Annual Report For Public And Association Libraries - 2018

1. GENERAL LIBRARY INFORMATION

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link <u>here</u> and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

Report all information in Part 1 as of December 31, 2018, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.45).

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 <u>Local</u> Fiscal Year	_____
1.12	Ending <u>Local</u> 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 2018? (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/2018)	_____
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

1.49   Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2018) 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 end of the fiscal year reported in Part 1; report information on questions 3.29 through 3.80 for the 2018 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 12/31/18.

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 12/31/18.

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 2018 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 2018 (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 the 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 2018 _____

3.36 Young adult program sessions - Summer 2018 _____

3.37 Adult program sessions - Summer 2018 _____

3.38 Total program sessions - Summer 2018 (total 3.35 + 3.36 + 3.37) _____

3.39 Children's program attendance - Summer 2018 _____

3.40 Young adult program attendance - Summer 2018 _____

3.41 Adult program attendance - Summer 2018 _____

3.42 Total program attendance - Summer 2018 (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 2018 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 2018 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 2018 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 2018 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, 2018.

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	Does your library use social media?	_____
5.7	Does the library file for E-rate benefits?	_____
5.8	Is the library part of a consortium for E-rate benefits?	_____
5.9	If yes, in which consortium are you participating?	_____
5.10	Name of the person responsible for the library's Information Technology (IT) services	_____
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	_____
5.12	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, 2018. 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

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 <u>upload</u> 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.	Does your **outlet** have a Makerspace?	_____
38.	*LIBID*	_____
39.	*FSCSID*	_____
40.	*Number of Bookmobiles in the Bookmobile Outlet Record*	_____
41.	*Outlet Structure Status*	_____

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2018. 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, 2018 to December 31, 2018)	_____

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, 2019. 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 (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available 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 school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	_____
1.	Source of Funds	_____
2.	Name of funding County, Municipality or School 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 2018 (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 2018	_____
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 2018 (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 <u>here</u> **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 2018   _____
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 Reference: Education Law § 272, 273(1)(b)(2)
Commissioners Regulations 90.4
Central Book Aid is a flat sum of $71,500 to each public library system. The fiscal year for Central Book Aid is the calendar year. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information.
Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content. 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, 2018. 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, 2018. 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	Total Number of Internet Terminals Used by the 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!	_____