Annual Report For Public And Association Libraries - 2015

1. GENERAL LIBRARY INFORMATION
Part 1

Report all information in Part 1 as of December 31, 2015, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	_____
1.2	Library Name	_____
1.3	Name Status (State use only)	_____
1.4	Structure Status (State use only)	_____
1.5	Community	_____
1.6	Beginning Fiscal Reporting Year	_____
1.7	Ending Fiscal Reporting Year	_____
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	_____
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.	_____
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	_____
1.11	Beginning <u>Local</u> Fiscal Year	_____
1.12	Ending <u>Local</u> Fiscal Year	_____
1.13	Address Status	_____
1.14	Street Address	_____
1.15	City	_____
1.16	Zip Code	_____
1.17	Mailing Address	_____
1.18	City	_____
1.19	Zip Code	_____
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	_____
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	_____
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	_____
1.23	Library Home Page URL (Enter N/A if no home page URL)	_____
1.24	Population Chartered to Serve (per 2010 Census)	_____
1.25	Indicate the type of library as stated in the library's charter (select one):	_____
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	_____
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.	_____
1.28	Indicate the type of charter the library currently holds (select one):	_____
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	_____
1.30	Date the library was last registered	_____

1.31	Federal Employer Identification Number	_____
1.32	County	_____
1.33	School District	_____
1.34	Town/City	_____
1.35	Library System	_____

NOTE: For questions 1.36 through 1.41, report all information for the <u>current</u> library director/manager.

1.36	Title of Library Director/ Manager (select one):	_____
1.37	First Name of Library Director/Manager	_____
1.38	Last Name of Library Director/Manager	_____
1.39	NYS Public Librarian Certification Number	_____
1.40	E-mail Address of the Director/Manager	_____
1.41	Fax Number of the Director/Manager	_____
1.42	Does the library charge fees for library cards to people residing outside the system's service area?	_____

Part 2

1.43   Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2015? (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 1.44.   _____

1.	Name of municipality or district holding the public vote	_____
2.	Indicate the type of municipality or district holding the public vote	_____
3.	Date the vote was held (mm/dd/2015)	_____
4.	Was the vote successful? Y/N	_____
5.	What type of public vote was it?	_____
6a.	Most recent prior year approved appropriation from a public vote:	_____
6b.	Proposed increase in appropriation for Calendar Year 2015:	_____
6c.	Total proposed appropriation (sum of 6a and 6b):	_____

This question should only be answered if "No" was answered in Q1.43 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.44   Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2015) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.45.   _____

1.	Name of municipality or district holding the public vote	_____
2.	Indicate the type of municipality or district holding the public vote	_____
3.	Date the last successful vote was held (mm/dd/yyyy)	_____
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?	_____

Part 3

1.45   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 1.46.   _____

1.   Name of contracting municipality or district   _____

2.   Is this a written contractual agreement?   _____

3.   Population of the geographic area served by this contract   _____

4.   Dollar amount of contract   _____

5.   Enter the appropriate code for range of services provided (select one):   _____

1.46   For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>State</u> note; if no, please go to Part 2, Library Collection.   _____

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click <u>here</u> to read general instructions before completing this section.

This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microform, scores, 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. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1   Adult Fiction Books   _____

2.2   Adult Non-fiction Books   _____

2.3   Total Adult Books (Total questions 2.1 & 2.2)   _____

2.4   Children's Fiction Books   _____

2.5   Children's Non-fiction Books   _____

2.6   Total Children's Books (Total questions 2.4 & 2.5)   _____

2.7   Total Cataloged Books (Total questions 2.3 & 2.6)   _____

Other Print Materials

2.8   Total Uncataloged Books   _____

2.9   Total Print Serials   _____

2.10   All Other Print Materials   _____

2.11   Total Other Print Materials (Total questions 2.8 through 2.10)   _____

2.12   Total Print Materials (Total questions 2.7 and 2.11)   _____

ALL OTHER MATERIALS

Electronic Materials

2.13   Electronic Books   _____

2.14   Local Electronic Collections   _____

2.15   NOVEL_{NY} Electronic Collections   _____

2.16   Total Electronic Collections (Total questions 2.14 and 2.15)   _____

_____

2.17	Audio - Downloadable Units	
2.18	Video - Downloadable Units	_____
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.)	_____
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	_____

Non-Electronic Materials

2.21	Audio - Physical Units	_____
2.22	Video - Physical Units	_____
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	_____
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	_____
2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	_____

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	_____

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	_____
2.28	All Other Print Materials	_____
2.29	Electronic Materials	_____
2.30	All Other Materials	_____
2.31	Total Additions (Total questions 2.27 through 2.30)	_____

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.26 as of the end of the fiscal year reported in Part 1; report information on questions 3.27 through 3.78 for the 2015 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)	_____
3.2	Registered resident borrowers	_____
3.3	Registered non-resident borrowers	_____

Please report information on WRITTEN POLICIES as of 12/31/15.

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

3.4	Does the library have an open meeting policy?	_____
3.5	Does the library have a policy protecting the confidentiality of library records?	_____
3.6	Does the library have an Internet use policy?	_____
3.7	Does the library have a disaster plan?	_____
3.8	Does the library have a board-approved conflict of interest policy?	_____
3.9	Does the library have a board-approved whistle blower policy?	_____

Please report information on ACCESSIBILITY as of 12/31/15.

ACCESSIBILITY (Answer Y for Yes, N for No)/b>

3.10	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	_____

3.11	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	_____
3.12	Does the library have large print books?	_____
3.13	Does the library have assistive technology for the blind and visually impaired?	_____

3.14 - If so, what do you have?

screen reader, such as JAWS or Windoweyes	_____
refreshable Braille keyboard	_____
screen magnification software, such as Zoomtext	_____
electronic scanning and reading software, such as OpenBook	_____

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

LIBRARY SPONSORED PROGRAMS

3.15	Adult Program Sessions	_____
3.16	Young Adult Program Sessions	_____
3.17	Children's Program Sessions	_____
3.18	All Other Program Sessions	_____
3.19	Total Number of Program Sessions (Total questions 3.15 through 3.18)	_____
3.20	One-on-One Program Sessions	_____
3.21	Adult Program Attendance	_____
3.22	Young Adult Program Attendance	_____
3.23	Children's Program Attendance	_____
3.24	All Other Program Attendance	_____
3.25	Total Program Attendance (Total questions 3.21 through 3.24)	_____
3.26	One-on-One Program Attendance	_____

Please report information on SUMMER READING PROGRAMS for the 2015 calendar year.

SUMMER READING PROGRAM

3.27 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2015 (check all that apply):

a.	Program(s) for children	_____
b.	Program(s) for young adults	_____
c.	Program(s) for Adults	_____
d.	Summer Reading at New York Libraries name and/or logo used	_____
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	_____
f.	N/A	_____
3.28	Library outlets offering a summer reading program	_____
3.29	Children registered for the library's summer reading program	_____
3.30	Young adults registered for the library's summer reading program	_____
3.31	Adults registered for the library's summer reading program	_____
3.32	Total number registered for the library's summer reading program (total 3.29 + 3.30 + 3.31)	_____
3.33	Children's program sessions - Summer 2015	_____
3.34	Young adult program sessions - Summer 2015	_____
3.35	Adult program sessions - Summer 2015	_____
3.36	Total program sessions - Summer 2015 (total 3.33 + 3.34 + 3.35)	_____

3.37	Children's program attendance - Summer 2015	_____
3.38	Young adult program attendance - Summer 2015	_____
3.39	Adult program attendance - Summer 2015	_____
3.40	Total program attendance - Summer 2015 (total 3.37 + 3.38 + 3.39)	_____

COLLABORATORS

3.41	Public school district(s) and/or BOCES	_____
3.42	Non-public school(s)	_____
3.43	Childcare center(s)	_____
3.44	Summer camp(s)	_____
3.45	Municipality/Municipalities	_____
3.46	Literacy provider(s)	_____
3.47	Other (describe using the State note)	_____
3.48	Total Collaborators (total 3.41 through 3.47)	_____

Please report information on EARLY LITERACY PROGRAMS for the 2015 calendar year.

EARLY LITERACY PROGRAMS

| 3.49 | Did the library offer early literacy programs? (Enter Y for Yes, N for No) | _____ |

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

a.	Focus on birth - school entry	_____
b.	Focus on parents & caregivers	_____
c.	Combined audience	_____
d.	N/A	_____

3.51 - Number of sessions

a.	Focus on birth - school entry	_____
b.	Focus on parents & caregivers	_____
c.	Combined audience	_____
d.	N/A	_____
3.52	Total Sessions	_____

3.53 - Attendance at sessions

a.	Focus on birth - school entry	_____
b.	Focus on parents & caregivers	_____
c.	Combined audience	_____
d.	N/A	_____
3.54	Total Attendance	_____

3.55 - Collaborators (check all that apply):

a.	Childcare center(s)	_____
b.	Public School District(s) and/or BOCES	_____
c.	Non-Public School(s)	_____
d.	Health care providers/agencies	_____
e.	Other (describe using the State note)	_____

Please report information on ADULT LITERACY for the 2015 calendar year.

ADULT LITERACY

3.56	Did the library offer adult literacy programs?	_____
3.57	Total group program sessions	_____
3.58	Total one-on-one program sessions	_____
3.59	Total group program attendance	_____

3.60   Total one-on-one program attendance   _____

3.61 - Collaborators (check all that apply)

a.   Literacy NY (Literacy Volunteers of America)   _____

b.   Public School District(s) and/or BOCES   _____

c.   Non-Public Schools   _____

d.   Other (see instructions and describe using State Note)   _____

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2015 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.62   Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)   _____

3.63   Children's program sessions   _____

3.64   Young adult program sessions   _____

3.65   Adult program sessions   _____

3.66   One-on-one program sessions   _____

3.67   Total program sessions (total 3.63 + 3.64 + 3.65)   _____

3.68   Children's program attendance   _____

3.69   Young adult program attendance   _____

3.70   Adult program attendance   _____

3.71   One-on-one program attendance   _____

3.72   Total program attendance (total 3.68 + 3.69 + 3.70)   _____

3.73 - Collaborators (check all that apply):

a.   Literacy NY (Literacy Volunteers of America)   _____

b.   Public School District(s) and/or BOCES   _____

c.   Non-Public School(s)   _____

d.   Other (describe using the State note)   _____

Please report information on DIGITAL LITERACY for the 2015 calendar year.

DIGITAL LITERACY

3.74   Did the library offer digital literacy programs?   _____

3.75   Total group program sessions   _____

3.76   Total one-on-one program sessions   _____

3.77   Total group program attendance   _____

3.78   Total one-on-one program attendance   _____

4. LIBRARY TRANSACTIONS

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

CATALOGED BOOK CIRCULATION

4.1   Adult Fiction Books   _____

4.2   Adult Non-fiction Books   _____

4.3   Total Adult Books (Total questions 4.1 & 4.2)   _____

4.4   Children's Fiction Books   _____

4.5   Children's Non-fiction Books   _____

4.6   Total Children's Books (Total questions 4.4 & 4.5)   _____

4.7   Total Cataloged Book Circulation (Total question 4.3 & 4.6)   _____

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	_____
4.9	Circulation of Children's Other Materials	_____
4.10	Circulation of Electronic Materials	_____
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	_____
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	_____
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	_____

REFERENCE TRANSACTIONS

| 4.14 | Total Reference Transactions | _____ |
| 4.15 | Does the library offer virtual reference? | _____ |

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.16 | TOTAL MATERIALS RECEIVED | _____ |

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.17 | TOTAL MATERIALS PROVIDED | _____ |

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2015.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	_____
5.2	Online public access catalog (OPAC)?	_____
5.3	Electronic access to the OPAC from outside the library?	_____
5.4	Annual number of visits to the library's web site	_____
5.5	Does the library use Internet filtering software on any computer?	_____
5.6	Number of uses (sessions) of public Internet computers per year	_____
5.7	Name of the person responsible for the library's Information Technology (IT) services	_____
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	_____
5.9	IT contact's email address	_____

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. | _____ |

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	_____
6.3	Vacant Library Director (certified)	_____
6.4	Librarian (certified)	_____
6.5	Vacant Librarian (certified)	_____
6.6	Library Manager (not certified)	_____
6.7	Vacant Library Manager (not certified)	_____
6.8	Library Specialist/Paraprofessional (not certified)	_____

6.9	Vacant Library Specialist/Paraprofessional (not certified)	_____
6.10	Other Staff	_____
6.11	Vacant Other Staff	_____
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	_____
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	_____

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	_____
6.15	Salary - Entry Level Librarian (certified)	_____
6.16	FTE - Library Director (certified)	_____
6.17	Salary - Library Director (certified)	_____
6.18	FTE - Library Manager (not certified)	_____
6.19	Salary - Library Manager (not certified)	_____

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2015. Please click here to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	_____
7.2	2. Has a board-approved written long range plan of service.	_____
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	_____
7.4	4. Has board-approved written policies for the operation of the library.	_____
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	_____
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	_____
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	_____

8. Maintains a facility to meet community needs, including adequate:

7.8	8a. space	_____
7.9	8b. lighting	_____
7.10	8c. shelving	_____
7.11	8d. seating	_____
7.12	8e. restroom (see instructions)	_____

9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

7.13	9a. telephone	_____
7.14	9b. photocopier (see instructions)	_____
7.15	9c. microcomputer or terminal	_____
7.16	9d. printer	_____
7.17	9e. Fax capability (see instructions)	_____
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	_____
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	_____

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	_____
8.2	Branches	_____
8.3	Bookmobiles	_____
8.4	Other Outlets	_____
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	_____

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	_____
8.7	Minimum Weekly Total Hours - Branch Libraries	_____
8.8	Minimum Weekly Total Hours - Bookmobiles	_____
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	_____
8.10	Annual Total Hours - Main Library	_____
8.11	Annual Total Hours - Branch Libraries	_____
8.12	Annual Total Hours - Bookmobiles	_____
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	_____

9. SERVICE OUTLET INFORMATION

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.

1.	Outlet Name	_____
2.	Outlet Name Status	_____
3.	Street Address	_____
4.	Outlet Street Address Status	_____
5.	City	_____
6.	Zip Code	_____
7.	Phone (enter 10 digits only)	_____
8.	Fax Number (enter 10 digits only)	_____
9.	E-mail Address	_____
10.	Outlet URL	_____
11.	County	_____
12.	School District	_____
13.	Library System	_____
14.	Outlet Type Code (select one):	_____
15.	Public Service Hours Per Year for This Outlet	_____
16.	Number of Weeks This Outlet is Open	_____
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	_____
18.	Is the meeting space available for public use even when the outlet is closed?	_____

19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	_____
20.	Enter the appropriate outlet code (select one):	_____
21.	Who owns this outlet building?	_____
22.	Who owns the land on which this outlet is built?	_____
23.	Indicate the year this outlet was initially constructed	_____
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	_____
25.	Square footage of the outlet	_____
26.	Total number of Internet terminals at this outlet used by the general public	_____
27.	Type of connection on the outlet's public Internet computers	_____
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	_____
29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	_____
30.	Internet Provider	_____
31.	WiFi Access	_____
32.	Number of wireless sessions provided by the library wireless service per year	_____
33.	Does the outlet have interactive videoconferencing capability for public use?	_____
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	_____
35.	Is every public part of the outlet accessible to a person in a wheelchair?	_____
36.	*LIBID*	_____
37.	*FSCSID*	_____
38.	*Number of Bookmobiles in the Bookmobile Outlet Record*	_____
39.	*Outlet Structure Status*	_____

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2015. 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, 2015 to December 31, 2015)	_____
10.2	Number of voting library board positions stated in the library's charter.	_____
10.3	Number of current <u>voting</u> positions on library board.	_____
10.4	Trustee term length	_____

BOARD MEMBER SELECTION

10.5	Enter Board Member Selection Code (select one):	_____

List Officers and Board Members as of February 1, 2016. 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

10.6	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	_____
10.7	First Name	_____

10.8	Last Name	_____
10.9	Mailing Address	_____
10.10	City	_____
10.11	Zip Code (5 digits only)	_____
10.12	Phone (enter 10 digits only)	_____
10.13	E-mail Address	_____
10.14	Term Begins - Month	_____
10.15	Term Begins - Year (yyyy)	_____
10.16	Term Expires - Month	_____
10.17	Term Expires - Year (yyyy)	_____
10.18	The date the Oath of Office was taken (mm/dd/yyyy)	_____
10.19	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	_____
10.20	Is this a brand new trustee?	_____
1.	Title of Board Member (select one):	_____
2.	First Name of Board Member	_____
3.	Last Name of Board Member	_____
4.	Mailing Address	_____
5.	City	_____
6.	Zip Code (5 digits only)	_____
7.	E-mail address	_____
8.	Office Held or Trustee	_____
9.	Term Begins - Month	_____
10.	Term Begins - Year (year)	_____
11.	Term Expires	_____
12.	Term Expires - Year (yyyy)	_____
13.	The date the Oath of Office (mm/dd/yyyy) was taken	_____
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	_____
15.	Is this a brand new trustee?	_____

11. OPERATING FUNDS RECEIPTS

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

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

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	_____
1.	Source of Funds	_____
2.	Name of funding County, Municipality or District	_____
3.	Amount	_____
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	_____
5.	Written Contractual Agreement	_____
11.2	**TOTAL LOCAL PUBLIC FUNDS**	_____

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	_____
		_____

11.4	Central Library Aid (CLDA and/or CBA)	
11.5	Additional State Aid received from the System	_____
11.6	Federal Aid received from the System	_____
11.7	Other Cash Grants	_____
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	_____

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	_____

FEDERAL AID FOR LIBRARY OPERATION

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

OTHER RECEIPTS

11.14	Gifts and Endowments	_____
11.15	Fund Raising	_____
11.16	Income from Investments	_____
11.17	Library Charges	_____
11.18	Other	_____
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	_____
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	_____
11.21	**BUDGET LOANS**	_____

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	_____
11.23	From Other Funds	_____
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	_____
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2015 (Same as Question 12.40 of previous year if fiscal year has not changed)	_____
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	_____

12. OPERATING FUND DISBURSEMENTS
STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

Please click here to read general instructions before completing this section.

12.1	Certified Librarians	_____
12.2	Other Staff	_____
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	_____
12.4	**Employee Benefits Expenditures**	_____
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	_____

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	_____
12.7	Electronic Materials Expenditures	_____
12.8	Other Materials Expenditures	_____
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	_____

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	_____
12.11	From Other Funds (71OF)	_____
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	_____

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	_____
12.14	From Other Funds (72OF)	_____
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	_____
12.16	Other Disbursements for Operation & Maintenance of Buildings	_____
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	_____

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	_____
12.19	Telecommunications	_____
12.20	Binding Expenses	_____
12.21	Postage and Freight	_____
12.22	Professional & Consultant Fees	_____
12.23	Equipment	_____
12.24	Other Miscellaneous	_____
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	_____
12.26	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	_____

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	_____
12.28	From Other Funds (73OF)	_____
12.29	**Total** (Add Questions 12.27 and 12.28)	_____
12.30	Budget Loans (Principal and Interest)	_____
12.31	Short-Term Loans	_____
12.32	**Total Debt Service** (Add Questions 12.29, 12.30 and 12.31)	_____
12.33	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	_____

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	_____
12.35	From Other Funds (76OF)	_____
12.36	**Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8)	_____
12.37	**Transfer to Other Funds**	_____

12.38 **TOTAL TRANSFERS** (Add Questions 12.36 and 12.37) _____

12.39 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38) _____

12.40 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2015 _____

12.41 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26) _____

ASSURANCE

12.42 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). _____

FISCAL AUDIT

12.43 Last audit performed (mm/dd/yyyy) _____

12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) _____

12.45 Indicate type of audit (select one): _____

CAPITAL FUND

12.46 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. _____

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 _____

13.2 All Other Revenues from Local Sources _____

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) _____

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction _____

13.5 Other State Aid _____

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) _____

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** _____

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.36) _____

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) _____

13.10 **NON-REVENUE RECEIPTS** _____

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) _____

13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2015 (Same as Question 14.11 of previous year, if fiscal year has not changed) _____

13.13 **TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12) _____

14. CAPITAL FUND DISBURSEMENTS
PROJECT EXPENDITURES

Please click here to read general instructions before completing this section.

14.1   Construction   _____
14.2   Incidental Construction   _____

Other Disbursements

14.3   Purchase of Buildings   _____
14.4   Interest   _____
14.5   Collection Expenditures   _____
14.6   Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)   _____
14.7   **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2
        and 14.6)   _____
14.8   **TRANSFER TO OPERATING FUND** (Same as Question 11.22)   _____
14.9   **NON-PROJECT EXPENDITURES**   _____
14.10   **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add
        Questions 14.7, 14.8 and 14.9)   _____
14.11   **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal
        Year Ending 2015   _____
14.12   **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add
        Questions 14.10 and 14.11; same as Question 13.13)   _____

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

15. CENTRAL LIBRARIES

CENTRAL BOOK AID (CBA)

Statutory Reference: Education Law § 272, 273(1)(b)(2)
Commissioners Regulations 90.4
Central Book Aid is a flat sum of $71,500 to each public library system. The fiscal year for Central Book Aid is the calendar year. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information.
Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

15.1.1   **Purchased Services:** Did the central/co-central library expend CBA funds for purchased services for CBA library materials? Enter Y for   _____
Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.   Expenditure Category   _____
2.   Provider of Services   _____
3.   Expenditure   _____

15.1.2   Total Expenditure - Purchased Services   _____

15.1.3   **Supplies and Materials**: Did the central/co-central library expend
         CBA funds for adult non-fiction and foreign language library   _____
         materials? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.   Expenditure Category   _____
2.   Quantity   _____
3.   Unit Cost   _____
4.   Expenditure   _____

15.1.4   Total Expenditure - Supplies and Materials   _____
15.1.5   Total Expenditure (total 15.1.2 and 15.1.4)   _____

15.1.6   **Cash Balance at the Opening of the Current Fiscal Year**
         NOTE: The opening balance must be the same as the closing balance   _____
         of the previous year.

15.1.7   **Total Allocation received from the system.**   _____

15.1.8   **Cash Balance at the End of the Current Fiscal Year (total 15.1.7**
         - 15.1.5 + 15.1.6)   _____

15.1.9   **Final Narrative**: Provide a brief narrative, no more than five
         hundred (500) words, describing the major activities carried out with   _____
         these State Aid Funds.

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory   Education Law § 272, 273(1)(b)(1)
Reference: Commissioners Regulations 90.4
                The formula is $0.32 per capita or $105,000
                whichever is greater, to each public library
                system. Please see the Central Library Program
                Guidelines at
                http://www.nysl.nysed.gov/libdev/clda/index.html
                for more information. Note: CLDA funds which
                are expended for library materials must be used
                for adult non-fiction and foreign language,
                including electronic content. The fiscal year for
                Central Library Development Aid (CLDA) is the
                calendar year.

15.2.1 - 15.2.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.2.1   Total Full-Time Equivalents (FTE)   _____
15.2.2   Total Expenditure for Professional Salaries   _____

15.2.3 - 15.2.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.2.3   Total Full-Time Equivalents (FTE)   _____
15.2.4   Total Expenditures for Other Staff Salaries   _____

15.2.5   **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).   _____

15.2.6   **Purchased Services**: Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.   _____

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.   Expenditure Category   _____
2.   Provider of Services   _____
3.   Expenditure   _____

15.2.7   Total Expenditure - Purchased Services   _____

15.2.8   **Supplies and Materials**: Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.   _____

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1.   Expenditure Category   _____
2.   Expenditure   _____

15.2.9   **Total Expenditure - Supplies and Materials**   _____

15.2.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.   _____

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1.   Type of travel   _____
2.   Expenditure   _____

15.2.11 **Total Expenditures - Travel**   _____

15.2.12 **Equipment and Furnishings:** Did the central/co-central library expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.   _____

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1.   Type of item   _____
2.   Quantity   _____
3.   Unit cost   _____
4.   Expenditure   _____

15.2.13 **Total Expenditure - Equipment and Furnishings**   _____

15.2.14 **Total Expenditure (total 15.2.2, 15.2.4, 15.2.5, 15.2.7, 15.2.9, 15.2.11 and 15.2.13)**   _____

15.2.15 **Cash Balance at the Opening of the Fiscal Year**
         NOTE: The opening balance must be the same as the closing balance of the previous year.   _____

_____

15.2.16 **Total Allocation received from the system:**

15.2.17 **Cash Balance at the end of the Current Fiscal Year (total 15.2.16 - 15.2.14 + 15.2.15)** _____

15.2.18 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. _____

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 _____

16.2 Total Librarians _____

16.3 All Other Paid Staff _____

16.4 Total Paid Employees _____

16.5 State Government Revenue _____

16.6 Federal Government Revenue _____

16.7 Other Operating Revenue _____

16.8 Total Operating Revenue _____

16.9 Other Operating Expenditures _____

16.10 Total Operating Expenditures _____

16.11 Total Capital Expenditures _____

16.12 Print Materials _____

16.13 Total Registered Borrowers _____

16.14 Other Capital Revenue and Receipts _____

16.15 Total Number of Internet Terminals Used by the General Public _____

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1 *LIB ID* _____

17.2 *Interlibrary Relationship Code* _____

17.3 *Legal Basis Code* _____

17.4 *Administrative Structure Code* _____

17.5 *FSCS Public Library Definition* _____

17.6 *Geographic Code* _____

17.7 *FSCS ID* _____

17.8 *SED CODE* _____

SUGGESTED IMPROVEMENTS

Library Name: _____

Library System: _____

Name of Person Completing Form: _____

Phone Number: _____

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! _____