

**Division of Library Development
New York State Library
New York State Education Department**

ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES – 2011

Instructions

Part 1 – GENERAL LIBRARY INFORMATION

A number of questions in Part 1 are pre-filled and others are pre-filled and locked. Review the data and update, correct, or annotate, if needed.

- 1.1 **Library ID Number** – the ten-digit ID number assigned to the library by the Division of Library Development.
- 1.2 **Library Name** - the *legal* name of the public library as indicated on the library's charter.
- 1.3 **Name status** - This question is pre-filled and locked. 00 indicates no change, 06 indicates an official name change and 14 indicates a preferred spelling for the library name.
- 1.4 **Structure status** – This question is pre-filled and locked. 00 indicates no change from previous year, 01 indicates a library that has been absorbed by another library, 02 indicates a new library, 03 indicates a closed library, 04 indicates an outlet that has become an independent library, 05 indicates two libraries merged into one, 08 indicates a previously closed library that has reopened, 09 indicates a library that was previously omitted from the survey, 10 indicates a library that is being removed from the survey and 13 indicates a library that has been in existence and is now being added to the survey for the first time.
- 1.5 **Community** - the name of the village, town, or city in which the main library building is located.
- 1.6a-1.7a **Beginning Fiscal Reporting Year** and **Ending Fiscal Reporting Year** – These questions are pre-filled and locked.
- 1.6b-1.7b **Beginning Local Fiscal Year** and **Ending Local Fiscal Year** – Enter the beginning and ending dates of the library's local fiscal year, even if they are the same as the fiscal reporting year indicated in Questions 1.6a and 1.7a. (For example, a school district library's local fiscal year may be July 1 – June 30, but the library's fiscal reporting year may be January 1 – December 31; a municipal library's local fiscal year may be June 1 – May 31, but the library's fiscal reporting year may be January 1 – December 31.)
- 1.8 **Address Status** – choose from the drop down menu to indicate if there has been a change in the street and/or mailing address of the library. 00 indicates no change, 07 indicates that the library has moved to a new location and 15 indicates a preferred street address. If the street address or mailing address has changed, enter the change as a State Note.

- 1.9-1.12 **Street Address** – These questions are pre-filled and locked. If the street address has changed, enter the change as a State Note in question 1.8.
- 1.13-1.16 **Mailing Address** - These questions are pre-filled and locked from data entered in the previous year. If the mailing address has changed, enter the change as a State Note in question 1.8.
- 1.17 **Telephone Number** - the phone number of the library, including area code. Enter 10 digits only; do not enter spaces and/or punctuation. If the library does not have a telephone number, enter N/A.
- 1.18 **Fax Number** - the phone number for sending fax messages to the library, including area code. Enter 10 digits only; do not enter spaces and/or punctuation. If the library does not have a fax number, enter N/A.
- 1.19 **E-Mail Address to Contact the Library** – the general e-mail address for sending electronic mail messages to the library (for example: circ@mail.nysed.gov). If the library does not have an e-mail address, enter N/A.
- 1.20 **Library Home Page URL** - the Internet's World Wide Web address of the library's Home Page. If the library does not have a Home Page URL, enter N/A.
- 1.21-1.23 **Population Chartered to Serve (2000 Census), Type of Library, Area Chartered to Serve** – These questions are pre-filled and locked. This information is on file at Library Development and is based on the most current documents in the library's charter file. This information will be updated by the New York State Library if the library underwent a charter amendment during the reporting period. Libraries with questions about the chartered service area or the 2000 population figure that appears on this report should contact their library system.
- Note: Populations are based on official population counts from the 2000 Census. The 2000 populations for library chartered service areas not contiguous with political boundaries are agreed upon by Library Development, the system, and the library.*
- 1.24 **Legal Service Area Boundary Change** – This question is pre-filled and locked. This information will be updated by the New York State Library if the library underwent a charter amendment during the reporting period. If a change occurred as a result of a new contract to provide library services to residents of an area not served by a public library or due to a change to an existing contract, please annotate using the State note.
- 1.25-1.27 **Library Charter**
- the type of charter the library currently holds;
 - the date this charter was granted;
 - the date the library was last registered (if the library has not been registered, enter N/A on question 1.27).
- 1.28 **Federal Employer Identification Number** - the nine-digit number assigned by the Internal

Revenue Service to the library, as an employer, for the purposes of reporting taxes withheld.

- 1.29 **County** - the name of the county in which the main library building (only) is located. Do not enter the counties within the library's chartered service area.
- 1.30 **School District** - the name of the school district in which the main library building (only) is located. Do not enter the school districts within the library's chartered service area.
- 1.31 **Library System** - the name of the public library system of which the library is a member.
- 1.32-1.35 **Library Director/Manager** – enter the current director's name and New York State Public Librarian Certification number, even if the director was appointed after December 31, 2011. A library serving a population of 7,500 or more is required to have a New York State certified public librarian as library director. Please do not enter school library media specialist certification numbers. Library Directors who do not have public library certification should enter N/A on question 1.35.
- 1.36-1.37 **E-Mail Address/Fax Number of the Library Director/Manager** – the library e-mail address and fax number for contacting the Director/Manager directly. Enter even if the same as questions 1.15 & 1.16.
- 1.38 **Library Fees** - indicate whether the library charges fees for library cards to people residing outside the system's service area.
- 1.39 **Library Budget** – for the reporting period entered in questions 1.6 and 1.7, indicate whether all or part of the library's budget was subject to a public vote. If yes, complete one record for each vote held. If no, go to question 1.40. Chapter 414 of the New York State Laws of 1995 (same as Ed. Law §259.1.,) provides public libraries in New York State (including Association Libraries) with the ability to place a funding proposition on a municipal (county, city, town or village) ballot. For further information, please go to <http://www.nysl.nysed.gov/libdev/excerpts/edn259.htm> and scroll down to §259.1.b.
- 1.40 **Percentage of Local Funding Subject to Public Vote** – indicate the total percentage of the library's local public funding that was either subject to public vote(s) or that come from a previous appropriation that is still in effect.
- 1.41 **Contractual Agreement** – indicate whether the library has a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library. Answer Y for Yes if the contractual agreement is negotiated directly by the library or by the library system on behalf of the library. If yes, complete one record for each agreement. If no, go to question 1.42.
- 1.42 **Report of Unusual Circumstances** – explain any situation or circumstance that affected the statistics reported. Annotate using the State note.

Part 2 – LIBRARY COLLECTION

Questions 2.1 through 2.24 - TOTAL HOLDINGS

General Information:

- For each category of holdings, report the total number held at the end of the fiscal year.
- Holdings for each category *equal* previous year holdings *plus* current year additions *minus* current year withdrawals.
- In each category, holdings reported must be less than or equal to last year's holdings plus this year's additions.
- Items packaged together as a unit (*e.g.*, two compact discs, two films, two videocassettes, a kit or a set of 25 slides) and which are generally checked out as a unit are counted as one physical item.
- Microform (microfilm, microcard, microfiche) is *not* a separate category, but is included within each specific category. For example, a microcopy of a volume of adult nonfiction is counted as a volume of adult nonfiction.
- Government documents (publications bearing a federal, state, foreign government, or world organization imprint) are not a separate category, but included within each specific category.
- Documents that are fully cataloged and inter-shelved with books are counted as Cataloged Book Holdings in the appropriate category.
- Serials bearing a government imprint but are treated as part of the serials collection are counted as Serials.
- Documents held in vertical files with other ephemera are counted with All Other Print Materials.
- Government documents held in a separate documents section of the library are also counted with All Other Print Materials.

2.1-2.7 **Cataloged Books**

- Report non-serial printed publications including music and maps bound in hard or soft covers, or in loose-leaf format.
- Must be cataloged and available for use.
- Include foreign language books and books on rental shelves in the appropriate category - Adult or Children's Fiction or Nonfiction.
- Include Young Adult books with the Adult collection.
- Include non-serial government documents.
- Do not include bound serials in Book Holdings.
- Include duplicate copies of titles and the number of volumes in sets of books.
- A volume is a physical unit of any printed, typewritten, handwritten, photocopied, or processed work contained in one binding or portfolio, hardbound or paperbound, which is cataloged and available for use.

Questions 2.8 through 2.12 – **Other Print Materials**

2.8 **Uncataloged Books** – report uncataloged hard cover and paperback books.

2.9 **Total Print Serials**

- Volumes are a unit established by the publisher. Enter the number of volumes held, including duplicate copies of volumes, regardless of whether the material is bound, unbound or on microform.

- Do *not* count serials in electronic format here.

2.10 All Other Print Materials

- Include print library materials which do not meet the definition of a book or serial, and which are not counted in other categories of holdings.

Questions 2.13 through 2.18 – Electronic Materials

- Library materials that require the use of special equipment in order to be seen or heard.
- Report audio-visual/book kits as physical units under the appropriate audio-visual category.
- **Electronic Books** (question 2.13) – E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Questions 2.14 through 2.16- Databases

- Report the number of databases, including locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.
- Report the number of database licenses (subscription or one-time purchases). Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g., ProQuest, OCLC FirstSearch).
- Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Include such services as EBSCO and OCLC FirstSearch, but do not include other electronic serial databases (e.g., Project MUSE, OCLC ECO Project).
- **Local Databases (question 2.14)** report the number of databases obtained through the library funds.
- **NOVELNY Databases** (question 2.15) – This field has been pre-filled and locked. The number of **NOVELNY Databases** for 2011 is 9.
- **Other Databases** (question 2.16) – Report the number of all other databases.

ALL OTHER MATERIALS

2.20 Audio – Physical Units

- These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audioreels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.
- Report the number of units, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

2.21 Audio – Downloadable Titles

- These are downloadable electronic files on which sound (only) are stored (recorded) and that can be reproduced (played back) electronically.
- Report the titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

2.22 Video Physical Units

- These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.
- Report the number of units, including duplicates. Items packages together as a unit (e.g., two videocassettes for one film) and checked out as a unit are counted as one physical unit.

2.23 Video – Downloadable Titles

- These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.
- Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

2.24 All Other Materials

- Report materials such as recordings, transparencies, tapes, films, slides, and other audio-visual materials not included in other audio-visual physical units categories.
- Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.
- Include multi-media, interactive CD-ROM kits. Report audio compact discs (CDs) under Audio – Physical Units (question 2.20).
- Include library materials not counted in other categories of holdings.
- Report vertical file materials and similar items that are not individually cataloged, and any other materials requiring special handling not reported in any of the categories above.

2.26 Grand Total Holdings

- Report the library's total holdings as of the end of the fiscal reporting year.
- Grand Total Holdings = Total Print Materials (question 2.12) + Total Electronic Materials (question 2.19) + Total Other Materials Holdings (question 2.25)

2.27 Current Print Serial Subscriptions

- Report the number of current print serial subscription titles only; do not report electronic or digital subscriptions here.

Questions 2.28 through 2.32 - Additions to Holdings

- Include additions to uncataloged books and current print serials within Additions to Holdings – All Other Print Materials.
- For each category of material in the library’s collection, report the *gross total number* of volumes or physical items added to the library’s holdings during the fiscal year.
- Do not subtract the number of withdrawals/discards from the number of additions.

Part 3 – LIBRARY PROGRAMS AND SERVICES

Note: It is recommended that libraries use the methods described in *Output Measures for Public Libraries, 2nd edition (ALA, 1987)* for counting library visits (attendance).

Questions 3.1 through 3.50 – Library-Sponsored Programs

- Children are defined as people who are 11 years of age and under.
- Young Adults are defined as people who are 12 years of age and no more than 18 years of age.
- Where age levels overlap, decide whether the program is intended primarily for Children or Young Adults.
- A “collaborator is an organization that provides space and/or services for a specific program series or session.
- For Children’s Program Sessions and Young Adult Program Sessions, do not count sessions or attendance at library activities that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.
- For questions 3.1 through 3.10, count all program sessions and program attendance regardless of topic.
- For questions 3.11 through 3.50, count only programs and program attendance for each type of program (Summer Reading, Early Literacy and English Speakers of Other Languages).
- All programs counted in Questions 3.11 through 3.50 (Summer Reading, Early Literacy, and English Speakers of Other Languages) are also included in the figures reported in questions 3.1 through 3.10.
- **Program Sessions** (questions 3.1 – 3.5)
 - Count each session in a series of programs; *i.e.*, a six-week story-time series would be six sessions.
 - Count each program session held for all types of programs.
 - Count each group visit to the library as one session.
 - Count each school visit to a classroom as one session. Count each school visit to a group of combined classes as one session.
- **Program Attendance** (questions 3.6 – 3.10)
 - Count each person in the entire audience at all program sessions regardless of the primary audience. For example, include adults who attend programs intended primarily for children with Children’s Program Attendance; include children who attend programs intended primarily for young adults with Young Adult’s Program Attendance.
 - Count attendance at *each* session in a series of programs.

- If a summer reading club is sponsored but no individual programs are held, count the total number of Children and/or Young Adults registered.
 - If a school visit to a classroom is made, count the total number of students in the class.
- **All Other Programs** (questions 3.4 & 3.9)
 - Library-sponsored programs not clearly identifiable as intended primarily for a particular age group (*i.e.*, intergenerational programs) should be reported here.
- **Summer Reading Program** (questions 3.11 – 3.29)
 - A summer reading program is any summer reading program sponsored by the library for children and/or young adults regardless of whether the library uses the New York State Summer Reading Program theme(s).
 - When reporting library outlets, include the main library, branches, bookmobiles and any other designated library outlets.
 - Count each child or young adult as registered if an official library form has been completed or if the participant has been placed on an official library list designated as registration for the summer reading program.
 - Count the number of sessions for the library's summer reading program only; count each session in a series of programs (*i.e.*, a six-week series as six sessions).
 - Count attendance at *each* session in a series of programs; count each person in the entire audience regardless of the primary audience.
 - Report the number of collaborators by type on questions 3.22 – 3.29.
- **Early Literacy Programs** (questions 3.30 – 3.38)
 - Early Literacy Programs are any programs for children age birth through five years, and/or parents and caregivers of children, age birth through five years. These programs provide literacy-based activities for children, and/or teach parents and caregivers techniques to promote literacy-based activities. Children, parents and/or caregivers may not necessarily attend the same sessions.
 - Early Literacy Program participants are designated in two groups: Birth – school entry (Kindergarten), and parents and caregivers. The program should be counted to represent the group which has the highest attendance at the program.
 - Count the number of sessions for the library's early literacy program only; count each session in a series of programs (*i.e.*, a six-week series as six sessions).
 - Count attendance at *each* session in a series of programs; count each person in the entire audience regardless of the primary audience.
 - Indicate all types of collaborators contributing to the Early Literacy Program(s).
- **Programs for English Speakers of Other Languages (ESOL)** (questions 3.39 – 3.48)
 - Programs for English Speakers of Other Languages (ESOL) are any programs that help speakers of other languages to learn English. Programs may be for groups, or may be one-on-one sessions.
 - Count the number of sessions for the library's ESOL program only; count each session in a series of programs (*i.e.*, a six-week series as six sessions).
 - Count attendance at *each* session in a series of programs; count each person in the entire audience regardless of the primary audience.
 - Indicate all types of collaborators contributing to the ESOL Program(s).

Question 3.49 – **Library Visits**

- If annual counts are available, please report them. Otherwise, provide an annual estimate based on a count taken during "a typical week". If you have a "typical week" count, multiply the count by 52 weeks to report the annual count.
- A "typical week" is a week in which the library is open its regular hours, is neither unusually slow nor unusually busy, and containing no holidays/special events. It is seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period. Please report all figures for the same week, if possible. It is recommended that libraries take a count during a typical week in October.
- Report the total number of persons entering the library for whatever purpose during the year. Include persons attending activities, meetings, program sessions, and those persons requiring no staff services. This is an annual attendance total.

3.50 **Registered Resident Borrowers** - Count the total number of individual borrowers, registered by the library as library cardholders that reside in the library's chartered service area. Multiply by 2.77 if registration method is by household or family.

3.51 **Registered Non-Resident Borrowers** – Report the total number of individual borrowers, registered by the library as card-holders, that do not reside in the library's chartered service area. Include here individuals that reside in areas the library has contracted to serve.

Questions 3.52 through 3.55 – **Written Policies** - Indicate whether Board-approved written policies are on file at the library.

3.54 **Internet Use Policy** - Chapter 357 of the Laws of 2000 requires that the Board of Trustees of a public, free association or Indian library, which provides public access to the Internet, establish a policy governing patron use of computer terminals that access the Internet. The law provides that a verification of such policy shall be included in the annual report submitted to the State Education Department.

3.55 **Disaster Policy** – Is there a Board-approved written policy outlining a plan in the event of a natural or man-made disaster that affects the library's facility(ies), holdings, or staff and patrons (*i.e.*, evacuation plan)?

Questions 3.56 and 3.57 – **Accessibility** - Indicate whether the library provides services to persons who cannot visit the library, and whether the library has assistive devices for the deaf and hearing impaired.

Part 4 – LIBRARY TRANSACTIONS

Questions 4.1 through 4.12 - **Circulation**

- Report the total annual circulation of all library materials of all types charged out for use outside the library, including renewals.
- Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category – Adult or Children's Other Materials. Include Young Adult Other Materials with the Adult Other Materials Circulation.
- Include items borrowed for users of the reporting library through interlibrary loan (materials

received) and charged out for home use by the reporting library's patrons.

- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, *i.e.*, from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit (*e.g.*, two compact discs, two films, two videocassettes, a kit or a set of 25 slides).

Question 4.13 – **Reference**

- A reference transaction is an information contact that involves the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral services. Information sources include:
 - printed and non-printed materials;
 - machine-readable data bases (including computer-assisted instruction);
 - catalogs and other holdings records; and,
 - through communication or referral, other libraries and institutions, and persons both inside and outside the library.
- The request may come from an adult, a young adult, or child
 - in person,
 - by phone,
 - by fax,
 - by mail, or
 - by electronic mail.
- When a staff member uses information gained from a previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during this transaction.
- Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"
- If an actual annual reference count is unavailable, provide annual estimates based on a count taken during "a typical week". If you have a "typical week" count, multiply the count by 52 weeks to report the annual count.
- A "typical week" is a week in which the library is open its regular hours, is neither unusually slow nor unusually busy, and containing no holidays/special events. It is seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period. Please report all figures for the same week if possible. It is recommended that libraries take a count during a typical week in October.

Questions 4.14-4.15 – **Interlibrary Loan**

- Library materials, or copies of the materials, made available by one library to another upon request, including "patron placed" interlibrary loan requests.

- Report data as an annual figure.
- The libraries involved in interlibrary loan are not under the same library administration.
- Do not count transactions among outlets (*i.e.*, branches and bookmobiles) of the same library.
- Photocopied materials mailed or transmitted to fill an interlibrary loan request are included within the count.
- Do not count bulk loans from the systems or rotating collections as interlibrary loans.
- **Total Materials Received (Borrowed)** (question 4.14) - Library materials, or copies of the materials, borrowed by the reporting library to fill a specific title, author, or subject request (*i.e.*, loans received from other libraries, systems, agencies or suppliers). Materials received (borrowed) are also counted as circulation by the reporting library when charged out for use outside the library by the reporting library's patrons.
- **Total Materials Provided (Loaned)** (question 4.15) - Library materials, or copies of the materials, loaned by the reporting library to the system, other libraries, other systems or agencies to fill a specific title, author, or subject request. Materials provided (loaned) are not counted as circulation by the reporting library.

PART 5 – AUTOMATION AND TELECOMMUNICATIONS

Questions 5.1-5.8 – Systems and Services

- 5.1 **Automated Circulation System** - Indicate whether the library has an automated circulation system. The circulation system may be stand alone or system-wide.
- 5.2 **Online Public Access Catalog** - Indicate whether the library has an online public access catalog (OPAC). The catalog may be stand alone or system-wide. Please do not report a CD-ROM catalog as an OPAC.
- 5.3 **Electronic Access to OPAC from Outside the Library** - Indicate whether the library's online public access catalog (OPAC) can be remotely accessed by other libraries and/or by the public. The catalog may be stand alone or system-wide. Do not report a CD-ROM catalog as an OPAC.
- 5.4 **Annual Number of Visits to the Library's Web Site** – Count annual visits to the library via the Internet. A visit occurs when a user (internal or external) connects to the library's web site for any length of time or purpose, regardless of the number of pages or elements viewed. For example, if a user visits the library's web site and looks at 16 pages and 54 graphic images, your web server records this as a single visit.
- 5.5 **Internet Filtering Software** – Indicate whether the library uses Internet filtering software on *any* computers.
- 5.6 **Number of Users of Public Internet Computers per Year**
- Report the annual number of users of public internet computers in the library.
 - Do not include staff use of these resources except as it relates to patron assistance.

Note: The number of users may be counted manually, using registration logs. Count each

user (including staff members assisting patrons) that uses public internet computers, regardless of the amount of time spent on the computer. A user (including staff members assisting patrons) who uses the library's public internet computers three times a week would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, that figure should be multiplied by 52 to annualize it.

5.7-5.9 Information Technology Services: Provide the name, telephone number and email address of the person responsible for the library's Information Technology (IT) services.

Part 6 – STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year. 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.

6.1 FTE (Full-Time Equivalent) Calculation – Record the number of hours per week used to compute FTE for all budgeted positions. This should be no more than 40 hours per week.

Questions 6.2 through 6.13 – **Budgeted Positions in Full-Time Equivalents (FTE)** - *As of the end of the fiscal year*, show the FTE in all budgeted positions, as well as any vacant positions funded by the library's budget. Report this number in full-time equivalents (FTE). Report the FTE to two decimal places.

6.2-6.5 Library Director (Certified); Librarian (Certified) – Positions counted in this series require a New York State Public Librarian's Certificate, whether provisional or permanent. For question 6.2, do not list an interim or acting director. List only an official director who has been appointed by the Board.

6.6-6.9 Library Manager (Not Certified); Library Specialist/Paraprofessional (Not Certified)

- Count on questions 6.6-6.7 under "Library Manager" the position of library director where the incumbent does not hold a N.Y.S. Public Librarian's Certificate.
- Count on questions 6.8-6.9 under "Library Specialist/Paraprofessional" the position with the title of librarian where the incumbent does not hold a N.Y.S. Public Librarian's Certificate and does paid work that usually requires a certified librarian with professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

6.10-6.11 Other Staff – Count all other paid staff positions not previously counted on questions 6.2-6.9.

Questions 6.14 through 6.19 **Salary Information** – Report the FTE (based on the number of hours reported on question 6.1) and the current annual salary *as of the end of the fiscal*

year for these positions, even if vacant. Libraries must report FTE and salary for Library Director or Library Manager, not both. Where a position is vacant, indicate the FTE and annual salary that the employee would earn if the position were filled. If there is no set “annual” salary figure for any position, then multiply the hourly salary by the number of hours worked per week by 52 weeks (*i.e.*, salary x number of hours worked per week x 52 weeks). FTE should not be greater than one. The numbers of hours worked per week should not be greater than 40.

Part 7 – MINIMUM PUBLIC LIBRARY STANDARDS

- Please report all information as of **December 31, 2011**
- Library Development continues to track each library’s progress in meeting the minimum standards. Indicate whether the library is able to meet each of the minimum public library standards.
- If the library has not met any of the standards, contact the Library System to file a variance request.

The following table describes each standard and the schedule for compliance as outlined in Commissioner’s Regulation 90.2.

- A library may answer YES to Standards (8e.) restroom, (9b.) photocopier and (9e.) telefacsimile machine or capability if the restroom, photocopier or fax equipment is located within the same facility in which the library is located.
- The public must have access to the restroom in order for the library to answer YES to standard 8e. (restroom). NOTE: The restroom does not have to be ADA compliant to meet the standard.
- At minimum, the library staff must have full access to the photocopier and/or faxing capability in order for the library to answer YES to (9b.) and (9e.).

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION	STANDARD MUST BE MET BY
1	Is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees;	January 1, 1995
2	Has a board-approved, written long-range plan of service;	January 1, 1995
3	Presents an annual report to the community on the library’s progress in meeting its goals and objectives;	January 1, 1995
4	Has board-approved written policies for the operation of the library;	January 1, 1995
5	Presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;	January 1, 1995

6	Periodically evaluates the effectiveness of the library's collection and services in meeting community needs;	January 1, 1997																
7	Is open the following scheduled hours: <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>Population</u></th> <th style="text-align: left;"><u>Minimum Weekly Hours Open</u></th> </tr> </thead> <tbody> <tr> <td>Up to 500</td> <td>12</td> </tr> <tr> <td>500 – 2,499</td> <td>20</td> </tr> <tr> <td>2,500 – 4,999</td> <td>25</td> </tr> <tr> <td>5,000 – 14,999</td> <td>35</td> </tr> <tr> <td>15,000 – 24,999</td> <td>40</td> </tr> <tr> <td>25,000 – 99,999</td> <td>55</td> </tr> <tr> <td>100,000 and above</td> <td>60</td> </tr> </tbody> </table>	<u>Population</u>	<u>Minimum Weekly Hours Open</u>	Up to 500	12	500 – 2,499	20	2,500 – 4,999	25	5,000 – 14,999	35	15,000 – 24,999	40	25,000 – 99,999	55	100,000 and above	60	January 1, 2000
<u>Population</u>	<u>Minimum Weekly Hours Open</u>																	
Up to 500	12																	
500 – 2,499	20																	
2,500 – 4,999	25																	
5,000 – 14,999	35																	
15,000 – 24,999	40																	
25,000 – 99,999	55																	
100,000 and above	60																	
8	Maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;	January 1, 2000																
9	Provides equipment and connections to meet community needs including, but not limited to, a telephone, photocopier, fax capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;	January 1, 2000																
10	Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number;	January 1, 1995																
11	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	January 1, 2000																

Commissioner's Regulation 90.8 determines educational requirements for directors of public and association libraries.

CR 90.8 Appointment of Library Personnel	
2,500 – 4,999 population	Two years of college or equivalent
5,000 – 7,499 population	Bachelor's degree or equivalent
7,500+ population	N.Y.S. Public Librarian's Certificate

Part 8 – PUBLIC SERVICE INFORMATION

Questions 8.1-8.5 – Public Service Outlets

8.1 Main Library

- A main library may be a single outlet library or the library that is the operational center of a multiple outlet library.

- Usually, all processing is centralized in the main library. The principal collections and administrative services are also usually housed in the main library.
- Each library may report either no main library (“0”) or one main library (“1”); libraries may not report more than one main library. Where two or more libraries are considered “main” for local purposes, one main library and one or more branches should be reported on the annual report.
- Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not main libraries.

8.2 Branches

- A branch library is an auxiliary unit of an administrative entity (or main library) which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.
- Do not include the main library.

8.3 Bookmobiles

- A bookmobile is a traveling branch library.
- It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

8.4 Other Outlets

- Examples are outlets in senior citizen centers, daycare centers, jails, or other organizations or institutions with designated space and with frequently changed collections of books and other library materials.

Questions 8.6-8.13 – Public Service Hours

- All libraries should be open for public service on a 52-week basis. Libraries must be open at fixed times per Commissioner’s Regulations and are required to be open a minimum number of hours every week based on the size of the population served. These rules do not require any library to be open on legal holidays or Sundays.
- For information on the Minimum Weekly Hours the library should be open every week; refer to the instructions for Standard 7.
- Report to two decimal places.
- Report for the Main Library, branches, and bookmobiles (regardless of whether or not all facilities are open at the same time).
- For each bookmobile count only the hours during which the bookmobile is open to the public.

8.6-8.9 – Minimum Weekly Total Hours

- Report the minimum weekly total scheduled public service hours for the reporting period.
- A “minimum week” is a week in which the library is open its fewest regularly scheduled hours, and contains no holidays/special events. Include seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period.
- Extensive hours closed to the public due to natural disasters or other events should be excluded from the Minimum Weekly Total Hours even if the staff is scheduled to work.

8.10-8.13 – Annual Total Hours

- Report the total annual public service hours for the reporting period.

- Annual Total Hours must equal the sum of question 14 for all outlets listed on Part 9.
- Minor variations in scheduled public service hours need not be noted.
- Extensive hours closed to the public due to natural disasters or other events should be excluded from the Annual Total Hours even if the staff is scheduled to work.

Part 9 – SERVICE OUTLET INFORMATION

- Report complete information for each of the library's main libraries, branch libraries or bookmobiles (do not abbreviate).
- Question 2- **Name status**- is a locked field for New York State Library use only.
- Question 4- **Address status** -is pre-filled with 00 (no change). Choose from 00 (no change), 07 (moved to a new location) or 15 (preferred street address).
- For bookmobiles, report the address as that of the outlet that operates the bookmobile service.
- Provide information for each main library, branch, or bookmobile reported on questions 8.1, 8.2, and 8.3 only.
- Do not enter Outlet information for Other Outlets (question 8.4).
- Question 11 **Outlet URL** – for the main library, this should be the same URL entered on question 1.20.
- Question 13 **Outlet Type Codes**: **CE** – Main Library; **BR** – Branch Library; **BS** – Bookmobile
- Question 14 **Public Service Hours Per Year for This Outlet** – This is the number of annual public service hours for this outlet only. Include the actual hours open for public service. For bookmobiles, count only the hours during which the bookmobile is open to the public. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.
- Question 15 **Number of Weeks This Outlet is Open** – This is the number of weeks during the year that this outlet is open to the public. Include the number of weeks open for public service. For bookmobiles, count only the weeks during which the bookmobile is open to the public. The count should be based on the number of weeks that the library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate the number of weeks based on total number of service hours per year at this outlet by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the outlet was open less than half its scheduled hours, round down.
- Questions 16-18 **Meeting Space for Public Use** – Indicate if the outlet has separate meeting space available for use by public and community groups, and if the space is available when the outlet is closed. It is irrelevant whether the library charges for use of the meeting room or whether it charges for some organizations (such as for-profit businesses) and not for other organizations (such as non-profit agencies). Report the number of non-library sponsored programs, meetings and/or events. Count the number of sessions, not the number of individuals attending. Events may or may not be open to the public. For example, count a tutoring session by a literacy volunteer and students as an event. Include meetings in rooms which may be considered conference rooms, such as rooms typically used for group study or small meetings. Do not report programs, meetings and/or events sponsored, organized or initiated by the library; library-sponsored programs are reported on Part 3.

- Question 19 **Outlet Codes: LO** – The outlet is owned by the library board; **LR** – The outlet is rented by the library board; **LRF** – The outlet is used by the library board rent-free; **N/A** – none of the above.
- Questions 21-22 **Outlet and Site Ownership** – Indicate who owns the building and the site on which the building is located.
- Question 24 **Square Footage**: Provide the area, in square feet, of the public outlet (main library or branch). Report the total area in square feet for each library outlet (main library or branch); for bookmobiles enter N/A. This is the area on all floors enclosed by the outer walls of the library outlet. Include all area occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.
- Question 25 **Total number of Internet Terminals Used by the General Public** - Report the number of computer terminals (PCs, dumb terminals, etc.), whether purchased, leased or donated to the library used by the general public in the library to connect to the Internet.
- Question 26 **Type of connection on public library internet computers** – Report the type of Internet service connection for the Internet terminals used by the general public. If unknown, consult with your public library system headquarters.
- Question 27 **Maximum download speed of connection on the outlet’s public access Internet computers only** – Report the download speed of connection for the Internet access terminals used by the general public only. If unknown, consult with your public library system headquarters.
- Question 28 **Maximum upload speed of connection on the outlet’s public access Internet computers only** – Report the upload speed of connection for the Internet access terminals used by the general public only. If unknown, consult with your public library system headquarters.
- Question 29 **Internet provider** – Report the name of the Internet provider used by the library. Specify using the State note if “Other” is selected from the menu.
- Question 30 **WiFi availability to patrons** – If you offer WiFi to your patrons, please indicate in a State Note if there are any restrictions to accessing it. For example, indicate if access is restricted to those with passwords, etc.
- Question 31 **Interactive videoconferencing capability for public use** – A videoconference is a live connection between people in separate locations for the purpose of communication, usually involving audio and often text as well as video. At its simplest, videoconferencing provides transmission of static images and text between two locations. At its most sophisticated, it provides transmission of full-motion video images and high-quality audio between multiple locations. (Definition from www.whatis.com)
- Questions 34 – 38 are locked fields for New York State Library use only.

Part 10 – OFFICERS AND BOARD MEMBERS

- 10.1 **Total Number of Board Meetings** – Report the number of business meetings held by the library’s board as of December 31 of the reporting year. All public and association libraries are required by Education Law to hold at least four meetings per year.
- 10.2 **Number of Voting Positions Stated in the Library’s Charter** – This field is pre-filled; the information is taken from the library’s charter.

10.3 **Number of Voting Positions on the Library Board** – Report only the total number of voting positions on the library board. Do not include *ex-officio* (non-voting) members or community liaisons to the library board.

10.4 **Board Member Selection Code** – Indicate the code that best represents the selection process for library board members:

EP – board members are elected in a public election

EA – board members are elected by the library association membership

A – board members are appointed by municipality(ies)

O – other (specify using the State note)

10.5-10.16 **Board President** – Provide information for the library’s Board President for the 2012 Calendar Year. For privacy issues, the address, telephone and e-mail address are collected for internal use only by Division of Library Staff and will not be disseminated.

List of Officers and Board Members

- Provide information for officers and members of the library board for the 2012 Calendar Year. For privacy issues, the address and email address information are collected for internal use only by Division of Library Development Staff and will not be disseminated.
- If a Board Member does not hold an office, indicate “Trustee” on question 9 of the repeating group.
- The number of board member records should be the same as the number of voting board member positions entered in question 10.3.
- Complete one record for each Board Member. If a position is vacant, enter “Vacant” in question 1 and N/A in questions 2 through 12 of the repeating group for each vacant voting board member position.
- Do not report *ex-officio* (non-voting) board members or community liaisons to the library board.
- Enter the Board President’s telephone number (required) and e-mail addresses for the Board President and all trustees. If the Board President and/or trustees do not have personal email addresses, libraries are asked to provide email addresses for them.
- If there is no term expiration date, enter N/A in the month and year fields (questions 9 and 10 of the repeating group).
- **Oath of Office** – Indicate when the member of the library board took the Oath of Office and when the Oath was filed with the county/town/village clerk (public libraries only).

FINANCIAL REPORT

PARTS 11 – 14

- The Operating Fund Report and the Capital Fund Report are to be used by public and association libraries in reporting fiscal matters for the Fiscal Reporting Year ending 2011.
- Report whole dollar amounts, rounded to the nearest whole dollar.
- This report reflects only money actually received and disbursed by the library under direction of its Board of Trustees, except as noted in Employee Benefits.
- Report amounts actually received and/or disbursed during the fiscal reporting year; do not include accruals for anticipated income and/or disbursements.
- The value of endowments, investment accounts or existing assets **SHOULD NOT** appear on the Financial Report; report only income from investment deposited into the Operating Fund.
- Do not estimate receipts and/or expenditures for any item furnished free, such as rent, utilities or volunteer help.
- Grand Total Receipts must equal Grand Total Disbursements in both the Operating Fund and the Capital Fund.

Part 11 – OPERATING FUND RECEIPTS - Fiscal Year Ending 2011

LOCAL PUBLIC FUNDS FROM LOCAL SPONSORS

- 11.1 Indicate whether the reporting library receives local public funds from municipalities or districts.
- If yes, complete one record for each funding source; if no, go to question 11.3.
- Specify by name the municipalities or districts that are the source of the funds and report the corresponding dollar amount.
 - Record all funds supplied by all local taxing agencies that are municipalities or special districts.
 - Funds may be from the library's sponsoring municipality or from a non-sponsoring municipality in payment for library services.
 - For each municipality or district, indicate whether public funds received were subject to a public vote (or that came from a previous vote that is still in effect), and/or whether the funds were received through contractual agreement.

- 11.2 **TOTAL LOCAL PUBLIC FUNDS** – Sum of question 3 of Repeating Group #5.

11.3-11.8 **SYSTEM CASH GRANTS TO MEMBER LIBRARIES**

- 11.3 Record all Local Library Services Aid (LLSA) monies received from system headquarters (Ed. Law 273.1.f.5).
- 11.4 Record all Central Library Development Aid (CLDA) and Central Book Aid (CBA) monies received from system headquarters.
- 11.5 Record all other State Aid monies, such as Regional Bibliographic Database (RBDB), or Special Legislative Grants received through system headquarters.
- 11.6 Record all Federal Aid monies, such as LSTA received from system headquarters.
- 11.7 Record all other cash grants monies, such as special grants for travel or conference

attendance, received from system headquarters. Do not include the cost of library materials or equipment given by the system headquarters to a member library.

11.8 **TOTAL SYSTEM CASH GRANTS** - Sum of Local Library Services Aid, Central Library Aid, Additional State Aid received from the System, Federal Aid received from the System, and Other Cash Grants (questions 11.3 through 11.7).

11.9 **OTHER STATE AID**

- Record State monies received in fiscal year ending 2011 other than LLSA and money received through the library system. Report here monies received directly by the library, such as direct Special Legislative Grants, Parent and Child Services Grant, Adult Literacy Services Grant, Conservation/ Preservation Grant, Council on the Arts money, etc.
- If the library does not have a separate capital funds account, report here any monies received in fiscal year ending 2011 through the Public Library Construction Grant Program.
- Report LLSA in question 11.3.

11.10-11.12 **FEDERAL AID FOR LIBRARY OPERATION**

11.10 Record operating money paid directly to the library from Library Services Technology Act (LSTA).

11.11 Record funds received directly from any other Federal Programs, which are used for library operations.

11.12 **TOTAL FEDERAL AID** - Sum of LSTA and Other Federal Aid (questions 11.10 and 11.11).

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** – Record all contractual money received by the reporting library from any public or free association library or public library system in New York State as payment for services rendered by the reporting library.

11.14-11.19 **OTHER RECEIPTS**

11.14 **Gifts and Endowments** - Record all money received as gifts from private persons or foundations; include grants from the Bill and Melinda Gates Foundation.

11.15 **Fund Raising** – Record all money received through special/major fund raising activities or events. Money received from sale of donated, obsolete or unneeded books, including used book sales, withdrawn materials sales, etc., should be reported on question 11.18, Other.

11.16 **Income from Investments** - Record all money received from interest and earnings on investments and endowments and trust earnings deposited into the operating fund. Do not record the value of endowment or investment accounts.

11.17 **Library Charges** - Record all money received from library charges including reserve fees, photocopy fees, book fine money and rental money from books, records, etc.

11.18 **Other** - Include all other receipts (monies actually received). Items recorded in this category should include, but are not limited to the following:

- E-Rate: Include rebates received during the fiscal year (do not list e-rate discounts; list only incoming funds related to e-rate).
- Proceeds from Sale of Property - receipts from sales of land and/or buildings and

cash received from sales of equipment and vehicles.

- Proceeds from Café Sales – any profit from food and beverage sales on library property.
- Refunds - refunds of disbursements from prior years such as a recovery or an overpayment to a vendor or cancellation of an outstanding check. Refunds of operating fund disbursements for the current year should not be recorded here as a receipt because the corresponding disbursement is void.
- Sale of Scrap and Excess Materials - cash received from the sales of scrap and excess materials.
- Sale of Instructional Supplies - Unneeded Books - money received from sale of obsolete or unneeded books, including used book sales, withdrawn materials sales, etc.
- Rental of Real Property - rent received from the lease of real property.
- Equipment Rental - amounts received for rentals of equipment.
- Commissions - commissions such as those received from the telephone company for pay phones, pay photocopy machine commissions, etc.
- Insurance Recoveries - recoveries from insurers of all types: for fire losses, compensation for automobile or other personal property damage and reimbursements under Workmen's Compensation Law, Section 25(4).
- Other Compensation for Loss - receipts for damages to property from other than insurance companies, such as payment from an individual for a broken window.
- Other - revenues which are not explained elsewhere such as United Way, contracts with non-member libraries or college and research libraries (other than NYPL Research), or libraries out of State, etc.

11.19 **TOTAL OTHER RECEIPTS** - Sum of Gifts and Endowments, Fund Raising, Income from Investments, Library Charges and Other (questions 11.14 through 11.18).

11.20 **TOTAL OPERATING FUND RECEIPTS** - Sum of Total Local Public Funds, Total System Cash Grants, Other State Aid, Total Federal Aid, Contracts and Total Other Receipts (questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19).

11.21 **BUDGET LOANS** - Record the principal of all budget loans received during the fiscal year and not paid back prior to the end of the fiscal year. Omit principal of budget loans made and paid back during the fiscal year.

11.22-11.24 **TRANSFERS**

11.22 **Transfer from Capital Fund** - Record funds transferred from capital fund to be used in the operating fund (same as Transfer to Operating Fund, question 14.8, Capital Fund Disbursements).

11.23 **Transfer from Other Funds** - Record funds transferred from the principal of any trust or endowment funds other than the Capital Fund, which are to be used in the operating fund.

11.24 **TOTAL TRANSFERS** - Sum of Transfer from Capital Fund and Transfer from Other Funds (questions 11.22 and 11.23).

11.25 **BALANCE IN OPERATING FUND – Beginning Balance for Fiscal Year Ending**

2011 - Record operating funds held in active checking accounts only. Do not include inactive portfolio funds that have not passed through an active library account during the reporting year. **This must be the same figure reported in question 12.38 Balance at the End of Fiscal Year ending 2009 of the 2009 Annual Report unless the fiscal year has changed. If the Opening Balance must be altered due to an audit or some other reason, please get in touch with your library system to resolve the problem.**

11.26 **GRAND TOTAL RECEIPTS, LOANS, TRANSFERS, AND BALANCE** - Sum of Total Operating Fund Receipts, Budget Loans, Total Transfers, and Balance (questions 11.20, 11.21, 11.24 and 11.25). Must equal Grand Total Disbursements, Transfers and Balance in Part 12, question 12.39, Operating Fund Disbursements.

Part 12 – OPERATING FUND DISBURSEMENTS

Note: Federal Aid - Library Operation. Funds for operating purposes received from such Federal programs as Library Services Technology Act (LSTA) (reported as receipts in question 11.10) or Library Services and Construction Titles (LSCA) IV, V and VI, etc. (reported as receipts in question 11.11) must be shown as disbursements in the Operating Fund Disbursement report. For example, LSTA or LSCA Title V money used for library materials must be included in an appropriate section within Collection Expenditures (questions 12.6 through 12.8).

12.1-12.5 **STAFF EXPENDITURES**

12.1-12.3 **SALARIES & WAGES**

12.1 **Certified Librarians** - Record salaries paid to professional certified librarians.

12.2 **Other Staff** - Record salaries paid to librarians who do not hold certification and to all other staff employed by the library.

12.3 **Total Salaries** - Sum of questions 12.1 and 12.2.

12.4 **Employee Benefits** - Record employer's contribution for employee benefits, including, but not limited to:

- State Retirement - New York State Employees' Retirement System.
- Private Retirement - Any retirement system other than New York State Employees' Retirement System.
- Social Security
- Unemployment Insurance
- Workmen's Compensation
- Disability Insurance
- Life Insurance
- Hospital and/or Medical Insurance

12.5 **Total Staff Expenditures** - Sum of questions 12.3 and 12.4.

Note: In cases where local sponsors (*e.g.* municipalities or districts) directly pay the library's Employee Benefits listed above, without such sums going through the library's Board of Trustees, the library may report such money. If this is done, an equal sum must be included under the appropriate receipt category (question 11.2) so that the annual report is in

balance. The library must be able to produce reliable evidence when reporting these sums.

12.6-12.9 **COLLECTION EXPENDITURES**

- 12.6 **Print Materials** - Record all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.
- 12.7 **Electronic Materials** - Record all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [NOTE: Based on ISO 2789 definition.]
- 12.8 **Other Materials** – Record all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in all other forms.
- 12.9 **TOTAL COLLECTION EXPENDITURES** - Sum of all expenditures for print materials, electronic materials, and other materials (questions 12.6 through 12.8).

12.10-12.12 **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

If you report capital expenditures from operating funds, you must use questions 12.10 and 12.11 (codes 71PF and 71OF) to break down expenditures into "From Local Public" and/or "From Other" funds. Record the cost of all capital expenditures from operating funds including the cost of all vehicles and equipment purchased from operating funds. Total capital expenditures are the sum of questions 12.10 and 12.11.

12.13-12.17 **OPERATION AND MAINTENANCE OF BUILDINGS**

- 12.13-12.15 **Repairs to Buildings and Building Equipment** - Record costs of repairs to buildings and its equipment. For repairs to office equipment, use Other Miscellaneous Expenses (question 12.22). If you report repair expenditures, you must use questions 12.13 and 12.14 (codes 72PF and 72OF) to break down expenditures into "From Local Public" and/or "From Other" funds. Total repairs are the sum of questions 12.13 and 12.14.
- 12.16 **Other Disbursements** - Record all other costs related to the operation and maintenance of buildings, including but not limited to fuel and utilities (fuel, electricity, gas, etc.), insurance (other than those reported under employee benefits), custodial supplies, rental of quarters, and contracts for janitorial service, window washing, snow removal, etc.
- 12.17 **TOTAL OPERATION AND MAINTENANCE OF BUILDINGS** - Sum of questions 12.15 and 12.16.

- 12.18-12.23 **MISCELLANEOUS EXPENSES**
- 12.18 **Office and Library Supplies** - Record costs of such items as paper, ink and other supplies for photocopy and fax machines, computer diskettes, plastic jackets, cards and pockets, bindery supplies, etc.
- 12.19 **Telecommunications** - Record fees for telecommunications including telephone and Internet operation and installation (*e.g.*, cable, DSL, T1 lines).
- 12.20 **Binding Expenses** – Record costs of all commercial bindery expenditures only. If a library maintains its own bindery, salaries of bindery staff are recorded in Other Staff Salaries (question 12.2) and bindery supplies and materials are recorded in Other Miscellaneous (question 12.22).
- 12.21 **Postage and Freight** - Record costs of postage, UPS, and other freight and delivery costs.
- 12.22 **Other Miscellaneous** - Record all expenses not appropriate to above categories. Include here contract money paid to libraries or systems that are not members of a New York State Public Library System.
- 12.23 **TOTAL MISCELLANEOUS EXPENSES** - Sum of questions 12.18 through 12.22.
- 12.24 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** – Record money paid for services purchased by the reporting library from other free association, public libraries or Public Library Systems in New York State.
- 12.25-12.30 **DEBT SERVICE**
- 12.25-12.27 **Capital Purposes Loans** – Record payment from operating funds of principal and of interest on capital purposes loans issued in a prior year. If you report expenditures, you must use special codes 73PF and 73OF to break down expenditures into “From Local Public” and/or “From Other” funds. Total Capital Purposes Loans are the sum of questions 12.25 and 12.26.
- 12.28 **Budget Loans** – Record payment from operating funds of principal and interest on budget loans issued in a prior year.
- 12.29 **Short Term Loans** – Record payment from operating funds of interest on short-term loans; *i.e.*, loans made and paid back within the current fiscal year.
- 12.30 **TOTAL DEBT SERVICE** – Sum of questions 12.27 through 12.29.
- 12.31 **TOTAL OPERATING FUND DISBURSEMENTS** – Sum of Total Personnel Costs, Total Collection Expenditures, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Contracts, and Total Debt Service (questions 12.5, 12.9, 12.12, 12.17, 12.23, 12.24 and 12.30).
- 12.32-12.36 **TRANSFERS**
- 12.32-12.34 **Transfers to Capital Fund** - Record funds transferred from operating funds into capital funds (same as Transfer from Operating Fund, question 13.8, Capital Fund Receipts). If you report transfers, you must use questions 12.32 and 12.33 (codes

76PF and 76OF) to break down expenditures into "From Local Public" and/or "From Other" funds. Total Transfers to Capital Fund are the sum of questions 12.32 and 12.33. Total Transfers to Capital Fund must equal question 13.8.

- 12.35 **Transfers to Other Funds** - To be used by libraries permitted to have special fund accounts other than capital funds. Record total of funds transferred into special fund accounts such as memorial accounts, etc. as well as money returned to municipality, such as fines and gifts, and unspent balance where the municipality requires it.
- 12.36 **TOTAL TRANSFERS** - Sum of questions 12.34 and 12.35.
- 12.37 **TOTAL DISBURSEMENTS AND TRANSFERS** – Sum of Total Operating Fund Disbursements and Total Transfers (questions 12.31 and 12.36).
- 12.38 **BALANCE IN OPERATING FUND – Ending Balance for the Fiscal Year Ending 2011** – Record operating funds held in checking accounts, interest bearing time open accounts, time certificates of deposit, and temporary investments, etc.
- 12.39 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, AND BALANCE** – Sum of Total Operating Fund Disbursements, Total Transfers, and Balance (questions 12.31, 12.36 and 12.38). Must equal Grand Total Receipts, Transfers and Balance in question 11.26 in Operating Fund Receipts.
- 12.40 **ASSURANCE** – Enter the date the Annual Report was reviewed and accepted by the Library Board.
- 12.41-12.43 **FISCAL AUDIT** – Enter the date of the library’s last fiscal audit, the time period covered by the audit and the type of audit performed. If the library has not had a fiscal audit within the last five years, enter N/A.
- 12.44 **CAPITAL FUND** – Indicate whether the library has a capital fund. If no, stop here.
If yes, complete the Capital Fund Report.

CAPITAL FUND REPORT – Fiscal Year Ending 2011

The Capital Fund Report is to be used by public and association libraries in reporting fiscal matters related to the Capital Fund.

Part 13 – CAPITAL FUND RECEIPTS

- 13.1-13.3 **REVENUES FROM LOCAL SOURCES** - Record all revenues to the Capital Fund from all other local sources including but not limited to:

Record Revenues from Local Government Sources in question 13.1.

Record All Other Revenues from Local Sources in question 13.2.

- Interest and Earnings - interest earned on cash in time deposits and

- temporary investments. Record gain on sale of temporary investments.
- Gifts and Donations – Record any gifts or donations made to the Capital Fund.
- Premiums and Accrued Interest on Borrowings - amount paid by purchaser over and above the face value of obligations issued and/or interest accrued between the date of the issue and the date of receipt of the proceeds.
- Financing from Other Local Sources - funds received from any local source not listed above.

13.4-13.6 **STATE AID FOR CAPITAL PROJECTS** - Record State aid received for construction purposes under Ed. Law 273-a or any other State program.

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID**

INTERFUND REVENUE

13.8 Transfer from Operating Fund - Record funds transferred from Operating Fund (same as question 12.34, Operating Fund Disbursements).

13.9 **TOTAL REVENUES** – Sum of Total Revenue from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid (questions 13.3, 13.6, 13.7 and 13.8)

13.10 **NON-REVENUE RECEIPTS** - Record all non-revenue receipts including:

- Advance from Other Funds - temporary advances from Operating Fund monies not paid back as of the end of the fiscal year.
- Sale of Investments - the cost price upon the sale of investments. Any excess realized or loss sustained will be reflected in question 13.2.
- Obligations Issued - Serial Bonds - par value of serial bonds sold.
- Installment Bonds - par value of installment bonds sold.
- Bond Anticipation Notes - the amount of notes issued in anticipation of the sale of bonds.
- Capital Notes - par value of capital notes sold.
- Revenue Anticipation Notes - amount of note issued on revenue anticipation.

13.11 **TOTAL RECEIPTS** - Sum of Total Revenues and Non-Revenue Receipts (questions 13.9 and 13.10)

13.12 **BALANCE IN CAPITAL FUND – Beginning Balance for Fiscal Year Ending 2011** - *must* be the same figure reported in question 14.11 in Part 14, Capital Fund Disbursements, Balance at the End of the Fiscal Year ending 2009 on the 2009 Annual Report unless the fiscal year has changed.

13.13 **TOTAL RECEIPTS AND BALANCE** – Sum of questions 13.11 and 13.12.

(Must equal question 14.12 in Capital Fund Disbursements)

Part 14 – CAPITAL FUND DISBURSEMENTS

14.1-14.7 PROJECT EXPENDITURES

- 14.1 **Construction** - Record payments to contractors for construction costs pursuant to contract including change orders. Include general construction, heating and ventilating, plumbing, electrical, etc.
- 14.2 **Incidental Construction** - Record expenditures for the following:
- Architects' Commissions and Expenses - payments of architects' commissions and other expenses of the architect. Record clerk of the work's expenses when employed and paid by the architect.
 - Site Acquisition - costs of site acquisition including options, demolition of existing structures and other expense of preparation of the site for construction.
 - Furniture and Equipment - capital project expenditures for furniture and other equipment.
 - Other Incidental Costs - advertising costs, bond and note issue expense (printing, travel, etc.) watchmen, clerk of the works (unless paid by the architect), legal services, surveying, site improvement, utility system, etc.
- 14.3-14.6 **Other Disbursements**
- 14.3 **Purchase of Buildings** - Record cost of acquiring an existing building.
- 14.4 **Interest** - Record payments from capital fund monies of interest charges on notes.
- 14.5 **Collection Expenditures** - Record capital project expenditures for books, films, serials, etc.
- 14.6 **Total Other Disbursements** - Sum of questions 14.3 through 14.7.
- 14.7 **TOTAL PROJECT EXPENDITURES** - Sum of questions 14.1, 14.2 and 14.6.
- 14.8 **TRANSFER TO OPERATING FUND** - Record funds transferred from Capital Fund into Operating Fund. (must be the same as question 11.22, Transfer from Capital Fund, Operating Fund Receipts).
- 14.9 **NON-PROJECT EXPENDITURES** - Record all non-project expenditures including: Amounts paid to redeem bond anticipation notes and revenue anticipation notes; repayment of advances from the operating fund; the cost price of investments purchased and any other non-project costs.
- 14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** – Sum of Total Project Expenditures, Transfer to Operating Fund, and Non-Project Expenditures (questions 14.7 through 14.9)
- 14.11 **BALANCE IN CAPITAL FUND – Ending Balance for the Fiscal Year Ending 2011** - Report Cash Balance as of the end of Fiscal Year ending 2011.
- 14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** – Sum of questions 14.10 and 14.11 (Must equal question 13.13, Capital Fund Receipts)

Part 15 – Federal Totals (Questions 15.1-15.13)

15.1 Total ALA-MLS

- Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
- Total ALA-MLS = The sum of Library Directors (questions 6.2-6.3) + Librarians (questions 6.4-6.5) multiplied by the number of hours used to calculate FTE (question 6.1) divided by 40 hours per week [(questions 6.2 + 6.3) x question 6.1]/40.

15.2 Total Librarians

- Persons with the title of librarian who do paid work that usually requires professional training and skill in both the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.
- Total Librarians = The sum of Library Managers (questions 6.6-6.7) + Library Specialists/Paraprofessionals (questions 6.8-6.9) multiplied by the number of hours used to calculate FTE (question 6.1) divided by 40 hours per week + Total ALA/MLS (question 15.1) [(questions 6.8 + 6.9) x question 6.1/40) + question 15.1.

15.3 All Other Paid Staff

- This includes all other FTE employees paid from the library's budget, including facility operations, security, and maintenance staff.
- All Other Paid Staff = Other Staff (questions 6.10-6.11) multiplied by the number of hours used to calculate FTE (question 6.1) divided by 40 hours per week [(questions 6.10 + 6.11) x question 6.1]/40.

15.4 Total Paid Employees

- This is the sum of all employees paid from the library's budget.
- Total Paid Employees = Total Paid Staff (questions 6.12-6.13) multiplied by the number of hours used to calculate FTE (question 6.1) divided by 40 hours per week [(questions 6.12 + 6.13) x question 6.1]/40.

15.5 State Government Revenue

- These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State.
- State Government Aid = Local Library Services Aid (question 11.3) + Central Library Aid (question 11.4) + Other State Aid (question 11.5) + State Aid other than LLSA, Central Library Aid or Other State Aid (question 11.9).

15.6 Federal Government Revenue

- This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.
- Federal Aid = Federal Aid (question 11.6) + Total Federal Aid (question 11.12).

15.7 Other Operating Revenue

- This is all operating revenue other than Local, State, and Federal Revenues. Included,

for example, are monetary gifts and donations, interest, library fines, and fees for library services. Not included is the value of any contributed services or the value of any nonmonetary gifts or donations.

- Other Operating Revenue = Other Cash Grants (question 11.7) + Contracts with Public Libraries and/or Public Library Systems (question 11.13) + Total Other Receipts (question 11.19) + Budget Loans (question 11.21).

15.8 **Total Operating Revenue**

- This is all operating revenue from the Local, State, and Federal governments, as well as all other revenue.
- Total Operating Revenue = Total Local Public Funds (question 11.2) + State Government Revenue (question 15.5) + Federal Revenue (question 15.6) + Other Operating Revenue (question 15.7).

15.9. **Other Operating Expenditures**

- This includes all operating expenditures other than those for staff and collections.
- Other Operating Expenditures = Total Operation and Maintenance of Buildings (question 12.17) + Total Miscellaneous Expenses (question 12.23) + Contracts with Public Libraries and/or Public Library Systems (question 12.24) + Budget Loans (question 12.28) + Short-Term Loans (question 12.29).

15.10 **Total Operating Expenditures**

This includes total operating expenditures on staff, total expenditures on collections, and other operating expenditures.

- Total Operating Expenditures = Total Staff Expenditures (question 12.5) + Total Collection Expenditures (question 12.9) + Other Operating Expenditures (question 15.9).

15.11 **Total Capital Expenditures**

- Includes Capital Expenditures from Operating Funds, and Total Capital Fund Disbursements and Transfers.
- Capital Expenditures = Total Capital Expenditures (question 12.12) + Total Capital Fund Disbursements and Transfers (question 14.10).

15.12 **Print Materials**

- Includes books in print and print serials.
- Print Materials = Total Cataloged Books (question 2.7) + Total Uncataloged Books (question 2.8) + Total Print Serials (question 2.9).

15.13 **Total Registered Borrowers**

- Total of All Registered Borrowers = Registered Resident Borrowers (question 3.52) + Registered Non-Resident Borrowers (question 3.53).

15.14 **Other Capital Revenue and Receipts**

- Other Capital Revenue and Receipts = Transfer from Operating Fund (question 13.8) + Non-Revenue Receipts (question 13.10).

15.15 **Total Number of Internet Terminals Used by the General Public**

- Total Number of Internet Terminals Used by the General Public = Total of Question 25 of Repeating Group #3.

Part 16 – FOR STATE USE ONLY

- 16.1 LIB ID
- 16.2 Interlibrary Relationship Code
- 16.3 Legal Basis Code
- 16.4 Administrative Structure Code
- 16.5 FSCS Public Library Definition
- 16.6 Geographic Code
- 16.7 FSCS ID