

# Bethlehem Public Library

## Annual Report For Public And Association Libraries - 2022

CURRENT YEAR

PREVIOUS YEAR

### 1. GENERAL LIBRARY INFORMATION

#### Library/Director Information

#### Outline of Major Changes

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, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8400011730	8400011730
1.2	Library Name	BETHLEHEM PUBLIC LIBRARY	BETHLEHEM PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Delmar	Delmar
1.6	Beginning Fiscal Reporting Year	07/01/2021	07/01/2020
1.7	Ending Fiscal Reporting Year	06/30/2022	06/30/2021
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2021	07/01/2020
1.12	Ending <u>Local</u> Fiscal Year	06/30/2022	06/30/2021

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	https://www.bethlehempubliibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	28,631	27,878
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	09/10/1931	09/10/1931
1.30	Date the library was last registered	02/26/1914	02/26/1914
1.31	Federal Employer Identification Number	146000275	146000275

1.32	County	ALBANY	<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	<i>22028</i>
1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	<i>Y</i>
1.43	E-mail Address of the Director/Manager	director@bethlehempubliclibrary.org	<i>director@bethlehempubliclibrary.org</i>
1.44	Fax Number of the Director/Manager	(518) 478-0901	<i>(518) 478-0901</i>
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y	<i>Y</i>

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022?  
(Please respond even if the vote was unsuccessful). Y Y  
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.

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

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/2022)	05/17/2022	<i>05/18/2021</i>
4.	Was the vote successful? Y/N	Y	<i>Y</i>
5.	What type of public vote was it?	budget vote (school district public library only)	<i>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$4,172,563	<i>\$4,172,563</i>
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$135,513	<i>\$0</i>
6c.	Total proposed appropriation (sum of 6a and 6b):	\$4,308,076	<i>\$4,172,563</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 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?		
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	N/A

1.48	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
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Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

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 impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	N	Y
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## 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	32,081	32,948
2.2	Adult Non-fiction Books	29,553	29,976
2.3	Total Adult Books (Total questions 2.1 & 2.2)	61,634	62,924
2.4	Children's Fiction Books	28,318	27,336
2.5	Children's Non-fiction Books	16,096	15,910
2.6	Total Children's Books (Total questions 2.4 & 2.5)	44,414	43,246

2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	106,048	106,170
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#### Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	176	174
2.10	All Other Print Materials	3,128	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	3,304	174
2.12	Total Print Materials (Total questions 2.7 and 2.11)	109,352	106,344

#### ALL OTHER MATERIALS

##### Electronic Materials

2.13	Electronic Books	82,150	75,532
2.14	Local Electronic Collections	15	14
2.15	NOVEL <sub>NY</sub> Electronic Collections	15	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	30	29
2.17	Audio - Downloadable Units	40,119	30,439
2.18	Video - Downloadable Units	16,975	17,773
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.)	17,012	16,619
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	156,286	140,392

##### Non-Electronic Materials

2.21	Audio - Physical Units	7,952	8,610
2.22	Video - Physical Units	9,954	10,107
2.23	Other Circulating Physical Items	842	978
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	18,748	19,695

**Grand Total/Additions to Holdings**

2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	284,386	266,431
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.26	Cataloged Books	12,199	13,063
2.27	All Other Print Materials	680	283
2.28	Electronic Materials	48,412	47,651
2.29	All Other Materials	1,816	2,371
2.30	<b>Total Additions</b> (Total questions 2.26 through 2.29)	63,107	63,368

**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 3.32 through 3.84 for the 2022 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)	153,368	40,876
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	CT - Annual Count
3.2	Registered resident borrowers	21,219	22,579
3.3	Registered non-resident borrowers	103	52

Please report information on WRITTEN POLICIES as of 12/31/22.

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

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y

3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/22.

**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

**SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE**

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	130	108
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	53	13
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	95	49
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	90	75
3.20	Number of Synchronous General Interest Program Sessions	33	9
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	401	254
3.21a	Number of Synchronous In-Person Onsite Program Sessions	219	10
3.21b	Number of Synchronous In-Person Offsite Program Sessions	47	6
3.21c	Number of Synchronous Virtual Program Sessions	135	238
3.21d	Total number of synchronous programs (3.21a + 3.21b + 3.21c)	401	
3.22	One-on-One Program Sessions	990	1,483

3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	1,830	1,262
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	506	219
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	2,126	535
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	2,891	1,356
3.27	Attendance at Synchronous General Interest Programs	4,974	449
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).	12,327	3,821
3.28a	Synchronous In-Person Onsite Program Attendance	3,913	279
3.28b	Synchronous In-Person Offsite Program Attendance	6,086	330
3.28c	Synchronous Virtual Program Attendance	2,328	3,212
3.28d	Total synchronous program attendance (3.28a + 3.28b + 3.28c)	12,327	
3.29	One-on-One Program Attendance	990	1,483
3.29a	Total Number of Asynchronous Program Presentations	0	24
3.29b	Total Views of Asynchronous Program Presentations within 30 Days	0	640
3.30	Total Number of Children's Programs (sum of Q3.19a and Q3.19b)	185	124
3.31	Total Children's Program Attendance (sum of Q3.26a and Q3.26b)	5,017	1,891

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

**SUMMER READING PROGRAM**

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (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
3.33	Library outlets offering the summer reading program	1	1
3.34	Children registered for the library's summer reading program	446	426
3.35	Young adults registered for the library's summer reading program	120	110
3.36	Adults registered for the library's summer reading program	204	179
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	770	715
3.38	Children's program sessions - Summer 2022	37	56
3.39	Young adult program sessions - Summer 2022	12	15
3.40	Adult program sessions - Summer 2022	35	15
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	84	86
3.42	Children's program attendance - Summer 2022	2,788	2,509
3.43	Young adult program attendance - Summer 2022	320	183
3.44	Adult program attendance - Summer 2022	1,744	1,412
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	4,852	4,104

**COLLABORATORS**

3.46	Public school district(s) and/or BOCES	1	1
3.47	Non-public school(s)	0	1
3.48	Childcare center(s)	0	0
3.49	Summer camp(s)	0	0
3.50	Municipality/Municipalities	1	1
3.51	Literacy provider(s)	0	00
3.52	Other (describe using the State note)	4	5
3.53	<b>Total Collaborators (total 3.46 through 3.52)</b>	6	8

**Early/Adult/English Speaker/Digital Literacy**

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

**EARLY LITERACY PROGRAMS**

3.54	Did the library offer early literacy programs? (Enter Y Y for Yes, N for No)		Y
3.55	- Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.56	- Number of sessions		
a.	Focus on birth - school entry (kindergarten)	2	1
b.	Focus on parents & caregivers	0	0
c.	Combined audience	140	80
d.	N/A	0	0
3.57	<b>Total Sessions</b>	142	81
3.58	- Attendance at sessions		
a.	Focus on birth - school entry (kindergarten)	31	18
b.	Focus on parents & caregivers	0	0
c.	Combined audience	3,376	1,403
d.	N/A	0	0
3.59	<b>Total Attendance</b>	3,407	1,421
3.60	- Collaborators (check all that apply):		
a.	Childcare center(s)	Yes	Yes

b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	No	No

Please report information on ADULT LITERACY for the 2022 calendar year.

#### ADULT LITERACY

3.61	Did the library offer adult literacy programs?	Yes	Yes
3.62	Total group program sessions	23	3
3.63	Total one-on-one program sessions	2	0
3.64	Total group program attendance	198	8
3.65	Total one-on-one program attendance	2	0
3.66	Collaborators (check all that apply)		
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	No	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

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

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.68	Children's program sessions	0	0
3.69	Young adult program sessions	0	0
3.70	Adult program sessions	0	0
3.71	Total program sessions (total 3.68 + 3.69 + 3.70)	0	0
3.72	One-on-one program sessions	0	0
3.73	Children's program attendance	0	0
3.74	Young adult program attendance	0	0

3.75	Adult program attendance	0	0
3.76	<b>Total program attendance</b> (total 3.73 + 3.74 + 3.75)	0	0
3.77	One-on-one program attendance	0	0
3.78 - 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 2022 calendar year.

#### DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y	Y
3.80	Total group program sessions	22	11
3.81	Total one-on-one program sessions	2	4
3.82	Total group program attendance	194	135
3.83	Total one-on-one program attendance	2	4
3.84	Did your library offer teen-led activities during the 2022 calendar year?	Y	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	113,134	86,494
4.2	Adult Non-fiction Books	68,723	50,962
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	181,857	137,456
4.4	Children's Fiction Books	127,096	98,582
4.5	Children's Non-fiction Books	34,277	23,781
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	161,373	122,363

4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	343,230	259,819
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#### **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	88,843	56,304
4.9	Circulation of Children's Other Materials	15,021	8,282
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	103,864	64,586
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	447,094	324,405

#### **ELECTRONIC USE**

4.12	Use of Electronic Material	141,806	145,959
4.13	Successful Retrieval of Electronic Information	52,483	65,008
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	194,289	210,967
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	588,900	470,364
4.16	Total Collection Use (Total questions 4.13 & 4.15)	641,383	535,372
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	176,394	130,645
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No	

#### **REFERENCE TRANSACTIONS**

4.19	Total Reference Transactions	51,162	27,932
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
4.20	Does the library offer virtual reference?	Y	Y

#### **Interlibrary Loan**

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

4.21	TOTAL MATERIALS RECEIVED	77,607	91,964
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**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.22	TOTAL MATERIALS PROVIDED	52,068	62,906
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**5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2022.

**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	455,145	483,316
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	Geoffrey Kirkpatrick
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 439-9314	(518) 439-9314
5.12	IT contact's email address	director@bethlehempubliclibrary.org	director@bethlehempubliclibrary.org

**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	13.58
6.5	Vacant Librarian (certified)	1	1.48
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	0
6.10	Other Staff	24.67	24.89
6.11	Vacant Other Staff	2.46	2.29
6.12	<b>TOTAL PAID STAFF</b> (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	41.19	40.93
6.13	<b>VACANT TOTAL PAID STAFF</b> (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	3.46	3.77

#### SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$54,440	\$53,373
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$118,801	\$116,472
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

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. 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	Y
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	Y
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 outlined in the library's long-range plan of service.	Y	Y
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	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	Y
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	Y

## 8. PUBLIC SERVICE INFORMATION

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

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

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

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

8.6	Minimum Weekly Total Hours - Main Library	67.00	67.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	<b>Minimum Weekly Total Hours - Total Hours Open</b> (Total questions 8.6 - 8.8)	67.00	67.00
8.10	Annual Total Hours - Main Library	3,571.00	2,474.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	<b>Annual Hours Open - Total Hours Open</b> (Total questions 8.10 through 8.12)	3,571.00	2,474.00

## 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 January 1, 2022 to December 31, 2022.

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?	No	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?	No	Yes
CV3	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	Yes
CV4	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?	No	Yes
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	No	Yes
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes	Yes
CV7	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	Yes
CV8	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	No
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0	45

## 9. SERVICE OUTLET INFORMATION

**Please Note: last year's answers for repeating groups cannot be displayed.**

Outlets should be arranged in alphabetical order if possible.

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 will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com) and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Bethlehem Public Library	<i>Bethlehem Public Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	451 Delaware Avenue	<i>451 Delaware Avenue</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code	12054	<i>12054</i>
7.	Phone (enter 10 digits only)	(518) 439-9314	<i>(518) 439-9314</i>
8.	Fax Number (enter 10 digits only)	(518) 478-0901	<i>(518) 478-0901</i>
9.	E-mail Address	director@bethpl.org	<i>information@bethlehempubliclibrary.org</i>
10.	Outlet URL	www.bethpl.org	<i>http://www.bethlehempubliclibrary.org</i>
11.	County	Albany	<i>Albany</i>
12.	School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
13.	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,571	<i>2,474</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
16a	Number of weeks an outlet closed due to COVID-19	0	<i>0</i>
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	<i>45</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>

19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	339	0
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	School District	School District
22.	Who owns the land on which this outlet is built?	School District	School District
23.	Indicate the year this outlet was initially constructed	1972	1970
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2015	2004
25.	Square footage of the outlet	32,360	32,360
26.	Number of Internet Computers Used by General Public	31	25
27.	Number of uses (sessions) of public Internet computers per year	9,435	860
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
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	11 Greater than or equal to 100 mbps and less than 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps
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.	Wireless Sessions	103,660	75,484
33a	Reporting Method for Wireless Sessions	CT - Annual Count	CT - Annual Count
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, 2022. 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, 2022 to December 31, 2022)	18	16
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### NUMBER OF TRUSTEES AND TERMS

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

### BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	EP - board members are elected in a public election
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List Officers and Board Members as of February 1, 2023. 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	Mark
10.10	Last Name	Kissinger	Kissinger
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>mark.kissinger@bethpl.org</i>
10.16	Term Begins - Month	July	<i>July</i>
10.17	Term Begins - Year (yyyy)	2018	<i>2018</i>
10.18	Term Expires - Month	June	<i>June</i>
10.19	Term Expires - Year (yyyy)	2023	<i>2023</i>
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	07/10/2018	<i>07/16/2018</i>
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2018	<i>07/10/2018</i>
10.23	Is this a brand new trustee?	N	<i>N</i>

**Please Note: last year's answers for repeating groups cannot be displayed.**

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's** **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](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto: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
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/09/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/16/2018
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Sarah
3. Last Name of Board Member Patterson
4. Mailing Address Delmar
5. City 12054
6. Zip Code (5 digits only) sarah.patterson@bethpl.org
7. E-mail address Trustee
8. Office Held or Trustee July
9. Term Begins - Month 2022
10. Term Begins - Year (year) June
11. Term Expires
12. Term Expires - Year (yyyy) 2027
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 09/12/2022

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 09/29/2022

16. Is this a brand new trustee? Y

1. Status Filled  
2. First Name of Board Member Harmeet  
3. Last Name of Board Member Narang  
4. Mailing Address  
5. City Clarksville  
6. Zip Code (5 digits only) 12041  
7. E-mail address harmeet.narang@bethpl.org  
8. Office Held or Trustee Trustee  
9. Term Begins - Month July  
10. Term Begins - Year (year) 2021  
11. Term Expires June  
12. Term Expires - Year (yyyy) 2026

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 07/12/2021

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/28/2021

16. Is this a brand new trustee? N

1. Status Filled  
2. First Name of Board Member Lisa  
3. Last Name of Board Member Scoons  
4. Mailing Address Delmar  
5. City 12054  
6. Zip Code (5 digits only) lisa.scoons@bethpl.org  
7. E-mail address

8. Office Held or Trustee Other (Add State Note)
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 07/14/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/27/2020
16. Is this a brand new trustee? N

1. Status Filled *Filled*
2. First Name of Board Member Michelle *Michelle*
3. Last Name of Board Member Walsh *Walsh*
4. Mailing Address
5. City Delmar *Delmar*
6. Zip Code (5 digits only) 12054 *12054*
7. E-mail address michelle.walsh@bethpl.org *michelle.walsh@bethpl.org*
8. Office Held or Trustee Vice President *Vice President*
9. Term Begins - Month July *July*
10. Term Begins - Year (year) 2019 *2019*
11. Term Expires June *June*
12. Term Expires - Year (yyyy) 2024 *2024*

13. Is the trustee serving a full term? If No, add a Note.  
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.  
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.  
Yes Yes
  14. The date the Oath of Office (mm/dd/yyyy) was taken 07/08/2019 07/08/2019
  15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/15/2019 07/15/2019
  16. Is this a brand new trustee? N N
- 
1. Status Filled Filled
  2. First Name of Board Member Charmaine Charmaine
  3. Last Name of Board Member Wijeyesinghe Wijeyesinghe
  4. Mailing Address
  5. City Delmar Delmar
  6. Zip Code (5 digits only) 12054 12054
  7. E-mail address charmaine.wijeyesinghe@bethpl.org charmaine.wijeyesinghe@bethpl.org
  8. Office Held or Trustee Vice President Trustee
  9. Term Begins - Month July July
  10. Term Begins - Year (year) 2020 2020
  11. Term Expires June June
  12. Term Expires - Year (yyyy) 2025 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 Yes
  14. The date the Oath of Office (mm/dd/yyyy) was taken 07/14/2020 07/14/2020

- |     |  |            |            |
|-----|--|------------|------------|
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/27/2020 | 07/27/2020 |
| 16. | Is this a brand new trustee?   | N          | N          |

**Trustee Education**

**Please Note: last year's answers for repeating groups cannot be displayed.**

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

- |    |   |                        |                               |
|----|---|------------------------|-------------------------------|
| 1. | Trustee Name  | Caroline Brancatella   | <i>Caroline Brancatella</i>   |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y                      | Y                             |
|    |   |                        |                               |
| 1. | Trustee Name  | Sarah Patterson        | <i>Mark Kissinger</i>         |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y                      | Y                             |
|    |   |                        |                               |
| 1. | Trustee Name  | Lisa Scoons            | <i>Harmeet Narang</i>         |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y                      | Y                             |
|    |   |                        |                               |
| 1. | Trustee Name  | Charmaine Wijeyesinghe | <i>Mary Redmond</i>           |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y                      | Y                             |
|    |   |                        |                               |
| 1. | Trustee Name  | Michelle Walsh         | <i>Lisa Scoons</i>            |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y                      | Y                             |
|    |   |                        |                               |
| 1. | Trustee Name  | Harmeet Narang         | <i>Charmaine Wijeyesinghe</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y                      | Y                             |
|    |   |                        |                               |
| 1. | Trustee Name  | Mark Kissinger         | <i>Michelle Walsh</i>         |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y                      | 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. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *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 |
|---|---|

Please Note: last year's answers for repeating groups cannot be displayed.

- |    |   |                                   |                                   |
|----|---|-----------------------------------|-----------------------------------|
| 1. | Source of Funds   | School District                   | School District                   |
| 2. | Name of funding County, Municipality or School District                           | Bethlehem Central School District | Bethlehem Central School District |
| 3. | Amount  | \$4,391,827                       | \$4,386,144                       |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | Y                                 | Y                                 |
| 5. | Written Contractual Agreement   | N                                 | N                                 |

- |      |                                 |             |             |
|------|---------------------------------|-------------|-------------|
| 11.2 | <b>TOTAL LOCAL PUBLIC FUNDS</b> | \$4,391,827 | \$4,386,144 |
|------|---------------------------------|-------------|-------------|

#### SYSTEM CASH GRANTS TO MEMBER LIBRARY

- |      |  |          |          |
|------|--|----------|----------|
| 11.3 | Local Library Services Aid (LLSA)  | \$24,401 | \$24,404 |
| 11.4 | Record all Central Library Services Aid monies received from system headquarters | \$0      | \$0      |
| 11.5 | Additional State Aid received from the System                                    | \$0      | \$0      |
| 11.6 | Federal Aid received from the System   | \$0      | \$0      |
| 11.7 | Other Cash Grants  | \$835    | \$790    |
| 11.8 | <b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)  | \$25,236 | \$25,194 |

#### 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
------	---	-----

#### Federal Aid/Other Receipts

#### FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	\$0
-------	------	-----	-----

11.11	Other Federal Aid	\$0	\$0
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11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0	\$0
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11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	\$0
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#### OTHER RECEIPTS

11.14	Gifts and Endowments	\$6,207	\$9,270
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11.15	Fund Raising	\$0	\$0
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11.16	Income from Investments	\$4,474	\$6,661
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11.17	Library Charges	\$31,958	\$7,217
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11.18	Other	\$329	\$0
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11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$42,968	\$23,148
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11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,460,031	\$4,434,486
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11.21	<b>BUDGET LOANS</b>	\$0	\$0
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#### Transfers/Grant Total

#### TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$28,947
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11.23	From Other Funds	\$0	\$0
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11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$28,947
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11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$3,861,137	\$3,466,672
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$8,321,168	\$7,930,105

## 12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). **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	\$1,146,581	\$1,163,309
12.2	Other Staff	\$1,087,032	\$1,023,908
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$2,233,613	\$2,187,217
12.4	<b>Employee Benefits Expenditures</b>	\$777,611	\$788,286
12.5	<b>Total Staff Expenditures (Add Questions 12.3 and 12.4)</b>	\$3,011,224	\$2,975,503

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$207,964	\$224,751
12.7	Electronic Materials Expenditures	\$204,700	\$252,336
12.8	Other Materials Expenditures	\$69,839	\$85,765
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$482,503	\$562,852

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$12,497	\$20,398
12.11	From Other Funds (71OF)	\$0	\$0

12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$12,497	\$20,398
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## OPERATION AND MAINTENANCE OF BUILDINGS

### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$41,792	\$39,314
12.14	From Other Funds (72OF)	\$0	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$41,792	\$39,314
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$171,700	\$116,893
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$213,492	\$156,207

## MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$34,407	\$28,773
12.19	Telecommunications	\$12,230	\$12,475
12.20	Postage and Freight	\$14,463	\$15,531
12.21	Professional & Consultant Fees	\$26,278	\$37,112
12.22	Equipment	\$24,271	\$40,772
12.23	Other Miscellaneous	\$145,072	\$169,750
12.24	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$256,721	\$304,413

## Contracts/Debt Service/Transfers/Grand Total

12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$50,805	\$49,595
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## DEBT SERVICE

### Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0	\$0
12.27	From Other Funds (73OF)	\$0	\$0
12.28	<b>Total</b> (Add Questions 12.26 and 12.27)	\$0	\$0

### Other Loans

12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0

12.31	<b>Total Debt Service</b> (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0
12.32	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$4,027,242	\$4,068,968
<b>TRANSFERS</b>			
<b>Transfers to Capital Fund</b>			
12.33	From Local Public Funds (76PF)	\$0	\$0
12.34	From Other Funds (76OF)	\$0	\$0
12.35	<b>Total Transfers to Capital Fund</b> (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
12.36	<b>Transfer to Other Funds</b>	\$0	\$0
12.37	<b>TOTAL TRANSFERS</b> (Add Questions 12.35 and 12.36)	\$0	\$0
12.38	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.32 and 12.37)	\$4,027,242	\$4,068,968
12.39	<b>BALANCE IN OPERATING FUND -</b> Ending Balance for the Fiscal Year Ending 2022	\$4,293,926	\$3,861,137
12.40	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.38 and 12.39; same as Question 11.26)	\$8,321,168	\$7,930,105

#### **ASSURANCE**

12.41	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).	03/13/2023	02/14/2022
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#### **FISCAL AUDIT**

12.42	Last audit performed (mm/dd/yyyy)	09/30/2022	09/30/2021
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12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/1/2021-06/30/2022	07/1/2020-06/30/2021
12.44	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

CAPITAL FUND

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

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

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$0
13.2	All Other Revenues from Local Sources	\$0	\$0
13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$0	\$0

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0	\$28,947
13.5	Other State Aid	\$0	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$0	\$28,947

FEDERAL AID FOR CAPITAL PROJECTS

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

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	\$0
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$28,947
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$0	\$28,947
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0

13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0	\$28,947
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### 14. CAPITAL FUND DISBURSEMENTS

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

#### PROJECT EXPENDITURES

14.1	Construction	\$0	\$0
14.2	Incidental Construction	\$0	\$0

#### Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0

14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0	\$0
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14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0	\$28,947
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14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$0
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14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0	\$28,947
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14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2022	\$0	\$0
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14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0	\$28,947
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### 15. CENTRAL LIBRARIES

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

### 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.  
 Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	14.05	14.05
16.2	Total Librarians	15.33	15.33
16.3	All Other Paid Staff	23.74	23.78
16.4	Total Paid Employees	39.07	39.11
16.5	State Government Revenue	\$24,401	\$24,404
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$43,803	\$23,938
16.8	Total Operating Revenue	\$4,460,031	\$4,434,486
16.9	Other Operating Expenditures	\$521,018	\$510,215
16.10	Total Operating Expenditures	\$4,014,745	\$4,048,570
16.11	Total Capital Expenditures	\$12,497	\$49,345
16.12	Print Materials	106,224	106,344
16.12a	Total Physical Items in Collection	124,972	
16.13	Total Registered Borrowers	21,322	22,631
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Number of Internet Computers Used by General Public	31	25
16.16	Total Uses (sessions) of Public Internet Computers Per Year	9,435	860
16.17	Wireless Sessions	103,660	75,484
16.18	Total Capital Revenue	\$0	\$28,947

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	8400011730	8400011730
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	LD	LD
17.4	Administrative Structure Code	SO	SO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	SU1	SD1
17.7	FSCS ID	NY0702	NY0702
17.8	SED CODE	010306700004	010306700004
17.9	INSTITUTION ID	800000055462	800000055462

SUGGESTED IMPROVEMENTS

Library Name:	BETHLEHEM PUBLIC LIBRARY	BETHLEHEM PUBLIC LIBRARY
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Library System:	Upper Hudson Library System	<i>Upper Hudson Library System</i>
Name of Person Completing Form:	Geoffrey Kirkpatrick	<i>Geoffrey Kirkpatrick</i>
Phone Number:	(518) 439-9314	<i>(518) 439-9314</i>
I am satisfied that this resource (Collect) is meeting library needs:	Agree	<i>Agree</i>
Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree	<i>Neither Agree nor Disagree</i>

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!