

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

Annual Report For Public And Association Libraries - 2015

1. GENERAL LIBRARY INFORMATION

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

1.1	Library ID Number	FSCS 151
1.2	Library Name	FSCS 152
1.3	Name Status (State use only)	FSCS 152a
1.4	Structure Status (State use only)	FSCS 150a
1.5	Community	
1.6	Beginning Fiscal Reporting Year	FSCS 206
1.7	Ending Fiscal Reporting Year	FSCS 207
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	
1.11	Beginning <u>Local</u> Fiscal Year	
1.12	Ending <u>Local</u> Fiscal Year	
1.13	Address Status	FSCS 153a
1.14	Street Address	FSCS 153
1.15	City	FSCS 154
1.16	Zip Code	FSCS 155
1.17	Mailing Address	FSCS 157
1.18	City	FSCS 158
1.19	Zip Code	FSCS 159
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	FSCS 162
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	
1.23	Library Home Page URL (Enter N/A if no home page URL)	
1.24	Population Chartered to Serve (per 2010 Census)	FSCS 208
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. FSCS 205
- 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 FSCS 161
- 1.33 School District
- 1.34 Town/City
- 1.35 Library System

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

- 1.36 Title of Library Director/ Manager (select one):
- 1.37 First Name of Library Director/Manager
- 1.38 Last Name of Library Director/Manager
- 1.39 NYS Public Librarian Certification Number
- 1.40 E-mail Address of the Director/Manager
- 1.41 Fax Number of the Director/Manager
- 1.42 Does the library charge fees for library cards to people residing outside the system's service area?
- 1.43 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2015? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.44.
- 1 Name of municipality or district holding the public vote
- 2 Indicate the type of municipality or district holding the public vote
- 3 Date the vote was held (mm/dd/2015)
- 4 Was the vote successful? Y/N
- 5 What type of public vote was it?
- 6a Most recent prior year approved appropriation from a public vote:
- 6b Proposed increase in appropriation for Calendar Year 2015:
- 6c Total proposed appropriation (sum of 6a and 6b):

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

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

- 1 Name of municipality or district holding the public vote
- 2 Indicate the type of municipality or district holding the public vote
- 3 Date the last successful vote was held (mm/dd/yyyy)
- 4 What type of public vote was it?
- 5 What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?

1.45 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.46.

- 1 Name of contracting municipality or district
- 2 Is this a written contractual agreement?
- 3 Population of the geographic area served by this contract
- 4 Dollar amount of contract
- 5 Enter the appropriate code for range of services provided (select one):

1.46

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

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click [here to read general instructions before completing this section.](#)

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

It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

- 2.1 Adult Fiction Books
- 2.2 Adult Non-fiction Books
- 2.3 **Total Adult Books (Total questions 2.1 & 2.2)**
- 2.4 Children's Fiction Books
- 2.5 Children's Non-fiction Books
- 2.6 **Total Children's Books (Total questions 2.4 & 2.5)**
- 2.7 **Total Cataloged Books (Total questions 2.3 & 2.6)**

Other Print Materials

- 2.8 Total Uncataloged Books
- 2.9 Total Print Serials
- 2.10 All Other Print Materials
- 2.11 **Total Other Print Materials (Total questions 2.8 through 2.10)**

- 2.12 **Total Print Materials (Total questions 2.7 and 2.11)**

ALL OTHER MATERIALS

Electronic Materials

- 2.13 Electronic Books FSCS 451
- 2.14 Local Electronic Collections FSCS 456
- 2.15 NOVELNY Electronic Collections FSCS 457
- 2.16 **Total Electronic Collections (Total questions 2.14 and 2.15)** FSCS 458
- 2.17 Audio - Downloadable Units FSCS 453
- 2.18 Video - Downloadable Units FSCS 455
- 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 FSCS 452
- 2.22 Video - Physical Units FSCS 454
- 2.23 Other Non-Electronic Materials (includes films, slides, etc.)

- 2.24 **Total Other Materials Holdings (Total questions 2.21 through 2.23)**

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

CURRENT SERIAL SUBSCRIPTIONS

2.26 Current Print Serial Subscriptions FSCS 460

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27 Cataloged Books

2.28 All Other Print Materials

2.29 Electronic Materials

2.30 All Other Materials

2.31 **Total Additions (Total questions 2.27 through 2.30)**

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.26 as of the end of the fiscal year reported in Part 1; report information on questions 3.27 through 3.78 for the 2015 calendar year. Please click here to read general instructions before completing this section.

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

LIBRARY USE

3.1 Library visits (total annual attendance) FSCS 501

3.2 Registered resident borrowers

3.3 Registered non-resident borrowers

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

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

3.4 Does the library have an open meeting policy?

3.5 Does the library have a policy protecting the confidentiality of library records?

3.6 Does the library have an Internet use policy?

3.7 Does the library have a disaster plan?

3.8 Does the library have a board-approved conflict of interest policy?

3.9 Does the library have a board-approved whistle blower policy?

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

ACCESSIBILITY (Answer Y for Yes, N for No)

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

3.11 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?

3.12 Does the library have large print books?

3.13 Does the library have assistive technology for the blind and visually impaired?

3.14 - If so, what do you have?

screen reader, such as JAWS or Windoweyes

refreshable Braille keyboard

screen magnification software, such as Zoomtext

electronic scanning and reading software, such as OpenBook

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

LIBRARY SPONSORED PROGRAMS

3.15	Adult Program Sessions	
3.16	Young Adult Program Sessions	FSCS 602
3.17	Children's Program Sessions	FSCS 601
3.18	All Other Program Sessions	
3.19	Total Number of Program Sessions (Total questions 3.15 through 3.18)	FSCS 600
3.20	One-on-One Program Sessions	
3.21	Adult Program Attendance	
3.22	Young Adult Program Attendance	FSCS 605
3.23	Children's Program Attendance	FSCS 604
3.24	All Other Program Attendance	
3.25	Total Program Attendance (Total questions 3.21 through 3.24)	FSCS 603
3.26	One-on-One Program Attendance	

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

SUMMER READING PROGRAM

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

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

- 3.36 **Total program sessions - Summer 2015 (total 3.33 + 3.34 + 3.35)**
- 3.37 Children's program attendance - Summer 2015
- 3.38 Young adult program attendance - Summer 2015
- 3.39 Adult program attendance - Summer 2015
- 3.40 **Total program attendance - Summer 2015 (total 3.37 + 3.38 + 3.39)**

COLLABORATORS

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

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

EARLY LITERACY PROGRAMS

- 3.49 Did the library offer early literacy programs? (Enter Y for Yes, N for No)
- 3.50 - Indicate types of programs offered (check all that apply)
 - a. Focus on birth - school entry
 - b. Focus on parents & caregivers
 - c. Combined audience
 - d. N/A
- 3.51 - Number of sessions
 - a. Focus on birth - school entry
 - b. Focus on parents & caregivers
 - c. Combined audience
 - d. N/A
- 3.52 **Total Sessions**
- 3.53 - Attendance at sessions
 - a. Focus on birth - school entry
 - b. Focus on parents & caregivers
 - c. Combined audience
 - d. N/A
- 3.54 **Total Attendance**
- 3.55 Collaborators (check all that apply):
 - a. Childcare center(s)
 - b. Public School District(s) and/or BOCES
 - c. Non-Public School(s)
 - d. Health care providers/agencies
 - e. Other (describe using the State note)

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

ADULT LITERACY

- 3.56 Did the library offer adult literacy programs?
- 3.57 Total group program sessions
- 3.58 Total one-on-one program sessions
- 3.59 Total group program attendance
- 3.60 Total one-on-one program attendance
- 3.61 Collaborators (check all that apply)
 - a. Literacy NY (Literacy Volunteers of America)
 - b. Public School District(s) and/or BOCES
 - c. Non-Public Schools
 - d. Other (see instructions and describe using State Note)

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

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

- 3.62 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)
- 3.63 Children's program sessions
- 3.64 Young adult program sessions
- 3.65 Adult program sessions
- 3.66 One-on-one program sessions
- 3.67 **Total program sessions (total 3.63 + 3.64 + 3.65)**
- 3.68 Children's program attendance
- 3.69 Young adult program attendance
- 3.70 Adult program attendance
- 3.71 One-on-one program attendance
- 3.72 **Total program attendance (total 3.68 + 3.69 + 3.70)**
- 3.73 - Collaborators (check all that apply):
 - a. Literacy NY (Literacy Volunteers of America)
 - b. Public School District(s) and/or BOCES
 - c. Non-Public School(s)
 - d. Other (describe using the State note)

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

DIGITAL LITERACY

- 3.74 Did the library offer digital literacy programs?
- 3.75 Total group program sessions
- 3.76 Total one-on-one program sessions
- 3.77 Total group program attendance
- 3.78 Total one-on-one program attendance

4. LIBRARY TRANSACTIONS

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

CATALOGED BOOK CIRCULATION

- 4.1 Adult Fiction Books
- 4.2 Adult Non-fiction Books
- 4.3 Total Adult Books (Total questions 4.1 & 4.2)
- 4.4 Children's Fiction Books
- 4.5 Children's Non-fiction Books
- 4.6 Total Children's Books (Total questions 4.4 & 4.5)
- 4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6)

CIRCULATION OF OTHER MATERIALS

- 4.8 Circulation of Adult Other Materials
- 4.9 Circulation of Children's Other Materials
- 4.10 Circulation of Electronic Materials FSCS 552
- 4.11 Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)

- 4.12 Grand Total Circulation Transactions (Total questions 4.7 & 4.11) FSCS 550

- 4.13 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) FSCS 551

REFERENCE TRANSACTIONS

- 4.14 Total Reference Transactions FSCS 502
- 4.15 Does the library offer virtual reference?

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

- 4.16 TOTAL MATERIALS RECEIVED FSCS 554

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

- 4.17 TOTAL MATERIALS PROVIDED FSCS 553

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2015.

SYSTEMS AND SERVICES

- 5.1 Automated circulation system?
- 5.2 Online public access catalog (OPAC)?
- 5.3 Electronic access to the OPAC from outside the library?
- 5.4 Annual number of visits to the library's web site
- 5.5 Does the library use Internet filtering software on any computer?

- 5.6 Number of uses (sessions) of public Internet computers per year FSCS 651

- 5.7 Name of the person responsible for the library's Information Technology (IT) services
- 5.8 IT contact's telephone number (enter 10 digits only and hit the Tab key)

5.9 IT contact's email address

6. STAFF INFORMATION

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

FTE (FULL-TIME EQUIVALENT CALCULATION)

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

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

SALARY INFORMATION

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

7. MINIMUM PUBLIC LIBRARY STANDARDS

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

- 7.1 1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.
- 7.2 2. Has a board-approved written long range plan of service.

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

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

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

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

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

8. PUBLIC SERVICE INFORMATION

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

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

- | | | |
|-----|---|----------|
| 8.1 | Main Library | FSCS 209 |
| 8.2 | Branches | FSCS 210 |
| 8.3 | Bookmobiles | FSCS 211 |
| 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)	FSCS 500

9. SERVICE OUTLET INFORMATION

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

1	Outlet Name	FSCS 702
2	Outlet Name Status	FSCS 702a
3	Street Address	FSCS 703
4	Outlet Street Address Status	FSCS 703a
5	City	FSCS 704
6	Zip Code	FSCS 705
7	Phone (enter 10 digits only)	FSCS 708
8	Fax Number (enter 10 digits only)	
9	E-mail Address	
10	Outlet URL	
11	County	FSCS 707
12	School District	
13	Library System	
14	Outlet Type Code (select one):	FSCS 709
15	Public Service Hours Per Year for This Outlet	FSCS 713
16	Number of Weeks This Outlet is Open	FSCS 714
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	FSCS 711
26	Total number of Internet terminals at this outlet used by the general public	
27	Type of connection on the outlet's public Internet computers	
28	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	
29	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	
30	Internet Provider	
31	WiFi Access	
32	Number of wireless sessions provided by the library wireless service per year	FSCS 652
33	Does the outlet have interactive videoconferencing capability for public use?	
34	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	
35	Is every public part of the outlet accessible to a person in a wheelchair?	
36	<i>LIBID</i>	FSCS 701
37	<i>FSCSID</i>	FSCS 700
38	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	FSCS 712
39	<i>Outlet Structure Status</i>	FSCS 700a

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2015. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

- 10.1 Total number of board meetings held during calendar year (January 1, 2015 to December 31, 2015)
- 10.2 Number of voting library board positions stated in the library's charter.
- 10.3 Number of current voting positions on library board.
- 10.4 Trustee term length

BOARD MEMBER SELECTION

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

List Officers and Board Members as of February 1, 2016. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

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

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

11. OPERATING FUNDS RECEIPTS

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

LOCAL PUBLIC FUNDS

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

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

11.2 **TOTAL LOCAL PUBLIC FUNDS**

SYSTEM CASH GRANTS TO MEMBER LIBRARY

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

OTHER STATE AID

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

FEDERAL AID FOR LIBRARY OPERATION

- 11.10 LSTA
 11.11 Other Federal Aid
 11.12 **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**

OTHER RECEIPTS

- 11.14 Gifts and Endowments
 11.15 Fund Raising
 11.16 Income from Investments
 11.17 Library Charges
 11.18 Other
 11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)

 11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)

11.21 **BUDGET LOANS**

TRANSFERS

- 11.22 From Capital Fund (Same as Question 14.8)
 11.23 From Other Funds
 11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)

 11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2015 (Same as Question 12.40 of previous year if fiscal year has not changed)

 11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

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

12.1	Certified Librarians	
12.2	Other Staff	
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	FSCS 350
12.4	Employee Benefits Expenditures	FSCS 351
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	FSCS 352

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	FSCS 353
12.7	Electronic Materials Expenditures	FSCS 354
12.8	Other Materials Expenditures	FSCS 355
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	FSCS 356

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

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

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	
12.19	Telecommunications	
12.20	Binding Expenses	
12.21	Postage and Freight	
12.22	Professional & Consultant Fees	
12.23	Equipment	
12.24	Other Miscellaneous	
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	

12.26 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

- 12.27 From Local Public Funds (73PF)
- 12.28 From Other Funds (73OF)
- 12.29 **Total** (Add Questions 12.27 and 12.28)
- 12.30 Budget Loans (Principal and Interest)
- 12.31 Short-Term Loans
- 12.32 **Total Debt Service** (Add Questions 12.29, 12.30 and 12.31)

- 12.33 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)

TRANSFERS

Transfers to Capital Fund

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

- 12.39 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38)
- 12.40 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2015
- 12.41 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)

ASSURANCE

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

FISCAL AUDIT

- 12.43 Last audit performed (mm/dd/yyyy)
- 12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)

- 12.45 Indicate type of audit (select one):

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

- | | | |
|------|--|----------|
| 13.1 | Revenues from Local Government Sources | FSCS 400 |
| 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) | FSCS 401 |

FEDERAL AID FOR CAPITAL PROJECTS

- | | | |
|------|--------------------------|----------|
| 13.7 | TOTAL FEDERAL AID | FSCS 402 |
|------|--------------------------|----------|

INTERFUND REVENUE

- | | | |
|-------|---|----------|
| 13.8 | Transfer from Operating Fund (Same as Question 12.36) | |
| 13.9 | TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8) | |
| 13.10 | NON-REVENUE RECEIPTS | |
| 13.11 | TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10) | FSCS 404 |
| 13.12 | BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2015 (Same as Question 14.11 of previous year, if fiscal year has not changed) | |
| 13.13 | TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12) | |

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

Please [click here to read general instructions before completing this section.](#)

- | | |
|------|-------------------------|
| 14.1 | Construction |
| 14.2 | Incidental Construction |

Other Disbursements

- | | |
|------|---|
| 14.3 | Purchase of Buildings |
| 14.4 | Interest |
| 14.5 | Collection Expenditures |
| 14.6 | Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) |
| 14.7 | TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6) |
| 14.8 | TRANSFER TO OPERATING FUND (Same as Question 11.22) |

- 14.9 **NON-PROJECT EXPENDITURES**
- 14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)
- 14.11 **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2015
- 14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)

15. CENTRAL LIBRARIES

NOTE: PART 15 (below) EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. All others will PROCEED TO SECTION 16. FEDERAL TOTALS.

CENTRAL BOOK AID (CBA)

Statutory Reference:

Education Law § 272, 273(1)(b)(2)
Commissioners Regulations 90.4

Central Book Aid is a flat sum of \$71,500 to each public library system. The fiscal year for Central Book Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

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

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

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

- 1 Expenditure Category
- 2 Provider of Services
- 3 Expenditure

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

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

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

- 1 Expenditure Category
- 2 Quantity
- 3 Unit Cost
- 4 Expenditure

15.1.4 **Total Expenditure - Supplies and Materials**

15.1.5 **Total Expenditure (total 15.1.2 and 15.1.4)**

15.1.6 **Cash Balance at the Opening of the Current Fiscal Year**

NOTE: The opening balance must be the same as the closing balance of the previous year.

15.1.7 **Total Allocation received from the system**

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

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

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Reference:

Education Law § 272, 273(1)(b)(1)
Commissioners Regulations 90.4

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

NOTE: This section is new for 2014. Responses to new questions may be estimated for the first year.

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

15.2.1 Total Full-Time Equivalent (FTE)

15.2.2 Total Expenditure for Professional Salaries

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

- 15.2.3 Total Full-Time Equivalent (FTE)
- 15.2.4 Total Expenditures for Other Staff Salaries
- 15.2.5 **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).
- 15.2.6 **Purchased Services:** Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.

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

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

- 1 Expenditure Category
- 2 Provider of Services
- 3 Expenditure

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

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

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

- 1 Expenditure Category
- 2 Expenditure

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

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

- 1 Type of travel
- 2 Expenditure

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

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

- 1 Type of item
- 2 Quantity
- 3 Unit cost
- 4 Expenditure

- 15.2.13 **Total Expenditure - Equipment and Furnishings**
- 15.2.14 **Total Expenditure (total 15.2.2, 15.2.4, 15.2.5, 15.2.7, 15.2.9, 15.2.11 and 15.2.13)**
- 15.2.15 **Cash Balance at the Opening of the Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year.
- 15.2.16 **Total Allocation received from the system**
- 15.2.17 **Cash Balance at the end of the Current Fiscal Year (total 15.2.16 - 15.2.14 + 15.2.15)**
- 15.2.18 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	FSCS 250
16.2	Total Librarians	FSCS 251
16.3	All Other Paid Staff	FSCS 252
16.4	Total Paid Employees	FSCS 253
16.5	State Government Revenue	FSCS 301
16.6	Federal Government Revenue	FSCS 302
16.7	Other Operating Revenue	FSCS 303
16.8	Total Operating Revenue	FSCS 304
16.9	Other Operating Expenditures	FSCS 357
16.10	Total Operating Expenditures	FSCS 358
16.11	Total Capital Expenditures	FSCS 405
16.12	Print Materials	FSCS 450
16.13	Total Registered Borrowers	FSCS 503
16.14	Other Capital Revenue and Receipts	FSCS 403
16.15	Total Number of Internet Terminals Used by the General Public	FSCS 650

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	FSCS 151
17.2	<i>Interlibrary Relationship Code</i>	FSCS 200
17.3	<i>Legal Basis Code</i>	FSCS 201

17.4	<i>Administrative Structure Code</i>	FSCS 202
17.5	<i>FSCS Public Library Definition</i>	FSCS 203
17.6	<i>Geographic Code</i>	FSCS 204
17.7	<i>FSCS ID</i>	FSCS 150
17.8	<i>SED CODE</i>	

SUGGESTED IMPROVEMENTS

Library Name:

Library System:

Name of Person Completing Form:

Phone Number:

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!