



## Board of Trustees Meeting

Monday February 14, 2022 6:00 pm (Virtual Meeting)

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

### Agenda

- Call to order
- Public participation
  - Communications can be delivered via email to the library director. The link is available here: <https://www.bethpl.org>
- Review previous meeting minutes (p. 2-6)
- Financial report (p. 7-15)
  - Treasurer's update (p. 7)
- Personnel report (p. 16)
  - Personnel actions
- Director's report (p. 17-23)
- UHLS report
- New business
  - Personnel Committee recommendation (p. 24-25)
  - Fines committee report
  - 2022-23 Draft budget presentation (p. 26-27)
  - NYS Annual Report Public Libraries – 2021 (p. 28-82)
  - Emergency Patron Conduct Policy – updates (p. 83-85)
- Old business
  - Long range plan
    - Draft Long Range Services plan recommendation
  - Building committee
    - update
- Future business
- Public participation
- Executive Session
- Adjournment

Next board meeting: March 14, 2022 6:00pm

Next Friends of the Library meeting: February 21, 2022

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY (VIRTUAL) **DRAFT**  
Monday January 10, 2021

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

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

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

President M. Kissinger called the meeting to order at 5:55pm.

PUBLIC PARTICIPATION

There was no public participation at this time.

MINUTES

Minutes of the 13 December 2021 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe.

FINANCIAL REPORT

*Treasurer's update*

The board noted S. Whiting's treasurer's report. Additional items:

- C. Wijeyesinghe asked for clarification about the payments made to retired employees reflected in the financial report. G. Kirkpatrick said that in a previous contract, the library agreed to reimburse retired employees through a certain date for their Medicare premiums. Those individuals are reimbursed quarterly. One individual had just recently been located and made whole this quarter for missed reimbursements. T. Choppy noted that there are no more than six individuals still receiving this benefit.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 31 December 2021 (Manual Disbursements \$29,031.60; Cash Disbursements/Accounts Payable \$77,134.75; Trust & Agency Disbursements/Salaries \$185,849.29; CapProject Fund/Hand-Drawn Checks \$0; Total: \$292,015.64).

*Tree service payment*

G. Kirkpatrick said that the tree service payment had already been authorized by the board, but there had been a lag of time between that authorization and when the work was done so he wanted to give the board notice that the off-cycle payment would appear in the February board packet.

## PERSONNEL REPORT

The board reviewed the personnel report. The library was seeking authorization to fill a six-hour page position. M. Redmond asked if all the pages were paid at the same rate. T. McShane said that there was a minimum wage increase at the end of the year that wasn't reflected in the "previously approved to fill" part of the personnel chart.

G. Kirkpatrick said that Civil Service had notified the library that the Librarian II list has finally been certified and he would be looking to fill that position shortly. The board discussed the hiring process.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board unanimously approved new hires for the following vacancy:

- Library Page, part-time, permanent, 6 hours/week, \$13.20/hour

## DIRECTOR'S REPORT

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

- G. Kirkpatrick said there have been some questions from public groups about how much notice they might get if the library has to cancel the use of public spaces for meetings. He has told them he would give them as much notice as possible, but it could still be last-minute.
- The library recently partnered with the town Emergency Management Office to distribute masks and COVID test kits. The most recent test kit handout was quite busy and resulted in some traffic snarls. The town would most likely handle the next giveaway at an area where traffic can be better controlled, but if the demand becomes a little less robust, the library could continue to be a distribution point. Partnerships like these have further established the positive relationship between the library and the town. G. Kirkpatrick thanked the staff and M. Kissinger for volunteering to help with the handout.
- Initial tree removal has been completed, but there is still some branch work that will require the use of a crane. That work has already been bid out.
- G. Kirkpatrick said that librarians have still been busy planning programs, and some of the new librarians have hosted some technology-focused events.
- Automatic renewals have been authorized, but implementation is still forthcoming. C. Wijeyesinghe asked how many renewals are allowed. G. Kirkpatrick said it is generally two, but some items, like museum passes, cannot be renewed. An item will also not be renewed if there is another request for it. The board discussed what would happen to items borrowed and due before implementation. M. Redmond suggested that it not be publicized until after it was in place to avoid confusion.

- G. Kirkpatrick noted the racial equity training menu from Upper Hudson and said it would meet and exceed the 2022 trustee training requirement. M. Walsh noted that the racial equity training has six courses and while it is one of the options available for training, it is not required. G. Kirkpatrick said it was strongly encouraged by Upper Hudson, and M. Kissinger noted that the trustees did not have to complete the training at the same time.
- Circulation continues to do well and is moving closer to what would be expected in a non-pandemic year. G. Kirkpatrick said circulation is usually a pretty good index for how the library is used. H. Narang asked if the 2019 stats could be included in the future for a pre-pandemic comparison.
- The board discussed the scatter plot chart. C. Stollar Peters said it represents physical checkouts and represents the different phases of service during the pandemic.
- L. Scoons asked whether curbside pickup use might have seen an uptick with the colder weather. G. Kirkpatrick said that there has been a recent increase, but it is unclear if it is weather or COVID concerns driving it.

## UHLS REPORT

L. Scoons said the board did not meet in December and haven't discussed the training menu but will likely do so at the upcoming meeting. She noted that the other topic of discussion will likely be the building itself, which recently lost two of its tenants, which has been a hit to the budget.

## NEW BUSINESS

### *Independent auditor authorization*

S. Whiting asked the board to authorize the use of Marvin and Co. for the library's fiscal year-end audit. She said the earlier timing works better because if they waited until June or July, the firm would have already started work on the audit.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board unanimously authorized the use of Marvin and Co. to perform the audit for the library's 2021-22 fiscal year.

### *COVID-19 response/Town Emergency Management partnership*

Discussed earlier with the Director's report. Additional items:

- M. Walsh thanked library staff for coordinating with the town to distribute the masks and tests.
- M. Redmond said that the feedback on Nextdoor has been positive.
- G. Kirkpatrick said that distributing materials is something the library does well, so it was nice to have an opportunity to lend out expertise to the process.

### *Annual UHLS e-book contribution*

G. Kirkpatrick said the annual contribution to e-book purchases is automatic but above the authorization amount, so he was asking for board approval. He noted that the money is used to repurchase e-books that have reached the end of their initial lifespan but are still popular based on the number of checkouts. He said contribution rates are determined by usage divided among all of the libraries in the system. State money pays for the staff time to monitor and purchase those materials.

M. Walsh asked if the library is spending the same amount in materials it would have before e-books were a thing. G. Kirkpatrick said the ultimate goal is to spend around 15% of the budget on combined digital and physical materials, and the library is inching closer to that.

On a MOTION by M. Redmond with a SECOND by C. Brancatella, the board unanimously approved payment of the UHLS invoice for the library's contribution to e-book purchasing in the amount of \$14,704.22.

#### OLD BUSINESS

##### *Long range plan*

G. Kirkpatrick said a virtual meeting was scheduled for Jan. 20 at 6 p.m. He noted that the plan is still in draft form and would come out of the committee and go before the full board for approval. He said he would send out the latest copy of the draft for everyone on the board to review.

##### *Building committee/process update*

G. Kirkpatrick said he has e-mails out to some architectural firms as he works to schedule interviews with them and the building committee regarding design work. He noted that he was still working to schedule an informal meeting about bonding options and how they work.

M. Redmond said she wanted to stress for the public record that the library does not yet have a project or an idea of what it might cost, and that is why the work is being sent to an architect in order to get a design and an estimate. She noted that the board was still gathering facts and information before presenting anything concrete.

##### *Other old business*

C. Wijeyesinghe asked if the ad hoc fines committee would be continuing their discussion. G. Kirkpatrick said he would work on finding some dates where everyone would be able to meet.

#### FUTURE BUSINESS

C. Wijeyesinghe asked what the timeline was for developing the library's budget. S. Whiting said she was working on a draft and would have it ready to review for the finance committee and the board at the February meeting. The board will have the opportunity to pass it at the February or March meeting in order to meet the school district deadline. She asked if there were any discussions to be had over staffing needs at the library before the budget is finalized and asked if there should be a meeting with the personnel committee before the next board meeting. G. Kirkpatrick said he would pull something together before the next board meeting.

#### PUBLIC PARTICIPATION

No public participation at this time.

#### ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board adjourned the regular meeting at 6:49pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES  
AD-HOC FINES COMMITTEE MEETING  
BETHLEHEM PUBLIC LIBRARY  
Thursday, February 3, 2022

PRESENT: Caroline Brancatella  
Mark Kissinger  
Lisa Scoons  
Michelle Walsh  
Charmaine Wijeyesinghe

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director  
Catherine Stollar Peters, assistant director

\*All present via Zoom broadcast live on YouTube.

The meeting was called to order at 4pm.

FINES DISCUSSION

The committee discussed topics related to fines at the library.  
No action was taken.

ADJOURNMENT

The meeting was adjourned at 4:55pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

## **Treasurer's Report February 2022**

### Revenue and Expense Report

As of January 31, expenses are tracking close to 4% underbudget, comparable to last year at this time. We have turnover and vacancy savings and expect to be 3% - 4% underbudget in salaries at year end. Library materials are currently underbudget, but that will change as we incur annual charges for electronic resources that are typically paid later in the year.

### Proposed Budget

The proposed budget is included in this packet. The levy limit increased by approximately \$131,500, or 3.1% over the limit used in 2021-2022. This large increase is due to the fact that we did not use the full levy available last year. The proposed budget includes two new positions. We believe that, along with the underlying assumptions, it presents a reasonable plan for the library for the 2022-2023 fiscal year.

### A note about the Fund Balance

The current fund balance is \$3.7 million. Of this amount, approximately \$1.4 million is needed to fund operations for the first quarter of the year, until tax revenue is received.

Sharon Whiting CPA  
District Library Treasurer

**BETHLEHEM PUBLIC LIBRARY**

**CASH & INVESTMENTS SUMMARY**

**AS OF 1/31/22**

**SUMMARY OF CASH ACTIVITY**

<b>ACCOUNT</b>	<b>CASH BALANCE 12/31/2021</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>TRANSFERS</b>	<b>CASH BALANCE 1/31/2022</b>
TD Bank General Fund	1,562,855.16	4,816.83	(222,049.95)	173,817.31	1,519,439.35
TD Bank Payroll	-		(126,182.69)	126,182.69	-
TD Bank Money Market	4,528,623.04	362.43	-	(300,000.00)	4,228,985.47
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	7,343.05	2,287.01	(112.00)	-	9,518.06
<b>TOTAL:</b>	<b>6,098,821.25</b>	<b>7,466.27</b>	<b>(348,344.64)</b>	<b>-</b>	<b>5,757,942.88</b>

**INVESTMENTS**

None

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$ 20,050.00 of Storch Fund money



# BETHLEHEM PUBLIC LIBRARY

## REVENUE & EXPENSE REPORT

7 MONTHS ENDED 1/31/22

FISCAL YEAR 2021-2022

	ANNUAL BUDGET 2021-2022	YTD ACTUAL 7 MO. ENDED 1/31/2022	Percent YTD 1/31/2022	ANNUAL BUDGET 2020-2021	YTD PRIOR 7 MO. ENDED 1/31/2021	Percent YTD 1/31/2021
<b>REVENUE</b>						
Real Property Taxes	4,172,563	4,101,158	98.3%	4,172,563	4,051,336	97.1%
PILOT	219,570	219,916	100.2%	211,637	212,436	100.4%
Fines	15,000	12,941	86.3%	28,000	673	2.4%
Interest on Deposits	7,500	2,391	31.9%	30,000	4,444	14.8%
Lost Book Payments	-	4,985	0.0%	-	799	0.0%
Sale of Books	5,000	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	2,000	5,529	276.5%	1,000	4,020	402.0%
Photocopier	7,500	3,051	40.7%	7,500	-	0.0%
State Aid	23,170	21,961	94.8%	24,000	17,571	73.2%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	154	0.0%	-	-	0.0%
<b>Total Revenue</b>	<b>4,452,303</b>	<b>4,372,085</b>	<b>98.2%</b>	<b>4,479,700</b>	<b>4,291,280</b>	<b>95.8%</b>
<b>EXPENSES</b>						
Salaries	2,344,152	1,286,501	54.9%	2,363,565	1,249,952	52.9%
Retirement	323,103	316,827	98.1%	291,089	287,751	98.9%
Health Insurance	307,889	187,548	60.9%	310,433	181,227	58.4%
Other Benefits	209,759	113,964	54.3%	201,213	116,382	57.8%
Subtotal Salaries & Benefits	3,184,903	1,904,840	59.8%	3,166,300	1,835,312	58.0%
Library Materials - Print	292,000	122,291	41.9%	302,500	126,938	42.0%
Library Materials - Electronic & Audio	269,000	106,643	39.6%	284,000	150,573	53.0%
Subtotal Library Material	561,000	228,934	40.8%	586,500	277,511	47.3%
Operations	571,400	274,891	48.1%	601,900	286,587	47.6%
Capital Expenditures	100,000	12,497	12.5%	125,000	-	0.0%
Contingency	35,000	-				
<b>Total Expenses</b>	<b>4,452,303</b>	<b>2,421,163</b>	<b>54.4%</b>	<b>4,479,700</b>	<b>2,399,410</b>	<b>53.6%</b>

**BETHLEHEM PUBLIC LIBRARY**

**EXPENSES REPORT - DETAIL**

**7 MONTHS ENDED 1/31/22**

FISCAL YEAR 2020-2021

Account Name	ANNUAL BUDGET 2021-2022	YTD ACTUAL 7 MO. ENDED 1/31/2022	Percent YTD 1/31/2022	ANNUAL BUDGET 2020-2021	YTD PRIOR 7 MO. ENDED 1/31/2021	Percent YTD 1/31/2021
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,203,711	666,925	55.4%	1,197,064	611,091	51.0%
Salaries-Support Staff	976,846	528,737	54.1%	996,099	549,564	55.2%
Salaries-Custodians	163,595	90,839	55.5%	170,402	89,297	52.4%
<b>Subtotal Salaries</b>	<b>2,344,152</b>	<b>1,286,501</b>	<b>54.9%</b>	<b>2,363,565</b>	<b>1,249,952</b>	<b>52.9%</b>
Retirement	323,103	316,827	98.1%	291,089	287,751	98.9%
Health Ins.	307,889	187,548	60.9%	310,433	181,227	58.4%
SocSec/Medicare	179,359	95,124	53.0%	180,813	93,576	51.8%
Worker's Comp.	19,000	16,845	88.7%	19,000	15,989	84.2%
Unemployment	10,000	-	0.0%	-	5,495	0.0%
Disability Ins.	1,400	1,995	142.5%	1,400	1,322	94.4%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,184,903</b>	<b>1,904,840</b>	<b>59.8%</b>	<b>3,166,300</b>	<b>1,835,312</b>	<b>58.0%</b>
<b>Library Materials</b>						
Adult books	171,000	70,334	41.1%	171,000	82,883	48.5%
Periodicals	18,000	18,096	100.5%	24,000	12,564	52.3%
YS Books	85,000	28,850	33.9%	85,000	28,327	33.3%
Special Collections	18,000	5,011	27.8%	22,500	3,164	14.1%
<b>Subtotal Print Materials</b>	<b>292,000</b>	<b>122,291</b>	<b>41.9%</b>	<b>302,500</b>	<b>126,938</b>	<b>42.0%</b>
Audiobooks	25,000	8,500	34.0%	30,000	17,067	56.9%
E-Collections	156,000	70,783	45.4%	156,000	93,797	60.1%
Electronic Resources	28,000	8,145	29.1%	28,000	8,982	32.1%
YS Audiobooks	7,000	598	8.5%	5,000	4,995	99.9%
YS Media	5,000	2,113	42.3%	7,000	2,892	41.3%
AS Media	48,000	16,505	34.4%	58,000	22,842	39.4%
<b>Subtotal Electronic &amp; Audio</b>	<b>269,000</b>	<b>106,643</b>	<b>39.6%</b>	<b>284,000</b>	<b>150,573</b>	<b>53.0%</b>
<b>Subtotal Library Materials</b>	<b>561,000</b>	<b>228,934</b>	<b>40.8%</b>	<b>586,500</b>	<b>277,511</b>	<b>47.3%</b>
<b>Operations</b>						
Copiers and supplies	18,000	4,023.17	22.4%	20,000	2,647	13.2%
Office supplies	20,000	8,650.70	43.3%	14,000	12,390	88.5%
Custodial supplies	26,000	7,649.42	29.4%	22,000	9,344	42.5%
Postage	20,000	7,614.75	38.1%	20,000	8,191	41.0%
Printing & Marketing	38,000	11,859.85	31.2%	35,000	5,543	15.8%
Van lease & oper.	4,000	265.98	6.6%	4,000	154	3.8%
Gas and Electric	50,000	38,709.25	77.4%	60,000	25,488	42.5%
Telecommunications	18,000	7,400.00	41.1%	18,000	6,754	37.5%
Water	3,000	1,464.57	48.8%	2,700	1,319	48.8%
Taxes-sewer & water	3,400	3,184.44	93.7%	3,700	3,144	85.0%
Refund property taxes	10,000	1,450.47	14.5%	20,000	55	0.3%
Prof. Services	30,000	15,885.89	53.0%	30,000	17,000	56.7%
Contract Services	42,000	27,589.25	65.7%	42,000	6,294	15.0%
Insurance	29,000	26,008.09	89.7%	29,000	23,502	81.0%
Bank Fees	-	754.52	0.0%	-	-	0.0%
Travel/Conference	3,000	2,317.59	77.3%	8,000	1,143	14.3%
Memberships	3,000	1,767.50	58.9%	3,000	2,012	67.1%
Special Programs	35,000	7,468.21	21.3%	43,000	6,411	14.9%
Furniture & Equipment	40,000	10,090.74	25.2%	50,000	31,623	63.2%
IT Hardware & Software	42,000	14,555.93	34.7%	42,000	37,494	89.3%
Bld & Grnd. Repair	40,000	14,082.12	35.2%	40,000	17,796	44.5%
Furn/Equip Repair	2,000	96.99	4.8%	2,000	-	0.0%
Miscellaneous	4,000	3,990.84	99.8%	3,500	8,365	239.0%
Audit Service	24,000	16,876.32	70.3%	24,000	21,620	90.1%
Accounting Service	15,000	14,010.00	93.4%	15,000	13,544	90.3%
UHLAN fees	52,000	27,124.86	52.2%	51,000	24,756	48.5%
<b>Subtotal Operations</b>	<b>571,400</b>	<b>274,891</b>	<b>48.1%</b>	<b>601,900</b>	<b>286,587</b>	<b>47.6%</b>
Capital Expenditures	100,000	12,497	12.5%	125,000	-	0.0%
Contingency	35,000	-	0.0%	-	-	0.0%
<b>TOTAL</b>	<b>4,452,303</b>	<b>2,421,163</b>	<b>54.4%</b>	<b>4,479,700</b>	<b>2,399,410</b>	<b>53.6%</b>

# BETHLEHEM PUBLIC LIBRARY

## DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN DECEMBER 2021 BASED ON PRE-APPROVAL	\$	88,822.20
CHECKS DISBURSED IN DECEMBER 2021 RELATING TO PAYROLL	\$	182,275.69
CHECKS BEING SUBMITTED FOR APPROVAL	\$	101,353.71
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 26: MANUAL DISB (JAN 22) For Dates 1/1/2022 - 1/31/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40113	01/05/2022	1833	BLUESHIELD OF NORTHEASTERN NY		9,601.11
40114	01/05/2022	1831	CDPHP UNIVERSAL BENEFITS, INC.		5,713.30
40115	01/05/2022	2395	CSEA EMPLOYEE BENEFIT FUND		187.43
40116	01/05/2022	270	HASLAM TREE SERVICE	220118	2,200.00
40117	01/05/2022	720	MVP HEALTH PLAN, INC.		2,088.26
40118	01/05/2022	1161	TOWN OF BETHLEHEM	*See Detail Report	3,184.44
40119	01/05/2022	1607	VERIZON BUSINESS FIOS	220004	199.99
40123	01/12/2022	1831	CDPHP UNIVERSAL BENEFITS, INC.		19,193.78
40124	01/12/2022	2386	GEOFF HOFFMAN	220312	250.00
40125	01/12/2022	1833	HIGHMARK BSNENY		9,925.64
40126	01/20/2022	2087	CITIBANK	*See Detail Report	3,022.19
40127	01/20/2022	720	MVP HEALTH PLAN, INC.		4,653.88
40128	01/20/2022	1570	NATIONAL GRID		7,082.82
40129	01/20/2022	1607	VERIZON BUSINESS FIOS	220004	120.78
40130	01/20/2022	1607	VERIZON BUSINESS FIOS	220004	100.78
40134	01/25/2022	2061	UNITED HEALTHCARE INSURANCE CO		117.67
40135	01/25/2022	1607	VERIZON BUSINESS FIOS	220004	125.78
40136	01/25/2022	1607	VERIZON BUSINESS FIOS	220004	124.99
40137	01/27/2022	1831	CDPHP UNIVERSAL BENEFITS, INC.		20,911.69
40138	01/31/2022	2398	MICHELLE CONTE		17.67

**Number of Transactions: 20**

**Warrant Total: 88,822.20**  
**Vendor Portion: 88,822.20**

\*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

### Certification of Warrant

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

\_\_\_\_\_  
 Date Signature Title

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 27: TRUST & AGENCY (JAN 22) For Dates 1/1/2022 - 1/31/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40120	01/14/2022	712	CIVIL SERVICE EMPL ASSOC INC.		883.83
40121	01/14/2022	1679	METLIFE-TSA CONTRIBUTIONS		100.00
40122	01/14/2022	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
40131	01/28/2022	712	CIVIL SERVICE EMPL ASSOC INC.		883.83
40132	01/28/2022	1679	METLIFE-TSA CONTRIBUTIONS		100.00
40133	01/28/2022	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100625	01/14/2022	709	BPL SPECIAL PAYROLL ACCOUNT		60,573.59
100626	01/14/2022	710	NYS INCOME TAX BUREAU		3,450.21
100627	01/14/2022	1946	IRS - PAYROLL TAX PMT		19,689.90
100628	01/14/2022	2003	NEW YORK STATE DEFERRED		1,594.20
100629	01/28/2022	709	BPL SPECIAL PAYROLL ACCOUNT		65,609.10
100630	01/28/2022	710	NYS INCOME TAX BUREAU		3,629.70
100631	01/28/2022	730	NYS EMPLOYEES RETIREMENT SYSTE		2,831.54
100632	01/28/2022	1946	IRS - PAYROLL TAX PMT		20,852.74
100633	01/28/2022	2003	NEW YORK STATE DEFERRED		1,737.05
<b>Number of Transactions: 15</b>				<b>Warrant Total:</b>	<b>182,275.69</b>
				<b>Vendor Portion:</b>	<b>182,275.69</b>

### Certification of Warrant

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

\_\_\_\_\_  
Date Signature Title

**BETHLEHEM PUBLIC LIBRARY****Check Warrant Report For A - 29: BILL SCHEDULE (FEB 22) For Dates 2/15/2022 - 2/15/2022**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40141	02/15/2022	2099	4IMPRINT, INC.	220272	1,759.66
40142	02/15/2022	1009	AMAZON CREDIT PLAN	*See Detail Report	5,112.09
40143	02/15/2022	61	AQUASCAPE DESIGNS LLC	220000	70.00
40144	02/15/2022	77	BAKER & TAYLOR , INC.	*See Detail Report	17,328.55
40145	02/15/2022	1186	BAKER AND TAYLOR ENTERTAINMENT	*See Detail Report	309.41
40146	02/15/2022	89	BETHLEHEM C OF C	220325	825.00
40147	02/15/2022	103	BRODART INC	220143	41.80
40148	02/15/2022	2257	CANAJOHARIE LIBRARY & ART GALLERY	220321	85.00
40149	02/15/2022	2200	CCB TECHNOLOGY, INC.	220251	848.00
40150	02/15/2022	1771	CLCD, LLC	*See Detail Report	1,103.75
40151	02/15/2022	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	*See Detail Report	477.16
40152	02/15/2022	1220	DEMCO, INC	*See Detail Report	776.96
40153	02/15/2022	1991	**CONTINUED** EASTERN MANAGED PRINT NETWORK LLC		0.00
40154	02/15/2022	1991	EASTERN MANAGED PRINT NETWORK LLC	*See Detail Report	2,780.03
40155	02/15/2022	1532	ENVISION WARE, INC.	220350	595.00
40156	02/15/2022	1674	FINDAWAY	*See Detail Report	1,973.04
40157	02/15/2022	1986	FIRSTLIGHT FIBER	220001	190.29
40158	02/15/2022	2361	FUN EXPRESS, LLC	*See Detail Report	74.80
40159	02/15/2022	787	GUILDERLAND PUBLIC LIBRARY	220338	21.99
40160	02/15/2022	1918	HANCOCK SHAKER VILLAGE	220352	250.00
40161	02/15/2022	270	HASLAM TREE SERVICE	220118	3,400.00
40162	02/15/2022	2212	IROQUOIS INDIAN MUSEUM	220353	50.00
40163	02/15/2022	2322	KANOPY INC.	*See Detail Report	2,370.00
40164	02/15/2022	2397	LYRASIS	220311	1,103.86
40165	02/15/2022	1024	**CONTINUED** MIDWEST TAPE LLC		0.00
40166	02/15/2022	1024	MIDWEST TAPE LLC	*See Detail Report	4,492.62
40167	02/15/2022	2088	NYSID	220115	198.65
40168	02/15/2022	2121	NYSPSP	220046	37.93
40169	02/15/2022	1823	OVER DRIVE INC.	*See Detail Report	8,823.21
40170	02/15/2022	2054	PANGBURN LANDSCAPING	220216	1,650.00
40171	02/15/2022	450	PHILLIPS HARDWARE INC	*See Detail Report	94.92
40172	02/15/2022	458	PITNEY BOWES INC	220301	3,135.59
40173	02/15/2022	984	RESERVE ACCOUNT	220322	1,000.00
40174	02/15/2022	505	ROEMER WALLENS GOLD & MINEAUX	220351	881.15
40175	02/15/2022	1951	S & S WORLDWIDE INC.	*See Detail Report	162.01
40176	02/15/2022	1767	SCHOLASTIC, INC.	220292	701.54
40177	02/15/2022	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	384.34
40178	02/15/2022	2154	STERICYCLE, INC.	220013	20.51
40179	02/15/2022	2328	UNIFIRST CORPORATION	220017	91.83
40180	02/15/2022	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	34,101.30
40181	02/15/2022	1954	USS SLATER DE 766	220354	130.00
40182	02/15/2022	638	VALUE LINE PUBLISHING LLC	220345	2,900.00
40183	02/15/2022	1607	VERIZON BUSINESS FIOS	220004	88.18
40184	02/15/2022	1607	VERIZON BUSINESS FIOS	220004	50.99
40185	02/15/2022	1607	VERIZON BUSINESS FIOS	220004	199.99

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 29: BILL SCHEDULE (FEB 22) For Dates 2/15/2022 - 2/15/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40186	02/15/2022	1968	VERIZON WIRELESS	220003	100.45
40187	02/15/2022	645	W W GRAINGER INC	*See Detail Report	562.11
<b>Number of Transactions: 47</b>				<b>Warrant Total:</b>	<b>101,353.71</b>
				<b>Vendor Portion:</b>	<b>101,353.71</b>

\*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

### Certification of Warrant

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

\_\_\_\_\_  
Date Signature Title

February 14, 2022 - Board of Trustee Meeting											
<b>Personnel Report</b>											
Title	Dept.	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
<b>Previously Approved to Fill</b>											
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	E. Sullivan	8/24/2020	9/14/2020	Filled	C. Nickarz	2/17/2022	Reinstatement
Library Clerk PT	Public Services	19 hrs/wk		\$14.17/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Page PT	Collection Maintenance	9.8 hrs/wk		\$13.20/hour	K. Smith	12/2/2020	12/14/2020				
Librarian II FT	Public Services	35 hrs/wk		\$63,207/annual or per contract	C. Brenner	8/31/2021	8/9/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	6 hrs/wk		\$13.20/hour	S. Hamilton	12/12/2021	1/10/2022				
<b>Action Requested</b>											
<b>Positions Held</b>											
None											



## **Director's Report February 2022**

### **COVID and Phased Reopening**

The statewide indoor mask mandate has ended. The library's mask policy remains in place. We are making the study rooms and Studio Makerspace available without masks as long as patrons stay inside the rooms and keep the doors closed. Those spaces are equipped with HEPA air filters. Staff members will be instructed not to enter rooms with people not wearing masks.

As stated in our phased reopening plan, we will continue to look toward guidance from the CDC, NYS Education Department, and other area libraries as we emerge from the current phase of the pandemic.

### **Building and Grounds**

Three large dead trees were removed from the library grounds. This should be the final part of our backlogged tree work. One of the white pines that had to be removed was over 100 feet tall! All three of the trees required the use of a crane to safely remove them.

The sleet storm represented a significant challenge. The library was forced to close from 5 p.m. on Thursday until 1 p.m. on Saturday to clear the ice from the plaza and walkways. The staff from the maintenance department worked hard to allow us to open the library as quickly and safely as possible after the storm.

Our MERV filters were replaced and the new air conditioning coil was installed on one of the rooftop units. We should be in good shape for the upcoming cooling season.

### **Public Services**

We have two new BCSD student interns this session. They will be with us on Tuesdays and Thursdays until June working with our staff and their job coach. Patti and Tracey provided onboarding orientations.

Frank put together a new remote work project for library staff. Many of our local history records are digitized but not transcribed. Frank developed clear and concise written directions and developed a SharePoint page to host the project. A number of documents have been transcribed already helping to increase the ability for our users to search for the documents. This is an excellent project for staff members out on COVID protocols.

The library staff continued to audit the adult fiction collection. This project is focused on assessing the collection for BIPOC authors, LGBTQ representation, diverse religions, and disability/mental health representation. The next step is to compare our collection to other libraries and focus on increasing representation where needed.

### **Programs and Outreach**

Mary met with the Town Parks and Recreation Department to start planning for the summer *Thursdays in the Parks* performer series at the Elm Avenue Park.

A self-guided *Community Expedition* is being offered from January 17-February 25 to encourage families to get outdoors this winter and explore the community. The first two weeks had 24 separate groups participate, which included 63 patrons total (41 children / 22 adults).

*Just for Me: Teen Book Boxes* continue to be popular. A total of 58 teens have signed up for the upcoming delivery with many of teens sharing with siblings. There are quite a few teens who will be receiving a box for the first time.

Luke initiated the *Bethlehem Community Sketchbook*, a collaborative art project. Community members of all ages were asked to participate. Patrons are able to check out the sketchbook and contribute a drawing, painting, poem or piece of writing. The sketchbook will become a part of the library's print collection. It is cataloged and has been circulating since it became available. There is currently a waiting list of holds.

Luke offered two in-person *Hands-on with eBooks* program sessions to go through all the features of the updated Libby app and to assist each attendee with setting up their device to use the service.

Sarah offered a virtual *Guided Meditation* program led by a practitioner. Many of the 17 participants provided excellent feedback, which included statements like the program was “extremely relaxing” and “helped to work out the kinks!”

Kate continues to lead the *Own Voices Book Group*. In January, the group read *Felix Ever After*, which is about an artistic teen who wants to find love but worries that he has too many marginalized identities to be loveable – he is black and pansexual and transgender and poor. This book was chosen because some of the regular participants were interested in learning more about gender identity.

We kicked off our 2022 Kindness Matters initiative in January by spreading joy through acts of kindness. This initiative promotes good feelings and increases connections between library staff and the community.

Some activities include:

- Special surprises added to the book and media bundles that are requested along with a green reusable tote bag and a hand-written note.
- Making available a bin of laptop camera security cover MopTops for patron to take at the Information service desk.
- Continuing with the Just for Me: Book Boxes for Teens to provide personalized selected books and treats for teens to keep and enjoy.

A special thank-you to the Friends of the Library for co-sponsoring the Kindness Matters initiative.

## **Circulation and Technical Services**

Last year we were closed to the public in January and only providing curbside and electronic services. Our numbers reflect a large increase in services and library use this year over last. eAudiobook and streaming video usage also increased over last year.

Automatic renewals were launched and publicized early this month. Most feedback among patrons has been positive. Specific comments noted that renewing items automatically is helpful because people often forget due dates. We anticipate an increase in circulation statistics as a result of this change.

Hoopla has started offering digital magazines and access to more video content (like the Great Courses) through a BingePass. It is a one-time borrow that allows seven days of continuous access to specific videos and all digital magazines. We will continue to monitor how many people use content through the BingePasses each month. For January, 14 BingePasses were accessed.

## **Continuing Education and Committee Work**

Michelle viewed the following webinars:

- Resolving Liberal Vs. Conservative Conflict in the Workplace: Lessons from the Rwandan Genocide (Niche Academy).
- Burnout, Vicarious Trauma, and Compassion Fatigue (Niche Academy)
- Booklist Random House Children's Books Spring 2022 Preview
- Winning Library Grants: Shortcuts and Strategies for Success (Webjunction)
- Let's Get Together! Book Clubs for Neurodivergent Adults (InfoPeople)
- How to write more effective email and web content (InfoPeople)
- Free Online Tools to Increase Your Workflow & Productivity (InfoPeople)

Catherine, Kate, and Mary participated in a two-hour UHLS workshop Creating Affirming Workplaces for Transgender and Nonbinary Employees presented by Lyndon Cudlitz. This workshop discussed different common definitions and misconceptions around trans and nonbinary people, the laws around gender identity in the workplace, as well as some ways to make the workplace more inclusive.

Geoff and several of the Library Trustees participated in a similar program by Lyndon tuned for Trustees and library directors.

Sharon viewed the following webinars:

- Visual Merchandising for Public Libraries
- Intergenerational Programs at the Library: Connecting Generations for Healthy Communities
- Excel for Librarians
- Public Speaking for Librarians
- UHLS YSAC meeting: Best Books 2021

Frank participated in:

- CDLC CORS committee meeting
- UHLS ASAC meeting
- Web committee meeting

Luke participated in the Metropolitan New York Library Council webinar Copy That! Copyright Basics for Library Professionals, Part 1: The Whats and Whys. This was part 1 of a 3-part series focusing on basic principles of U.S. copyright law and its impact on library professionals.

Sarah participated in the following webinars:

- How to Train Your Community on Libby (Overdrive)
- LGBTQ Cultural Competency Training (Long Island Library Resource Council)

EDI meeting – Kate, Sarah, and Chris

Web committee –Frank and Chris

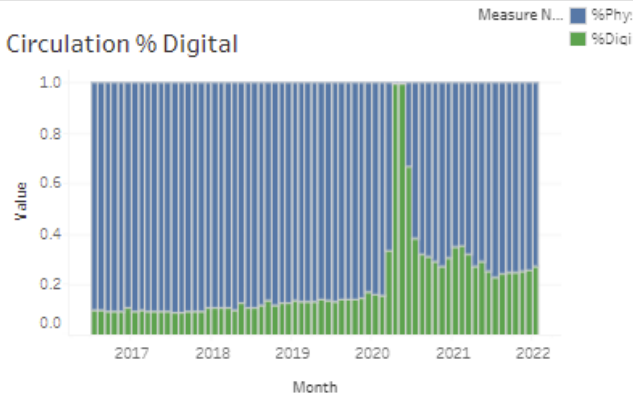
Catherine attended a session by Jennifer Esposito “Intersectional Qualitative Research-Centering Race and Gender to Conduct Humane and Ethical Research.” She has enjoyed this lecture series Thinking Critically about Research and Power from the Institute for Research Design in Librarianship (IRDL) from Loyola Marymount University <https://library.lmu.edu/irdl/speakerseries/>.

Lisa attended Empire Archival Discovery Cooperative webinar from ESLN highlighting a new metasearch tool for aggregating EAD (encoded archival description) finding aids. This is a really great project for archival institutions in New York State to highlight and make accessible archival collections.

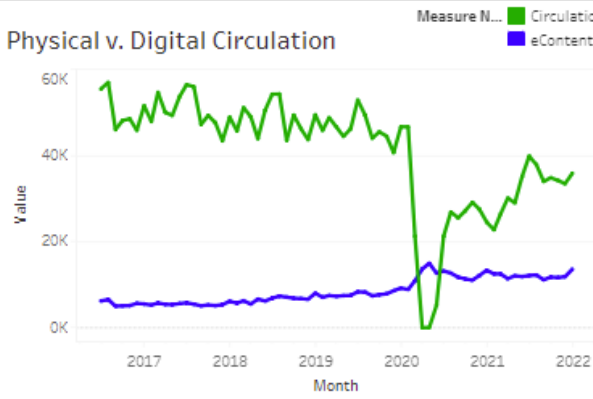
Geoffrey Kirkpatrick, Library Director

Library Collection				2020-21	Current Total
Adult fiction				27,576	27,917
Adult non-fiction				29,912	29,200
Adult audio				6,342	6,181
Adult video				8,146	8,362
Young adult fiction				5,372	5,348
Young adult nonfiction				492	549
Young adult audiobooks				418	435
Children's fiction				27,336	27,790
Children's non-fiction				15,910	16,050
Children's audiobooks				1,850	1,616
Children's video				1,961	1,470
OverDrive - UHLS Shared				100,026	108,375
e-magazines				3,582	3,487
Electronic (games, ereaders)				450	457
Total				229,373	237,237
Library Programs	Jan-22	Jan-21	% change	2020-21	F-Y-T-D
Programs	26	14	85.7%	211	226
Program attendance	283	185	53.0%	2,531	5,005
Outreach Programs	0	0	und	450	11
Outreach Attendance	0	0	und	1,357	3,858
Circulation	Jan-22	Jan-21	% change	2020-21	F-Y-T-D
Adult fiction	12,111	9,846	23.0%	122,358	81,855
Adult non-fiction	6,695	5,140	30.3%	62,005	44,060
Adult audio	4,892	3,692	32.5%	43,240	31,089
Adult video	6,782	4,178	62.3%	54,329	44,213
Adult magazines	1,751	1,696	3.2%	19,130	10,670
Young adult fiction	1,384	1,431	-3.3%	18,086	10,888
Young adult nonfiction	123	100	23.0%	1,303	817
Young adult audiobooks	256	219	16.9%	2,364	1,533
Young adult magazines	0	0	und	25	0
Children's fiction	10,464	8,365	25.1%	106,794	75,898
Children's non-fiction	3,063	1,907	60.6%	24,559	18,289
Children's audiobooks	921	754	22.1%	8,160	7,077
Children's video	375	286	31.1%	4,734	4,253
Children's magazines	0	2	-100.0%	91	1
Electronic (games, ereaders)	533	164	225.0%	2,772	3,072
Total	49,350	37,780	30.6%	469,949	333,038
Interlibrary Loan	Jan-22	Jan-21	% change	2020-21	F-Y-T-D
Borrowed from others	7,128	9,518	-25.1%	95,316	44,111
Loaned to others	4,374	5,989	-27.0%	64,417	30,751
Miscellaneous	Jan-22	Jan-21	% change	2020-21	F-Y-T-D
Visits to our home page	33,988	35,771	-5.0%	483,316	270,144
Public use of meeting rooms	24	0	und	0	174
Public meeting attendance	205	0	und	0	1,901
Staff use & library programs	13	0	und	0	63
Study room sessions	229	0	und	0	1,291
Tech room/ Studio use	1	0	und	0	5
Door count	12,193	0	und	41,521	86,857
Registered BPL borrowers	49	44	11.4%	562	523
Computer signups	744	0	und	860	4,959
Museum Pass use	48	7	585.7%	324	746
E-book use	6,503	6,611	-1.6%	73,602	40,251
E-audiobook use	3,763	3,478	8.2%	38,322	25,309
E-magazine use	1,467	1,605	-8.6%	16,380	8,842
Streaming video use	1,820	1,617	12.6%	16,004	9,765
BCSD use via Overdrive	118	204	-42.2%	1,643	1,070
Equipment	50	96	-47.9%	1,379	1,175
Wireless Use	7,141	5,779	23.6%	75,484	58,442

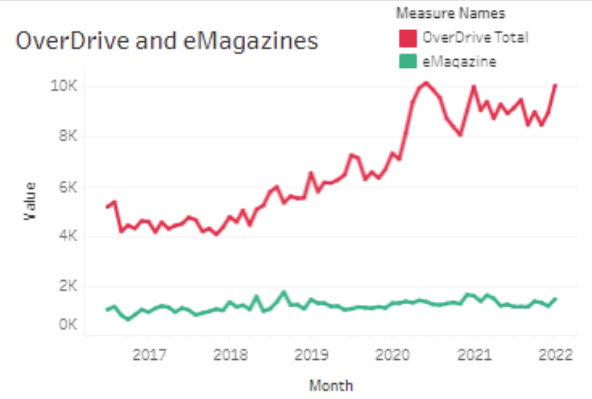
Circulation % Digital



Physical v. Digital Circulation

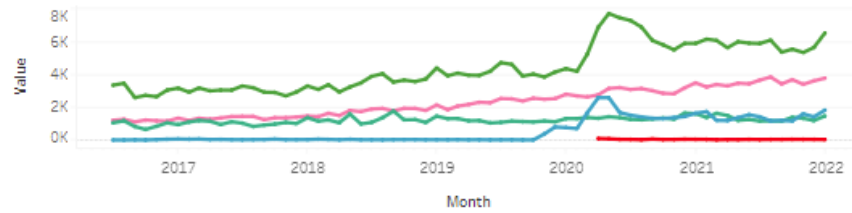


OverDrive and eMagazines

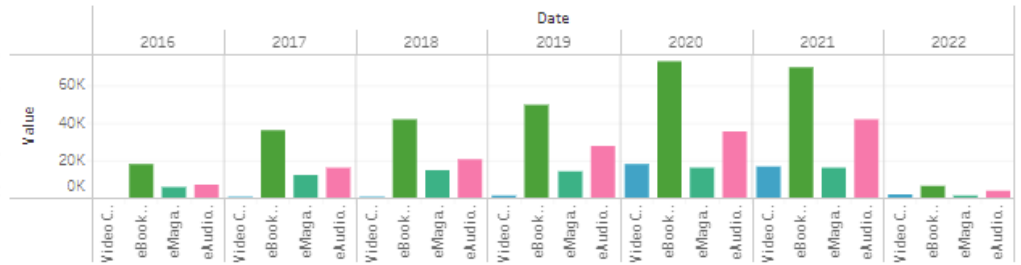


Measure N... Video Checkouts eBook Checkouts eMagazine eAudiobook Ch... Music

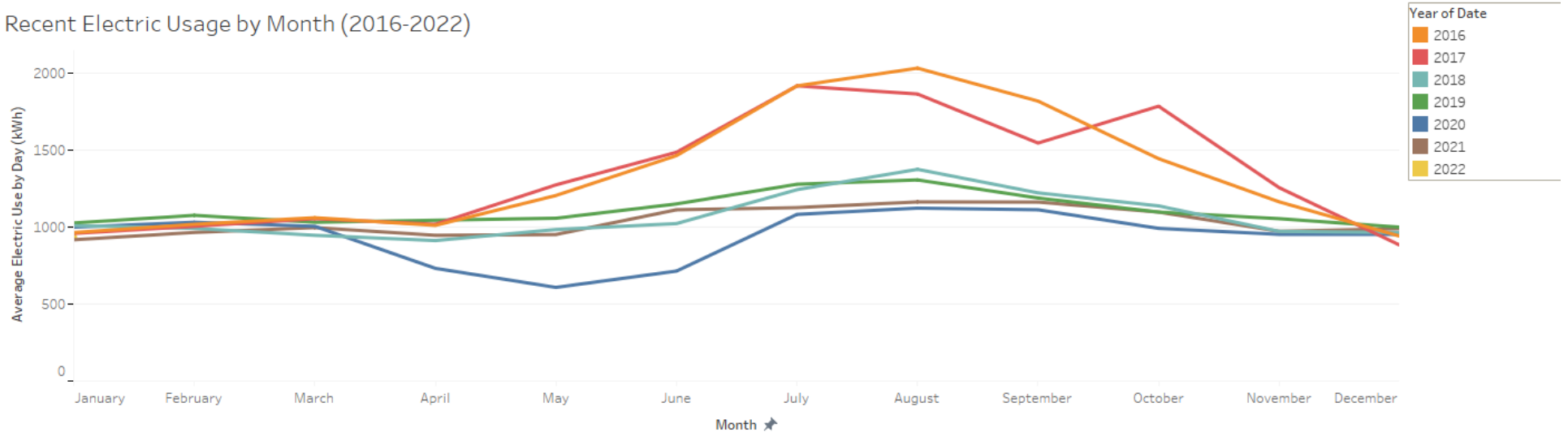
Digital Content Circulation by Format



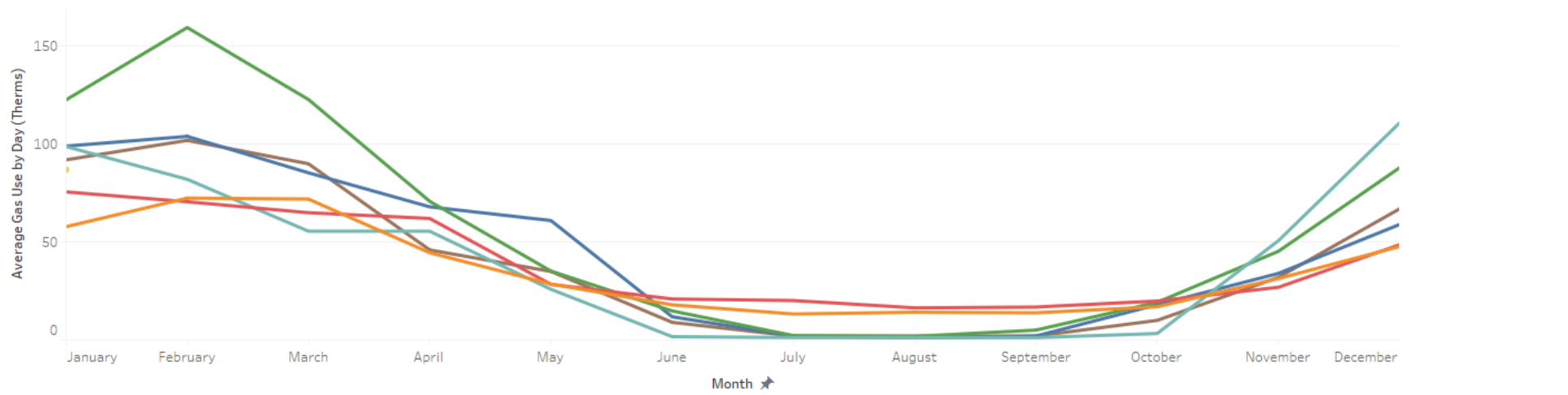
Digital Content Circulation by Format



Recent Electric Usage by Month (2016-2022)



Recent Gas Usage by Month (2016-2022)



# **Positions recommended by the personnel committee for the 2022-23 budget year**

## **Volunteer and supported employment coordinator**

This position supports and enhances the work of library and community partners and is identified as a needed position in the Long Range Plan currently under consideration by the Board of Trustees. Responsibilities include, but are not limited to:

**\*Serve as a contact person for members of the Friends of Bethlehem Library and provide administrative support for FBPL programs.**

**\*Working with the input of other library staff, support and increase the number and nature of volunteer opportunities related to library services and programs held at the library and at different community locations.**

**\*Working with community partners, such as BCSD, Wildwood Center, WWAARC, and NYS Education Department Adult Career & Continuing Education Services provide job readiness training and evaluation for community members.**

**\*Working and coordinating with job coaches, support and supervise neurodiverse employees of the library.**

**\*Develop and increase employment pathways at the library and within community businesses and organizations.**

Estimated total cost for salary and benefits: \$50,260

## **Administrative Assistant**

This position provides administrative support to the director, Board of Trustees, and other members of the library's administrative team. Responsibilities include, but are not limited to:

**\*Assist the director in administrative tasks related to the management of the library.**

**\*Coordinate and facilitate the work of the Board of Trustees, including preparation and dissemination of material for board meetings, providing administrative support to all board committees, and tracking materials and timelines for projects under review or approved by the board.**



**\*Manage and maintain information and files for all major library projects, including capital projects approved by the board of trustees.**

**\*Facilitate communications with outside vendors, where appropriate and manage scheduling of vendor work and projects at the library.**

**\*Other general administrative duties as necessary.**

**\*Coordinate collection and data entry of information for the NYS Annual Report for Public Libraries, the library budget, and monthly library statistics.**

**Estimated total cost for salary and benefits: \$56,043**

**DRAFT PROPOSED BUDGET  
FY 2022-2023**

EXPENSES	2020-2021 Actual Results	2021-2022 Budget	6 Months Actual	2022-2023 Proposed Budget	Increase (Decrease)	% Change	Notes
<b>Salaries &amp; Benefits</b>							
-150 Librarians	\$1,163,309	\$1,203,711	\$576,409	\$1,174,147	(\$29,564)	-2.46%	3.5% turnover allow. included, additional vaccancy savings
-160 Support Staff	\$866,185	\$976,846	\$453,468	\$1,108,487	\$131,641	13.48%	3.5% turnover allow. included, additional hrs to cover vacancies, 2 new positions
-170 Custodians	\$157,723	\$163,595	\$77,948	\$162,308	(\$1,287)	-0.79%	3.5% turnover allow. included
-200 Retirement	\$295,020	\$323,103	\$316,827	\$237,333	(\$85,770)	-26.55%	Cost estimate received from NYS Comptroller, plus 2 new positions
-210 Soc Sec/Medicare	\$161,313	\$179,359	\$82,144	\$187,038	\$7,679	4.28%	Proportional change
-220 Worker's Comp	\$18,226	\$19,000	\$16,845	\$20,000	\$1,000	5.26%	Stable
-230 Unemp. Ins.	(\$748)	\$10,000	\$0	\$10,000	\$0	0.00%	Estimated
-240 Health Insurance	\$313,153	\$307,889	\$129,170	\$364,700	\$56,811	18.45%	Assumes 10% increase @1/1/2023 and three new enrollments
-250 Disability Insurance	\$1,322	\$1,400	\$1,995	\$2,500	\$1,100	78.57%	Projected increase
<b>Total-Salaries &amp; Benefits</b>	<b>\$2,975,503</b>	<b>\$3,184,903</b>	<b>\$1,654,806</b>	<b>\$3,266,513</b>	<b>\$81,610</b>	<b>2.56%</b>	
<b>Library Materials</b>							
-300 Books	\$162,384	\$171,000	\$61,082	\$171,000	\$0	0.00%	Funding sufficient for current materials
-305 Audio books (physical)	\$32,927	\$25,000	\$6,248	\$23,000	(\$2,000)	-8.00%	Continued shift to downloadable audiobooks
-307 E-collections	\$226,049	\$156,000	\$62,342	\$196,000	\$40,000	25.64%	Overdrive (consortium 5% increase), Kanopy, Hoopla
-310 Electronic resources	\$24,885	\$28,000	\$0	\$27,000	(\$1,000)	-3.57%	Costs stable, continued negotiated savings
-313 Periodicals	\$12,761	\$18,000	\$100	\$19,000	\$1,000	5.56%	Includes e-magazines (Flipster) / subscription increases
-350 Children's Books	\$49,236	\$85,000	\$25,037	\$85,000	\$0	0.00%	Stable
-355 Children's audio books	\$6,861	\$7,000	\$598	\$5,000	(\$2,000)	-28.57%	Decreased demand
-356 Children's Media	\$4,652	\$5,000	\$2,033	\$5,000	\$0	0.00%	Stable
-370 Special collections	\$9,503	\$18,000	\$4,844	\$15,000	(\$3,000)	-16.67%	Decrease in demand for library of things
-380 Media	\$31,822	\$48,000	\$13,637	\$40,000	(\$8,000)	-16.67%	Decrease in demand for physical media items
<b>Total-Materials</b>	<b>\$561,080</b>	<b>\$561,000</b>	<b>\$175,921</b>	<b>\$586,000</b>	<b>\$25,000</b>	<b>4.46%</b>	
<b>Operations</b>							
-400 Photocopiers/supplies	\$6,070	\$18,000	\$3,578	\$18,000	\$0	0.00%	Estimate based on past experience
-401 Office supplies	\$22,703	\$20,000	\$7,412	\$20,000	\$0	0.00%	Estimate based on prior year
-402 Custodial supplies	\$16,108	\$26,000	\$6,152	\$26,000	\$0	0.00%	Includes custodial staff clothing per contract
-403 Postage	\$15,531	\$20,000	\$7,154	\$20,000	\$0	0.00%	Estimate based on prior year
-404 Printing & Marketing	\$21,175	\$38,000	\$8,534	\$35,000	(\$3,000)	-7.89%	More realistic estimate
-405 Van operation	\$268	\$4,000	\$266	\$4,000	\$0	0.00%	Planned van maintenance
-420 Electricity & Gas	\$48,386	\$50,000	\$31,626	\$65,000	\$15,000	30.00%	Increased cost of electricity and gas
-421 Telecommunications	\$12,475	\$18,000	\$6,176	\$14,000	(\$4,000)	-22.22%	Continue to explore options for expanded community WiFi
-422 Water	\$2,038	\$3,000	\$1,465	\$3,000	\$0	0.00%	Stable
-423 Taxes-Sewer & water	\$3,144	\$3,400	\$0	\$3,400	\$0	0.00%	Stable
-430 Refund of real property taxes	\$55	\$10,000	\$1,323	\$10,000	\$0	0.00%	Stable per Judy Kehoe. Usually a result of error on Starr credit
-450 Professional services	\$37,112	\$30,000	\$13,197	\$30,000	\$0	0.00%	Includes attorney fees and contract negotiations
-451 Contractual services	\$33,196	\$42,000	\$22,183	\$45,000	\$3,000	7.14%	Includes HVAC, plowing, and elevator maintenance contracts
-452 Insurance	\$18,935	\$29,000	\$26,749	\$29,000	\$0	0.00%	Stable costs
-453 Bank fees	\$75	\$0	\$643	\$1,400	\$1,400	0.00%	Fees associated with credit card processing
-454 Travel/conference	\$2,012	\$3,000	\$2,318	\$3,000	\$0	0.00%	State convention only, not a biannual national conference year
-455 Memberships	\$2,256	\$3,000	\$1,767	\$3,000	\$0	0.00%	Stable
-456 Special programs	\$17,941	\$35,000	\$6,187	\$32,000	(\$3,000)	-8.57%	Reduced in-person programs
-460 Equipment and Furniture	\$40,772	\$40,000	\$6,843	\$40,000	\$0	0.00%	New shelving, furniture for periodical and teen areas
-461 IT-hardware & software	\$66,056	\$42,000	\$10,553	\$42,000	\$0	0.00%	Upgrades to hardware and replacements as needed, software
-462 Bldg. & grounds repair	\$38,007	\$40,000	\$11,591	\$40,000	\$0	0.00%	Carpet cleaning, seal coat, bulbs, supplies
-463 Equipment/furniture repair	\$1,307	\$2,000	\$97	\$2,000	\$0	0.00%	Maintenance equipment repairs
-464 Miscellaneous	\$16,010	\$4,000	\$3,847	\$6,000	\$2,000	50.00%	Incidentals, paymts to other libraries for lost books

**DRAFT PROPOSED BUDGET  
FY 2022-2023**

	2020-2021	2021-2022	6 Months Actual	2022-2023	Increase	% Change	Notes
EXPENSES	Actual Results	Budget		Proposed Budget	(Decrease)		
-481 Audit services	\$21,620	\$24,000	\$16,876	\$24,000	\$0	0.00%	Audit contract and actuary fees for GASB/OPEB report
-482 Accounting services	\$14,616	\$15,000	\$14,010	\$30,000	\$15,000	100.00%	Accounting software, one time request to upgrade time piece for hourly employees
-483 UHLAN fees & services	\$50,997	\$52,000	\$27,125	\$53,000	\$1,000	1.92%	Planned increase in library system fees
-490 Capital Expenditures	\$20,398	\$100,000	\$12,497	\$100,000	\$0	0.00%	Upgrades and building needs
-495 Contingency	\$0	\$35,000	\$0	\$35,000	\$0	0.00%	Emergencies
<b>Total-Operations</b>	<b>\$529,261</b>	<b>\$706,400</b>	<b>\$250,169</b>	<b>\$733,800</b>	<b>\$27,400</b>	<b>3.88%</b>	
<b>TOTAL EXPENSES</b>	<b>\$4,065,843</b>	<b>\$4,452,303</b>	<b>\$2,080,896</b>	<b>\$4,586,313</b>	<b>\$134,010</b>	<b>3.01%</b>	
<b>INCOME</b>							
PILOT	\$213,581	\$219,570	\$219,916	\$227,724	\$8,154	3.71%	Estimate received from BCSD
State Aid	\$24,404	\$23,170	\$21,961	\$24,500	\$1,330	5.74%	Estimated state aid
Fines	\$3,882	\$15,000	\$10,386	\$10,000	(\$5,000)	-33.33%	Projected decrease
Photocopiers	\$0	\$7,500	\$2,716	\$6,500	(\$1,000)	-13.33%	Assume usage will normalize
Lost book payments	\$3,335	\$0	\$4,015	\$4,500	\$4,500	-	Projection based on past experience
Interest	\$6,661	\$7,500	\$1,995	\$6,000	(\$1,500)	-20.00%	Expected interest rates very low
Book sales	\$0	\$5,000	\$0	\$0	(\$5,000)	-100.00%	Discontinued
Miscellaneous	\$0	\$0	\$154	\$0	\$0	-	Library card purchase
Gifts and donations	\$9,520	\$2,000	\$4,502	\$3,000	\$1,000	50.00%	Projection based on past experience
<b>TOTAL INCOME</b>	<b>\$261,383</b>	<b>\$279,740</b>	<b>\$265,645</b>	<b>\$282,224</b>	<b>\$2,484</b>	<b>0.89%</b>	
<b>Total Expenses</b>	\$4,065,843	\$4,452,303	\$2,080,896	\$4,586,313	\$134,010	3.01%	
<b>Total Income</b>	\$261,383	\$279,740	\$265,645	\$282,224	\$2,484	0.89%	
<b>Total Levy (expenses less income)</b>	<b>\$4,172,563</b>	<b>\$4,172,563</b>	<b>\$1,815,251</b>	<b>\$4,304,089</b>	<b>\$131,526</b>	<b>3.15%</b>	
Actual expenses less income	\$3,804,460						
Surplus	\$368,103						
<b>NYS Levy Limit- official</b>				<b>\$4,353,640</b>			
<b>Unused Limit</b>				<b>\$49,551</b>			

# Bethlehem Public Library

## Annual Report For Public And Association Libraries - 2021

CURRENT YEAR

*PREVIOUS YEAR*

### 1. GENERAL LIBRARY INFORMATION

#### Library/Director Information

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

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

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

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

Report all information in Part 1 as of December 31, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8400011730	<i>8400011730</i>
1.2	Library Name	BETHLEHEM PUBLIC LIBRARY	<i>BETHLEHEM PUBLIC LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Delmar	<i>Delmar</i>
1.6	Beginning Fiscal Reporting Year	07/01/2020	<i>07/01/2019</i>
1.7	Ending Fiscal Reporting Year	06/30/2021	<i>06/30/2020</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>
1.9	If yes, please indicate the beginning date of library's new reporting	N/A	<i>N/A</i>

year. Enter N/A if No was answered to Question 1.8.

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	07/01/2020	07/01/2019
1.12	Ending <u>Local</u> Fiscal Year	06/30/2021	06/30/2020
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.15	City	DELMAR	DELMAR
1.16	Zip Code	12054	12054
1.17	Mailing Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.18	City	DELMAR	DELMAR
1.19	Zip Code	12054	12054
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 439-9314	(518) 439-9314
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 478-0901	(518) 478-0901
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@bethlehempubliclibrary.org	director@bethlehempubliclibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://www.bethlehempubliclibrary.org	www.bethlehempubliclibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	27,878	27,878
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	PUBLIC

1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	<i>School District</i>
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	09/10/1931	<i>09/10/1931</i>
1.30	Date the library was last registered	02/26/1914	<i>02/26/1914</i>
1.31	Federal Employer Identification Number	146000275	<i>146000275</i>
1.32	County	ALBANY	<i>ALBANY</i>
1.33	School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
1.34	Town/City	Bethlehem	<i>Bethlehem</i>
1.35	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>

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

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Geoffrey	<i>Geoffrey</i>
1.38	Last Name of Library Director/Manager	Kirkpatrick	<i>Kirkpatrick</i>
1.39	NYS Public Librarian Certification Number	22028	<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>

**Public Votes/Contracts**

1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (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	<i>Y</i>
1.	Name of municipality or district holding the public vote	Bethlehem Central School District	<i>Bethlehem Central School District</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the vote was held (mm/dd/2021)	05/18/2021	<i>06/09/2020</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>\$4,065,152</i>

6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$0	\$107,411
6c.	Total proposed appropriation (sum of 6a and 6b):	\$4,172,563	\$4,172,563

**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 2021) 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

1. Name of municipality or district holding the public vote 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
4. What type of public vote was it?
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A

**Unusual Circumstances**

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

1. Name of contracting municipality or district N/A N/A
2. Is this a written contractual agreement? N/A N/A



3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A
1.49	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	Y	Y

## 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	32,948	31,917
2.2	Adult Non-fiction Books	29,976	30,317
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	62,924	62,234
2.4	Children's Fiction Books	27,336	27,219
2.5	Children's Non-fiction Books	15,910	15,431

2.6	Total Children's Books (Total questions 2.4 & 2.5)	43,246	42,650
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	106,170	104,884
<b>Other Print Materials</b>			
2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	174	278
2.10	All Other Print Materials	0	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	174	278
2.12	Total Print Materials (Total questions 2.7 and 2.11)	106,344	105,162
<b>ALL OTHER MATERIALS</b>			
<b>Electronic Materials</b>			
2.13	Electronic Books	75,532	64,154
2.14	Local Electronic Collections	14	13
2.15	NOVELNY Electronic Collections	15	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	29	28
2.17	Audio - Downloadable Units	30,439	21,989
2.18	Video - Downloadable Units	17,773	6,053
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.)	16,619	13,315
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	140,392	105,539

**Non-Electronic Materials**

2.21	Audio - Physical Units	8,610	9,154
2.22	Video - Physical Units	10,107	10,438
2.23	Other Circulating Physical Items	978	979
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	19,695	20,571

**Grand Total/Additions to Holdings**

2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	266,431	231,272
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.26	Cataloged Books	13,063	10,875
2.27	All Other Print Materials	283	783
2.28	Electronic Materials	47,651	16,516
2.29	All Other Materials	2,371	2,649
2.30	Total Additions (Total questions 2.26 through 2.29)	63,368	30,823

**3. LIBRARY PROGRAMS, POLICIES, AND SERVICES****Visits/Borrowers/Policies/Accessibility**

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 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)	40,876	212,982
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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	<i>CT - Annual Count</i>
3.2	Registered resident borrowers	22,579	22,304
3.3	Registered non-resident borrowers	52	105

Please report information on WRITTEN POLICIES as of 12/31/21.

**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 12/31/21.

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

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y
3.13	Does the library have large print books?	Y	Y

3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y	Y
3.15 - If so, what do you have?			
	screen reader, such as JAWS, Windoweyes or NVDA	No	No
	refreshable Braille commonly referred to as a refreshable Braille display	No	No
	screen magnification software, such as Zoomtext	Yes	Yes
	electronic scanning and reading software, such as OpenBook	No	No
3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	Y

**Library Sponsored Programs/Summer Reading Program**

**SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE**

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,

- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	108	167
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	13	93

3.19	Number of Children's Programs	124	520
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	49	
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	75	
3.20	Number of Synchronous General Interest Program Sessions	9	40
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	254	820
3.21a	Number of Synchronous In-Person Onsite Program Sessions	10	
3.21b	Number of Synchronous In-Person Offsite Program Sessions	6	
3.21c	Number of Synchronous Virtual Program Sessions	238	
3.22	One-on-One Program Sessions	1,483	529
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	1,262	2,356
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	219	2,036
3.26	Children's Program Attendance	1,891	14,819
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	535	
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	1,356	

3.27	Attendance at Synchronous General Interest Programs	449	4,785
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27)	3,821	23,996
3.28a	Synchronous In-Person Onsite Program Attendance	279	
3.28b	Synchronous In-Person Offsite Program Attendance	330	
3.28c	Synchronous Virtual Program Attendance	3,212	
3.29	One-on-One Program Attendance	1,483	529
3.29a	Total Number of Asynchronous Program Presentations	24	
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	640	

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

#### **SUMMER READING PROGRAM**

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.31	Library outlets offering the summer reading program	1	1
3.32	Children registered for the library's summer reading program	426	209

3.33	Young adults registered for the library's summer reading program	110	60
3.34	Adults registered for the library's summer reading program	179	178
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	715	447
3.36	Children's program sessions - Summer 2021	56	21
3.37	Young adult program sessions - Summer 2021	15	17
3.38	Adult program sessions - Summer 2021	15	40
3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	86	78
3.40	Children's program attendance - Summer 2021	2,509	929
3.41	Young adult program attendance - Summer 2021	183	70
3.42	Adult program attendance - Summer 2021	1,412	310
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	4,104	1,309
COLLABORATORS			
3.44	Public school district(s) and/or BOCES	1	1
3.45	Non-public school(s)	1	0
3.46	Childcare center(s)	0	0
3.47	Summer camp(s)	0	0
3.48	Municipality/Municipalities	1	1
3.49	Literacy provider(s)	00	0



3.50	Other (describe using the State note)	5	5
3.51	<b>Total Collaborators (total 3.44 through 3.50)</b>	8	7

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

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

**EARLY LITERACY PROGRAMS**

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	Y
3.53	Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	No	Yes
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.54	Number of sessions		
a.	Focus on birth - school entry (kindergarten)	1	4
b.	Focus on parents & caregivers	0	3
c.	Combined audience	80	33
d.	N/A	0	0
3.55	<b>Total Sessions</b>	81	40
3.56	Attendance at sessions		
a.	Focus on birth - school entry (kindergarten)	18	87
b.	Focus on parents & caregivers	0	27

c.	Combined audience	1,403	639
d.	N/A	0	0
3.57	<b>Total Attendance</b>	1,421	753
3.58 - Collaborators (check all that apply):			
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	No	Yes
c.	Non-Public School(s)	No	No
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	No	Yes

Please report information on ADULT LITERACY for the 2021 calendar year.

#### ADULT LITERACY

3.59	Did the library offer adult literacy programs?	Yes	Yes
3.60	Total group program sessions	3	9
3.61	Total one-on-one program sessions	0	23
3.62	Total group program attendance	8	45
3.63	Total one-on-one program attendance	0	26
3.64 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No

d.	Other (see instructions and describe using Note)	No	Yes
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Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2021 calendar year.

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

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.66	Children's program sessions	0	0
3.67	Young adult program sessions	0	0
3.68	Adult program sessions	0	0
3.69	<b>Total program sessions (total 3.66 + 3.67 + 3.68)</b>	0	0
3.70	One-on-one program sessions	0	0
3.71	Children's program attendance	0	0
3.72	Young adult program attendance	0	0
3.73	Adult program attendance	0	0
3.74	<b>Total program attendance (total 3.71 + 3.72 + 3.73)</b>	0	0
3.75	One-on-one program attendance	0	0
3.76 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2021 calendar year.

#### **DIGITAL LITERACY**

3.77	Did the library offer digital literacy programs?	Y	Y
3.78	Total group program sessions	11	27
3.79	Total one-on-one program sessions	4	22
3.80	Total group program attendance	135	310
3.81	Total one-on-one program attendance	4	25
3.82	Did your library offer teen-led activities during the 2021 calendar year?	Y	N

#### **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	86,494	93,309
4.2	Adult Non-fiction Books	50,962	57,371
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	137,456	150,680
4.4	Children's Fiction Books	98,582	96,181
4.5	Children's Non-fiction Books	23,781	25,329
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	122,363	121,510
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	259,819	272,190

**CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	56,304	108,873
4.9	Circulation of Children's Other Materials	8,282	13,266
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	64,586	122,139
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	324,405	394,329

**ELECTRONIC USE**

4.12	Use of Electronic Material	145,959	119,299
4.13	Successful Retrieval of Electronic Information	65,008	48,527
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	210,967	167,826
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	470,364	513,628
4.16	Total Collection Use (Total questions 4.13 & 4.15)	535,372	562,155
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	130,645	134,776

**REFERENCE TRANSACTIONS**

4.18	Total Reference Transactions	27,932	64,038
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	ES - Annual Estimate Based on Typical Week(s)
4.19	Does the library offer virtual reference?	Y	Y

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

4.20	TOTAL MATERIALS RECEIVED	91,964	63,224
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**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.21	TOTAL MATERIALS PROVIDED	62,906	47,571
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**5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2021.

**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	483,316	768,694
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	N	N
5.8	Is the library part of a consortium for E-rate benefits?	N	N
5.9	If yes, in which consortium are you participating?	N/A	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Geoffrey Kirkpatrick	<i>Geoffrey Kirkpatrick</i>
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 439-9314	<i>(518) 439-9314</i>
5.12	IT contact's email address	director@bethlehempubliclibrary.org	<i>director@bethlehempubliclibrary.org</i>

**6. STAFF INFORMATION**

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the

total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

**FTE (FULL-TIME EQUIVALENT CALCULATION)**

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	35
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**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2	Library Director (certified)	1	<i>1</i>
6.3	Vacant Library Director (certified)	0	<i>0</i>
6.4	Librarian (certified)	13.58	<i>14.06</i>
6.5	Vacant Librarian (certified)	1.48	<i>1</i>
6.6	Library Manager (not certified)	0	<i>0</i>
6.7	Vacant Library Manager (not certified)	0	<i>0</i>
6.8	Library Specialist/Paraprofessional (not certified)	1.46	<i>1.46</i>
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	<i>0</i>
6.10	Other Staff	24.89	<i>25.04</i>
6.11	Vacant Other Staff	2.29	<i>2.65</i>
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	40.93	<i>41.56</i>
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	3.77	<i>3.65</i>

**SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	1	<i>1</i>
6.15	Salary - Entry Level Librarian (certified)	\$53,373	<i>\$52,845</i>

6.16	FTE - Library Director (certified)	1	<i>1</i>
6.17	Salary - Library Director (certified)	\$116,472	<i>\$115,318</i>
6.18	FTE - Library Manager (not certified)	N/A	<i>N/A</i>
6.19	Salary - Library Manager (not certified)	N/A	<i>N/A</i>

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2022 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2021**. This 2021 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y	<i>Y</i>
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y	<i>Y</i>
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	<i>Y</i>
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	<i>Y</i>
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	<i>Y</i>
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	<i>Y</i>
7.	Is open the minimum standard number of public service hours for	N	<i>N</i>



population served. (see instructions)

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	67.00	<i>67.00</i>
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	<i>0.00</i>
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	<i>0.00</i>
8.9	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	67.00	<i>67.00</i>
8.10	Annual Total Hours - Main Library	2,474.00	<i>2,498.00</i>
8.11	Annual Total Hours - Branch Libraries	0.00	<i>0.00</i>
8.12	Annual Total Hours - Bookmobiles	0.00	<i>0.00</i>
8.13	<b>Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)</b>	2,474.00	<i>2,498.00</i>

## 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, 2021 to December 31, 2021.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes	<i>Yes</i>
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes	<i>Yes</i>
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	<i>Yes</i>
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?	Yes	<i>Yes</i>
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	<i>Yes</i>
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	<i>Yes</i>
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	<i>Yes</i>
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	<i>No</i>
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	45	

## 9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>

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

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com)

1.	Outlet Name	Bethlehem Public Library	<i>Bethlehem Public Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	451 Delaware Avenue	<i>451 Delaware Avenue</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code	12054	<i>12054</i>
7.	Phone (enter 10 digits only)	(518) 439-9314	<i>(518) 439-9314</i>
8.	Fax Number (enter 10 digits only)	(518) 478-0901	<i>(518) 478-0901</i>
9.	E-mail Address	information@bethlehempubliibrary.org	<i>information@bethlehempubliibrary.org</i>
10.	Outlet URL	http://www.bethlehempubliibrary.org	<i>http://www.bethlehempubliibrary.org</i>
11.	County	Albany	<i>Albany</i>
12.	School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
13.	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	2,474	<i>2,498</i>

16.	Number of Weeks This Outlet is Open	52	36
16a	Number of weeks an outlet closed due to COVID-19	0	16
16b	Number of weeks an outlet had limited occupancy due to COVID-19	45	0
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	0	408
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	1970	1970
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2004	2004
25.	Square footage of the outlet	32,360	32,360
26.	Number of Internet Computers Used by General Public	25	35
27.	Number of uses (sessions) of public Internet computers per year	860	28,904
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	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	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>8 Greater than or equal to 15 mbps and less than 25 mbps</i>
31.	Internet Provider	Other (specify using the State note)	<i>Other (specify using the State note)</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	75,484	<i>112,679</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your <b>outlet</b> have a Makerspace?	Y	<i>Y</i>
37.	<i>LIBID</i>	8400011730	<i>8400011730</i>
38.	<i>FSCSID</i>	NY0702	<i>NY0702</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>

## 10. OFFICERS AND TRUSTEES

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

Report information about trustee meetings as of December 31, 2021. 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, 2021 to December 31, 2021) 16 12

**NUMBER OF TRUSTEES AND TERMS**

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? No No

10.3 If yes, what is the range?

10.4 If your library has a range, how many voting positions are stated in the library's current by-laws?

10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? 7 7

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes Yes

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 5 years 5 years

**BOARD MEMBER SELECTION**

10.8 Enter Board Member Selection Code (select one): EP - board members are elected in a public election EP - board members are elected in a public election

List Officers and Board Members as of February 1, 2022. 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 xxxx xxxx

10.12 City Delmar Delmar

10.13 Zip Code (5 digits only) 12054 12054

10.14	Phone (enter 10 digits only)	xxxx	xxxx
10.15	E-mail Address	xxxxx	xxxxx
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)	07/16/2018	<i>07/16/2018</i>
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/10/2018	<i>07/10/2018</i>
10.23	Is this a brand new trustee?	N	<i>N</i>

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (**but do not include the Board President—this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](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	xxxxx	xxxx
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code (5 digits only)	12054	<i>12054</i>



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

7.	E-mail address	xxxxxx	xxxxxxx
8.	Office Held or Trustee	Trustee	<i>Vice President</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2021	<i>2019</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2026	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/12/2021	<i>07/08/2019</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/28/2021	<i>07/15/2019</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Mary	<i>Harmeet</i>
3.	Last Name of Board Member	Redmond	<i>Narang</i>
4.	Mailing Address	xxxxxx	xxxxxx
5.	City	Delmar	<i>Clarksville</i>
6.	Zip Code (5 digits only)	12054	<i>12041</i>

7.	E-mail address	xxxxxx	xxxxx
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	June	<i>July</i>
10.	Term Begins - Year (year)	2017	<i>2018</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2022	<i>2021</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/10/2017	<i>07/16/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/19/2017	<i>07/10/2018</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Lisa	<i>Mary</i>
3.	Last Name of Board Member	Scoons	<i>Redmond</i>
4.	Mailing Address	xxxxxx	xxxxx
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code (5 digits only)	12054	<i>12054</i>

7.	E-mail address	xxxxxx	xxxxxxx
8.	Office Held or Trustee	Other (Add State	<i>Trustee</i>
9.	Term Begins - Month	Note) July	<i>July</i>
10.	Term Begins - Year (year)	2020	<i>2017</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2025	<i>2022</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2020	<i>07/10/2017</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/27/2020	<i>07/11/2017</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Michelle	<i>Lisa</i>
3.	Last Name of Board Member	Walsh	<i>Scoons</i>
4.	Mailing Address	xxxxxx	xxxxxx
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code (5 digits only)	12054	<i>12054</i>

7.	E-mail address	michelle.walsh@bethpl.org	<i>lisa.scoons@bethpl.org</i>
8.	Office Held or Trustee	Vice President	<i>Other (Add State Note)</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2019	<i>2020</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2024	<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	07/08/2019	<i>07/13/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/15/2019	<i>07/14/2020</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Charmaine	<i>Charmaine</i>
3.	Last Name of Board Member	Wijeyesinghe	<i>Wijeyesinghe</i>
4.	Mailing Address	xxxxxx	<i>xxxxx</i>
5.	City	Delmar	<i>Delmar</i>
6.	Zip Code (5 digits only)	12054	<i>12054</i>

7.	E-mail address	xxxxxx	xxxxxx
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2020	<i>2020</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2025	<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	07/13/2020	<i>07/13/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/27/2020	<i>07/14/2020</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	
2.	First Name of Board Member	Charmaine	
3.	Last Name of Board Member	Wijeyesinghe	
4.	Mailing Address	xxxxxx	
5.	City	Delmar	
6.	Zip Code (5 digits only)	12054	

- |     |   |            |
|-----|---|------------|
| 7.  | E-mail address  | xxxxxx     |
| 8.  | Office Held or Trustee  | Trustee    |
| 9.  | Term Begins - Month   | July       |
| 10. | Term Begins - Year (year)   | 2020       |
| 11. | Term Expires  | June       |
| 12. | Term Expires - Year (yyyy)  | 2025       |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes        |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken  | 07/13/2020 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 07/27/2020 |
| 16. | Is this a brand new trustee?  | N          |

**Trustee Education**

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

- |    |   |                      |                       |
|----|---|----------------------|-----------------------|
| 1. | Trustee Name  | Caroline Brancatella | <i>Mary Redmond</i>   |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y                    | Y                     |
| 1. | Trustee Name  | Mark Kissinger       | <i>Mark Kissinger</i> |

2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Harmeet Narang	<i>Michelle Walsh</i>
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Mary Redmond	<i>Caroline Brancatella</i>
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Lisa Scoons	<i>Lisa Scoons</i>
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Charmaine Wijeyesinghe	<i>Harmeet Narang</i>
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Michelle Walsh	<i>Charmaine Wijeyesinghe</i>
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	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. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

**LOCAL PUBLIC FUNDS**

Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y	Y
1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
3.	Amount	\$4,386,144	<i>\$4,270,664</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N	N
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$4,386,144	<i>\$4,270,664</i>

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3	Local Library Services Aid (LLSA)	\$24,404	<i>\$25,050</i>
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>
11.7	Other Cash Grants	\$790	<i>\$250</i>
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$25,194	<i>\$25,300</i>

**OTHER STATE AID**

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
<b>Federal Aid/Other Receipts</b>			
<b>FEDERAL AID FOR LIBRARY OPERATION</b>			
11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	\$0
<b>OTHER RECEIPTS</b>			
11.14	Gifts and Endowments	\$9,270	\$2,990
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$6,661	\$37,490
11.17	Library Charges	\$7,217	\$32,022
11.18	Other	\$0	\$4,065
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$23,148	\$76,567
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,434,486	\$4,372,531
11.21	<b>BUDGET LOANS</b>	\$0	\$0

**Transfers/Grant Total**

**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$28,947	\$237,266
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$28,947	\$237,266
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$3,466,672	\$2,855,738
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)	\$7,930,105	\$7,465,535

**12. OPERATING FUND DISBURSEMENTS**

Staff/Collection/Capital/Operation and Maintenance

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

**STAFF EXPENDITURES****Salaries & Wages Paid from Library Funds**

12.1	Certified Librarians	\$1,163,309	\$1,146,034
12.2	Other Staff	\$1,023,908	\$1,056,101
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$2,187,217	\$2,202,135
12.4	<b>Employee Benefits Expenditures</b>	\$788,286	\$769,212
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$2,975,503	\$2,971,347

**COLLECTION EXPENDITURES**

12.6	Print Materials Expenditures	\$224,751	\$196,108
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12.7	Electronic Materials Expenditures	\$252,336	\$248,856
12.8	Other Materials Expenditures	\$85,765	\$73,029
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$562,852	\$517,993
<b>CAPITAL EXPENDITURES FROM OPERATING FUNDS</b>			
12.10	From Local Public Funds (71PF)	\$20,398	\$26,265
12.11	From Other Funds (71OF)	\$0	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$20,398	\$26,265
<b>OPERATION AND MAINTENANCE OF BUILDINGS</b>			
<b>Repairs to Building &amp; Building Equipment</b>			
12.13	From Local Public Funds (72PF)	\$39,314	\$21,923
12.14	From Other Funds (72OF)	\$0	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$39,314	\$21,923
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$116,893	\$126,266
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$156,207	\$148,189
<b>MISCELLANEOUS EXPENSES</b>			
12.18	Office and Library Supplies	\$28,773	\$18,983
12.19	Telecommunications	\$12,475	\$12,295
12.20	Postage and Freight	\$15,531	\$15,535
12.21	Professional & Consultant Fees	\$37,112	\$31,943
12.22	Equipment	\$40,772	\$32,378

12.23	Other Miscellaneous	\$169,750	\$176,024
12.24	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$304,413	\$287,158
<b>Contracts/Debt Service/Transfers/Grand Total</b>			
12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$49,595	\$47,911
<b>DEBT SERVICE</b>			
<b>Capital Purposes Loans (Principal and Interest)</b>			
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)	\$4,068,968	\$3,998,863
<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;	\$0	\$0

same as Question 13.8)

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)	\$4,068,968	\$3,998,863
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	\$3,861,137	\$3,466,672
12.40	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.38 and 12.39; same as Question 11.26)	\$7,930,105	\$7,465,535

#### 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).	02/14/2022	03/08/2021
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#### FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	09/30/2021	09/30/2020
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/1/2020-06/30/2021	7/1/2019-06/30/2020
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
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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
<b>STATE AID FOR CAPITAL PROJECTS</b>			
13.4	State Aid Received for Construction	\$28,947	\$0
13.5	Other State Aid	\$0	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$28,947	\$0
<b>FEDERAL AID FOR CAPITAL PROJECTS</b>			
13.7	<b>TOTAL FEDERAL AID</b>	\$0	\$0
<b>INTERFUND REVENUE</b>			
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)	\$28,947	\$0
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$16,256
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$28,947	\$16,256
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$240,813
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$28,947	\$257,069

#### 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	\$19,803
14.2	Incidental Construction	\$0	\$0
<b>Other Disbursements</b>			
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	\$19,803
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$28,947	\$237,266
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$28,947	\$257,069
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2021	\$0	\$0
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$28,947	\$257,069

## 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
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16.2	Total Librarians	15.33	15.33
16.3	All Other Paid Staff	23.78	24.23
16.4	Total Paid Employees	39.11	39.56
16.5	State Government Revenue	\$24,404	\$25,050
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$23,938	\$76,817
16.8	Total Operating Revenue	\$4,434,486	\$4,372,531
16.9	Other Operating Expenditures	\$510,215	\$483,258
16.10	Total Operating Expenditures	\$4,048,570	\$3,972,598
16.11	Total Capital Expenditures	\$49,345	\$283,334
16.12	Print Materials	106,344	105,162
16.13	Total Registered Borrowers	22,631	22,409
16.14	Other Capital Revenue and Receipts	\$0	\$16,256
16.15	Number of Internet Computers Used by General Public	25	35
16.16	Total Uses (sessions) of Public Internet Computers Per Year	860	28,904
16.17	Wireless Sessions	75,484	112,679
16.18	Total Capital Revenue	\$28,947	\$16,256

**17. FOR NEW YORK STATE LIBRARY USE ONLY**

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

## **SUGGESTED IMPROVEMENTS**

Library Name:	BETHLEHEM PUBLIC LIBRARY	<i>BETHLEHEM PUBLIC LIBRARY</i>
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!

# BETHLEHEM PUBLIC LIBRARY

## EMERGENCY PATRON CONDUCT POLICY

*Policy adopted by the Library Board of Trustees January 13, 1997*

*Revised and approved September 9, 2002*

*Revised and approved February 11, 2008*

*Revised and approved October 11, 2016*

**EMERGENCY PUBLIC HEALTH UPDATES September 1, 2020; November 9, 2020; December 14, 2020;  
May 10, 2021; February 14, 2022**

## EMERGENCY UPDATES IN RESPONSE TO COVID-19 PANDEMIC

We have implemented the following emergency provisions to keep staff and patrons safe when visiting the library:

- Library patrons (over age 2) must wear a mask to enter the library building and in designated outdoor areas. Masks must remain in place at all times. The number of members of the public allowed in the library at one time will be at the discretion of the library director.
- Public browsing hours will be limited
- ~~Library patrons are encouraged to conclude their browsing activity within 30 minutes~~
- Public computer equipment will be provided at the director's discretion.
- ~~Practice social distancing while in the library or attending library events.~~
- ~~Patrons attending outdoor activities sponsored by the library agree to adhere to the library's mask and social distancing procedures as outlined in this policy.~~ These procedures may be updated by the library director informed by the CDC, NYS and Albany County Health Departments. The Library board will be notified of changes via email and changes will be discussed at the following month's board meeting.
- The library staff may require patrons to leave library property if they are unwilling to comply with these safety guidelines.

If these emergency provisions cannot be met, please contact the information desk at [information@bethpl.org](mailto:information@bethpl.org) or 518-439-9314 ext. 2 to find an alternative solution to meet your service needs.

Bethlehem Public Library values its responsibility to enhance the general welfare and quality of life in the community and region it serves. The library pursues excellence in its mission: to provide equal and uncensored access to resources and services that encourage lifelong learning, cultural enrichment, and professional growth.

Library patrons have the right to use library materials and services without being disturbed or impeded by other library users. Library staff have the right and obligation to conduct library business efficiently and without interference. Patrons and staff alike have the right to safety and comfort in the library and on the grounds.

The Board of Trustees is responsible for determining rules of behavior necessary to protect the rights, safety, and comfort of patrons and staff. Library staff have been entrusted to courteously, but firmly, enforce these rules.

## **Rules of Behavior**

1. Children under the age of nine must be accompanied by an adult. Staff cannot assume responsibility for the safety, care, supervision, or entertainment of unattended children. If a parent cannot be located at closing time or in an emergency, staff will request a police officer to escort the child to the Bethlehem Police Department (447 Delaware Avenue).
2. Conduct prohibited in the library includes but is not limited to:
  - a. public disturbance
  - b. loud, offensive or abusive language
  - c. sleeping
  - d. solicitation, selling, or distribution of leaflets within the library or impeding anyone's progress into or out of the library for such purposes
  - e. gambling
  - f. loitering
  - g. using, possessing or being under the influence of alcohol or illegal drugs
  - h. smoking
3. Patrons may not bring animals, except those specifically required for service purposes, into the library. Animals, including service animals, must be attended at all times. (See Animal Policy)
4. Appropriate attire, including shirts and shoes, must be worn at all times.
5. Activities such as skateboarding, in-line skating and bicycling are not permitted inside the library building.
6. Bicycles should be placed in bicycle racks provided for this purpose. Bicycles may not be left inside the library.
7. Cellular phone use must not disturb other patrons. Cell phone conversations should be conducted in the lobby whenever possible.
8. Patrons shall respect requests to examine materials that have activated the alarm when passing through the security system.
9. Patrons shall not deface, mar or in any way destroy or damage any materials, furnishings, equipment, or other library property.

Any patron not abiding by these or any other rules and regulations of the library may be asked to leave the library premises. Repeat offenders may be denied library privileges by the Library Board of Trustees on the recommendation of the library director. Library employees may contact local police if necessary.



# (DRAFT) LONG RANGE SERVICES PLAN 2022-2024

## **Mission**

**Bethlehem Public Library** values its responsibility to enhance the general welfare and quality of life in the community and region it serves. The library pursues excellence in its mission: to provide equal and uncensored access to resources and services that encourage lifelong learning, cultural enrichment, and professional growth.

## **Strategic Connection: Space**

**Bethlehem Public Library** will address space needs for programming, events, collections, quiet study, storage, staff workspaces, comfort, and accessibility through the Long Range Facilities Master Plan.

Bethlehem Public Library will fulfill its mission by connecting our community and our world through three strategic directions:

## **Strategic Directions:** Connecting our community; connecting our world

### ➤ Strategic Direction 1: Inclusion and Equity

*To provide equal and uncensored access to resources and services, the library commits to work towards inclusion and equity for all users through awareness of and continued responsiveness to the diversity of the communities we serve.*

### ➤ Strategic Direction 2: Educate and Prepare

*To fulfill our mission to encourage lifelong learning, cultural enrichment, and professional growth, the library will provide technology literacy, digital literacy, education, job readiness, and learning opportunities to prepare our community for the future.*

### ➤ Strategic Direction 3: Sustain and Connect

*To focus on the quality of life in the community, region, and world that we serve, we aim to connect with our community in building a sustainable future through enhanced technology infrastructure and literacy outreach initiatives.*

Strategic Direction 1:  
**Inclusion and Equity**

- Inclusion and Equity: Welcome Initiatives
  - Create physical and virtual welcome packets for new library card holders
  - Provide welcome packets for new BCSD families in partnership with school district
  - Translate welcome materials into Mandarin Chinese and Spanish
  - Evaluate library signage and standardize
- Inclusion and Equity: Focus on perspective
  - Complete diversity audits in collection materials
    - Purchase software services for evaluation
    - Review collection development and materials purchasing to meet gaps identified through diversity audits
  - Investigate library use trends by patron demographics and residential location. Compare to use prior to pandemic
  - Expand percentage of total library card holders above current rates (74%)
  - Increase percentage of active card holders each month (above 20%)
  - Establish targeted populations to build new user groups
- Inclusion and Equity: Staff Training
  - Invest in diversity and inclusion trainings, social work informed staff training, and programs to work with and for all library users
  - Encourage staff participation in national conferences or other opportunities
- Inclusion and Equity: Accessibility
  - Continue to market, increase, and amplify Books to People home delivery book and materials service
  - Cultivate increased e-content and add more usable interface for integrated digital content, readalikes and NoveList suggestions (separate Encore installation)
  - Analyze, evaluate, and address barriers to access and use
    - Online library card registration
    - Language used in overdue and holds notifications
    - Evaluate incentivized material return
  - Hire an agency to perform physical accessibility audit for library space

**Programming Focus: Inclusion and Equity**

- Create more intergenerational and cohesive programs and experiences
- Implement diversity and inclusion metric for all programming
- Offer timely, proactive programs based on current events
- Make programming accessible to more populations (in-person and virtual)

Strategic Direction 2:  
**Educate and Prepare**

- Educate and Prepare: Job Readiness
  - Identify external job readiness programs for new graduates and job seekers
  - Formalize volunteer coordinator and alternative pathways to employment role at library
- Educate and Prepare: Technology Literacy
  - Increase digital literacy on current software applications through one-on-one, point-of-need assistance and scheduled classes
  - Provide access to and training on new and emerging technologies using targeted technology donations

Strategic Direction 3:  
**Sustain and Connect**

- Purchase and invest in technology and training for digital reformatting available in the studio makerspace and for circulation
- Educate and Prepare: Early and Literacy
  - Offer caregiver specific training, programs, and resources on early literacy
  - Market early literacy tips for caregivers through social media, newsletter, and printed media
  - Establish tools to effectively support the transition from Pre-kindergarten to Kindergarten
- Programming Focus: Educate and Prepare**
  - Present classes that help develop life skills
  - Offer financial literacy and planning programs
  - Promote workforce development opportunities
  - Provide educational enrichment (including local interest, environment, sustainability, history)
  - Collaborate with and promote a connected, sustainable, and resilient community
  - Offer a variety of cooking classes
- Sustain and Connect: Technology Infrastructure
  - Investigate municipal Wi-Fi options and increased library-provided Wi-Fi access points
  - Invest in power access points outside the library and throughout library grounds
  - Explore purchase and installation of a generator or building-level backup battery
  - Investigate Wi-Fi continuity for disaster preparedness using satellite internet and portable network kits (PNK)
  - Connect state-level broadband access programs to local library-provided resources
    - Provide Chromebooks for \$15/month broadband users
    - Market state and federal broadband access initiatives
- Sustain and Connect: Resiliency
  - Pursue NYLA Sustainable Library Certification
  - Offer at least one environmental program each quarter
  - Support financial, environmental, and human-centered sustainability in program, resource, and service offerings
- Sustain and Connect: Outreach
  - Expand pop-up library and off-site programming
  - Develop role of outreach coordinator and hire new position
  - Increase connections with homeschool families and virtual learners
  - Establish and build connections for early literacy outreach libraries and resources at non-traditional locations; plan for necessary materials, kits, flyers, and furniture
  - Purchase and launch mobile pop-up library vehicle
  - Strengthen school outreach, community connections, and partnerships



Strategic Connection:  
**Marketing**

**Programming Focus: Sustain and Connect**

- Caregiver support
- Health and wellness events and programming
  - Including a memory café, circulating memory kits, VR technologies
- Social programming (engaging and interactive programs such as trivia, social cafes, games)

➤ **Marketing Focus**

- Develop new marketing plan to increase awareness of long-range plan concepts and goals for staff and the public
- Evaluate and maximize impact of marketing to current users and develop new audiences
- Focus on promotion of services/collections (market important goal seasonably or weekly)
- Encourage and establish procedures for effective peer-to-peer marketing (talking points and wildly important goal (WIG))
- Create a crisis communication response team and procedures
- Prepare for a shift to a self-broadcasting content model
- Integrate marketing activities with existing outreach
- Update website to maintain consistency and accessibility and maximize user experience
- Increase social media presence through marketing calendar and staff input/participation
- Social media marketing for some regional literary library events