Board of Trustees Meeting
Monday March 13, 2023 6:00 pm

This meeting will be held in person in the Board Room
Watch here: http://www.bethlehempubliclibrary.org/watch-the-meeting-here/
Public comments can be submitted here:
https://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/
Board packet information can be accessed here:
https://www.bethpl.org/about-us/board-of-trustees/

Agenda

- **Call to order**
- **Public participation**
- **Review previous meeting minutes (p. 2-7)**
- **Financial report (p. 9-16)**
  - **Treasurer's update (p. 8)**
- **Personnel report (p. 17)**
  - **Personnel actions**
- **Director's report (p. 18-25)**
- **UHLS report**
- **New business**
  - o **NYS annual report for public libraries (p. 26-65)**
  - o **Schematic design proposal (p. 66-69)**
  - o **Confidential records policy – 1st read (p. 70)**
  - o **Exam proctoring policy – 1st read (p. 71-72)**
  - o **Other new business**
- **Old business**
  - o **Draft 2022-23 library budget (p. 73-74)**
  - o **Plaza entry**
  - o **Donations/naming rights**
  - o **Negotiations – update**
  - o **Volunteer policy – 2nd read (p. 75-76)**
  - o **Other old business**
- **Future business**
- **Public participation**
- **Executive session**
- **Adjournment**
  - **Next board meeting: April 16, 2023 6:00 pm**
  - **Next Friends of the Library meeting: April 16, 2023 6:30 pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)
Monday February 13, 2023

PRESENT: Caroline Brancatella
               Mark Kissinger
               Sarah Patterson
               Lisa Scoons
               Michelle Walsh
               Charmaine Wijeyesinghe
               Sharon Whiting, library treasurer

               Geoffrey Kirkpatrick, director
               Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang

GUESTS: Tanya Choppy, accounts clerk
               Chris McGinty, assistant director
               Jennifer Crawford, confidential secretary
               Tracey McShane, personnel administrator
               Phil Berardi, head of Circulation and Technical Services
               Lisa Wennberg, Keplinger Freeman Associates
               Ed Keplinger, Keplinger Freeman Associates
               John Edwards, Sage Engineering
               Brooke Williams, Ashley McGraw Architects
               DeAnna Hine, Ashley McGraw Architects
               Susanne Angarano, Ashley McGraw Architects
               Natalie Redmore, Ashley McGraw Architects

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

PUBLIC PARTICPATION
There was no public participation at this time.

ARCHITECT'S PRESENTATION ON BUILDING FEASIBILITY STUDY
The board received the architects' slides the previous Friday. B. Williams started the presentation by reviewing the goals, priorities and purpose for project. She then presented some of the design refinements for the Split the Middle Hybrid option that the board was interested in exploring. This option would open up 168 parking spaces and feature a curbside pickup window, as well as public entrances on both sides of a community space addition. The site would have one entry point with a two-way traffic flow and visibility from Borthwick Avenue. A covered pavilion would be able to house equipment for outdoor events. M. Kissinger asked where the green space was located as much of the rendering featured a hardscape patio for the outdoor space. B. Williams said that the smaller green space behind the pavilion could host events for up to 100 guests. M. Walsh said she was surprised to see so much patio space rather than green

Page 1 of 6

space, and she wasn't sure there was a need for a covered pavilion with the addition of the community space inside the library. G. Kirkpatrick said that the library needs some type of outdoor covered area for programs. B. Williams and S. Angarano said that if having more green space is the direction the board wants to go in, that could be addressed moving forward.

N. Redmore described the interior spaces in the drawings. She said the entrance would feature a multipurpose large meeting space, as well as other community gathering areas and seating. There would be a staff area at the book pickup window, as well as one near the maintenance and receiving area. The elevator to the mezzanine would be moved into the staff only area. A central "collaboration zone" would feature moveable furniture to accommodate different uses. She noted that the drawings featured furniture and wall placements but none of it was set in stone.

Additional notes:

- C. Wijeyesinghe asked if the Children's Space, which was shown near the entrance of the building, had increased in size. N. Redmore said it was a slight increase by about 800-1,000 square feet.
- C. Wijeyesinghe asked if the elevator needs to be moved as she knows it can be costly. S. Angarano noted that it would not need to be a commercial elevator if it is a staff-only lift and moving it would eliminate public confusion about what might be upstairs. C. Wijeyesinghe said she would like to see the costs involved with moving it.
- The mezzanine support bars would remain and 2,300 square feet of staff space would remain in the mezzanine.
- C. Wijeyesinghe asked if there were more small study rooms in the design concept. B. Williams pointed out the areas where there are additional study rooms and noted that staff-only meeting areas would free up the public spaces for the public.
- L. Scoons asked about additional meeting space. B. Williams said there were two meeting rooms in the addition, one that could hold 2-4 people and another that could hold 8-10 people. The community room could be divided into two sound-proof spaces that could accommodate groups up to 100, depending on configuration. The combined space could fit up to approximately 300 people.
- M. Walsh said she wasn't seeing any medium-sized spaces like the board room. B. Williams said the interior concepts could be reconfigured to allow for that type of space.
- B. Williams presented examples of retractable seating, stage design and a Sky Fold room divider for the large community space. She also presented different types of configurations for the room. She asked the board to think about which of those options they'd like to look into more. G. Kirkpatrick said the library was definitely interested in something that could divide the large space as needed.
- C. Wijeyesinghe asked if the new entrance shortens the walk to the entrance of the library and by how much. B. Williams said it is around 15 feet from an ADA parking space to the front door, with the access short on the Community Room side.
- L. Scoons asked where the transformer would be relocated. B. Williams said it was outside the maintenance area. C. Wijeyesinghe asked if it could realistically remain where it is.
- B. Williams said the exterior would get a more modern refresh with warm wood tones and windows that would let in the natural light
- S. Angarano presented a rough budget estimate and said that as they go further into the design they can get a better idea of actual costs and can make decisions about what to keep or what to leave out. The estimated budget was based on the assumption of an all-at-once construction beginning within the next two years.

- S. Whiting asked if the estimate included landscaping costs, and S. Angarano said it did.
- C. Wijeyesinghe asked what the process would be to look at reducing the costs. S. Angarano said her recommendations would be to continue developing the design into more detail to compare the vale versus the costs, but they could also rethink the design without the additional information. C. Wijeyesinghe said she felt comfortable with the first option as the architects have given the board a lot of flexibility. M. Kissinger agreed that moving forward with developing the current scheme was a good option.
- C. Wijeyesinghe asked if trustees would have to cut items from the project if costs rose between the time a potential bond is approved and implementation. S. Angarano said the architects would work with the board to stay within the budget.
- C. Wijeyesinghe asked about the exterior glass from a safety standpoint. C. Brancatella said she had the same thought. The architects said they would take those concerns into consideration.
- S. Angarano said the next step in the process would be to close out this conceptual design phase and have a conversation about moving forward.

MINUTES

Minutes of the 9 January 2023 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:

- With the renewal of a 4-month CD and favorable interest rates, the library will be earning interest on interest. C. Wijeyesinghe thanked S. Whiting and the financial committee for their work.
- S. Whiting said the fund balance has been growing over the past year and some of it can be used on any potential project. Any such money would be moved into the capital projects fund to keep track of spending.

On a MOTION by S. Patterson with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 January 2023 (Checks disbursed in January 2023 based on pre-approval $55,416.52; Checks disbursed in January 2023 relating to payroll $187,723.98; Checks being submitted for approval $87,059.69; CapProject Fund/Hand-Drawn Checks $6,437.53; Total: $336,637.72).

PERSONNEL REPORT

G. Kirkpatrick reported that the library had recently filled a full-time Library Assistant position and two full-time Librarian 1 positions, as well as a part-time clerk position. He said the library was approaching full staffing for the first time in years. There were no personnel actions requested at this time.

UHLS BOARD UPDATE

L. Scoons said Advocacy Day would take place Feb. 28, with a meeting at 9:15am with the Assembly and 3:30 p.m. with the Senate. She had a schedule and maps that she offered to share. She also noted that the executive budget included cuts to library aid and construction aid, but there is still a chance it could be replaced by the legislature. The UHLS Library Expedition will be returning this spring and summer.

DIRECTOR'S REPORT

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

- G. Kirkpatrick said that the first few weeks of the year have started to feel more like pre-COVID times as far as the number of people using the building. Use of meeting rooms and study rooms has picked up, and a recent program was filled to capacity resulting in people being turned away.
- M. Walsh said it was her impression that a vibrant and inviting Children's Place was part of the Long Range Plan, and she noticed that the architects' rendering kept it nearly the same size as the current one. G. Kirkpatrick said that now was the time for the library to make clear its ideas and priorities regarding those spaces.
- An upcoming Via Aquarium event is expected to be popular. G. Kirkpatrick said that events are announced first in Footnotes so that Bethlehem patrons have a first shot at registering.
- Physical material checkouts are up. L. Scoons asked why electronic checkouts weren't broken out in the state report. G. Kirkpatrick said they are still working through how to categorize digital collections.
- The stats show that physical use of the building returning.

NEW BUSINESS

Draft 2023-24 library budget

S. Whiting noted the 2023-2024 budget draft didn't include any significant changes from last year. She believes the calculated turnover allowance for salaries remains accurate, and no new positions have been created. The budget line for accounting will decrease by about $10,000 because that amount represented a one-time cost for last year's purchase of new accounting software. M. Kissinger asked why the budget line for library materials is down from last year. S. Whiting said it represents a number that is closer to what is actually being spent. She said it is still around 12 percent of the budget, which compares favorably to other libraries in the area. G. Kirkpatrick said that 12 percent is based on Pennsylvania standards as there are currently no other regional or national standards. C. Wijeyesinghe asked G. Kirkpatrick if he would be spending all of it. He said, yes, that was the intent.

The proposed levy is an increase of 1.97 percent. It could increase by as much as $81,530 and still remain under the tax cap. M. Kissinger encouraged the board to look over the draft and be ready to vote on it at the March meeting.

Volunteer policy

G. Kirkpatrick said a volunteer policy has been drafted as part of the library's effort to relaunch volunteering. C. Wijeyesinghe said that board members could give it a first read and vote on it at the next meeting.

Trane invoice

G. Kirkpatrick said the library needs new compressor on rooftop unit 3 before the air-conditioning season kicks in. The compressor that is no longer working is five years old.

On a MOTION by L. Scoons with a SECOND by C. Brancatella, the board unanimously approved an invoice from Trane in the amount of $6,837 for the replacement of the RTU 3 Compressor.

Plaza entry

The board received a letter recently about the dangers icing on the plaza entrance poses to the public. The board was asked if there was any interim mitigation that could be done in advance of any potential building project. G. Kirkpatrick said the weather in January created some particularly challenging situations. He has reached out to the landscape architects working with Ashley McGraw to get a conceptual price to bring back to the board. L. Scoons said she noticed on a recent trip that the plaza became extremely icy in just the time it took her to retrieve her books. M. Walsh noted that there is a budget line for capital expenditures and contingencies. C. Brancatella said the expense would likely be less than a lawsuit were someone to get hurt.

Other new business

There was no other new business at this time.

OLD BUSINESS

Notary services – update

G. Kirkpatrick presented a streamlined version of his earlier notary proposal, with 11 people providing notary services. He said that it wouldn't bring availability to 100 percent, but coverage would be pretty good. He said the board did not need to make any final decisions just yet but that he would be taking advantage of Upper Hudson's offer to cover the costs of training and exam fees for those individuals.

Donations/naming rights

G. Kirkpatrick asked the board if they were interested in considering naming rights at the library. This line of discussion had been brought about by a question from a member of the public. If it was something they were interested in allowing, a policy and some parameters would need to be drafted. M.Walsh asked to clarify that a set policy was not the current discussion, that the board could consider just the point of accepting or not accepting the idea of Naming Rights and actual policy could be hammered out at a later date. C. Brancatella asked if it was something that could be addressed later as any type of building project could potentially change the existing room configuration. G. Kirkpatrick said it wasn't necessary to go into detail at this time but just decide whether it is something they want to do, and it might be something good to have in place if there were to be a construction project. C. Brancatella, L. Scoons, and C. Wijeyesinghe all said they were unsure how they felt about allowing it but were open to learning more. The board said they would like to hear more about existing policies at other libraries and have a decision in place by fall.

Negotiations – update

The union's attorney and those for the library are beginning to schedule time for the discussion. C. Wijeyesinghe asked if there were any implications for the budget. G. Kirkpatrick said it may impact the way the budget is spent but it wouldn't change it as it is set in March.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

There was no future business at this time.

PUBLIC PARTICIPATION
There was no public participation.

EXECUTIVE SESSION
On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board adjourned to executive session at 8:17pm to discuss contact negotiations pursuant to Article Fourteen of the Civil Service Law

On a MOTION by S. Patterson with a SECOND by C. Wijeyesinghe, the board adjourned executive session at 9:04pm.

ADJOURNMENT

On a MOTION by L. Scoons with a SECOND by C. Brancatella, the board adjourned the regular meeting at 9:05pm.

Prepared by   Cosigned by
Kristen Roberts, recording secretary   M. Kissinger, board president

Treasurer's Report
March 2023

Revenue and Expense Report
On the revenue side, we have received 98% of budgeted tax revenues from the school district and expect to receive the remainder in April. Interest income is over $43,000. Expenses are about 6% underbudget, tracking close to last year at this time.

Budget
Included in the packet is the proposed budget for FY 2023-2024. The projected levy limit increases by close to $94,000, or 2.18%. The proposed budget does not include any new positions, or any significant adjustments to supplies and services, but provides enough flexibility should unplanned expenses arise or inflation be an issue. We believe that, along with the underlying assumptions, it presents a reasonable plan for the library for the 2023-2024 fiscal year.

A Note About the Fund Balance
The current fund balance is $4.1 million. Of this amount, approximately $1.3 million is needed to fund operations for the first quarter of the year, until tax revenue is received. The remainder, $2.8 million, is available for emergencies, building projects or the like.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 2/28/23

	BALANCE 1/31/2023	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	BALANCE 2/28/2023
TD Bank General Fund	1,204,420.01	188.25	(189,503.22)	984.83	168,153.33	1,184,243.20
TD Bank Payroll	0.00		(131,846.67)	-	131,846.67	0.00
TD Bank Money Market	2,543,656.09	-	-	4,622.84	(300,000.00)	2,248,278.93
TD Bank Treasury Bill	1,015,314.30	-	-	3,753.02	-	1,019,067.32
TD Bank Capital Project Fund	20,066.50	-	(6,437.53)		-	13,628.97
TD Bank 6 mo. CD Opened 11/9/22	1,000,000.00	-	-		-	1,000,000.00
TD Bank 4 mo. CD Opened 2/9/23	505,122.33	-	-		-	505,122.33
Key Bank Checking	4,510.81	1,900.98	(149.71)		-	6,262.08
TOTAL:	5,783,456.90	188.25	(327,787.42)	9,360.69	-	5,465,218.42

Checks outstanding greater than 90 days old:

General Fund cash balance includes $16,632* of Storch Fund money

*Includes Friends match & $493 paid for baby changing kits as requested from the Storch Family

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

8 MONTHS ENDED 2/28/23

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 8 MO. ENDED 2/28/2023	Percent YTD 2/28/2023	ANNUAL BUDGET 2021-2022	YTD PRIOR 8 MO. ENDED 2/28/2022	Percent YTD 2/28/2022
Real Property Taxes	4,308,076	4,212,642	97.8%	4,172,563	4,101,158	98.3%
PILOT	227,724	233,871	102.7%	219,570	219,916	100.2%
Fines	2,000	1,925	96.3%	15,000	14,538	96.9%
Interest on Deposits	6,000	43,633	727.2%	7,500	2,729	36.4%
Lost Book Payments	2,500	6,950	278.0%	-	5,618	0.0%
Sale of Books	-	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	3,500	9,830	280.9%	2,000	5,548	277.4%
Photocopier	6,500	5,088	78.3%	7,500	3,477	46.4%
State Aid	24,500	22,779	93.0%	23,170	21,961	94.8%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	400	0.0%	-	154	0.0%
Total Revenue	4,580,800	4,537,117	99.0%	4,452,303	4,375,099	98.3%

EXPENSES

Salaries	2,444,929	1,534,576	62.8%	2,363,565	1,468,475	62.1%
Retirement	237,333	232,558	98.0%	291,089	316,827	108.8%
Health Insurance	364,700	253,566	69.5%	310,433	215,078	69.3%
Other Benefits	219,538	133,217	60.7%	201,213	127,196	63.2%
Subtotal Salaries & Benefits	3,266,500	2,153,916	65.9%	3,166,300	2,127,575	67.2%
Library Materials - Print	290,000	135,962	46.9%	292,000	142,029	48.6%
Library Materials - Electronic & Audio	296,000	147,892	50.0%	269,000	150,118	55.8%
Subtotal Library Material	586,000	283,854	48.4%	561,000	292,148	52.1%
Operations	593,300	329,934	55.6%	601,900	325,141	54.0%
Capital Expenditures	100,000	7,827	7.8%	125,000	12,497	10.0%
Contingency	35,000	-		-		
Total Expenses	4,580,800	2,775,531	60.6%	4,454,200	2,757,361	61.9%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

8 MONTHS ENDED 2/28/23

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 8 MO. ENDED 2/28/2023	Percent YTD 2/28/2023	ANNUAL BUDGET 2021-2022	YTD PRIOR 8 MO. ENDED 2/28/2022	Percent YTD 2/28/2022
Salaries & Benefits						
Salaries-Librarians	1,174,134	748,415	63.7%	1,203,711	758,064	63.0%
Salaries-Support Staff	1,108,487	675,131	60.9%	976,846	606,032	62.0%
Salaries-Custodians	162,308	111,030	68.4%	163,595	104,378	63.8%
Subtotal Salaries	**2,444,929**	**1,534,576**	**62.8%**	**2,344,152**	**1,468,475**	**62.6%**
Retirement	237,333	232,558	98.0%	323,103	316,827	98.1%
Health Ins.	364,700	253,566	69.5%	307,889	215,078	69.9%
SocSec/Medicare	187,038	111,857	59.8%	179,359	108,356	60.4%
Worker's Comp.	20,000	17,194	86.0%	19,000	16,845	88.7%
Unemployment	10,000	2,898	29.0%	10,000	-	0.0%
Disability Ins.	2,500	1,267	50.7%	1,400	1,995	142.5%
Subtotal Salaries & Benefits	**3,266,500**	**2,153,916**	**65.9%**	**3,184,903**	**2,127,575**	**66.8%**
Library Materials						
Adult books	171,000	86,049	50.3%	171,000	83,554	48.9%
Periodicals	19,000	10,906	57.4%	18,000	18,096	100.5%
YS Books	85,000	33,098	38.9%	85,000	34,143	40.2%
Special Collections	15,000	5,910	39.4%	18,000	6,237	34.6%
Subtotal Print Materials	**290,000**	**135,962**	**46.9%**	**292,000**	**142,029**	**48.6%**
Audiobooks	23,000	12,381	53.8%	25,000	11,077	44.3%
E-Collections	196,000	92,536	47.2%	156,000	103,376	66.3%
Electronic Resources	27,000	23,669	87.7%	28,000	13,252	47.3%
YS Audiobooks	5,000	2,977	59.5%	7,000	1,295	18.5%
YS Media	5,000	980	19.6%	5,000	2,173	43.5%
AS Media	40,000	15,348	38.4%	48,000	18,945	39.5%
Subtotal Electronic & Audio	**296,000**	**147,892**	**50.0%**	**269,000**	**150,118**	**55.8%**
Subtotal Library Materials	**586,000**	**283,854**	**48.4%**	**561,000**	**292,148**	**52.1%**
Operations						
Copiers and supplies	15,000	6,744.81	45.0%	18,000	6,171	34.3%
Office supplies	20,000	8,777.35	43.9%	20,000	12,936	64.7%
Custodial supplies	26,000	9,729.58	37.4%	26,000	8,549	32.9%
Postage	20,000	12,192.14	61.0%	20,000	9,965	49.8%
Printing & Marketing	35,000	11,942.43	34.1%	38,000	13,661	36.0%
Van lease & oper.	4,000	434.33	10.9%	4,000	342	8.5%
Gas and Electric	65,000	52,057.24	80.1%	50,000	48,544	97.1%
Telecommunications	14,000	15,705.27	112.2%	18,000	8,151	45.3%
Water	3,000	2,097.72	69.9%	3,000	1,465	48.8%
Taxes-sewer & water	3,400	3,336.29	98.1%	3,400	3,184	93.7%
Refund property taxes	7,500	62.82	0.8%	10,000	1,450	14.5%
Prof. Services	30,000	6,337.50	21.1%	30,000	16,767	55.9%
Contract Services	45,000	15,061.28	33.5%	42,000	29,899	71.2%
Insurance	29,000	28,304.96	97.6%	29,000	26,008	89.7%
Bank Fees	1,400	1,092.79	78.1%	-	859	0.0%
Travel/Conference	3,000	2,182.25	72.7%	3,000	2,318	77.3%
Memberships	3,000	1,995.00	66.5%	3,000	1,768	58.9%
Special Programs	32,000	9,866.22	30.8%	35,000	10,643	30.4%
Furniture & Equipment	40,000	11,179.14	27.9%	40,000	13,319	33.3%
IT Hardware & Software	42,000	24,566.68	58.5%	42,000	16,747	39.9%
Bld & Grnd. Repair	40,000	6,111.50	15.3%	40,000	17,521	43.8%
Furn/Equip Repair	2,000	44.49	2.2%	2,000	97	4.8%
Miscellaneous	6,000	4,897.25	81.6%	4,000	4,067	101.7%
Audit Service	24,000	22,900.00	95.4%	24,000	16,876	70.3%
Accounting Service	30,000	33,278.36	110.9%	15,000	14,010	93.4%
UHLAN fees	53,000	39,037.02	73.7%	52,000	39,826	76.6%
Subtotal Operations	**593,300**	**329,934**	**55.6%**	**571,400**	**325,141**	**56.9%**
Capital Expenditures	100,000	7,827	7.8%	100,000	12,497	12.5%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	**4,580,800**	**2,775,531**	**60.6%**	**4,452,303**	**2,757,361**	**61.9%**

BETHLEHEM PUBLIC LIBRARY

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN FEBRUARY 2023 BASED ON PRE-APPROVAL	$	44,653.03
CHECKS DISBURSED IN FEBRUARY 2023 RELATING TO PAYROLL	$	189,637.17
CHECKS BEING SUBMITTED FOR APPROVAL	$	50,408.90
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	$	4,490.00

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40490	02/15/2023	1965	**VOID** PATRICIA GEROU		-510.30
40692	02/03/2023	2413	**VOID** JULIE ANNE JOHNSON	230081	-20.00
40723	02/15/2023	1707	**VOID** AUDREY WATSON		-170.10
40918	02/01/2023	1424	AFLAC NEW YORK		220.04
40919	02/01/2023	1831	CDPHP UNIVERSAL BENEFITS, INC.		25,542.59
40920	02/01/2023	2395	CSEA EMPLOYEE BENEFIT FUND		190.53
40921	02/01/2023	720	MVP HEALTH PLAN, INC.		6,380.32
40922	02/01/2023	2061	UNITED HEALTHCARE INSURANCE CO		171.92
40923	02/01/2023	1581	UNITED STATES POSTAL SERVICE	230017	1,459.26
40924	02/01/2023	1607	VERIZON BUSINESS FIOS	230013	159.79
40925	02/01/2023	1607	VERIZON BUSINESS FIOS	230013	124.99
40926	02/01/2023	1607	VERIZON BUSINESS FIOS	230013	159.79
40927	02/01/2023	1607	VERIZON BUSINESS FIOS	230013	87.66
40928	02/03/2023	1833	HIGHMARK BSNENY		8,248.06
40929	02/03/2023	2340	T-MOBILE	230327	923.00
40983	02/15/2023	1965	PATRICIA GEROU		510.30
40984	02/15/2023	1707	AUDREY WATSON		170.10
40985	02/17/2023	2426	JPMORGAN CHASE BANK NA	*See Detail Report	845.29
40986	02/17/2023	1607	VERIZON BUSINESS FIOS	230013	159.79

Number of Transactions: 19

Warrant Total: 44,653.03
Vendor Portion: 44,653.03

*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 - 31: TRUST & AGENCY (FEB 23) For Dates 2/1/2023 - 2/28/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40982	02/15/2023	712	CIVIL SERVICE EMPL ASSOC INC.		898.68
40987	02/28/2023	712	CIVIL SERVICE EMPL ASSOC INC.		915.07
100742	02/15/2023	709	BPL SPECIAL PAYROLL ACCOUNT		61,835.25
100743	02/15/2023	710	NYS INCOME TAX BUREAU		3,383.83
100744	02/15/2023	1946	IRS - PAYROLL TAX PMT		19,600.53
100745	02/15/2023	2003	NEW YORK STATE DEFERRED		2,205.02
100746	02/28/2023	709	BPL SPECIAL PAYROLL ACCOUNT		70,011.42
100747	02/28/2023	710	NYS INCOME TAX BUREAU		3,735.78
100748	02/28/2023	730	NYS EMPLOYEES RETIREMENT SYSTE		3,191.39
100749	02/28/2023	1946	IRS - PAYROLL TAX PMT		21,597.65
100750	02/28/2023	2003	NEW YORK STATE DEFERRED		2,262.55

Number of Transactions: 11

Warrant Total: 189,637.17

Vendor Portion: 189,637.17

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

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1208	03/14/2023	2424	ASHLEY MCGRAW ARCHITECTS	230343	4,490.00
40997	03/14/2023	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	23.00
40998	03/14/2023	2420	AMAZON CAPITAL SERVICES INC	230368	1,552.18
40999	03/14/2023	77	BAKER & TAYLOR , INC.	*See Detail Report	18,736.09
41000	03/14/2023	1186	BAKER AND TAYLOR ENTERTAINMENT	*See Detail Report	185.18
41001	03/14/2023	2166	BERKSHIRE BOTANICAL GARDEN	230362	120.00
41002	03/14/2023	719	BETHLEHEM CENTRAL SCHOOL DIST	230370	36.39
41003	03/14/2023	89	BETHLEHEM CHAMBER OF COMMERCE	230342	825.00
41004	03/14/2023	103	BRODART INC	230031	110.17
41005	03/14/2023	697	CAPITAL REGION BOCES	230000	243.00
41006	03/14/2023	2428	DANIEL MAY	230386	40.00
41007	03/14/2023	1434	DELL MARKETING L.P.	230359	3,753.26
41008	03/14/2023	1220	DEMCO, INC	*See Detail Report	202.65
41009	03/14/2023	1463	EAST GREENBUSH COMM LIBRARY	230348	22.99
41010	03/14/2023	1991	EASTERN MANAGED PRINT NETWORK LLC	230004	300.11
41011	03/14/2023	2215	ELM USA, INC	230354	84.49
41012	03/14/2023	2169	EMPIRE STATE AEROSCIENCES MUSEUM	230376	60.00
41013	03/14/2023	1532	ENVISION WARE, INC.	230344	624.75
41014	03/14/2023	1674	FINDAWAY	230339	524.90
41015	03/14/2023	1986	FIRSTLIGHT FIBER	230005	191.09
41016	03/14/2023	787	GUILDERLAND PUBLIC LIBRARY	230345	13.95
41017	03/14/2023	2363	JO-ANN STORES, LLC	230369	1,050.00
41018	03/14/2023	2322	KANOPY INC.	230018	1,267.00
41019	03/14/2023	2201	LANE PRESS OF ALBANY	230006	3,495.00
41020	03/14/2023	2261	LIBRARY IDEAS, LLC	230389	540.84
41021	03/14/2023	1024	MIDWEST TAPE LLC	*See Detail Report	4,460.66
41022	03/14/2023	377	MOORE FIRE EXTINGUISHER	230373	458.00
41023	03/14/2023	2431	ONONDAGA COUNTY PARKS	230341	110.00
41024	03/14/2023	1823	OVER DRIVE INC.	230351	829.48
41025	03/14/2023	450	PHILLIPS HARDWARE INC	230015	72.48
41026	03/14/2023	2339	PRONUNCIATOR LLC	230353	1,450.00
41027	03/14/2023	1661	RCS COMMUNITY LIBRARY	230349	16.99
41028	03/14/2023	505	ROEMER WALLENS GOLD & MINEAUX	230360	624.00
41029	03/14/2023	2287	SCHENECTADY CO. HISTORICAL SOCIETY	230363	50.00
41030	03/14/2023	2421	SENTRON ASSOCIATES INC.	230371	497.52
41031	03/14/2023	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	338.39
41032	03/14/2023	2241	THE GREENFIELD REVIEW LITERARY CENTER	230379	500.00
41033	03/14/2023	2203	THE LIBRARY STORE, INC.	230390	212.11
41034	03/14/2023	2307	TRANE U.S. INC.	230290	2,544.00
41035	03/14/2023	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	*See Detail Report	38.95
41036	03/14/2023	2328	UNIFIRST CORPORATION	230009	183.66
41037	03/14/2023	632	UPPER HUDSON LIBRARY SYSTEM	230372	1,012.10
41038	03/14/2023	1692	VALLEY FALLS FREE LIBRARY	230350	10.99
41039	03/14/2023	1607	VERIZON BUSINESS FIOS	230013	89.00
41040	03/14/2023	1607	VERIZON BUSINESS FIOS	230013	199.99
41041	03/14/2023	1968	VERIZON WIRELESS	230010	100.43

Check #	Check Date	Vendor ID Vendor Name	PO Number	Check Amount
41042	03/14/2023	645 W W GRAINGER INC	*See Detail Report	233.11
41043	03/14/2023	2423 YOUNG LANDSCAPES LLC	230191	2,375.00

Number of Transactions: 48		**Warrant Total:**	**54,898.90**
		Vendor Portion:	**54,898.90**

*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

March 13, 2023 - Board of Trustee Meeting

Personnel Report

Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Library Clerk PT	Public Services	19 hrs/wk		$14.45/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Clerk PT	Circulation Services	11 hrs/wk	15 hrs/wk	$14.45/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		$14.45/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	3 hrs/wk	6 hrs/wk	$14.20/hour	S. Hamilton	12/12/2021	1/10/2022				
Library Page PT	Collection Maintenance	12.8 hrs/wk		$14.20/hour	M. Mitchel	5/11/2022	5/9/2022				
Librarian 1 PT	Public Services	11.67 hrs/wk		$28.41/hour or per contract	E. Puskas	1/2/2023	12/12/2022				
Action Requested											
Reclass current Library Assistant FT position to Librarian 1 FT *	Public Services	35		$55,529/annual or per contract							
Positions Held											
None											

* Request to reclass the position/title Library Assistant to Librarian 1. In doing so, we propose elimination of the Library Clerk PT (Public Services) position from "Previously Approved to Fill".

17

Director's Report
March 2023

Buildings and Grounds

The snow proved to be a bit more of a test during the second half of February and early March. Once again, the maintenance crew did a great job getting the library cleared out after some significant snowfalls. The snowstorm on Saturday proved particularly troublesome, but the warmer March sun helped keep the cleared areas clear and the plaza ice-free once the snow was removed.

Public Services

The public floor was noticeably busier again this month, especially during the BCSD February break week. The Children's Place continued to be busy with children and families reading and enjoying the toys in the play area. Weekends have been particularly busy. Study rooms, public computers, and study carrels were busy as well.

We are adding a pass for the Onondaga County Parks. This includes admission to the Rosamond Gifford Zoo, Pratt's Falls Park, Beaver Lake Nature Center and several other parks in the area. We are especially interested in the access to the zoo. The pass will provide a nice day trip for families with young children.

The Seed Library will return online for BCSD residents starting Monday March 13. This will run through April 9 after which the seeds will be available for all at the information desk. There is a limit of 10 packs per household and are available while supplies last.

Nureet, the library's new Volunteer Coordinator continues to work onboarding new volunteers. John from the IT department is updating an older teen volunteer scheduling system. This will allow volunteers to sign in and schedule themselves for programs and projects. This update was fairly substantial, special thanks to John for his hard work on the project.

The department will be welcoming a new library school intern later this spring.

Program Highlights

February Creation Station
Make-your-own Valentine's Day cards were a big hit! Luke designed the project for the Creation Station. Die cuts and blank folded cards were available for children to make Valentine's Day Cards. Total attendance was 296 over the week.

Creation Station: Valentine's Day Cards - 2/6 - 2/12

Bethlehem Historical Association: Albany Rural Cemetery
104 attendees
By far the most popular BHA event to date; registration was completely full over a week before the event. Luke, as always, took care of many of the pre-event logistical details, and Sarah was more focused on crowd control. We lucked out; we came close to capacity for the room but luckily did not have to turn anyone away. There were some complaints that the Times Union did not mention that registration was required, which was troubling to those coming from outside the immediate community. We had a number of people standing. It has been a few years since we had a program this large, it was a learning experience for all.

Diving into the Library of Things
Michael showed how to find the link to the LOT from our Web page. He brought along a dozen items to display, including the solar charger, soil meter, laser measure, laser level, EMF meter, and Kill-a-Watt power meter.

Macramé Heart Take & Make
Sarah had leftover supplies and had written detailed instructions for this in-person program last year, so she decided to utilize these for a take and make program. It was very popular and fairly easy to put together, so it may be something we do again next year.

Family Storytimes
We are continuing to see the same trend with attendance, with 10 a.m. sessions being more heavily attended (average 25-35 participants), and the 11 a.m. sessions less so (10-20 people).

Story and Snack
These programs were impacted by bad weather, but the parents and kids really enjoyed themselves. Alex cut up less common fruits to try and read stories about different kinds of fruits and veggies. The Thursday program was light on attendance, because of a delayed opening that day, the Saturday program was better attended.

Saturday Storytimes
We are seeing large attendance at these programs, with between 20-40 participants. Weather plays a factor during this time of the year, but caregivers are very pleased that we are offering them on weekends.

Storytime Kits
Thirty-nine storytime kits were given out to be used by children and caregivers. Each kit included a book, scarf, egg shaker, bubbles, snack cup, rubber ducky, eye finger puppet and an early literacy informational booklet with tips on the five practices of early literacy (talking, writing, reading, playing, and singing). We estimate that about 91 people utilized these kits.

School Break Programs:

School Break Break-Out
8 attendees, split into two teams of 4. Everyone had a good time. Educational and entertaining, definitely something we could repeat.

Make Your Own Buttons
This was incredibly popular and the kids and parents. Each child was able to design up to three buttons.

Melted Snowman Craft
There were 27 attendees who created their own versions of melted snowmen. The kids did what kids do best and which was taking whatever materials we provided them and making their own fabulous creations.

Color Your Own Cactus Squishy
Another fun and popular school break craft. Sarah ordered 24 cactus squishys and there were JUST enough for those who arrived at the beginning of the program. Lots of fun and got some cute photos of their creations, which were posted to Facebook.

Paws to Read
Toby the therapy dog visited the library during school vacation week. He arrived around the time that kids were finishing their cactus squishy project, so there were plenty of kids in the

Children's Place who were very excited to see him. About 55 people participated in the perennially popular program.

Paws to Read - 2/24 - Toby

Via Aquarium Programs
Two sessions of this program were offered and broken up into age specific groups. Both sessions went well. The representative from the Aquarium was a little late so the first program did not start until 30 minutes after its original start time, but it ended up working out well. In the first session everyone got a chance to touch 2 different kinds of starfish, pencil sea urchins, and a horseshoe crab. In the second session, people also got a chance to touch moon jellyfish. Attendance for the first session was 63, and for the second session it was 54.

Upcoming Events

Our Listening Party discussing the music of Carlos Santana this past November was so popular we've chosen to continue where we left off by bringing Hal Miller back Thursday, March 16, at 7 p.m. to enlighten us with more of his insightful commentary and glimpses into the world of Carlos Santana as a top musician and close friend. This is a hybrid presentation. Those interested in participating virtually on Zoom need to register on our calendar of events page. Those attending in person do not need to register.

The virtual Author Talks continue to be popular with upcoming programs with celebrity chef Jernard A. Wells on March 21 (4-5:15 p.m.) and bestselling author Pam Jenoff on March 28 (7-8:15 p.m.).

Abenaki elder, musician, storyteller, and well-known author Dr. Joe Bruchac will be providing two programs on April 10 (11 a.m. and 2 p.m.) on the green (weather permitting).

The next Bethlehem Historical Association speaker series will highlight steamboat navigation on the Hudson River presented by local historian Mark Peckham on April 12 at 7 p.m. Registration is optional, but is advised due to limited seating.

Outreach

Mary is starting the high school book club back up again, and the books for the first session have arrived. They will be reading *The Inheritance Games* by Jennifer Lynn Barnes.

Luke did his third and fourth sessions of the Slingerlands After-School Enrichment program for second and third graders. The programs were Ozobots and Button Making, which the kids enjoyed. Attendance for each session was 10.

Alex filled in for the final session of the Slingerlands After-School Enrichment program. He brought Rube Goldberg Machines and the kids tried their hand at designing their own. They had a great time. Attendance 10.

Chris, Nureet, and Lauren attended a meeting of the Helping Hands Club at Bethlehem Middle School on February 9 to discuss ways to partner with the group on programs and other ways they can help and work with the library. The club members have generously offered to help with prep for the Seed Library. They will also be working with a librarian to plan and offer an Animal Hospital program in early May. The members will also be collaborating with library staff to decorate the library's Memorial Day float. The club plans to team up with the Student Council if they need extra helpers with these projects.

Circulation and Technical Services

Overall circulation continues to see positive growth over last year, with an average growth of about 7% year over year. We continue to see significant decreases in video circulation for both adults and kids. We have seen continued decreases in online magazine use and less significant decreases in ebook and streaming video use. Downloadable audiobook use may exceed ebook use at some point in the near future.

February saw another month of 100%+ increases in foot traffic from the year previous but continues to average around 15,000 people per month in the current fiscal year (July through February).

Main Library Door Count

Main Library Door Count
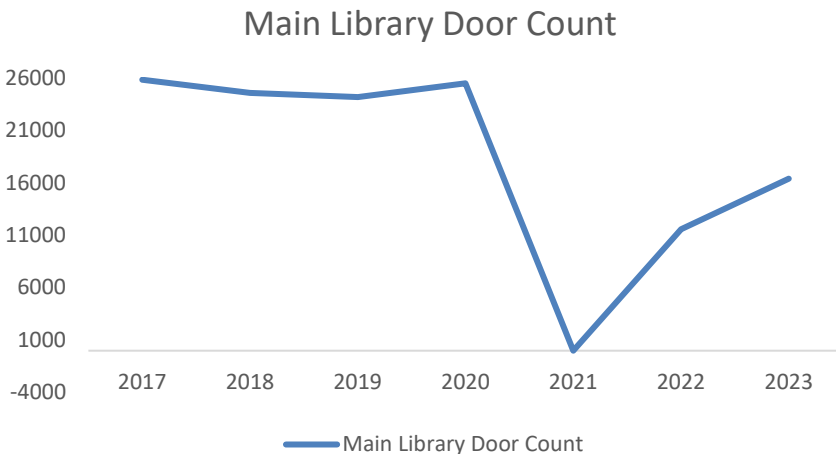
Meetings and miscellany

February 28 was NYLA Library Advocacy Day. It is always good to meet with our elected officials and have an opportunity to discuss the importance of libraries. In-person attendance was pretty low overall this year because of a threatened snowstorm. Everyone is hoping that next year event will look more like what we typically expect from the day.

I attended a webinar from the NYS Division of Library Development titled *Understanding DASNY: a primer for library construction projects*. I found the session useful, it is always good to have a more thorough understanding of the review processes connected with NYS library construction grants.

I will be presenting a session to the NYLA Developing Leaders Program focused on Human Resources and Management on Tuesday March 14. I always enjoy talking to up and coming library staff members.

Geoffrey Kirkpatrick, Library Director

Library Collection				2021-22	Current Total
Adult fiction				27,178	26,871
Adult non-fiction				29,397	28,995
Adult audio				5,824	5,843
Adult video				8,563	649
Young adult fiction				4,903	4,892
Young adult nonfiction				580	627
Young adult audiobooks				477	478
Children's fiction				28,318	28,221
Children's non-fiction				16,096	15,586
Children's audiobooks				1,651	1,725
Children's video				1,391	1,286
OverDrive - UHLS Shared				114,633	116,726
e-magazines				3,123	4,507
Electronic (games, ereaders)				418	416
Total				242,552	236,822
Library Programs	**Feb-23**	**Feb-22**	**% change**	**2021-22**	**F-Y-T-D**
Programs	63	20	215.0%	370	393
Program attendance	1,635	227	620.3%	7,464	11,314
Outreach Programs	5	1	400.0%	59	32
Outreach Attendance	68	106	-35.8%	5,523	6,126
Circulation	**Feb-23**	**Feb-22**	**% change**	**2021-22**	**F-Y-T-D**
Adult fiction	12,026	11,627	3.4%	143,462	104,872
Adult non-fiction	6,878	6,438	6.8%	78,344	55,059
Adult audio	4,345	4,372	-0.6%	54,406	36,435
Adult video	6,010	6,695	-10.2%	76,698	47,378
Magazines	1,371	1,508	-9.1%	17,896	11,203
Young adult fiction	1,259	1,402	-10.2%	18,283	11,862
Young adult nonfiction	149	130	14.6%	1,423	1,169
Young adult audiobooks	249	190	31.1%	2,655	1,856
Children's fiction	11,891	11,016	7.9%	134,624	98,691
Children's non-fiction	3,495	3,383	3.3%	35,166	24,605
Children's audiobooks	1,226	1,146	7.0%	12,961	9,762
Children's video	419	514	-18.5%	7,053	4,376
Electronic (games, ereaders)	627	545	15.0%	6,320	5,205
Total	49,945	48,966	2.0%	588,614	411,329
Interlibrary Loan	**Feb-23**	**Feb-22**	**% change**	**2021-22**	**F-Y-T-D**
Borrowed from others	5,889	6,574	-10.4%	77,607	49,553
Loaned to others	4,433	4,250	4.3%	52,068	35,260
Miscellaneous	**Feb-23**	**Feb-22**	**% change**	**2021-22**	**F-Y-T-D**
Visits to our home page	27,453	28,308	-3.0%	455,145	281,029
Public use of meeting rooms	75	28	167.9%	339	318
Public meeting attendance	854	329	159.6%	4,091	3,850
Staff use & library programs	55	14	292.9%	190	429
Study room sessions	318	199	59.8%	3,279	2,616
Tech room/ Studio use	11	1	1000.0%	16	91
Door count	16,395	11,586	41.5%	153,368	122,856
Registered BPL borrowers	93	60	55.0%	931	737
Computer signups	1,069	731	46.2%	9,435	8,222
Museum Pass use	69	55	25.5%	1,166	786
E-book use	5,236	5,506	-4.9%	67,489	44,114
E-audiobook use	3,951	3,448	14.6%	43,805	31,633
E-magazine use	1,061	1,285	-17.4%	14,492	8,814
Streaming video use	1,362	1,495	-8.9%	16,022	9,565
BCSD use via Overdrive	116	76	52.6%	1,668	935
Equipment	627	40	1467.5%	2,524	2,407
Wireless Use	8,887	6,648	33.7%	103,660	78,635

Recent Electric Usage by Month (2016-2023)
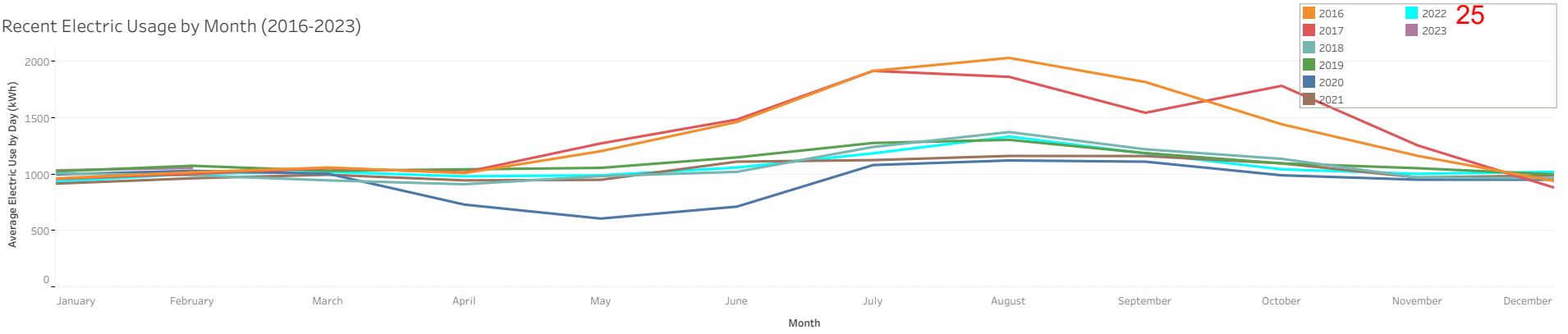
Recent Gas Usage by Month (2016-2023)
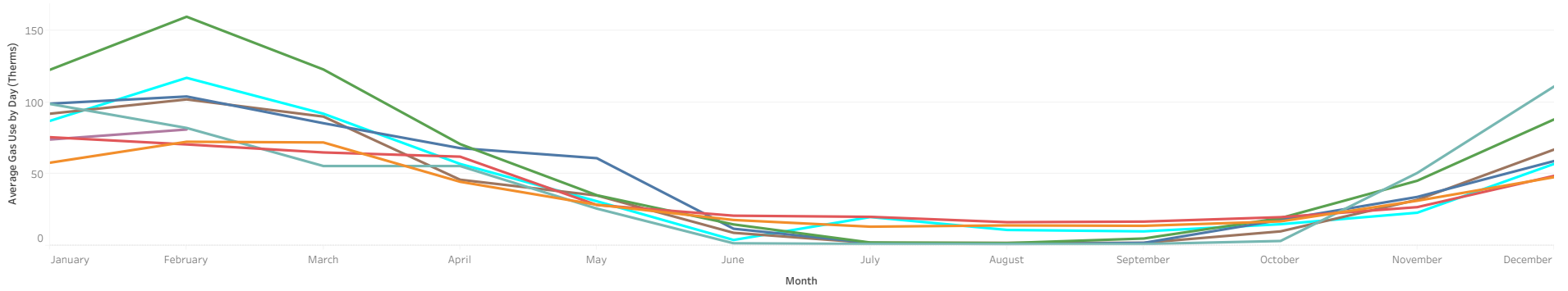
Bethlehem Public Library
Annual Report For Public And Association Libraries - 2022

	CURRENT YEAR	*PREVIOUS YEAR*

1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)
Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.
To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.
Libraries should not have reports from two different years open at the same time.
Report all information in Part 1 as of December 31, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

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

1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.15	City	DELMAR	DELMAR
1.16	Zip Code	12054	12054
1.17	Mailing Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.18	City	DELMAR	DELMAR
1.19	Zip Code	12054	12054
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 439-9314	(518) 439-9314
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 478-0901	(518) 478-0901
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@bethlehempubliclibrary.org	director@bethlehempubliclibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.bethlehempubliclibrary.org	https://www.bethlehempubliclibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	28,631	27,878
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	09/10/1931	09/10/1931
1.30	Date the library was last registered	02/26/1914	02/26/1914
1.31	Federal Employer Identification Number	146000275	146000275

1.32	County	ALBANY	*ALBANY*
1.33	School District	Bethlehem Central School District	*Bethlehem Central School District*
1.34	Town/City	Bethlehem	*Bethlehem*
1.35	Library System	Upper Hudson Library System	*Upper Hudson Library System*

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 <u>current</u> library director/manager.

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

| 1.46 | Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. | Y | | Y |

Public Votes/Contracts

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

1.	Name of municipality or district holding the public vote	Bethlehem Central School District	Bethlehem Central School District
2.	Indicate the type of municipality or district holding the public vote	School District	School District
3.	Date the vote was held (mm/dd/2022)	05/17/2022	05/18/2021
4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	budget vote (school district public library only)	budget vote (school district public library only)
6a.	Most recent prior year approved appropriation from a public vote:	$4,172,563	$4,172,563
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$135,513	$0
6c.	Total proposed appropriation (sum of 6a and 6b):	$4,308,076	$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 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.   N   *N*

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

1. Name of municipality or district holding the public vote   N/A   *N/A*

2. Indicate the type of municipality or district holding the public vote

3. Date the last successful vote was held (mm/dd/yyyy)   N/A   *N/A*

4. What type of public vote was it?

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?   N/A   *N/A*

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

Unusual Circumstances

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

1. Name of contracting municipality or district   N/A   *N/A*

2. Is this a written contractual agreement?   N/A   *N/A*

3.	Population of the geographic area served by this contract	N/A	*N/A*
4.	Dollar amount of contract	N/A	*N/A*
5.	Enter the appropriate code for range of services provided (select one):	N/A	*N/A*

1.49	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.	N	*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	32,081	*32,948*
2.2	Adult Non-fiction Books	29,553	*29,976*
2.3	Total Adult Books (Total questions 2.1 & 2.2)	61,634	*62,924*
2.4	Children's Fiction Books	28,318	*27,336*
2.5	Children's Non-fiction Books	16,096	*15,910*
2.6	Total Children's Books (Total questions 2.4 & 2.5)	44,414	*43,246*

2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	106,048	106,170
Other Print Materials			
2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	176	174
2.10	All Other Print Materials	3,128	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	3,304	174
2.12	Total Print Materials (Total questions 2.7 and 2.11)	109,352	106,344

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	82,150	75,532
2.14	Local Electronic Collections	15	14
2.15	NOVEL$_{NY}$ Electronic Collections	15	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	30	29
2.17	Audio - Downloadable Units	40,119	30,439
2.18	Video - Downloadable Units	16,975	17,773
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	17,012	16,619
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	156,286	140,392
Non-Electronic Materials			
2.21	Audio - Physical Units	7,952	8,610
2.22	Video - Physical Units	9,954	10,107
2.23	Other Circulating Physical Items	842	978
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	18,748	19,695

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	284,386		*266,431*

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

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

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 calendar year. Please click here to read general instructions before completing this section.

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

LIBRARY USE

3.1	Library visits (total annual attendance)	153,368		*40,876*
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count		*CT - Annual Count*
3.2	Registered resident borrowers	21,219		*22,579*
3.3	Registered non-resident borrowers	103		*52*

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

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

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

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

Please report information on ACCESSIBILITY as of 12/31/22.
ACCESSIBILITY (Answer Y for Yes, N for No)

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

3.15 - If so, what do you have?

	screen reader, such as JAWS, Windoweyes or NVDA	No	No
	refreshable Braille commonly referred to as a refreshable Braille display	No	No
	screen magnification software, such as Zoomtext	Yes	Yes
	electronic scanning and reading software, such as OpenBook	No	No
3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	Y

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

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

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

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

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

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

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

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

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.33	Library outlets offering the summer reading program	1	1
3.34	Children registered for the library's summer reading program	446	426
3.35	Young adults registered for the library's summer reading program	120	110
3.36	Adults registered for the library's summer reading program	204	179
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	770	715
3.38	Children's program sessions - Summer 2022	37	56
3.39	Young adult program sessions - Summer 2022	12	15
3.40	Adult program sessions - Summer 2022	35	15
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	84	86
3.42	Children's program attendance - Summer 2022	2,788	2,509
3.43	Young adult program attendance - Summer 2022	320	183
3.44	Adult program attendance - Summer 2022	1,744	1,412
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	4,852	4,104

COLLABORATORS

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

Early/Adult/English Speaker/Digital Literacy

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

EARLY LITERACY PROGRAMS

3.54	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	Y

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

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

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	2	1
b.	Focus on parents & caregivers	0	0
c.	Combined audience	140	80
d.	N/A	0	0
3.57	Total Sessions	142	81

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	31	18
b.	Focus on parents & caregivers	0	0
c.	Combined audience	3,376	1,403
d.	N/A	0	0
3.59	Total Attendance	3,407	1,421

3.60 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes	Yes

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

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

ADULT LITERACY

3.61	Did the library offer adult literacy programs?	Yes		*Yes*
3.62	Total group program sessions	23		*3*
3.63	Total one-on-one program sessions	2		*0*
3.64	Total group program attendance	198		*8*
3.65	Total one-on-one program attendance	2		*0*

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No		No
b.	Public School District(s) and/or BOCES	No		No
c.	Non-Public Schools	No		No
d.	Other (see instructions and describe using Note)	No		No

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

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

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

3.75	Adult program attendance	0		0
3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	0		0
3.77	One-on-one program attendance	0		0

3.78 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No		No
b.	Public School District(s) and/or BOCES	No		No
c.	Non-Public School(s)	No		No
d.	Other (describe using the Note)	No		No

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

DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y		Y
3.80	Total group program sessions	22		11
3.81	Total one-on-one program sessions	2		4
3.82	Total group program attendance	194		135
3.83	Total one-on-one program attendance	2		4
3.84	Did your library offer teen-led activities during the 2022 calendar year?	Y		Y

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	113,134		86,494
4.2	Adult Non-fiction Books	68,723		50,962
4.3	Total Adult Books (Total questions 4.1 & 4.2)	181,857		137,456
4.4	Children's Fiction Books	127,096		98,582
4.5	Children's Non-fiction Books	34,277		23,781
4.6	Total Children's Books (Total questions 4.4 & 4.5)	161,373		122,363

| 4.7 | Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 343,230 | *259,819* |

CIRCULATION OF OTHER MATERIALS

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

ELECTRONIC USE

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

REFERENCE TRANSACTIONS

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

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	77,607	91,964

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	52,068	62,906

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	455,145	483,316
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	N	N
5.8	Is the library part of a consortium for E-rate benefits?	N	N
5.9	If yes, in which consortium are you participating?	N/A	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Geoffrey Kirkpatrick	Geoffrey Kirkpatrick
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 439-9314	(518) 439-9314
5.12	IT contact's email address	director@bethlehempubliclibrary.org	director@bethlehempubliclibrary.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	14.06	13.58
6.5	Vacant Librarian (certified)	1	1.48
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	1.46	1.46
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	24.67	24.89
6.11	Vacant Other Staff	2.46	2.29
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	41.19	40.93
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	3.46	3.77

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	$54,440	$53,373
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	$118,801	$116,472
6.18	FTE - Library Manager (not certified)	N/A	N/A
6.19	Salary - Library Manager (not certified)	N/A	N/A

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.   Y   Y

2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.   Y   Y

3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.   Y   Y

4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.   Y   Y

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.   Y   Y

6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.   Y   Y

7. Is open the minimum standard number of public service hours for population served. (see instructions)   Y   Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y	Y
8b.	lighting	Y	Y

8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y

10. Provides

10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y

8. PUBLIC SERVICE INFORMATION

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

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

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

PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.

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

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No	*Yes*

CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	No	*Yes*
CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes	*Yes*
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	No	*Yes*
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	No	*Yes*
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes	*Yes*
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	*Yes*
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No	*No*
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0	*45*

9. SERVICE OUTLET INFORMATION

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

Outlets should be arranged in alphabetical order if possible.

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Bethlehem Public Library	*Bethlehem Public Library*
2.	Outlet Name Status	00 (for no change)	*00 (for no change)*
3.	Street Address	451 Delaware Avenue	*451 Delaware Avenue*
4.	Outlet Street Address Status	00 (for no change)	*00 (for no change)*
5.	City	Delmar	*Delmar*
6.	Zip Code	12054	*12054*
7.	Phone (enter 10 digits only)	(518) 439-9314	*(518) 439-9314*
8.	Fax Number (enter 10 digits only)	(518) 478-0901	*(518) 478-0901*
9.	E-mail Address	director@bethpl.org	*information@bethlehempubliclibrary.org*
10.	Outlet URL	www.bethpl.org	*http://www.bethlehempubliclibrary.org*
11.	County	Albany	*Albany*
12.	School District	Bethlehem Central School District	*Bethlehem Central School District*
13.	Library System	Upper Hudson Library System	*Upper Hudson Library System*
14.	Outlet Type Code (select one):	CE	*CE*
15.	Public Service Hours Per Year for This Outlet	3,571	*2,474*
16.	Number of Weeks This Outlet is Open	52	*52*
16a	Number of weeks an outlet closed due to COVID-19	0	*0*
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	*45*
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	339	0
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	School District	School District
22.	Who owns the land on which this outlet is built?	School District	School District
23.	Indicate the year this outlet was initially constructed	1972	1970
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2015	2004
25.	Square footage of the outlet	32,360	32,360
26.	Number of Internet Computers Used by General Public	31	25
27.	Number of uses (sessions) of public Internet computers per year	9,435	860
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber	Fiber
29.	Maximum download speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum upload speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Other (specify using the State note)	Other (specify using the State note)
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Wireless Sessions	103,660	75,484
33a	Reporting Method for Wireless Sessions	CT - Annual Count	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y

36.	Does your **outlet** have a Makerspace?	Y	Y	50
37.	*LIBID*	8400011730	*8400011730*	
38.	*FSCSID*	NY0702	*NY0702*	
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0	*0*	
40.	*Outlet Structure Status*	00 (for no change from previous year)	*00 (for no change from previous year)*	

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2022 to December 31, 2022)	18	*16*

NUMBER OF TRUSTEES AND TERMS

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

BOARD MEMBER SELECTION

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

List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9	First Name	Mark	*Mark*
10.10	Last Name	Kissinger	*Kissinger*
10.11	Mailing Address		

10.12	City	Delmar	Delmar
10.13	Zip Code (5 digits only)	12054	12054
10.14	Phone (enter 10 digits only)		
10.15	E-mail Address	mark.kissinger@bethpl.org	mark.kissinger@bethpl.org
10.16	Term Begins - Month	July	July
10.17	Term Begins - Year (yyyy)	2018	2018
10.18	Term Expires - Month	June	June
10.19	Term Expires - Year (yyyy)	2023	2023
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	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	07/10/2018	07/16/2018
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2018	07/10/2018
10.23	Is this a brand new trustee?	N	N

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

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled	Filled
2.	First Name of Board Member	Caroline	Caroline
3.	Last Name of Board Member	Brancatella	Brancatella
4.	Mailing Address		
5.	City	Delmar	Delmar
6.	Zip Code (5 digits only)	12054	12054
7.	E-mail address	caroline.brancatella@bethpl.org	caroline.brancatella@bethpl.org
8.	Office Held or Trustee	Secretary	Secretary
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2018	2018
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2023	2023

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/09/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2018
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Sarah
3.	Last Name of Board Member	Patterson
4.	Mailing Address	Delmar
5.	City	12054
6.	Zip Code (5 digits only)	sarah.patterson@bethpl.org
7.	E-mail address	Trustee
8.	Office Held or Trustee	July
9.	Term Begins - Month	2022
10.	Term Begins - Year (year)	June
11.	Term Expires	
12.	Term Expires - Year (yyyy)	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	09/12/2022

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	09/29/2022
16.	Is this a brand new trustee?	Y

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

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

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

| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/27/2020 | 07/27/2020 | 56 |
| 16. | Is this a brand new trustee? | N | N | |

Trustee Education

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

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

| 1. | Trustee Name | Caroline Brancatella | *Caroline Brancatella* |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y | *Y* |

| 1. | Trustee Name | Sarah Patterson | *Mark Kissinger* |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y | *Y* |

| 1. | Trustee Name | Lisa Scoons | *Harmeet Narang* |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y | *Y* |

| 1. | Trustee Name | Charmaine Wijeyesinghe | *Mary Redmond* |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y | *Y* |

| 1. | Trustee Name | Michelle Walsh | *Lisa Scoons* |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y | *Y* |

| 1. | Trustee Name | Harmeet Narang | *Charmaine Wijeyesinghe* |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y | *Y* |

| 1. | Trustee Name | Mark Kissinger | *Michelle Walsh* |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y | *Y* |

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

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

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y	Y

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

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

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$4,391,827	*$4,386,144*

SYSTEM CASH GRANTS TO MEMBER LIBRARY

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

OTHER STATE AID

| 11.9 | State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants | $0 | $0 |

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0	$0
11.11	Other Federal Aid	$0	$0
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0	$0

OTHER RECEIPTS

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

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0	$28,947
11.23	From Other Funds	$0	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0	$28,947

11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	$3,861,137		$3,466,672
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$8,321,168		$7,930,105

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES
Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$1,146,581		$1,163,309
12.2	Other Staff	$1,087,032		$1,023,908
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$2,233,613		$2,187,217
12.4	**Employee Benefits Expenditures**	$777,611		$788,286
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$3,011,224		$2,975,503

COLLECTION EXPENDITURES

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

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$12,497		$20,398

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

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

MISCELLANEOUS EXPENSES

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

Contracts/Debt Service/Transfers/Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$50,805		$49,595

DEBT SERVICE
Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0		$0
12.27	From Other Funds (73OF)	$0		$0
12.28	**Total** (Add Questions 12.26 and 12.27)	$0		$0

Other Loans

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

12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0		*$0*
12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$4,027,242		*$4,068,968*

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0		*$0*
12.34	From Other Funds (76OF)	$0		*$0*
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0		*$0*
12.36	**Transfer to Other Funds**	$0		*$0*
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$0		*$0*
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$4,027,242		*$4,068,968*
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	$4,293,926		*$3,861,137*
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$8,321,168		*$7,930,105*

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/13/2023		*02/14/2022*

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	09/30/2022		*09/30/2021*

12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/1/2021-06/30/2022	07/1/2020-06/30/2021 62
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*

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0	*$0*
13.2	All Other Revenues from Local Sources	$0	*$0*
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$0	*$0*

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0	*$28,947*
13.5	Other State Aid	$0	*$0*
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0	*$28,947*

FEDERAL AID FOR CAPITAL PROJECTS

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

INTERFUND REVENUE

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

| 13.13 | **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) | $0 | $28,947 |

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

| 14.1 | Construction | $0 | *$0* |
| 14.2 | Incidental Construction | $0 | *$0* |

Other Disbursements

14.3	Purchase of Buildings	$0	*$0*
14.4	Interest	$0	*$0*
14.5	Collection Expenditures	$0	*$0*
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0	*$0*
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0	*$0*
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0	*$28,947*
14.9	**NON-PROJECT EXPENDITURES**	$0	*$0*
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0	*$28,947*
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2022	$0	*$0*
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$0	*$28,947*

15. CENTRAL LIBRARIES

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

16. FEDERAL TOTALS

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

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

17. FOR NEW YORK STATE LIBRARY USE ONLY

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

SUGGESTED IMPROVEMENTS

Library Name:	BETHLEHEM PUBLIC LIBRARY	*BETHLEHEM PUBLIC LIBRARY*

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

ASHLEY MCGRAW

March 9, 2023

Geoffrey Kirkpatrick
Bethlehem Public Library
451 Delaware Avenue
Delmar, NY 12054

Re: Architectural & Engineering Services for Bethlehem Public Library Renovation

Dear Geoffrey:

We are pleased to provide this proposal for Professional Services for the Bethlehem Public Library Schematic Design Phase. Our overall project understanding is outlined below, with the Schematic Design service items following thereafter.

Project Understanding:
Provide Architectural and Engineering Services for the renovations of and additions to Bethlehem Public Library. Project scope is to include the following items:

1. Demolish the 59 Borthwick house and investigate potential new uses.
2. Add a large auditorium type space to the library outside the existing footprint (250 person capacity).
3. Redesign and potential relocation of the parking area and building entrance.
   a. Parking renovations are to include remediation of the icing problems on the plaza.
4. Abate the popcorn ceiling containing asbestos in the hallway.
5. Address interior fit and finish for the library.

Programming and design elements proposed in the Planning Study based on the above scope will be used as the starting point for Schematic Design.

Schematic Design Phase Scope of Services:
The Schematic Design phase will further articulate the scope above and refine design options as applicable for each; iterative options and cost estimates will also be included to clearly define project limits and determine the extent of the final Project scope.

- Architectural, Structural, Site, Mechanical, Electrical, Plumbing, Fire Protection, and abatement design and documentation, up to 100% Schematic Design
- Assist Library with NYS Library Construction Grant Application
- Design review meetings with the Committee at the virtual Monthly Committee Meeting session as needed (Assume 1-2). Meet with Library Director and Board President (assume 2-3 in person or virtual meetings as needed). Additional programming and design meetings (assume 3-4 in person or virtual meetings as needed).
- 100% Schematic Design will provide the following Deliverables:
  o Schematic Design documents set (floorplan, diagrams, inspiration images, scope narratives, presentation content) showing scope and design intent.

ASHLEY MCGRAW

     o   Final SD cost estimate based on 50% SD document set plus iterative reviews to refine cost breakdown and scope items.to you with some chunks of scope identified for specific cost breakdown.

Schematic Design Phase Schedule:
- 20 weeks from time of notice to proceed (anticipated end of March 2023 – end of July 2023)
  - o 50% SD document set for cost estimate identifying breakdowns of project scope.
  - o From 50% - 100%, anticipate iterative process to review cost vs. scope and make recommendations for final project scope.
  - o Final 100% SD deliverables including final cost estimate at end of phase.

Schematic Design Fixed Fee	**$283,638**
Note: Fee reflects Schematic Design Phase only and is calculated at the current estimated Construction Costs & FF&E Budget; Project fee for Design Development through Construction Administration Phases is outlined in the table on page 3 below and will be calculated by the final Construction Costs & FF&E Budget	
HazMat Survey & Testing (Reimbursable Expense)	**$8,800 NTE**
Note: Site Topographic and Utility Survey We are procuring an estimate for this service and will pass along that estimate as soon as we have it, but this will be a cost the Library will pay directly to the Surveyor	

Consultant team for this phase of the project:
     Ashley McGraw Architects (architecture)
     Vaysen Studio (interior design & FF&E)
     Sage Engineering (MEP/FP)
     Keplinger/Freeman Associates (site)
     E&E (HazMat Testing)
     Ryan Biggs | Clark Davis (structural)
     Trophy Point (professional cost estimating)	

ADDITIONAL SERVICES: • Community-wide engagement sessions beyond two sessions included in base scope. • Community-wide survey • Community outreach (website development, meeting with individual community influencers, etc.) • Professional renderings of beyond four included in base scope.	

ASHLEY MCGRAW

REIMBURSABLE EXPENSES:
- HazMat testing and assessment as listed above
- Specialty Printing (mounted renderings, large format prints, banners, etc.)
- Travel
  - Mileage at IRS rate
  - Lodging, meals, and incidentals over $10 at cost plus 10%.
- Government fees
- Legal services directly in service to project

Note: If the Library would like to procure a Security Assessment Consultant, we can further discuss concerns and make recommendations for direct hire accordingly

---

Anticipated Design through Construction Project Milestones:
The remaining Project schedule will be determined by the Schematic Design phase scope selection, however, an estimated timeline for each phase is outlined below:

- Schematic Design: end of March 2023 – end of July 2023 (20 weeks)
- Design Development: Aug 2023 – end of October, 2023 (14 weeks)
- Construction Documents: mid-Nov 2023 – mid-March, 2024 (12 weeks)
  - Bond vote: anticipated Nov / Dec 2023
- SED submission: end of Feb 2024
  - SED review period ranges from 8-20 weeks
- NYS Library Construction Grant Application Submission: September 2024
- Bidding & Construction Award: TBD based on SED review period
- Construction Administration: construction start TBD based on SED review period (duration depending on phasing)

Fee table for design development through construction administration :

$1 - $1,999,999	9% (based on construction cost & FF&E)
$2,000,000 - $3,499,999	8.75% (based on construction cost & FF&E)
$3,500,000 - $9,999,999	8.5% (based on construction cost & FF&E)
Above $10,000,000	7.75% (based on construction cost & FF&E)

Proportion of Compensation for each phase of services:

Schematic Design Phase:	20%
Design Development:	30%
Construction Documents Phase:	25%
Procurement/Bidding Phase:	5%
Construction Administration:	20%
TOTAL:	**100%**

ASHLEY MCGRAW

Consultant team included for design and construction phases:
Ashley McGraw Architects (architecture)
Vaysen Studio (interior design)
Sage Engineering (MEP/FP)
Keplinger/Freeman Associates (site)
Energy & Environment (HazMat Testing)
Ryan Biggs | Clark Davis (structural)
Trophy Point (professional cost estimating)

If you have any questions about this proposal or would like to discuss any part of it, please do not hesitate to give me a call.   Thank you for the opportunity to continue our relationship with you.

Sincerely,

Susanne Angarano, Certified Interior Designer, IIDA, ASID, NCIDQ, WELL AP, Assoc. AIA
Principal | Ashley McGraw Architects
Owner | Vaysen Studio

BETHELEHEM PUBLIC LIBRARY

CONFIDENTIAL RECORDS POLICY

Policy adopted by the Board of Trustees July 10, 1972
Policy amended May 14, 1990
Policy revised December 16, 1996
Policy revised November 16, 1998
Policy reviewed and approved October 12, 2010
Policy revised June 12, 2017
Policy revised March 13, 2023

The privacy of patron information and use of library services is protected by New York State law (*New York Statutes, Civil Practice Law and Rules,§ 4509)*. Records related to the circulation of library materials, patron database, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials shall be confidential. Release of confidential records may take place under the following conditions:

1. To the extent necessary to ensure proper library operations
2. Upon request or consent of the user
3. To comply with a lawfully issued subpoena or court order, or where otherwise required by law.

Special Note: Records of video surveillance cameras placed inside and outside of the library are not considered confidential records and may be released upon request of law enforcement officials.

Revision by Policy Committee – 3/2/23
First Read 3/13/23

BETHLEHEM PUBLIC LIBRARY
EXAM PROCTORING POLICY
Policy adopted by the Board of Trustees on February 9, 2015
Policy revised March 13, 2023

In support of its mission to provide services that encourage lifelong learning and professional growth, Bethlehem Public Library will proctor exams for patrons upon request and availability of personnel, facilities, and technology.

Availability:
Patrons who wish to have an exam proctored must submit an application for proctoring at least one week prior to the date when they wish to take the exam.

The library provides proctoring services during regular business hours only. Any proctoring period must be completed within one hour of the library's closing hours for the day on which the exam is scheduled. Each exam proctoring session may not exceed three hours in length.

The library assigns proctors based on availability and cannot honor a request for specific staff members.

Fees and costs:
- The library does not charge a fee for proctoring services for residents of the Bethlehem Central School District. The library is not responsible for any fees or costs associated with receiving, administering or mailing exam materials after the exam has been completed.
- The library charges a *non-refundable* fee of $25 per exam proctoring session for proctoring services provided for residents who live outside of the Bethlehem Central School District. Payment of this fee *is due on the day of the scheduled exam and must be presented before the exam is administered*.

Guidelines:
- The library will provide a reasonably quiet space for the administering of the exam, but patrons and the examining institution should be mindful that the library is a public building, and therefore, complete privacy and quiet cannot be fully guaranteed.
- The library cannot provide continuous supervision, but the proctor will check on the test-taker intermittently. Therefore, the examining institution should be aware that the test taker was operating on an honor system.
- The library has the right to substitute a proctor in the event that the assigned proctor is unavailable.
- The test-taker may be returning the exam to a librarian other than the one who initially issued the exam.
- A test-taker who is a "no call or no show" may not be permitted to use the library's proctoring services at a future date.
- The library shall provide the test-taker and/or examining institution with the necessary contact information for delivery of the exam through mail, email, and/or fax.
- Library staff proctoring the exam will not sign an institution's proctor verification form attesting to more than the staff is able to do under guidelines set forth by the library's policy.
- The library will return completed exam as directed by the examining institution but is not responsible for any costs associated with mailing or returning the exam.

- The library will not retain copies of any completed exams.
- If a test taker does not attend the scheduled proctoring session, the library shall hold uncompleted exams for two weeks or until the examining institution's deadline, whichever comes first. The exam shall be returned to the institution or destroyed.
- The library shall not be responsible for any exam once it leaves the library's possession.
- The library shall not be responsible for exams that are interrupted or delayed by library emergencies, power failure, inclement weather, and/or computer hardware or software failures.

Responsibilities of the exam taker:

- To submit the library's proctoring application by the deadline indicated in this policy and agree to Bethlehem Public Library's exam proctoring policy.
- To verify that the examining institution's proctoring guidelines meet all of the requirements set forth in this policy.
- To coordinate the transfer of the exam from the examining institution to the library and to verify that the exam has been received by the library at least one week prior to the date of the administration of the exam.
- To obtain any exam guidelines, instructions, and any pre-exam requirements from the examining institution and submit these to the library at least one week prior to the date of the administration of the exam.
- To arrive promptly at the date and time scheduled for the proctoring of the exam. If the test-taker is late, the library cannot guarantee a proctor will be available for the administration of the exam.
- To contact the library at least one hour prior to the scheduled exam time if unable to make the scheduled proctoring session.
- To come prepared with necessary supplies to take the exam. Provide a valid driver's license or photo ID for verification, as well as any other credentials required by the examining institution.
- To take the exam on the honor system. Arrive with a personal lap top and any software needed for the exam, if the exam is approved by the examining institution to be taken on such a device. To provide any necessary postage and materials needed to return the exam to the examining institution if not provided by said institution.

Responsibilities of the Examining Institution:

- Be aware of and agree to the guidelines set forth in the library's exam proctoring policy.
- To contact the assigned library proctor by email or phone prior to the date and time of the scheduled proctoring session in order to verify credibility and testing requirements.
- To inform the test-taker on any exam guidelines, instructions, and any pre-exam requirements.

BETHLEHEM PUBLIC LIBRARY
DRAFT BUDGET
2023-2024

EXPENSES	2021-2022 Actual Results	2022-2023 Budget	6 Months Actual	2023-2024 Proposed Budget	Increase (Decrease)	% Change	Notes
Salaries & Benefits							
-150 Librarians	$1,146,581	$1,174,134	$575,592	$1,177,151	$3,017	0.26%	3.5% turnover allow. included, savings in positions turnover
-160 Support Staff	$928,342	$1,108,487	$506,071	$1,155,651	$47,164	4.25%	3.5% turnover allow. included, additional hrs to cover vacancies
-170 Custodians	$158,690	$162,308	$83,513	$173,424	$11,116	6.85%	3.5% turnover allow. included
-200 Retirement	$295,760	$237,333	$232,558	$280,440	$43,107	18.16%	Cost estimate received from NYS Comptroller, plus 2 new positions
-210 Soc Sec/Medicare	$162,736	$187,038	$85,002	$191,726	$4,688	2.51%	Proportional change
-220 Worker's Comp	$12,294	$20,000	$17,194	$20,000	$0	0.00%	Estimated
-230 Unemp. Insurance	$0	$10,000	$0	$10,000	$0	0.00%	Estimated
-240 Health Insurance	$304,826	$364,700	$186,373	$399,300	$34,600	9.49%	Assumes 10% increase @1/1/2024, two new enrollments
-250 Disability Insurance	$1,995	$2,500	$1,267	$2,500	$0	0.00%	Stable
Total-Salaries & Benefits	**$3,011,224**	**$3,266,500**	**$1,687,570**	**$3,410,192**	**$143,692**	**4.40%**	
Library Materials							
-300 Books	$131,903	$171,000	$64,725	$171,000	$0	0.00%	Funding sufficient for current materials
-305 Audio Books (physical)	$21,926	$23,000	$8,546	$20,000	($3,000)	-13.04%	Continued shift to downloadable audiobooks
-307 E-collections	$173,591	$196,000	$43,961	$196,000	$0	0.00%	Overdrive, Kanopy, Hoopla
-310 Electronic Resources	$31,109	$27,000	$6,670	$31,000	$4,000	14.81%	Increase in database subscriptions
-313 Periodicals	$18,475	$19,000	$16,548	$21,000	$2,000	10.53%	Includes e-magazines (Flipster), subscription increases
-350 Children's Books	$57,587	$85,000	$24,460	$85,000	$0	0.00%	Stable
-355 Children's Audio Books	$2,172	$5,000	$2,092	$4,000	($1,000)	-20.00%	Continued shift to downloadable audiobooks
-356 Children's Media	$3,005	$5,000	$980	$2,000	($3,000)	-60.00%	Decreased demand for physical materials
-370 Special Collections	$12,769	$15,000	$4,150	$15,000	$0	0.00%	Stable
-380 Media	$29,967	$40,000	$10,650	$30,000	($10,000)	-25.00%	Decreased demand due to streaming, purchasing fewer extra DVD copies
Total-Materials	**$482,504**	**$586,000**	**$182,782**	**$575,000**	**($11,000)**	**-1.88%**	
Operations							
-400 Photocopiers/Supplies	$11,160	$15,000	$5,285	$15,000	$0	0.00%	Stable
-401 Office Supplies	$20,532	$20,000	$4,943	$20,000	$0	0.00%	Stable
-402 Custodial Supplies	$13,957	$26,000	$5,874	$20,000	($6,000)	-23.08%	Estimate based on prior year
-403 Postage	$14,463	$20,000	$9,235	$22,000	$2,000	10.00%	Increase in postage costs
-404 Printing & Marketing	$25,011	$35,000	$7,952	$35,000	$0	0.00%	
-405 Van Operation	$2,740	$4,000	$365	$4,000	$0	0.00%	Planned van maintenance
-420 Gas & Electric	$72,944	$65,000	$43,483	$75,000	$10,000	15.38%	Increased cost of electricity and gas
-421 Telecomm & Cloud Services	$12,230	$14,000	$12,157	$24,000	$10,000	71.43%	Continued expansion of community WiFi, Sensource
-422 Water	$2,295	$3,000	$2,098	$3,000	$0	0.00%	
-423 Taxes-Sewer & Water	$3,184	$3,400	$0	$3,400	$0	0.00%	
-430 Refund of Real Property Taxes	$1,450	$7,500	$49	$5,000	($2,500)	-33.33%	Usually a result of an error on Star credit
-450 Professional Services	$26,278	$30,000	$5,467	$30,000	$0	0.00%	Includes attorney fees and contract negotiations
-451 Contractual Services	$58,217	$45,000	$3,587	$50,000	$5,000	11.11%	Includes HVAC, plowing, and elevator maintenance contracts
-452 Insurance	$23,842	$29,000	$28,305	$30,000	$1,000	3.45%	Projecting slight increase
-453 Bank Fees	$1,275	$1,400	$841	$1,400	$0	0.00%	Fees associated with credit card processing
-454 Travel & Conferences	$3,318	$3,000	$2,182	$3,500	$500	16.67%	State convention only, not a biannual national conference year
-455 Memberships	$1,997	$3,000	$1,995	$3,000	$0	0.00%	
-456 Special Programs	$22,801	$32,000	$7,036	$35,000	$3,000	9.38%	Increased in-person programs
-460 Furniture & Equipment	$24,271	$40,000	$2,143	$30,000	($10,000)	-25.00%	Estimate based on prior year
-461 IT Hardware & Software	$58,103	$42,000	$18,954	$50,000	$8,000	19.05%	Upgrades to hardware and replacements as needed, software
-462 Building & Grounds Repairs	$37,989	$40,000	$4,856	$40,000	$0	0.00%	Carpet cleaning, seal coat, bulbs, supplies

BETHLEHEM PUBLIC LIBRARY
DRAFT BUDGET
2023-2024

EXPENSES	2021-2022 Actual Results	2022-2023 Budget	6 Months Actual	2023-2024 Proposed Budget	Increase (Decrease)	% Change	Notes
-463 Equipment/Furniture Repairs	$3,803	$2,000	$44	$2,000	$0	0.00%	Maintenance equipment repairs
-464 Miscellaneous	$6,130	$6,000	$4,496	$6,500	$500	8.33%	Incidentals, paymts to other libraries for lost books, offset by lost book revenue
-481 Audit Services	$16,876	$24,000	$22,900	$24,000	$0	0.00%	Audit fees and actuary fees for GASB/OPEB report
-482 Accounting Services	$14,242	$30,000	$33,278	$20,000	($10,000)	-33.33%	One time request last year for accounting software
485 UHLAN Fees & Services	$53,520	$53,000	$25,701	$54,000	$1,000	1.89%	Planned increase in library system fees
-490 Capital Expenditures	$12,497	$100,000	$7,826	$100,000	$0	0.00%	Upgrades and building needs
-495 Contingency	$0	$35,000	$0	$35,000	$0	0.00%	Unforeseen emergencies
Total-Operations	**$545,125**	**$728,300**	**$261,052**	**$740,800**	**$12,500**	**1.72%**	
TOTAL EXPENSES	**$4,038,853**	**$4,580,800**	**$2,131,404**	**$4,725,992**	**$145,192**	**3.17%**	

INCOME							
PILOT	$219,916	$227,724	$233,871	$241,523	$13,799	6.06%	Estimate received from BCSD
State Aid	$24,401	$24,500	$22,779	$26,000	$1,500	6.12%	Estimated state aid
Interest	$4,474	$6,000	$26,365	$35,000	$29,000	483.33%	Interest rates expected to be high through 2024
Fines	$19,225	$2,000	$1,471	$3,000	$1,000	50.00%	Fines for musuem passes and library of things
Photocopiers	$5,789	$6,500	$3,347	$7,000	$500	7.69%	
Lost book payments	$7,780	$2,500	$4,609	$7,500	$5,000	-	Charges for lost or damaged items
Gifts and donations	$6,207	$3,500	$8,209	$4,000	$500	14.29%	Conservative projection based on past experience
Miscellaneous	$329	$0	$375	$0	$0	-	Nonresident library card fees, misc other
TOTAL INCOME	**$288,121**	**$272,724**	**$301,026**	**$324,023**	**$51,299**	**18.81%**	

	2021-2022	2022-2023	6 Months Actual	2023-2024	Increase (Decrease)	% Change	
Total Expenses	$4,038,853	$4,580,800	$2,131,404	$4,725,992	$145,192	3.17%	
Total Income	$288,121	$272,724	$301,026	$324,023	$51,299	18.81%	
Total Levy (expenses less income)	**$4,171,911**	**$4,308,076**	**$1,830,378**	**$4,401,969**	**$93,893**	**2.18%**	
Actual expenses less income	$3,750,732						
Surplus	$421,179						
NYS Cap Limit- offical		$4,353,640		$4,474,499		2.78%	
Unused Cap		$45,564		$72,530			

Volunteer Policy

Bethlehem Public Library's Volunteer Program is intended to expand and enhance public service to the community. Volunteer opportunities offer residents an opportunity to contribute to the community, fulfill personal goals, and learn more about the Library. Volunteers generally work on special projects, events or programs. Volunteers will not be used to replace the work done by paid Library staff.

A volunteer is identified as a person who offers to perform a task or service freely for the Library without compensation or benefits.

Selection of Volunteers

Prospective volunteers are required to submit a completed volunteer application form. Volunteers are selected based upon their stated interest(s), ability to commit to a consistent schedule of hours and the needs of the Library at any given time. If the interests and abilities match Library needs, staff will contact you. If there are no volunteer opportunities at the time, volunteer applications are held for one year.

Permission of a parent or guardian is required for youth under 18 years of age. Permission is provided by the parent or guardian's signature and date on the volunteer application form.

Designated Library staff will be responsible for interviewing, selecting and overseeing volunteers.

It is the policy of the Library to provide and maintain a work place environment free from discrimination or harassment based on age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence, arrest record or conviction record, or sincerely held practice of religion and any other class protected by New York State or Federal Law.

Community Service and Partnership

The Library collaborates with the Bethlehem Central School District and other educational institutions and community organizations to provide relevant and meaningful volunteer experiences.

The Library works cooperatively with the local students who must perform community service as part of an authorized school assignment. Preference will be given to students residing within the Bethlehem Central School District. Persons who seek volunteer assignments to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

Information about the type of community service, required hours, and required completion date must be included on the volunteer application form.

The Library may not be able to guarantee fulfillment of all service hours.

The Library will authenticate and provide a record of volunteer hours completed.

The Library does not participate in court appointed community service.

Roles and Responsibilities

Volunteers are expected to adhere to Library policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, name tag display, etc.

Volunteers should be committed to reflecting a positive customer service attitude.

Volunteers shall only work during hours when adequate supervision is available.

Individual work schedules and specific time commitments will be mutually arranged in advance by the volunteer and designated Library staff.

Volunteers under the age of 18 may not work more than four (4) hours per day or without the direct supervision of a Library staff member.

Volunteers are required to complete a log sheet of the hours volunteered.

Training and Supervision

Designated Library staff will coordinate and supervise volunteers.

Volunteers will receive an orientation and specific training in their assigned duties from the Library staff members who directly supervise their work.

Volunteers will receive information on the Library's harassment policy, patron conduct policy, and other necessary policies and procedures.

General Provisions:

Nothing in this policy shall be deemed to create a contract between the volunteer and Bethlehem Public Library. The volunteer, and the Library, have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

The Library will not provide health, workers' compensation, unemployment or disability benefit for volunteers.

In the event that a volunteer is unable to adequately perform the duties assigned, and no other appropriate tasks are available, the volunteer may be removed from service. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

Volunteers may announce their separation at any time.

A volunteer exit survey may be utilized to assist the Library at identifying volunteer areas of strength and areas in need of improvement.