1. GENERAL LIBRARY INFORMATION

Library/Director Information

Outline of Major Changes

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

To avoid loss of data, only one person at a time should be logged into a member library report.

Multiple people logged into the same report will cause data to be lost.

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

Report all information in Part 1 as of December 31, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

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 2020 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? __________________________
1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. __________________________

**Public Votes/Contracts**
Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote

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

3. Date the vote was held (mm/dd/2021)

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 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

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

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?
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.

Unusual Circumstances

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

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Adult Fiction Books</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Adult Non-fiction Books</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Total Adult Books (Total questions 2.1 &amp; 2.2)</td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Children's Fiction Books</td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Children's Non-fiction Books</td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>Total Children's Books (Total questions 2.4 &amp; 2.5)</td>
<td></td>
</tr>
<tr>
<td>2.7</td>
<td>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</td>
<td></td>
</tr>
</tbody>
</table>

### Other Print Materials

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.8</td>
<td>Total Uncataloged Books</td>
<td></td>
</tr>
<tr>
<td>2.9</td>
<td>Total Print Serials</td>
<td></td>
</tr>
<tr>
<td>2.10</td>
<td>All Other Print Materials</td>
<td></td>
</tr>
<tr>
<td>2.11</td>
<td>Total Other Print Materials (Total questions 2.8 through 2.10)</td>
<td></td>
</tr>
<tr>
<td>2.12</td>
<td>Total Print Materials (Total questions 2.7 and 2.11)</td>
<td></td>
</tr>
</tbody>
</table>

## ALL OTHER MATERIALS

### Electronic Materials

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.13</td>
<td>Electronic Books</td>
<td></td>
</tr>
<tr>
<td>2.14</td>
<td>Local Electronic Collections</td>
<td></td>
</tr>
<tr>
<td>2.15</td>
<td>NOVELNY Electronic Collections</td>
<td></td>
</tr>
</tbody>
</table>
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 Circulating Physical Items

2.24 Total Physical Items in Collection (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 3.32 through 3.84 for the 2022 calendar year. Please click here to read general instructions before completing this section.

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

**LIBRARY USE**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Library visits (total annual attendance)</td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>3.2 Registered resident borrowers</td>
<td></td>
</tr>
<tr>
<td>3.3 Registered non-resident borrowers</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4 Does the library have an open meeting policy?</td>
<td></td>
</tr>
<tr>
<td>3.5 Does the library have a policy protecting the confidentiality of library records?</td>
<td></td>
</tr>
<tr>
<td>3.6 Does the library have an Internet use policy?</td>
<td></td>
</tr>
<tr>
<td>3.7 Does the library have a disaster plan?</td>
<td></td>
</tr>
<tr>
<td>3.8 Does the library have a board-approved conflict of interest policy?</td>
<td></td>
</tr>
<tr>
<td>3.9 Does the library have a board-approved whistle blower policy?</td>
<td></td>
</tr>
<tr>
<td>3.10 Does the library have a board-approved sexual harassment prevention policy?</td>
<td></td>
</tr>
</tbody>
</table>

Please report information on ACCESSIBILITY as of 12/31/22.

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?</td>
<td></td>
</tr>
<tr>
<td>3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?</td>
<td></td>
</tr>
</tbody>
</table>
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

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

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

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older __________________________

3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 __________________________

3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5 __________________________

3.19b Number of Synchronous Program Sessions Targeted at Children Ages 6-11 __________________________
<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.20 Number of Synchronous General Interest Program Sessions</td>
<td></td>
</tr>
<tr>
<td>3.21 Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)</td>
<td></td>
</tr>
<tr>
<td>3.21a Number of Synchronous In-Person Onsite Program Sessions</td>
<td></td>
</tr>
<tr>
<td>3.21b Number of Synchronous In-Person Offsite Program Sessions</td>
<td></td>
</tr>
<tr>
<td>3.21c Number of Synchronous Virtual Program Sessions</td>
<td></td>
</tr>
<tr>
<td>3.21d Total number of synchronous programs (3.21a + 3.21b + 3.21c)</td>
<td></td>
</tr>
<tr>
<td>3.22 One-on-One Program Sessions</td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>3.24 Attendance at Synchronous Programs Targeted at Adults Age 19 or Older</td>
<td></td>
</tr>
<tr>
<td>3.25 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18</td>
<td></td>
</tr>
<tr>
<td>3.26a Attendance at Synchronous Programs Targeted at Children Ages 0-5</td>
<td></td>
</tr>
<tr>
<td>3.26b Attendance at Synchronous Programs Targeted at Children Ages 6-11</td>
<td></td>
</tr>
<tr>
<td>3.27 Attendance at Synchronous General Interest Programs</td>
<td></td>
</tr>
<tr>
<td>3.28 Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27)</td>
<td></td>
</tr>
<tr>
<td>3.28a Synchronous In-Person Onsite Program Attendance</td>
<td></td>
</tr>
<tr>
<td>3.28b Synchronous In-Person Offsite Program Attendance</td>
<td></td>
</tr>
<tr>
<td>3.28c Synchronous Virtual Program Attendance</td>
<td></td>
</tr>
</tbody>
</table>
3.28d  Total synchronous program attendance  
       \(3.28a + 3.28b + 3.28c\)  

3.29 One-on-One Program Attendance  

3.29a Total Number of Asynchronous Program Presentations  

3.29b Total Views of Asynchronous Program Presentations within 30 Days  

3.30 Total Number of Children's Programs  
        (sum of Q3.19a and Q3.19b)  

3.31 Total Children's Program Attendance  
        (sum of Q3.26a and Q3.26b)  

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

SUMMER READING PROGRAM

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

a. Program(s) for children  
   

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  

   

3.33 Library outlets offering the summer reading program  

3.34 Children registered for the library's summer reading program  

3.35 Young adults registered for the library's summer reading program  

3.36 Adults registered for the library's summer reading program  

3.37 Total number registered for the library's summer reading program  
        (total 3.34 + 3.35 + 3.36)
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.38</td>
<td>Children's program sessions - Summer 2022</td>
<td></td>
</tr>
<tr>
<td>3.39</td>
<td>Young adult program sessions - Summer 2022</td>
<td></td>
</tr>
<tr>
<td>3.40</td>
<td>Adult program sessions - Summer 2022</td>
<td></td>
</tr>
<tr>
<td>3.41</td>
<td>Total program sessions - Summer 2022</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(total 3.38 + 3.39 + 3.40)</td>
<td></td>
</tr>
<tr>
<td>3.42</td>
<td>Children's program attendance - Summer 2022</td>
<td></td>
</tr>
<tr>
<td>3.43</td>
<td>Young adult program attendance - Summer 2023</td>
<td></td>
</tr>
<tr>
<td>3.44</td>
<td>Adult program attendance - Summer 2022</td>
<td></td>
</tr>
<tr>
<td>3.45</td>
<td>Total program attendance - Summer 2022</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(total 3.42 + 3.43 + 3.44)</td>
<td></td>
</tr>
<tr>
<td>3.46</td>
<td>Public school district(s) and/or BOCES</td>
<td></td>
</tr>
<tr>
<td>3.47</td>
<td>Non-public school(s)</td>
<td></td>
</tr>
<tr>
<td>3.48</td>
<td>Childcare center(s)</td>
<td></td>
</tr>
<tr>
<td>3.49</td>
<td>Summer camp(s)</td>
<td></td>
</tr>
<tr>
<td>3.50</td>
<td>Municipality/Municipalities</td>
<td></td>
</tr>
<tr>
<td>3.51</td>
<td>Literacy provider(s)</td>
<td></td>
</tr>
<tr>
<td>3.52</td>
<td>Other (describe using the State note)</td>
<td></td>
</tr>
<tr>
<td>3.53</td>
<td>Total Collaborators (total 3.46 through 3.52)</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**EARLY LITERACY PROGRAMS**

3.54 Did the library offer early literacy programs? (Enter Y for Yes, N for No)  
3.55 - Indicate types of programs offered (check all that apply)
Please report information on ADULT LITERACY for the 2022 calendar year.

**ADULT LITERACY**

3.61 Did the library offer adult literacy programs?

3.62 Total group program sessions
3.63 Total one-on-one program sessions __________________________
3.64 Total group program attendance __________________________
3.65 Total one-on-one program attendance __________________________
3.66 - 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 2022 calendar year.

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

3.67 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) __________________________
3.68 Children's program sessions __________________________
3.69 Young adult program sessions __________________________
3.70 Adult program sessions __________________________
3.71 Total program sessions (total 3.68 + 3.69 + 3.70) __________________________
3.72 One-on-one program sessions __________________________
3.73 Children's program attendance __________________________
3.74 Young adult program attendance __________________________
3.75 Adult program attendance __________________________
3.76 Total program attendance (total 3.73 + 3.74 + 3.75) __________________________
3.77 One-on-one program attendance __________________________
3.78 - 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 2022 calendar year.

**DIGITAL LITERACY**

3.79 Did the library offer digital literacy programs? __________________________

3.80 Total group program sessions __________________________

3.81 Total one-on-one program sessions __________________________

3.82 Total group program attendance __________________________

3.83 Total one-on-one program attendance __________________________

3.84 Did your library offer teen-led activities during the 2022 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 Circulation of Other Physical Items (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)

4.18 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?

REFERENCE TRANSACTIONS

4.19 Total Reference Transactions

4.19a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?

4.20 Does the library offer virtual reference?

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21 TOTAL MATERIALS RECEIVED

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22 TOTAL MATERIALS PROVIDED

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

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 (certified) __________________________

6.18 FTE - Library Manager (not certified) __________________________

6.19 Salary - Library Manager (not certified) __________________________

**7. MINIMUM PUBLIC LIBRARY STANDARDS**

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

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

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 January 1, 2022 to December 31, 2022.

CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?

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 allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?

CV4 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?

CV5 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?

CV6 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?

CV7 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?
CV8 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?

CV9 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19

9. SERVICE OUTLET INFORMATION

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

Outlets should be arranged in alphabetical order if possible.

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

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

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

1. Outlet Name __________________________

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 Used by General Public __________________________

27. Number of uses (sessions) of public Internet computers per year __________________________

27a Reporting Method for Number of Uses 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. Wireless Sessions

33a Reporting Method for Wireless Sessions

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, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

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

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 no, please explain in a Note.

10.7 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, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

**BOARD PRESIDENT**

10.9 First Name

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 (mm/dd/yyyy) __________________________

10.23 Is this a brand new trustee? __________________________

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

1. Status __________________________

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

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

1. Trustee Name __________________________

2. Has the trustee participated in trustee education in the last calendar year (2022)? __________________________

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

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

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

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

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

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 Record all Central Library Services Aid monies received from system headquarters __________________________

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 and 11.19)

11.21 BUDGET LOANS

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 2022  
   (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 12.40)  

### 12. OPERATING FUND DISBURSEMENTS

**Staff/Collection/Capital/Operation and Maintenance**

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

**STAFF EXPENDITURES**

**Salaries & Wages Paid from Library Funds**

12.1  Certified Librarians  
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 Postage and Freight

12.21 Professional & Consultant Fees

12.22 Equipment

12.23 Other Miscellaneous

12.24 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)

Contracts/Debt Service/Transfers/Grand Total

12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE
DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF)

12.27 From Other Funds (73OF)

12.28 **Total** (Add Questions 12.26 and 12.27)

Other Loans

12.29 Budget Loans (Principal and Interest)

12.30 Short-Term Loans

12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF)

12.34 From Other Funds (76OF)

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)

12.36 **Transfer to Other Funds**

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)

12.39 **BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022**

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)

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

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) __________________________

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) __________________________

12.44 Indicate type of audit (select one): __________________________

CAPITAL FUND

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

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 12.35) __________________________
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 2022  
(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 2022
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 LIBRARY SERVICES AID (CLSA)

Central Library Services Aid is a flat sum of $0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of $105,000, and an additional $71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services 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.

Library expenditures from Central Library Services Aid may only be used 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, 2022. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 - 15.1.2 Professional Salaries: Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.1.1 Total Full-Time Equivalents (FTE) __________________________

15.1.2 Total Expenditure for Professional Salaries __________________________
15.1.3 - 15.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3 **Total Full-Time Equivalents (FTE)**

15.1.4 **Total Expenditures for Other Staff Salaries**

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

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

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

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**

15.1.7 **Total Expenditure - Purchased Services**

15.1.8 **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.

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

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**

15.1.9 **Total Expenditure - Supplies and Materials**
15.1.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.

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

15.1.11 **Total Expenditures - Travel**

15.1.12 **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.

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

15.1.13 **Total Expenditure - Equipment and Furnishings**

15.1.14 **Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)**

15.1.15 **Cash Balance at the Opening of the Fiscal Year (total 15.1.15a + 15.1.15b)**
NOTE: The opening balance must be the same as the closing balance of the previous year.

15.1.15a CBA Cash Balance at the Opening of the Fiscal Year
15.1.15b CLDA Cash Balance at the Opening of the Fiscal Year.

15.1.16 **Total Allocation received from the system:**
15.1.17 **Cash Balance at the end of the Current Fiscal Year** (total 15.1.16 - 15.1.14 + 15.1.15)

15.1.18 **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 Number of Internet Computers Used by General Public

16.16 Total Uses (sessions) of Public Internet Computers Per Year

16.17 Wireless Sessions

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!