

Southern Adirondack Library System

Annual Report for Library Systems - 2024 (Public Library Systems 2024)

1. General System Information

System / Director Information

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

1.1	SEDCODE	521800700026
1.2	Institution ID	800000038540
1.3	System Name	Southern Adirondack Library System
1.4	Beginning Reporting Year	01/01/2024
1.5	Ending Reporting Year	12/31/2024
1.6	Street Address	22 Whitney Place
1.7	City	Saratoga Springs
1.8	Zip Code	12866
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	4596
1.10	Mailing Address	22 Whitney Place
1.11	City	Saratoga Springs
1.12	Zip Code	12866
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	4596
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(518) 584-7300
1.15	Fax Number (enter 10 digits only)	(518) 587-5589
1.16	System Home Page URL	www.sals.edu
1.17	URL of the system's complete Plan of Service	https://salsblog.sals.edu/wp-content/uploads/SALS-2022-2026-Plan-of-Service.pdf
1.18	Population Chartered to Serve (2020 Census)	367,655
1.19	Area Chartered to Serve (square miles)	4,226
1.20	Federal Employer Identification Number	141437196
1.21	County	Saratoga
1.22	County (Counties) Served	Saratoga, Warren, Washington, Hamilton
1.23	School District	Saratoga Springs City School District
1.24	First Name of System Director	Sara
1.25	Last Name of System Director	Dallas
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	9597
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(518) 581-7300 Ext.205
1.32	E-Mail Address of the System Director	sdallas@sals.edu
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(518) 587-5589

Contracts / Unusual Circumstances

- 1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. N
1. Name of Contracting Municipality or District N/A
2. Is this a written contract? (Enter Y for Yes, N for No) N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A

1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the note. N

THESE QUESTIONS ARE FOR NYC PUBLIC LIBRARY SYSTEMS ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.50 President/CEO Name. If there is no President/CEO please enter "N/A"

1.51 President/CEO Phone Number

1.52 President/CEO Email

2. Personnel Information

2.1 FTE (Full-Time Equivalent Calculation) 35
The number of hours per work week used to compute FTE for all budgeted positions.

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS
(enter to two decimal places; enter decimal point)

- 2.4 Public Library System Director per CR 90.3(f) - Filled Position FTE 1
- 2.5 Public Library System Director per CR 90.3(f) - Vacant Position FTE 0
- 2.10 Certified Librarians - Filled Position(s) FTE 2
- 2.11 Certified Librarians - Vacant Position(s) FTE 0
- 2.12 Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE 1
- 2.13 Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE 0
- 2.14 Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12) 4.00
- 2.15 Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13) 0.00
- 2.16 Total Other Professional Staff - Filled Position(s) FTE 5
- 2.17 Total Other Professional Staff - Vacant Position(s) FTE 0
- 2.18 Total Other Staff - Filled Position(s) FTE 3.43
- 2.19 Total Other Staff - Vacant Position(s) FTE 0
- 2.20 Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18) 12.43

2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00
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SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	N/A
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$155,813

3. System Membership, Outlets and Governance

Service Outlets / Meetings / System Council

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	34
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	1963
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2017
3.18	Square footage of the system building	8,537
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	5
3.23	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	6
3.24	Name of Central Library/Co-Central Libraries	Crandall Public Library

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	9
3.26	Current number of voting positions on system board/council. Please add a note if this has changed from the previous year report.	12
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5

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

3.28	Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council.	E
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Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-17 of the repeating group. You may 1) enter the data for the Board/Council 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 in the survey by clicking [here](#). Note that the trustee and coordinated outreach council positions have been pre-filled with last year's information. Please make sure that information is updated as needed. The spreadsheet option is still available if that is easier to update. Complete this form and email it to collectconnect@baker-taylor.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.	Status	Filled
2.	First Name	Thomas
3.	Last Name	Shaginaw
4.	Institutional Affiliation	N/A
5.	Professional Title	Retired Executive Manager for GE Global Research

6.	Mailing Address	16 Longcreek Drive
7.	City	Burnt Hills
8.	Zip Code (enter five digits only)	12027
9.	Email Address	N/A
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	June
12.	Term Begins - Year (yyyy)	2024
13.	Term Expires - Month or N/A	May
14.	Term Expires - Year (YYYY) or N/A	2029
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes

16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/11/2024
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	6/18/2024

18.	Is this a brand new trustee?	N
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1.	Status	Filled
2.	First Name	Linda
3.	Last Name	Borden
4.	Institutional Affiliation	N/A
5.	Professional Title	Retired Teacher
6.	Mailing Address	2809 Valley Falls Rd
7.	City	Schaghticoke
8.	Zip Code (enter five digits only)	12154
9.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	June
12.	Term Begins - Year (yyyy)	2020
13.	Term Expires - Month or N/A	May
14.	Term Expires - Year (YYYY) or N/A	2025
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes

16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/16/2020
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2020

18.	Is this a brand new trustee?	N
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1.	Status	Filled
2.	First Name	Christine
3.	Last Name	Connell
4.	Institutional Affiliation	N/A
5.	Professional Title	Retired Technology Manager
6.	Mailing Address	33 Belanger Ave
7.	City	Waterford
8.	Zip Code (enter five digits only)	12188
9.	Email Address	

10.	Office Held or Trustee	Other (Add State Note)
11.	Term Begins - Month	June
12.	Term Begins - Year (yyyy)	2020
13.	Term Expires - Month or N/A	May
14.	Term Expires - Year (YYYY) or N/A	2025
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/16/2020
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2020
18.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Carol
3.	Last Name	Kuhr
4.	Institutional Affiliation	N/A
5.	Professional Title	Retired Special Education Teacher
6.	Mailing Address	307 North Street Road
7.	City	Argyle
8.	Zip Code (enter five digits only)	12809
9.	Email Address	
10.	Office Held or Trustee	President
11.	Term Begins - Month	June
12.	Term Begins - Year (yyyy)	2023
13.	Term Expires - Month or N/A	May
14.	Term Expires - Year (YYYY) or N/A	2028
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	5/30/2023
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/01/2023
18.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Elaine
3.	Last Name	Cowin
4.	Institutional Affiliation	N/A
5.	Professional Title	Retired K-12 Library Media Specialist
6.	Mailing Address	8 Robin Drive
7.	City	Warrensburg
8.	Zip Code (enter five digits only)	12885
9.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	June
12.	Term Begins - Year (yyyy)	2023
13.	Term Expires - Month or N/A	May

14.	Term Expires - Year (YYYY) or N/A	2028
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	6/18/2024
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	6/18/2024
18.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Janet
3.	Last Name	Lindner
4.	Institutional Affiliation	N/A
5.	Professional Title	Retired
6.	Mailing Address	180 Circular Street
7.	City	Saratoga Springs
8.	Zip Code (enter five digits only)	12866
9.	Email Address	
10.	Office Held or Trustee	Other (Add State Note)
11.	Term Begins - Month	June
12.	Term Begins - Year (yyyy)	2023
13.	Term Expires - Month or N/A	May
14.	Term Expires - Year (YYYY) or N/A	2028
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	5/23/2023
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/01/2023
18.	Is this a brand new trustee?	N
1.	Status	Vacant
2.	First Name	
3.	Last Name	
4.	Institutional Affiliation	
5.	Professional Title	
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Email Address	
10.	Office Held or Trustee	
11.	Term Begins - Month	June
12.	Term Begins - Year (yyyy)	2024
13.	Term Expires - Month or N/A	May
14.	Term Expires - Year (YYYY) or N/A	2029
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	

16. The date the trustee took the Oath of Office
(mm/dd/yyyy)

17. The date the Oath of Office was filed with town or
county clerk (mm/dd/yyyy)

18. Is this a brand new trustee?

1. Status	Filled
2. First Name	Nanci
3. Last Name	Vineyard
4. Institutional Affiliation	N/A
5. Professional Title	Newspaper Reporter/Retired Teacher
6. Mailing Address	105 Birch Court
7. City	Indian Lake
8. Zip Code (enter five digits only)	12842
9. Email Address	
10. Office Held or Trustee	Trustee
11. Term Begins - Month	January
12. Term Begins - Year (yyyy)	2023
13. Term Expires - Month or N/A	May
14. Term Expires - Year (YYYY) or N/A	2027
15. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No

16. The date the trustee took the Oath of Office (mm/dd/yyyy)	02/21/2023
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17. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/21/2023
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18. Is this a brand new trustee?	N
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1. Status	Vacant
2. First Name	
3. Last Name	
4. Institutional Affiliation	
5. Professional Title	
6. Mailing Address	
7. City	
8. Zip Code (enter five digits only)	
9. Email Address	
10. Office Held or Trustee	
11. Term Begins - Month	June
12. Term Begins - Year (yyyy)	2020
13. Term Expires - Month or N/A	May
14. Term Expires - Year (YYYY) or N/A	2026

15. Is this trustee serving a full term? If No, add a State
Note (for example, this trustee was appointed to complete the
remainder of a term of a trustee who resigned their position).

16. The date the trustee took the Oath of Office
(mm/dd/yyyy)

17. The date the Oath of Office was filed with town or
county clerk (mm/dd/yyyy)

18. Is this a brand new trustee?

1.	Status	Filled
2.	First Name	Margaret
3.	Last Name	Shapiro
4.	Institutional Affiliation	N/A
5.	Professional Title	Owner
6.	Mailing Address	197 Chestnut Ridge Road
7.	City	Queensbury
8.	Zip Code (enter five digits only)	12804
9.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	June
12.	Term Begins - Year (yyyy)	2020
13.	Term Expires - Month or N/A	May
14.	Term Expires - Year (YYYY) or N/A	2025
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/16/2020
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2020
18.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name	Laura
3.	Last Name	Goodman
4.	Institutional Affiliation	N/A
5.	Professional Title	Retired High School English Teacher
6.	Mailing Address	104 Rabbit Road
7.	City	Greenwich
8.	Zip Code (enter five digits only)	12834
9.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	June
12.	Term Begins - Year (yyyy)	2022
13.	Term Expires - Month or N/A	May
14.	Term Expires - Year (YYYY) or N/A	2027
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/07/2022
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2022
18.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name	Sue
3.	Last Name	Beck
4.	Institutional Affiliation	N/A

5.	Professional Title	Retired Nurse
6.	Mailing Address	11 Shaw Hill Road
7.	City	Adirondack
8.	Zip Code (enter five digits only)	12808
9.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	June
12.	Term Begins - Year (yyyy)	2021
13.	Term Expires - Month or N/A	May
14.	Term Expires - Year (YYYY) or N/A	2026
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/04/2021
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/15/2021
18.	Is this a brand new trustee?	N

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

3.29 Has the Coordinated Outreach Council met at least two Y times during the calendar year per CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No).

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2025, through December 31, 2025. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council 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 in the survey by clicking [here](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

1.	Status	Filled
2.	First Name	Jennifer
3.	Last Name	Hurd
4.	Institutional Affiliation	Round Lake Library
5.	Professional Title	Director
1.	Status	Filled
2.	First Name	Mary
3.	Last Name	Beranek
4.	Institutional Affiliation	Comfort Food Community
5.	Professional Title	Food Recovery Coordinator
1.	Status	Filled
2.	First Name	Laura
3.	Last Name	Scott
4.	Institutional Affiliation	SUNY Adirondack Community College
5.	Professional Title	Continuing Education
1.	Status	Filled
2.	First Name	Johanna

3.	Last Name	MacKay
4.	Institutional Affiliation	Lucy Scribner Library, Skidmore College
5.	Professional Title	Instructional Design Librarian
1.	Status	Filled
2.	First Name	Sabrina
3.	Last Name	Herlick
4.	Institutional Affiliation	Adirondack Health Institute
5.	Professional Title	Director of RCORP Implementation Grant

4. Public Library System Transactions and Collections

Borrowers / Visits / Circulation / Holdings

4.1	Number of registered system borrowers	184
4.2	System Visits	532

CIRCULATION

4.3	Total Cataloged Book Circulation	52
4.4	Total Circulation of Other Materials	2
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	54

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals. If the system can separate out use for each member library please do so and ask the member libraries to report. Do not also report in the system report. If the system cannot separate out the use by each member library please report on the system report.

4.6a	The total circulation of e-books during the reporting period	57
4.6b	The total circulation of e-serials during the reporting period.	44
4.6c	The total circulation of e-audio during the reporting period	65
4.6d	The total circulation of e-videos during the reporting period.	0
4.7	Successful Retrieval of Electronic Information	0
4.8	Electronic Content Use (Total Questions 4.6a + 4.6b + 4.6c + 4.6d + 4.7)	166
4.9	Total Circulation of Materials (Total Questions 4.5 + 4.6a + 4.6b + 4.6c + 4.6d)	220
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	220

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	22,079
4.12	Uncataloged Book Holdings	10
4.13	Total Print Serial Holdings	0
4.14	All Other Print Materials Holdings	0
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	22,089

Holdings Continued

Non-Electronic Materials

4.16	Audio - Physical Units	5
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4.17	Video - Physical Units	1
4.18	Other Non-Electronic Materials	0
4.19	Total Other Materials Holdings (Total questions 4.16 through 4.18)	6
4.20	Grand Total Holdings (Total questions 4.15 and 4.19)	22,095

4.21	Did the system provide access to NOVELny?	Yes
4.22	Did the system provide access to e-books for its member libraries (excluding NOVELny)?	Yes
4.23	Did the system provide access to e-serials for its member libraries (excluding NOVELny)?	Yes
4.24	Did the system provide access to e-audio for its member libraries (excluding NOVELny)?	Yes
4.25	Did the system provide access to e-videos for its member libraries (excluding NOVELny)?	No
4.26	Did the system provide access to research databases for its member libraries (excluding NOVELny)?	No
4.27	Did the system provide access to online learning platforms for its member libraries?	Yes

ROTATING COLLECTIONS/BOOK LOANS

4.28	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	N
4.29	Number of collections	0
4.30	Average number of items per collection	0

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

5.1	Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No)	Y
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5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

a.	Circulation	Yes
b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	Yes
g.	Media Booking	No
h.	Community Information	No
i.	Electronic Resource Management	No
j.	Digital Collections Management	No

5.3	Identify ILS system vendor	Polaris
5.4	How many member libraries fully participate in the ILS?	34
5.5	% of member libraries participating (calculated field)	100.00%

5.6	How many member libraries participate in some ILS modules?	34
5.7	Indicate features of the system's ILS (check all that apply):	
a.	ILS shared with other library systems	Yes
b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	Yes
5.8	Number of titles in the ILS bibliographic database	717,181
5.9	Number of new titles added by the system in the reporting year	4,459
5.10	Number of Central Library Aid titles added in the reporting year	2
5.11	Number of new titles added by the members in the reporting year	23,143
5.12	Total new titles (total questions 5.9 through 5.11)	27,604

Catalog

UNION CATALOG OF RESOURCES

For this report, a union catalog is defined as a vehicle that can access member and / or non-member catalogs. It can be either print, disc, or online (virtual) format.

5.13 In what format(s) is the union catalog available? (Check all that apply):

- | | | |
|----|--------------------------|-----|
| a. | Print | |
| b. | Disc | |
| c. | Online (virtual catalog) | Yes |

5.14 How many libraries participate in (or submit records for) the union catalog? 34

5.15 Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) Y

5.16 Number of titles in the system's union catalog 708,874

5.17 Number of holdings in the system's union catalog 1,186,556

5.18 Number of new titles added in the last year 22,173

5.19 Number of holdings added in the last year 80,546

5.20 If the union catalog is online (virtual catalog) Indicate the features of the system's virtual catalog (check all that apply):

- | | | |
|----|---|--|
| a. | Non-member catalogs are included (if checked, please name non-member catalogs using the State note) | |
| b. | Non-library catalogs are included (if checked, please name non-library catalogs using the State note) | |
| c. | Patron-initiated ILL available and used through this catalog | |

UNION LIST OF SERIALS

5.21 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.) Y

5.22 How many libraries participate in (or submit records for) the union list of serials? 34

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

5.23 Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A) Y

Website/Interlibrary Loan/Delivery/Continuing Edu.

VISITS TO THE SYSTEM'S WEB SITE

5.24	Annual number of visits to the system's web site	224,205
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SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	454
------	-------------------------------	-----

5.26	Total items received (borrowed)	464
------	---------------------------------	-----

5.27	Total requests provided (loaned) unfilled	0
------	---	---

5.28	Total requests received (borrowed) unfilled	0
------	---	---

5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	918
------	--	-----

DELIVERY

5.30 Indicate delivery methods used by the system (check all that apply):

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

a.	System courier (on the System's payroll)	No
----	--	----

b.	Other system's courier	No
----	------------------------	----

d.	Contracted service (paid by System - not on payroll)	Yes
----	--	-----

e.	U.S. Mail	Yes
----	-----------	-----

f.	Commercial carrier (e.g., UPS, DHL, etc.)	No
----	---	----

g.	Other (specify using the note)	No
----	--------------------------------	----

5.31	Number of stops (pick-up and delivery sites per week)	152
------	---	-----

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	0
------	--------------------	---

5.33	Number of participants	0
------	------------------------	---

Continuing Education Cont.

Technology

5.34	Number of sessions	8
------	--------------------	---

5.35	Number of participants	9
------	------------------------	---

Digitization

5.36	Number of sessions	0
------	--------------------	---

5.37	Number of participants	0
------	------------------------	---

Leadership

5.38	Number of sessions	6
------	--------------------	---

5.39	Number of participants	181
------	------------------------	-----

Management & Supervisory

5.40	Number of sessions	8
------	--------------------	---

5.41	Number of participants	66
------	------------------------	----

Planning and Evaluation

5.42	Number of sessions	1
------	--------------------	---

5.43	Number of participants	18
------	------------------------	----

Awareness and Advocacy

5.44	Number of sessions	16
------	--------------------	----

5.45	Number of participants	246
------	------------------------	-----

Trustee/Council Training

5.46	Number of sessions	12
5.47	Number of participants	307

Special Client Populations

5.48	Number of sessions	11
5.49	Number of participants	75

Children's Services/Birth to Kindergarten

5.50	Number of sessions	1
5.51	Number of participants	247

Children's Services/Elementary Grade Levels

5.52	Number of sessions	4
5.53	Number of participants	71

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	2
5.55	Number of participants	219

General Adult Services

5.56	Number of sessions	5
5.57	Number of participants	116

5.58 **Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group. N

1.	Topic	N/A
2.	Number of sessions	N/A
3.	Number of participants	N/A

5.59 **Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5) 74

5.60 **Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5) 1,555

5.61 Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System? Y

Coordinated Services / Consulting / Reference**COORDINATED SERVICES**

5.62 Indicate which services the system provides (check all that apply):

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

a.	Coordinated purchase of print materials	No
b.	Coordinated purchase of non-print materials	No
c.	Negotiated pricing for licensed electronic collection purchases (not purchasing)	Yes
d.	Cataloging	Yes

e.	Materials processing	No
f.	Coordinated purchase of office supplies	No
g.	Coordinated computer services/purchases	Yes
h.	Virtual reference	No
i.	Other (describe using the note)	No
j.	N/A	No

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

Indicate which consulting and technical assistance services the system provides (check all that apply).

Note: If "Other" is selected, please add a Note of explanation.

5.63	Consulting with member libraries and/or branches on grants, and state and federal funding	Y
5.64	Consulting with member libraries and/or branches on funding and governance	Y
5.65	Consulting with member libraries and/or branches on charter and registration work	Y
5.66	Consulting with member libraries and/or branches on automation and technology	Y
5.67	Consulting with member libraries and/or branches on youth services	Y
5.68	Consulting with member libraries and/or branches on adult services	Y
5.69	Consulting with member libraries and/or branches on physical plant needs	Y
5.70	Consulting with member libraries and/or branches on personnel and management issues	Y
5.71	Consulting with state and county correctional facilities	Y
5.72	Providing information to local, county, and state legislators and their staffs	Y
5.73	Providing system and member library information to the media	Y
5.74	Providing website development and maintenance for member libraries	Y
5.75	Other Consulting and Technical Assistance Services not listed above – Add Note	N

REFERENCE SERVICES

5.76	Total Reference Transactions	5,442
------	------------------------------	-------

Special Clients / Fees

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

5.77 Indicate services the system provides to special clients (check all that apply):

a.	Services for patrons with disabilities	No
b.	Services for patrons who are educationally disadvantaged	No
c.	Services for patrons who are aged	No
d.	Services for patrons who are geographically isolated	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	No
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	No

i.	N/A	No
5.78	Number of BOOKS BY MAIL loans	0
5.79	Number of member libraries with Job/Education Information Centers or collections	2
5.80	Number of State Correctional Facilities libraries served	1
5.81	Number of County Jails libraries served	4
5.82	Number of institutions served other than jails or correctional facilities	0
5.83	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N
1.	Service provided	N/A
2.	Number of facilities/institutions served	N/A
5.84	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.85.	Y
5.85	Description of fees	The Mohawk Valley/Southern Adirondack Library Systems Joint Automation Project charges the members of both systems fees relative to their percentage of total use, calculation based on circulation and holdings.

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

6.1	Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.	Y
1.	County Name	Saratoga
2.	Amount	\$35,000
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y
6.2	Total County Funding	\$35,000
6.3	All Other Local Public Funds	\$0
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$35,000
STATE AID RECEIPTS - arranged in alphabetical order		
6.6	Central Library Services Aid	\$188,291
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$3,814
6.10	Coordinated Outreach Services Aid	\$104,320
6.11	Correctional Facilities Library Aid	\$32,956
6.12	County Jails Library Aid	\$3,311
6.18	Local Library Services Aid - Kept at System	\$0
6.19	Local Library Services Aid - Distributed to Members	\$114,851
6.20	Total LLSA (total questions 6.18 and 6.19)	\$114,851
6.21	Local Services Support Aid	\$91,601

6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,051,255
6.27	Public Library System Supplementary Operational Aid	\$153,743

State Aid

6.36	Special Legislative Grants and Member Items	\$160,000
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	Y

Complete one record for each grant. If the system does not receive other state aid, enter N/A on questions 1 and 2 of one repeating group.

1.	Funding Source	NYS Love Your Library Fund
2.	Amount	\$2,831

6.43 **Total Other State Aid (total question #2 of Repeating Group #9 above)** \$2,831

6.44 **Total State Aid Receipts (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)** \$1,906,973

FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	\$0
6.46	Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No.	N

Complete one record for each grant. If the system does not receive other federal aid, enter N/A on questions 1 and 2 of one repeating group

1.	Funding Source	N/A
2.	Amount	N/A

Federal Aid / Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	\$0
6.48	Total Federal Aid (total questions 6.45 and 6.47)	\$0

CONTRACTS WITH LIBRARIES, LIBRARY SYSTEMS AND/OR OTHER INSTITUTIONS IN NEW YORK STATE

6.49 Does the system contract with libraries, library systems or other institutions in New York State? Enter Y for Yes, N for No.

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3 of one repeating group.

1.	Contracting Agency	Member libraries
2.	Contracted Service	Technology Services
3.	Total Contract Amount	\$491,273

6.50 **Total Contracts (total question #3 of Repeating Group #11 above)** \$491,273

MISCELLANEOUS RECEIPTS

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$1,039

6.53 Income from Investments \$55,693

Miscellaneous

Proceeds from Sale of Property

6.54 Real Property \$0

6.55 Equipment \$1,408

6.56 Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No. Y

Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on questions 1 and 2 of one repeating group.

1. Receipt category County Aid Pass Thru

2. Amount \$66,500

1. Receipt category Refunds

2. Amount \$19

1. Receipt category Library Charges

2. Amount \$371

1. Receipt category Dividends

2. Amount \$1,710

1. Receipt category Commissions

2. Amount \$2,074

1. Receipt category Insurance Recoveries

2. Amount \$29

6.57 **Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)** \$70,703

6.58 **Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)** \$128,843

6.59 **TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)** \$2,562,089

6.60 **BUDGET LOANS** \$0

Transfers / Grand Total

TRANSFERS

6.61 Transfers from Capital Fund (Same as question 9.6) \$0

6.62 Transfers from Other Funds \$0

6.63 **Total Transfers (total questions 6.61 and 6.62)** \$0

6.64 CASH BALANCE – Beginning of Current Fiscal Reporting Year: \$2,031,153
Public Library Systems – January 1, 2024. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2023.)

6.67 GRAND TOTAL RECEIPTS, BUDGET LOANS, \$4,593,242
 TRANSFERS, AND BALANCE/ROLLOVER
 (Public Library Systems – total questions 6.59, 6.60, 6.63 and
 6.64 – must agree with question 7.82)

7. Operating Fund Disbursements

Staff / Collection / Grants / Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Certified Librarians	\$327,517
7.2	Other Staff	\$178,052
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$505,569
7.4	Employee Benefits Expenditures	\$235,647
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$741,216

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$166
7.7	Electronic Materials Expenditures	\$41,347
7.8	Other Materials Expenditures	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$41,513

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$115,286
7.11	Central Library Services Aid (CLSA)	\$188,291
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$42,831
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$50,000
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$396,408
7.19	Book/Library Materials Grants	\$14,611
7.20	Other Non-Cash Grants	\$172,322
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$583,341

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$1,922
7.25	Furniture/Furnishings	\$2,522
7.26	Other Capital Expenditures	\$0
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$4,444

Capital Cont. / Operation and Maintenance / Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$4,444
7.29	From Other Funds (71OF)	\$0

7.30 **Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27) \$4,444

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31 From Local Public Funds (72PF) \$103,964

7.32 From Other Funds (72OF) \$0

7.33 **Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32) \$103,964

7.34 Other Building & Maintenance Expenses \$45,934

7.35 **Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34) \$149,898

MISCELLANEOUS EXPENSES

7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$0

7.37 Office and Library Supplies \$2,916

7.38 Equipment \$930

7.39 Telecommunications \$10,927

7.40 Publicity and Printing \$686

7.41 Travel \$10,940

7.42 Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided. \$28,695

7.43 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. \$9,571

7.44 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.43? Enter Y for Yes, N for No. Y

Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on questions 1 and 2 of one repeating group.

1.	Expense category	Rentals
2.	Amount	\$8,367
1.	Expense category	Ret Benefits
2.	Amount	\$123,377
1.	Expense category	Postage
2.	Amount	\$697
1.	Expense category	Software
2.	Amount	\$3,195
1.	Expense category	MARC records
2.	Amount	\$115
1.	Expense category	Delivery
2.	Amount	\$262,135

Miscellaneous Cont. / Contracts / Debt Service

7.45 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$397,886

7.46 **Total Miscellaneous Expenses** (total questions 7.36 through 7.44 and 7.46) \$462,551

CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE

7.47 Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No. Y

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating group.

1.	Contracting Agency (specify using the State note)	Member libraries
2.	Contracted Service (specify using the State note)	Tech Service
3.	Total Contract Amount	\$502,922
1.	Contracting Agency (specify using the State note)	Hamilton County Member Libraries
2.	Contracted Service (specify using the State note)	PassThru Aid
3.	Total Contract Amount	\$11,500
1.	Contracting Agency (specify using the State note)	Warren County Member Libraries
2.	Contracted Service (specify using the State note)	PassThru Aid
3.	Total Contract Amount	\$55,000

7.48 **Total Contracts** (total question #3 of Repeating Group #14 above) \$569,422

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.49	From Local Public Funds (73PF)	\$0
7.50	From Other Funds (73OF)	\$0
7.51	Total Capital Purposes Loans (total questions 7.49 and 7.50)	\$0

Transfers

Other Loans

7.52	Other Loans	\$0
7.53	Total Debt Service (total questions 7.51 and 7.52)	\$0

7.54 **TOTAL DISBURSEMENTS – Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service** (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.46, 7.48, and 7.53) \$2,552,385

TRANSFERS

Transfers to the Capital Fund

7.55	From Local Public Funds (76PF)	\$0
7.56	From Other Funds (76OF)	\$0
7.57	Total Transfers to Capital Fund (total questions 7.55 and 7.56; same as question 8.2)	\$0

7.58	Total Transfers to Other Funds	\$0
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7.59	Total Transfers (total questions 7.57 and 7.58)	\$0
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7.60	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.54 and 7.59)	\$2,552,385
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Cash Balance / Grand Total / Audit / Bank Balance

7.61	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2024)	\$2,040,857
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7.82 **GRAND TOTAL DISBURSEMENTS,** \$4,593,242
TRANSFERS, & ENDING BALANCE (total questions 7.60
and 7.61)

FISCAL AUDIT

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

7.83 Last audit performed (mm/dd/yyyy) 01/13/2025
7.84 Time period covered by this audit (mm/dd/yyyy -
mm/dd/yyyy) 01/01/2024-12./31/2024
7.85 Indicate type of audit (select one from drop-down): Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank or financial institution Arrow Bank
2. Amount of funds on deposit 1935246
1. Name of bank or financial institution Adirondack Trust Company
2. Amount of funds on deposit \$105,511
1. Name of bank or financial institution SALS-Petty Cash
2. Amount of funds on deposit \$100

7.86 **Total Bank Balance** (total question #2 of Repeating
Group #15) \$2,040,857

7.87 Does the system have a Capital Fund? Enter Y for Yes, N
N for No. If yes, please complete the Capital Fund Report. If
no, stop here.

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

8.1 **Total Revenue From Local Sources** \$0
8.2 **Transfer From Operating Fund** \$0
(same as question 7.57)

STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction \$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

8.4 Does the system receive any other aid and/or grants for N/A
capital projects. Enter Y for Yes, N for No. If yes, complete
one record for each award. If no, enter N/A on questions 1 and
2 of one repeating group.

1. Contracting Agency N/A
2. Amount N/A

Totals / Cash Balance

8.5 **Total Aid and/or Grants** (total question #2 of
Repeating Group #16 above) \$0

8.6 **TOTAL RECEIPTS - Revenues from Local** \$0
Sources, Interfund Revenue, State Aid for Capital Projects,
and All Other Aid and/or Grants for Capital Projects (total
questions 8.1, 8.2, 8.3, and 8.5)

8.7 **NONREVENUE RECEIPTS** \$0

8.8	TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)	\$0
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8.9	CASH BALANCE – Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2024. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2023.)	\$0
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Grand Total

8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$0
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9. Capital Fund Disbursements

Project Expenditures / Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	\$0
-----	--------------------	-----

9.2	Incidental Construction	\$0
-----	-------------------------	-----

9.3	Books and Library Materials	\$0
-----	-----------------------------	-----

9.4	Total Other Disbursements	\$0
-----	---------------------------	-----

9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$0
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9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	\$0
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9.7	TOTAL NONPROJECT EXPENDITURES	\$0
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9.8	TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7)	\$0
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9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2024, for Public Library Systems)	\$0
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Grand Total

9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$0
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12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2025 - December 31, 2025

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$2,685,414
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12.2	Budget Loans	\$0
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12.3	Total Transfers	\$0
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12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2025 must be the same as the December 31, 2024, closing balance reported on Q7.61 of the 2024 annual report)	\$2,040,857
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12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$4,726,271
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PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service) \$2,685,414

12.7 Total Transfers \$0

12.8 Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year \$2,040,857
(For Public Library Systems, balance as of December 31, 2025)

12.9 Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8) \$4,726,271

PROJECTED CAPITAL FUND - RECEIPTS

12.10 Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects) \$0

12.11 Nonrevenue Receipts \$0

12.12 Cash Balance in Capital Fund at the end of the previous fiscal year \$0
(For Public Library Systems, opening balance on January 1, 2025, must be the same as the December 31, 2024, closing balance reported on Q9.9 of the 2024 annual report)

12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12) \$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) \$0

12.15 Cash Balance in Capital Fund at the end of the current fiscal year \$0
(For Public Library Systems, December 31, 2025)

12.16 Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) \$0

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

PUBLIC LIBRARY SYSTEMS BASIC AID, SUPPLEMENTAL AID and either LOCAL LIBRARY SERVICES AID and LOCAL SERVICES SUPPORT AID or LOCAL CONSOLIDATED SERVICES AID (Brooklyn, New York Public and Queens Borough only)

Statutory Reference (Basic Aid):	Education Law § 272, 273(1)(a, c, d, e, n) Commissioners Regulations 90.3
Statutory Reference (LLSA):	Education Law § 272, 273(1)(f)(1) Commissioners Regulations 90.3 and 90.9 The formula is \$0.31 per capita of a member library's chartered services area with a minimum of \$1,500 per library with formula equity to 1991 LLIA.
Statutory Reference (LSSA):	Education Law § 272, 273(1)(f)(2) Commissioners Regulations 90.3 and 90.10 The formula is \$0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

Statutory Reference (LCSA):	Education Law § 272, 273(1)(f)(3) Commissioners Regulations 90.3 The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.
Statutory Reference (Supplemental):	Education Law § 273(11)(a) The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).
BECPL Special Aid:	Education Law § 273(1)(l) Annual sum of \$50,000 for a continuity of service project. (Included in Basic Aid Payment)
Brooklyn Special Aid:	Education Law § 273(1)(k) Annual sum of \$350,000 for business library. (Included in Basic Aid Payment)
Nassau Special Aid:	Education Law § 273(1)(m)

13.1.1-13.1.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees.

13.1.1 Total Full-Time Equivalents (FTE)	2.99
13.1.2 Total Expenditure for Professional Salaries	\$250,282

13.1.3-13.1.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees.

13.1.3 Total Full-Time Equivalents (FTE)	3.09
13.1.4 Total Expenditure for Other Staff Salaries	\$169,563

13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits. **\$205,522**

13.1.6 Purchased Services: Did the system expend funds for purchased services? **Y**
Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	Other (specify using Note field)
2. Provider of Services	NYSHIP/Medicare
3. Expenditure	\$123,376
1. Expenditure Category	Institutional membership dues
2. Provider of Services	Various
3. Expenditure	\$9,571
1. Expenditure Category	Delivery/courier
2. Provider of Services	Arnoff Moving & Storage
3. Expenditure	\$259,291
1. Expenditure Category	Telecommunications
2. Provider of Services	Various
3. Expenditure	\$10,927
1. Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2. Provider of Services	MVLS/SALS JA Project
3. Expenditure	\$165,337
1. Expenditure Category	Other (specify using Note field)
2. Provider of Services	Various
3. Expenditure	\$660
1. Expenditure Category	Other (specify using Note field)

2.	Provider of Services	Various
3.	Expenditure	\$8,367
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Various
3.	Expenditure	\$30,874

13.1.7 Total Expenditure - Purchased Services \$608,403

13.1.8 Supplies and Materials: Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. **Y**

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	Other (specify using Note field)
2.	Expenditure	\$3,195
1.	Expenditure Category	Other (specify using Note field)
2.	Expenditure	\$4,444
1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$3,613
1.	Expenditure Category	Other (specify using Note field)
2.	Expenditure	\$686
1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$166

13.1.9 Total Expenditure - Supplies and Materials \$12,104

13.1.10 Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No. **Y**

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

1.	Type of Travel	System Staff Travel
2.	Expenditure	\$5,580
1.	Type of Travel	Other (specify using Note field)
2.	Expenditure	\$2,907
1.	Type of Travel	Other (specify using Note field)
2.	Expenditure	\$2,454

13.1.11 Total Expenditures - Travel \$10,941

13.1.12 Equipment and Furnishings: Did the system 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. **N**

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.	Type of Item	N/A
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	N/A

13.1.13 Total Expenditure - Equipment and Furnishings \$0

13.1.14 Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid. \$115,286

13.1.15 Grants to Member Libraries: Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no. Y

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

- | | | |
|----|--|---|
| 1. | Recipient | Bolton Free Library |
| 2. | Allocation | \$5,000 |
| 3. | Project Description (no more than 300 words) | Build a structure over the library's new outside generator to provide protection from snow and ice load. The project will ensure the generator will be in working order for emergencies, allowing the library to stay open for our patrons, providing heat and electricity during power outages. |
| 1. | Recipient | Clifton Park-Halfmoon Library |
| 2. | Allocation | \$5,000 |
| 3. | Project Description (no more than 300 words) | Provide ADA compliant staff entrance doors while maintaining secure staff areas of the building. The ADA compliant handicap door openers will work with the library security system. The project will provide appropriate access through the staff entrance for staff members who require a handicap door opener. It will also provide easier access through the doors staff pushing carts or carrying packages. |
| 1. | Recipient | Fort Edward Free Library |
| 2. | Allocation | \$2,490 |
| 3. | Project Description (no more than 300 words) | Sealcoating and line painting to the library parking lot. Without proper maintenance, asphalt begins to deteriorate creating cracks and potholes, making is unsafe for patrons, staff, and deliveries. Line painting allows for clear delineation of parking spots. |
| 1. | Recipient | Greenwich Free Library |
| 2. | Allocation | \$5,000 |
| 3. | Project Description (no more than 300 words) | The project will engage the services of Thirdway Space to conduct a space audit for our building. The space audit will be primarily concerned with the library spaces outside of our Community Room. The results of the space audit will be used to make decisions about how best to capitalize on planned improvements and to help create low-cost flexible programming space that can be used while the Community Room is under construction and can continue to be used even after the construction concludes, in order to satisfy the growing programming needs of the community. The goals are to maximize space for programming, increase collection usage, and ensure that all spaces, including the currently underused downstairs areas, are welcoming and easy to navigate. |
| 1. | Recipient | Town of Indian Lake Public Library |
| 2. | Allocation | \$5,000 |
| 3. | Project Description (no more than 300 words) | The project is to upgrade the library kitchenette so it is more energy efficient and useful. The kitchenette is used for storing and prepping refreshment for library programs. The project will also purchase comfortable seating for the children's area, and to replace a table in the children's activity area. |
| 1. | Recipient | Caldwell-Lake George Library |
| 2. | Allocation | \$5,000 |
| 3. | Project Description (no more than 300 words) | Update the circulation desk area to improve safety and accessibility for staff and patrons. The current desk situation is not fully accessible and lacks adequate workspace. The project will create two new circulation desks with defined storage and work areas, including a designated work area for the library director. The two desks will be connected by a small swinging door, defining the area as "Staff Only." This change will provide an extra level of personal security for staff and better protection of sensitive patron information. Both desks will create an ergonomic workspace allowing staff to complete tasks comfortably. |
| 1. | Recipient | CV Whitney Long Lake Public Library |
| 2. | Allocation | \$5,000 |
| 3. | Project Description (no more than 300 words) | Install a sump pump to reduce the amount of flooding within the basement of the library. The project will prevent water in the basement that has the potential to cause a health hazard due to excess moisture resulting in mold; an electric hazard; or code inspection failure due to safety issues. |

1.	Recipient	Mechanicville District Public Library
2.	Allocation	\$4,600
3.	Project Description (no more than 300 words)	Hire architect for space planning and development. The library seeks to update the library layout and use of space, making it more patron friendly with dedicated usable space for young adults and seniors.
1.	Recipient	Round Lake Library
2.	Allocation	\$5,000
3.	Project Description (no more than 300 words)	Upgrade fire/smoke detectors and hardwire them into library's security system. By hardwiring them into a security panel, the security monitoring company would be notified and could make the appropriate calls during closed hours.
1.	Recipient	Bancroft Public Library
2.	Allocation	\$5,000
3.	Project Description (no more than 300 words)	Hire an architectural firm to design plans for expansion of the library into an adjacent space in the library building. The project would not change the footprint of the building but would greatly increase the square footage accessible for use by the library and community.
1.	Recipient	Schuylerville Public Library
2.	Allocation	\$2,910
3.	Project Description (no more than 300 words)	Install EV Charging Station in the parking lot for public use. The station would potentially attract new library users and people from out of town to our location. It would also help to encourage electric vehicle usage, decreasing environmental strain.
13.1.16 Total Expenditures - Grants for Member Libraries		\$50,000
13.1.17 Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)		\$1,422,101
13.1.18 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.		\$9,852
13.1.19 Total Allocation from 2024 - 2025 State Aid:		\$1,412,249
13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19)		\$1,422,101
13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)		\$0
13.1.22 Final Narrative: Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.		In 2024, the Southern Adirondack Library System (SALS) operated under the guidance of its 2022-2026 Plan of Service. The services of Administration, Central Library Continuing Education and Consulting, Resource Sharing and Delivery, Integrated Automation System, and Technology are the foundation of the current Plan of Service. System staff are needed to provide these services. Employee benefits, including health insurance costs for retirees, are necessary to ensure the best-qualified staff achieve all of the goals, activities, and objectives stated in the Plan of Service. System funds for Purchased Services are earmarked for consultants, building maintenance, institutional memberships, delivery, telecommunications, automation, and commercial electronic vendors. SALS contracts with a Treasurer for monthly financial oversight and a certified public accountant to complete an annual cash audit available to the SALS Board of Trustees and its members. SALS pays institutional dues to the Capital District Library Council, the Public Library Systems Directors Organization, the New York Library Association, the Freedom to Read Foundation, the American Library Association, and the New York Council of Nonprofits. SALS contracts with Arnoff Moving & Storage for daily delivery service to its membership. SALS pays telecommunications costs necessary to support all system services. SALS partners with the Mohawk Valley Library System to fund the MVLS/SALS Joint Automation project to provide automation services to our member libraries. System funds for supplies and materials are used to purchase software, MARC records, and e-content to support the member libraries and their communities. Under New York State Education Law, SALS disburses LLSA to its membership.

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)
Reference: Commissioners Regulations 90.4
Central Library Services Aid is \$0.32 per capita with a minimum amount of \$105,000 and an additional \$71,500.
Include in this category CLSA expenditures for services and library materials. CLSA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.
See <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

13.2.1-13.2.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees (paid from CLSA funds).

13.2.1 Total Full-Time Equivalents (FTE)	0
13.2.2 Total Expenditure for Professional Salaries	\$0

13.2.3-13.2.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees (paid from CLSA funds).

13.2.3 Total Full-Time Equivalents (FTE)	0
13.2.4 Total Expenditures for Other Staff Salaries	\$0

13.2.5 Employee Benefits: Indicate the total expenditures for all system employee benefits (paid from CLSA funds). \$0

13.2.6 Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	N/A
2. Provider of Services	N/A
3. Expenditure	N/A

13.2.7 Total Expenditure - Purchased Services \$0

13.2.8 Supplies and Materials: Did the system 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. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	N/A
2. Expenditure	N/A

13.2.9 Total Expenditure - Supplies and Materials \$0

13.2.10 Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No. N

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	N/A
2. Expenditure	N/A

13.2.11 Total Expenditures - Travel \$0

13.2.12 Equipment and Furnishings: Did the system 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. N

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	N/A
2.	Quantity	N/A
3.	Unit cost	N/A
4.	Expenditure	N/A

13.2.13 **Total Expenditure - Equipment and Furnishings** \$0

13.2.14 **Grants to Central/Co-Central Libraries: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.** Y

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

1.	Recipient	Crandall Public Library
2.	Allocation	\$188,291
3.	Project Description (no more than 300 words)	Funds provided enable the Central Library to acquire and make widely available library materials and information in multiple formats based upon its collection development policy, obtain materials from outside the system through OCLC for member libraries, and provide reference and information services and recommendations from the Central Library Advisory Committee's process to allocate library resources based on the previous year's data.

13.2.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$188,291

13.2.16 **Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15)** \$188,291

13.2.17 **Cash Balance at the Opening of the Fiscal Year** 0.00
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.2.18 **Total Allocation from 2024 - 2025 State Aid:** \$188,291

13.2.19 **Total Available Before Expenditures (total 13.2.17 + 13.2.18)** \$188,291

13.2.20 **Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)** 0.00

13.2.21 **Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.** Funds provided enable the Central Library to acquire and make widely available library materials and information in multiple formats based upon its collection development policy, obtain materials from outside the system through OCLC for member libraries, and provide reference and information services and recommendations from the Central Library Advisory Committee's process to allocate library resources based on the previous year's data.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

Statutory Reference: Education Law § 273(1)(h)
Commissioners Regulations 90.3

13.4.1-13.4.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.4.1	Total Full-Time Equivalents (FTE)	.96
13.4.2	Total Expenditure for Professional Salaries	\$73,661

13.4.3-13.4.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.4.3	Total Full-Time Equivalents (FTE)	
13.4.4	Total Expenditure for Other Staff Salaries	

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$24,312

13.4.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- | | | |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 2. | Provider of Services | N/A |
| 3. | Expenditure | N/A |

13.4.7 **Total Expenditure - Purchased Services** \$0

13.4.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 | Non-print resources (electronic content) |
| 2. | Expenditure | \$6,347 |

13.4.9 **Total Expenditure - Supplies and Materials** 6,347

13.4.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category. N

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2.

- | | | |
|----|----------------|-----|
| 1. | Type of Travel | N/A |
| 2. | Expenditure | N/A |

13.4.11 **Total Expenditure - Travel** \$0

13.4.12 **Equipment and Furnishings:** Did the system 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. N

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 | N/A |
| 2. | Quantity | N/A |
| 3. | Unit Cost | N/A |
| 4. | Expenditure | N/A |

13.4.13 **Total Expenditure - Equipment and Furnishings** \$0

13.4.14 Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No.

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

- | | | |
|----|------------------------|-----|
| 1. | Recipient | N/A |
| 2. | Allocation | N/A |
| 3. | Description of Project | |

13.4.15 **Total Expenditure - Grants to Member Libraries** \$0

13.4.16 **Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)** \$104,320

13.4.17 **Cash Balance at the Opening of the Fiscal Year** \$0
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.4.18 **Total Allocation from 2024 - 2025 State Aid:** \$104,320

13.4.19 Total Available Before Expenditures (total 13.4.17 + 13.4.18) \$104,320

13.4.20 Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16) \$0

13.4.21 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

SALS continues its Libraries Mean Business initiative, supporting Notaries Public in our member libraries. In 2024, 19 Notaries Public in member libraries notarized more than 1,000 documents. We continue to build the Libraries Mean Business collection in Overdrive to provide ongoing resources and support to our region's entrepreneurs, small businesses, employers, and job seekers. We added 79 titles, growing the collection to 355, which circulated 3,217 times in 2024. By creating a collection that is accessible remotely 24/7, small businesses and entrepreneurs can find the help they need when they need it. SALS partners with Comfort Food Community, a food pantry in Greenwich, and Capital Roots Squash Hunger program in Troy to continue the Farm-2-Library initiative, designed to meet the wrap-around needs of adult literacy learners while addressing the UN Sustainable Development goals of zero hunger, good health & wellbeing, reduced inequalities, sustainable cities & communities, life on land, climate action, and partnerships for the goals. The initiative addresses the challenge of food waste by gleaning produce from local farms and distributing it through five small, rural libraries in communities with food insecurity and food access challenges. In 2024, participating libraries shared more than 52,000 pounds of fresh fruit and vegetables with 21,000 people in the Argyle, Cambridge, Corinth, Easton, Glens Falls, Granville, Greenwich, Hadley/Luzerne, Salem, Schuylerville, Stillwater, Waterford, and Whitehall communities. SALS continues to promote adult literacy programs in member libraries by collaborating with the Tri-County Literacy Center and purchasing a Newsela subscription to support the work of adult literacy tutors in our region. The Coordinated Outreach Services Advisory Committee met four times in 2023. The quarterly meetings provide an opportunity to build relationships and deepen collaborations. SALS offers ongoing support by identifying potential funding opportunities, convening and facilitating networking opportunities, and consulting services. SALS continues to partner with AARP's Senior Planet to launch the Older Adults Technology Services program to help bridge the digital divide and build confidence in accessing, using, and navigating technology and the internet for older adults. The program includes training library staff to lead programs focused on the needs of older adults. Ten participating libraries held 175 technology-related programs enjoyed by 741 older adults. The program continues through 2025. To address the ongoing challenges of the opioid epidemic, SALS partnered with the Adirondack Health Institute and the Saratoga County Department of Health to make Narcan Emergency boxes available to our member libraries. In 2024, all eleven Saratoga County libraries and six libraries in Washington and Warren counties provide Narcan through Naloxboxes, and a new partnership with Matters, NY resulted in the Cambridge Public Library installing a harm reduction vending machine outside the library, where the public has access to free NARCAN, fentanyl, and xylazine testing strips 24/7. SALS continues to partner with OASAS to provide fentanyl and xylazine testing strips to member libraries to help with harm reduction.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail incarcerated individuals' needs (Purchased Services). Salaries and benefits for system personnel providing programs and services to county jails are also appropriate expenditures.

13.5.1-13.5.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees

13.5.1 Total Full-Time Equivalents (FTE) 0

13.5.2 Total Expenditure for Professional Salaries \$0

13.5.3-13.5.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees

13.5.3 Total Full-Time Equivalents (FTE)

13.5.4 Total Expenditures for Other Staff Salaries

13.5.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits \$0

13.5.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	N/A
2.	Provider of Services	N/A
3.	Expenditure	N/A

13.5.7 **Total Expenditure - Purchased Services** \$0

13.5.8 **Supplies and Materials:** Did the system expend funds Y
for supply items, postage, 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 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 type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$3,450

13.5.9 **Total Expenditure - Supplies and Materials** \$3,450

13.5.10 **Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)** 3,450.00

13.5.11 **Cash Balance at the Opening of the Fiscal Year:** \$139
NOTE: The opening balance must be the same as the closing
balance from the previous year.

13.5.12 **Total Allocation from 2024 - 2025 State Aid** \$3,311

13.5.13 **Total Available Before Expenditures (total 13.5.11 + 13.5.12)** \$3,450

13.5.14 **Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)** \$0

13.5.15 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

SALS Plan of Service states that SALS will maintain its outreach to Hamilton, Saratoga, Warren, and Washington County Jails. Books and magazines were selected by and purchased for Hamilton, Saratoga, and Washington County Jails. Warren County did not select or order materials.

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory Education Law § 285 (1)
Reference: Commissioners Regulations 90.14
The amount provided in Education Law is \$9.25 per incarcerated individual. Please see the State Corrections Program Guidelines at www.nysl.nysed.gov/libdev/outreach/corrgdln.htm for more information.

13.6.1-13.6.2 **Professional Salaries:** Indicate total FTE and salaries for all system professional employees.

13.6.1	Total Full-Time Equivalents (FTE)	.05
13.6.2	Total Expenditure for Professional Salaries	\$3,574

13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.6.3	Total Full-Time Equivalents (FTE)	.17
13.6.4	Total Expenditure for Other Staff Salaries	\$8,489

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$5,813

13.6.6 **Purchased Services:** Does the system expend funds Y
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 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 | Other (specify using Note field) |
| 2. | Provider of Services | NYLA |
| 3. | Expenditure | \$395 |
| 1. | Expenditure Category | Delivery/courier |
| 2. | Provider of Services | Arnoff Moving & Delivery |
| 3. | Expenditure | \$2,844 |

13.6.7 **Total Expenditure - Purchased Services** 3,239

13.6.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

- | | | |
|----|----------------------|---------------------------------|
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$10,766 |

13.6.9 **Total Expenditure - Supplies and Materials** \$10,766

13.6.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

- | | | |
|----|----------------|-----|
| 1. | Type of Travel | N/A |
| 2. | Expenditure | N/A |

13.6.11 **Total Expenditure - Travel** \$0

13.6.12 **Equipment and Furnishings:** Did the system 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. N

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 | N/A |
| 2. | Quantity | N/A |
| 3. | Unit Cost | N/A |
| 4. | Expenditure | N/A |

13.6.13 **Total Expenditure - Equipment and Furnishings** 0.00

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$31,881

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** \$6,106
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.6.16 **Total Allocation from 2024 - 2025 State Aid:** \$32,956

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$39,062

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$7,181

13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds

SALS provided Great Meadow and Washington Correctional Facilities delivery service, interlibrary loan, consulting services, and materials to support their inmate populations. Services to Great Meadow ceased upon its closure in November. Prior to the Great Meadow closure, SALS assisted the library in returning interlibrary loan materials to the owning libraries and settling outstanding library charges. This closure as well as staffing changes at Washington Correctional Facility impacted services provided in 2024. Materials were purchased for the facilities as well as conference registration made for the librarian to attend the 2024 New York Library Association conference.

14. Summary of Library System Accomplishments

System Accomplishments

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 3 (2024).

14.1 Element 1: Resource Sharing - Results

Library staff in member libraries received training, primarily virtually this year, to use POLARIS. The SALS training and Joint Automation Staff received the training and support necessary to keep the system and network running. All libraries have installed CASSIE, and some are investigating self-check and RFID technologies. Resource Sharing - Delivery: Libraries were offered daily delivery to meet their public's need for information. Resource Sharing - Interlibrary Loan: The public and member library staff know how to access and reserve materials via the Integrated Library System. The member library staffs have the skills they need to request materials that are owned regionally through the Capital District Library Council and New York State Library. The Crandall Public Library searched and requested materials owned outside of the region for the member library staff and the public. Resource Sharing - Digital Collections Access: System purchased materials were accessible to the residents in our region through the ILS, or through the SALS, central library or member library websites using library cards.

14.2 Element 2: Special Client Groups - Results

Adult Literacy: Adult new learners found the resources needed in their local libraries. Member libraries networked with community organizations that support Adult Literacy. The Tri-County Literacy Center, provided tutors for adult learners in Saratoga, Warren, and Washington counties. Addressed the digital divide through a partnership with AARP's Senior Planet Older Adults Technology Services Program. Coordinated Outreach: People residing in Hamilton, Saratoga, Warren and Washington Counties had equal access to library materials and services. Member library staff partnered with community group organizations to provide people with the information and materials they need. Particular attention was paid to libraries' role in addressing health, focusing on poverty, food insecurity, food access, harm reduction response to the opioid epidemic, and other health and wellness issues. SALS shared 52,000 pounds (about twice the weight of a school bus) of food with more than 22,000 people (about the seating capacity of Madison Square Garden) through the Farm-2-Library program in 2024. Correctional Facilities (State and Local): The inmate populations were given access to materials to meet their recreational and lifelong learning interests. One facility was closed in November 2024. Youth Services: Libraries received the training needed to provide services to the youth in their communities, and received additional funds available through grants to provide services to communities. Early Literacy: libraries received the training, information, and software needed to provide services to their early literacy communities. Specifically, we held a kick-off the Summer Reading Program to educate and provide resources to member libraries; provided access to virtual conferences with a focus on youth services, provided access to webinars that focused on teen services. We provided an in-personal conference for teen services librarians.

14.3 Element 3: Professional Development and Training - Results

Libraries operated effectively to meet their community needs. SALS operated effectively and professionally to meet its Libraries operated effectively to meet their community needs. SALS operated effectively and professionally to meet its member libraries' needs. Member library staff and trustees had access to continuing professional development and educational workshops, one-on-one training, and state and national conferences. Over the year SALS consultants held 79 sessions for 1555 attendees. Sessions were through virtual platforms or in-person. Consultants offered three new director trainings, Adult Program Swaps, and interactive sessions for financial, marketing and human resource professionals; and hosted trainings on conflict resolution, OverDrive Marketplace, Polaris, and READsquared.

14.4 Element 4: Consulting and Development Services - Results

Member library staff and trustees received the information they needed through contact with the SALS consulting staff. The member libraries were connected to the Integrated Library System via an area-wide network. Member library automation needs were supported during all hours and emergencies as needed. Member libraries received support for hardware peripherals located within their libraries. Joint Automation and system staff maintained appropriate files, reports, and other software applications. Member library staff were kept up-to-date on handheld devices, downloadable services, technology developments through consulting, training, workshops and virtual workshops. Member library staff reported satisfaction with Consulting and Development Services in the annual satisfaction survey.

14.5	Element 5: Coordinated Services for Members - Results	The member libraries participated in coordinated purchases of equipment, supplies, databases and an ILS to provide cost-effective services.
14.6	Element 6: Awareness and Advocacy - Results	System and member libraries received the funds necessary to provide library services to the residents of the four counties. System trustees and member library personnel attended the Federal and New York State 2024 Advocacy Day and System staff provided an advocacy guide within formation about the representatives for each member library. The System promoted local, state, and national advocacy issues through its weekly newsletter.
14.7	Element 7: Communication Among Member Libraries and/or Branch Libraries - Results	System and member library staff and trustees used the information they received among Member meetings and workshops, electronically(intranet, email, and blogs),and/or the delivery and by phone to make informed decisions about library and system services. The System uses a weekly newsletter to share information about programs, grants, initiatives and other opportunities for member libraries, as well as spotlighting the work being done by its member libraries. The System hosts a monthly Directors Council meeting to help facilitate communication among libraries, and to share work the System is doing on their behalf.
14.8	Element 8: Collaborative Efforts with Other Library Systems - Results	There were cost savings, broader access and better service to membership through cooperative, integrated library system, automation, and technology support with Mohawk Valley Library System and the Capital District Library Council. SALS had a voice in the development of continuing education and technology advances by serving on the board and various committees of the Capital District Library Council. SALS had a voice in the development of library services and policies by serving on various statewide groups (PULISDO, Outreach Coordinators, Youth Services, Summer Reading Program). SALS partnered with the Mohawk Valley, Upper Hudson, Mid-York, Clinton Essex Franklin, North Country, Finger Lakes, and CCLS library systems on leadership, adult services, programming, accessibility, and diversity, equity and inclusion.
14.9	Element 9: Other - Results	
14.10	Element 10: Construction - Results	Communities had library buildings that were accessible to all members of the community. Communities had facilities that are energy-efficient and met their needs including adequate space, lighting, shelving, seating, restrooms, and technology. System staff assisted member libraries through the State Aid for Library Construction application process. SALS granted funds to assist member libraries in completing smaller construction projects, and preparing for State Aid for Library Construction applications.
14.11	Element 11: Direct Access - Results	The New York State Education Department approved SALS' Direct Access Plan. It is on file at SALS and its member libraries. SALS membership continues to lend accordance with the established DirectAccess policies.
14.12	Element 12: Central Library - Results	Crandall Public Library provided access to adult nonfiction materials in all formats for SALS member libraries to fulfill the role of Central Library as per requirements of NYS Education Law. Crandall Public Library provided in-depth information services to benefit member libraries and the population of the SALS service area. Crandall Public Library kept the membership and public informed about the availability of central library services.

15. Current system URL's

15.1	System Home Page URL	https://www.sals.edu/
15.2	URL of Current List of Members	https://script.google.com/macros/s/AKfycbwYSrP393o4DfoibN6Xv0plZ4ZSk0yy14M131xQXRVPBpWJuY5OTot_FCuf8VA6ysl/exec
15.3	URL of Current Governing Bylaws	https://salsblog.sals.edu/about-us/trustees/bylaws/?_gl=1%2A1g6g4v1%2A_ga%2ANTU50TkxNjQwLjE2NzE0NzY3MzA.%2A_ga_937NKQHV7V%2AMTc0MDA4NjMzMzMi4xNzEuMC4xNzQwMDg2M
15.4	URL of Evaluation Form	https://salsblog.sals.edu/wp-content/uploads/SALS-satisfaction-survey-2024.pdf
15.5	URL of Evaluation Results	https://salsblog.sals.edu/wp-content/uploads/Satisfaction-Survey-2024.pdf
15.6	URL of Central Library Plan	https://salsblog.sals.edu/wp-content/uploads/Central-Library-Plan-of-Service-2022-2026.pdf
15.7	URL of Direct Access Plan	https://salsblog.sals.edu/wp-content/uploads/90.3-SALS-2022-2026-plan-of-service.pdf

16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Colleen Smith
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(518) 584-7300
16.3	Contact e-mail address	csmith@sals.edu

ASSURANCE

16.4	The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date – mm/dd/yyyy)	3/18/2025
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APPROVAL (for New York State Library use only/not a required field)

16.5 The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy).

Suggested Improvements

Library System	Southern Adirondack Library System
Name of Person Completing Form	Pamela DelSignore
Phone Number and Extension (enter area code, telephone number and extension only):	(518) 584-7300
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank You!	none