considering an increase in that line.

M. Kissinger said that the draft represents a zero growth budget, even though the library could go higher. He said the board needs to consider if that is what they want to pursue philosophically, as there are positives and negatives to both. He encouraged the board to think about these concepts in the coming month.

M. Redmond asked if the board was going to receive a final report soon from architect Paul Mays regarding long-term planning for the building. H. Narang said there was a meeting scheduled for later in the month. M. Redmond asked if there was a sense that the plan would involve a capital expenditure. G. Kirkpatrick said that, prior to COVID, any plans for building changes would have felt more immediate than they do at this time, but he is pleased that the board is still thinking about and planning for the future. He said the pandemic has fundamentally changed the approach to smaller scale plans in the near future and potentially bigger scale later on. H. Narang said the timing of the plans is the last piece to put in place once the board has their concepts in hand. C. Wijeyesinghe encouraged the board to allow extra time to get feedback and involvement from the public about concepts and costs once they decide to move forward. H. Narang agreed.

C. Wijeyesinghe also asked if the board was going to look at going permanently fine free in the future as the revenue estimate from that had decreased and the library still had the funds to cover it. M. Kissinger said the fines discussion has always been more philosophical than financial and it would be good to revisit it. M. Walsh said she believes that fines do have a financial impact, and there are points to be made on both sides.

M. Walsh asked if the library has ever put forth a zero growth budget in G. Kirkpatrick's tenure. He said there were two years related to the recession in 2009 where it did. He noted that the levy automatically stays the same every year and only needs to be voted on if the board would like to raise or lower it. However, it has been the library's longstanding policy to put the budget before the public every year in the interest of transparency.

Phased reopening plan discussion

G. Kirkpatrick said the library will continue to monitor infection rates and he would expect there to be a more in-depth discussion at the March meeting about re-opening if the numbers in the area continue to move in a positive direction.

NYS annual report

The annual report is being filled out right now. The board will vote on it at the March meeting before it is sent to Upper Hudson.

Other new business

There was no other new business.

OLD BUSINESS

Long range plan steering committee - update

The next Long Range Planning meeting is scheduled to take place February 19 at 9 a.m.

Other old business

There was no other old business.

FUTURE BUSINESS

Committee meetings – frequency

M. Kissinger said he was hoping to re-energize the board committee structure and said he would like to recirculate the current committee list so people could consider where they would like to help out. He said his goal was for every committee to meet at least once a quarter.

PUBLIC PARTICIPATION

There was no public participation.

EXECUTIVE SESSION

On a MOTION by H. Narang with a SECOND by C. Wijeyesinghe, the board adjourned to executive session at 7:16pm to discuss contract negotiations pursuant to Article Fourteen of the Civil Service Law

On a MOTION by H. Narang with a SECOND by C. Wijeyesinghe, the board adjourned executive session at 8:11pm; no action was taken.

ADJOURNMENT

On a MOTION by H. Narang with a SECOND by C. Wijeyesinghe, the board adjourned the regular meeting at 8:12pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES
LONG-RANGE PLANNING COMMITTEE MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Friday, March 5, 2020

PRESENT: Mark Kissinger
Harmeet Narang
Lisa Scoons
Michelle Walsh

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director
Chris McGinty, assistant director
Catherine Stollar Peters, assistant director
Kristen Roberts, public information specialist
Paul Mays and Lisa Hayes, library architects

*All present via Zoom broadcast live on YouTube.

The meeting to order at 4:10pm.

LONG RANGE SERVICES PLAN DISCUSSION

The committee discussed topics related to the Long Range Plan.
No action was taken.

ADJOURNMENT

The meeting was adjourned at 5pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

**Treasurer's Report
March 2021**

The revenue and expense report through February continues to show underspending in most categories, with expenses currently tracking at about 6% underbudget. You'll note that due to the generosity of our patrons, we have received donations in support of the library, totaling over \$9,000, a significant increase over the amount budgeted.

Included in the board packet is the final draft budget for approval. Although this budget does not include an increase in the tax levy, we believe that, along with the underlying assumptions, it presents a reasonable plan for the library for the 2021-2022 fiscal year.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 2/28/21

SUMMARY OF CASH ACTIVITY

ACCOUNT	CASH BALANCE 1/31/2021	RECEIPTS	DISBURSEMENTS	TRANSFERS	CASH BALANCE 2/28/2021
TD Bank General Fund	1,379,115.30	9,918.61	(192,382.40)	173,223.30	1,369,874.81
TD Bank Payroll	-		(126,776.70)	126,776.70	-
TD Bank Money Market	3,924,681.21	562.69	-	(300,000.00)	3,625,243.90
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	5,000.00	-	-	-	5,000.00
TOTAL:	5,308,796.51	10,481.30	(319,159.10)	-	5,000,118.71

INVESTMENTS

None

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$ 18,050.00 of Storch Fund money

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

8 MONTHS ENDED 2/28/21

FISCAL YEAR 2020-2021

	ANNUAL BUDGET 2020-2021	YTD ACTUAL 8 MO. ENDED 2/28/2021	Percent YTD 2/28/2021	ANNUAL BUDGET 2019-2020	YTD PRIOR 8 MO. ENDED 2/29/2020	Percent YTD 2/29/2020
REVENUE						
Real Property Taxes	4,172,563	4,051,336	97.1%	4,065,152	3,969,004	97.6%
PILOT	211,637	213,581	100.9%	203,162	205,515	101.2%
Fines	28,000	928	3.3%	30,000	22,678	75.6%
Interest on Deposits	30,000	5,014	16.7%	10,000	33,006	330.1%
Lost Book Payments	-	1,436	0.0%	-	1,659	0.0%
Sale of Books	5,000	-	0.0%	5,000	3,614	72.3%
Gifts and Donations, Misc	1,000	9,070	907.0%	1,000	3,240	324.0%
Photocopier	7,500	-	0.0%	8,000	5,450	68.1%
State Aid	24,000	17,571	73.2%	24,000	25,050	104.4%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	-	0.0%	-	250	0.0%
Total Revenue	4,479,700	4,298,936	96.0%	4,346,314	4,269,466	98.2%
EXPENSES						
Salaries	2,363,565	1,430,223	60.5%	2,333,137	1,502,055	64.4%
Retirement	291,089	287,751	98.9%	279,232	283,977	101.7%
Health Insurance	310,433	189,788	61.1%	308,660	189,135	61.3%
Other Benefits	201,213	130,076	64.6%	202,885	130,890	64.5%
Subtotal Salaries & Benefits	3,166,300	2,037,837	64.4%	3,123,914	2,106,056	67.4%
Library Materials - Print	302,500	143,349	47.4%	292,500	161,218	55.1%
Library Materials - Electronic & Audio	284,000	196,737	69.3%	252,500	159,500	63.2%
Subtotal Library Material	586,500	340,086	58.0%	545,000	320,718	58.8%
Operations	601,900	321,892	53.5%	552,400	308,485	55.8%
Capital Expenditures	125,000	20,398	16.3%	125,000	26,265	21.0%
Total Expenses	4,479,700	2,720,214	60.7%	4,346,314	2,761,524	63.5%

BETHLEHEM PUBLIC LIBRARY

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN JANUARY 2021 BASED ON PRE-APPROVAL	\$	25,027.60
CHECKS DISBURSED IN JANUARY 2021 RELATING TO PAYROLL	\$	185,580.69
CHECKS BEING SUBMITTED FOR APPROVAL	\$	60,303.62
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 30: MANUAL DISB (FEB 21) For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39266	02/02/2021	2354	**VOID** THE CLEANBLOCK (NOH RESEARCH LLC)	210191	-114.45
39378	02/02/2021	2354	THE CLEANBLOCK (NOH RESEARCH LLC)	210191	114.45
39382	02/08/2021	1424	AFLAC NEW YORK		396.00
39383	02/08/2021	1833	BLUESHIELD OF NORTHEASTERN NY		8,917.88
39384	02/08/2021	2215	ELM USA, INC	210233	46.64
39385	02/08/2021	559	STATE INSURANCE FUND		460.49
39386	02/08/2021	2201	LANE PRESS OF ALBANY	210012	1,597.00
39387	02/17/2021	1581	UNITED STATES POSTAL SERVICE	210288	1,370.00
39391	02/22/2021	2087	**CONTINUED** CITIBANK		0.00
39392	02/22/2021	2087	CITIBANK	210263	2,209.82
39393	02/22/2021	720	MVP HEALTH PLAN, INC.		4,325.79
39394	02/22/2021	1570	NATIONAL GRID		5,282.43
39395	02/22/2021	1607	VERIZON BUSINESS FIOS	210000	120.78
39396	02/22/2021	1607	VERIZON BUSINESS FIOS	210000	199.99
39397	02/22/2021	1607	VERIZON BUSINESS FIOS	210000	100.78
Number of Transactions: 15				Warrant Total:	25,027.60
				Vendor Portion:	25,027.60

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 - 31: TRUST & AGENCY (FEB 21) For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39379	02/12/2021	712	CIVIL SERVICE EMPL ASSOC INC.		979.07
39380	02/12/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39381	02/12/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39388	02/26/2021	712	CIVIL SERVICE EMPL ASSOC INC.		979.07
39389	02/26/2021	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39390	02/26/2021	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100526	02/12/2021	709	BPL SPECIAL PAYROLL ACCOUNT		61,155.23
100527	02/12/2021	710	NYS INCOME TAX BUREAU		3,522.11
100528	02/12/2021	1946	IRS - PAYROLL TAX PMT		20,303.43
100529	02/12/2021	2003	NEW YORK STATE DEFERRED		2,177.10
100530	02/26/2021	709	BPL SPECIAL PAYROLL ACCOUNT		65,621.47
100531	02/26/2021	710	NYS INCOME TAX BUREAU		3,742.19
100532	02/26/2021	730	NYS EMPLOYEES RETIREMENT SYSTE		2,608.72
100533	02/26/2021	1946	IRS - PAYROLL TAX PMT		21,506.65
100534	02/26/2021	2003	NEW YORK STATE DEFERRED		2,445.65

Number of Transactions: 15

Warrant Total: 185,580.69

Vendor Portion: 185,580.69

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 - 32: CASH DISB (MAR 21) For Dates 3/9/2021 - 3/9/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39404	03/09/2021	2099	4IMPRINT, INC.	210270	2,152.45
39405	03/09/2021	1009	**CONTINUED** AMAZON CREDIT PLAN		0.00
39406	03/09/2021	1009	AMAZON CREDIT PLAN	210269	3,561.53
39407	03/09/2021	77	BAKER & TAYLOR , INC.	210300	17,697.32
39408	03/09/2021	1186	BAKER AND TAYLOR ENTERTAINMENT	210301	197.01
39409	03/09/2021	1771	CLCD, LLC	210287	415.00
39410	03/09/2021	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	210013	238.58
39411	03/09/2021	1154	CRISAFULLI BROTHERS	210291	1,899.79
39412	03/09/2021	1220	DEMCO, INC	210158	130.61
39413	03/09/2021	1991	EASTERN MANAGED PRINT NETWORK LLC	210017	205.01
39414	03/09/2021	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	210162	3,316.60
39415	03/09/2021	1674	FINDAWAY	210294	327.44
39416	03/09/2021	1986	FIRSTLIGHT FIBER	210005	192.62
39417	03/09/2021	2322	KANOPIY INC.	210316	1,242.00
39418	03/09/2021	2201	LANE PRESS OF ALBANY	210012	1,597.00
39419	03/09/2021	1024	MIDWEST TAPE LLC	210311	4,085.38
39420	03/09/2021	2088	NYSID	210285	477.04
39421	03/09/2021	2094	ORIENTAL TRADING COMPANY, INC.	210267	79.94
39422	03/09/2021	1823	OVER DRIVE INC.	210292	10,214.88
39423	03/09/2021	2054	PANGBURN LANDSCAPING	210210	1,600.00
39424	03/09/2021	2339	PRONUNCIATOR LLC	210283	1,450.00
39425	03/09/2021	2289	RELYCO SALES INC.	210307	79.59
39426	03/09/2021	505	ROEMER WALLENS GOLD & MINEAUX	210309	2,725.00
39427	03/09/2021	1951	S & S WORLDWIDE INC.	210305	297.73
39428	03/09/2021	2038	STAPLES BUSINESS ADVANTAGE	210130	40.37
39429	03/09/2021	2154	STERICYCLE, INC.	210002	242.62
39430	03/09/2021	2340	T-MOBILE	210016	133.00
39431	03/09/2021	2344	ULINE, INC.	210151	1,733.82
39432	03/09/2021	2328	UNIFIRST CORPORATION	210015	550.98
39433	03/09/2021	1968	VERIZON WIRELESS	210001	141.37
39434	03/09/2021	645	W W GRAINGER INC	210006	388.96
39435	03/09/2021	450	PHILLIPS HARDWARE INC	210007	15.98
39436	03/09/2021	2307	TRANE U.S. INC.	210255	2,874.00

Number of Transactions: 33

Warrant Total: 60,303.62

Vendor Portion: 60,303.62

Certification of Warrant

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

Date

Signature

Title

March 8, 2021 - Board of Trustee Meeting											
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Librarian 1 FT**	Public Services	35 hrs/wk	19 hrs/wk; \$27.04/hr	\$53,373 annual or per contract	F. Waldman	2/6/2020	2/10/2020				
			16 hrs/wk; \$28.45/hr		J. Squadere	2/14/2020					
Library Clerk PT	Collection Maintenance	15 hrs/wk		\$13.89/hour or per contract	E. Sullivan	8/24/2020	9/14/2020				
Library Page PT	Collection Maintenance	9.8 hrs/wk		\$12.50/hour	E. Whalen	8/29/2020	9/14/2020				
Library Clerk FT	Circulation	35 hrs/wk		\$29,285 annual or per contract	L. Seidel	9/27/2020	10/13/2020	Filled	E. Romero	3/1/2021	Internal/ Lateral
Library Clerk PT	Public Services	19 hrs/wk		\$13.89/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Clerk PT	Circulation	11.67 hrs/wk		\$13.89/hour or per contract	N. Cammarata	11/28/2020	12/14/2020				
Library Page PT	Collection Maintenance	11.67 hrs/wk		\$12.50/hour	K. Smith	12/2/2020	12/14/2020				
Action Requested											
Library Clerk PT	Collection Maintenance	15 hrs/wk		\$13.89/hour or per contract	E. Romero	2/28/2021					
Positions Held											
None											

Director's Report March 2021

Building and Grounds

The Bobcat tractor has been renamed Scoopy, barely edging out “The Kevinator” as the favored pick. Trees have been pruned and the maintenance staff are spending more time outside preparing the grounds for spring as the weather improves.

The signs and curbside area continue to be refined as we figure out ways to improve efficiency and make the experience for our patrons smoother.

Public Services

The Kindness Matters initiative spread joy through kindness throughout the month. It has been a real boost to our staff as well as the community. We celebrated Random Acts of Kindness day on Feb. 17 by giving out Kindness Matters bags and other items randomly throughout the day at curbside pickup.

We received so many thank you notes and even some gifts for the staff from our community. The Friends of the Library generously supported all of the Kindness Matters efforts.

A total of 292 children's Kindness Kits were requested from Jan. 27 until February 28. These kits included a book for the child to keep, one to share with a friend, and a variety of activities and other goodies. This was a great way to use of some books left from last year's summer reading program. We have been able to extend our Kindness Matters campaign into March using resources already available in our inventory.



We were excited to launch the first round of the Just for Me teen subscription service. Fifty-four boxes were packed up to be enjoyed by a total of 79 teens (*one per household but with multiple teens in a household*).



The Boredom Buster kits were delivered to our homebound Books to People participants during February. This was an excellent time to launch the service, February was a cold, dark month that felt very long, even though it was actually very short!



The Seed Library will be available in March. Tori has been working with John to create an online requesting system so that the seeds can be offered for curbside service. A special thank-you to Tori for once again overseeing this service and to Ann-Marie who assisted with inventory.



Requests for Book Bundles continues to be strong.

	Feb. '21
Total bundles completed	299
Storytime	72
Children	107
Teen	28
Adult	72
Media	15
Educator	5

Programs and Outreach

Craft programs are becoming our hot new thing. The librarians arrange to take registration and provide craft supplies via curbside pick-up and then meet the participants online to craft together. The programs have been filling quickly and librarians (Michelle especially) are adding new events to keep up with the demand.

February break was virtual this year. Teens and Tweens enjoyed virtual Dungeons and Dragons as well as a comics drawing class. Tori brought in a teen D&D expert to help run the program, and they had a great time. Michelle arranged for children to enjoy a sticky STEM craft provided by the CCE 4H Educator. Anne hosted a book chat as well as a family storytime. Mary arranged a special jungle yoga storytime with local author Melissa Hurt.

The librarians are working hard to plan the Summer Reading programs for all ages, as well as plan programs for the summer that will be enjoyable as the pandemic landscape continues to shift. Plans are being worked on to collaborate with the Bethlehem Parks and Recreation Department for some in-person events this summer.

Frank conducted three virtual genealogy help appointments this month. These meetings adapt well to a virtual format and patrons are able to get assistance with their specific projects.

Frank worked with Lisa B. to create a new collection in the New York Heritage site for public education in the town of Bethlehem. <https://nyheritage.org/collections/public-education-town-bethlehem>

Lisa B. reports that she continues to catalog materials from the Quarantine Memories project to the NY Heritage site. <https://nyheritage.org/collections/quarantine-memories>

Librarians continue to communicate with the schools to offer support and virtual visits. There has been a slight increase in use of the educator bundle form, so the word is slowly getting out there.

Circulation and Technical Services

We beta launched our Text Curbside Pickup service Feb. 22. We fully launched the service by the end of the week Feb. 26. Signs are being updated with the text number as an option to curbside pickup. We still take phone calls and patrons can wave down a staff member at the pickup area to pick up items.

Thanks to everyone who trained on the service. We found the software Curbside Communicator easy to use, but we had to work hard on organizational implementation including scheduling primary responsibility, customizing generic responses, processes for text conversation, and training. We completed 405 chats in the last 7 days. Most texts were answered in less than 10 seconds! A total of 1,443 individual borrowers checked out items between Feb. 22 and March 1, and **28% of curbside transactions were text based** (this number includes some training texts sent by staff members).

The percentage of items recently checked out in the past year that are billed **decreased from 22% of our total items billed to 14% of total items billed**. We started sending billing notices mid-December 2020. Billing, without instituting fines, has resulted in more items being returned to the library. We've noticed an anecdotal reduction in billed notices being sent from an average of about 70 per week to 30 per week.

We've been keeping track of how many items were billed in Sierra during the pandemic.

Total items billed: 4,536

Items billed since Feb. 1, 2020 check out: 947

Items billed this year since March 1, 2020 checkout: 668 (14.7% total items billed, down from 22% last month)

We are investigating making our library catalog more inclusive through a UHLS-wide Cataloging Advisory Committee effort to review our subject headings, classification, genres and authority records. Part of our efforts will be to determine how our use of language in the catalog can limit bias and provide a more diverse, inclusive representation of collection materials.

Meetings and Miscellany

Jane, Lisa T. and Lisa B. attended a training on SkyRiver (our cataloging utility) and deriving bibliographic records from existing records offered by UHLS.

Lisa B. also attended a webinar on the SALS history of COVID-19 project called "Leaving our Fingerprints on History."

Lisa B. attended a Preservation Interest Group: DHPSNY Grants and Services meeting to on upcoming grant applications and DHPSNY services.

Lisa B. attended a New York Heritage "Bits & Bytes" Webinar with guest speaker Cynthia Van Ness from the Library and Archives at the Buffalo History Museum.

Catherine attended two sessions as part of the IRDL Scholar's Speaker Series (recordings at https://www.youtube.com/results?search_query=irdl+scholar%27s+speaker+series) One session was on Situating Black Immigrants in LIS research and Practice and the other was on Critical Race Spatial Analysis. She found these sessions very illuminating and would like to take time to watch the sessions missed.

Kate viewed the Ryan Dowd's webinar Resolving Liberal Vs. Conservative Conflict in the Workplace: Lessons from the Rwandan Genocide with special guest Carl Wilkens.

Mary and Tori virtually attended the UHLS/MVLS Summer Reading Planning Workshop. Tori participated in the UHLS YSAC meeting.

Mary viewed Ryan Dowd's webinar "Unattended Children: How to Talk to Parents About Their Children's Behavior."

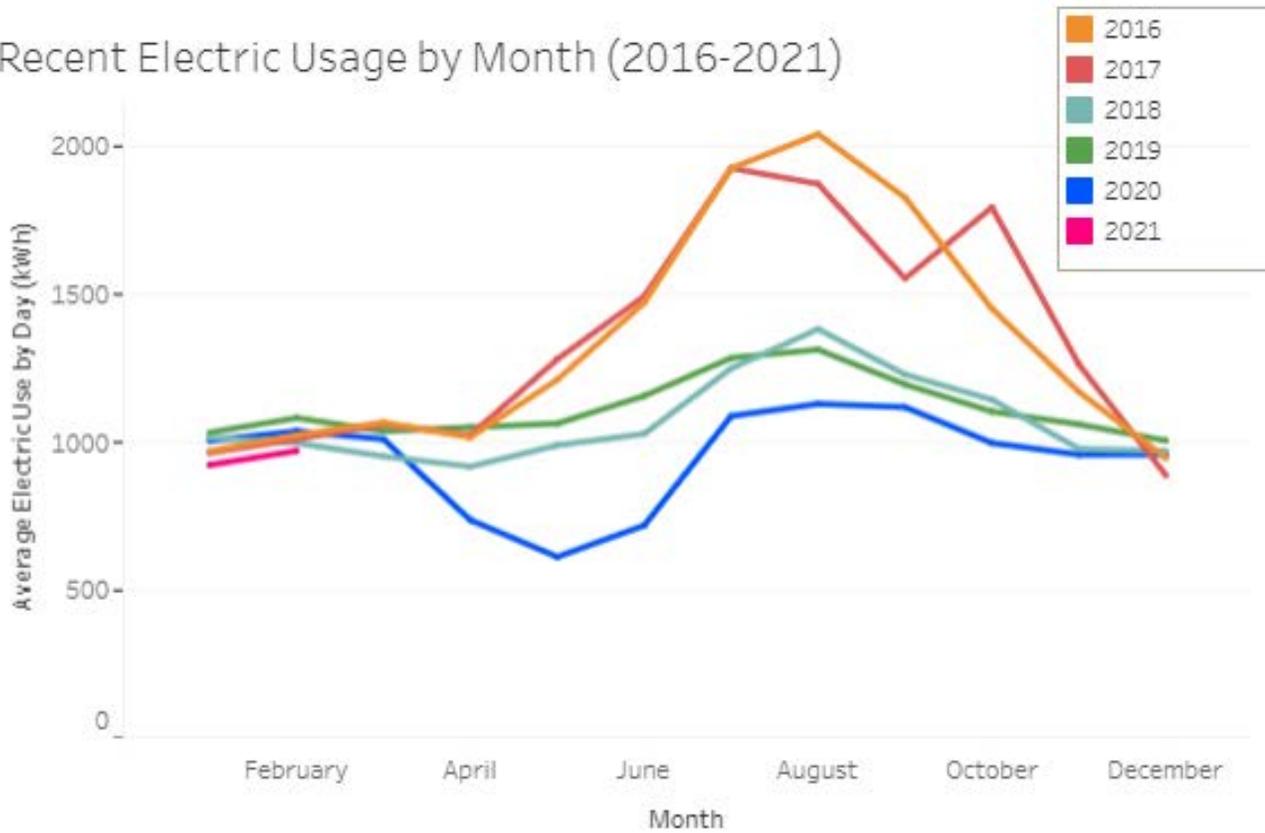
Cathy virtually attended the Tri-System Program Swap.

Cathy has spent quite a bit of time preparing for UHLS's Project READY training. As the co-learner leader for one of the groups, she has been trying to get ahead on the modules a bit as well as put together some materials. It is anticipated that the program will begin in March.

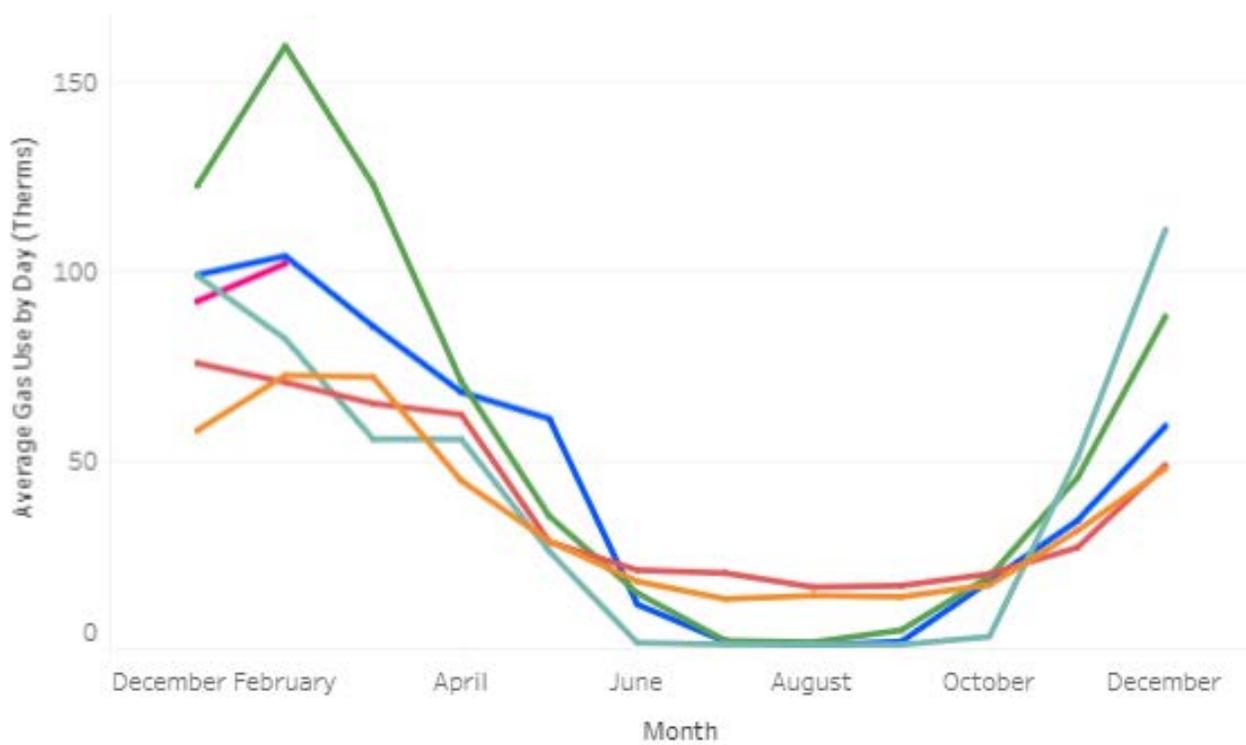
Geoffrey Kirkpatrick, Library Director

Library Collection				2019-20	Current Total
Adult fiction				26,385	27,633
Adult non-fiction				30,185	29,955
Adult audio				7,078	6,302
Adult video				8,470	8,481
Young adult fiction				5,532	5,401
Young adult nonfiction				544	638
Young adult audiobooks				383	397
Children's fiction				27,219	28,036
Children's non-fiction				15,431	15,855
Children's audiobooks				1,693	1,746
Children's video				1,968	1,993
OverDrive - UHLS Shared				83,237	92,916
e-magazines				133	3,571
Electronic (games, ereaders)				567	608
Total				208,825	223,532
Library Programs	Feb-21	Feb-20	% change	2019-20	F-Y-T-D
Programs	16	86	-81.4%	681	127
Program attendance	0	1,822	-100.0%	17,496	1,256
Outreach Programs	391	16	2343.8%	167	405
Outreach Attendance	0	231	-100.0%	6,519	475
Circulation	Feb-21	Feb-20	% change	2019-20	F-Y-T-D
Adult fiction	8,812	13,011	-32.3%	129,442	80,235
Adult non-fiction	4,795	9,071	-47.1%	76,015	39,656
Adult audio	3,425	3,926	-12.8%	41,368	26,886
Adult video	4,067	9,462	-57.0%	82,500	34,964
Adult magazines	1,483	1,848	-19.8%	20,008	12,819
Young adult fiction	1,273	1,612	-21.0%	15,733	11,913
Young adult nonfiction	87	122	-28.7%	1,125	835
Young adult audiobooks	205	107	92.1%	1,372	1,505
Young adult magazines	0	7	-100.0%	42	14
Children's fiction	7,944	10,730	-26.0%	103,223	68,416
Children's non-fiction	1,934	3,316	-41.7%	26,793	14,823
Children's audiobooks	726	555	30.7%	5,909	5,094
Children's video	241	932	-74.1%	8,592	3,056
Children's magazines	0	4	-100.0%	156	44
Electronic (games, ereaders)	178	692	-74.3%	5,897	1,596
Total	35,170	55,394	-36.5%	515,775	301,855
Interlibrary Loan	Feb-21	Feb-20	% change	2019-20	F-Y-T-D
Borrowed from others	8,616	6,947	24.0%	63,224	66,040
Loaned to others	5,432	5,549	-2.1%	47,571	44,645
Miscellaneous	Feb-21	Feb-20	% change	2019-20	F-Y-T-D
Visits to our home page	162,338	68,117	138.3%	768,694	489,790
Public use of meeting rooms	0	60	-100.0%	408	0
Public meeting attendance	0	767	-100.0%	4,784	0
Staff use & library programs	0	97	-100.0%	847	0
Study room sessions	0	402	-100.0%	3,498	0
Tech room/ Studio use	0	53	-100.0%	289	0
Door count	0	25,469	-100.0%	216,914	14,145
Registered BPL borrowers	44	71	-38.0%	894	321
Computer signups	0	3,050	-100.0%	28,904	87
Museum Pass use	17	140	-87.9%	1,385	129
E-book use	6,131	4,179	46.7%	60,858	50,075
E-audiobook use	3,227	2,687	20.1%	32,118	24,776
E-magazine use	1,378	1,306	5.5%	14,069	11,019
Streaming video use	1,729	703	145.9%	11,165	10,708
BCSD use via Overdrive	95	n/a	n/a	n/a	949
Equipment	107	419	-74.5%	3,612	696
Wireless Use	4,932	10,146	-51.4%	112,679	46,112

Recent Electric Usage by Month (2016-2021)

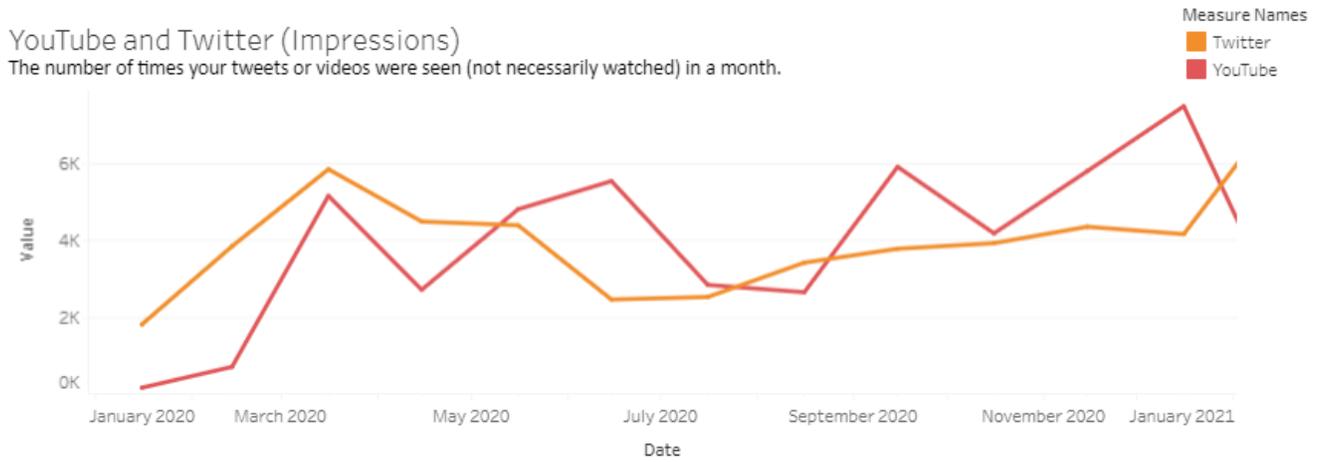


Recent Gas Usage by Month (2016-2021)



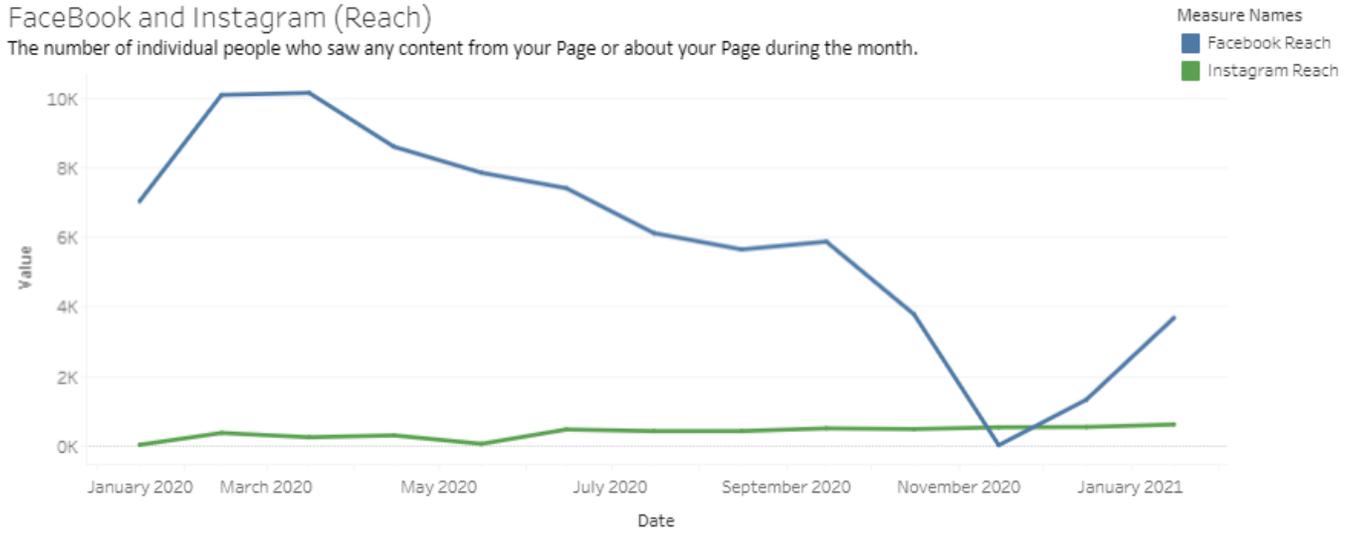
YouTube and Twitter (Impressions)

The number of times your tweets or videos were seen (not necessarily watched) in a month.

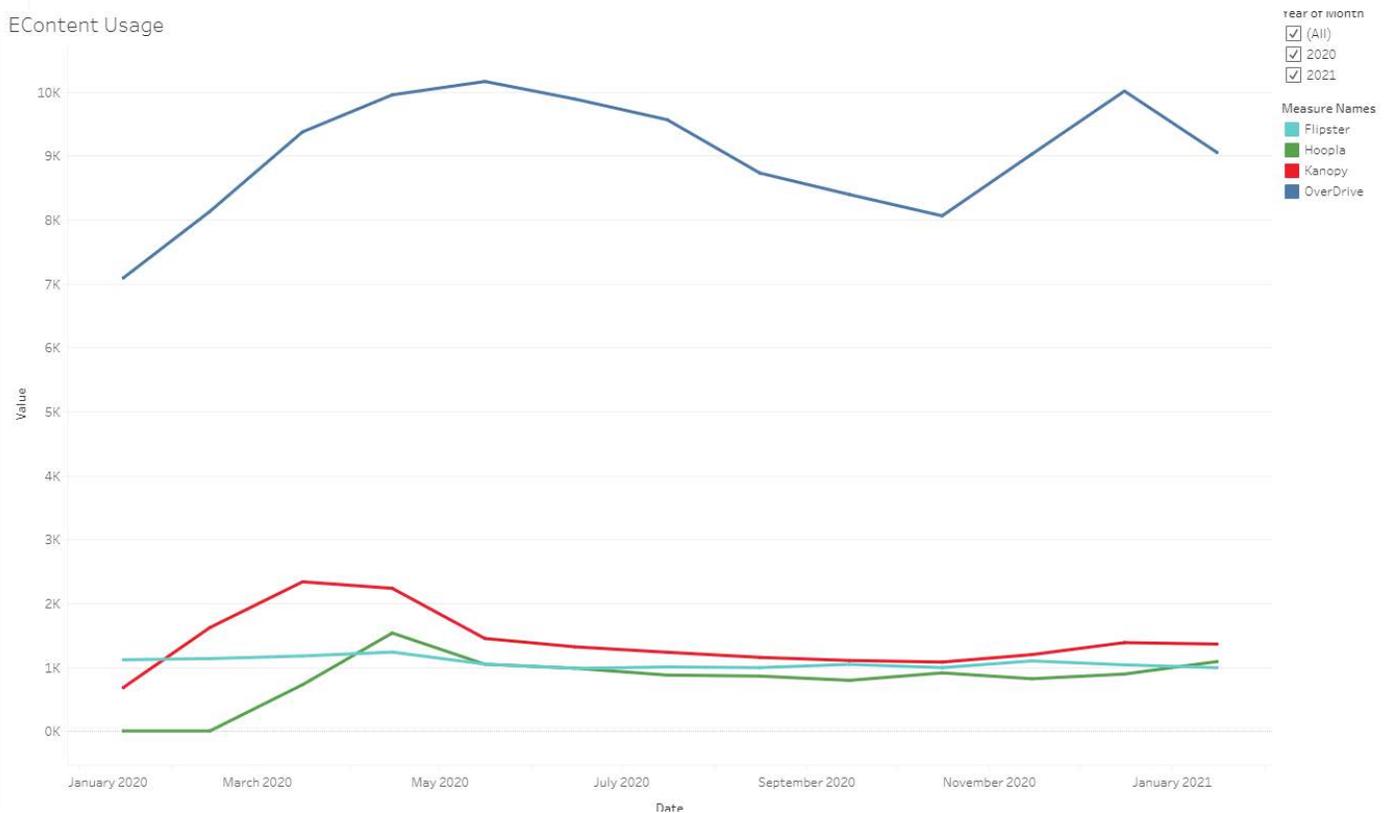


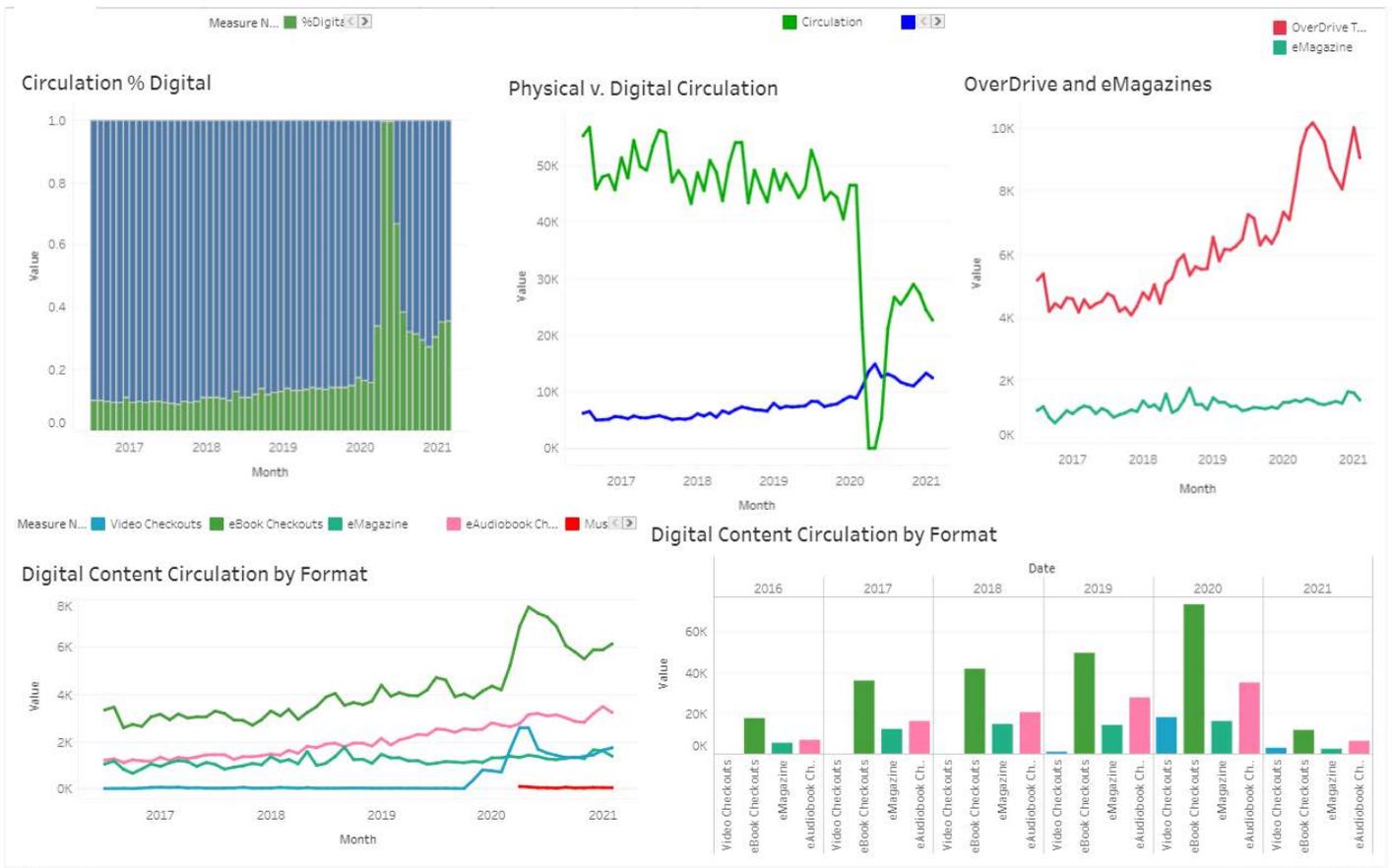
FaceBook and Instagram (Reach)

The number of individual people who saw any content from your Page or about your Page during the month.



EContent Usage





All charts available at: <https://public.tableau.com/profile/catherine.stollar.peters#!/>

Connect & Learn

LIBRARY PROGRAMS FOR ADULTS • MARCH

*Virtual programs require registration. Sign up at bethlehem.librarycalendar.com.



Listening Parties: Stravinsky's *The Rite of Spring**

Thursday March 18 • 2pm

Celebrate Spring with a listen to excerpts from the score of Stravinsky's 1913 ballet, as well as other selections.

Job Resources Tour*

Monday March 22 • 7pm

Join us for a virtual tour of the workforce development resources available online through the library.

Author visit: Larry Kirwan*

Sunday March 21 • 2pm

Rock star, playwright and author Larry Kirwan will drop by for a virtual visit to talk about his life and work, including his new novel "Rockaway Blue," a look at one father's post-9/11 search for truth.



Book Discussion Groups*

Check 'Em Out Books:
Monday March 1 • 7pm

"Meat Eater: Adventures from the Life of an American Hunter"
by Steven Rinella

Day Books:
Monday March 8 • 1:30pm

"Nickel Boys"
by Colson Whitehead

Antiracist Book Group:
Wednesday March 24
6:30pm

"Minor Feelings"
by Cathy Park Hong



Skype a Scientist: Pollinators*

Wednesday March 24 • 4pm

Learn more about pollinators and the important work they do with Amy Geffre from the Division of Biological Sciences, University of California, San Diego. This talk is for everyone — from kindergarteners to senior citizens.

Trivia Night*

Thursday March 25 • 7pm

We'll be self-scoring on the honor system and competing for bragging rights. Tonight we'll start with wide-ranging general trivia.



Ultimate Game Night*

Monday March 29 • 7pm

We're hosting a virtual mash-up of Bingo, trivia, scavenger hunts and more! Game cards will be e-mailed prior to the program.



BETHLEHEM PUBLIC LIBRARY

451 Delaware Ave., Delmar • 518-439-9314 • www.bethlehempubliclibrary.org

WHAT'S NEW?

PROGRAMS FOR KIDS, TEENS & FAMILIES

MARCH 2021



*Virtual programs require registration.
Sign up at bethlehem.librarycalendar.com.

If you see this flower (🌸), that means it's a program that has a craft or activity to do together that you can pick up at the library in advance!

Spring Potpourri*

Your favorite storytime and early literacy programs continue through spring on Zoom. Bring your baby, toddler or preschooler and join us for **stories, music and activities**.

Family Storytime: Wednesday March 3 • 2pm

Music and Movement: Tuesday March 9 • 2pm

Family Storytime: Wednesday March 17 • 2pm

Pattern Play: Tuesday March 23 • 2pm 🌸

Family Storytime: Wednesday March 31 • 2pm



Family STEAM Take and Make Kit 🌸

March 15: Color Science

STEAM kits let you explore your world together as a family.

Sign up through the online calendar to pick up your STEAM kit.

Positive Discipline Strategies*

Monday March 15 • 7pm

An interactive parent education program with Cornell Cooperative Extension Albany focusing on positive discipline strategies (that really work!) for toddlers and preschoolers. **Children are welcome.**

Skype a Scientist: Pollinators*

Wednesday March 24 • 4pm

Learn more about pollinators and the important work they do with Amy Geffre from the Division of Biological Sciences, University of California, San Diego. **For all ages!**



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BETHLEHEM PUBLIC LIBRARY

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2021-22 Budget

	2020-21	2021-22	Comments
Library materials			
Books/audiobooks/ebooks	\$447,000	\$444,000	————— Maintains core collection and reflects shift to downloadable audiobooks
Online services	28,000	28,000	
Periodicals	24,000	18,000	————— Shift to electronic format
Movies and music	65,000	53,000	————— Decreased demand due to streaming
Special collections	22,500	18,000	————— Purchasing for the Library of Things
Total materials	\$586,500	\$561,000	
Salaries and benefits	\$3,166,300	\$3,184,903	————— Negotiated salary increases and estimated health-care costs
Operations			
Utilities	\$80,700	\$71,000	————— Reduction in electricity costs due to new HVAC
Photocopiers	20,000	18,000	
Office and custodial supplies	36,000	46,000	————— Increases due to COVID impact
Equipment and furniture	50,000	40,000	————— Reduction based on past experience
Postage	20,000	20,000	
Insurance	29,000	29,000	
Taxes (water and sewer)	3,700	3,400	
Conference and travel	8,000	3,000	————— Reduced travel to conferences
Memberships	3,000	3,000	
Special programs	43,000	35,000	————— Reduced in-person programming for the public
Building and equip. maint.	84,000	84,000	
Van operation	4,000	4,000	
Financial services and auditing	39,000	39,000	
Printing and marketing	35,000	38,000	————— Expanded marketing efforts
Professional services	30,000	30,000	————— Attorney's fees for contract negotiations
Miscellaneous	3,500	4,000	
Online catalog/circ. system	51,000	52,000	————— Planned increase in library system fees
IT/hardware and software	42,000	42,000	
Refund of real property taxes	20,000	10,000	————— Expected fewer tax refunds
Capital improvements/contingency	125,000	135,000	————— For building updates and other needs
Total operations	\$726,900	\$706,400	
TOTAL EXPENSES	\$4,479,700	\$4,452,303	
Income			
Fines and fees	28,000	15,000	
Interest	30,000	7,500	
Book sale	5,000	5,000	
Gifts and donations	1,000	2,000	
Photocopiers	7,500	7,500	
State aid	24,000	23,170	
PILOT	211,637	219,570	
TOTAL INCOME	\$307,137	\$279,740	
BUDGET	\$4,479,700	\$4,452,303	————— 0.006% decrease
Minus income	307,137	279,740	
Equals LEVY	\$4,172,563	\$4,172,563	————— 0% increase
Fund balance			
		\$1,400,000	————— Funds operations from July until taxes received in October
		1,942,000	————— Designated for capital expenditure and building needs in conjunction with the library's Long Range Plan
TOTAL FUND BALANCE		\$3,342,000	

MEET THE CANDIDATES
WEDNESDAY May 5 • 6pm

BUDGET REVIEW
Monday May 10 • 6pm
Regular board meeting to follow.
(Board meetings broadcast live on YouTube)

BUDGET/TRUSTEE VOTE
Tuesday May 18 • 7am-9pm
Bethlehem Central High School

Proposed levy increase: 0%

For additional financial information, please see the audited financial statements of Bethlehem Public Library online at www.bethlehempubliclibrary.org/about-us/board-of-trustees.

Bethlehem Public Library

Annual Report For Public And Association Libraries - 2020

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, 2020, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8400011730	<i>8400011730</i>
1.2	Library Name	BETHLEHEM PUBLIC LIBRARY	<i>BETHLEHEM PUBLIC LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Delmar	<i>Delmar</i>
1.6	Beginning Fiscal Reporting Year	07/01/2019	<i>07/01/2018</i>
1.7	Ending Fiscal Reporting Year	06/30/2020	<i>06/30/2019</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>

1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2019	07/01/2018
1.12	Ending <u>Local</u> Fiscal Year	06/30/2020	06/30/2019
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@bethlehempubliibrary.org	director@bethlehempubliibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.bethlehempubliibrary.org	www.bethlehempubliibrary.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	<i>School District</i>
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	09/10/1931	<i>09/10/1931</i>
1.30	Date the library was last registered	02/26/1914	<i>02/26/1914</i>
1.31	Federal Employer Identification Number	146000275	<i>146000275</i>
1.32	County	ALBANY	<i>ALBANY</i>
1.33	School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
1.34	Town/City	Bethlehem	<i>Bethlehem</i>
1.35	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>

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

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, 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	22028
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	Y
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	Y
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	Does the library charge fees for library cards to people residing outside the system's service area?	Y	Y

Public Votes/Contracts

1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2020? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y	Y
1.	Name of municipality or district holding the public vote	Bethlehem Central School District	<i>Bethlehem Central School District</i>

2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the vote was held (mm/dd/2020)	06/09/2020	<i>05/21/2019</i>
4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	budget vote (school district public library only)	<i>school district ballot proposition (Ed. Law §259(1)(a))</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$4,065,152	<i>\$3,934,858</i>
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$107,411	<i>\$130,294</i>
6c.	Total proposed appropriation (sum of 6a and 6b):	\$4,172,563	<i>\$4,065,152</i>

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2020) Enter N Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

1.	Name of municipality or district holding the public vote		<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)		<i>N/A</i>

- | | | | |
|----|---|--|-----|
| 4. | What type of public vote was it? | | |
| 5. | What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? | | N/A |

Unusual Circumstances

- | | | | |
|------|--|-----|-----|
| 1.48 | Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> contract. If no, go to question 1.49. | 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 |
| 1.49 | 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 | Y | N |

impact on the library using the [Note](#); if no, please go to Part 2, Library Collection.

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 (2.1-2.25) 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	31,917	32,315
2.2	Adult Non-fiction Books	30,317	29,693
2.3	Total Adult Books (Total questions 2.1 & 2.2)	62,234	62,008
2.4	Children's Fiction Books	27,219	25,716
2.5	Children's Non-fiction Books	15,431	15,034
2.6	Total Children's Books (Total questions 2.4 & 2.5)	42,650	40,750
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	104,884	102,758

Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	278	307
2.10	All Other Print Materials	0	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	278	307

2.12	Total Print Materials (Total questions 2.7 and 2.11)	105,162	103,065
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ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	64,154	53,054
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2.14	Local Electronic Collections	16	14
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2.15	NOVEL ^{NY} Electronic Collections	15	16
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2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	31	30
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2.17	Audio - Downloadable Units	21,989	16,208
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2.18	Video - Downloadable Units	6,053	657
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2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	13,315	12,888
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2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	105,542	82,837
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Non-Electronic Materials

2.21	Audio - Physical Units	9,154	9,042
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2.22	Video - Physical Units	10,438	9,953
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2.23	Other Non-Electronic Materials (includes films, slides, etc.)	979	838
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2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	20,571	19,833
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Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	231,275	205,735
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	10,875	15,034
2.27	All Other Print Materials	783	0
2.28	Electronic Materials	16,516	10,147
2.29	All Other Materials	2,649	3,099
2.30	Total Additions (Total questions 2.26 through 2.29)	30,823	28,280

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/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 2020 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)	212,982	310,464
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	
3.2	Registered resident borrowers	22,304	21,326
3.3	Registered non-resident borrowers	105	75

Please report information on WRITTEN POLICIES as of 12/31/20.

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

3.4	Does the library have an	Y	Y
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	open meeting policy?		
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	Y

Please report information on ACCESSIBILITY as of 12/31/20.

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
	electronic scanning and reading software, such as OpenBook	No	No
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	167	224
3.18	Young Adult Program Sessions	93	113
3.19	Children's Program Sessions	520	558
3.20	All Other Program Sessions	40	224
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	820	1,119
3.22	One-on-One Program Sessions	529	505
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information	Yes	Yes

tables and/or other similar educational activities sponsored by the Library?

3.24	Adult Program Attendance	2,356	4,076
3.25	Young Adult Program Attendance	2,036	2,899
3.26	Children's Program Attendance	14,819	14,615
3.27	All Other Program Attendance	4,785	13,348
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	23,996	34,938
3.29	One-on-One Program Attendance	529	541

Please report information on SUMMER READING PROGRAMS for the 2020 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 2020 (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	209	640

	program		
3.33	Young adults registered for the library's summer reading program	60	245
3.34	Adults registered for the library's summer reading program	178	149
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	447	1,034
3.36	Children's program sessions - Summer 2020	21	103
3.37	Young adult program sessions - Summer 2020	17	28
3.38	Adult program sessions - Summer 2020	40	38
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	78	169
3.40	Children's program attendance - Summer 2020	929	5,087
3.41	Young adult program attendance - Summer 2020	70	1,131
3.42	Adult program attendance - Summer 2020	310	1,985
3.43	Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42)	1,309	8,203
COLLABORATORS			
3.44	Public school district(s) and/or BOCES	1	1
3.45	Non-public school(s)	0	2
3.46	Childcare center(s)	0	0
3.47	Summer camp(s)	0	1
3.48	Municipality/Municipalities	1	1

3.49	Literacy provider(s)	0	0
3.50	Other (describe using the State note)	5	14
3.51	Total Collaborators (total 3.44 through 3.50)	7	19

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2020 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter YY for Yes, N for No)		Y
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	Yes
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.54 - Number of sessions			
a.	Focus on birth - school entry (kindergarten)	4	7
b.	Focus on parents & caregivers	3	1
c.	Combined audience	33	207
d.	N/A	0	0
3.55	Total Sessions	40	215
3.56 - Attendance at sessions			
a.	Focus on birth - school entry (kindergarten)	87	130
b.	Focus on parents & caregivers	27	24

c.	Combined audience	639	4,402
d.	N/A	0	0
3.57	Total Attendance	753	4,556
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)	No	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 2020 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	Yes	Yes
3.60	Total group program sessions	9	27
3.61	Total one-on-one program sessions	23	103
3.62	Total group program attendance	45	167
3.63	Total one-on-one program attendance	26	112
3.64 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	Yes
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 2020 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	Total program sessions (total 3.66 + 3.67 + 3.68)	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	Total program attendance (total 3.71 + 3.72 + 3.73)	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 2020 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y	Y
3.78	Total group program sessions	27	42
3.79	Total one-on-one program sessions	22	73
3.80	Total group program attendance	310	484
3.81	Total one-on-one program attendance	25	82
3.82	Did your library offer teen-led activities during the 2020 calendar year?	N	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	93,309	130,326
4.2	Adult Non-fiction Books	57,371	87,041
4.3	Total Adult Books (Total questions 4.1 & 4.2)	150,680	217,367
4.4	Children's Fiction Books	96,181	133,229
4.5	Children's Non-fiction Books	25,329	38,403
4.6	Total Children's Books (Total questions 4.4 & 4.5)	121,510	171,632
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	272,190	388,999

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	108,873	160,644
4.9	Circulation of Children's Other Materials	13,266	21,920
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	122,139	182,564
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	394,329	571,563

ELECTRONIC USE

4.12	Use of Electronic Material	119,299	86,268
4.13	Successful Retrieval of Electronic Information	48,527	39,363
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	167,826	125,631
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	513,628	657,831
4.16	Total Collection Use (Total questions 4.13 & 4.15)	562,155	697,194
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	134,776	193,552

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	64,038	95,929
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)	
4.19	Does the library offer virtual reference?	Y	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS

RECEIVED	63,224	87,258
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	47,571	65,857
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2020.

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	768,694	925,465
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
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)	14.06	14.48
6.5	Vacant Librarian (certified)	1	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)	0	1
6.10	Other Staff	25.04	28.61
6.11	Vacant Other Staff	2.65	.65
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	41.56	45.55
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	3.65	1.65

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$52,845	\$52,845
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$115,318	\$115,318
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, 2020. 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)	N	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, 2020**. This 2020 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 | Y |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y | 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 the library's long-range plan of service. | Y | N |
| 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. | Y | 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 | Y |
| 6. | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as | Y | Y |

outlined in the library's long-range plan of service.

- | | | | |
|------|---|---|---|
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | N | 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 | Y |
| 8b. | lighting | Y | Y |
| 8c. | shelving | Y | Y |
| 8d. | seating | Y | Y |
| 8e. | power infrastructure | Y | Y |
| 8f. | data infrastructure | Y | Y |
| 8g. | public restroom | Y | Y |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y | Y |
| 10. | Provides | | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y | Y |
| 11. | Provides access to current library information in print 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. | Y | Y |

12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	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.	Y	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.	Y	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	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	67.00	67.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00

8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	67.00	67.00
8.10	Annual Total Hours - Main Library	2,498.00	3,704.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,498.00	3,704.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from March 7, 2020 to December 31, 2020.

CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? Yes

CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? Yes

CV3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes

CV4 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic? Yes

CV5 Did the library allow users to complete registration for

- library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes
- CV6 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? Yes
- CV7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes
- CV8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- CV9 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- CV10 Report total number of recordings of program content during COVID-19 pandemic. **Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year.** 58
- CV11 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic? Yes
- CV12 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more Yes

outlets during COVID-19 pandemic?

CV13 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes

CV14 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

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](#). Complete this form and email it to collectconnect@baker-taylor.com

1.	Outlet Name	Bethlehem Public Library	<i>Bethlehem Public Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	451 Delaware Avenue	<i>451 Delaware Avenue</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code	12054	<i>12054</i>
7.	Phone (enter 10 digits only)	(518) 439-9314	<i>(518) 439-9314</i>
8.	Fax Number (enter 10 digits only)	(518) 478-0901	<i>(518) 478-0901</i>
9.	E-mail Address	information@bethlehempubliclibrary.org	<i>information@bethlehempubliclibrary.org</i>
10.	Outlet URL	http://www.bethlehempubliclibrary.org	<i>http://www.bethlehempubliclibrary.org</i>

11.	County	Albany	<i>Albany</i>
12.	School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
13.	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	2,498	<i>3,704</i>
16.	Number of Weeks This Outlet is Open	36	<i>52</i>
16a	Number of weeks an outlet closed due to COVID-19	16	
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	
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	408	<i>474</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	School District	<i>School District</i>
22.	Who owns the land on which this outlet is built?	School District	<i>School District</i>
23.	Indicate the year this outlet was initially constructed	1970	<i>1970</i>
24.	Indicate the year this outlet underwent a major		

	renovation costing \$25,000 or more	2004	2004
25.	Square footage of the outlet	32,360	32,360
26.	Number of internet computers at this outlet used by general public	35	71
27.	Number of uses (sessions) of public Internet computers per year	28,904	38,538
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	8 Greater than or equal to 15 mbps and less than 25 mbps	10 Greater than or equal to 50 mbps and less than 100 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	112,679	118,881
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your outlet have a Makerspace?	Y	Y
37.	<i>LIBID</i>	8400011730	8400011730
38.	<i>FSCSID</i>	NY0702	NY0702

- | | | | |
|-----|--|---------------------------------------|---------------------------------------|
| 39. | <i>Number of Bookmobiles in the Bookmobile Outlet Record</i> | 0 | 0 |
| 40. | <i>Outlet Structure Status</i> | 00 (for no change from previous year) | 00 (for no change from previous year) |

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2020. 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, 2020 to December 31, 2020) | 12 | 15 |
|------|---|----|----|

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 |
| 10.5 | 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 | <i>EP - board members are elected in a public election</i> |
|------|---|---|--|

List Officers and Board Members as of February 1, 2021. 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	Mark	<i>Mary</i>
10.10	Last Name	Kissinger	<i>Redmond</i>
10.11	Mailing Address		
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)		
10.15	E-mail Address	mark.kissinger@bethpl.org	<i>mary.redmond@bethpl.org</i>
10.16	Term Begins - Month	July	<i>July</i>
10.17	Term Begins - Year (yyyy)	2018	<i>2017</i>
10.18	Term Expires - Month	June	<i>June</i>
10.19	Term Expires - Year (yyyy)	2023	<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)	07/09/2018	<i>07/10/2017</i>
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/10/2018	<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 collectconnect@baker-taylor.com.

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Caroline	<i>Caroline</i>
3.	Last Name of Board Member	Brancatella	<i>Brancatella</i>
4.	Mailing Address		
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>caroline.brancatella@bethpl.org</i>
8.	Office Held or Trustee	Secretary	<i>Secretary</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 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>07/09/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2018	<i>07/16/2018</i>
16.	Is this a brand new	N	<i>N</i>

trustee?

1. Status Filled *Filled*
2. First Name of Board Member Michelle *Harmeet*
3. Last Name of Board Member Walsh *Narang*
4. Mailing Address
5. City Delmar *Clarksville*
6. Zip Code (5 digits only) 12054 *12041*
7. E-mail address michelle.walsh@bethpl.org *harmeet.narang@bethpl.org*
8. Office Held or Trustee Vice President *Trustee*
9. Term Begins - Month July *July*
10. Term Begins - Year (year) 2019 *2018*
11. Term Expires June *June*
12. Term Expires - Year (yyyy) 2024 *2021*
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 *No*
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/08/2019 *07/09/2018*
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/15/2019 *07/16/2018*
16. Is this a brand new

	trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Harmeet	<i>Mark</i>
3.	Last Name of Board Member	Narang	<i>Kissinger</i>
4.	Mailing Address		
5.	City	Clarksville	<i>Delmar</i>
6.	Zip Code (5 digits only)	12041	<i>12054</i>
7.	E-mail address	harmeet.narang@bethpl.org	<i>mark.kissinger@bethpl.org</i>
8.	Office Held or Trustee	Trustee	<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)	2021	<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 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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/09/2018	<i>07/09/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/10/2018	<i>07/16/2019</i>

16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Mary	<i>Lisa</i>
3.	Last Name of Board Member	Redmond	<i>Scoons</i>
4.	Mailing Address		
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code (5 digits only)	12054	<i>12054</i>
7.	E-mail address	mary.redmond@bethpl.org	<i>lisa.scoons@bethpl.org</i>
8.	Office Held or Trustee	Trustee	<i>Other (Add State Note)</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2017	<i>2015</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2022	<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	07/10/2017	<i>07/13/2015</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/11/2017	<i>07/17/2015</i>

16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Lisa	<i>Brian</i>
3.	Last Name of Board Member	Scoons	<i>Sweeney</i>
4.	Mailing Address		
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>brian.sweeney@bethpl.org</i>
8.	Office Held or Trustee	Other (Add State Note)	<i>Vice President</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2020	<i>2015</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2025	<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	07/13/2020	<i>07/13/2015</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/14/2020	<i>07/17/2015</i>

16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Lisa	<i>Michelle</i>
3.	Last Name of Board Member	Scoons	<i>Walsh</i>
4.	Mailing Address		
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>michelle.walsh@bethpl.org</i>
8.	Office Held or Trustee	Other (Add State Note)	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2020	<i>2019</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2025	<i>2024</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	07/13/2020	<i>07/08/2019</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/14/2020	<i>07/15/2019</i>

16. Is this a brand new trustee? N Y

1. Status Filled

2. First Name of Board Member Charmaine

3. Last Name of Board Member Wijeyesinghe

4. Mailing Address

5. City Delmar

6. Zip Code (5 digits only) 12054

7. E-mail address charmaine.wijeyesinghe@bethpl.org

8. Office Held or Trustee Trustee

9. Term Begins - Month July

10. Term Begins - Year (year) 2020

11. Term Expires June

12. Term Expires - Year (yyyy) 2025

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

14. The date the Oath of Office (mm/dd/yyyy) was taken 07/13/2020

15. The date the Oath of Office was filed with town or 07/14/2020

county clerk (mm/dd/yyyy)

16. Is this a brand new trustee? Y

1. Status Filled
2. First Name of Board Member Charmaine
3. Last Name of Board Member Wijeyesinghe
4. Mailing Address
5. City Delmar
6. Zip Code (5 digits only) 12054
7. E-mail address charmaine.wijeyesinghe@bethpl.org
8. Office Held or Trustee Trustee
9. Term Begins - Month July
10. Term Begins - Year (year) 2020
11. Term Expires June
12. Term Expires - Year (yyyy) 2025
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
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/13/2020
15. The date the Oath of Office

was filed with town or county clerk (mm/dd/yyyy) 07/14/2020

16. Is this a brand new trustee? Y

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2020. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name Mary Redmond *Michelle Walsh*

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y Y

1. Trustee Name Mark Kissinger *Mary Redmond*

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y Y

1. Trustee Name Michelle Walsh *Mark Kissinger*

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y Y

1. Trustee Name Caroline Brancatella *Brian Sweeney*

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y Y

1. Trustee Name Lisa Scoons *Harmeet Narang*

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y Y

1. Trustee Name Harmeet Narang *Caroline Brancatella*

2.	Has the trustee participated in trustee education in the last calendar year (2020)?	Y	Y
1.	Trustee Name	Charmaine Wijeyesinghe	<i>Lisa Scons</i>
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	Y	Y
1.	Trustee Name	Mark Kissinger	
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	Y	
1.	Trustee Name	Michelle Walsh	
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	Y	
1.	Trustee Name	Caroline Brancatella	
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	Y	
1.	Trustee Name	Lisa Scoons	
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	Y	
1.	Trustee Name	Harmeet Narang	
2.	Has the trustee participated in trustee education in the last	Y	

calendar year (2020)?

1. Trustee Name Charmaine Wijeyesinghe

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Mark Kissinger

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Michelle Walsh

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Caroline Brancatella

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Lisa Scoons

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Harmeet Narang

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Charmaine Wijeyesinghe

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Mark Kissinger

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Michelle Walsh

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Caroline Brancatella

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Lisa Scoons

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Harmeet Narang

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Charmaine Wijeyesinghe

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

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	Y
1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
3.	Amount	\$4,270,664	<i>\$4,129,509</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N	N
11.2	TOTAL LOCAL PUBLIC FUNDS	\$4,270,664	<i>\$4,129,509</i>

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$25,050	<i>\$25,037</i>
11.4	Central Library Aid (CLDA and/or CBA)	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>
11.7	Other Cash Grants	\$250	<i>\$25,000</i>

11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$25,300	\$50,037
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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
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11.11	Other Federal Aid	\$0	\$0
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11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0
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11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$2,990	\$1,750
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11.15	Fund Raising	\$0	\$0
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11.16	Income from Investments	\$37,490	\$19,872
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11.17	Library Charges	\$32,022	\$43,941
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11.18	Other	\$4,065	\$5,996
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11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$76,567	\$71,559
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11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,372,531	\$4,251,105
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11.21	BUDGET LOANS	\$0	\$0
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Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$237,266	\$21,023
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11.23	From Other Funds	\$0	\$0
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11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$237,266	\$21,023
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11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$2,855,738	\$2,485,256
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11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$7,465,535	\$6,757,384
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12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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	\$1,146,034	\$1,089,317
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12.2	Other Staff	\$1,056,101	\$1,042,626
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12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$2,202,135	\$2,131,943
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12.4	Employee Benefits Expenditures	\$769,212	\$765,726
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12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$2,971,347	\$2,897,669
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COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$196,108	\$255,267
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12.7	Electronic Materials Expenditures	\$248,856	\$173,413
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12.8	Other Materials Expenditures	\$73,029	\$94,284
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12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$517,993	\$522,964
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CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$26,265	\$6,740
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12.11	From Other Funds (71OF)	\$0	\$0
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12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$26,265	\$6,740
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OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$21,923	\$39,439
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12.14	From Other Funds (72OF)	\$0	\$0
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12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$21,923	\$39,439
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12.16	Other Disbursements for Operation & Maintenance of Buildings	\$126,266	\$109,893
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12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$148,189	\$149,332
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MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$18,983	\$23,489
12.19	Telecommunications	\$12,295	\$13,437
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$15,535	\$15,252
12.22	Professional & Consultant Fees	\$31,943	\$7,814
12.23	Equipment	\$32,378	\$40,508
12.24	Other Miscellaneous	\$176,024	\$178,036
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$287,158	\$278,536

Contracts/Debt Service/Transfers/Grand Total

12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$47,911	\$46,405
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	\$0	\$0
12.28	From Other Funds (73OF)	\$0	\$0
12.29	Total (Add Questions 12.27 and 12.28)	\$0	\$0
Other Loans			
12.30	Budget Loans (Principal and Interest)	\$0	\$0
12.31	Short-Term Loans	\$0	\$0
12.32	Total Debt Service (Add Questions 12.29, 12.30)	\$0	\$0

and 12.31)

12.33	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$3,998,863	\$3,901,646
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TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	\$0	\$0
12.35	From Other Funds (76OF)	\$0	\$0
12.36	Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8)	\$0	\$0
12.37	Transfer to Other Funds	\$0	\$0
12.38	TOTAL TRANSFERS (Add Questions 12.36 and 12.37)	\$0	\$0
12.39	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.33 and 12.38)	\$3,998,863	\$3,901,646
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2020	\$3,466,672	\$2,855,738
12.41	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)	\$7,465,535	\$6,757,384

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). 03/08/2021 02/10/2020

FISCAL AUDIT

12.43 Last audit performed (mm/dd/yyyy) 09/30/2020 10/02/2019

12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 7/1/2019-06/30/2020 07/01/2018-06/30/2019

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 \$0 \$10,087

13.2 All Other Revenues from Local Sources \$0 \$50

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$0 \$10,137

STATE AID FOR CAPITAL PROJECTS

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

13.5 Other State Aid \$0 \$0

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

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	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$270,657
13.10	NON-REVENUE RECEIPTS	\$16,256	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$16,256	\$270,657
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$240,813	\$16,337
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$257,069	\$286,994

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	\$19,803	\$0
14.2	Incidental Construction	\$0	\$14,082
Other Disbursements			
14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$11,076
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$11,076

14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$19,803	\$25,158
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$237,266	\$21,023
14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$257,069	\$46,181
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2020	\$0	\$240,813
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$257,069	\$286,994

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	14.05	13.55
16.2	Total Librarians	15.33	15.70
16.3	All Other Paid Staff	24.23	25.60
16.4	Total Paid Employees	39.56	41.30
16.5	State Government Revenue	\$25,050	\$25,037
16.6	Federal Government	\$0	\$0

	Revenue		
16.7	Other Operating Revenue	\$76,817	\$96,559
16.8	Total Operating Revenue	\$4,372,531	\$4,251,105
16.9	Other Operating Expenditures	\$483,258	\$474,273
16.10	Total Operating Expenditures	\$3,972,598	\$3,894,906
16.11	Total Capital Expenditures	\$283,334	\$52,921
16.12	Print Materials	105,162	103,065
16.13	Total Registered Borrowers	22,409	21,401
16.14	Other Capital Revenue and Receipts	\$16,256	\$50
16.15	Total Number of Internet Terminals Used by the General Public	35	71
16.16	Total Uses (sessions) of Public Internet Computers Per Year	28,904	38,538
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	112,679	118,881
16.18	Total Capital Revenue	\$16,256	\$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	<i>Geographic Code</i>	SD1	<i>SD1</i>
17.7	<i>FSCS ID</i>	NY0702	<i>NY0702</i>
17.8	<i>SED CODE</i>	010306700004	<i>010306700004</i>
17.9	<i>INSTITUTION ID</i>	800000055462	<i>800000055462</i>

SUGGESTED IMPROVEMENTS

Library Name:	BETHLEHEM PUBLIC LIBRARY	<i>BETHLEHEM PUBLIC LIBRARY</i>
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Library System:	Upper Hudson Library System	<i>Upper Hudson Library System</i>
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Name of Person Completing Form:	Geoffrey Kirkpatrick	<i>Geoffrey Kirkpatrick</i>
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Phone Number:	(518) 439-9314	<i>(518) 439-9314</i>
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I am satisfied that this resource (Collect) is meeting library needs:	Agree	<i>Agree</i>
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Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree	<i>Disagree</i>
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Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

Response has been entered.