1. GENERAL LIBRARY INFORMATION

Please note: Bibliostat Collect is best viewed using Internet Explorer 6.0 or higher or Firefox 1.5 or higher. When using Internet Explorer 10 or higher, Compatibility View needs to be enabled (this can be found under the Tools menu).

Please note: No version of the Google Chrome browser can be used to access Collect at this time. Use of this browser can result in data loss in repeating groups. The Microsoft Edge browser cannot be used.

Report all information in Part 1 as of December 31, 2017, except for questions related to the current library director/manager (questions 1.36 through 1.41).

<table>
<thead>
<tr>
<th>Question</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Library ID Number</td>
</tr>
<tr>
<td>1.2</td>
<td>Library Name</td>
</tr>
<tr>
<td>1.3</td>
<td>Name Status (State use only)</td>
</tr>
<tr>
<td>1.4</td>
<td>Structure Status (State use only)</td>
</tr>
<tr>
<td>1.5</td>
<td>Community</td>
</tr>
<tr>
<td>1.6</td>
<td>Beginning Fiscal Reporting Year</td>
</tr>
<tr>
<td>1.7</td>
<td>Ending Fiscal Reporting Year</td>
</tr>
<tr>
<td>1.8</td>
<td>Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? Enter N/A if No was answered to Question 1.8.</td>
</tr>
<tr>
<td>1.9</td>
<td>If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.</td>
</tr>
<tr>
<td>1.10</td>
<td>Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.</td>
</tr>
<tr>
<td>1.11</td>
<td>Beginning Local Fiscal Year</td>
</tr>
<tr>
<td>1.12</td>
<td>Ending Local Fiscal Year</td>
</tr>
<tr>
<td>1.13</td>
<td>Address Status</td>
</tr>
<tr>
<td>1.14</td>
<td>Street Address</td>
</tr>
<tr>
<td>1.15</td>
<td>City</td>
</tr>
<tr>
<td>1.16</td>
<td>Zip Code</td>
</tr>
<tr>
<td>1.17</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>1.18</td>
<td>City</td>
</tr>
<tr>
<td>1.19</td>
<td>Zip Code</td>
</tr>
<tr>
<td>1.20</td>
<td>Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)</td>
</tr>
<tr>
<td>1.21</td>
<td>Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)</td>
</tr>
<tr>
<td>1.22</td>
<td>E-Mail Address to Contact the Library (Enter N/A if no e-mail address)</td>
</tr>
<tr>
<td>1.23</td>
<td>Library Home Page URL (Enter N/A if no home page URL)</td>
</tr>
<tr>
<td>1.24</td>
<td>Population Chartered to Serve (per 2010 Census)</td>
</tr>
<tr>
<td>1.25</td>
<td>Indicate the type of library as stated in the library's charter (select one):</td>
</tr>
<tr>
<td>1.26</td>
<td>Indicate the area chartered to serve as stated in the library's charter (select one):</td>
</tr>
<tr>
<td>1.27</td>
<td>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.</td>
</tr>
<tr>
<td>1.28</td>
<td>Indicate the type of charter the library currently holds (select one):</td>
</tr>
</tbody>
</table>
1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter

1.30 Date the library was last registered

1.31 Federal Employer Identification Number

1.32 County

1.33 School District

1.34 Town/City

1.35 Library System

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

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.45, report all information for the current library director/manager.

1.37 Title of Library Director/Manager (select one):

1.38 First Name of Library Director/Manager

1.39 Last Name of Library Director/Manager

1.40 NYS Public Librarian Certification Number

1.41 What is the highest education level of the library manager/director?

1.42 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?

1.43 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.

1.44 E-mail Address of the Director/Manager

1.45 Fax Number of the Director/Manager

1.46 Is the library a member of the New York State and Local Retirement System?

1.47 Does the library charge fees for library cards to people residing outside the system's service area?

1.48 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2017? (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 1.49.

1.49 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2017) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50.

This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.
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?

1.50 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 1.51.

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):

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

2. LIBRARY COLLECTION
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., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

PRINT MATERIALS

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

Other Print Materials
2.8 Total Uncataloged Books
2.9 Total Print Serials
2.10 All Other Print Materials
2.11 Total Other Print Materials (Total questions 2.8 through 2.10)
2.12 Total Print Materials (Total questions 2.7 and 2.11)

ALL OTHER MATERIALS
Electronic Materials
2.13 Electronic Books
2.14 Local Electronic Collections
2.15 NOVELNY Electronic Collections
2.16 Total Electronic Collections (Total questions 2.14 and 2.15)
2.17 Audio - Downloadable Units
2.18 Video - Downloadable Units
2.19 Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)
2.20 Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)

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

CURRENT SERIAL SUBSCRIPTIONS
2.26 Current Print Serial Subscriptions

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.
2.27 Cataloged Books
2.28 All Other Print Materials
2.29 Electronic Materials
2.30 All Other Materials
2.31 Total Additions (Total questions 2.27 through 2.30)

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES
Report all information on questions 3.1 through 3.28 as of the end of the fiscal year reported in Part 1; report information on questions 3.29 through 3.80 for the 2017 calendar year. Please click here to read general instructions before completing this section.

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

LIBRARY USE
3.1 Library visits (total annual attendance)
3.2 Registered resident borrowers
3.3 Registered non-resident borrowers

Please report information on WRITTEN POLICIES as of 12/31/17.

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 12/31/17.

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

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

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

3.12 Does the library have large print books?

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

3.14 - If so, what do you have?

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

3.15 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?

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

LIBRARY SPONSORED PROGRAMS

3.16 Adult Program Sessions

3.17 Young Adult Program Sessions

3.18 Children's Program Sessions

3.19 All Other Program Sessions

3.20 Total Number of Program Sessions (Total questions 3.16 through 3.19)

3.21 One-on-One Program Sessions

3.22 Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?

3.23 Adult Program Attendance

3.24 Young Adult Program Attendance

3.25 Children's Program Attendance

3.26 All Other Program Attendance

3.27 Total Program Attendance (Total questions 3.23 through 3.26)

3.28 One-on-One Program Attendance

Please report information on SUMMER READING PROGRAMS for the 2017 calendar year.

SUMMER READING PROGRAM

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2017 (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)
Please report information on EARLY LITERACY PROGRAMS for the 2017 calendar year.

EARLY LITERACY PROGRAMS

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

3.52 - Indicate types of programs offered (check all that apply)
   a. Focus on birth - school entry (kindergarten) ____________________________________________
   b. Focus on parents & caregivers ____________________________________________
   c. Combined audience ____________________________________________
   d. N/A ____________________________________________

3.53 - Number of sessions
   a. Focus on birth - school entry (kindergarten) ____________________________________________
   b. Focus on parents & caregivers ____________________________________________
   c. Combined audience ____________________________________________
   d. N/A ____________________________________________

3.54 Total Sessions ____________________________________________

3.55 - Attendance at sessions
   a. Focus on birth - school entry (kindergarten) ____________________________________________
   b. Focus on parents & caregivers ____________________________________________
   c. Combined audience ____________________________________________
   d. N/A ____________________________________________

3.56 Total Attendance ____________________________________________

3.57 - 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 2017 calendar year.

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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2017 calendar year.

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

Please report information on DIGITAL LITERACY for the 2017 calendar year.

DIGITAL LITERACY
3.76 Did the library offer digital literacy programs?  
3.77 Total group program sessions  
3.78 Total one-on-one program sessions  
3.79 Total group program attendance  
3.80 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
CATALOGED BOOK CIRCULATION

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

CIRCULATION OF OTHER MATERIALS

4.8 Circulation of Adult Other Materials
4.9 Circulation of Children's Other Materials
4.10 Total Circulation of Other Materials (Total questions 4.8, 4.9)
4.11 Physical Item Circulation (Total questions 4.7 & 4.10)

ELECTRONIC USE

4.12 Use of Electronic Material
4.13 Successful Retrieval of Electronic Information
4.14 Electronic Content Use (Total questions 4.12 & 4.13)
4.15 Total Circulation of Materials (Total questions 4.11 & 4.12)
4.16 Total Collection Use (Total questions 4.13 & 4.15)
4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)

REFERENCE TRANSACTIONS

4.18 Total Reference Transactions
4.19 Does the library offer virtual reference?

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS RECEIVED

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21 TOTAL MATERIALS PROVIDED

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2017.

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 Name of the person responsible for the library's Information Technology (IT) services
5.7 IT contact's telephone number (enter 10 digits only and hit the Tab key)
5.8 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, 2017. Please click [here](#) to read general instructions before completing this section.

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

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

7.8 8a. space
7.9 8b. lighting
7.10  8c. shelving __________________________
7.11  8d. seating __________________________
7.12  8e. restroom (see instructions) __________________________
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:
7.13  9a. telephone __________________________
7.14  9b. photocopier (see instructions) __________________________
7.15  9c. microcomputer or terminal __________________________
7.16  9d. printer __________________________
7.17  9e. Fax capability (see instructions) __________________________
7.18  10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number. __________________________
7.19  11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.

8. PUBLIC SERVICE INFORMATION

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

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.
8.1  Main Library __________________________
8.2  Branches __________________________
8.3  Bookmobiles __________________________
8.4  Other Outlets __________________________
8.5  TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4) __________________________

PUBLIC SERVICE HOURS - Report hours to two decimal places.
8.6  Minimum Weekly Total Hours - Main Library __________________________
8.7  Minimum Weekly Total Hours - Branch Libraries __________________________
8.8  Minimum Weekly Total Hours - Bookmobiles __________________________
8.9  Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8) __________________________
8.10  Annual Total Hours - Main Library __________________________
8.11  Annual Total Hours - Branch Libraries __________________________
8.12  Annual Total Hours - Bookmobiles __________________________
8.13  Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) __________________________

9. SERVICE OUTLET INFORMATION

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to bibliostat@btol.com.
1.  Outlet Name __________________________
2. Outlet Name Status
3. Street Address
4. Outlet Street Address Status
5. City
6. Zip Code
7. Phone (enter 10 digits only)
8. Fax Number (enter 10 digits only)
9. E-mail Address
10. Outlet URL
11. County
12. School District
13. Library System
14. Outlet Type Code (select one):
15. Public Service Hours Per Year for This Outlet
16. Number of Weeks This Outlet is Open
17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?
18. Is the meeting space available for public use even when the outlet is closed?
19. Total number of non-library sponsored programs, meetings and/or events at this outlet
20. Enter the appropriate outlet code (select one):
21. Who owns this outlet building?
22. Who owns the land on which this outlet is built?
23. Indicate the year this outlet was initially constructed
24. Indicate the year this outlet underwent a major renovation costing $25,000 or more
25. Square footage of the outlet
26. Number of internet computers at this outlet used by general public
27. Number of uses (sessions) of public Internet computers per year
28. Type of connection on the outlet's public Internet computers
29. Maximum download speed of connection on the outlet's public Internet computers
30. Maximum upload speed of connection on the outlet's public Internet computers
31. Internet Provider
32. WiFi Access
33. Number of wireless sessions provided by the library wireless service per year
34. Does the outlet have interactive videoconferencing capability for public use?
35. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?
36. Is every public part of the outlet accessible to a person in a wheelchair?
37. LIBID
38. FSCSID
39. Number of Bookmobiles in the Bookmobile Outlet Record
40. Outlet Structure Status
10. OFFICERS AND TRUSTEES
Report information about trustee meetings as of December 31, 2017. 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, 2017 to December 31, 2017) ________________________________

NUMBER OF TRUSTEES AND TERMS
10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? ________________________________
10.3 If yes, what is the range? ________________________________
10.4 If your library has a range, how many voting positions are stated in the library's current by-laws? ________________________________
10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? ________________________________
10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. ________________________________
10.7 If yes, what is the trustee term length, as stated in your library’s charter documents (incorporation)? ________________________________

BOARD MEMBER SELECTION
10.8 Enter Board Member Selection Code (select one): ________________________________

List Officers and Board Members as of February 1, 2018. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT
10.9 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant ________________________________
10.10 First Name ________________________________
10.11 Last Name ________________________________
10.12 Mailing Address ________________________________
10.13 City ________________________________
10.14 Zip Code (5 digits only) ________________________________
10.15 Phone (enter 10 digits only) ________________________________
10.16 E-mail Address ________________________________
10.17 Term Begins - Month ________________________________
10.18 Term Begins - Year (yyyy) ________________________________
10.19 Term Expires - Month ________________________________
10.20 Term Expires - Year (yyyy) ________________________________
10.21 Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). ________________________________
10.22 The date the Oath of Office was taken (mm/dd/yyyy) ________________________________
10.23 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) ________________________________
10.24 Is this a brand new trustee? ________________________________

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to bibliostat@btol.com.

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. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).
    ____________________________________________
14. The date the Oath of Office (mm/dd/yyyy) was taken
    ____________________________________________
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
    ____________________________________________
16. Is this a brand new trustee?
    ____________________________________________

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 2017 (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
Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES
Salaries & Wages Paid from Library Funds

12.1 Certified Librarians
12.2 Other Staff

12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)
12.4 Employee Benefits Expenditures

12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4)

COLLECTION EXPENDITURES
12.6 Print Materials Expenditures
12.7 Electronic Materials Expenditures
12.8 Other Materials Expenditures

12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)

CAPITAL EXPENDITURES FROM OPERATING FUNDS
12.10 From Local Public Funds (71PF)
12.11 From Other Funds (71OF)

12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11)

OPERATION AND MAINTENANCE OF BUILDINGS
Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF)
12.14 From Other Funds (72OF)

12.15 **Total Repairs** (Add Questions 12.13 and 12.14)

12.16 Other Disbursements for Operation & Maintenance of Buildings

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)

**MISCELLANEOUS EXPENSES**

12.18 Office and Library Supplies

12.19 Telecommunications

12.20 Binding Expenses

12.21 Postage and Freight

12.22 Professional & Consultant Fees

12.23 Equipment

12.24 Other Miscellaneous

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

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

**DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)

12.27 From Local Public Funds (73PF)

12.28 From Other Funds (73OF)

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

12.30 Budget Loans (Principal and Interest)

12.31 Short-Term Loans

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

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

**TRANSFERS**

Transfers to Capital Fund

12.34 From Local Public Funds (76PF)

12.35 From Other Funds (76OF)

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

12.37 **Transfer to Other Funds**

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

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

12.40 **BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2017**

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

**ASSURANCE**

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

**FISCAL AUDIT**
12.43 Last audit performed (mm/dd/yyyy)  
12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)  
12.45 Indicate type of audit (select one):  

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

---

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

**REVENUES FROM LOCAL SOURCES**  
13.1 Revenues from Local Government Sources  
13.2 All Other Revenues from Local Sources  
13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)  

**STATE AID FOR CAPITAL PROJECTS**  
13.4 State Aid Received for Construction  
13.5 Other State Aid  
13.6 **Total State Aid** (Add Questions 13.4 and 13.5)  

**FEDERAL AID FOR CAPITAL PROJECTS**  
13.7 **TOTAL FEDERAL AID**  

**INTERFUND REVENUE**  
13.8 Transfer from Operating Fund (Same as Question 12.36)  
13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)  
13.10 **NON-REVENUE RECEIPTS**  
13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)  
13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2017 (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)  

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

**PROJECT EXPENDITURES**  
14.1 Construction  
14.2 Incidental Construction  

**Other Disbursements**  
14.3 Purchase of Buildings  
14.4 Interest  
14.5 Collection Expenditures  
14.6 Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)  
14.7 **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)  
14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22)  
14.9 **NON-PROJECT EXPENDITURES**
14.10 TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9) __________________________________________

14.11 BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2017 __________________________

14.12 TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13) __________________________________________

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

15. CENTRAL LIBRARIES

CENTRAL BOOK AID (CBA)

<table>
<thead>
<tr>
<th>Statutory Reference</th>
<th>Commissioners Regulations 90.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 <a href="http://www.nysl.nysed.gov/libdev/clda/index.html">http://www.nysl.nysed.gov/libdev/clda/index.html</a> for more information. Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library’s actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2017. Do not report funds spent by the public library system on the Library’s behalf.</td>
<td></td>
</tr>
</tbody>
</table>

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.nyis.nysed.gov/libdev/clda/index.html for more information. Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content. The fiscal year for Central Library Development Aid (CLDA) is the calendar year. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2017. Do not report funds spent by the public library system on the Library's behalf.

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

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

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

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

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

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

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

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

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

15.2.7 Total Expenditure - Purchased Services __________________________

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

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

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

1. Expenditure Category __________________________
2. Expenditure __________________________

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

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

1. Type of travel __________________________
2. Expenditure __________________________

15.2.11  Total Expenditures
- Travel

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

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

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

15.2.13  Total Expenditure
- Equipment and
Furnishings

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

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

15.2.16  Total Allocation
received from the
system:
15.2.17 Cash Balance at the end of the Current Fiscal Year (total 15.2.16 - 15.2.14 + 15.2.15)

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

16. FEDERAL TOTALS
All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1 Total ALA-MLS
16.2 Total Librarians
16.3 All Other Paid Staff
16.4 Total Paid Employees
16.5 State Government Revenue
16.6 Federal Government Revenue
16.7 Other Operating Revenue
16.8 Total Operating Revenue
16.9 Other Operating Expenditures
16.10 Total Operating Expenditures
16.11 Total Capital Expenditures
16.12 Print Materials
16.13 Total Registered Borrowers
16.14 Other Capital Revenue and Receipts
16.15 Number of internet computers used by general public
16.16 Total Uses (sessions) of Public Internet Computers Per Year
16.17

Total Wireless Sessions Provided by the Library Wireless Service Per Year

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1 LIB ID
17.2 Interlibrary Relationship Code
17.3 Legal Basis Code
17.4 Administrative Structure Code
17.5 FSCS Public Library Definition
17.6 Geographic Code
17.7 FSCS ID
17.8 SED CODE
17.9 INSTITUTION ID

SUGGESTED IMPROVEMENTS

Library Name: 
Library System: 
Name of Person Completing Form: 
Phone Number: 
I am satisfied that this resource (Collect) is meeting library needs: 
Applying this resource (Collect) will help improve library services to the public: 
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!