

## FAQs

- a. Section 2 – Library Collection
  - i. 2.9 Total Print Serials - This should be a count of the total number of individual volumes retained by the library
  - ii. 2.14 Local Electronic Collections - 3 maintained by SALS (Ancestry, Heritage Quest & Novelist); add any additional library-specific collections
  - iii. 2.27-2.31 Additions to Holdings - These should be the number of volumes added/received to collection in the reporting year. Do not subtract withdrawals or discards.
- b. Section 3 – Programs
  - i. One-on-one sessions and attendance at one-on-one sessions should be the same number
  - ii. Summer Reading programs may be counted in more than one Program category. Count all early literacy programming under early literacy whether it takes place during the summer or the rest of the year. Count all summer reading programs whether they are for school age children or younger. DLD does not add these together. Rather, they need an accurate count of how much programming is done year round for early literacy and an accurate count of the summer reading program for all age groups.
- c. Section 6 – Staff Information
  - i. Include the FTE for all positions funded in the library's budget whether or not positions are filled
  - ii. You must convert part-time hours to full-time hours. 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.
- d. Section 9 – Service Outlet Information
  - i. Ensure library hours here are consistent with Section 8
  - ii. 9.17 – Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? - These are events that are created, staffed and run by non-library staff, where the library is not a partner. The library may or may not receive a fee for use of the space.
  - iii. 9.29-9.30 – Upload and download speeds - Check on a public PC at your library:  
<http://beta.speedtest.net/>
  - iv. 9.33 – Number of wireless sessions provided by the library wireless service each year. – Your Meraki router tracks this information. You should receive an email each month with your usage, which you should total and enter here. If you need Meraki numbers resent, send a request to [Computersupport@sals.edu](mailto:Computersupport@sals.edu).
- e. Section 10 – Officers and Trustees
  - i. The number of voting board member positions entered here (10.4 or 10.5) should be the same as the number of board member records under “Board Member Selection” (10.9 – end of Section 10). For each board position that is vacant: enter "Vacant" in question 1 and N/A in questions 2 through 15 for that record
  - ii. Trustees’ term lengths (10.17 – 10.20) should be equal to or less than term length stated in library charter (10.7)
- f. Section 11 – Operating Fund Receipts
  - i. 11.25 - Balance in Operating Fund - Should match question 12.4 of previous year’s annual report
  - ii. 11.26 – Grant Total Receipts, Budget Loans, Transfers and Balance - Must match 12.41 of this annual report
- g. Section 12 – Operating Fund Disbursements
  - i. 12.7 – Electronic Materials Expenditures - Enter your library’s OverDrive contribution.
  - ii. 12.26 – Contracts with Public Libraries and/or Public Library Systems in NY State - Enter your library’s JA fees.