

Annual Report For Public And Association Libraries - 2017

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).

- 1.1 Library ID Number _____
- 1.2 Library Name _____
- 1.3 Name Status (State use only) _____
- 1.4 Structure Status (State use only) _____
- 1.5 Community _____
- 1.6 Beginning Fiscal Reporting Year _____
- 1.7 Ending Fiscal Reporting Year _____
- 1.8 Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? _____
- 1.9 If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. _____
- 1.10 Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8. _____
- 1.11 Beginning Local Fiscal Year _____
- 1.12 Ending Local Fiscal Year _____
- 1.13 Address Status _____
- 1.14 Street Address _____
- 1.15 City _____
- 1.16 Zip Code _____
- 1.17 Mailing Address _____
- 1.18 City _____
- 1.19 Zip Code _____
- 1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) _____
- 1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) _____
- 1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address) _____
- 1.23 Library Home Page URL (Enter N/A if no home page URL) _____
- 1.24 Population Chartered to Serve (per 2010 Census) _____
- 1.25 Indicate the type of library as stated in the library's charter (select one): _____
- 1.26 Indicate the area chartered to serve as stated in the library's charter (select one): _____
- 1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No. _____
- 1.28 Indicate the type of charter the library currently holds (select one): _____

- 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter _____
- 1.30 Date the library was last registered _____
- 1.31 Federal Employer Identification Number _____
- 1.32 County _____
- 1.33 School District _____
- 1.34 Town/City _____
- 1.35 Library System _____

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

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

NOTE: For questions 1.37 through 1.45, 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. 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/2017) _____
- 4. Was the vote successful? Y/N _____
- 5. What type of public vote was it? _____
- 6a. Most recent prior year approved appropriation from a public vote: _____
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: _____
- 6c. Total proposed appropriation (sum of 6a and 6b): _____

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

- 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. _____

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 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) _____

- f. N/A _____
- 3.30 Library outlets offering a summer reading program _____
- 3.31 Children registered for the library's summer reading program _____
- 3.32 Young adults registered for the library's summer reading program _____
- 3.33 Adults registered for the library's summer reading program _____
- 3.34 **Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33)** _____
- 3.35 Children's program sessions - Summer 2017 _____
- 3.36 Young adult program sessions - Summer 2017 _____
- 3.37 Adult program sessions - Summer 2017 _____
- 3.38 **Total program sessions - Summer 2017 (total 3.35 + 3.36 + 3.37)** _____
- 3.39 Children's program attendance - Summer 2017 _____
- 3.40 Young adult program attendance - Summer 2017 _____
- 3.41 Adult program attendance - Summer 2017 _____
- 3.42 **Total program attendance - Summer 2017 (total 3.39 + 3.40 + 3.41)** _____

COLLABORATORS

- 3.43 Public school district(s) and/or BOCES _____
- 3.44 Non-public school(s) _____
- 3.45 Childcare center(s) _____
- 3.46 Summer camp(s) _____
- 3.47 Municipality/Municipalities _____
- 3.48 Literacy provider(s) _____
- 3.49 Other (describe using the State note) _____
- 3.50 **Total Collaborators (total 3.43 through 3.49)** _____

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

considered part of circulation)

CATALOGED BOOK CIRCULATION

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

CIRCULATION OF OTHER MATERIALS

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

ELECTRONIC USE

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

REFERENCE TRANSACTIONS

- 4.18 Total Reference Transactions _____
- 4.19 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) _____

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)

Statutory Education Law § 272, 273(1)(b)(2)
Reference: Commissioners Regulations 90.4
 Central Book Aid is a flat sum of \$71,500 to each public library system. The fiscal year for Central Book Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.
 Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2017. Do not report funds spent by the public library system on the Library's behalf.

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

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

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

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

- 15.1.2 **Total Expenditure - Purchased Services** _____

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation

when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

- 1. Expenditure Category _____
- 2. Quantity _____
- 3. Unit Cost _____
- 4. Expenditure _____
- 15.1.4 **Total Expenditure - Supplies and Materials** _____
- 15.1.5 **Total Expenditure (total 15.1.2 and 15.1.4)** _____
- 15.1.6 **Cash Balance at the Opening of the Current Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the _____
previous year.
- 15.1.7 **Total Allocation received from the system.** _____
- 15.1.8 **Cash Balance at the End of the Current Fiscal Year (total 15.1.7 - 15.1.5 + 15.1.6)** _____
- 15.1.9 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. _____

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

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

Reference: Commissioners Regulations 90.4

The formula is \$0.32 per capita or \$105,000 whichever is greater, to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information. Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content. The fiscal year for Central Library Development Aid (CLDA) is the calendar year. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 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! _____