# Annual Report For Public And Association Libraries - 2023

## 1. GENERAL LIBRARY INFORMATION

**Library / Director Information**

[Outline of Major Changes](#)

<span style="color:red">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 here 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.</span>
<span style="color:red">To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.</span>
<span style="color:red">Libraries should not have reports from two different years open at the same time.</span>

Report all information in Part 1 as of December 31, 2023, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

| | | |
|---|---|---|
| 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 2020    _____
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 1.44, report all information for the <u>current</u> library director/manager.

1.37      First Name of Library Director/Manager      _____

1.38      Last Name of Library Director/Manager       _____

1.39      NYS Public Librarian Certification          _____
Number

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

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

1.42      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.

1.43      E-mail Address of the Director/Manager      _____

1.44      Fax Number of the Director/Manager          _____

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


1.46      Was all or part of the library's funding    _____
subject to a public vote(s) held during Calendar
Year 2023? (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 1.47.


**Public Votes / Contracts**

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/2023)      _____

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 (manually      _____
sum of 6a and 6b):

**This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

1.47      Did the library receive funding from an      _____
appropriation which was approved by public vote
in a prior year? (Prior to Calendar Year 2023)
Enter Y for Yes, N for No. If Yes, complete one
record for the vote from each funding source. If
No, go to question 1.48.

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?

1.48    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
1.49.

**Unusual Circumstances**

<span style="color:red">Please Note: last year's answers for repeating groups cannot be displayed.</span>

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):


1.49    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

**Print / Electronic / Other Holdings**

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions
1.6 and 1.7 in Part 1. Please read general information instructions below before completing this
section.

This section of the survey (2.1-2.25) 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 (main library); 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 Circulating Physical Items    _____

2.24    Total Other Materials - Non-Electronic    _____
(Total questions 2.21 through 2.23)


**Grand Total / Additions to Holdings**


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

**ADDITIONS TO HOLDINGS** - Do <u>not</u> subtract withdrawals or discards.

2.26    Cataloged Books    _____

2.27    All Other Print Materials    _____

2.28    Electronic Materials    _____

2.29    All Other Materials    _____

2.30    Total Additions (Total questions 2.26    _____
through 2.29)


# 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

**Visits / Borrowers / Policies / Accessibility**

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 <u>calendar</u> 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 Questions 1.6 and 1.7 in Part 1.

**LIBRARY USE**

3.1       Library visits (total annual attendance)       _____

3.1a      Regarding the number of Library Visits       _____
entered, is this an annual count or an annual
estimate based on a typical week or weeks?

3.2       Registered resident borrowers       _____

3.3       Registered non-resident borrowers       _____

Please report information on WRITTEN POLICIES as of 12/31/23.

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

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

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?

3.10      Does the library have a board-approved       _____
sexual harassment prevention policy?

Please report information on ACCESSIBILITY as of 12/31/23.

**ACCESSIBILITY (Answer Y for Yes, N for No)**

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

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

    _____

3.13    Does the library have large print books?    _____

3.14    Does the library have assistive technology for people who are visually impaired or blind?

    _____

3.15 - If so, what do you have? If no, go to next question

    screen reader, such as JAWS, Windoweyes or NVDA    _____

    refreshable Braille commonly referred to as a refreshable Braille display    _____

    screen magnification software, such as Zoomtext    _____

    electronic scanning and reading software, such as OpenBook    _____

3.16    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)?

    _____

**Library Sponsored Programs**

**LIVE PROGRAM SESSIONS and ATTENDANCE**

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a    Number of Sessions Targeted at Children Ages 0-5    _____

3.17b    Attendance at Sessions Targeted at Children Ages 0-5    _____

3.18a    Number of Sessions Targeted at Children Ages 6-11    _____

3.18b    Attendance at Sessions Targeted at Children Ages 6-11    _____

3.19a    Number of Sessions Targeted at Young Adults Ages 12-18    _____

3.19b    Attendance at Sessions Targeted at Young Adults Ages 12-18    _____

3.20a    Number of Sessions Targeted at Adults Age 19 or Older    _____

3.20b    Attendance at Sessions Targeted at Adults Age 19 or Older    _____

3.21a    Number of General Interest Program Sessions    _____

3.21b    Attendance at General Interest Program Sessions    _____

3.22    Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)    _____

3.23    Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)    _____

Live Programs Categorized by Venue

3.24a    Total Live Onsite Program Sessions    _____

3.24b    Total Live Onsite Program Attendance    _____

3.25a    Total Live Offsite Program Sessions    _____

3.25b    Total Live Offsite Program Attendance    _____

3.26a    Total Live Virtual Program Sessions    _____

3.26b    Total Live Virtual Program Attendance    _____

3.27    Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)    _____

3.28    Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)    _____

Prerecorded and One-on-One Programs

3.29      Total Number of Prerecorded Program
Presentations                                      _____

3.30      Total Views of Prerecorded Program
Presentations within 30 Days            _____

3.31      One-on-One Program Sessions        _____

3.32      Attendance at One-on-One Program
Sessions                                            _____

**Teen-Led / Promotion / Summer Reading**

3.33      Did your library offer teen-led activities
during the 2023 calendar year?          _____

3.34      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?                                         _____

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

**SUMMER READING PROGRAM**

3.35      Did the library offer a summer reading
program in 2023? (Enter Y for Yes, N for No) If
entering no, proceed to the next section.    _____

3.36      Library outlets offering the summer
reading program                                _____

3.37      Children registered for the library's
summer reading program                    _____

3.38      Young adults registered for the library's
summer reading program                      _____

3.39      Adults registered for the library's
summer reading program                      _____

3.40      Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)     _____

3.41a     Children's program sessions - Summer 2023     _____

3.41b     Children's program attendance - Summer 2023     _____

3.42a     Young adult program sessions - Summer 2023     _____

3.42b     Young adult program attendance - Summer 2023     _____

3.43a     Adult program sessions - Summer 2023     _____

3.43b     Adult program attendance - Summer 2023     _____

3.44      Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)     _____

3.45      Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)     _____

3.46      Did the library use the Summer Reading at New York Libraries name and/or logo?     _____

3.47      Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?     _____

## COLLABORATORS

3.48      Public school district(s) and/or BOCES     _____

3.49      Non-public school(s)     _____

3.50      Childcare center(s)     _____

3.51      Summer camp(s)     _____

3.52      Municipality/Municipalities     _____

3.53      Literacy provider(s)     _____

3.54      Other (describe using the State note)     _____

3.55      Total Collaborators (total 3.48 through 3.54)     _____

**Early Literacy**

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

## EARLY LITERACY PROGRAMS

3.56    Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.    _____

3.57a    Focus on birth - school entry (kindergarten) sessions    _____

3.57b    Focus on birth - school entry (kindergarten) attendance    _____

3.58a    Focus on parents & caregivers sessions    _____

3.58b    Focus on parents & caregivers attendance    _____

3.59a    Combined audience sessions    _____

3.59b    Combined audience attendance    _____

3.60    Total Sessions    _____

3.61    Total Attendance    _____

3.62 - 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)    _____

**Adult Literacy**

Please report information on ADULT LITERACY for the 2023 calendar year.

## ADULT LITERACY

3.63    Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.    _____

3.64a    Total group program sessions                    _____

3.64b    Total group program attendance                  _____

3.65a    Total one-on-one program sessions               _____

3.65b    Total one-on-one program attendance             _____

3.66 - 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)

**ESOL / Digital Literacy**

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)
PROGRAMS for the 2023 calendar year.

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67     Did the library offer English for              _____
Speakers of Other Languages (ESOL) programs in
2023? (Enter Y for Yes, N for No) If entering no,
proceed to the next section.

3.68a    Children's program sessions                     _____

3.68b    Children's program attendance                   _____

3.69a    Young adult program sessions                    _____

3.69b    Young adult program attendance                  _____

3.70a    Adult program sessions                          _____

3.70b    Adult program attendance                        _____

3.71     Total program sessions (total 3.68a +           _____
3.69a + 3.70a)

3.72    Total program attendance (total 3.68b +    _____
3.69b + 3.70b)

3.73a    One-on-one program sessions    _____

3.73b    One-on-one program attendance    _____

3.74 - 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 2023 calendar year.

## DIGITAL LITERACY

3.75    Did the library offer digital literacy    _____
programs in 2023? (Enter Y for Yes, N for No) If
entering no, proceed to the next section.

3.76a    Total group program sessions    _____

3.76b    Total group program attendance    _____

3.77a    Total one-on-one program sessions    _____

3.77b    Total one-on-one program attendance    _____

# 4. LIBRARY TRANSACTIONS

**Circulation / Electronic Use**
**Reference Transactions**

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.
(Please note: Internal Library usage is <u>not</u> considered part of circulation.)

## CATALOGED BOOK CIRCULATION

4.1    Adult Fiction Books    _____

4.2    Adult Non-fiction Books    _____

4.3    Total Adult Books (Total questions 4.1 &    _____
4.2)

4.4    Children's Fiction Books    _____

4.5        Children's Non-fiction Books        _____

4.6        Total Children's Books (Total questions        _____
4.4 & 4.5)

4.7        Total Cataloged Book Circulation (Total        _____
question 4.3 & 4.6)

## CIRCULATION OF OTHER MATERIALS

4.8        Circulation of Adult Other Materials        _____

4.9        Circulation of Children's Other Materials        _____

4.10       Circulation of Other Physical Items        _____
(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)

4.18       As of the end of the reporting period,        _____
does the library charge overdue fines to any users
when they fail to return physical print materials by
the date due?

## REFERENCE TRANSACTIONS

4.19       Total Reference Transactions        _____

4.19a      Regarding the number of Reference        _____
Transactions entered, is this an annual count or an
annual estimate based on a typical week or weeks?

4.20       Does the library offer virtual reference?        _____

**Interlibrary Loan**

**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.21     TOTAL MATERIALS RECEIVED     _____

**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.22     TOTAL MATERIALS PROVIDED     _____

# 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

**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 Questions 1.6 and 1.7 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     Library Manager (not certified)     _____

6.5     Vacant Library Manager (not certified)     _____

6.6     Librarian     _____

6.7     Vacant Librarian     _____

6.8     Library Specialist/Paraprofessional     _____

6.9     Vacant Library Specialist/Paraprofessional     _____

6.10    Other Staff     _____

6.11    Vacant Other Staff     _____

6.12    <span style="color:#8B0000">TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)</span>     _____

6.13    <span style="color:#8B0000">VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)</span>     _____

**SALARY INFORMATION**

6.14    FTE - Library Director (certified)     _____

6.15    Salary - Library Director (certified)     _____

6.16    FTE - Library Manager (not certified)     _____

6.17    Salary - Library Manager (not certified)     _____

6.18    FTE - Librarian     _____

6.19    Salary - Librarian     _____

# 7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website.

1.      Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.

_____

2.      Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.

_____

3.      Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.

_____

4.      Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.

_____

5.      Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.

_____

6.      Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.

_____

7.      Is open the minimum standard number of public service hours for population served. (see instructions)

_____

8.  Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.     space

_____

8b.     lighting

_____

8c.     shelving

_____

8d.     seating

_____

8e.     power infrastructure

_____

8f.     data infrastructure

_____

8g.     public restroom

_____

9.  Provides programming to address
community needs, as outlined in the library's long-
range plan of service.

   _____

10.  Provides

10a.  a circulation system that facilitates
access to the local library collection and other
library catalogs

   _____

10b.  equipment, technology, and internet
connectivity to address community needs and
facilitate access to information.

   _____

11.  Provides access to current library
information in print and online, facilitating the
understanding of library services, operations and
governance; information provided online shall
include the standards referenced in numbers (1)
through (5) above.

   _____

12.  Employs a paid director in accordance
with the provisions of Commissioner's Regulation
90.8.

   _____

13.  Provides library staff with annual
technology training, appropriate to their position,
to address community needs, as outlined in the
library's long-range plan of service.

   _____

14.  Establishes and maintains partnerships
with other educational, cultural or community
organizations which enable the library to address
the community's needs, as outlined in the library's
long-range plan of service.

   _____

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.
Please click here to read general instructions before completing this section. Questions 8.1-8.4 are
pre-filled with prior year answers but not locked to allow updating.

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 <u>two</u> 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

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.
Please click here to read general instructions before completing this section. Questions 1–14, 20–25,
and 34–36 are pre–filled with prior year answers but not locked to allow updating.

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.

<u>If you have multiple libraries</u>, 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 CollectConnect. If you choose to send your data for uploading, you will enter the data into the
spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets
is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and
your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same
order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

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 Used by    _____
General Public

27.     Number of uses (sessions) of public
Internet computers per year                        _____

27a     Reporting Method for Number of Uses
of Public Internet Computers Per Year              _____

28.     Type of connection on the outlet's public
Internet computers                                 _____

29.     Maximum <u>download</u> 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.     Wireless Sessions                          _____

33a     Reporting Method for Wireless Sessions     _____

34.     Does the outlet have a building entrance
that is physically accessible to a person in a
wheelchair?                                        _____

35.     Is every public part of the outlet
accessible to a person in a wheelchair?            _____

36.     Does your **outlet** have a Makerspace?    _____

37.     *LIBID*                                    _____

38.     *FSCSID*                                   _____

39.     *Number of Bookmobiles in the
Bookmobile Outlet Record*                          _____

40.     *Outlet Structure Status*                  _____

# 10. OFFICERS AND TRUSTEES

**Trustees and Terms / Trustee Names**

Report information about trustee meetings as of December 31, 2023. 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, 2023 to
December 31, 2023)                                 _____

## NUMBER OF TRUSTEES AND TERMS

10.2     If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.          _____

10.3     If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.          _____

10.4     If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.          _____

10.5     What is the **trustee term length, as stated in your library's charter documents (incorporation)?** If a term length is not stated, please explain in a Note.          _____

10.6     I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.          _____

## BOARD MEMBER SELECTION

10.7     Enter Board Member Selection Code (select one):          _____

Please Note: last year's answers for repeating groups cannot be displayed.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. 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 CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.     Status          _____

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 the trustee serving a full term? If No,        _____
add a Note. The Note should identify the previous
trustee whose unexpired term is being filled, and
should identify the beginning and ending date of
the unexpired previous trustee's term. Example:
Trustee is filling the remainder of [name]'s term,
which was to run from beginning date to ending
date.

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

**Local Public Funds / System Cash**
**Grants / Other State**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9
and Q1.10 if the fiscal reporting year has changed since the previous annual report). *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.

Please Note: last year's answers for repeating groups cannot be displayed.

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		Record all Central Library Services Aid monies received from system headquarters		_____

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 / Other Receipts**

## 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 / Grant Total**

**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 2023 (Same as Question 12.39 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 12.40)  _____

# 12. OPERATING FUND DISBURSEMENTS

**Staff / Collection / Capital**
**Operation and Maintenance**

**Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). 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                      _____

12.21    Professional & Consultant Fees          _____

12.22    Equipment                               _____

12.23    Other Miscellaneous                     _____

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

**Contracts / Debt Service / Transfers / Grand Total**

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

**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

12.26    From Local Public Funds (73PF)    _____

12.27    From Other Funds (73OF)    _____

12.28    **Total** (Add Questions 12.26 and 12.27)    _____

Other Loans

12.29    Budget Loans (Principal and Interest)    _____

12.30    Short-Term Loans    _____

12.31    **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)    _____

12.32    **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)    _____

**TRANSFERS**

**Transfers to Capital Fund**

12.33    From Local Public Funds (76PF)    _____

12.34    From Other Funds (76OF)    _____

12.35    **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)    _____

12.36    **Transfer to Other Funds**    _____

12.37    **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)    _____

12.38    **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)    _____

12.39    BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023    _____

12.40    **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)    _____

**ASSURANCE**

12.41    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**

12.42    Last audit performed (mm/dd/yyyy)    _____

12.43    Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)    _____

12.44    Indicate type of audit (select one):    _____

**CAPITAL FUND**

12.45    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 Questions 1.6 and 1.7 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 12.35) _____

**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 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed) _____

**13.13    TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) _____

## 14. CAPITAL FUND DISBURSEMENTS

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

**PROJECT EXPENDITURES**

14.1     Construction _____

14.2     Incidental Construction _____

**Other Disbursements**

14.3     Purchase of Buildings _____

14.4     Interest _____

14.5     Collection Expenditures _____

14.6     Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) _____

**14.7     TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) _____

**14.8     TRANSFER TO OPERATING FUND**
(Same as Question 11.22)

    _____

**14.9     NON-PROJECT EXPENDITURES**

    _____

**14.10     TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)

    _____

**14.11     BALANCE IN CAPITAL FUND -**
Ending Balance for the Fiscal Year Ending 2023

    _____

**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 LIBRARY SERVICES AID (CLSA)**

# CENTRAL LIBRARY SERVICES AID (CLSA)

**Statutory Reference:** Education Law § 273(1)(b)
Commissioners Regulations 90.4
Central Library Services Aid is a flat sum of $0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of $105,000, and an additional $71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services 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.
Library expenditures from Central Library Services Aid may only be used 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, 2022. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 - 15.1.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.1.1    Total Full-Time Equivalents (FTE)    _____

15.1.2    Total Expenditure for Professional Salaries    _____

15.1.3 - 15.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3    Total Full-Time Equivalents (FTE)    _____

15.1.4    Total Expenditures for Other Staff Salaries    _____

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

15.1.6 **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                            _____

15.1.7   Total Expenditure - Purchased Services   _____

15.1.8 **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.

_____

Please Note: last year's answers for repeating groups cannot be displayed.

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                            _____

15.1.9 **Total Expenditure - Supplies and Materials**   _____

15.1.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.

_____

Please Note: last year's answers for repeating groups cannot be displayed.

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                            _____

**15.1.11**  **Total Expenditures - Travel**  _____

**15.1.12**  **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.  _____

Please Note: last year's answers for repeating groups cannot be displayed.

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  _____

**15.1.13**  **Total Expenditure - Equipment and Furnishings**  _____

**15.1.14**  **Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)**  _____

**15.1.15**  **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.

**15.1.16**  **Total Allocation received from the system:**  _____

**15.1.17**  **Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)**  _____

**15.1.18**  **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    _____

16.12a    Total Physical Items in Collection    _____

16.13    Total Registered Borrowers    _____

16.14    Other Capital Revenue and Receipts    _____

16.15    Number of Internet Computers Used by
General Public    _____

16.16    Total Uses (sessions) of Public Internet
Computers Per Year    _____

16.17    Wireless Sessions    _____

16.18    Total Capital Revenue    _____


## 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

<span style="color:darkred">Library Name:</span>                            _____

<span style="color:darkred">Library System:</span>                          _____

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!