

Bethlehem Public Library

Annual Report For Public And Association Libraries - 2023

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, 2023, 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
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	07/01/2022	07/01/2021
1.7	Ending Fiscal Reporting Year	06/30/2023	06/30/2022
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	07/01/2022	07/01/2021
1.12	Ending <u>Local</u> Fiscal Year	06/30/2023	06/30/2022
1.13	Address Status	00 (for no change from previous year)	00
1.14	Street Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.15	City	DELMAR	DELMAR
1.16	Zip Code	12054	12054
1.17	Mailing Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.18	City	DELMAR	DELMAR
1.19	Zip Code	12054	12054
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 439-9314	(518) 439-9314
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 478-0901	(518) 478-0901
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@bethlehempubliclibrary.org	director@bethlehempubliclibrary.org

1.23	Library Home Page URL (Enter N/A if no home page URL)	www.bethlehempubliclibrary.org	www.bethlehempubliclibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	28,631	28,631
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 <u>or</u> the date of the provisional charter if the library does not have an absolute charter	09/10/1931	09/10/1931
1.30	Date the library was last registered	02/26/1914	02/26/1914
1.31	Federal Employer Identification Number	146000275	146000275
1.32	County	ALBANY	ALBANY
1.33	School District	Bethlehem Central School District	Bethlehem Central School District
1.34	Town/City	Bethlehem	Bethlehem

1.35	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>
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THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name		
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1.36b	President/CEO Phone Number		
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1.36c	President/CEO Email		
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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>
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1.38	Last Name of Library Director/Manager	Kirkpatrick	<i>Kirkpatrick</i>
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1.39	NYS Public Librarian Certification Number	22028	<i>22028</i>
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1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
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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>
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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>
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1.43	E-mail Address of the Director/Manager	director@bethlehempubliclibrary.org	<i>director@bethlehempubliclibrary.org</i>
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1.44	Fax Number of the Director/Manager	(518) 478-0901	(518) 478-0901
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y	Y
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (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

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/2023)	05/16/2023	<i>05/17/2022</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>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$4,308,076	<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:	\$93,893	\$135,513
6c.	Total proposed appropriation (manually sum of 6a and 6b):	\$4,401,969	\$4,308,076

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 2023) 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
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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	N
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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 Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

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	32,338	32,081
2.2	Adult Non-fiction Books	29,867	29,553
2.3	Total Adult Books (Total questions 2.1 & 2.2)	62,205	61,634
2.4	Children's Fiction Books	29,443	28,318
2.5	Children's Non-fiction Books	15,860	16,096
2.6	Total Children's Books (Total questions 2.4 & 2.5)	45,303	44,414
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	107,508	106,048

Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	168	176
2.10	All Other Print Materials	2,392	3,128
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,560	3,304

2.12	Total Print Materials (Total questions 2.7 and 2.11)	110,068	109,352
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ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	82,229	82,150
2.14	Local Electronic Collections	17	15
2.15	NOVEL _{NY} Electronic Collections	15	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	32	30
2.17	Audio - Downloadable Units	55,893	40,119
2.18	Video - Downloadable Units	14,756	16,975
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	18,371	17,012
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	171,281	156,286

Non-Electronic Materials

2.21	Audio - Physical Units	7,819	7,952
2.22	Video - Physical Units	9,701	9,954
2.23	Other Circulating Physical Items	859	842

2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	18,379	124,972
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Grand Total / Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	299,728	284,386
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	12,797	12,199
2.27	All Other Print Materials	751	680
2.28	Electronic Materials	48,553	48,412
2.29	All Other Materials	1,827	1,816
2.30	Total Additions (Total questions 2.26 through 2.29)	63,928	63,107

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 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 Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	194,334	153,368
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	21,187	21,219
3.3	Registered non-resident borrowers	87	103

Please report information on WRITTEN POLICIES as of 12/31/23.
WRITTEN POLICIES (Answer Y for Yes, N for No)
 Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

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 12/31/23.
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
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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? If no, go to next question			
	screen reader, such as JAWS, Windoweyes or NVDA	Yes	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

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A 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 of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a	Number of Sessions		
	Targeted at Children Ages 0-5	248	95

Note: Return to pre-pandemic numbers

3.17b	Attendance at Sessions		
	Targeted at Children Ages 0-5	6,664	2,126

Note: Return of pre-pandemic attendance

3.18a	Number of Sessions		
	Targeted at Children Ages 6-11	122	90

3.18b	Attendance at Sessions		
	Targeted at Children Ages 6-11	5,290	2,891

3.19a	Number of Sessions		
	Targeted at Young Adults Ages 12-18	61	53

3.19b	Attendance at Sessions		
	Targeted at Young Adults Ages 12-18	631	506

3.20a	Number of Sessions		
	Targeted at Adults Age 19 or Older	181	130

3.20b	Attendance at Sessions		
	Targeted at Adults Age 19 or Older	2,859	1,830

3.21a	Number of General Interest Program Sessions	54	33
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3.21b	Attendance at General Interest Program Sessions	9,174	4,974
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	666	401
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	24,618	12,327
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	541	219
3.24b	Total Live Onsite Program Attendance	13,231	3,913
3.25a	Total Live Offsite Program Sessions	88	47
3.25b	Total Live Offsite Program Attendance	10,819	6,086
3.26a	Total Live Virtual Program Sessions	37	135
3.26b	Total Live Virtual Program Attendance	568	2,328
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	666	
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	24,618	
Prerecorded and One-on-One Programs			
3.29	Total Number of Prerecorded Program Presentations	39	0

3.30	Total Views of Prerecorded Program Presentations within 30 Days	1,735	0
3.31	One-on-One Program Sessions	2,932	990
3.32	Attendance at One-on-One Program Sessions	2,932	990

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	Y	Y
3.34	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

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year
SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	
3.36	Library outlets offering the summer reading program	1	1
3.37	Children registered for the library's summer reading program	371	446

3.38	Young adults registered for the library's summer reading program	81	120
3.39	Adults registered for the library's summer reading program	184	204
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	636	770
3.41a	Children's program sessions - Summer 2023	108	37
3.41b	Children's program attendance - Summer 2023	4,782	2,788
3.42a	Young adult program sessions - Summer 2023	26	12
3.42b	Young adult program attendance - Summer 2023	246	320
3.43a	Adult program sessions - Summer 2023	45	35
3.43b	Adult program attendance - Summer 2023	1,834	1,744
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	179	84
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	6,862	4,852
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y	

3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y	
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COLLABORATORS

3.48	Public school district(s) and/or BOCES	1	1
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Note: Bethlehem Central School District

3.49	Non-public school(s)	0	0
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3.50	Childcare center(s)	0	0
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3.51	Summer camp(s)	0	0
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3.52	Municipality/Municipalities	1	1
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Note: Town of Bethlehem

3.53	Literacy provider(s)	0	0
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3.54	Other (describe using the State note)	6	4
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Note: Delmar Farmer’s Market, Friends of Bethlehem Public Library, Friends of Bethlehem Parks, Bethlehem Police Department, Embroiders Guild of America NY capital district chapter

3.55	Total Collaborators (total 3.48 through 3.54)	8	6
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Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
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3.57a	Focus on birth - school entry (kindergarten) sessions	0	2
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3.57b	Focus on birth - school entry (kindergarten) attendance	0	31
3.58a	Focus on parents & caregivers sessions	0	0
3.58b	Focus on parents & caregivers attendance	0	0
3.59a	Combined audience sessions	205	140
3.59b	Combined audience attendance	6,303	3,376
3.60	Total Sessions	205	142
3.61	Total Attendance	6,303	3,407
3.62 - 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

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63	Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) Y If entering no, proceed to the next section.		Yes
3.64a	Total group program sessions	11	23
3.64b	Total group program attendance	75	198
3.65a	Total one-on-one program sessions	0	2
3.65b	Total one-on-one program attendance	0	2
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

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y N for Yes, N for No) If entering no, proceed to the next section.		N
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3.68a	Children's program sessions		0
3.68b	Children's program attendance		0
3.69a	Young adult program sessions		0
3.69b	Young adult program attendance		0
3.70a	Adult program sessions		0
3.70b	Adult program attendance		0
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0	0
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0	0
3.73a	One-on-one program sessions		0
3.73b	One-on-one program attendance		0
3.74 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2023 calendar year.
DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) Y If entering no, proceed to the next section.		Y
3.76a	Total group program sessions	22	22
3.76b	Total group program attendance	194	194
3.77a	Total one-on-one program sessions	2	2
3.77b	Total one-on-one program attendance	2	2

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use
Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	124,452	113,134
4.2	Adult Non-fiction Books	75,885	68,723
4.3	Total Adult Books (Total questions 4.1 & 4.2)	200,337	181,857
4.4	Children's Fiction Books	140,888	127,096
4.5	Children's Non-fiction Books	36,995	34,277
4.6	Total Children's Books (Total questions 4.4 & 4.5)	177,883	161,373
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	378,220	343,230

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	82,985	88,843
4.9	Circulation of Children's Other Materials	16,181	15,021
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	99,166	103,864
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	477,386	447,094

ELECTRONIC USE

4.12	Use of Electronic Material	144,139	141,806
4.13	Successful Retrieval of Electronic Information	64,832	52,483
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	208,971	194,289
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	621,525	588,900
4.16	Total Collection Use (Total questions 4.13 & 4.15)	686,357	641,383
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	194,064	176,394
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	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	34,275	51,162
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	73,725	77,607
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	53,319	52,068
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

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	418,101	455,145
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 Questions 1.6 and 1.7 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	Library Manager (not certified)	0	0

6.5	Vacant Library Manager (not certified)	0	0
6.6	Librarian	15.39	14.06
6.7	Vacant Librarian	0	1
6.8	Library Specialist/Paraprofessional	.22	1.46
6.9	Vacant Library Specialist/Paraprofessional	1.79	0
6.10	Other Staff	27.29	24.67
6.11	Vacant Other Staff	2.90	2.46
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	43.90	41.19
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	4.69	3.46
SALARY INFORMATION			
6.14	FTE - Library Director (certified)	1	1
6.15	Salary - Library Director (certified)	\$121,177	\$118,801
6.16	FTE - Library Manager (not certified)	N/A	N/A
6.17	Salary - Library Manager (not certified)	N/A	N/A
6.18	FTE - Librarian	1	1
6.19	Salary - Librarian	\$55,529	\$54,440

7. MINIMUM PUBLIC LIBRARY STANDARDS

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, 2023**. 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.

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 Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

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 <u>two</u> decimal places.			
8.6	Minimum Weekly Total Hours - Main Library	67.00	67.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	67.00	67.00
8.10	Annual Total Hours - Main Library	3,511.00	3,571.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,511.00	3,571.00

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 Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

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 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</i>
3.	Street Address	451 Delaware Avenue	<i>451 DELAWARE AVENUE</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</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>director@bethpl.org</i>
10.	Outlet URL	www.bethpl.org	<i>www.bethpl.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	3,511	3,571
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	473	339
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	1972
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2015	2015
25.	Square footage of the outlet	32,360	32,360
26.	Number of Internet Computers Used by General Public	32	31

27.	Number of uses (sessions) of public Internet computers per year	13,008	9,435
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	10 Greater than or equal to 50 mbps and less than 100 mbps	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	10 Greater than or equal to 50 mbps and less than 100 mbps	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider Note: Verizon FIOS	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	127,768	103,660
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.	LIBID	8400011730	8400011730

38.	<i>FSCSID</i>	NY0702	<i>NY0702</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. 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, 2023 to December 31, 2023)	14	18
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NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	N/A
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Note: The library has never had a range of trustees, I can't imagine the answer changed.

10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	N/A
------	--	-----

Note: The library has never had a range of trustees

10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	7	7
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10.5	What is the trustee term length, as stated in your library's charter documents (incorporation) ? If a term length is not stated, please explain in a Note.	5 years	<i>5 years</i>
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10.6	I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.	Y	<i>Y</i>
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BOARD MEMBER SELECTION

10.7	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>
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Please Note: last year's answers for repeating groups cannot be displayed.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. 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. 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 previously entered data in need of updating. 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	<div style="background-color: black; width: 150px; height: 20px;"></div>	<div style="background-color: black; width: 150px; height: 20px;"></div>
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) | 2023 | 2018 |
| 11. | Term Expires | June | June |
| 12. | Term Expires - Year (yyyy) | 2028 | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/10/2023 | 07/09/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/20/2023 | 07/16/2018 |
| 16. | Is this a brand new trustee? | N | N |
-
- | | | | |
|----|----------------------------|-------------|-------------|
| 1. | Status | Filled | Filled |
| 2. | First Name of Board Member | Sarah | Sarah |
| 3. | Last Name of Board Member | Patterson | Patterson |
| 4. | Mailing Address | <div></div> | <div></div> |
| 5. | City | Delmar | Delmar |
| 6. | Zip Code (5 digits only) | 12054 | 12054 |

7.	E-mail address	sarah.patterson@bethpl.org	<i>sarah.patterson@bethpl.org</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2027	<i>2027</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	09/12/2022	<i>09/12/2022</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	09/29/2022	<i>09/29/2022</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Laura	<i>Harmeet</i>
3.	Last Name of Board Member	DiBetta	<i>Narang</i>
4.	Mailing Address	<div></div>	<div></div>

5.	City	Delmar	Clarksville
6.	Zip Code (5 digits only)	12054	12041
7.	E-mail address	laura.dibetta@bethpl.org	harmeet.narang@bethpl.org
8.	Office Held or Trustee	Trustee	Trustee

Note: Upper Hudson Library System Representative

9.	Term Begins - Month	September	July
10.	Term Begins - Year (year)	2023	2021
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2024	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.	No	Yes

Note: Trustee was appointed by the Library Board to fill a partial year of Harmeet Narang's term which was to run from July 2021 to June 2026. In May 2024 there will be a trustee election to fill the 2 full remaining years of Harmeet's original term.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	09/11/2023	07/12/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	09/21/2023	07/28/2021
16.	Is this a brand new trustee?	Y	N

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Mark	<i>Lisa</i>
3.	Last Name of Board Member	Kissinger	<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	mark.kissinger@bethpl.org	<i>lisa.scoons@bethpl.org</i>
8.	Office Held or Trustee	President	<i>Other (Add State Note)</i>
Note: Upper Hudson Library System Representative			
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2023	<i>2020</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2028	<i>2025</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	07/10/2023	<i>07/14/2020</i>

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/20/2023	07/27/2020
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name of Board Member	Lisa	Michelle
3.	Last Name of Board Member	Scoons	Walsh
4.	Mailing Address		
5.	City	Delmar	Delmar
6.	Zip Code (5 digits only)	12054	12054
7.	E-mail address	lisa.scoons@bethpl.org	michelle.walsh@bethpl.org
8.	Office Held or Trustee	Other (Add State Note)	Vice President
Note: Upper Hudson Library System Representative			
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2020	2019
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2025	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 07/14/2020 07/08/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/27/2020 07/15/2019
16. Is this a brand new trustee? N N
1. Status Filled Filled
2. First Name of Board Member Michelle Charmaine
3. Last Name of Board Member Walsh Wijeyesinghe
4. Mailing Address [REDACTED] [REDACTED]
5. City Delmar Delmar
6. Zip Code (5 digits only) 12054 12054
7. E-mail address michelle.walsh@bethpl.org charmaine.wijeyesinghe@bethpl.org
8. Office Held or Trustee Vice President Vice President
9. Term Begins - Month July July
10. Term Begins - Year (year) 2019 2020

11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2024	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	07/08/2019	07/14/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/15/2019	07/27/2020
16.	Is this a brand new trustee?	N	N

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 Vice President
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

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
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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	\$4,542,435	\$4,391,827
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	\$4,542,435	\$4,391,827

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$25,309	\$24,401
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	\$0	\$835

11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$25,309	\$25,236
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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
11.11	Other Federal Aid	\$0	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0

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	\$10,600	\$6,207
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$127,053	\$4,474
11.17	Library Charges	\$22,002	\$31,958
11.18	Other	\$1,016	\$329
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$160,671	\$42,968

11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,728,415	\$4,460,031
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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)	\$0	\$0
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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)	\$0	\$0
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11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$4,293,926	\$3,861,137
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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 12.40)	\$9,022,341	\$8,321,168
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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. (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	\$1,137,381	\$1,146,581
12.2	Other Staff	\$1,177,236	\$1,087,032
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$2,314,617	\$2,233,613
12.4	Employee Benefits Expenditures	\$789,431	\$777,611
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$3,104,048	\$3,011,224

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$213,206	\$207,964
12.7	Electronic Materials Expenditures	\$266,028	\$204,700
12.8	Other Materials Expenditures	\$66,051	\$69,839
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$545,285	\$482,503

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$18,801	\$12,497
12.11	From Other Funds (71OF)	\$0	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$18,801	\$12,497

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$24,966	<i>\$41,792</i>
12.14	From Other Funds (72OF)	\$0	<i>\$0</i>
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$24,966	<i>\$41,792</i>
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$161,974	<i>\$171,700</i>
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$186,940	<i>\$213,492</i>

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$25,408	<i>\$34,407</i>
12.19	Telecommunications	\$26,518	<i>\$12,230</i>
12.21	Professional & Consultant Fees	\$39,634	<i>\$26,278</i>
12.22	Equipment	\$28,524	<i>\$24,271</i>
12.23	Other Miscellaneous	\$128,026	<i>\$145,072</i>
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$248,110	<i>\$256,721</i>

Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$52,075	<i>\$50,805</i>
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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	Total (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	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$4,155,259	\$4,027,242

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0	\$0
12.34	From Other Funds (76OF)	\$400,000	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$400,000	\$0
12.36	Transfer to Other Funds	\$0	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$400,000	\$0

12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$4,555,259	\$4,027,242
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	\$4,467,082	\$4,293,926
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$9,022,341	\$8,321,168

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).	02/12/2024	03/13/2023
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	09/30/2023	09/30/2022
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2022-06/30/2023	07/1/2021-06/30/2022
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 Questions 1.6 and 1.7 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	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0	\$0

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

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

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$400,000	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$400,000	\$0
13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$400,000	\$0

13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$400,000	\$0

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	\$106,443	\$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	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$106,443	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
14.9	NON-PROJECT EXPENDITURES	\$0	\$0

14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$106,443	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2023	\$293,557	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$400,000	\$0

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	14.34	14.05
16.2	Total Librarians	16.10	15.33
16.3	All Other Paid Staff	26.42	23.74
16.4	Total Paid Employees	42.52	39.07
16.5	State Government Revenue	\$25,309	\$24,401
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$160,671	\$43,803
16.8	Total Operating Revenue	\$4,728,415	\$4,460,031
16.9	Other Operating Expenditures	\$487,125	\$521,018

16.10	Total Operating Expenditures	\$4,136,458	\$4,014,745
16.11	Total Capital Expenditures	\$125,244	\$12,497
16.12	Print Materials	107,676	106,224
16.12a	Total Physical Items in Collection	126,055	124,972
16.13	Total Registered Borrowers	21,274	21,322
16.14	Other Capital Revenue and Receipts	\$400,000	\$0
16.15	Number of Internet Computers Used by General Public	32	31
16.16	Total Uses (sessions) of Public Internet Computers Per Year	13,008	9,435
16.17	Wireless Sessions	127,768	103,660
16.18	Total Capital Revenue	\$400,000	\$0

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	SU1

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>
Library System:	Upper Hudson Library System	<i>Upper Hudson Library System</i>
Name of Person Completing Form:	Geoffrey Kirkpatrick	<i>Geoffrey Kirkpatrick</i>
Phone Number:	(518) 439-9314	<i>(518) 439-9314</i>
I am satisfied that this resource (Collect) is meeting library needs:	Neither Agree nor Disagree	<i>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 <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!		