

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

Library/Director Information

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

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

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

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

Report all information in Part 1 as of December 31, 2020, except for questions related to the current library director/manager (questions 1.37 through 1.44).

- | | | |
|-----|--|-------|
| 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 Local Fiscal Year _____
- 1.12 Ending Local 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 or 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 _____

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

- 1.36a President/CEO Name _____
- 1.36b President/CEO Phone Number _____
- 1.36c President/CEO Email _____

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

- 1.37 First Name of Library Director/Manager _____
- 1.38 Last Name of Library Director/Manager _____
- 1.39 NYS Public Librarian Certification Number _____
- 1.40 What is the highest education level of the library manager/director? _____
- 1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? _____
- 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. _____
- 1.43 E-mail Address of the Director/Manager _____
- 1.44 Fax Number of the Director/Manager _____
- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? _____

Public Votes/Contracts

- 1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2020? (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. _____
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/2020) _____
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 as a result of the vote held on the date reported in question number 3: _____
- 6c. Total proposed appropriation (sum of 6a and 6b): _____

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 2020) 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. _____
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? _____

Unusual Circumstances

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

1.49 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. _____

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 _____
- 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 NOVELNY 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-series; 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)** _____

Grand Total/Additions to Holdings

2.25 **GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)** _____

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26 Cataloged Books _____
2.27 All Other Print Materials _____
2.28 Electronic Materials _____
2.29 All Other Materials _____
2.30 **Total Additions (Total questions 2.26 through 2.29)** _____

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2020 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) _____
- 3.1a Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks? _____
- 3.2 Registered resident borrowers _____
- 3.3 Registered non-resident borrowers _____

Please report information on WRITTEN POLICIES as of 12/31/20.

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? _____
- 3.10 Does the library have a board-approved sexual harassment prevention policy? _____

Please report information on ACCESSIBILITY as of 12/31/20.

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.)? _____
- 3.12 Does the library have assistive devices for persons who are _____

- deaf and hearing impaired (TTY/TDD)? _____
- 3.13 Does the library have large print books? _____
- 3.14 Does the library have assistive technology for people who are visually impaired or blind? _____
- 3.15 - If so, what do you have?
- screen reader, such as JAWS, Windoweyes or NVDA _____
- refreshable Braille commonly referred to as a refreshable Braille display _____
- screen magnification software, such as Zoomtext _____
- electronic scanning and reading software, such as OpenBook _____
- 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)? _____

Library Sponsored Programs/Summer Reading Program

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

LIBRARY SPONSORED PROGRAMS

- 3.17 Adult Program Sessions _____
- 3.18 Young Adult Program Sessions _____
- 3.19 Children's Program Sessions _____
- 3.20 All Other Program Sessions _____
- 3.21 **Total Number of Program Sessions (Total questions 3.17 through 3.20)** _____
- 3.22 One-on-One Program Sessions _____

- 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? _____
- 3.24 Adult Program Attendance _____
- 3.25 Young Adult Program Attendance _____
- 3.26 Children's Program Attendance _____
- 3.27 All Other Program Attendance _____
- 3.28 **Total Program Attendance**
(Total questions 3.24 through 3.27) _____
- 3.29 One-on-One Program Attendance _____

Please report information on SUMMER READING PROGRAMS for the 2020 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2020 (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 _____
- 3.31 Library outlets offering the summer reading program _____
- 3.32 Children registered for the library's summer reading program _____

- 3.33 Young adults registered for the library's summer reading program _____
- 3.34 Adults registered for the library's summer reading program _____
- 3.35 Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34) _____
- 3.36 Children's program sessions - Summer 2020 _____
- 3.37 Young adult program sessions - Summer 2020 _____
- 3.38 Adult program sessions - Summer 2020 _____
- 3.39 Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38) _____
- 3.40 Children's program attendance - Summer 2020 _____
- 3.41 Young adult program attendance - Summer 2020 _____
- 3.42 Adult program attendance - Summer 2020 _____
- 3.43 Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42) _____
- COLLABORATORS**
- 3.44 Public school district(s) and/or BOCES _____
- 3.45 Non-public school(s) _____
- 3.46 Childcare center(s) _____
- 3.47 Summer camp(s) _____
- 3.48 Municipality/Municipalities _____
- 3.49 Literacy provider(s) _____
- 3.50 Other (describe using the State note) _____
- 3.51 Total Collaborators (total 3.44 through 3.50) _____

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2020 calendar year.

EARLY LITERACY PROGRAMS

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

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

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

3.54 - Number of sessions

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

3.55 **Total Sessions** _____

3.56 - Attendance at sessions

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

3.57 **Total Attendance** _____

3.58 - 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 2020 calendar year.

ADULT LITERACY

- 3.59 Did the library offer adult literacy programs? _____
- 3.60 Total group program sessions _____
- 3.61 Total one-on-one program sessions _____
- 3.62 Total group program attendance _____
- 3.63 Total one-on-one program attendance _____
- 3.64 - 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 Note) _____

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2020 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

- 3.65 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) _____
- 3.66 Children's program sessions _____
- 3.67 Young adult program sessions _____
- 3.68 Adult program sessions _____
- 3.69 **Total program sessions (total 3.66 + 3.67 + 3.68)** _____
- 3.70 One-on-one program sessions _____
- 3.71 Children's program attendance _____
- 3.72 Young adult program attendance _____
- 3.73 Adult program attendance _____
- 3.74 **Total program attendance (total 3.71 + 3.72 + 3.73)** _____
- 3.75 One-on-one program _____

- attendance
- 3.76 - 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 Note) _____

Please report information on DIGITAL LITERACY for the 2020 calendar year.

DIGITAL LITERACY

- 3.77 Did the library offer digital literacy programs? _____
- 3.78 Total group program sessions _____
- 3.79 Total one-on-one program sessions _____
- 3.80 Total group program attendance _____
- 3.81 Total one-on-one program attendance _____
- 3.82 Did your library offer teen-led activities during the 2020 calendar year? _____

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

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

CATALOGED BOOK CIRCULATION

- 4.1 Adult Fiction Books _____
- 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 Total Circulation of Other
Materials (Total questions 4.8,
4.9) _____

4.11 Physical Item Circulation (Total
questions 4.7 & 4.10) _____

ELECTRONIC USE

4.12 Use of Electronic Material _____

4.13 Successful Retrieval of
Electronic Information _____

4.14 Electronic Content Use (Total
questions 4.12 & 4.13) _____

4.15 Total Circulation of Materials
(Total questions 4.11 & 4.12) _____

4.16 Total Collection Use (Total
questions 4.13 & 4.15) _____

4.17 Grand Total Circulation of
Children's Materials (Total
questions 4.6 & 4.9) _____

REFERENCE TRANSACTIONS

4.18 Total Reference Transactions _____

4.18a Regarding the number of
Reference Transactions
entered, is this an annual count
or an annual estimate based on
a typical week or weeks? _____

4.19 Does the library offer virtual
reference? _____

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS RECEIVED _____
INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)
 4.21 TOTAL MATERIALS PROVIDED _____

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2020.

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 Does your library use social media? _____
 5.7 Does the library file for E-rate benefits? _____
 5.8 Is the library part of a consortium for E-rate benefits? _____
 5.9 If yes, in which consortium are you participating? _____
 5.10 Name of the person responsible for the library's Information Technology (IT) services _____
 5.11 IT contact's telephone number (enter 10 digits only and hit the Tab key) _____
 5.12 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 _____

- 6.18 (certified)
FTE - Library Manager (not certified) _____
- 6.19 Salary - Library Manager (not certified) _____

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2020. 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 8g. 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. _____

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2020**. This 2020 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

- 1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five _____

- years or earlier if required by law.
- 2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. _____
- 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. _____
- 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. _____
- 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. _____
- 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. _____
- 7. Is open the minimum standard number of public service hours for population served. (see instructions) _____
- 8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
 - 8a. space _____
 - 8b. lighting _____
 - 8c. shelving _____

- 8d. seating

- 8e. power infrastructure

- 8f. data infrastructure

- 8g. public restroom

- 9. Provides programming to address community needs, as outlined in the library's long-range plan of service.

- 10. Provides
- 10a. a circulation system that facilitates access to the local library collection and other library catalogs

- 10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.

- 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.

- 12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.

- 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.

- 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.

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)** _____

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 March 7, 2020

to December 31, 2020.

- 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? _____
- 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? _____
- CV3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? _____
- CV4 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic? _____
- CV5 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? _____
- CV6 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? _____
- CV7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? _____
- CV8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? _____

- 19) pandemic?
- CV9 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? _____
- CV10 Report total number of recordings of program content during COVID-19 pandemic.
Optional response.
Responses to new questions requiring numerical data may be estimated or left blank the first year. _____
- CV11 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic? _____
- CV12 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? _____
- CV13 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? _____
- CV14 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? _____

9. SERVICE OUTLET 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.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and

8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

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

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 _____
- 16a Number of weeks an outlet closed due to COVID-19 _____
- 16b Number of weeks an outlet had limited occupancy due to COVID-19 _____
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. Number of internet computers at this outlet used by general public _____
27. Number of uses (sessions) of public Internet computers per year _____
28. Type of connection on the outlet's public Internet computers _____
29. Maximum download speed of connection on the outlet's public Internet computers _____
30. Maximum upload speed of connection on the outlet's public Internet computers _____
31. Internet Provider _____
32. WiFi Access _____
33. Number of wireless sessions provided by the library wireless service per year _____
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. Does your **outlet** have a Makerspace? _____
- 37. *LIBID* _____
- 38. *FSCSID* _____
- 39. *Number of Bookmobiles in the Bookmobile Outlet Record* _____
- 40. *Outlet Structure Status* _____

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2020. 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, 2020 to December 31, 2020) _____

NUMBER OF TRUSTEES AND TERMS

- 10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? _____
- 10.3 If yes, what is the range? _____
- 10.4 If your library has a range, how many voting positions are stated in the library's current by-laws? _____
- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? _____
- 10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If _____

10.7 no, please explain in a Note.
If yes, what is the trustee term
length, as stated in your library's
charter documents _____
(incorporation)?

BOARD MEMBER SELECTION

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

List Officers and Board Members as of February 1, 2021. 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 _____

10.10 Last Name _____

10.11 Mailing Address _____

10.12 City _____

10.13 Zip Code (5 digits only) _____

10.14 Phone (enter 10 digits only) _____

10.15 E-mail Address _____

10.16 Term Begins - Month _____

10.17 Term Begins - Year (yyyy) _____

10.18 Term Expires - Month _____

10.19 Term Expires - Year (yyyy) _____

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. _____

10.21 The date the Oath of Office was
taken (mm/dd/yyyy) _____

10.22 The date the Oath of Office was
filed with town or county clerk _____

10.23 (mm/dd/yyyy) Is this a brand new trustee? _____

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

1. Status _____
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. 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. _____
14. The date the Oath of Office (mm/dd/yyyy) was taken _____
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) _____
16. Is this a brand new trustee? _____

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2020. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name _____
2. Has the trustee participated in trustee education in the last calendar year (2020)? _____

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

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

LOCAL PUBLIC FUNDS

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

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. _____
 1. Source of Funds _____
 2. Name of funding County, Municipality or School 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/Other Receipts

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) _____

11.21 **BUDGET LOANS** ^{and 11.19)} _____

Transfers/Grant Total

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 2020 (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/Collection/Capital/Operation and Maintenance

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians _____

12.2 Other Staff _____

12.3 **Total Salaries & Wages Expenditures** (Add Questions _____

12.4 ^{12.1 and 12.2)} **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) _____

Contracts/Debt Service/Transfers/Grand Total

- 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) _____

Other Loans

- 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 2020 _____
- 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 2020 (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

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 _____

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 2020 _____

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

CENTRAL BOOK AID (CBA)

Statutory Education Law § 272, 273(1)(b)(2)

Reference: 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. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2020. Do not report funds spent by the public library system on the Library's behalf.

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

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. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2020. Do not report funds spent by the public library system on the Library's behalf.

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 _____
- 16.16 Total Uses (sessions) of Public Internet Computers Per Year _____
- 16.17 Total Wireless Sessions Provided by the Library Wireless Service Per Year _____
- 16.18 Total Capital Revenue _____

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* _____
17.9 *INSTITUTION ID* _____

SUGGESTED IMPROVEMENTS

Library Name: _____

Library System: _____

Name of Person Completing
Form: _____

Phone Number: _____

I am satisfied that this resource
(Collect) is meeting library
needs: _____

Applying this resource (Collect)
will help improve library services
to the public: _____

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! _____