



Question	Description	Type of System
	District Leader (SDL) certificate was granted by NYSED after September 1, 2007.	
1.31	Telephone Number of the System Director, including area code and extension	A
1.32	E-Mail Address of the System Director	A
1.33	Fax Number of the System Director (enter 10 digits only)	A
1.34	Name of Outreach Coordinator	P
	<b>NEW YORK CITY SYSTEM COORDINATORS</b>	S (NYC only)
	<b>Repeating Group #1</b>	
	1. Title of System Coordinator (drop-down): Mr., Mrs., Ms., Miss, or Dr.	S (NYC only)
	2. First Name of System Coordinator	S (NYC only)
	3. Last Name of System Coordinator	S (NYC only)
	4. Indicate whether the School Library System Coordinator holds a School Administrator and Supervisor (SAS) certificate and/or School District Administrator (SDA) certificate <b>or</b> School Building Leader (SBL) certificate and/or School District Leader (SDL) certificate issued by NYSED. (Enter Y for Yes, N for No).	S (NYC only)
	5. Date the School Library System Coordinator's School Administrator and Supervisor (SAS) certificate or School District Administrator (SDA) certificate was granted by NYSED.	S (NYC only)
	6. Date the School Library System Coordinator's School Building Leader (SBL) certificate or School District Leader (SDL) certificate was granted by NYSED.	S (NYC only)
	7. Mailing Address of the System Coordinator	S (NYC only)
	8. City	S (NYC only)
	9. Zip Code	S (NYC only)
	10. Four-Digit Zip Code Extension (enter N/A if unknown)	S (NYC only)
	11. Telephone Number of the System Coordinator, including extension	S (NYC only)
	12. E-Mail Address of the System Coordinator	S (NYC only)
	13. Fax Number of the System Coordinator (enter 10 digits only)	S (NYC only)
1.35	Name of the SLS Director's Supervisor	S
1.36	Mailing Address	S
1.37	City	S
1.38	Zip Code	S
1.39	Four-Digit Zip Code Extension (enter N/A if unknown)	S
1.40	Telephone Number (enter 10 digits only)	S
1.41	E-Mail Address	S
1.42	Name of BOCES/Big 5 Cities District Superintendent	S
1.43	Mailing Address	S
1.44	City	S

Question	Description	Type of System
1.45	Zip Code	S
1.46	Four-Digit Zip Code Extension (enter N/A if unknown)	S
1.47	Does the system charge a membership fee? Enter Y for Yes, N for No.	A
1.48	Does the reporting system 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 repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group	P
	<b>Repeating Group #2</b>	
	1. Name of Contracting Municipality or Group	P
	2. Is this a written contract? (Enter Y for Yes, N for No)	P
	3. Population of the geographic area served by this contract	P
	4. Dollar amount of contract	P
	5. Indicate "Full" or "Partial" range of services provided by this contract (Select one)	P
1.49	For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note.	A

## PART 2 – PERSONNEL INFORMATION

Question	Description	Type of System
2.1	FTE (Full-Time Equivalent Calculation) The number of hours per work week used to compute FTE for all budgeted positions	P R
2.2	FTE (Full-Time Equivalent Calculation) The number of hours per work week used to compute FTE for all budgeted professional positions	S
2.3	FTE (Full-Time Equivalent Calculation) The number of hours per work week used to compute FTE for all other budgeted staff positions.	S
	<b>BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS</b> (enter to two decimal points; enter decimal point)	
2.4	Public Library System Director per CR 90.3(f) – Filled Position FTE	P
2.5	Public Library System Director per CR 90.3(f) – Vacant Position FTE	P
2.6	School Library System Director per CR 90.18(a)(7) – Filled Position FTE	S
2.7	School Library System Director per CR 90.18(a)(7) – Vacant Position FTE	S
2.8	3Rs Library System Director per CR 90.5(a)(l) and 90.7 – Filled Position FTE	R
2.9	3Rs Library System Director per CR 90.5(a)(l) and 90.7 – Vacant Position FTE	R
2.10	Librarians – Filled Position(s) FTE	A
2.11	Librarians – Vacant Position(s) FTE	A
2.12	Outreach Coordinator (certified) per CR 90.3 (l)(2)(iii) – Filled Position FTE	P
2.13	Outreach Coordinator (certified) per CR 90.3 (l)(2)(iii) – Vacant Position FTE	P
2.14	Total Certified Librarians – Filled Position(s) FTE (total questions 2.4 + 2.6 + 2.8 + 2.10 + 2.12)	A
2.15	Total Certified Librarians – Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13)	A
2.16	Total Other Professional Staff – Filled Position(s) FTE	A
2.17	Total Other Professional Staff – Vacant Position(s) FTE	A
2.18	Total Other Staff – Filled Position(s) FTE	A
2.19	Total Other Staff – Vacant Position(s) FTE	A
2.20	Total Paid Staff – Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	A
2.21	Total Paid Staff – Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	A
	<b>SALARY INFORMATION</b>	
2.22	Entry-Level Librarian (certified) FTE	A
2.23	Entry-Level Librarian (certified) Current Annual Salary	A
2.24	System Director FTE	A
2.25	System Director Current Annual Salary	A

## PART 3 – SYSTEM MEMBERSHIPS, OUTLETS, AND GOVERNANCE

Question	Description	Type of System
	<b>PUBLIC SERVICE OUTLETS</b>	
3.1	Number of academic library members	R
3.2	Number of special library members (excluding hospital)	R
3.3	Number of hospital library members	R
3.4	Number of public library system members	R
3.5	Number of individual public and association library members	R
3.6	Number of school library system members	R
3.7	Total number of member libraries (total 3.1 through 3.6)	R
3.8	Other (non-library) members (provide breakdown using State note)	R
3.9	Number of member libraries	P
3.10	Number of member public school districts	S
3.11	Number of member non-public schools	S
3.12	Total number of members (Total 3.10 + 3.11)	S
3.13	Number of participating school library media centers	S
3.14	Number of school library system participants (buildings)	S
3.15	Main Library/System Headquarters	A
3.16	Branches	P
3.17	Bookmobiles	P
3.18	Reading Centers	P
3.19	Other Outlets	P
3.20	Total Public Service Outlets (total questions 3.15 through 3.19)	P
3.21	Name of Central Library/Co-Central Libraries	P
	<b>BOARD/COUNCIL MEETINGS</b>	
3.22	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	A
3.23	URL of the Minutes of the SLS Council's meeting for the period July 1, 2011 – June 30, 2012	S
3.24	Number of <u>voting</u> positions on system board/council	A
3.25	Board/Council Selection – Enter Board/Council Selection Code (select one; drop-down):	
	E- Board/Council Members are elected by the library association or the member libraries	A
	A- Board Members are appointed by the municipality(ies)	P
	O- Other (per By-Laws in the system's approved Five Year Plan of Service)	A
	<b>SYSTEM BOARD/COUNCIL</b>	
	Public Library Systems – enter information for the period January 1, 2012, through December 31, 2012. School Library Systems and 3Rs Systems – enter information for the period July 1, 2012, through June 30, 2013.	
	President/Council Chair	
3.26	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	A
3.27	First Name	A
3.28	Last Name	A
3.29	Institutional Affiliation	A
3.30	Professional Title	A
3.31	Mailing Address	P R
3.32	City	P R
3.33	Zip Code (enter five digits only)	P R
3.34	Telephone for the Board President (enter 10 digits only)	P R
3.35	E-Mail Address	P R
3.36	Term Expires – Month or N/A	A
3.37	Term Expires – Year (YYYY) or N/A	A
3.38	The date the board president took the Oath of Office (mm/dd/yyyy)	P

**PART 3 – SYSTEM MEMBERSHIPS, OUTLETS, AND GOVERNANCE**

<b>Question</b>	<b>Description</b>	<b>Type of System</b>
3.39	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	P
	Board/Council Member – complete one record for each Board/Council Member. For each vacant position, select “Vacant” in question 1, and enter N/A in questions 2-10 of the repeating group.	
	<b>Repeating Group #3</b>	
	1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	A
	2. First Name	A
	3. Last Name	A
	4. Institutional Affiliation	A
	5. Professional Title	A
	6. Mailing Address	A
	7. City	A
	8. Zip Code (enter five digits only)	A
	9. Term Expires – Month or N/A	A
	10. Term Expires – Year (YYYY) or N/A	A
	11. The date trustees took the Oath of Office (mm/dd/yyyy)	P
	12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	P
	<b>COORDINATED OUTREACH COUNCIL</b>	
3.40	Has the Coordinated Outreach Council met at least two times during the calendar year per CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No).	P
	Coordinated Outreach Council Members – complete one record for each Council Member for the period January 1, 2012, through December 31, 2012. For each vacant position, select “Vacant” in question 1 and enter N/A in questions 2-5 of the repeating group.	
	<b>Repeating Group #4</b>	
	1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	P
	2. First Name	P
	3. Last Name	P
	4. Institutional Affiliation	P
	5. Professional Title	P

## PART 4 – PUBLIC LIBRARY TRANSACTION AND COLLECTIONS

Question	Description	Type of System
4.1	Number of registered system borrowers	P
4.2	Total system circulation	P
4.3	System Visits	P
<b>SYSTEM HOLDINGS</b>		
4.4	Total Cataloged Book Holdings	P
4.5	Non-Cataloged Book Holdings	P
4.6	Total Print Serial Holdings	P
4.7	All Other Print Materials Holdings	P
4.8	Total Electronic Holdings	P
4.9	All Other Holdings	
4.10	Grand Total Holdings (total questions 4.4 through 4.9)	P
<b>ROTATING COLLECTIONS/BOOK LOANS</b>		
4.11	Does the system have rotating collections/book loans? (Enter Y for Yes, N for No)	P
4.12	Number of collections	P
4.13	Average number of items per collection	P

## PART 5 – SYSTEM SERVICES

Question	Description	Type of System
<b>TECHNOLOGY AND RESOURCE SHARING</b>		
<b>INTEGRATED LIBRARY SYSTEM (ILS)</b>		
5.1	Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No)	P
5.2	Indicate which of the modules of the system's ILS have been implemented (check all that apply):	P
	a. Circulation	P
	b. Public Access Catalog	P
	c. Cataloging	P
	d. Acquisitions	P
	e. Inventory	P
	f. Serials Control	P
	g. Media Booking	P
	h. Community Information	P
	i. Electronic Resource Management	P
	j. Digital Collections Management	P
5.3	Identify ILS system vendor	P
5.4	How many member libraries fully participate in ILS?	P
5.5	% of member libraries participating (calculated field)	P
5.6	How many member libraries participate in some ILS modules?	P
5.7	Indicate features of the system's ILS (check all that apply):	P
	a. ILS shared with other library systems	P
	b. ILS software permits patron-initiated ILL	P
	c. ILL feature implemented and used	P
5.8	Number of titles in the ILS bibliographic database	P
5.9	Number of new titles added by the system in the reporting year	P
5.10	Number of Central Library Aid titles added in the reporting year	P
5.11	Number of new titles added by the members in the reporting year	P
5.12	Total new titles (total questions 5.9 through 5.11)	P
<b>UNION CATALOG OF RESOURCES</b>		
5.13	How many libraries participate in (or submit records for) the union catalog?	A
5.14	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	A
5.15	Number of titles in the system's union catalog	A
5.16	Number of holdings in the system's union catalog	A
5.17	Number of new titles added in the last year	A
5.18	Number of holdings added in the last year	A
<b>UNION LIST OF SERIALS</b>		
5.19	Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.20.)	A
5.20	How many libraries participate in (or submit records for) the union list of serials?	A
<b>COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS</b>		
5.21	Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A)	A
<b>VIRTUAL CATALOG</b>		
5.22	Does the system provide a virtual catalog for member libraries? (Enter Y for Yes, N for No, or N/A)	A

## PART 5 – SYSTEM SERVICES

Question	Description	Type of System
5.23	How many Internet-accessible member library catalogs are included in the virtual catalog?	A
5.24	How many member libraries have holdings included in a database that serves as a link of the virtual library?	A
5.25	Indicate the features of the system's virtual catalog (check all that apply):	A
	a. Non-member catalogs are included (if checked, please name non-member catalogs using the State note)	A
	b. Non-library catalogs are included (if checked, please name non-library catalogs using the State note)	A
	c. Responses are mediated	A
	d. Patron-initiated ILL available and used through this catalog	A
	e. N/A	A
5.26	Does the library system provide access to member library catalogs, which are not Internet-accessible through the virtual catalog? (Enter Y for Yes, N for No). If yes, describe using the State note.	A
	<b>VISITS TO THE SYSTEM'S WEB SITE</b>	
5.27	Annual number of visits to the system's web site	A
	<b>STATEWIDE INTERNET LIBRARY LIBRARIES (FORMERLY NOVELNY-READY LIBRARIES)</b>	
5.28	How many of the system's member libraries have achieved <u>Basic</u> Statewide Internet Library-ready status?	A
5.29	How many of the system's member libraries have achieved <u>Advanced</u> Statewide Internet Library-ready status?	A
5.30	How many of the system's member libraries have achieved <u>Leader</u> Statewide Internet Library-ready status?	A
5.31	Total Statewide Internet Library -Ready Libraries (total questions 5.28 through 5.30)	A
	<b>SYSTEM INTERLIBRARY LOAN ACTIVITY</b>	
5.32	Total items provided (loaned)	A
5.33	Total items received (borrowed)	A
5.34	Total requests provided (loaned) unfilled	A
5.35	Total request received (borrowed) unfilled	A
5.36	Total interlibrary loan activity (total questions 5.32 through 5.35)	A
5.37	Does the system have a regional access borrower's card program to provide direct access to research collections? (Enter Y for Yes, N for No)	R
	<b>DELIVERY</b>	
5.38	Indicate delivery methods used by the system (check all that apply):	A
	a. System courier (on the System's payroll)	A
	b. Other system's courier	A
	c. BOCES/Big 5 City courier	S
	d. Contracted Service (paid by System—not on payroll)	A
	e. U.S. Mail	A
	f. Commercial carrier (e.g., UPS, DHL, etc.)	A
	g. Other (specify using the State note)	A
5.39	Number of stops (pick-up and delivery sites per week)	A
	<b>CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions</b>	
	<b>Resource sharing (ILL, collection development, etc.)</b>	

## PART 5 – SYSTEM SERVICES

Question	Description	Type of System
5.40	Number of sessions	A
5.41	Number of participants	A
	<b>Technology</b>	
5.42	Number of sessions	A
5.43	Number of participants	A
	<b>Digitization</b>	
5.44	Number of sessions	A
5.45	Number of participants	A
	<b>Leadership</b>	
5.46	Number of sessions	A
5.47	Number of participants	A
	<b>Management &amp; Supervisory</b>	
5.48	Number of sessions	A
5.49	Number of participants	A
	<b>Planning and Evaluation</b>	
5.50	Number of sessions	A
5.51	Number of participants	A
	<b>Awareness and Advocacy</b>	
5.52	Number of sessions	A
5.53	Number of participants	A
	<b>Trustee/Council Training</b>	
5.54	Number of sessions	A
5.55	Number of participants	A
	<b>Special Client Populations</b>	
5.56	Number of sessions	A
5.57	Number of participants	A
	<b>Children's Services/Elementary Grade Levels</b>	
5.58	Number of sessions	A
5.59	Number of participants	A
	<b>Young Adult Services/Middle and High School Grade Levels</b>	
5.60	Number of sessions	A
5.61	Number of participants	A
	<b>General Adult Services</b>	
5.62	Number of sessions	A
5.63	Number of participants	A
5.64	<b>Other:</b> Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1, 2, and 3 of one repeating group.	A
	<b>Repeating Group #5</b>	
	1. Topic	A
	2. Number of sessions	A
	3. Number of participants	A
5.65	<b>Grand Total Sessions</b> (total questions 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, 5.62, and total of question #2 of Repeating Group #5)	A
5.66	<b>Grand Total Participants</b> (total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63, and total of question #3 of Repeating Group #5)	A
	<b>COORDINATED SERVICES</b>	
5.67	Indicate which services the system provides (check all that apply):	A
	a. Coordinated purchase of print materials	A
	b. Coordinated purchase of non-print materials	A
	c. Negotiated pricing for licensed electronic collection purchases (not purchasing)	A
	d. Cataloging	A

## PART 5 – SYSTEM SERVICES

Question	Description	Type of System
	e. Materials Processing	A
	f. Coordinated purchase of office supplies	A
	g. Coordinated computer services/purchases	A
	h. Virtual reference	A
	i. Other (describe using the State note)	A
	j. N/A	A
<b>CONSULTING AND TECHNICAL ASSISTANCE SERVICES</b>		
5.68	Number of contacts – Consulting with member libraries on grants, and state and federal funding	A
5.69	Number of contacts – Consulting with member libraries on funding and governance	A
5.70	Number of contacts – Consulting with member libraries on charter and registration work	P
5.71	Number of contacts – Consulting with member libraries on automation and technology	A
5.72	Number of contacts – Consulting with member libraries on youth services	P
5.73	Number of contacts – Consulting with member libraries on adult services	A
5.74	Number of contacts – Consulting with member libraries on physical plant needs	A
5.75	Number of contacts – Consulting with member libraries on personnel and management issues	A
5.76	Number of contacts – Consulting with state and county correctional facilities	P
5.77	Number of contacts – Providing information to local, county, and state legislators and their staffs	A
5.78	Number of contacts – Providing system and member library information to the media	A
5.79	Number of contacts – Providing website development and maintenance for the member libraries	A
5.80	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.	A
	<b>Repeating Group #6</b>	
	1. Topic	A
	2. Number of contacts (all types)	A
5.81	Total other contacts (total of question #2 of Repeating Group #6)	A
5.82	Total number of contacts (total of questions 5.68 through 5.79 and 5.81)	A
<b>REFERENCE SERVICES</b>		
5.83	Total Reference Transactions	A
<b>SERVICES TO SPECIAL CLIENTS (Direct and Contractual)</b>		
5.84	Indicate services the system provides to special clients (check all that apply):	A
	a. Services for patrons with disabilities	A
	b. Services for patrons who are educationally disadvantaged	A
	c. Services for patrons who are aged	P
	d. Services to patrons who are geographically isolated	P
	e. Services for patrons who are members of ethnic or minority groups in need of special library services	A
	f. Services to patrons who are in institutions	P R
	g. Services for unemployed and underemployed individuals	P
	h. Services to health care professionals in New York State hospitals through the Hospital Library Services Program	R

## PART 5 – SYSTEM SERVICES

Question	Description	Type of System
	i. N/A	A
5.85	Number of BOOKS BY MAIL loans	P
5.86	Number of member libraries with Job/Education Information Centers or collections	P S
5.87	Number of State Correctional Facilities libraries served	P
5.88	Number of County Jails libraries served	P
5.89	Number of institutions served other than jails or correctional facilities	P
5.90	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	A
	<b>Repeating Group #7</b>	
	1. Service provided	A
	2. Number of facilities/institutions served	A
5.91	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, please go to Part 6.	A
5.92	Description of fees	A

## PART 6 – OPERATING FUND RECEIPTS

Question	Description	Type of System
	<b>LOCAL PUBLIC FUNDS</b>	
6.1	Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.	P
	<b>Repeating Group #8</b>	
	1. County Name	P
	2. Amount	P
	3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	P
	4. Written Contract (Enter Y for Yes, N for No, or N/A)	P
6.2	Total County Funding	P
6.3	All Other Local Public Funds	P
6.4	<b>Total Local Public Funds</b> (total questions 6.2 and 6.3)	P
	<b>STATE AID RECEIPTS</b>	
6.5	Adult Literacy Library Services Grant	P
6.6	Central Library Development Aid	P
6.7	Central Book Aid	P
6.8	Conservation/Preservation Grants	P R
6.9	Construction for Public Libraries Aid	P
6.10	Coordinated Outreach Services Aid	P
6.11	Correctional Facilities Library Aid	P
6.12	County Jails Library Aid	P
6.13	Documentary Heritage Program	R
6.14	Family Literacy Grant	P
	Hospital Library Services Program Aid	
6.15	Projects administered centrally by the system	R
6.16	Distributed to members	R
6.17	Total Hospital Library Services Program Aid (total questions 6.15 and 6.16)	R
	Local Library Services Aid	
6.18	Kept for headquarters	P
6.19	Distributed to members	P
6.20	Total LLSA (total questions 6.18 and 6.19)	P
6.21	Local Services Support Aid	P
6.22	Local Consolidated Systems Aid	P
	Medical Information Services Program	
6.23	Projects administered centrally by the system	R
6.24	Distributed to members	R
6.25	Total MISP (total questions 6.23 and 6.24)	R
6.26	Public Library Systems Basic Aid	P
6.27	Reference and Research Library Resources Systems Basic Aid	R
	Regional Bibliographic Data Bases (RBDB) Aid	
6.28	Projects administered centrally by the system	R
6.29	Project grants to members	R
6.30	Total RBDB (total questions 6.28 and 6.29)	R
6.31	Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs	P
6.32	Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs	S
6.33	School Library Systems Operating Aid	S
6.34	School Library Systems Categorical Aid for Automation	S
6.35	Special Legislative Grants and Member Items	A
6.36	Supplementary System Aid	A
6.37	The New York Public Library – The Research Libraries	P

## PART 6 – OPERATING FUND RECEIPTS

Question	Description	Type of System
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	P
6.39	The New York Public Library, City University of New York	P
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	P
6.41	The New York Public Library, Science, Industry and Business Library	P
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.35).	A
	Complete one record for each grant. If the system does not receive other state aid, enter N/A on questions 1 and 2 of one repeating group.	
	<b>Repeating Group #9</b>	
	1. Funding Source	A
	2. Amount	A
6.43	Total Other State Aid (total question #2 of Repeating Group #9)	A
6.44	<b>Total State Aid Receipts</b> (total questions 6.5 through 6.14, question 6.17, questions 6.20 through 6.22, questions 6.25 through 6.27, questions 6.30 through 6.41, and question 6.43)	A
	<b>FEDERAL AID</b>	
6.45	Library Services and Technology Act (LSTA)	A
6.46	Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No.	A
	Complete one record for each grant. If the system does not receive other federal aid, enter N/A on questions 1 and 2 of one repeating group.	
	<b>Repeating Group # 10</b>	
	1. Funding Source	A
	2. Amount	A
6.47	Total Other Federal Aid (total question #2 of Repeating Group #10)	A
6.48	<b>Total Federal Aid</b> (total questions 6.45 and 6.47)	A
	<b>CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE</b>	
6.49	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No.	A
	Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating group.	
	<b>Repeating Group #11</b>	
	1. Contracting Agency	A
	2. Contracted Service	A
	3. Total Contract Amount	A
6.50	<b>Total Contracts</b> (total question #3 of Repeating Group #11)	A
	<b>MISCELLANEOUS RECEIPTS</b>	
6.51	Gifts, Endowments, Fundraising (Specify using the State note)	P R
6.52	Membership Dues	R
6.53	Income from Investments	P R
	Proceeds from the Sale of Property	
6.54	Real Property	P R
6.55	Equipment	P R
6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	A
	Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on questions 1 and 2 of one repeating group.	

## PART 6 – OPERATING FUND RECEIPTS

Question	Description	Type of System
	<b>Repeating Group #12</b>	
	1. Receipt category	A
	2. Amount	A
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12)	A
6.58	<b>Total Miscellaneous Receipts</b> (total questions 6.51 through 6.55 and question 6.57)	A
6.59	<b>TOTAL OPERATING FUND RECEIPTS – Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts</b> (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	A
6.60	<b>BUDGET LOANS</b>	P R
	<b>TRANSFERS</b>	
6.61	From Capital Fund (Same as question 9.6)	P R
6.62	From Other Funds	P R
6.63	<b>Total Transfers</b> (total questions 6.61 and 6.62)	P R
6.64	<b>CASH BALANCE – Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2011; 3Rs – July 1, 2011. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2010; 3Rs – June 30, 2011.)</b>	P R
6.65	<b>TOTAL SLS ROLLOVER – OPERATING (as of July 1, 2011; same as June 30, 2011)</b>	S
6.66	<b>TOTAL SLS ROLLOVER – AUTOMATION (as of July 1, 2011; same as June 30, 2011)</b>	S
6.67	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER</b> (Public Library Systems and 3Rs – total questions 6.59, 6.60, 6.63 and 6.64 – must agree with question 7.83) (School Library Systems – total questions 6.59, 6.65 and 6.66 – must agree with question 7.83)	A

(same as question  
7.83)

## PART 7 – OPERATING FUND DISBURSEMENTS

Question	Description	Type of System
	<b>STAFF EXPENDITURES</b>	
	Salaries	
7.1	System Director and Librarians	A
7.2	Other Staff	A
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	A
7.4	Employee Benefit Expenditures	A
7.5	<b>Total Staff Expenditures</b> (total questions 7.3 and 7.4)	A
	<b>COLLECTION EXPENDITURES</b>	
7.6	Print Materials Expenditures	A
7.7	Electronic Materials Expenditures	A
7.8	Other Materials Expenditures	A
7.9	<b>Total Collection Expenditures</b> (total questions 7.6 through 7.8)	A
	<b>GRANTS TO MEMBER LIBRARIES</b>	
	Cash Grants Paid From	
7.10	Local Library Services Aid (LLSA)	P
7.11	Central Library Aid (CLDA/CBA)	P
7.12	Regional Bibliographic Database (RBDB)	R
7.13	Hospital Library Services program (HLSP)	R
7.14	Medical Information Services Program (MISP)	R
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	A
7.16	Federal Aid	A
7.17	Other cash grants paid from system funds	A
7.18	Total Cash Grants (total questions 7.10 through 7.17)	A
7.19	Book/Library Materials Grants	P S
7.20	Other Non-Cash Grants	A
7.21	<b>Total Grants to Member Libraries</b> (total questions 7.18 through 7.20)	A
	<b>CAPITAL EXPENDITURES FROM OPERATING FUNDS</b>	
7.22	Bookmobile	P
7.23	Other Vehicles	P R
7.24	Computer Equipment	A
7.25	Furniture/Furnishings	A
7.26	Other Capital Expenditures	P R
7.27	<b>Total Capital Expenditures from Operating Funds</b> (total questions 7.22 through 7.26)	A
	<b>TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS</b>	
7.28	From Local Public Funds (71PF)	P
7.29	From Other Funds (71OF)	P
7.30	<b>Total Capital Expenditures by Source</b> (total questions 7.28 and 7.29; same as question 7.27)	P
	<b>OPERATION AND MAINTENANCE OF BUILDINGS</b>	
	Repairs to Buildings and Building Equipment by Source of Funds	
7.31	From Local Public Funds (72PF)	P
7.32	From Other Funds (72OF)	P R
7.33	<b>Total Repairs to Buildings and Building Equipment</b> (total questions 7.31 and 7.32)	P R

## PART 7 – OPERATING FUND DISBURSEMENTS

Question	Description	Type of System
7.34	Other Building & Maintenance Expenses	P R
7.35	<b>Total Operation and Maintenance of Buildings</b> (total questions 7.33 and 7.34)	P R
	<b>MISCELLANEOUS EXPENSES</b>	
7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	P R
7.37	Office and Library Supplies	A
7.38	Telecommunications	A
7.39	Binding Expenses	A
7.40	Postage and Freight	A
7.41	Publicity and Printing	A
7.42	Travel	A
7.43	Fees for Consultants and Professionals	A
7.44	Membership Dues	A
7.45	Indirect Costs paid to BOCES or Big 5 Cities	S
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No.	A
	Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on questions 1 and 2 of one repeating group.	
	<b>Repeating Group #13</b>	
	1. Expense category	A
	2. Amount	A
7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	A
7.48	<b>Total Miscellaneous Expenses</b> (total questions 7.36 through 7.45 and 7.47)	A
	<b>CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE</b>	
7.49	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No.	A
	Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating group.	
	<b>Repeating Group #14</b>	
	1. Contracting Agency (specify using the State note)	A
	2. Contracted Service (specify using the State note)	A
	3. Total Contract Amount	A
7.50	<b>Total Contracts</b> (total question #3 of Repeating Group #14)	A
	<b>DEBT SERVICE</b>	
	Capital Purposes Loans (Principal and Interest)	
7.51	From Local Public Funds (73PF)	P
7.52	From Other Funds (73OF)	P R
7.53	<b>Total Capital Purposes Loans</b> (total questions 7.51 and 7.52)	P R
7.54	Other Loans	P R
7.55	<b>Total Debt Service</b> (total questions 7.53 and 7.54)	P R
7.56	<b>TOTAL DISBURSEMENTS – Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service</b> (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)	A
	<b>TRANSFERS</b>	
	Transfers to the Capital Fund	
7.57	From Local Public Funds (76PF)	P

## PART 7 – OPERATING FUND DISBURSEMENTS

Question	Description	Type of System
7.58	From Other Funds (76OF)	P R
7.59	<b>Total Transfers to Capital Fund</b> (total questions 7.57 and 7.58; same as question 8.2)	P R
7.60	<b>Total Transfers to Other Funds</b>	P R
7.61	<b>Total Transfers</b> (total questions 7.59 and 7.60)	P R
7.62	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.56 and 7.61)	A
7.63	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year</b> (For Public Library Systems – December 31, 2011) (For 3Rs – June 30, 2012)	P R
	<b>TOTAL SLS ROLLOVER – OPERATING (as of June 30, 2012)</b>	
7.64	Code 15	S
7.65	Code 16	S
7.66	Code 40	S
7.67	Code 45	S
7.68	Code 46	S
7.69	Code 80	S
7.70	Code 90	S
7.71	Code 49	S
7.72	Code 20	S
7.73	<b>Total</b> (total questions 7.64-7.72)	S
	<b>TOTAL SLS ROLLOVER – AUTOMATION (as of June 30, 2012)</b>	
7.74	Code 15	S
7.75	Code 16	S
7.76	Code 40	S
7.77	Code 45	S
7.78	Code 46	S
7.79	Code 80	S
7.80	Code 49	S
7.81	Code 20	S
7.82	<b>Total</b> (total questions 7.74-7.81)	S
7.83	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS, &amp; BALANCE/ROLLOVER</b> (total questions 7.62, 7.63, 7.73, and 7.82)	A
		(same as question 6.67)
	<b>FISCAL AUDIT</b>	
7.84	Last audit performed (mm/dd/yyyy)	P R
7.85	Time period covered by this audit (mm/dd/yyyy-mm/dd/yyyy)	P R
7.86	Indicate the type of audit (select one from the drop-down):	P R
	City	
	County	
	State	
	Private Accounting Firm	
	Other (specify using State note)	
	<b>ACCOUNT INFORMATION</b>	

## PART 7 – OPERATING FUND DISBURSEMENTS

Question	Description	Type of System
	Complete one record for each financial account	A
	<b>Repeating Group #15</b>	
	1. Name of bank or financial institution	A
	2. Amount of funds on deposit	A
7.87	<b>Total Bank Balance</b> (total question #2 of Repeating Group #15)	A
7.88	Does the system have a Capital Fund? Enter Y for Yes, N for No	P R
	If yes, please complete the Capital Fund Report. If no, stop here.	

## PART 8 – CAPITAL FUND RECEIPTS

Question	Description	Type of System
8.1	<b>Total Revenue From Local Sources</b>	P R
8.2	<b>Transfer From Operating Fund</b> (same as question 7.59)	P R
	<b>STATE AID FOR CAPITAL PROJECTS</b>	P R
8.3	State Aid Received for Construction	
	<b>ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS</b>	
8.4	Does the system receive any other aid and/or grants for capital projects? Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group.	P R
	<b>Repeating Group #16</b>	
	1. Contracting Agency	P R
	2. Amount	P R
8.5	<b>Total Aid and/or Grants</b> (total question #2 of Repeating Group #16)	P R
8.6	<b>TOTAL RECEIPTS – Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid</b> (total questions 8.1, 8.2, 8.3, and 8.5)	P R
8.7	<b>NONREVENUE RECEIPTS</b>	P R
8.8	<b>TOTAL RECEIPTS – Total Receipts and Nonrevenue Receipts</b> (total questions 8.6 and 8.7)	P R
8.9	<b>CASH BALANCE – Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2011; 3Rs – July 1, 2011. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2010; 3Rs – June 30, 2011.)</b>	P R
8.10	<b>TOTAL RECEIPTS AND CASH BALANCE</b> (total questions 8.8 and 8.9)	P R

## PART 9 – CAPITAL FUND DISBURSEMENTS

Question	Description	Type of System
	<b>PROJECT EXPENDITURES</b>	
9.1	Total Construction	P R
9.2	Incidental Construction	P R
9.3	Books and Library Materials	P R
9.4	Total Other Disbursements	P R
9.5	<b>Total Project Expenditures</b> (total questions 9.1 through 9.4)	P R
9.6	<b>TRANSFER TO OPERATING FUND</b> (same as question 6.61)	P R
9.7	<b>TOTAL NONPROJECT EXPENDITURES</b>	P R
9.8	<b>TOTAL DISBURSEMENTS – Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures</b> (total questions 9.5 through 9.7)	P R
9.9	<b>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2011, for Public Library Systems; June 30, 2012, for 3Rs)</b>	P R
9.10	<b>TOTAL DISBURSEMENTS AND CASH BALANCE</b> (total questions 9.8 and 9.9)	P R

(same as question 8.10)

**PART 10 – APPROVED CO-SER(S) ADMINISTERED BY AND/OR THAT BENEFIT THE SCHOOL LIBRARY SYSTEM**

<b>Question</b>	<b>Description</b>	<b>Type of System</b>
	<b>APPROVED CO-SER(S) ADMINISTERED BY AND/OR THAT BENEFIT THE SCHOOL LIBRARY SYSTEM</b> Applicable only to BOCES based school library systems	
	<b>CO-SER (Library Automation)</b> <b>Activity Code Number 6320</b>	
10.1	Total Dollar Amount of CO-SER	S
10.2	Number of Districts and Nonpublics in 6320 service for <u>this reporting year only</u>	S
10.3	Number of buildings participating in 6320 service for <u>this reporting year only</u>	S
	<b>CO-SER (Library/Media)</b> <b>Activity Code Number 6316</b>	
10.4	Total Dollar Amount of CO-SER	S
10.5	Number of Districts and Nonpublics in 6316 service for <u>this reporting year only</u>	S
10.6	Number of buildings participating in 6316 service for <u>this reporting year only</u>	S
	<b>Other CO-SER Aid</b> <b>(Include other BOCES aidable services managed by the SLS Director)</b>	S
10.7	Activity Code Number	S
10.8	Dollar Amount	S
10.9	Activity Code Number	S
10.10	Dollar Amount	S
10.11	Activity Code Number	S
10.12	Dollar Amount	S
10.13	Activity Code Number	S
10.14	Dollar Amount	S
10.15	Activity Code Number	S
10.16	Dollar Amount	S
10.17	Activity Code Number	S
10.18	Dollar Amount	S
10.19	<b>Total Other CO-SER(S) Aid</b> (total questions 10.8, 10.10, 10.12, 10.14, 10.16 and 10.18)	S
10.20	<b>Total CO-SER(S) MONIES ADMINISTERED BY SLS</b> (Total questions 10.1, 10.4 and 10.19)	S

**PART 11 – 2011-2012 FINAL EXPENDITURE REPORT AND ROLLOVER FORM**

<b>Question</b>	<b>Description</b>	<b>Type of System</b>
	<b>OPERATING AID</b> <b>Final Expenditure Report and Rollover Form</b> <b>Note: Rollover Funds may be expended for Professional Salaries (Code 15), Support Staff Salaries (Code 16), Purchased Services (Code 40), Supplies and Materials (Code 45), Travel Expenses (Code 46), Employee Benefits (Code 80), Indirect Cost (Code 90), BOCES Services (Code 49), or Equipment and Furnishings (Code 20).</b>	
11.1	Name of School Library System	S
11.2	SED Budget Code	S
11.3	2011-2012 SED Approved Budget Application: Professional Salaries, Code 15	S
11.4	2011-2012 Final Expenditures: Professional Salaries, Code 15	S
11.5	2011-2012 Rollover Amount: Professional Salaries, Code 15 (Q11.3 minus Q11.4)	S
11.6	Rollover Amount to be Expended in 2012-2013 (same as Q7.64)	S
11.7	2011-2012 SED Approved Budget Application: Support Staff Salaries, Code 16	S
11.8	2011-2012 Final Expenditures: Support Staff Salaries, Code 16	S
11.9	2011-2012 Rollover Amount: Support Staff Salaries, Code 15 (Q11.7 minus Q11.8)	S
11.10	Rollover Amount to be Expended in 2012-2013 (same as Q7.65)	S
11.11	2011-2012 SED Approved Budget Application: Purchased Services, Code 40	S
11.12	2011-2012 Final Expenditures: Purchased Services, Code 40	S
11.13	2011-2012 Rollover Amount: Purchased Services, Code 40 (Q11.11 minus Q11.12)	S
11.14	Rollover Amount to be Expended in 2012-2013: Purchased Services, Code 40 (same as Q7.66)	S
11.15	2011-2012 SED Approved Budget Application: Supplies and Materials, Code 45	S
11.15	2011-2012 Final Expenditures: Supplies and Materials, Code 45	S
11.17	2011-2012 Rollover Amount: Supplies and Materials, Code 45 (Q11.15 minus Q11.16)	S
11.18	Rollover Amount to be Expended in 2012-2013: Supplies and Materials, Code 45 (same as Q7.67)	S
11.19	2011-2012 SED Approved Budget Application: Travel Expenses, Code 46	S
11.20	2011-2012 Final Expenditures: Travel Expenses, Code 46	S
11.21	2011-2012 Rollover Amount: Travel Expenses, Code 46 (Q11.19 minus Q11.20)	S
11.22	Rollover Amount to be Expended in 2012-2013: Travel Expenses, Code 46 (same as Q7.68)	S
11.23	2011-2012 SED Approved Budget Application: Employee Benefits, Code 80	S
11.24	2011-2012 Final Expenditures: Employee Benefits, Code 80	S
11.25	2011-2012 Rollover Amount: Employee Benefits, Code 80 (Q11.23 minus Q11.24)	S
11.26	Rollover Amount to be Expended in 2012-2013: Employee Benefits, Code 80 (same as Q7.69)	S
11.27	2011-2012 SED Approved Budget Application: Indirect Cost, Code 90	S
11.28	2011-2012 Final Expenditures: Indirect Cost, Code 90	S
11.29	2011-2012 Rollover Amount: Indirect Cost, Code 90 (Q11.27 minus Q11.28)	S
11.30	Rollover Amount to be Expended in 2012-2013: Indirect Cost, Code 90 (same as Q7.70)	
11.31	2011-2012 SED Approved Budget Application BOCES Services, Code 49	S

**PART 11 – 2011-2012 FINAL EXPENDITURE REPORT AND ROLLOVER FORM**

<b>Question</b>	<b>Description</b>	<b>Type of System</b>
11.32	2011-2012 Final Expenditures: BOCES Services, Code 49	S
11.33	2011-2012 Rollover Amount: BOCES Services, Code 49 (Q11.31 minus Q11.32)	S
11.34	Rollover Amount to be Expended in 2012-2013: BOCES Services, Code 49 (same as Q7.71)	S
11.35	2011-2012 SED Approved Budget Application: Equipment and Furnishings, Code 20	S
11.36	2011-2012 Final Expenditures: Equipment and Furnishings, Code 20	S
11.37	2011-2012 Rollover Amount: Equipment and Furnishings, Code 20 (Q11.35 minus Q11.36)	S
11.38	Rollover Amount to be Expended in 2012-2013 Equipment and Furnishings, Code 20 (same as Q7.72)	S
11.39	2011-2012 Total SED Approved Budget Application (total questions 11.3 + 11.7 + 11.11 + 11.15 + 11.19 + 11.23 + 11.27 + 11.31 + 11.35)	S
11.40	2011-2012 Total Final Expenditures (total questions 11.4 + 11.8 + 11.12 + 11.16 + 11.20 + 11.24 + 11.28 + 11.32 + 11.36)	S
11.41	2011-2012 Total Rollover Amount (total questions 11.5 + 11.9 + 11.13 + 11.17 + 11.21 + 11.25 + 11.29 + 11.33 + 11.37)	S
11.42	Total Rollover Amount to be Expended in 2012-2013 (total questions 11.6 + 11.10 + 11.14 + 11.18 + 11.22 + 11.26 + 11.30 + 11.34 + 11.38) (same as Q11.41 and 7.73)	S
	<b>CATEGORICAL AID FOR AUTOMATION Final Expenditure Report and Rollover Form Note: Rollover Funds may be expended for Professional Salaries (Code 15), Support Staff Salaries (Code 16), Purchased Services (Code 40), Supplies and Materials (Code 45), Travel Expenses (Code 46), Employee Benefits (Code 80), BOCES Services (Code 49), or Equipment and Furnishings (Code 20).</b>	
11.43	Name of School Library System	S
11.44	SED Budget Code	S
11.45	2011-2012 SED Approved Budget Application: Professional Salaries, Code 15	S
11.46	2011-2012 Final Expenditures: Professional Salaries, Code 15	S
11.47	2011-2012 Rollover Amount: Professional Salaries, Code 15 (Q11.45 minus Q11.46)	S
11.48	Rollover Amount to be Expended in 2012-2013: Professional Salaries, Code 15 (same as Q7.74)	S
11.49	2011-2012 SED Approved Budget Application: Support Staff Salaries, Code 16	S
11.50	2011-2012 Final Expenditures: Support Staff Salaries, Code 16	S
11.51	2011-2012 Rollover Amount: Support Staff Salaries, Code 16 (Q11.49 minus Q11.50)	S
11.52	Rollover Amount to be Expended in 2012-2013: Support Staff Salaries, Code 16 (same as Q7.75)	S
11.53	2011-2012 SED Approved Budget Application: Purchased Services, Code 40	S
11.54	2011-2012 Final Expenditures: Purchased Services, Code 40	S
11.55	2011-2012 Rollover Amount: Purchased Services, Code 40 (Q11.53 minus Q11.54)	S
11.56	Rollover Amount to be Expended in 2012-2013: Purchased Services, Code 40 (same as Q7.76)	S
11.57	2011-2012 SED Approved Budget Application: Supplies and Materials, Code 45	S

**PART 11 – 2011-2012 FINAL EXPENDITURE REPORT AND ROLLOVER FORM**

<b>Question</b>	<b>Description</b>	<b>Type of System</b>
11.58	2011-2012 Final Expenditures: Supplies and Materials, Code 45	S
11.59	2011-2012 Rollover Amount: Supplies and Materials, Code 45 (Q11.57 minus Q11.58)	S
11.60	Rollover Amount to be Expended in 2012-2013: Supplies and Materials, Code 45 (same as Q7.77)	S
11.61	2011-2012 SED Approved Budget Application: Travel Expenses, Code 46	S
11.62	2011-2012 Final Expenditures: Travel Expenses, Code 46	S
11.63	2011-2012 Rollover Amount: Travel Expenses, Code 46 (Q11.61 minus Q11.62)	S
11.64	Rollover Amount to be Expended in 2012-2013: Travel Expenses, Code 46 (same as Q7.78)	S
11.65	2011-2012 SED Approved Budget Application: Employee Benefits, Code 80	S
11.66	2011-2012 Final Expenditures: Employee Benefits, Code 80	S
11.67	2011-2012 Rollover Amount: Employee Benefits, Code 80 (Q11.65 minus Q11.66)	S
11.68	Rollover Amount to be Expended in 2012-2013: Employee Benefits, Code 80 (same as Q7.79)	S
11.69	2011-2012 SED Approved Budget Application BOCES Services, Code 49	S
11.70	2011-2012 Final Expenditures: BOCES Services, Code 49	S
11.71	2011-2012 Rollover Amount: BOCES Services, Code 49 (Q11.69 minus Q11.70)	S
11.72	Rollover Amount to be Expended in 2012-2013: BOCES Services, Code 49 (same as Q7.80)	S
11.73	2011-2012 SED Approved Budget Application: Equipment and Furnishings, Code 20	S
11.74	2011-2012 Final Expenditures: Equipment and Furnishings, Code 20	S
11.75	2011-2012 Rollover Amount: Equipment and Furnishings, Code 20 (Q11.73 minus Q11.74)	S
11.76	Rollover Amount to be Expended in 2012-2013: Equipment and Furnishings, Code 20 (same as Q7.81)	S
11.77	2011-2012 Total SED Approved Budget Application (total questions 11.45 + 11.49 + 11.53 + 11.57 + 11.61 + 11.65 + 11.69 + 11.73)	S
11.78	2011-2012 Total Final Expenditures (total questions 11.46 + 11.50 + 11.54 + 11.58 + 11.62 + 11.66 + 11.70 + 11.74)	S
11.79	2011-2012 Total Rollover Amount (total questions 11.47 + 11.51 + 11.55 + 11.59 + 11.63 + 11.67 + 11.71 + 11.75)	S
11.80	Total Rollover Amount to be Expended in 2012-2013 (total questions 11.48 + 11.52 + 11.56 + 11.60 + 11.64 + 11.68 + 11.72 + 11.76) (same as Q11.79 and 7.82)	S
	<b>ASSURANCE</b>	
11.81	The Library System operated under its approved 2011-2012 State Aid Budget Applications for Operating Aid and Categorical Aid for Automation, and assures that the Final Expenditures and Rollover Amounts entered in the section are true and accurate, and that the Total Rollover Amounts in Budget Categories 15, 16, 40, 45, 46, 80, 90 and 20 will be expended in 2012-2013. This section was reviewed and approved by the School Library System Director on (enter date – mm/dd/yyyy).	

## PART 12 – PROJECTED ANNUAL BUDGET FOR LIBRARY SYSTEMS

Public Library Systems January 1, 2012 – December 31, 2012  
 3Rs July 1, 2012 – June 30, 2013  
 School Library Systems July 1, 2012 – June 30, 2013

Question	Description	Type of System
<b>PROJECTED OPERATING FUND – RECEIPTS</b>		
12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	A
12.2	Budget Loans	P R
12.3	Total Transfers	P R
12.4	Cash Balance/Rollover in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2012, must be the same as the December 31, 2011, closing balance reported on Q7.63 of the 2011 annual report) (For 3Rs Library Systems, opening balance on July 1, 2012, must be the same as the June 30, 2012, closing balance reported on Q7.63 of the 2011-2012 annual report) (For School Library Systems, opening balance on July 1, 2012, must be the same as the June 30, 2012, rollover reported on Q7.67 + Q7.71 of the 2011-2012 annual report)	A
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover (total questions 12.1 through 12.4)	A
<b>PROJECTED OPERATING FUND - DISBURSEMENTS</b>		
12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	A
12.7	Total Transfers	P R
12.8	Cash Balance/Rollover in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2012) (For 3Rs Library System, balance as of June 30, 2013) (For School Library Systems, balance as of June 30, 2013)	A
12.9	Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8)	A
<b>PROJECTED CAPITAL FUND - RECEIPTS</b>		
12.10	Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)	P R
12.11	Nonrevenue Receipts	P R
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2012, must be the same as the December 31, 2011, closing balance reported on Q9.9 of the 2011 annual report) (For 3Rs Library Systems, opening balance on July 1, 2012, must be the same as the June 30, 2012, closing balance reported on Q9.9 of the 2011-2012 annual report)	P R
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	P R
<b>PROJECTED CAPITAL FUND DISBURSEMENTS</b>		
12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	P R
12.15	Cash Balance in Capital Fund at the end of the current fiscal year	P R
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	P R
<b>ASSURANCE</b>		

**PART 12 – PROJECTED ANNUAL BUDGET FOR LIBRARY SYSTEMS**

<b>Question</b>	<b>Description</b>	<b>Type of System</b>
12.17	The library system will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the “Budget Summary” was reviewed and accepted by the System Board/Council on (date – mm/dd/yyyy)	A

## PART 13 – SUMMARY OF LIBRARY SYSTEM ACCOMPLISHMENTS

Using the goals from Section 5 in the approved 2006-2011 System Plan of Service, ***BRIEFLY*** describe the final results of each element for Year 5 (2011)

Question	Description	Type of System
	<b>Year 5 – System Plan of Service</b>	
13.1	Element 1 Resource Sharing – Results	P
13.2	Element 2 Technology Services – Results	P
13.3	Element 3 Special Client Group Needs – Results	P
13.4	Element 4 Continuing Education/Training – Results	P
13.5	Element 5 Consulting and Technical Assistance Services – Results	P
13.6	Element 6 Coordinated Services – Results	P
13.7	Element 7 Awareness and Advocacy – Results	P
13.8	Element 8 Communications Among Member Libraries and/or Branch Libraries – Results	P
13.9	Element 9 Cooperative Efforts with Other Library Systems – Results	P
13.10	Element 10 Construction – Results	P
13.11	Element 11 Central Library Services – Results	P
13.12	Element 12 Direct Access – Results	P
13.13	Element 13 Other Goal(s) – Results	P

## PART 13 – SUMMARY OF LIBRARY SYSTEM ACCOMPLISHMENTS

Using the goals from Section 4 in the approved 2011-2016 System Plan of Service, ***BRIEFLY*** describe the final results of each element for Year 1 (2011-2012)

Question	Description	Type of System
	<b>Year 1 – System Plan of Service</b>	
13.1	Element 1: Resource Sharing – Results	R
13.2	Element 2: Technology Services – Results	R
13.3	Element 3: Special Client Groups – Results	R
13.4	Element 4: Continuing Education/Training – Results	R
13.5	Element 5: Consulting and Technical Assistance Services -- Results	R
13.6	Element 6: Coordinated Services – Results	R
13.7	Element 7: Awareness and Advocacy – Results	R
13.8	Element 8: Communication among Member Libraries and Library Systems – Results	R
13.9	Element 9: Cooperative Efforts with Other Library Systems – Results	R
13.10	Element 10: Other Goal(s) – Results	R

## PART 13 – SUMMARY OF LIBRARY SYSTEM ACCOMPLISHMENTS

Using the goals from Section 4 in the approved 2011-2016 System Plan of Service, ***BRIEFLY*** describe the final results of each element for Year 1 (2011-2012)

Question	Description	Type of System
	<b>Year 1 – System Plan of Service</b>	
13.1	Element 1: Resource Sharing – Results	S
13.2	Element 2: Technology Services – Results	S
13.3	Element 3: Special Client Groups – Results	S
13.4	Element 4: Continuing Education/Training – Results	S
13.5	Element 5: Consulting and Technical Assistance Services -- Results	S
13.6	Element 6: Coordinated Services – Results	S
13.7	Element 7: Awareness and Advocacy – Results	S
13.8	Element 8: Communication among Member Libraries – Results	S
13.9	Element 9: Cooperative Efforts with Other Library Systems – Results	S
13.10	Element 10: Other Goal(s) – Results	S
	<b>PARTICIPANT’S EVALUATION OF SYSTEM SERVICES</b>	
13.11	URL of System’s Bland Evaluation Form	S
13.12	URL of the Tabulated Results of the System’s Evaluation Form	S

**PART 14 – ASSURANCE AND CONTACT INFORMATION**

<b>Question</b>	<b>Description</b>	<b>Type of System</b>
	<b>CONTACT INFORMATION</b>	
14.1	Contact name (person completing report)	A
14.2	Contact telephone number (enter 10 digits only)	A
14.3	Contact e-mail address	A
	<b>ASSURANCE</b>	
14.4	The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this “Annual Report” was reviewed and accepted by the System Board/Council on (date – mm/dd/yyyy)	A
	<b>APPROVAL</b> (for New York State Library use only/not a required field)	
14.5	The Library System’s Annual Report was reviewed and approved by the New York State Library on (date – mm/dd/yyyy)	A